

TRINITY ITI UDYAVARA

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25.00% 10 / 40

Student Name	Uday	Access Code	0379
Attempt No.	#1	Completion Time	02:43 PM
Rank	#14	Total Questions	40

10 SCORE

40 MAX MARKS

10 CORRECT

30 INCORRECT

Answer Review

Q1 **CORRECT** Which of the following are included in a resume?

- A. Hobbies, favorite foods, and personal interests
- B. Childhood memories, dreams, and aspirations
- C. Daily routine, favorite movies, and vacation plans
- D. Contact information, educational details, skills and work experience

Q2 **CORRECT** Raghav is applying for a job at a marketing firm. What will make his cover letter easy to read?

- A. Long descriptions
- B. Dividing the text into shorter paragraphs
- C. Increasing the font size
- D. All of these

Q3 **INCORRECT** To apply for a job, what is the next step after making an impactful resume?

A. Sending the resume to the employer

B. Writing an impressive cover letter

C. Preparing for interview

D. Applying for the job

Q4 **INCORRECT** Pranav is working on his resume. While reviewing his resume, what should Pranav keep in mind?

A. Check for spelling and grammar mistakes

B. Ensure that the information provided is correct

C. Highlight skills and qualifications that match the job

D. All of these

Q5 **CORRECT** Pooja is applying for a Motor Mechanics position in an automobile company. What should she include in her cover letter?

A. Salary expectations

B. Education details

C. Reasons why she is suitable for the role

D. Her hobbies - cooking, gardening

Q6 **INCORRECT** What is formal communication?

A. All written communication

B. Official communication following a set of rules

C. Talking with friends and family

D. Casual chatting on social media

Q7 **CORRECT** Which of the following is a formal introduction in a job interview?

A. Hey there! I'm Parmeet, nice to meet you!

B. Hi, I'm Parmeet. Thanks for having me!

C. Yo, I'm Parmeet. Let's get started!

D. Good morning/ afternoon. I am Parmeet and I want to thank you for considering me for this role. ☐

Q8 **INCORRECT** What is an example of formal written communication?

A. Texting a friend ☐

B. Sending a WhatsApp message

C. Writing an email to your manager ☐

D. Posting on social media platforms

Q9 **INCORRECT** During a job interview, if you couldn't hear or understand a question, what would you say?

A. Sorry! I didn't understand. Could you please repeat the question? ☐

B. Hey, can you repeat that? I wasn't paying attention

C. I am lost. Can you say it again?

D. Speak clearly and repeat the question. ☐

Q10 **CORRECT** During a job interview, Ramesh is asked to describe his top three strengths. Which of the following responses shows good formal communication?

A. I'm pretty good at a lot of things.

B. Uh, I guess I can do a little bit of everything.

C. My top three skills are problem- solving, teamwork, and attention to detail. ☐

D. I don't know, I never really thought about it.

Q11 **INCORRECT** What is 'informal communication'?

- A. All verbal communication
- B. Official communication following a set of rules
- C. Casual conversations outside of official work arrangements
- D. Talking at official meetings

Q12 **INCORRECT** Which of the following are some informal situations within the workplace?

- A. Having a meal in the canteen/ cafeteria
- B. Drinking water near the water cooler
- C. Waiting or walking in the lobby/hallways
- D. All of these

Q13 **INCORRECT** What are some advantages of informal communication at the workplace?

- A. Helps people work together better
- B. Makes things more official at work
- C. Creates a strict environment at work
- D. Makes people talk less

Q14 **INCORRECT** You have started a new job at a company. During lunch break, you notice some coworkers chatting. How would you start an informal conversation with them?

- A. Introduce yourself formally and inquire about their roles in the company
- B. Ask about the TV shows/ sports they like to watch/ books they like to read or their weekend plans
- C. Ask about their salary
- D. Ignore them and have your meal

Q15 **INCORRECT** You are at work, and a coworker asks for your support/help with a task. How would you respond informally?

A. I can help, but seriously, you don't even know this much? What's the problem?

B. I am too busy right now. Ask someone else.

C. Sure, I can help. What do you need?

D. Could you please submit a formal request via email?

Q16 **INCORRECT** What is workplace etiquette?

A. Everyday manners outside of work

B. Proper behavior in the workplace based on respect and professionalism

C. Casual behavior with colleagues

D. None of these

Q17 **INCORRECT** Which of the following is considered appropriate workplace behavior?

A. Being late to work regularly

B. Interrupting others during meetings

C. Talking loudly on the phone

D. Maintaining a clean workspace

Q18 **INCORRECT** Christy is working at her desk. Which of the following behaviors is inappropriate in the workplace?

A. Maintain a clean workspace

B. Speak in a polite and clear manner

C. Tap repeatedly on the desk

D. Focus on tasks and avoid distractions from phone

Q19 **INCORRECT** Which of the following actions by Aisha during the team meeting show appropriate workplace etiquette?

- A. Continuously check her phone and respond to messages
- B. Chat with her coworkers about non-work things
- C. Interrupt the speaker to share her thoughts
- D. Put her phone on silent mode and actively participate in the discussion

Q20 **INCORRECT** During a lunch break, Arjun overhears his coworkers gossiping about another coworker. What should Arjun do?

