

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

Q. ID: ITISKILL0025U2

Employability skills

March 2026

Government ITI Talakadu

Question Paper

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Score: 29/50 (58.00%)

Code: 7970

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 (Incorrect)
B) Caller (Correct)
C) Phase
D) Contacts

12. Receiver is a person who _____the call.

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

13. Job title is the name of _____.

- A) Company name (Incorrect)
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
C) Gender discrimination (Correct)
D) Same rights (Incorrect)

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** B) Same age
C) Same color D) Same height (Incorrect)

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

- A) **Gender equality** B) Gender Stereotype (Incorrect)
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**
C) Learning gap (Incorrect) 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 (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 B) Cultural barrier
C) **Communication barrier (Correct)** 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
C) PPR (Incorrect) 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 (Incorrect)
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 (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 B) Switch On
C) **Shut Down (Correct)** D) Power On

34. Full form for OS is_____.

- A) **Operating System** B) Opening Screen
C) Opening Software (Incorrect) 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** B) Ctrl+X (Incorrect)
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 (Incorrect) B) Ctrl+B
C) **Ctrl+U** D) Ctrl+I

39. What is the shortcut key for Undo?

- A) **Ctrl+Z** B) Ctrl+B
C) Ctrl+U (Incorrect) 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** B) Landscape (Incorrect)
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 (Incorrect)
C) Print the document **D) All of these**

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 (Incorrect)
C) Access to information **D) All of these**

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** B) Connect to any WiFi network available (Incorrect)
C) Do not connect to any Wifi network that needs a password. It may not be safe. stranger. D) Connect to any WiFi network shared by a password. It may not be safe. stranger.

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

- A) **Internet connection** B) Mouse
C) Data cable (Incorrect) D) Key board