



DELHI PUBLIC SCHOOL, HOWRAH

PERIODIC TEST- III (2024-25)
CLASS- XI
SUBJECT- GENERAL STUDIES

Time Allowed: - 30 Minutes

Maximum Marks – 20

NAME: _____ CLASS: _____ SECTION: _____ DATE: _____

A. Read the following question and choose the correct option: (1×10=10)

- Which soft skill refers to the ability to convey information effectively and listen actively to others?
 - Creativity
 - Emotional intelligence
 - Communication
 - Time management
- Why is adaptability important in today's fast-paced work environment?
 - Adaptability limits creativity and innovation.
 - Adaptability avoids change and challenges.
 - Adaptability allows individuals to adjust to evolving circumstances and remain effective.
 - Adaptability is only relevant for leadership positions.

3. Match the correct options:

LIST A (ICT TOOLS)	LIST B (EXAMPLES)
a. Learning Management System (LMS)	i. Zoom
b. Virtual reality	ii. Canvas
c. Video conferencing	iii. Audacity
d. Podcast	iv. Virbela

- a-iv, b-i, c-ii, d-iii
- a-ii, b-iv, c-i, d-iii
- a-i, b-iii, c-iv, d-ii
- a-iii, b-ii, c-i, d-iv

4. Which of the following is the default extension of the writer file?

- .obt
- .doc
- .odt
- .docx

5. Which of these should be avoided for effective listening?

- Pre-listening analysis
- Listening to structured talks
- Team listening
- Predicting

6. The phrase "transfer of training" refers to:

- a. Moving training schedules around to accommodate production concerns.
- b. Freely sharing written training materials with colleagues.
- c. Acquiring and evaluating skills during a training course.
- d. Implementing and maintaining new knowledge and skills back in the workplace.

7. What does estate planning involve in personal finance?

- a. Creating a plan for buying real estate
- b. Arranging for the distribution of assets after death
- c. Setting aside funds for children's education
- d. Planning for a vacation estate

8. What is the duration of a financial year?

- a. October 1st to September 30th
- b. April 1st to March 30th
- c. January 1st to December 30th
- d. None of the above

9. Which soft skill is crucial for effectively managing and resolving disagreements or disputes?

- a. Time management
- b. Creativity
- c. Conflict resolution
- d. Emotional intelligence

10. ___ is the last step of the listening process.

- a. Stop talking
- b. Responding
- c. Receiving
- d. Interpreting

B. State whether the following statements are True or False:

(5x1=5)

- 1. Digital Enterprise is the new business model, aimed to gain competitive advantage by using Information Technology.
- 2. MySQL is a valid type of data source in mail merge.
- 3. Understanding is the first step of the listening process.
- 4. F1 key can be used to find a word in a document.
- 5. Web 2.0 is a new digital ecosystem, which can be described through five Cs: creativity, connectivity, collaboration, convergence, & community.

C. Match the following statements given under column I with the correct options given under column II
(5x1=5)

Column I	Column II
1. Mutual fund	A. On job training
2. Header and Footer	B. Specific and measurable abilities
3. Soft skills	C. Asset management company
4. Training within the industry	D. Transferable skills
5. Hard skills	E. Insert menu