

# Monthly test for the month of March -2026 Paper-2

Q. ID: ITISKILL0025U2

Employability skills

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Government ITI Talakadu

Question Paper

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Score: 49/50 (98.00%)

Code: 3004

1. Pronouns (ex: he, she, her) can be used in the place of \_\_\_\_\_.

- A) Spellings  
B) Adjective  
C) Verb  
D) Naming words (Correct)

2. Ramesh is working in Chennai. \_\_\_\_\_likes the office environment.

- A) He (Correct)  
B) It  
C) That  
D) What

3. Action words are also called \_\_\_\_\_.

- A) Center  
B) Are  
C) Verbs (Correct)  
D) Is

4. Kim fell from her bike yesterday. The action in the sentence is in \_\_\_\_\_tense.

- A) Future  
B) Past (Correct)  
C) Present  
D) Clear

5. 'It is going to be a sunny day tomorrow'. The action in this sentence is in \_\_\_\_\_tense.

- A) Future (Correct)  
B) Past  
C) Date  
D) Day

6. Adjectives are \_\_\_\_\_words.

- A) Sound  
B) Finish  
C) Describing (Correct)  
D) Neutral

7. People can hear the emotions and see our facial expression when we \_\_\_\_\_.

- A) Speak (Correct)  
B) Listen  
C) Taste  
D) See

8. Emotions can be expressed through your \_\_\_\_\_.

- A) Height  
B) Weight  
C) Voice (Correct)  
D) Situation

9. Malini is attending her new school today. She introduces herself as \_\_\_\_\_.

- A) Good bye  
B) Hello everyone! (Correct)  
C) What's up guys  
D) Longtime everyone

10. Question always end with a \_\_\_\_?.

- A) Comma ,  
B) Question mark ? (Correct)  
C) Exclamation mark !  
D) Full stop .

11. A person who makes a call\_\_\_\_\_

- A) Keypad  
B) Caller (Correct)  
C) Phase  
D) Contacts

12. Receiver is a person who \_\_\_\_\_the call.

- A) Blocks  
B) Dials  
C) Receives (Correct)  
D) Rejects

13. Job title is the name of \_\_\_\_\_.

- A) Company name  
B) Role you join (Correct)  
C) Company Job  
D) Summary

14. Location for the job means \_\_\_\_?.

- A) Title  
B) Description  
C) Name  
D) Place (Correct)

15. A person who works with us is called a\_\_\_\_?.

- A) Friend  
B) Coworker (Correct)  
C) Family  
D) Relative

16. People who are born in one sex, but they know that they belong to another sex are\_\_\_\_\_?.

- A) Transpersons (Correct)  
B) Stereotypical  
C) Males  
D) Females

17. \_\_\_\_\_can lead to division of people, communities and families.

- A) Gender equality  
B) Respecting all people (Incorrect)  
C) Gender discrimination  
D) Same rights

18. Which of the following could be possible reasons for gender based discrimination?

- A) Social Norms  
B) Lack of Education  
C) Lack of Awareness  
D) All of these (Correct)

19. Equality means in the same situation, people have

the\_\_\_\_\_.

- A) Same rights (Correct)**    B) Same age  
C) Same color                      D) Same height

20. Irrespective of their gender identities, all people must have the same rights. This is called \_\_\_\_\_.

- A) Gender equality (Correct)**                      B) Gender Stereotype  
C) Gender Discrimination    D) Gender rights

21. Women and men are often not paid the same salary for the same job. This is known as \_\_\_\_\_.

- A) Gender gap                      **B) Gender pay gap (Correct)**  
C) Learning gap                      D) Nutrition gap

22. Neena is born as a differently-abled person. Her teachers must treat her \_\_\_\_\_.

- A) Rudely                              B) Strictly  
**C) Equally with care (Correct)**                      D) Unfairly

23. Anita and her partner are paid the same salary for the same job. This is a good example of\_\_\_\_\_.

- A) Jealousy                              **B) Gender equality (Correct)**  
C) Discrimination                      D) Stereotype

24. People of different sex, gender, caste, class, culture, age, physical appearance, education, abilities must feel\_\_\_\_\_.

- A) Unsafe and worried                      **B) Safe and respected (Correct)**  
C) Unsafe and bullied                      D) Threatened and policed

25. Meena is not comfortable talking to her colleagues in English. This is an example of\_\_\_\_\_.

- A) Caste barrier                      B) Cultural barrier  
**C) Communication barrier (Correct)**                      D) Gender barrier

26. An inclusive environment is needed for happiness and \_\_\_\_at work.

- A) Ideas                                      **B) Growth (Correct)**  
C) Wage gap                              D) Stereotype

27. \_\_\_\_\_is a serious issue that affects an individual's mental, emotional, physical wellbeing in the workplace.

