

Dr. J. J. Magdum ITI college sambhajipur

ITI Quiz - 24-Mar-2026 11:05 AM

Q. ID: ITISKILL9279BY | March 2026

64.00% 16 / 25

Student Name	Ahmad nadaf	Access Code	8399
Attempt No.	#1	Completion Time	02:05 PM
Rank	#4	Total Questions	25

16 SCORE

25 MAX MARKS

16 CORRECT

9 INCORRECT

Answer Review

Q1 INCORRECT 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 **INCORRECT** 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 **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 **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 **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 **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 **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 **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 **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 **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