

SAMPLE PAPER

FYBCOM- Foundation Course

Q1. State which barrier does the situation exemplify:

A Chinese person visits India & is greeted with the phrase "Namaste". He's confused as he doesn't really follow. This is a _____ barrier.

Q2. We are all travellers of the _____ .

1. Superhighway
2. NH10
3. Navi Mumbai
4. Golbibo.com

Q3. The first step of learning begins with:

1. Speaking
2. Listening
3. Hearing
4. Writing

Q4. Identify the odd one out

1. Assumption
2. Anxiety
3. Patience
4. Background noise

Q5. Identify the element in letters that states the purpose of letter:

1. Time
2. Salutation
3. Subject
4. Address

Q6. Select the element which isn't a part of effective letters.

1. Date
2. Time
3. Subject
4. Address

Q7. A business letter begins with:

1. Receiver's address
2. Post office address
3. Neighbour's address
4. Sender's address

Q8. Communication is a _____.

1. Three way street
2. Two way street
3. Five way street
4. One way street

Q9. What part of the letter conveys the message?

1. Salutation
2. Subject
3. Address
4. Body

Q10. Business correspondence through letters require a _____ format.

1. Formal
2. Informal
3. Beautiful
4. Creative

Q11. _____ is important before finalising a paragraph.

1. Drafting
2. Feeling
3. Submission
4. Reporting

Q12. SOP stands for _____.

1. Stature of purpose
2. Statutory warning
3. Statement of purpose
4. Statement of public

Q13. _____ is required for being able to communicate effectively.

1. Noise
2. Disruption
3. Clarity

4. Money

Q14. Choose the correct grammatical phrase:

1. The public is angry.
2. The public are angry.

Q15. Resume is the same as ___.

1. CV
2. Experience letter
3. Reference code
4. Appointment letter