

8. a) One of our employees is retiring today
 b) One of our employees are retiring today
 c) One of our employees were retiring today
 d) One of our employees was retiring today
9. a) One of the presents sent by you was very good
 b) One of the presents sent by you were very good
 c) One of the present sent by you was very good
 d) One of the present sent by you is very good
10. a) City lights is a wonderful movie b) City lights are a wonderful movie
 c) City lights were a wonderful movie d) City lights as a wonderful movie
11. a) None of it really matter b) None of it really matters
 c) None of it really mattering d) None of it really matters
12. a) One of the girls were wearing a yellow frock.
 b) One of the girls was wearing a yellow frock
 c) One of the girls had wearing a yellow frock
 d) One of the girl was wearing a yellow frock
13. a) Both of the Parents are equally responsible.
 b) Both of the Parents is equally responsible
 c) Both of the Parents has equally responsible
 d) Both of the Parents is equally responsible
14. We arrived in this City thirty years _____
 a) ago b) before c) by d) back
15. Don't you know _____ holidays all schools remain closed?
 a) between b) among c) since d) during
16. The little kid was run _____ by the speeding vehicle.
 a) on b) in c) above d) over
17. The Banerjee family lives _____ 242, Circular Road , Dehradun.
 a) in b) on c) into d) at
18. We need the entire payment _____ advance.
 a) in b) on c) at d) with
19. Why do we always have to confine _____ limited choices?
 a) in b) to c) at d) for

Choose the correct answer / option misplaced modifiers

20. a) With leaking pipes the woman found it hard to water her plants
 b) The woman found it hard to water her plants with leaking pipes
 c) The women, with leaking pipes, water the plants found it hard.
 d) With leaking pipes, to water the plants, the woman found it hard.

21. a) Crying over the broken toy, the mother consoled the child.
 b) Crying over the broken toy, consoled the child, the mother.
 c) The mother consoled the child who was crying over the broken toy.
 d) The mother consoled the child, over the broken toy, who was crying.
22. a) Playing in the garden the snake bit the child.
 b) Playing the snake bit the child in the garden
 c) The snake bit the child, who was playing in the garden
 d) The snake bite the child, playing the in the garden.
23. a) Rub gently the old man's leg b) Gently rub the old man's leg
 c) Rub the old man's gently, leg. d) The old man's leg, rub gently.
24. a) The plane landed somehow safely b) Safely somehow the plane landed
 c) The plane somehow landed safely d) The plane safely somehow landed.
25. a) Nearly he was dead in the accident b) He was nearly dead in the accident
 c) Nearly dead in the accident he was d) Nearly in the accident he was dead.

Analogies : Choose the correct option :

26. Moon : ? : : Planet : Earth.
 a) Galaxy b) Satellite c) Asteroid d) Solar system
27. ? : liquid : : freeze : solid.
 a) ice b) snow c) melt d) blizzard
28. ? : Cotton : : Sweater : Wool.
 a) Sheep b) Denim c) Polyester d) Linen
29. Idealistic : Pragmatic : : Murky : ?
 a) Swift b) Gloomy c) Pellucid d) Friendly
30. Tongue : sound : : ?
 a) Eyes : blind b) Violin : Vibration c) Vegetable : taste d) Deaf : ears
31. Car : garage : : ship : ?
 a) Port b) Harbour c) Aeroplane d) Hangar
32. Fresco L: Painting : : ?
 a) Canto : epic b) Novel : compendium
 c) Design : pattern d) Sonnet : poetry

Words often confused

Choose the correct option :

33. Let's work hard to broaden the child's _____ faculty.
 a) imaginative b) imaginary c) imagined d) images
34. The _____ scholar died of cancer
 a) imminent b) eminent c) aminent d) emminent

35. A floral tribute was offered to the _____ leader.
 a) diseased b) deceased c) deseased d) diceased
36. Haunted by media, the poet took _____ in a small village.
 a) Refuge b) Refuse c) Reefuge d) Refuje
37. Mothers usually have a _____ for their children.
 a) Kind corner b) Soft corner c) Kindness corner d) Softly corner
38. People buy new things on Diwali as it is considered to be _____ occasion.
 a) an auspicious b) a pious c) a auspicious d) an pious
39. Let's take a _____ look at the report.
 a) quick b) fast c) strong d) forward
40. The _____ of the earthquake was felt in other parts of the state.
 a) effect b) affect c) impact d) empact

