

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: 35/50 (70.00%)

Code: 3661

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
B) It
C) That (Incorrect)
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
D) Neutral (Incorrect)

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
C) Phase
D) Contacts (Incorrect)

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
B) Role you join
C) Company Job (Incorrect)
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
B) Stereotypical
C) Males (Incorrect)
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

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

- A) Social Norms
B) Lack of Education (Incorrect)
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 **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 **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 (Incorrect)
C) Communication barrier 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 (Incorrect) **D) POSH**

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**
C) Web Camera D) Mouse (Incorrect)

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

- A) On the Keyboard **B) On the CPU**
C) On the Speaker (Incorrect) 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** B) Ctrl+X (Incorrect)
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 (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

B) Washing machine

C) Gas oven (Incorrect)

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