

Monthly test for the month of Feb -2026

Q. ID: ITISKILL0460HS

February 2026

GOVT ITI RIPPONPETE

Answer Key

Duration: 30 Mins

Total Marks: 20

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1. Letter is a form of _____ communication.

- A) Telephone
- B) Non-verbal
- C) Spoken
- D) Written

Answer: D) Written

2. Which is NOT a proper way to collect data about a career?

- A) Listening to gossips
- B) Career magazines
- C) Career guidance agencies
- D) News papers

Answer: A) Listening to gossips

3. When two or more people give their thoughts and views on a topic. It is called a _____.

- A) Listening
- B) Reading
- C) Speaking
- D) Group discussion

Answer: D) Group discussion

4. A person who works with us is called a ____?.

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

Answer: D) Coworker

5. Malini is attending her new school today. She introduces herself as _____.

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

Answer: A) Hello everyone!

6. When talking to our co-workers, we should not stand or sit _____ to them.

- A) too close
- B) opposite
- C) next to
- D) In front of

Answer: A) too close

7. Which of these is an informal greeting?

- A) Hey
- B) Good day
- C) Good evening
- D) Good morning

Answer: A) Hey

8. Location for the job means ____?.

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

Answer: C) Place

9. Most of the government job calls will be in ____ format.

- A) Paper format
- B) In person
- C) Indirect
- D) Direct

Answer: A) Paper format

10. Seetha is speaking to her customers to understand how to improve her business. What type of communication is this?

- A) No Communication
- B) Verbal Communication
- C) Non-Verbal Communication
- D) Written communication

Answer: B) Verbal Communication

11. Verbal communication is the use of _____.

- A) Maths
- B) Sign
- C) Images
- D) Words

Answer: D) Words

12. Good time management helps in improving _____ at work.

- A) Weakness
- B) Stress
- C) Performance
- D) Pressure

Answer: C) Performance

13. Effective communication needs to be -

- A) Simple
- B) Complete
- C) Clear
- D) All of these

Answer: D) All of these

14. Receiver is a person who _____ the call.

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

Answer: B) Receives

15. _____ is a way of thinking to solve a problem.

- A) Self confidence
- B) Time Management
- C) Critical thinking
- D) Negative attitude

Answer: C) Critical thinking

16. Swaraj is looking for internet-based/data entry jobs. What is the most important skill he needs?

- A) Beautician skills
- B) Basic computer skills
- C) Entrepreneuria I skills
- D) Wood cutting skills

Answer: B) Basic computer skills

17. Which is not a type of non-verbal communication ?

- A) Eye-contact
- B) Facial expression
- C) Hand movements
- D) E-mail

Answer: D) E-mail

18. Activities that one is good at and can do well are called ____.

- A) Sports
- B) Abilities
- C) Passion
- D) Interests

Answer: B) Abilities

19. A person who makes a call _____

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

Answer: B) Caller

20. When you ask someone something it is ____.

- A) Answer
- B) Response
- C) Blank
- D) Question

Answer: D) Question