

Question Booklet and Answer-Keys

Secretarial Practice Instructor

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1. ਤੁਸੀਂ, ਮੇਰਾ, ਸਾਡਾ ਸ਼ਬਦ ਹੇਠ ਲਿਖਿਆਂ ਵਿੱਚੋਂ ਕੀ ਹੈ ਹਨ:
(A) ਵਿਸ਼ੇਸ਼ਣ (B) ਕਿਰਿਆ (C) ਪੜਨਾਂਵ (D) ਨਾਂਵ
2. 'ਉੱਧਮੀ' ਸ਼ਬਦ ਦਾ ਵਿਰੋਧੀ ਸ਼ਬਦ ਹੈ:
(A) ਆਲਸੀ (B) ਉੱਘਾ (C) ਬਹੁਤ ਪ੍ਰਸਿੱਧ (D) ਗੁੱਝਾ
3. 'ਉੱਜੜੇ ਬਾਗਾਂ ਦੇ ਗਾਲੜ੍ਹ' ਪਟਵਾਰੀ ਕੀ ਹੈ:
(A) ਮੁਹਾਵਰਾ (B) ਵਾਕਾਂਸ਼ (C) ਨਾਂਵ (D) ਅਖਾਣ
4. ਹੇਠ ਲਿਖਿਆਂ ਵਿੱਚੋਂ ਕਿਹੜਾ ਸ਼ਬਦ ਸੁੱਧ ਹੈ:
(A) ਸਹਿੰਦਾ (B) ਸਹੀਂਦਾ (C) ਸੀਂਹਦਾ (D) ਸੈਂਹਦਾ
5. ਦੁਸ਼ਮਣ, ਵੈਰੀ, ਸ਼ੱਤਰੂ ਦਾ ਹੋਰ ਕਿਹੜਾ ਸਾਮਾਨਰਥੀ ਸ਼ਬਦ ਹੋ ਸਕਦਾ ਹੈ:
(A) ਹੰਕਾਰੀ (B) ਕਾਤਲ (C) ਵਿਰੋਧੀ (D) ਦੁਜੈਲਾ

Directions: (Q. No.6- 10):

Out of the four options given below, choose and mark the expression that best expresses the meaning of the following idioms and phrases:-

6. to be cut out for something :-
(A) to have qualities and abilities needed for something
(B) to be ready to do anything to attain one's aim
(C) to refuse to recognize
(D) to leave out something.
7. to bring down the house :-
(A) to dismantle a building (B) to reconstruct a building
(C) to ruin somebody's life (D) to draw applause
8. to fall in with :-
(A) to meet accidentally (B) to be crazy about something
(C) to be full of despair (D) to be full of hope.
9. to be above board :-
(A) to be honest (B) to show respect to others
(C) to board a vehicle (D) to criticize
10. to be a square peg in a round hole:-
(A) to criticize others (B) to measure others
(C) to be a misfit (D) to be the centre of attraction

Directions: (Q.No.11-15):-

Out of the four options given below, choose and mark the correct preposition to be filled in the following sentences:-

11. They kept ___ a long conversation.
(A) up (B) through (C) with (D) into
12. Hari is laid ___ with fever.
(A) up (B) off (C) into (D) down
13. Contentment makes ___ happiness.
(A) for (B) out (C) off (D) in

14. Shikhar Dhawan holds ____ great promise as an opener.
(A) out (B) off (C) with (D) upon
15. Since he was a child, he was let ____ with a small fine.
(A) off (B) up (C) through (D) down
16. Name the first chief minister of Punjab who was assassinated?
A) Beant Singh B) Partap Singh Kairon
C) Giani Zail Singh D) Comd. Ram Kishan
17. Who prepared the original copy of Guru Granth Sahib?
A) Guru Arjan Dev B) Guru Har Rai C) Guru Ram Dass D) Guru Amar Dass
18. Who is known as Punjab's "Bearded Mother Teresa"?
A) Partap Singh Kairon B) Master Tara Singh
C) Bhagat Puran Singh D) Baba Balbir Singh Seechewal
19. Match the following

