

Dr. J. J. Magdum ITI college sambhajipur

ITI Quiz - 05-Feb-2026 09:04 AM

Q. ID: ITISKILL8829ZA | February 2026

77.97%92 / 118

Student Name	Prasad Datta Radder	Access Code	9666
Attempt No.	#1	Completion Time	01:57 PM
Rank	#6	Total Questions	118

92SCORE

118MAX MARKS

92CORRECT

26INCORRECT

Answer Review

Q1CORRECTWhich 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
- B. Contact information, educational details, skills and work experience

Q2CORRECTRaghav 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 **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 **INCORRECT** 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 **INCORRECT** 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 **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 **INCORRECT** 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 **INCORRECT** 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 **INCORRECT** 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 **CORRECT** 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 **INCORRECT** 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

Q41 **INCORRECT** How have workplaces changed after COVID?

A. More focus on technology

B. Flexible working hours

C. Mix of in-person and at-home work ☐

D. All of the above ☒

Q42 **INCORRECT** Which is an example of being open to learning in the workplace?

A. Refusing to attend training sessions to improve technology skills

B. Accepting and adapting to changes in work processes ☒

C. Avoiding feedback from colleagues ☐

D. Ignoring advancements in technology

Q43 **CORRECT** Irfan needs a job. How can he prepare for the future of work ?

- A. Learn making reels and TikTok videos
- B. Avoid learning new skills
- C. Master internet skills ☒
- D. Avoid building professional relationships

Q44 **INCORRECT** What is an important future workplace skill for employees?

- A. Doing paperwork
- B. Doing manual work ☐
- C. Networking and relationship- building ☒
- D. Planning holidays

Q45 **INCORRECT** Raghav joined a new company after COVID. He is nervous about using the digital tablets provided at work. What should he do?

- A. Complain to his manager
- B. Ask his coworkers to do all the digital work ☐
- C. Quit his job
- D. Keep an open mind and ask his coworkers to teach him ☒

Q46 **CORRECT** Which of the following best describes the gig economy?

- A. A system where employees work full-time for a single employer
- B. A system where workers take on part-time or temporary jobs ☒
- C. A system where workers are paid a fixed monthly salary
- D. A system where workers have fixed work hours and locations

Q47 **CORRECT** Which option below describes a 'gig' in the gig economy?

A. A job with full- time hours and benefits

B. A typical 9-5 job

C. A specific task or project ☒

D. None of these

Q48 **CORRECT** A _____ helps gig workers find customers and provide services at a fixed charge.

A. Netflix

B. platform/app ☒

C. school

D. bank

Q49 **CORRECT** Sultan is a skilled electrician. He is looking for platform based gig work that matches his skills. Which of the following platforms would be most suitable for Sultan to find job opportunities?

A. Amazon for selling products online

B. Zoom for video calls

C. Uber for driving people

D. Urban Company for offering home repair services ☒

Q50 **CORRECT** What is a benefit of self-employment?

A. Directly earning from your work ☒

B. Fixed working hours

C. Monthly salary payment

D. Limited control over your tasks

Q51 **CORRECT** Which of the following is an example of self - employment?

- A. Working full- time at a company
- B. Driving for a taxi company
- C. Being a student at a university
- D. Teaching subjects or skills as a personal tutor ☒

Q52 **INCORRECT** How can you become self-employed?

- A. Learn about the work, take small courses
- B. Try your idea on a small scale
- C. Use chats, local ads and ask friends to spread the word ☐
- D. All of these ☒

Q53 **CORRECT** Rohan loves photography and dreams of starting his own photography business. What should Rohan do to start his self-employment journey?

- A. Buy the latest photography equipment, even if it is beyond his budget
- B. Take random pictures and share them online
- C. Learn more about photography and join a basic photography course ☒
- D. Start advertising his services without any planning

Q54 **CORRECT** What does migrating for work mean?

- A. Staying in the same place for work
- B. Changing jobs within the same city
- C. Moving to a different place to find a job ☒
- D. Working from home

Q55 **INCORRECT** What is a common reason for people to migrate for work?

A. To learn new languages

B. To find better job opportunities ☒

C. To spend time with family

D. To explore new places ☐

Q56 **CORRECT** Sneha plans to move to a different city for work. What things should she think about before making this decision?

A. How much it will cost to travel and live there

B. If she can find a job that helps her learn and grow

C. If she can earn more money and save some too

D. All of these ☒

Q57 **CORRECT** Rahul is moving to Qatar for work. What should he do to migrate safely?

A. Learn about the place and enroll in safety training programs

B. Confirm his job before moving

C. Organize important documents and have a bank account for emergencies

D. All of these ☒

Q58 **CORRECT** Kalpana is migrating to Bangalore from Hubli for her new job. She has received the job offer letter. What should she do to migrate safely?

