

# Monthly test for the month of Feb -2026

Q. ID: ITISKILL0460HS

February 2026

GOVT ITI RIPPONPETE

Question Paper

**Student: Prajwal Ek**  
**Score: 19/20 (95.00%)**

**Code: 1524**

1. Which of these is an informal greeting?

- A) Good day  
B) Good morning  
C) Good evening  
**D) Hey (Correct)**

**A) Basic computer skills (Correct)**

- B) Entrepreneuria I skills  
C) Beautician skills  
D) Wood cutting skills

2. 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

11. \_\_\_\_\_ is a way of thinking to solve a problem.

**A) Critical thinking (Correct)**

- B) Self confidence  
C) Negative attitude  
D) Time Management

3. When you ask someone something it is \_\_\_\_.

- A) Answer  
B) Blank  
**C) Question (Correct)**  
D) Response

12. Good time management helps in improving \_\_\_\_\_ at work.

- A) Weakness  
B) **Performance (Correct)**  
C) Stress  
D) Pressure

4. When two or more people give their thoughts and views on a topic. It is called a\_\_\_\_\_.

- A) Speaking  
B) Listening  
**D) Group discussion (Correct)**  
C) Reading

13. Activities that one is good at and can do well are called \_\_\_\_\_.

- A) Abilities (Correct)**  
B) Interests  
C) Passion  
D) Sports

5. A person who makes a call\_\_\_\_\_

- A) Keypad  
B) **Caller (Correct)**  
C) Phase  
D) Contacts

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

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

6. Receiver is a person who \_\_\_\_\_ the call.

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

15. Effective communication needs to be -

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

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

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

16. Verbal communication is the use of \_\_\_\_\_.

- A) Sign  
B) **Words (Correct)**  
C) Maths  
D) Images

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

- A) Friend  
B) **Coworker (Correct)**  
C) Family  
D) Relative

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

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

9. Most of the government job calls will be in \_\_\_format.

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

18. Letter is a form of\_\_\_\_\_communication.

- A) Non-verbal  
B) Spoken  
**C) Written (Correct)**  
D) Telephone

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

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

- A) E-mail (Correct)
  - B) Eye-contact
  - C) Hand movements
  - D) Facial expression
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20. When talking to our co-workers, we should not stand or sit \_\_\_\_\_ to them.

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