

# Dr. J. J. Magdum ITI college sambhajipur

## ITI Quiz - 21-Apr-2026 09:02 AM

Q. ID: ITISKILL5416SD | April 2026

88.00% 22 / 25

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|--------------|--------------|-----------------|----------|
| Student Name | Ahamad nadaf | Access Code     | 8271     |
| Attempt No.  | #1           | Completion Time | 10:36 AM |
| Rank         | #6           | Total Questions | 25       |

22 SCORE

25 MAX MARKS

22 CORRECT

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

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

**Q23** **CORRECT** 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