

Duration: 60 Mins

Total Marks: 20

Q.ID: ITISKILL0373F6

1. What is a job portal?

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

**Answer: D) A website where companies post jobs and people can search and apply for them.**

2. 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.

**Answer: D) Attach the scanned documents as PDFs with the email.**

3. Why should you reply to comments on YouTube?

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

**Answer: B) So viewers feel connected**

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

- A) Ignore the job descriptions
- B) Select all the cities where jobs are available
- C) Apply to all the jobs listed
- D) Match his skills with the job description

**Answer: D) Match his skills with the job description**

5. Sia is applying for the electrician position, how should she start her email to the company?

- A) Begin with a clear subject line and a polite greeting.
- B) Attach her favorite photos.
- C) Write a short story about her hobbies.
- D) Start with a joke.

**Answer: A) Begin with a clear subject line and a polite greeting.**

6. Ranjit has a small bakery business. Using WhatsApp for Business can help Ranjit \_\_\_\_\_.

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

**Answer: A) quickly respond to customer orders and questions**

7. How can Instagram, YouTube, and WhatsApp help you in finding work?

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

**Answer: A) All of these**

8. 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

**Answer: C) Share daily updates about her business as Stories on social media**

9. Venu includes a clear subject in his email. Why is that important?

- A) Email cannot be sent without a subject line
- B) To show he has good English skills
- C) To tell the company what the email is about
- D) None of these

**Answer: C) To tell the company what the email is about**

10. While thinking about learning, what are the questions you can ask yourself?

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

**Answer: B) All of these**

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

- A) Birth certificate
- B) Photographs from childhood

C) Resume, Course and Training Certificates

D) Address Proof

**Answer: C) Resume, Course and Training Certificates**

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

A) Keep the information in separate folders

B) Share all the information with her coworkers

C) Read through the information and mark the important points

D) Mix up all the information

**Answer: C) Read through the information and mark the important points**

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

A) To impress the interviewer.

B) To be sure you can do the job well.

C) It is not important to check the skills required for a job.

D) To chat with friends about it.

**Answer: B) To be sure you can do the job well.**

**14.** What should you always remember when creating your profile on a job portal?

A) To use a fake name

B) To leave out important information

C) To include skills required for the job, even if you don't have them

D) To always be truthful

**Answer: D) To always be truthful**

**15.** 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) Delhi job

B) Electrician job

C) Electrician training

D) Electrician jobs in Delhi

**Answer: D) Electrician jobs in Delhi**

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

A) To make the screen brighter

B) To find correct and useful information

C) To learn a new language

D) To change the color of the search page

**Answer: B) To find correct and useful information**

**17.** Why is it good to think about what you learn?

A) It helps remember and understand better.

B) It's a good pastime.

C) It improves handwriting.

D) None of these

**Answer: A) It helps remember and understand better.**

**18.** 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) Talk only about the bad websites

B) Print all the information and give it to the team members.

C) Tell everything she read in detail

D) Share only the main points clearly: Use simple words and pictures, if possible

**Answer: D) Share only the main points clearly: Use simple words and pictures, if possible**

**19.** 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) Application for Electrician Position - [Your Name]

B) Applying for a New Job

C) Urgent Attention Needed

D) Electrician Job Application

**Answer: A) Application for Electrician Position - [Your Name]**

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

A) It may help Raj get more customers

B) It helps Raj to engage with people interested in his work

C) All of these

D) It allows people to see his carpentry skills and appreciate his expertise

**Answer: C) All of these**