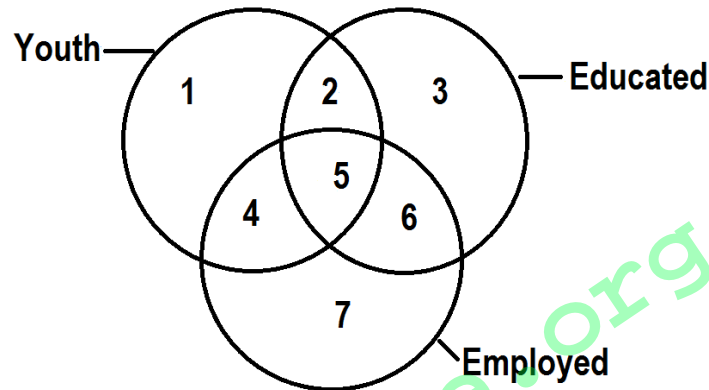
	Book		Author
1.	Pavittar Paapi	A)	Shiv Kumar Batalavi
2.	Sunehray	B)	Amrita Pritam
3.	Piran Da Paraga	C)	Nanak Singh
4.	Agni Prikhya	D)	Dalip Kaur Tiwana

- A) DBCA B) CBAD C) CDAB D) ADBC

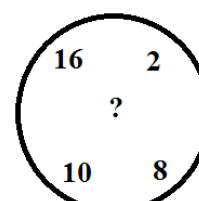
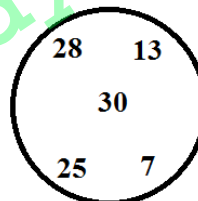
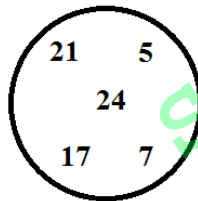
20. Match the following
- | | |
|--------------|------------|
| River | Dam |
| A) Beas | 1. Bhakra |
| B) Ravi | 2. Thein |
| C) Satluj | 3. Pong |
- A) 321 B) 312 C) 231 D) 123
21. Mealy bug is a pest which affects the yield of _____ Crop in Punjab.
A) Maize B) Oil seeds C) Cotton D) Pulses
22. Which district of Punjab has recently been renamed as Shaheed Bhagat Singh Nagar?
A) Nawanshahar B) Hoshiarpur C) Kapurthala D) Jalandhar
23. Punjab Produces
A) 2% of worlds cotton, 2% of wheat, and 1% of rice.
B) 5% of worlds cotton, 5% of wheat, and 2% of rice.
C) 3% of worlds cotton, 7% of wheat, and 2% of rice.
D) 1% of worlds cotton, 3% of wheat, and 6% of rice.
24. Which of the following is the most flood prone districts in Punjab
A) Roop Nagar B) Gurdaspur C) Hoshiarpur D) Patiala
25. When did Atta Dal Scheme was launched by the state govt (Punjab)?
A) 15 August, 2007 B) 15 August, 2008 C) 26 January, 2007 D) 26 January, 2008
26. Antacids cure
A) headaches B) stomach aches C) asthma D) hormone deficiency

