Question 1

_	_	8	4	?
64	32	_	_	4

   A. 4

   B. 6

   C. 3

   D. 2

Question 2

If a company's revenue was Rs. 02 million in the first year and it increases by 10% annually, what will be the revenue at the end of the forth year?

   A. Rs. 2420000

   B. Rs. 2662000

   C. Rs. 2520000

   D. Rs. 2280000

Question 3

A factory produces 500 units of canned bottles per day. If the factory operates 6 days a week, how many units of canned bottles does it produce in 5 weeks?

   A. 14500

   B. 15500

   C. 15000 (Correct Answer)

   D. 16500

Question 4

Which word does not belong to the group?

   A. Apple

   B. Banana

   C. Carrot

   D. Orange

Question 5

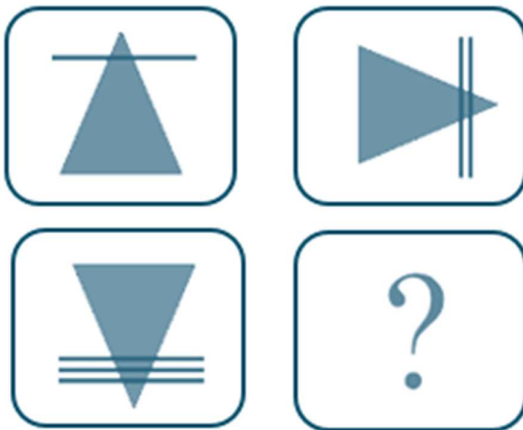A woman introduces a man as "The brother of the daughter of my husband's mother." How is the man related to the woman?

a) Brother-in-law

b) Son

c) Uncle

d) Nephew

Question 6

Which word does not belong in the following list: Joyful, Sad, Happy, content? (E)
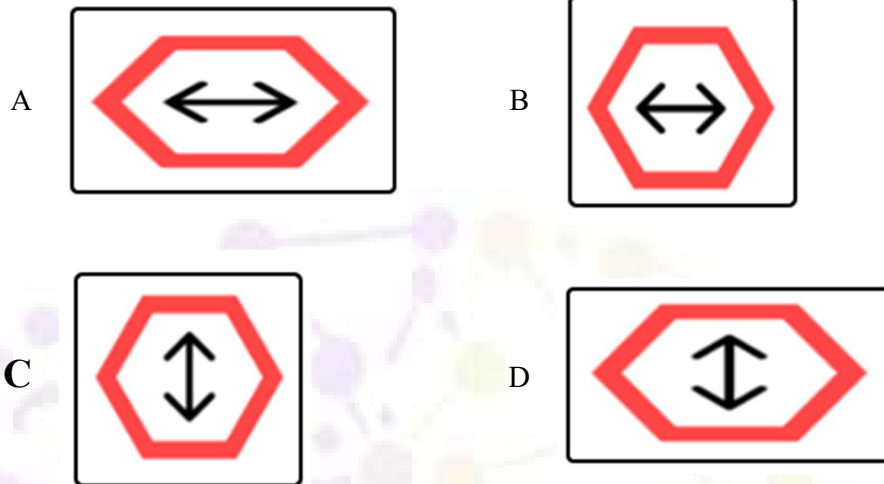
A. Joyful

