

Trinity ITI udyavara

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98.00% 49 / 50

Student Name	Shriraksha	Access Code	3174
Attempt No.	#1	Completion Time	01:44 PM
Rank	#1	Total Questions	50

49 SCORE

50 MAX MARKS

49 CORRECT

1 INCORRECT

Answer Review

Q1 **CORRECT** English is a ____ language.

A. Common

B. Day

C. Night

D. Evening

Q2 **CORRECT** When people from different states/ countries meet officially, ____? is the commonly used language to communicate with each other.

A. Latin

B. English

C. Newspaper

D. Action

Q3 **CORRECT** John was travelling by bus to his village. He noted the names of places that he could see on his journey. What are these words called as?

A. Naming words

B. His

C. That

D. See

Q4 **CORRECT** A child was working in the computer lab which had many computers. The word 'computers' is in the ____ form.

A. Less

B. Plural

C. Minimum

D. Maximum

Q5 **CORRECT** Adjectives are ____ words.

A. Sound

B. Finish

C. Describing

D. Neutral

Q6 **CORRECT** The beginning of a sentence should start with _____ letter

A. Capital

B. Small

C. Cursive

D. Italics

Q7 **CORRECT** Add comma wherever it is necessary. After the meeting we will go out.

A. After, the meeting, we will go out.

B. After the meeting, we will go out.

C. After the, meeting we will go, out.

D. After the meeting we will go out.

Q8 **CORRECT** Sentences are_____.

A. group of words with complete meaning

B. Verbs

C. Nouns

D. Letters

Q9 **CORRECT** Every complete sentence has ____.

A. 1 part

B. 2 parts

C. 3 parts

D. 4 parts

Q10 **CORRECT** _____contact with the people we are speaking help us to communicate confidently.

A. Nose

B. Eye

C. Ear

D. Skin

Q11 **CORRECT** Listening is important to ____?the information given.

A. forget

B. overcome

C. understand

D. disobey

Q12 **CORRECT** Which of these is an informal greeting?

A. Good day

B. Good morning

C. Good evening

D. Hey

Q13 **CORRECT** When you ask someone something it is ____.

A. Answer

B. Blank

C. Question

D. Response

Q14 **CORRECT** Vinutha was questioned whether she has completed her degree in an interview. How should she respond stating that she has completed?

A. Yes

B. No

C. Yes, I have completed my degree

D. Completed my degree

Q15 **CORRECT** Rita had to attend a group discussion on behalf of her company. What is she supposed to do before the meeting?

A. Attend party

B. Attend classes

C. Be prepared about the topic

D. Take leave

Q16 **CORRECT** Bindu receives a call from JJ company promoting a discount sale. She couldn't clearly hear the details. How is she supposed to ask the person to repeat the information?

A. What is it?

B. Could you please repeat?

C. Speak loud

D. I don't know

Q17 **CORRECT** Document which has details of a job is ___?

A. Letter

B. Resume

C. Job Description

D. Report

Q18 **CORRECT** Ravi read job description which specified 'Familiarity with MS office'. What should he know?

A. How to write an email

B. How to get certification

C. How to use MS Office

D. How to study

Q19 **CORRECT** An introduction letter is a ____.

A. E-mail

B. Cover letter

C. Leave Letter

D. Resume

Q20 **CORRECT** Latha's uncle works at the company where she has applied for a job. He offered to refer her for the position. What type of cover letter should Latha write to increase her chances of being considered for the job?

A. Referral Cover Letter

B. Letter of interest

C. Leave letter

D. Letter of absence

Q21 **CORRECT** Swaraj is looking for internet-based/data entry jobs. What is the most important skill he needs?

A. Basic computer skills

B. Entrepreneuria I skills

C. Beautician skills

D. Wood cutting skills

Q22 **INCORRECT** Things that one is good at doing are _____.

A. Concerns

B. Interests

C. Abilities

D. Passion

Q23 **CORRECT** Bijo is not good at MS excel. With his hard work, he learns to overcome weaknesses and turn them into a_____.

A. Belief

B. Value

C. Leader

D. Strength

Q24 **CORRECT** Which of the following is not a part of decision-making?