Common errors in the use of idioms and phrases :

Choose the correct meaning of the underlined idiomatic expressions :

41. When the police exerted a little more force the thief spilled the beans.
 a) tell everything b) hide everything c) beans was spilled d) split the beans
42. How can you allow someone to walk all over you like that?
 a) Walking over you b) Treat someone nicely
 c) Treat someone very badly d) Walking with you
43. The movie shows how bad blood between families can cause havoc.
 a) blood has become septic b) bleeding to death
 c) unfriendly feelings / enmity d) Run away
44. It is good to have a torch while travelling ; it often comes in handy at times.
 a) can hold in your hand b) Be useful
 c) can hand it to someone d) continue something

Cloze test - Passage :

She could never forget the memories of the sweetest and the most (45) occasion of her lift. That was the day when she had held the (46) trophy in her hand and had lifted it to the cheering crowd. She still remembers, how frequently her image had been (47) by the cameras which showed her (48) after defeating her famous opponent.

45. a) magical b) momentous c) mysterious d) mesmerizing
46. a) pious b) controversial c) prestigious d) valuable
47. a) captivated b) captioned c) controlled d) captured
48. a) extolling b) exacting c) exulting d) excluding

Active Voice / Passive Voice :

49. The committee cut the budget. The passive voice of the given sentence is :
 a) The budget was cut by the committee b) Budget was cut by the committee
 c) The budget was cut by committee d) The committee budget was cut.
50. The prestigious award was given to the scientist by the academy. The active voice of the given sentence is :
 a) The Academy gave the scientist the prestigious award
 b) Academy gave the scientist the prestigious award
 c) The Academy given the scientist the prestigious award
 d) Academy gave scientist prestigious award.

Direct / Indirect speech :

51. The teacher said, 'God is everywhere'. The indirect speech of the given sentence is :
 a) The teacher told God is everywhere b) The teacher said God is everywhere
 c) The teacher said that God is everywhere d) The teacher telling God is everywhere
52. The little boy told his mother that he was feeling hungry. The direct speech of the given sentence is :
 a) 'I am feeling hungry', the little boy said to his mother.
 b) 'I feeling hungry', the little boy said to mother
 c) 'I feeling hungry', little boy told his mother
 d) 'I am feeling hungry', the little boy telling his mother.

Spotting errors – sentences :

Choose the part of the sentence which has an error :

53. This is a unique restaurant ; only the gentries come to eat here .
 a) This is b) a unique c) the gentries d) to eat
54. If you will keep standing like this, you will miss your flight.
 a) If you b) will keep standing c) you will miss d) your flight

Choose the correct option :

55. Which of the following is not a form of paragraph?
 a) narrative b) persuasive c) descriptive d) expansion
56. Topic sentence of a paragraph is also known as _____.
 a) Introducer b) Developer c) Terminator d) None of these
57. A paragraph has _____ main parts.
 a) 2 b) 3 c) 4 d) 1
58. The basic unit of written communication is _____.
 a) sentences b) punctuation c) phrases d) paragraph
59. An essay which discusses a profound or deep issue is known as a _____ essay.
 a) Expository b) Descriptive
 c) Philosophical / Reflective d) Argumentative

60. _____ is French word which means to 'cut short'.
 a) Essay b) Pr'ecis c) Composition d) None of these
61. Which type of essay reviews a book, movie or topic?
 a) Argumentative essay b) Analytical essay
 c) Descriptive essay d) Philosophical essay
62. The art of condensation is known as _____.
 a) precise b) precis c) pr'ecis d) prect
63. Man is immortal. This sentence is _____.
 a) introducer b) developer c) terminator d) none of these
64. The word essay is derived from the French expression 'essai' which means an effort or a _____.
 a) painting b) verbal sketch c) sketching d) none of these
65. Which is the order of writing an effective pre'cis?
 P : read and comprehend Q : edit and revise
 R : Prepare a skeleton of main ideas S : Prepare a first draft
 a) PQRS b) SRQP c) RSQP d) PRSQ
66. Strategies for effective reading are :
 e) Skimming f) Scanning g) Extensive reading h) Intensive reading
 a) e & f b) e, f, g c) f & g d) All of these
67. _____ reading combines sight reading with internal sounding of the words as if spoken.
 a) Sub - vocalized b) Speed c) Extensive d) Intensive
68. Effective reading can provide you with a 'comprehensible input' from the book or document that you read.
 a) True b) False c) Sometimes d) Not always
69. Listening is a _____ act.
 a) physical b) hearing c) cognitive d) none of these
70. _____ is an example for comprehensive listening.
 a) Speeches b) Class room listening c) Movies d) Music
71. Intrapersonal communication is _____.
 a) communicating with friends b) communicating with self
 c) communicating with strangers d) Both (a) & (c)
72. Non - Verbal communication does not include _____.
 a) silence b) gestures c) posture d) words
73. Which of the following is not an element of group discussion?
 a) group size b) subject knowledge
 c) evaluation of candidates d) unnecessary argument