- A. Tell his coworkers that gossiping is inappropriate workplace behaviour
- B. Join the conversation and share his own opinion about the coworker
- C. Tell another coworker about the gossip
- D. Listen to the gossip

Q21 **INCORRECT** Which of the following statements shows good teamwork?

- A. Keeping all ideas to yourself
- B. Criticizing teammates' efforts
- C. Working together towards a common goal
- D. Ignoring others' ideas and opinions

Q22 **INCORRECT** Which of the following is NOT needed for teamwork?

- A. Healthy communication
- B. Division of work
- C. Conflict and argument
- D. Trust

Q23 **INCORRECT** Ravi is working on a project with two other teammates. Which of these make him a good team player?

- A. Getting angry when others don't listen
- B. Sharing ideas to help the team work faster
- C. Thinking he can never make a mistake
- D. Not listening to his teammates ideas and opinions

Q24 **INCORRECT** Your team has completed a challenging project successfully. How should you celebrate the success?

- A. Say you did everything and don't praise others.
- B. Blame the group for any errors.
- C. Don't celebrate and start the next job.
- D. Thank everyone in your group for helping.

Q25 **INCORRECT** During a group project, one of your teammates is struggling to complete their assigned task. What should you do?

- A. Ignore their struggle and focus on your own tasks
- B. Offer to help and support them to complete their task
- C. Criticize them for not being efficient
- D. Complain to the teacher about their lack of contribution

Q26 **CORRECT** An entrepreneurial mindset means to:

- A. Identify opportunities and use them for your benefit
- B. Try different ways to solve problems
- C. Achieve your goal, without giving up
- D. All of these

Q27 **INCORRECT** What does it mean to think like a business person?

- A. Only thinking about money
- B. Being scared to try new things
- C. Seeing problems as things to fix
- D. Not liking change

Q28 **INCORRECT** If you face a problem in your community, which of the following entrepreneurial mindset traits would be most helpful?

- A. Waiting until everything is perfect to do something
- B. Taking action to solve the problem
- C. Ignoring the problem and hoping it goes away
- D. Blaming others for the problem

Q29 **CORRECT** Imli makes soaps and sells from her home. She wants to grow her business. What should she do?

- A. Talk to shopkeepers and build connections with them.
- B. Keep doing the same thing without any changes
- C. Wait for an opportunity to grow the business
- D. Only sell to her neighbors

Q30 **CORRECT** If your coworkers don't agree with your project idea, what's a good way to handle it with an entrepreneurial mindset?

- A. Give up on your idea
- B. Stop talking about it
- C. Ask for feedback and make your idea better with their help
- D. Stick to your idea without listening to others

Q31 **CORRECT** Why is it important to have a business plan before starting a business?

- A. To attract investors and get a loan
- B. To outline goals and set clear direction for growth
- C. To identify potential challenges and risks
- D. All of these

Q32 **CORRECT** Imagine you are setting up a mobile repair shop. Which of the following is the most important for its success?

- A. Setting up the shop in a busy area
- B. Offering repair services at a higher price
- C. Putting up flyers in the neighbourhood
- D. Picking the right shop name

Q33 **INCORRECT** Mehul is making a plan for his business. Which of the following is NOT included in a business plan?

- A. Business idea
- B. Startup costs
- C. Future growth strategies
- D. Personal interests and hobbies

Q34 **INCORRECT** Anita is going to the bank today to ask for a loan. She has prepared a business plan. Which of the following will make her business plan strong?

- A. Have only the idea and name of her business
- B. Total cost of starting her business without any details
- C. Challenges her business might face along with solutions for them
- D. None of these

Q35 **INCORRECT** Imagine you are starting a bakery business. What would you focus on first in your business plan?

- A. Selecting a catchy name for the bakery
- B. Calculating how much money you need to start the business
- C. Planning how to advertise the bakery on social media
- D. Figuring out how the business will grow

Q36 **INCORRECT** When presenting your business plan, what should you do to engage and connect with the audience?

- A. Practice until you can confidently present your plan
- B. Repeat yourself multiple times
- C. Share a story or an experience that shaped your idea
- D. Avoid eye contact with the audience

Q37 **INCORRECT** When presenting your business plan to a potential investor, you should be clear about_____

- A. Initial investment required and breakdown of the costs
- B. Expected customer count
- C. Potential earnings
- D. All of these

Q38 **INCORRECT** When presenting your business plan, what can you do to help audience understand and believe in your product/service?

- A. Repeat yourself multiple times
- B. Give demo of the product/ service
- C. Share overall business costs
- D. Tell a joke

Q39 **INCORRECT** Imagine you're presenting your business plan to potential investors. Why is it important to actively listen to their questions and provide thoughtful answers?

A. To show off your expertise

B. To avoid eye contact

C. To understand the concerns of the investors and build their confidence in your plan

D. None of these

Q40 **INCORRECT** Maya needs funding for her small business. What can she do to find a suitable investor?

A. Send her business plan to every investor she finds online.

B. Attend networking events to meet suitable investors.

C. Send her business plan to her friends and ask them to send it to investors they may know.

D. Wait for the suitable investor to find her