

Trinity ITI udyavara

Employability Skills - 06-Apr-2026 09:22 AM

Q. ID: ITISKILL9192SW | April 2026

78.00% 39 / 50

Student Name	Gloria	Access Code	4808
Attempt No.	#1	Completion Time	11:30 AM
Rank	#6	Total Questions	50

39 SCORE

50 MAX MARKS

39 CORRECT

11 INCORRECT

Answer Review

Q1 CORRECT Using Internet is easy if we learn ____?.

A. Sports

B. English

C. Maths

D. Science

Q2 INCORRECT Pronouns (ex: he, she, her) can be used in the place of _____.

A. Spellings

B. Adjective

C. Verb

D. Naming words

Q3 **CORRECT** The pronoun 'I' is used for _____.

A. Many

B. Myself

C. Other

D. That

Q4 **CORRECT** Verbs tell the action of the _____.

A. Cow

B. Change

C. Act

D. Naming words

Q5 **CORRECT** Kim fell from her bike yesterday. The action in the sentence is in _____ tense.

A. Future

B. Past

C. Present

D. Clear

Q6 **CORRECT** Arun travels to school by bus. The action word in the sentence is _____.

A. bus

B. travels

C. school

D. Arun

Q7 **CORRECT** The beginning of a sentence should start with _____ letter

A. Capital

B. Small

C. Cursive

D. Italics

Q8 **CORRECT** Wow! The flowers in the park are beautiful. This is a _____? sentence.

A. Declarative (.)

B. Exclamatory (!)

C. Imperative

D. Interrogative (?)

Q9 **CORRECT** The police were questioning about his crime. What type of sentence is it?

A. Declarative (.)

B. Interrogative (?)

C. Exclamatory (!)

D. None of these

Q10 **INCORRECT** Every complete sentence has ____.

A. 1 part

B. 2 parts

C. 3 parts

D. 4 parts

Q11 **CORRECT** Choose the correct sentence.

A. The road runs on cat.

B. The cat runs on the road.

C. Cat road runs.

D. Runs on the road cat.

Q12 **CORRECT** We should ____?instructions in the classroom.

A. learn

B. listen to

C. forget

D. ignore

Q13 **CORRECT** Things or activities that we enjoy are ___?.

A. Dislikes

B. Negative

C. Emotions

D. Likes

Q14 **CORRECT** Dislikes are things towards which we have ___?.

A. Negative emotion

B. Positive emotion

C. Likes

D. Interests

Q15 **CORRECT** Question always end with a ___?

- A. Comma ,
- B. Question mark ? □
- C. Exclamation mark !
- D. Full stop .

Q16 **INCORRECT** ___questions give clear indication of the information the person wants to know.

- A. Wh- □
- B. Yes or No
- C. No
- D. Closed questions □

Q17 **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

Q18 **CORRECT** Harish made a call to the Senior manager in a company. How is he supposed to start the conversation.?

- A. Greet the person □
- B. Purpose of call
- C. Thank the person
- D. Good bye

Q19 **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

Q20 **CORRECT** Ram is answering an interview question about his previous workplace. He didn't like his teammates. They argued a lot. Should he share this with the interviewer?

- A. Yes, he should blame his team- mates for all the problems.
- B. No, he should avoid speaking negatively about his teammates.
- C. Yes, he should discuss all the arguments in detail.
- D. Yes, why not!

Q21 **CORRECT** We can share our thoughts, ideas and feelings through ___?.

- A. Communication
- B. Reading
- C. Watching
- D. Hearing

Q22 **CORRECT** Which among these is a type of communication?

- A. Verbal
- B. Non-Verbal
- C. Visual
- D. All of these

Q23 **INCORRECT** The way we sit, our facial expression and body language show _____ communication.

A. non- verbal

B. verbal

C. informal

D. written

Q24 **CORRECT** Verbal communication is the use of ____.

A. Sign

B. Words

C. Maths

D. Images

Q25 **CORRECT** Letter is a form of _____ communication.

A. Non-verbal

B. Spoken

C. Written

D. Telephone

Q26 **CORRECT** 'Reg' in the letter means ____.

A. Regarding

B. Subject

C. Greetings

D. Body

Q27 **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

Q28 **INCORRECT** When talking to our co-workers, we should not stand or sit _____ to them.