27. Under which Five Year Plan agriculture register negative growth?
A) Third B) Fifth C) Seventh D) Ninth
28. The base of Consumer Price Index (CPI) for industrial workers has been shifted from 1982 to:
A) 1998 B) 2000 C) 2001 D) 2002
29. The word 'socialist secular' and 'unity and integrity of the Nation' were added to our Constitution by:
A) 42nd Amendment of the Constitution B) 44th Amendment of the Constitution
C) 46th Amendment of the Constitution D) None of the above
30. English is the official language of which of the following States?
A) Manipur B) Nagaland C) Karnataka D) Andhra Pradesh
31. 'Depressed Classes League' was established by:
A) Dr. B.R. Ambedkar B) Babu Jagjivan Ram
C) N.S. Kajrolkar D) Mahatma Jyotiba Phule
32. Ellora caves were built by:
A) Pallavas B) Cholas C) Rashtrakutas D) Palas
33. The Nagarjunsagar project is on the river:
A) Sutlej B) Narmada C) Krishna D) Kaveri
34. Infosys decided to transfer listing of American shares of the company from Nasdaq to a stock exchange. Name the particular Stock Exchange –
A) Bombay Stock Exchange B) Hong Kong Stock Exchange
C) Taiwan Stock Exchange D) New York Stock Exchange
35. Which of the following banks has been awarded Finance Asia Award 2012?
A) AXIS Bank B) HDFC Bank C) ICICI Bank D) Kotak Bank
36. Choose the odd one out.
A) Stick B) Needle C) Thorn D) Pin
37. In a certain code language, 'pit na som' means 'bring me water'; 'na jo tod' means 'water is life'; 'tub od pit' means 'give me toy'; 'jo lin kot' means 'life and death'. Which of the following represents 'is' in that language?
A) jo B) na C) tod D) lin
38. Kalyani is mother-in-law of Veena who is sister-in-law of Ashok. Dheeraj is father of Sudeep, the only brother of Ashok. How is Kalyani related to Ashok?
A) Cousin B) Wife C) Mother-in-law D) None of these
39. A woman introduces a man as the son of the brother of her mother. How is the man related to the woman?
A) Nephew B) Son C) Cousin D) Uncle
40. Five ladies – Tanya, Sunita, Nidhi, Aparna and Preeti, and five men – Arvind, Kunal, Pawan, Sahil and Tanmay sat on the two long sides of a rectangular table. Ladies sat alternating with and opposite to the men. Sahil sat in a centre position. Aparna sat opposite Arvind. Sunita sat next to Sahil and three places from Arvind. Preeti sat four places to the left of Aparna. Nidhi sat two places from Sunita and Pawan sat opposite Sunita. Kunal sat three places from Preeti. Who sat opposite Tanya?
A) Arvind B) Kunal C) Pawan D) Sahil

41. Bharati is 8 ranks ahead of Divya who ranks twenty-sixth in a class of 42. What is Bharati's rank from the last?
 A) 9th B) 24th C) 25th D) 34th
42. Gopal starts from his house towards West. After walking a distance of 30 metres, he turned towards right and walked 20 metres. He then turned left and moving a distance of 10 metres, turned to his left again and walked 40 metres. He now turns to the left and walks 5 metres. Finally he turns to his left. In which direction is he walking now?
 A) North B) South C) East D) South-west
43. Study the diagram below and identify the region representing youth who are employed but not educated







- A) 4 only B) 5, 6 C) 1, 4, 7 D) 4, 7
44. If the same functions are applied to teach the results in each of the three sets of numbers given below, then which number will replace the question mark in the third set of numbers?



- A) 24 B) 30 C) 36 D) 40
45. In the numbers from 100 to 1000, how many times digit 1 comes at the ten's place?
 A) 9 B) 10 C) 90 D) 900
46. The main role of a teacher is synonymous with that of a
 (A) Facilitator (B) Manager (C) Planner (D) Leader
47. Learning can be defined as
 (A) Inculcation of knowledge (B) Modification in behavior and thinking
 (C) Personality enhancement (D) Acquisition of new skills
48. The most important cause of failure for a teacher lies in the area of
 (A) Verbal ability (B) Inter-personal relationship
 (C) Knowledge of the teacher (D) Strict handling of the students
49. The modern theory of education promotes
 (A) Teacher-centered approach (B) Learner-centered education
 (C) Technology-centered education (D) Environment –centered education

