

Secretariat Assistant Exam

General English Practice

This grammar test includes the kind of questions that could be asked in the Secretariat Assistant Exam. Print this page and complete the exercise. Answers are given at the end of this page.

1. Choose the correctly spelt word.

- a) acceptable b) acceptable c) acceptable d) acceptabel

2. Choose the mis-spelt word.

- a) accomodate b) separate c) accidentally d) alienate

3. Dutch courage means

- a) Courage of the Dutch
b) False sense of courage a person experiences under the influence of alcohol
c) A true sense of courage a person experiences when they are pushed to the extreme.
d) None of these

4. A word no longer in use: a) old b) dead c) obsolete d) ancient

5. She has an impeccable sense of style. Choose the synonym of the underlined word.

- a) faultless b) sophisticated c) traditional d) modern

6. The boy is quite industrious. Choose the antonym of the underlined word.

- a) courageous b) hardworking c) stupid d) lazy

7. His illness was a blessing in disguise. It prompted him to mend his ways. Choose the meaning of the idiom underlined.

- a) something that might seem bad b) something that might seem bad, but later turns out to be beneficial
c) Something that seems good, but later turns out to be harmful d) Something that makes you religious

8. John is such a snake in the grass. Choose the meaning of the underlined idiom.

- a) a despised person b) a sincere person c) a generous person d) an ignorant person

9. She married an engineer I don't like.

- a) who b) whom c) whom d) which

10. The civil authorities forced the company to their bright, neon sign.

- a) take away b) take down c) take after d) take back

11. If they had taken him to hospital in time, he

- a) would survive b) would have survived c) will survive d) will have survived

12. Spot the error.

The Arabian Nights (a)/ are a well-known (b) / collection of stories for children (c) / No error (d)

13. He was considered to be a genius. It is the passive voice of:

- a) A genius was considered to be him. b) They considered him to be a genius. c) He is considered a genius. d) They were considered a genius.

14. She is writing a novel. It is the active voice of

- a) A novel is written by her. b) A novel was written by her. c) A novel was being written by her.
d) A novel is being written by her.

15. Do you know a shop I can buy used laptops?

- a) which b) where c) what d) that

16. I don't know the reason she hates me.

- a) that b) which c) what d) all of these

17. If you work hard, you Complete the sentence choosing the right alternative.

- a) would succeed b) would have succeeded c) will succeed d) will have succeeded

18. It is a difficult problem. I cannot solve it. Combine these sentences using so...that...

- a) It is a so difficult problem that I cannot solve it. b) It is so difficult a problem that I cannot solve it.
c) So difficult a problem it is that I cannot solve it. d) It is so difficult problem that I cannot solve it.

19. From the options given below choose the grammatically correct sentence.

- a) She is intelligent enough to solve any problem. b) She is enough intelligent to solve any problem.
c) She is intelligent to solve any problem. d) She enough is intelligent to solve the problem.

20. This rule is applicable all.

- a) for b) to c) on d) with