DBJET PRACTICE QUESTION BANK

MODULE 03 | ENGLISH & COMMUNICATION SKILLS

LANGUAGE PROFICIENCY AND COMMUNICATION

50 MULTIPLE-CHOICE QUESTIONS • ANSWER KEY AND EASY EXPLANATIONS INCLUDED

DBJET EXAMINATION – CANDIDATE INSTRUCTIONS

Before starting: Ensure you have a stable internet connection, use an updated browser, keep your examination details ready and sit in a quiet place. Read the on-screen instructions carefully.

During the examination: Read each question carefully, select the most appropriate option and manage your time. Do not refresh or close the examination window. Do not use unauthorised assistance or share questions and answers.

After completing: Review your answers if permitted, submit before the time expires and wait for the submission confirmation. Follow the platform instructions to access your scorecard or report.

Important notice: This question bank is for practice and familiarisation. These questions are illustrative and are not actual or previously administered DBJET examination questions. Your DBJET score should be considered alongside qualifications, experience, skills and interview performance.

TOPICS COVERED

Grammar • Vocabulary • Reading Comprehension • Sentence Formation • Sentence Correction • Synonyms & Antonyms • Professional Email • Written Communication • Business English

Preparation approach: Attempt all 50 questions first. Check the answer key only after completing the question section, then read the explanations to understand the correct usage.

PART A – PRACTICE QUESTIONS

Questions 1 to 50 | Choose one correct option for each question.

1. Choose the correct sentence.
A. She go to office every day. **B.** She goes to the office every day. **C.** She going to office every day. **D.** She gone to office every day.

2. Fill in the blank: They ____ playing cricket.
A. is **B.** am **C.** are **D.** be

3. Choose the correct article: I saw ____ elephant at the zoo.
A. a **B.** an **C.** the **D.** no article

4. Choose the correct preposition: The meeting starts ____ 10 AM.
A. in **B.** on **C.** at **D.** by

5. Select the correct past tense of 'write'.
A. Writed **B.** Written **C.** Wrote **D.** Writing

6. Fill in the blank: There ____ many applicants for the job.
A. is **B.** are **C.** was **D.** has

7. Choose the correct pronoun: Rahul and ____ attended the interview.
A. me **B.** I **C.** my **D.** mine

8. Choose the correct conjunction: I was tired, ____ I completed the report.
A. because **B.** but **C.** or **D.** so that

9. What does 'punctual' mean?
A. Always late **B.** On time **C.** Careless **D.** Unprepared

10. Choose the word closest in meaning to 'assist'.
A. Help **B.** Delay **C.** Stop **D.** Refuse

11. What does 'confidential' mean?
A. Publicly available **B.** Private or secret **C.** Unimportant **D.** Incorrect

12. Choose the correct meaning of 'deadline'.
A. Starting salary **B.** Final time or date for completion **C.** Lunch break **D.** Job title

13. Which word means 'to improve'?
A. Enhance **B.** Reduce **C.** Ignore **D.** Reject

14. Choose the correct word: Please ____ the attached document before the meeting.
A. review **B.** remove **C.** refuse **D.** repeat

15. What does 'efficient' mean?
A. Working well without wasting time or resources **B.** Always expensive **C.** Very slow **D.** Unclear

16. Read the passage: 'Maya works in a customer support team. Every morning, she checks pending requests and assigns urgent cases first. She keeps customers informed about progress.' What does Maya do first every morning?
A. Calls her manager **B.** Checks pending requests **C.** Closes all cases **D.** Prepares invoices

17. According to the passage in Question 16, which cases does Maya assign first?
A. Oldest cases **B.** Easy cases **C.** Urgent cases **D.** Random cases

18. According to the passage in Question 16, why does Maya contact customers?
A. To sell products **B.** To keep them informed about progress **C.** To ask for leave **D.** To cancel requests

19. Read the passage: 'A company introduced flexible working hours. Employees could begin between 8 AM and 10 AM, provided they completed their daily working hours. The company expected this change to help employees manage travel and family responsibilities.' What was the permitted starting-time range?
A. 7 AM to 8 AM **B.** 8 AM to 10 AM **C.** 9 AM to 11 AM **D.** 10 AM to 12 PM

20. According to the passage in Question 19, what was the purpose of flexible hours?
A. To reduce salaries **B.** To remove daily work **C.** To help manage travel and family responsibilities **D.** To increase office holidays

21. Choose the best word order to make a correct sentence.
A. Every day reads she a report. **B.** She reads a report every day. **C.** Reads every day she report a. **D.** A report she every reads day.

