

1. Communication Vocabulary

Q1: What does "antonym" mean?

- a. Opposite meaning
- b. Same meaning
- c. Word origin

Answer: a) Opposite meaning

Q2: Which word is an antonym for "active"?

- a. Passive
- b. Energetic
- c. Strong

Answer: a) Passive

Q3: Choose the synonym for "happy":

- a. Sad
- b. Joyful
- c. Angry

Answer: b) Joyful

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2. Grammar - Important Terms

Q11: What is a noun?

- a. A word that describes an action
- b. A word that names a person, place, or thing
- c. A word that links clauses

Answer: b) A word that names a person, place, or thing

Q12: Which of the following is a verb?

- a. Beautiful
- b. Run
- c. Apple

Answer: b) Run

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3. Common Errors

Q21: Identify the error in this sentence: "She don't like apples."

- a. Incorrect subject
- b. Incorrect verb
- c. Incorrect object

Answer: b) Incorrect verb

Q22: Choose the correct sentence:

- a. I has a book.
- b. I have a book.
- c. I having a book.

Answer: b) I have a book

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4. Precis Writing, Expansion of Given Idea

Q31: What does "precis" mean?

- a. Summary
- b. Expansion
- c. Analysis

Answer: a) Summary

Q32: What is the main rule of precis writing?

- a. Write in detail
- b. Use fewer words while preserving key ideas
- c. Include personal opinions

Answer: b) Use fewer words while preserving key ideas

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5. Comprehension

Q41: What is a comprehension passage meant to test?

- a. Grammar knowledge
- b. Understanding of text
- c. Writing style

Answer: b) Understanding of text

Q42: In a comprehension, what should you avoid including in your answers?

- a. Repetition

- b. Key ideas from the passage
- c. Quotes

Answer: a) Repetition

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6. Official Correspondence

Q51: What is the purpose of official correspondence?

- a. Informal communication
- b. Formal exchange of information
- c. Entertainment

Answer: b) Formal exchange of information

Q52: What should always be included in a business letter?

- a. Personal anecdotes
- b. Salutation and closing
- c. Poetry

Answer: b) Salutation and closing

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7. Business Correspondence

Q61: What is the standard format for a business email?

- a. Subject line, body, informal ending
- b. Subject line, body, professional closing
- c. No specific format

Answer: b) Subject line, body, professional closing

Q62: Choose the correct option for email salutation:

- a. Dear Mr./Ms. [Last Name]
- b. Hey there!
- c. No salutation

Answer: a) Dear Mr./Ms. [Last Name]

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8. Social Correspondence

Q71: What is the tone of social correspondence?

- a. Formal
- b. Informal
- c. Technical

Answer: b) Informal

Q72: Choose the appropriate opening for a friendly letter:

- a. "Dear friend, I hope this email finds you well."
- b. "To whom it may concern."
- c. "Kind regards."

Answer: a) "Dear friend, I hope this email finds you well."

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9. General Report Writing

Q81: What is the purpose of general report writing?

- a. To entertain readers
- b. To convey information
- c. To confuse the audience

Answer: b) To convey information

Q82: Which of the following is essential in a general report?

- a. Personal opinions
- b. Clear structure
- c. Informal language

Answer: b) Clear structure

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10. Technical Report Writing

Q91: What is the tone of a technical report?

- a. Persuasive
- b. Formal and precise
- c. Casual

Answer: b) Formal and precise

Q92: Which section of a technical report contains the main findings?

- a. Introduction
- b. Conclusion

c. Abstract

Answer: b) Conclusion