50. The most effective ability of an effective teacher is
(A) Skills to dramatize the learning experience
(B) Competence to plan and provide effective, goal oriented learning experiences
(C) Ability to explain the learning material with clarity
(D) Generating camaraderie between yourself and students
51. There will be better communication in the class if a teacher
(A) Uses notes as a guide
(B) Reads from the prepared notes
(C) Talks extempore using examples from other disciplines as well
(D) Talks extempore
52. Assessment is different from evaluation as
(A) Evaluation leads to assessment
(B) Both the concepts are independent of each other
(C) Assessment leads to evaluation
(D) Both the concepts are the same
53. A teacher can most effectively convey and disseminate the right attitude and values to the students through
(A) Constructive use of the social networking sites
(B) Embodying the desired attitude and values in own conduct and behavior
(C) Reward and punishment
(D) Story-telling
54. Of the following, the most unreliable predictor of educational achievement is
(A) Self-concept (B) Classroom behavior
(C) Inherited ability to learn (D) Ethnic origin of the parents
55. Maximum participation of students is possible in teaching through
(A) Discussion method (B) Lecture method
(C) Textbook method (D) Audio-visual aids
56. Which key moves your cursor from one cell to the next in a table in MS-Word?
A) Tab B) Shift C) Enter D) Ctrl+Enter
57. Which of the following is a volatile memory?
A) ROM B) Hard Disks C) CD-ROM D) RAM
58. Which of the following is an output device?
A) Bar Code Reader B) Scanner C) Multimedia Projector D) Keyboard
59. An operating system is
A) A collection of hardware components B) A collection of input-output devices
C) A collection of software routines D) All of the above
60. A cookie is a
A) technique used to make internet connection fast
B) small piece of data sent from a user's web browser and stored in a website
C) small piece of data sent from a website and stored in a user's web browser
D) malicious code just like virus
61. A word processor would most likely be used to do
A) Keep an account of money spent B) Do a computer search in media center
C) Maintain an inventory D) Type a biography

62. You can use the format painter in MS-Word multiple times before you turn it off by
A) You can use the format painter button only one time when you click it
B) Double clicking the format painter button
C) Pressing the Ctrl key and clicking the format painter button
D) Pressing Alt key and clicking the format painter button
63. What is gutter margin in MS-Word PageLayout?
A) Margin that is added to the left margin when printing
B) Margin that is added to right margin when printing
C) Margin that is added to the binding side of page when printing
D) Margin that is added to the outside of the page when printing
64. If you want a logo to appear on every slide at a fix location in a presentation prepared using MS-PowerPoint, you should include it on the:
A) slide template. B) slide master C) slide document. D) slide file.
65. You wish to install a hardware device that is not Plug and Play. Which of the following is commonly the first instruction given in help manual to install this device?
A) Install the driver B) Install the device
C) Turn the power off D) Disconnect the monitor
66. Formatting disk involves
A) Copying contents of one disk to another disk
B) Preventing a user from copying the disk
C) Erasing the disk contents and giving it an empty root directory
D) None of the above
67. The capacity of computer memory and storage can be expressed in gigabytes, where a gigabyte equals:
A) Exactly 1024 bytes B) Approximately one million bytes
C) Approximately one billion bytes D) Approximately one trillion bytes
68. What is a Firewall?
A) Physical separation of a machine from the Internet so that no one can gain access
B) Sophisticated Anti-Virus Software
C) Sophisticated Anti-Virus Algorithm implemented directly in hardware, making it impossible to subvert
D) Collection of software & hardware components, placed between two systems, that reduces the risk to a single system in a multi-system environment
69. Dot-matrix is a type of:
A) Tape B) Printer C) Disk D) Bus
70. Which of the following will indicate that the motherboard battery has failed?
A) Operating System Password lost.
B) Files on hard disk got corrupted.
C) Hard disk has bad sectors.
D) Hardware setting, including current date and time revert to default values.
71. The numbers of vowels are:-
a) Six b) Twelve c) Ten d) Five
72. Ways to write consonant 'R':-
a) Three b) One c) Two d) Four

