

Course
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Test Series

Self-Made Assignment - Employability Skills

Basic English Skill

Simple Questions

1. Which of the following is a polite greeting in person?
 - A. Go away
 - B. Nice to meet you
 - C. What do you want?
 - D. I'm busy
2. What do we use small talk for?
 - A. To argue with someone
 - B. To end a meeting
 - C. To start casual conversations
 - D. To write a letter
3. Which sentence is appropriate when asking for help?
 - A. Do it now.
 - B. Give me that.
 - C. Can you help me, please?
 - D. I don't need your help.
4. What is a polite way to make a request on the phone?
 - A. I want it now!
 - B. Why haven't you sent it?
 - C. It's your job to do this.
 - D. Could you send that to my email?
5. Which phrase can be used to end a conversation politely in person?
 - A. It was nice talking to you
 - B. I'm done talking
 - C. I don't care
 - D. Leave me alone
6. What does it mean to 'read' a text?
 - A. To sing it out loud
 - B. To look at the words and understand them
 - C. To draw pictures
 - D. To change the text

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7. What does 'interpret' mean?
- A. Copy the text
 - B. Explain or understand the meaning
 - C. Erase the message
 - D. Repeat it fast
8. Which is a correct sentence in Basic English?
- A. He attempted to execute the task.
 - B. She goes to school every day.
 - C. They articulated their points well.
 - D. He was feeling exhilarated.
9. Which of these is a polite way to thank someone on the phone?
- A. That's your job!
 - B. Thanks for your time.
 - C. Don't call again.
 - D. It's too late now.
10. Which sentence is best for starting a phone call?
- A. Who is this?
 - B. Good morning, this is [your name].
 - C. Don't disturb me.
 - D. What do you want?

Hard Questions

1. Which sentence is best for making a polite request?
- A. I need your help.
 - B. Would you mind helping me?
 - C. Do this for me.
 - D. Help me now.
2. Why is it important to end a conversation politely?
- A. To make the person angry
 - B. To show respect and good manners
 - C. To talk longer
 - D. To avoid saying goodbye
3. What is the main goal of using Basic English in writing?



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- A. To use simple words and easy grammar
- B. To show big vocabulary
- C. To write fast
- D. To make it look professional

4. Which sentence is both polite and clear on the phone?

- A. I am waiting, tell me fast.
- B. Are you free now or not?
- C. Is this a good time to talk?
- D. What's taking so long?

5. In which situation would you use small talk?

- A. When reading a book
- B. When writing an essay
- C. When meeting someone at a party
- D. When ending a phone call

6. What makes a sentence 'Basic English'?

- A. It has many difficult words
- B. It uses common words and simple grammar
- C. It is short and confusing
- D. It uses lots of slang

7. Which of these is a polite way to ask for information on the phone?

- A. I don't understand, speak better!
- B. Why didn't you explain this earlier?
- C. What is this all about?
- D. Can you give me more information about your services?

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