B. Sad

C. Happy

D. Content

Question 7

Options:
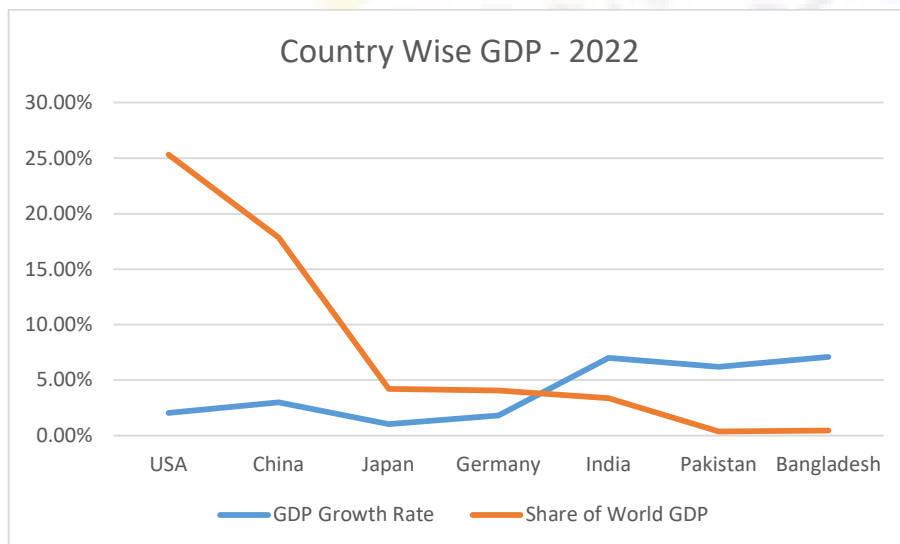
A

B

C

D

Question 8

Options:

A

B

C

D

Description:

The following graph, sourced from Worldometer, displays data from 2022 showing the GDP growth rate and the share of world GDP for various countries. Please study the graph attentively and select the most suitable answers:

Country Wise GDP - 2022

GDP Growth Rate   Share of World GDP

Question 9

According to the above graph and description, which two countries have the smallest share of the world GDP?

A. Germany and Pakistan

B. China and India

C. Pakistan and Bangladesh

D. Japan and USA

Question 10

Situation:

You are a production assistant at a factory. You notice that a colleague is bypassing safety procedures to speed up their work, potentially putting themselves and others at risk.

A. Ignore the behaviour since no accidents have occurred yet.

B. Inform your supervisor immediately about the safety concern.

C. Confront the colleague and tell them to follow the procedures.

D. Adjust your own work to avoid being near the colleague.

Question 11

Situation:

You are working in a multinational company, and you receive an email from a coworker in another country asking for access to confidential customer data for a project they are working on. You know that sharing this data is against company policy unless proper protocols are followed.

A. Share the data to help the coworker meet their project deadline.

B. Politely refuse and explain the company's data-sharing policy.

C. Forward the email to your supervisor and let them handle it.

D. Ignore the email and hope the coworker finds another solution.

Question 12

How can you make text bold in MS Word?

A) Press Ctrl + U

B) Press Ctrl + I

C) Press Ctrl + B

D) Press Ctrl + P

Question 13

What is the purpose of "Slide Master" in PowerPoint?

A) It allows formatting multiple slides at once.

B) It is used to add animations.

C) It converts PowerPoint to Word format.

D) It locks slides to prevent editing.

Question 14

What is the best way to communicate a mistake to a client?

a. "We made a mistake, deal with it."

b. "Dear [Client Name], We sincerely apologize for the error made on our part. We are taking immediate steps to correct it and ensure it doesn't happen again."

c. "There was a mistake, sorry."

d. "Oops, something went wrong."

Question 15

How should you communicate a policy change to all employees?

a. "Dear All, Please note the following policy changes..."

b. "Hey everyone, here's what's new."

c. "New policy, read it."

d. "Check the new policy."

Question 16

What should you do when drafting an MOU with a potential business partner?

a. Write a brief note without details.

b. Include detailed objectives, responsibilities, duration, confidentiality, and signatures of both parties.

c. Use informal language and avoid legal terms.

d. Just include the names of the parties involved.

Question 17

You need to send an email to a supplier who has been consistently delaying supplies. How would you address the issue amicably?

a. "Your delays are unacceptable and causing major problems."

b. "We are experiencing some delays in our supply chain due to your late deliveries."

c. "We appreciate your support and would like to understand if there are any issues we can assist with to ensure timely deliveries."

d. "We need you to deliver on time. Please respond immediately."

Question 18

In Google Meet, how can you share your screen?

a) Click "Present Now" and choose the screen you want to share

b) Insert > Share Screen

c) Tools > Share Screen

d) View > Share Screen

Question 19

Which AI tool is known for automating email marketing campaigns?

A) Mailchimp

B) WordPress

C) LinkedIn

D) YouTube

Question 20

Simplify the expression: 4(3x−2) −5(x+1).

A. 7x−13
B. -7x−13
C. 7x+13
D. 7−13x