73. The numbers of consonant in shorthand are:-
a) 22 b) 26 c) 30 d) 25
74. Final 'L' is written after N and NG:-
a) Downward b) Upward c) Half d) Full
75. Forms of 'h' are:-
a) Three / Two b) Four / One c) One / Two d) Two / Four
76. Types of Diphthongs are:-
a) Ten b) Six c) Four d) Nine
77. Form of 'h' is most commonly used:-
a) Upward b) Downward c) Horizontally d) None of these
78. The hook of 'L' is always written:-
a) Right b) Left c) Initially d) None of these
79. The curve 'M' is thickened for the addition of:-
a) T or d b) L or R c) P or b d) K or g
80. Having a stroke indicates the addition of:-
a) M or N b) L or R c) P or b d) T or d
81. After the curve stroke 'N', 'SH' is written:-
a) Downward b) None of these c) Horizontally d) Upward
82. Who is the writer of shorthand?
a) Edward Colin b) Joyce Lapid c) Isaac Pitman d) Jack Sparrow
83. Final circle is always read:-
a) None of these b) Medial c) Last d) First
84. For vowel indication half length form should not be written:-
a) Finally b) Medial c) Initially d) None of these
85. Which is right form of 'R':-
a)  b)  c)  d) 
86. Office is the place where:-
a) Control is situated b) Records are kept
c) Employees are housed d) Office work is done
87. Office acts as:-
a) Information centre b) Coordination
c) Employee services d) Customers' services
88. The primary function of office is:-
a) Safeguarding business assets
b) Using the information
c) Planning and making policies.
d) Collecting, recording and supplying the information.

89. Administration is concern with:-
a) Policy making b) Execution of policies c) Control d) Office work
90. Which organisation provides for experts to advise top managers?
a) Committee organization b) Staff organisation.
c) Line organization d) Line and staff organisation.
91. Filing relates to:-
a) Creating the records b) Supplying the records
c) Keeping the files d) Administration and retention of records
92. Records refers to:-
a) Keeping the papers b) A particular file
c) A letter d) All documents created in the courses of business.
93. Modern methods of filing are:-
a) Horizontal filing b) Card board filing c) Pigeon –hole Methods d) A spike files
94. The incoming mail is:-
a) Correspondence within office b) Letters coming from outsides
c) Letter sent out to externals d) Circular sent to others
95. Centralisation of mailing services is:-
a) Each department handled its owns mail
b) All mailing operations handled at one Place
c) Incoming and outgoing mail operations are separated
d) Physical concentration at different places
96. Chronological classification deals with:-
a) Numerical data b) Subjects c) Records d) Date and Time
97. Good filing system is:-
a) Rigid b) Costly c) Tuff to locate d) Helpful in coordination & control
98. Administration functions are:-
a) Planning and organisation b) Receiving the information
c) Recording the information d) Processing the Information
99. Administrative office manager works at:-
a) Lower level of management b) Middle level of management
c) Top level of management d) None of these
100. Handling of correspondence means:-
a) Office works b) Office services c) Office equipments d) Handling of Mails

Answer- Key

Code-SPI-19(Secretarial Practice Instructor)

Q.	Ans.	Q.	Ans	Q.	Ans.	Q.	Ans.
1	C	26	B	51	C	76	C
2	A	27	A	52	C	77	A
3	D	28	C	53	B	78	B
4	A	29	A	54	D	79	C
5	C	30	B	55	A	80	D
6	A	31	A	56	A	81	A
7	D	32	B	57	D	82	C
8	A	33	C	58	C	83	C
9	A	34	D	59	C	84	A
10	C	35	D	60	C	85	B
11	A	36	A	61	D	86	D
12	A	37	C	62	B	87	A
13	A	38	D	63	D	88	D
14	A	39	C	64	B	89	A
15	A	40	D	65	C	90	B
16	B	41	C	66	C	91	D
17	C	42	A	67	C	92	D
18	C	43	A	68	D	93	A
19	B	44	B	69	B	94	B
20	A	45	C	70	D	95	B
21	C	46	A	71	B	96	D
22	A	47	B	72	C	97	D
23	A	48	A	73	B	98	A
24	D	49	B	74	A	99	B
25	C	50	B	75	D	100	D