22. Complete the sentence: The manager asked us ____ the proposal.
A. to revise **B.** revising **C.** revise to **D.** revised

23. Choose the correct sentence.
A. I am working here since 2022. **B.** I have been working here since 2022. **C.** I working here from 2022. **D.** I has been working here since 2022.

24. Choose the correctly arranged sentence.

A. Because it was raining, the match was postponed. **B.** The match because raining was postponed it. **C.** Was postponed raining because the match. **D.** The match postponed because was raining.

25. Select the correct sentence.

A. He don't know the answer. **B.** He doesn't knows the answer. **C.** He doesn't know the answer. **D.** He not know the answer.

26. Choose the correct synonym of 'brief'.

A. Short **B.** Lengthy **C.** Confusing **D.** Difficult

27. Choose the antonym of 'accept'.

A. Receive **B.** Approve **C.** Reject **D.** Agree

28. Choose the synonym of 'reliable'.

A. Trustworthy **B.** Careless **C.** Uncertain **D.** Weak

29. Choose the antonym of 'expand'.

A. Increase **B.** Enlarge **C.** Extend **D.** Contract

30. Choose the synonym of 'accurate'.

A. Correct **B.** Late **C.** Rough **D.** Unclear

31. Choose the antonym of 'temporary'.

A. Short-term **B.** Brief **C.** Permanent **D.** Limited

32. Which is the most professional email subject line?

A. Hi **B.** Important!!! **C.** Application for Accounts Assistant – Priya Sharma **D.** Please read

33. Which is the most appropriate email greeting to an unknown professional recipient?

A. Hey buddy **B.** Dear Hiring Manager, **C.** What's up? **D.** Hello you,

34. Which closing is most suitable for a formal business email?

A. See ya **B.** Bye bye **C.** Regards, **D.** Catch you later

35. You are sending a requested report as an attachment. Which sentence is best?

A. Report here. **B.** I have attached the requested report for your review. **C.** See file. **D.** Take this.

36. You need more time to complete a task. Which message is most professional?

A. I can't do it. **B.** Not my problem. **C.** I may need an extension and can submit it by Friday. Please let me know if this works. **D.** I will do it whenever.

37. Which sentence is best for informing a customer about a delay?

A. Wait. It is late. **B.** Your order is delayed. We apologise and will share an updated delivery estimate shortly. **C.** We don't know anything. **D.** Stop calling us.

38. Which is the clearest workplace instruction?

A. Do it soon. **B.** Send the final sales report to the finance team by 3 PM today. **C.** Finish that thing. **D.** You know what to do.

39. Which sentence uses a polite request?

A. Send me the file now. **B.** Could you please share the file by 2 PM? **C.** Give file. **D.** You must send it.

40. Which sentence is suitable for a meeting follow-up email?

A. What happened? **B.** Thank you for the discussion. Please find below the agreed action points. **C.** Meeting over. **D.** Do your work.

41. Choose the correct business expression: We need to ____ the meeting because the manager is unavailable.

A. postpone **B.** postponement **C.** postponed **D.** postponing

42. What does 'agenda' mean in a business meeting?

A. A list of topics to be discussed **B.** A salary slip **C.** A leave request **D.** A customer complaint

43. Choose the most appropriate phrase to disagree politely.

A. You are completely wrong. **B.** That is nonsense. **C.** I understand your point; however, I have a different view. **D.** No, never.

44. Choose the correct word: Please ____ your attendance before Friday.

A. confirm **B.** confident **C.** confirmation **D.** confirmed

45. Which sentence is grammatically correct?

A. The information are useful. **B.** The information is useful. **C.** The informations are useful. **D.** An information are useful.

46. Choose the correct passive sentence for 'The team completed the project.'

A. The project completed the team. **B.** The project was completed by the team. **C.** The team was completed by the project. **D.** The project is complete by team.

47. Which sentence is best for a professional CV or profile?

A. I am very good at everything. **B.** Responsible for preparing monthly financial reports and reconciling accounts. **C.** I did lots of stuff. **D.** I am the best person.

