

Monthly test for the month of Feb -2026

Q. ID: ITISKILL0460HS

February 2026

GOVT ITI RIPPONPETE

Question Paper

Duration: 30 Mins

Total Marks: 20

ID: ITISKILL0460HS

Student Name: _____ Roll No: _____

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

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

C) Answer

D) Response

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

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

10. Verbal communication is the use of ____.

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

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

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

11. Most of the government job calls will be in ___ format.

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

4. A person who works with us is called a__?.

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

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

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

5. Receiver is a person who ____ the call.

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

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

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

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

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

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

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

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

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

15. Activities that one is good at and can do well are called _____.

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

8. Effective communication needs to be -

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

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

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

9. When you ask someone something it is ____.

- A) Blank B) Question

17. Letter is a form of _____ communication.

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

18. A person who makes a call _____

- A) Contacts B) Phase

C) Keypad

D) Caller

19. Location for the job means ___?

A) Description

B) Place

C) Name

D) Title

20. Which of these is an informal greeting?

A) Hey

B) Good day

C) Good evening

D) Good morning