

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

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Employability skills

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Government ITI Talakadu

Question Paper

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Score: 22/50 (44.00%)

Code: 6754

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

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

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 (Incorrect)      B) Are  
**C) Verbs**      D) Is

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

- A) Future (Incorrect)      **B) Past**  
C) Present      D) Clear

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

- A) Future**      B) Past  
C) Date (Incorrect)      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 (Incorrect)      B) Weight  
**C) Voice**      D) Situation

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

- A) Good bye (Incorrect)      **B) Hello everyone!**  
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 (Incorrect)      **B) Caller**  
C) Phase      D) Contacts

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

- A) Blocks (Incorrect)      B) Dials  
**C) Receives**      D) Rejects

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

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

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

- A) Title (Incorrect)      B) Description  
C) Name      **D) Place**

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

- A) Friend (Incorrect)      **B) Coworker**  
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 (Incorrect)      B) Respecting all people  
**C) Gender discrimination**      D) Same rights

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

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

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 (Incorrect)                      B) **Gender pay gap**  
C) Learning gap                      D) Nutrition gap

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

- A) Rudely (Incorrect)                      B) Strictly  
C) **Equally with care**                      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**  
C) Discrimination (Incorrect)      D) Stereotype

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

- A) Unsafe and worried (Incorrect)                      B) **Safe and respected**  
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 (Incorrect)      B) Cultural barrier  
C) **Communication barrier**      D) Gender barrier

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

- A) Ideas (Incorrect)                      B) **Growth**  
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 (Incorrect)  
C) PPR    D) **POSH**

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

- A) **Internal Committee (IC)**      B) Employees  
C) Police Station (Incorrect)      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 (Incorrect)                      B) **Antenna**  
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 (Incorrect)                      B) Switch On  
C) **Shut Down**                                      D) Power On

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

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

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

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

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 (Incorrect)  
B) Ctrl+B  
C) Ctrl+U  
**D) Ctrl+P**

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**  
B) Chrome  
C) Paint  
D) Print (Incorrect)

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 (Incorrect)  
B) Create a digital resume and forward it to different companies  
C) Learning new skills  
**D) All of these**

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