48. Choose the correct phrase: I look forward to ____ from you.

A. hear **B.** hearing **C.** heard **D.** have hear

49. A colleague has helped you complete a task. What is the most professional response?

A. Whatever. **B.** Thanks for your support. I appreciate your help. **C.** You had to do it. **D.** Finally.

50. Which sentence is the clearest professional update?

A. Working on it. **B.** The task is in progress, and I will share the completed version by 5 PM. **C.** Soon maybe. **D.** I will see.

PART B – ANSWER KEY

Correct answers for all 50 questions.

Q. No.	Correct answer	Q. No.	Correct answer
1	B – She goes to the office every day.	26	A – Short
2	C – are	27	C – Reject
3	B – an	28	A – Trustworthy
4	C – at	29	D – Contract
5	C – Wrote	30	A – Correct
6	B – are	31	C – Permanent
7	B – I	32	C – Application for Accounts Assistant – Priya Sharma
8	B – but	33	B – Dear Hiring Manager,
9	B – On time	34	C – Regards,
10	A – Help	35	B – I have attached the requested report for your review.
11	B – Private or secret	36	C – I may need an extension and can submit it by Friday. Please let me
12	B – Final time or date for completion	37	B – Your order is delayed. We apologise and will share an updated deli
13	A – Enhance	38	B – Send the final sales report to the finance team by 3 PM today.
14	A – review	39	B – Could you please share the file by 2 PM?
15	A – Working well without wasting time or resources	40	B – Thank you for the discussion. Please find below the agreed action p
16	B – Checks pending requests	41	A – postpone
17	C – Urgent cases	42	A – A list of topics to be discussed
18	B – To keep them informed about progress	43	C – I understand your point; however, I have a different view.
19	B – 8 AM to 10 AM	44	A – confirm
20	C – To help manage travel and family responsibilities	45	B – The information is useful.
21	B – She reads a report every day.	46	B – The project was completed by the team.
22	A – to revise	47	B – Responsible for preparing monthly financial reports and reconciling
23	B – I have been working here since 2022.	48	B – hearing
24	A – Because it was raining, the match was postponed.	49	B – Thanks for your support. I appreciate your help.
25	C – He doesn't know the answer.	50	B – The task is in progress, and I will share the completed version by 5

PART C – ANSWERS WITH EASY EXPLANATIONS

Explanations 1 to 25

1. Answer: B – She goes to the office every day.
With he, she or it in the simple present tense, the verb usually takes -s or -es. The correct form is 'goes'.

2. Answer: C – are
Use 'are' with the subject 'they'. The sentence is 'They are playing cricket.'

3. Answer: B – an
Use 'an' before a vowel sound. 'Elephant' begins with a vowel sound.

4. Answer: C – at
Use 'at' for a specific time: at 10 AM.

5. Answer: C – Wrote
'Wrote' is the simple past tense of 'write'. 'Written' is the past participle.

6. Answer: B – are
'Applicants' is plural, so use 'are'.

7. Answer: B – I
The pronoun is part of the subject. 'Rahul and I attended' is correct.

8. Answer: B – but
'But' joins two contrasting ideas: being tired and completing the report.

9. Answer: B – On time
Punctual means arriving or doing something at the agreed or correct time.

10. Answer: A – Help
Assist means to help or support someone.

11. Answer: B – Private or secret
Confidential information is private and should not be shared without permission.

12. Answer: B – Final time or date for completion
A deadline is the latest time or date by which a task must be completed.

13. Answer: A – Enhance
Enhance means to improve or increase the quality or value of something.

14. Answer: A – review
Review means to read or examine something carefully.

15. Answer: A – Working well without wasting time or resources
Efficient means achieving a result with little wasted time, effort or resources.

16. Answer: B – Checks pending requests
The passage directly says that Maya checks pending requests every morning.

17. Answer: C – Urgent cases
The passage states that she assigns urgent cases first.

18. Answer: B – To keep them informed about progress
The passage says she keeps customers informed about progress.

19. Answer: B – 8 AM to 10 AM
The passage clearly states that employees could begin between 8 AM and 10 AM.

20. Answer: C – To help manage travel and family responsibilities
The passage explains that flexible hours were introduced to help employees manage travel and family responsibilities.