74. A presentation is a live mode of sharing information with a select audience
 a) true b) false c) may be d) not sure
75. _____ is a cooperative problem solving activity, which seeks a consensus regarding the solution of a problem.
 a) Debate b) Group discussion c) Feedback d) Interview
76. We need to be aggressive and speak up loudly during group discussions.
 a) true b) false c) sometimes d) always
77. A typical presentation would have the following parts in its structure.
 a) Main body b) Conclusion c) Question & Answers d) All of these
78. Identify the factor which is not important while planning a presentation
 a) Objective of the presentation b) Audience
 c) Structure of the presentation
 d) Minimum educational qualifications of the presenter.
79. Non – Verbal communication is not concerned with _____
 a) Kinesics b) Messages c) Proxemics d) Paralinguistic
80. Which of the following statements about facing an interview is false?
 a) greet people with a smile and firm handshake
 b) make good eye contact
 c) express your weaknesses and tell how you are trying to come out of it
 d) don't make an attempt to read the body language of the interviewer.
81. Which of the following should be adapted during an interview?
 a) good posture b) using excessive gestures
 c) crossing your legs
 d) expressing your disagreement in a negative manner.
82. The word _____ has originated from the Latin word 'reportare' which means to 'carry back'.
 a) repart b) report c) rapport d) proposal
83. Report is an important form of business communication.
 a) true b) false c) sometimes d) not sure
84. Memo is also known as _____
 a) Memos b) Memorandum c) Memorada d) Memorandums
85. A business report is a formal communication written for :
 a) a specific purpose b) a well defined audience
 c) completely impartial and objective manner
 d) all of these
86. The full form of email is _____
 a) electronic mail b) electrical mail c) electronics mail d) effective mail
87. _____ is a very popular platform for expressions
 a) blog / weblog b) email c) letters d) Social

88. Email writing is informal and no grammatical rules are required to be observed while composing it.
 a) true b) false c) always d) sometimes
89. A _____ is a kind of cover letter sent with the Resume / CV to provide information on the candidates skills and experience.
 a) business letter b) job application letter
 c) well written letter d) none of these
90. Business letters are important because :
 a) They help organizations in strengthening their support with customers, stakeholders, suppliers etc.
 b) They can be filed for future reference
 c) They help in conveying information that is confidential and complex.
 d) All of these
91. Which of these is used as a salutation in a business letter?
 a) Dear Sir / ma'am b) Thank you c) Yours Sincerely d) Address
92. Which of these is not a type of business letter?
 a) Acknowledgement letter b) Goodwill letter
 c) Letter of recommendation d) Informal letter
93. A proposal drafted in response to an advertisement of demand from an authority is termed as _____ proposal.
 a) solicited b) unsolicited c) supplementary d) none of these

Choose the correct form of standard English to be substituted for the underlined Indianisms :

94. This movie is too good.
 a) very good b) to good c) really good d) both (a) & (c)
95. Siddhu knows how to cut jokes.
 a) tell jokes b) slice jokes c) crack jokes d) break jokes

Comprehension – Theme detection

Read the following passage and answer the questions that follows :

All this while the storm increased and the sea went very high , though nothing like what I have seen many times since; no, nor what I saw a few days after ; but it was enough to affect me then, who was but a young sailor and had never known anything of the matter. I expected every wave would have swallowed us up, and that everytime the ship fell down , as I thought it did, in the trough or hollow of the sea, we should never rise more ; in this agony of mind, I made many vows and resolutions that if it would please God to spare my life in this one voyage, if ever I got once my foot upon dry land again, I would go directly home to my father, and never set it into a ship again while I lived ; that I would take his advice, and never run myself into such miseries as these any more. Now I saw plainly the goodness of his observations about the middle station of life, how easy, how comfortably he

