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CBCE Skill INDIA

Question Bank **1st Edition**

Email

1. What does "attachment" mean in an email?
a) **A file sent along with an email message**
b) The recipient's address
c) The email body
d) The email subject line

2. What does "BCC" stand for in an email?
a) **Blind Carbon Copy**
b) Blind Circular Copy
c) Blind Central Copy
d) Blind Cross Copy

3. What does "CC" stand for in an email?
a) **Carbon Copy**
b) Central Copy
c) Circular Copy
d) Cross Copy

4. What does "OTR" stand for in an email context?
a) **Off the Record**
b) On the Run
c) Out to Rest
d) Over the Road

5. What does the term "email attachment" refer to?
a) The email body text
b) **A file included with the email message**
c) The subject line of the email
d) The recipient's email address

6. What is the maximum file size limit for attachments in most email services?
a) 5 MB
b) 10 MB
c) **25 MB**
d) 50 MB

7. What is the purpose of an email auto-responder?
a) **To automatically send a reply to incoming emails**
b) To forward emails to another address
c) To delete spam emails
d) To organize emails into folders

8. When replying to an email, what does "FW" mean in the subject line?
a) Forward
b) Follow-up
c) For Wha
d) **Forwarded**

9. Which field should be used to send a copy of an email to someone without the primary recipient knowing?
a) To
b) CC
c) **BCC**
d) Subject

10. Which of the following email protocols allows users to access their email on multiple devices?
a) POP3
b) **IMAP**
c) SMTP
d) FTP

11. Which of the following is a common email domain?
a) @example.net
b) **@gmail.com**
c) @website.org
d) @document.edu

12. Which of the following is an email client software?

a) Google Chrome b) **Microsoft Outlook**
c) Adobe Photoshop d) Microsoft Excel

13. Which of the following is an email protocol used to retrieve messages from a mail server?
a) SMTP b) FTP c) HTTP d) **POP3**

14. Which of the following is an example of a web-based email service?
a) Microsoft Word b) **Google Gmail** c) Mozilla Firefox d) Adobe Reader

15. Which of the following is an example of an appropriate email greeting?
a) Hey! b) To whom it may concern,
c) **Dear,** d) Good morning everyone!

Answer Key

1.**A** 2.**A** 3.**A** 4.**A** 5.**B** 6.**C** 7.**A** 8.**D** 9.**C** 10.**B** 11.**B** 12.**B** 13.**D** 14.**B** 15.**C**