21. Answer: B – She reads a report every day.
A clear English sentence commonly follows subject + verb + object + time: She + reads + a report + every day.

22. Answer: A – to revise
The structure 'ask someone to do something' takes the infinitive 'to revise'.

23. Answer: B – I have been working here since 2022.
For an action that started in the past and continues now, use 'have been + verb-ing' with 'since'.

24. Answer: A – Because it was raining, the match was postponed.
This option has a clear clause structure and correctly uses 'because'.

25. Answer: C – He doesn't know the answer.
After 'doesn't', use the base form of the verb: 'know', not 'knows'.

PART C – ANSWERS WITH EASY EXPLANATIONS

Explanations 26 to 50

26. Answer: A – Short
Brief means short in duration or length.

27. Answer: C – Reject
Reject is the opposite of accept.

28. Answer: A – Trustworthy
Reliable means dependable or trustworthy.

29. Answer: D – Contract
Contract means to become smaller, the opposite of expand.

30. Answer: A – Correct
Accurate means correct or free from errors.

31. Answer: C – Permanent
Permanent means lasting or intended to last, the opposite of temporary.

32. Answer: C – Application for Accounts Assistant – Priya Sharma
A professional subject line is specific and tells the recipient what the email concerns.

33. Answer: B – Dear Hiring Manager,
'Dear Hiring Manager' is polite and suitable when the recipient's name is unknown.

34. Answer: C – Regards,
'Regards' is a polite and widely accepted professional email closing.

35. Answer: B – I have attached the requested report for your review.
This sentence is polite, clear and tells the recipient exactly what is attached.

36. Answer: C – I may need an extension and can submit it by Friday. Please let me know if this works.
A professional message explains the issue, proposes a clear revised date and asks for confirmation.

37. Answer: B – Your order is delayed. We apologise and will share an updated delivery estimate shortly.
The message is courteous, acknowledges the delay and explains the next update.

38. Answer: B – Send the final sales report to the finance team by 3 PM today.
A clear instruction identifies the task, recipient and deadline.

39. Answer: B – Could you please share the file by 2 PM?
'Could you please' makes the request polite, while the deadline keeps it clear.

40. Answer: B – Thank you for the discussion. Please find below the agreed action points.
It thanks participants and clearly introduces the agreed next steps.

41. Answer: A – postpone
After 'need to', use the base form of the verb: 'postpone'.

42. Answer: A – A list of topics to be discussed
An agenda is the list of items or topics planned for discussion at a meeting.

43. Answer: C – I understand your point; however, I have a different view.
This phrase acknowledges the other person's view and expresses disagreement respectfully.

44. Answer: A – confirm
The sentence needs a verb after 'please'. 'Confirm' is the correct verb.

45. Answer: B – The information is useful.
'Information' is an uncountable noun and takes a singular verb: 'is'.

46. Answer: B – The project was completed by the team.
In the simple past passive, use 'was/were + past participle': 'was completed'.

47. Answer: B – Responsible for preparing monthly financial reports and reconciling accounts.
This statement is specific, professional and describes clear work responsibilities.

48. Answer: B – hearing
The expression 'look forward to' is followed by a noun or gerund. Use 'hearing'.

49. Answer: B – Thanks for your support. I appreciate your help.
This response is polite and acknowledges the colleague's contribution.

50. Answer: B – The task is in progress, and I will share the completed version by 5 PM.
A good professional update states the current status and gives a clear expected completion time.

QUICK ENGLISH & COMMUNICATION TIPS

Grammar: Check subject–verb agreement, verb tense, articles and prepositions.

Vocabulary: Learn the meaning of words in context and practise common workplace terms.

Reading comprehension: Read the passage carefully and answer only from the information provided.

Sentence formation: Arrange words in a clear order, usually subject + verb + object, with extra details where needed.

Sentence correction: Look for errors in tense, subject–verb agreement, pronouns and word choice.

Professional email: Use a clear subject, polite greeting, concise message, suitable closing and a meaningful attachment reference.

Written communication: Keep messages clear, complete, respectful and specific about actions or deadlines.

Business English: Prefer polite, precise and professional language in workplace conversations and documents.

Candidate preparation advice: Practise reading short passages, writing clear sentences and using polite workplace expressions. Review the explanations and learn from each correction.