A. too close

B. opposite

C. In front of

D. next to

Q29 **CORRECT** Vinod met his new manager at his workplace. He had to ____ himself first.

A. Thank

B. Introduce

C. Appreciate

D. Praise

Q30 **INCORRECT** At workplace, communication must follow the _____.

A. Ideas

B. Text

C. 6Cs

D. Close

Q31 **CORRECT** What can make it difficult to communicate in the workplace?

- A. Language differences
- B. Use of unfamiliar words
- C. Differences in communication styles
- D. All of these

Q32 **INCORRECT** Argument or disagreement between two groups of people is called _____.

- A. Teamwork
- B. Conflict
- C. Happiness
- D. Fun

Q33 **CORRECT** Shwetha and Rakshit are coworkers. They are angry with each other because they have not completed a project properly. Which is a good way to resolve such conflicts in the workplace?

- A. Quit the job
- B. Find different ways to solve the problem
- C. Ignore each other
- D. File a police complaint

Q34 **INCORRECT** Negative comments made about our action or performance is called _____.

- A. Appreciation
- B. Congratulations
- C. Criticism
- D. Reward

Q35 **CORRECT** During criticism we must remain ____ and ____ to the person.

A. happy and joyful

B. calm and listen

C. shout and cry

D. fight and cry

Q36 **CORRECT** Kishore's manager gave him positive and negative feedback. Kishore is feeling confused. What should he do next?

A. Calm down and think

B. Try to understand the positive points given by his manager

C. Try to understand the negative points given by the manager

D. All of these

Q37 **CORRECT** We start communicating when we are_____.

A. Adults

B. Parents

C. Children

D. Old

Q38 **CORRECT** You are unable to share your message properly in an email. Which skill should you improve?

A. Written communication

B. Speaking

C. Reading

D. Playing

Q39 **CORRECT** You are scared to communicate with others. What are some ways to solve this problem?

- A.** Find your strengths about communication
- B.** Find your weakness about communication
- C.** Find ways to improve & learn more about your weakness
- D.** All of these

Q40 **CORRECT** How should you respond to constructive feedback from someone?

- A.** Listen and understand
- B.** Argue with the person
- C.** Feel nervous
- D.** Ignore the feedback

Q41 **CORRECT** _____ is the software that is put in a computer so that one can use it.

- A.** Operating System
- B.** Software
- C.** App Store
- D.** Settings

Q42 **CORRECT** Which of the following is the most common operating system?

- A.** Printer
- B.** MS Office
- C.** Router
- D.** Windows

Q43 **INCORRECT** _____ is at the top of the MS Word screen.

A. Menu Bar

B. Taskbar

C. Space Bar

D. Scroll bar

Q44 **INCORRECT** Harsha has selected a single line of cells from top to bottom. She has selected a _____?.

A. Page

B. Row

C. Column

D. Cell

Q45 **CORRECT** Which of the following tasks can be done using the internet?

A. Finding Information about job openings

B. Create a digital resume and forward it to different companies

C. Learning new skills

D. All of these

Q46 **INCORRECT** Jyothi learned that all the information is stored in 'web pages'. What is the role of web pages?

A. 'Web pages' act as a search engine

B. 'Web pages' act as a library

C. 'Web pages' act as internet

D. None of these

Q47 **CORRECT** Anju wants to upskill herself in designing and stitching, which of the following portals will be relevant for the same?

A. [http://www . swayam.gov.in /](http://www.swayam.gov.in/)

B. [http: /www . igod.gov.in](http://www.igod.gov.in)

C. [http://www . india.gov.in/](http://www.india.gov.in/)

D. None of these

Q48 **CORRECT** Ridhima wants to post something on her social media. What should she do to stay safe on social media?

A. Avoid sharing any password

B. Avoid sharing address

C. Avoid sharing locations

D. All of these

Q49 **CORRECT** Which of the following is used to send a copy of an email to another person without the main receiver of the email knowing?

A. Attach file

B. Subject

C. CC(Carbon Copy)

D. BCC (Blind Carbon Copy)

Q50 **CORRECT** Post-covid we adopted the virtual world. Meeting that happens online through the internet are called as_____.

A. Online meeting

B. Physical Meeting

C. Offline Meeting

D. None of these