A. Research about living in Bangalore ☒

B. Always share her exact location on social media

C. Buy gifts for her new neighbours

D. Believe everything brokers say

Q59 **CORRECT** What is the main purpose of the Skill India Digital Platform?

- A. To offer offline training programs
- B. To provide financial assistance for job seekers
- C. To facilitate online learning and skill development ☒
- D. To promote international job opportunities

Q60 **CORRECT** How can users access the Skill India Digital Platform?

- A. Only through offline training centers
- B. Only on a specific type of device
- C. Through a specialized learning app
- D. On computers, tablets, and phones ☒

Q61 **CORRECT** Which section of the Skill India Digital Platform helps users find physical training centers nearby?

- A. Skill Courses
- B. Job Exchange
- C. Skill Centres ☒
- D. Recommendations

Q62 **CORRECT** Mohammed needs a job. What types of resources can he find on the Skill India Digital Platform?

- A. Only job listings
- B. Courses, skill centers, job opportunities, and more ☒
- C. Only eBooks and reading materials
- D. Financial services and government schemes

Q63 **CORRECT** Imagine you want to learn about digital marketing. What should you do first on the Skill India Digital Platform ?

- A. Search for job opportunities
- B. Enroll in any course available
- C. Explore the Skill Courses section ☒
- D. None of these

Q64 **INCORRECT** A green practice involves any activity that_____?.

- A. causes harm to the environment ☐
- B. protects and takes care of the environment and resources ☒
- C. involves consuming too much
- D. generates pollution

Q65 **CORRECT** Which term describes using things in a way that can last for a long time without causing harm?

- A. Sustainability ☒
- B. Pollution
- C. Eco-friendliness
- D. Resources

Q66 **CORRECT** What does having a green mindset mean?

- A. Making choices that harm the environment
- B. Using resources without considering sustainability
- C. Ignoring pollution and waste management
- D. Caring for the environment and using resources wisely ☒

Q67 **CORRECT** Ravi has the following habits. Which of these is a green practice?

- A. Buying unnecessary items
- B. Leaving lights and fans on when leaving a room
- C. Carrying a cloth bag to buy groceries ☒
- D. Buying single-use plastic water bottles

Q68 **CORRECT** Your friend suggests going for a picnic. She asks you to bring disposable plates and cups. Which of the following actions shows your commitment to a green mindset?

- A. Say yes and bring disposable plates and cups
- B. Bring reusable plates and cups ☒
- C. Ignore the invite to the picnic
- D. Bring green color disposable plates and cups

Q69 **CORRECT** What are green jobs?

- A. Jobs shared in green colours
- B. Jobs that harm the environment
- C. Jobs that ignore waste separation and recycling
- D. Jobs that conserve resources and help the environment ☒

Q70 **CORRECT** Which of the following is NOT a green practice?

- A. Using smart air conditioners to regulate temperature efficiently
- B. Ordering lunch delivered in plastic containers daily ☒
- C. Separate and recycle waste
- D. Grow plants wherever possible

Q71 **CORRECT** A green workplace_____.

A. uses less paper and energy- saving lights ☒

B. uses disposable items and plastic water bottles

C. keeps the lights on all the time

D. ignores waste separation and recycling

Q72 **CORRECT** Reema works at restaurant. She wants to give her manager ideas to make the restaurant follow green practices. Which of these ideas should she offer?

A. Delivering food in plastic packaging

B. Using steel plates and cups ☒

C. Providing lunch to the employees in disposable plates

D. All of these

Q73 **CORRECT** Shyam works at a beauty salon. Which of these things at Shyam's salon is NOT good for the environment?

A. Using reusable gloves instead of single-use plastic ones

B. Using safe and biodegradable cleaning materials for the floor

C. Using paper cups for tea and water ☒

D. Disposing hair waste after haircuts in an environment friendly way

Q74 **CORRECT** When searching for new information on Google, why is it important to use the right words?

A. To find correct and useful information ☒

B. To change the color of the search page

C. To make the screen brighter

D. To learn a new language

Q75 **CORRECT** Sanya has collected a lot of information from different websites for her new project. What should she do next to sort this information?

- A. Mix up all the information
- B. Share all the information with her coworkers
- C. Read through the information and mark the important points ☐**
- D. Keep the information in separate folders

Q76 **INCORRECT** Sunita has collected some information from the internet and sorted it. What is the best way for her to share it with her team?

- A. Tell everything she read in detail ☐**
- B. Share only the main points clearly: Use simple words and pictures, if possible ☐**
- C. Talk only about the bad websites
- D. Print all the information and give it to the team members.

Q77 **CORRECT** Why is it good to think about what you learn?

- A. It's a good pastime.
- B. It helps remember and understand better. ☐**
- C. It improves handwriting.
- D. None of these

Q78 **CORRECT** While thinking about learning, what are the questions you can ask yourself?