A. Identify problem

B. Generate options

C. Implement decision

D. Performance

Q25 **CORRECT** What are the advantages of time management?

A. Complete tasks on time

B. Achieve daily goals

C. Reduce stress

D. All of these

Q26 **CORRECT** Good time management helps in improving _____at work.

A. Weakness

B. Performance

C. Stress

D. Pressure

Q27 **CORRECT** The time blocked for work is called a _____ technique.

A. Doro

B. Pomo

C. Pomodoro

D. Domo

Q28 **CORRECT** Bhanu creates 25 minutes task planner and never gets distracted during the blocked time. Which method does she follow?

A. Pomodoro

B. Timing

C. Blocktime

D. Calendar

Q29 **CORRECT** Finding a solution to any problem is known as ____ skill.

A. Over thinking

B. Critical thinking

C. Decision-making

D. Problem solving

Q30 **CORRECT** If one is capable of finding solutions to problems, one will get better at _____.

A. Self-motivation

B. Problem-solving

C. Career

D. Painting

Q31 **CORRECT** Effective communication needs to be -

A. Simple

B. Clear

C. Complete

D. All of these

Q32 **CORRECT** Nitya wanted to discuss an issue with her teammates. What type of communication is it?

A. Written

B. Verbal

C. Image

D. Video

Q33 **CORRECT** The way we sit, our facial expression and body language show _____ communication.

A. non- verbal

B. verbal

C. informal

D. written

Q34 **CORRECT** Clear communication leads to ____.

A. Different work

B. Opposite work

C. Slow work

D. Faster work

Q35 **CORRECT** Tom received a letter, but it did not have any details of who sent it. The letter was missing the _____?address.

A. Receiver?s

B. Sender?s

C. Greetings

D. Subject

Q36 **CORRECT** Which is not a type of non-verbal communication ?

A. E-mail

B. Eye-contact

C. Hand movements

D. Facial expression

Q37 **CORRECT** Shouting shows we are angry. Talking very slowly shows we are tired or sleepy. What part of non-verbal communication helps us understand this?

A. Smile

B. Hand movements

C. Tone of voice

D. Eye movements

Q38 **CORRECT** Vinod met his new manager at his workplace. He had to ____himself first.

A. Thank

B. Introduce

C. Appreciate

D. Praise

Q39 **CORRECT** Argument or disagreement between two groups of people is called_____.

A. Teamwork

B. Conflict

C. Happiness

D. Fun

Q40 **CORRECT** Conflict in workplace affects ___?.

A. ability to work

B. salary

C. environment

D. weather

Q41 **CORRECT** Which of the following options is an Employability Skill?

A. Good Interview Skills

B. Good Communication Skills

C. Digital Skills

D. All of these

Q42 **CORRECT** Gopi is always willing to learn and improve in his work. He has a_____?.

A. Fixed mindset

B. Certificate

C. Growth mindset

D. Marksheet

Q43 **CORRECT** Which of these is an advantage of learning online?

A. Learn anytime & anywhere

B. Make friends with classmates

C. No need to study

D. Have shorter classes

Q44 **CORRECT** Zeena wants to enroll for an e-learning course. The most important thing she needs is a_____.

A. Book

B. Pen

C. Mobile phone or Computer

D. Library card

Q45 **CORRECT** Green Jobs are important because_____.

A. they help protect the environment

B. they harm the environment

C. they pay more money

D. they require no skill

Q46 **CORRECT** It is not good to forward _____on social media.

A. fake news

B. messages

C. greetings

D. songs

Q47 **CORRECT** A person who respects and follows the law of a country is a _____.

- A. Businessman
- B. Bad Employee
- C. Responsible Citizen
- D. Small Kid

Q48 **CORRECT** Indian constitution is a set of _____ of our country.

- A. Laws and rules
- B. Keys
- C. Tools
- D. Languages

Q49 **CORRECT** Releasing chemicals, waste, plastics into the water is called _____.

- A. Sound pollution
- B. Land pollution
- C. Water Pollution
- D. Air pollution

Q50 **CORRECT** Scientists are warning us that the rise in earth's temperature causes _____.

- A. Deforestation
- B. Land sliding
- C. Pollution
- D. Global warming