- A) Company rules                      B) Meeting with the manager  
**C) Sexual harassment (Correct)**                      D) Travel leave

28. The Indian government passed the Sexual Harassment of

Women at Workplace (Prevention, Prohibition and Redressal) Act in 2013. In simpler terms, it is also called \_\_\_\_\_?.

- A) SOS                                      B) SHWW  
C) PPR                                      **D) POSH (Correct)**

29. As per the POSH Act, any workplace that has 10 or more employees must constitute an \_\_\_\_\_.

- A) Internal Committee (IC). (Correct)**    B) Employees  
C) Police Station                      D) Help desk

30. Sarah notices a colleague, John, making unwelcome jokes about someone's clothes at the office party. What should Sarah do according to the POSH Act?

- A) Ignore it, John might be joking    B) Tell John directly to stop  
**C) Report the incident to Internal Committee (IC) (Correct)**    D) Make a sarcastic comment back at John

31. Which of the following is not a part of a desktop Computer?

- A) Monitor                                      **B) Antenna (Correct)**  
C) Web Camera                              D) Mouse

32. Where is the power button located on a desktop computer?

- A) On the Keyboard                      **B) On the CPU (Correct)**  
C) On the Speaker                              D) On the Mouse

33. \_\_\_\_\_is the most commonly used word for switching off a computer.

- A) Hang Up                                      B) Switch On  
**C) Shut Down (Correct)**                              D) Power On

34. Full form for OS is\_\_\_\_\_.

- A) Operating System (Correct)**                      B) Opening Screen  
C) Opening Software                      D) Original System

35. On a computer, a file can be created using which of these applications?

- A) MS Word                                      B) MS Excel  
C) MS Powerpoint                              **D) All of these (Correct)**

36. What is the shortcut key to save a file?

- A) Ctrl+S (Correct)**                                      B) Ctrl+X  
C) Ctrl+V                                      D) Ctrl+P

37. What is the shortcut key to copy a file?

- A) Ctrl+C (Correct)**                                      B) Ctrl+X

C) Ctrl+S

D) Ctrl+P

38. Amira wants to underline the title of her document. Which shortcut key should she use?

A) Ctrl+S

B) Ctrl+B

**C) Ctrl+U (Correct)**

D) Ctrl+I

39. What is the shortcut key for Undo?

**A) Ctrl+Z (Correct)**

B) Ctrl+B

C) Ctrl+U

D) Ctrl+I

40. What is the shortcut key for Print?

A) Ctrl+Z

B) Ctrl+B

C) Ctrl+U

**D) Ctrl+P (Correct)**

41. Krish made a typing mistake and wants to go back to the previous sentence. Which option should he use?

A) Save

B) Print

**C) Undo (Correct)**

D) Cut

42. Paul is saving his Word document for a project. Which layout format should he use for official documents?

**A) Portrait (Correct)**

B) Landscape

C) Cut

D) Undo

43. \_\_\_\_\_ is a tool to organize a large amount of data in an easy and understandable way.

**A) Excel (Correct)**

B) Chrome

C) Paint

D) Print

44. Which of the following can be done using Excel?

A) Save the document

B) Make complicated calculations with numbers

C) Print the document

**D) All of these (Correct)**

45. Which of the following are the ways to connect your device to the internet?

A) Use a mouse

**B) Using a wifi or mobile data connection (Correct)**

C) Use a printer

D) Use bluetooth

46. 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 (Correct)**

47. Which of the following are the top benefits of using the internet?

A) Speed of communication

B) Safety

C) Access to information

**D) All of these (Correct)**

48. Jerry wants to use his mobile data to get the internet on other devices. Which devices can use mobile data?

**A) Tablet (Correct)**

B) Washing machine

C) Gas oven

D) Landline phone

49. Ram wants to use the Wi-Fi connection. What should he do?

**A) Connect to a Wi-Fi network he is familiar with (Correct)**

B) Connect to any WiFi network available

C) Do not connect to any Wifi network that needs a password. It may not be safe.

D) Connect to any WiFi network shared by a stranger.

50. We need an \_\_\_\_\_ and a search engine to access the information on the web.

**A) Internet connection (Correct)**

B) Mouse

C) Data cable

D) Key board