- A. What did I learn?
- B. Was it easy or difficult to learn?
- C. How can I learn better?
- D. All of these ☐**

Q79 **CORRECT** What is a job portal?

- A. A building where you go to find work.
- B. A place where you can play games and talk to friends.
- C. A special room where job interviews happen online.
- D. A website where companies post jobs and people can search and apply for them. ☒

Q80 **CORRECT** What should you always remember when creating your profile on a job portal?

- A. To include skills required for the job, even if you don't have them
- B. To use a fake name
- C. To always be truthful ☒
- D. To leave out important information

Q81 **CORRECT** Before applying for a job, why is it important to check the skills required for a job?

- A. To be sure you can do the job well. ☒
- B. To chat with friends about it.
- C. To impress the interviewer.
- D. It is not important to check the skills required for a job.

Q82 **CORRECT** If you are trained as an electrician and want a job in Delhi, what should you type in the search box of a job portal?

- A. Electrician job
- B. Delhi job
- C. Electrician jobs in Delhi ☒
- D. Electrician training

Q83 **CORRECT** Arjun is applying for jobs on Naukri.com. Which of these should he do?

A. Select all the cities where jobs are available

B. Match his skills with the job description ☒

C. Apply to all the jobs listed

D. Ignore the job descriptions

Q84 **CORRECT** Rahul is applying for a job. Which of these documents should he attach to his job application email?

A. Birth certificate

B. Resume, Course and Training Certificates ☒

C. Address Proof

D. Photographs from childhood

Q85 **CORRECT** Venu includes a clear subject in his email. Why is that important?

A. Email cannot be sent without a subject line

B. To tell the company what the email is about ☒

C. To show he has good English skills

D. None of these

Q86 **CORRECT** Sia is applying for the electrician position, how should she start her email to the company?

A. Start with a joke.

B. Attach her favorite photos.

C. Begin with a clear subject line and a polite greeting. ☒

D. Write a short story about her hobbies.

Q87 **CORRECT** Archana is sending a job application over email. How can she share her resume and other documents?

- A. Click photos from her phone and send it.
- B. She must not send documents over email as it is not safe.
- C. Copying and pasting the content of the documents into the email body.
- D. Attach the scanned documents as PDFs with the email. ☒

Q88 **CORRECT** Imagine you are applying for a position as an electrician at a company. Which of the following email subject lines would be the most suitable for your job application?

- A. Electrician Job Application
- B. Applying for a New Job
- C. Urgent Attention Needed
- D. Application for Electrician Position - [Your Name] ☒

Q89 **CORRECT** How can Instagram, YouTube, and WhatsApp help you in finding work?

- A. By allowing you to post photos/ videos of your work
- B. By connecting you with professionals
- C. By enabling direct and fast communication with customers
- D. All of these ☒

Q90 **INCORRECT** Why should you reply to comments on YouTube?

- A. To get more videos
- B. So viewers feel connected ☒
- C. To use the internet ☐
- D. To get more friends

Q91 **CORRECT** Raj is a talented carpenter. How can showing his work on YouTube help Raj?

- A. It allows people to see his carpentry skills and appreciate his expertise
- B. It helps Raj to engage with people interested in his work
- C. It may help Raj get more customers
- D. All of these ☒

Q92 **CORRECT** Ranjit has a small bakery business. Using WhatsApp for Business can help Ranjit _____.

- A. chat with friends
- B. quickly respond to customer orders and questions ☒
- C. watch baking tutorial videos
- D. check status updates

Q93 **CORRECT** Mahima has an Instagram page for her jewelry business. What should she do to connect with her customers?

- A. Post dance reels
- B. Post about a T.V. show she likes
- C. Share daily updates about her business as Stories on social media ☒
- D. Post cooking videos

Q94 **CORRECT** Which of the following is NOT a people skill required in a workplace?

- A. Listening
- B. Being kind
- C. Technical skills ☒
- D. Supporting coworkers

Q95 **CORRECT** Which of the following ways can help you work well with people?

A. Staying calm, even in challenging situations

B. Accepting your mistakes

C. Paying close attention to what people say

D. All of these ☒

Q96 **CORRECT** Venu is a fabric cutter. His team made a mistake in cutting cloth. What's a good way to handle it?

A. Blame the person who cut the cloth

B. Wait for someone else to solve it

C. Discuss and find a way to fix it ☒

D. Get angry and scold his team

Q97 **CORRECT** While working with your team on a project, one of your coworkers is finding it difficult to finish their job. What should you do in this situation?

A. Finish their work for them.

B. Ignore their problem and focus on your own work.

C. Complain about them to the boss.

D. Help and support them to finish their work. ☒

Q98 **CORRECT** Amit's team is feeling low because of a failed project. As a leader, what should he do?

