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1. There are-----distinctive consonants.

- (a) 26
- (b) 24
- (c) 23
- (d) 25

Answer: (b) 24

2. A commercial business letter is a letter written in-----language.

- (a) Formal
- (b) Informal
- (c) Formal and Informal
- (d) None of these

Answer: (a) Formal

3. How many kinds of Tenses?

- (a) 4
- (b) 3
- (c) 2
- (d) 5

Answer: (b) 3

4. Choose the Active sentence -

- (a) Sita is said to be mad
- (b) They say that Sita is mad
- (c) They said that Sita is mad
- (d) Sita was said to be mad

Answer: (b) They say that Sita is mad

5. Choose the Passive sentence -

- (a) We fear that he will harm us
- (b) They fear that he will harm us
- (c) He is feared to harm us
- (d) They feared that he will harm us

Answer: (c) He is feared to harm us

6. Choose the Negative sentence -

- (a) She is wise
- (b) She was wise
- (c) She not without wisdom
- (d) She is wised

Answer: (c) She not without wisdom

7. Choose the Interrogative -

- (a) Nobody wants to die
- (b) Nobody can wants to die
- (c) Who wants to die
- (d) None of these

Answer: (c) Who wants to die

8. Subscription should be written on the-----side of the paper.

- (a) Right hand
- (b) Left hand,
- (c) Anywhere
- (d) Middle

Answer: (a) Right hand

9. Receiver's address should always be written —

- (a) Right side
- (b) Above the date
- (c) Above the reference number
- (d) Left side

Answer: (d) Left side

10. Key-board is a-----device.

- (a) Output
- (b) Input
- (c) Both (a) & (b)
- (d) None of these

Answer: (b) Input