

TRINITY ITI UDYAVARA

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80.00% 32 / 40

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Attempt No.	#1	Completion Time	03:09 PM
Rank	#4	Total Questions	40

32 SCORE

40 MAX MARKS

32 CORRECT

8 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 **CORRECT** 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 **CORRECT** 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 **CORRECT** 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 **CORRECT** 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 **CORRECT** 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 **CORRECT** 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 **CORRECT** 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 **CORRECT** 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 **CORRECT** 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 **CORRECT** 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 **CORRECT** 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 **CORRECT** 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 **CORRECT** 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 **CORRECT** 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 **CORRECT** 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 **INCORRECT** 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 neighborhood
- D. Picking the right shop name

Q33 **CORRECT** 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 **CORRECT** 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 **CORRECT** 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 **CORRECT** 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 **CORRECT** 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 **CORRECT** 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 **CORRECT** 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 **CORRECT** 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