

# 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: 4231

1. Which of these is an informal greeting?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A) Basic computer skills (Correct)

C) Beautician skills

B) Entrepreneuria I skills

D) Wood cutting skills

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

A) Critical thinking (Correct)

C) Negative attitude

B) Self confidence

D) Time Management

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

A) Weakness

C) Stress

B) Performance (Correct)

D) Pressure

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

A) Abilities (Correct)

C) Passion

B) Interests

D) Sports

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

A) Listening to gossips (Correct)

C) Career guidance agencies

B) Career magazines

D) News papers

15. Effective communication needs to be -

A) Simple

C) Complete

B) Clear

D) All of these (Correct)

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

A) Sign

C) Maths

B) Words (Correct)

D) Images

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

A) Verbal Communication (Correct)

C) No Communication

B) Non-Verbal Communication

D) Written communication

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

A) Non-verbal

C) Written (Correct)

B) Spoken

D) Telephone

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

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

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
-