A. Blame them for the failure

B. Encourage learning from mistakes ☒

C. Scold them

D. Ignore his team members

Q99 **CORRECT** What does working well together mean?

- A. Sharing ideas and listening
- B. Finding solutions together
- C. Offering to help when someone needs it
- D. All of these ☒

Q100 **CORRECT** Which of the following behaviors is NOT a characteristic of a team player?

- A. Taking credit for others? work ☐
- B. Listening to teammates? ideas
- C. Respecting different viewpoints
- D. Willingness to help others

Q101 **CORRECT** In a team where members have different ideas, and there is a disagreement in the team, what should be done?

- A. Let them argue
- B. Choose one idea without discussion
- C. Discuss both ideas and find a way to make everyone agree ☒
- D. Ask someone else to decide

Q102 **CORRECT** Simi is always trying out new ways to reuse the waste materials. She is the ____?

- A. Planner
- B. Doer
- C. Idea Person ☒
- D. Peacekeeper

Q103 **CORRECT** Which of these situations shows people working well together as a team?

- A. Two people arguing and not agreeing
- B. A group sharing ideas and listening to each other ☒
- C. One person doing all the work without any help from team members
- D. None of these

Q104 **INCORRECT** Which of the following is a self-management skill?

- A. Honesty and Integrity ☐
- B. Commitment
- C. Adaptability and Flexibility
- D. All of these ☒

Q105 **INCORRECT** Which of the following best describes the self- management skill of reliability?

- A. Not completing tasks on time ☐
- B. People always trust you to do your job well ☒
- C. Ignoring the needs of others
- D. Not being honest with coworkers

Q106 **CORRECT** Priya works at a factory where she operates a packaging machine. When the machine suddenly stops working, Priya quickly finds another way to do her work. Which self-management skill does Priya use?

- A. Honesty and Integrity
- B. Adaptability ☒
- C. Conflict management
- D. None of these

Q107 **CORRECT** You are working on a team project with tight deadlines. Your coworker falls ill, leaving their portion of the work incomplete. What should you do?

- A. Criticise your coworker for not completing his work
- B. Keep working on your own tasks
- C. Ask other team members for help and complete your coworker's task ☒
- D. Complain your supervisor about the incomplete work

Q108 **CORRECT** You discover a mistake in your work that caused delays in the project. What should you do?

- A. Blame team members for the delay
- B. Wait for someone else to find out your mistake
- C. Tell your boss about the mistake ☒
- D. Ignore the mistake and continue working

Q109 **CORRECT** You are working on something difficult, but it's not going well. What should you do?

- A. Keep trying and look for another way. ☒
- B. Take a break and give up.
- C. Ask someone else to do it for you.
- D. Get upset and quit trying.

Q110 **CORRECT** You notice a coworker struggling with their workload. What should you do?

- A. Ignore their struggles and focus on your own work.
- B. Offer to help them with their tasks. ☒
- C. Laugh at their inability to manage their workload.
- D. Report their struggles to the supervisor.

Q111 **CORRECT** Which of the following are good work habits?

- A. Staying calm when work is challenging
- B. Following workplace rules
- C. Not giving up when something goes wrong
- D. All of the above ☒

Q112 **INCORRECT** Priyanka found faster way to pack products at the factory. What should she do?

- A. Pack products faster than her coworkers
- B. Continue packing the way the team has been doing
- C. Share the faster packing method with her team ☒
- D. None of these ☐

Q113 **CORRECT** Savita works at a factory. A new machine she hasn't used before stops working. What should she do?

- A. Ignore it.
- B. Try again and believe in her ability to fix it. ☒
- C. Blame someone else.
- D. Hide the machine.

Q114 **CORRECT** Why is it important to think of new ways to solve problems?

- A. New ideas can make work easier or faster. ☒
- B. It is fun to try new things.
- C. To waste time
- D. It is unnecessary to try new things.

Q115 **INCORRECT** What should you do before making a choice at work?

- A. Look at all the details ☐
- B. Listen to others' ideas and ask questions
- C. Take time to think and then choose
- D. All of these ☒

Q116 **CORRECT** When thinking of new ideas, why is it important to share ideas with others, even if they are not perfect?

- A. To make others feel included.
- B. To show off your knowledge.
- C. Talking can help make ideas better. ☒
- D. To impress others.

Q117 **CORRECT** In a manufacturing unit, the packaging process is taking longer than usual, causing delays in shipments. What should the workers do?

- A. Continue packaging the same way
- B. Ignore the problem
- C. Think of different ways to pack faster ☒
- D. Complain to the management

Q118 **INCORRECT** Ravi and his team are deciding on a new machine for the factory. How should they make the final choice?

- A. Choose the cheapest machine available
- B. Look at all the details, think carefully about their needs & budget and then make the choice ☒
- C. Ravi should pick the machine he likes
- D. Choose the first machine they see ☐