

Duration: 80 Mins

Total Marks: 39

Q.ID: ITISKILL0614DA

1. Which of the following statements shows good teamwork?

- A) Ignoring others' ideas and opinions
- B) Criticizing teammates' efforts
- C) Keeping all ideas to yourself
- D) Working together towards a common goal

Answer: D) Working together towards a common goal

2. Your team has completed a challenging project successfully. How should you celebrate the success?

- A) Say you did everything and don't praise others.
- B) Blame the group for any errors.
- C) Thank everyone in your group for helping.
- D) Don't celebrate and start the next job.

Answer: C) Thank everyone in your group for helping.

3. Anita is going to the bank today to ask for a loan. She has prepared a business plan. Which of the following will make her business plan strong?

- A) None of these
- B) Total cost of starting her business without any details
- C) Challenges her business might face along with solutions for them
- D) Have only the idea and name of her business

Answer: C) Challenges her business might face along with solutions for them

4. Christy is working at her desk. Which of the following behaviors is inappropriate in the workplace?

- A) Tap repeatedly on the desk
- B) Maintain a clean workspace
- C) Speak in a polite and clear manner
- D) Focus on tasks and avoid distractions from phone

Answer: A) Tap repeatedly on the desk

5. Imli makes soaps and sells from her home. She wants to grow her business. What should she do?

- A) Keep doing the same thing without any changes
- B) Wait for an opportunity to grow the business
- C) Talk to shopkeepers and build connections with them.
- D) Only sell to her neighbors

Answer: C) Talk to shopkeepers and build connections with them.

6. Why is it important to have a business plan before starting a business?

- A) To outline goals and set clear direction for growth
- B) All of these
- C) To identify potential challenges and risks
- D) To attract investors and get a loan

Answer: B) All of these

7. Imagine you're presenting your business plan to potential investors. Why is it important to actively listen to their questions and provide thoughtful answers?

- A) None of these
- B) To show off your expertise
- C) To avoid eye contact
- D) To understand the concerns of the investors and build their confidence in your plan

Answer: D) To understand the concerns of the investors and build their confidence in your plan

8. What does it mean to think like a business person?

- A) Being scared to try new things
- B) Not liking change
- C) Seeing problems as things to fix
- D) Only thinking about money

Answer: C) Seeing problems as things to fix

9. During a job interview, if you couldn't hear or understand a question, what would you say?

- A) Hey, can you repeat that? I wasn't paying attention
- B) I am lost. Can you say it again?
- C) Speak clearly and repeat the question.
- D) Sorry! I didn't understand. Could you please repeat the question?

Answer: D) Sorry! I didn't understand. Could you please repeat the question?

10. When presenting your business plan, what can you do to help audience understand and believe in your product/service?

- A) Share overall business costs
- B) Repeat yourself multiple times
- C) Give demo of the product/ service
- D) Tell a joke

Answer: C) Give demo of the product/ service

11. Which of the following is a formal introduction in a job interview?

- A) Yo, I'm Parmeet. Let's get started!
- B) Hi, I'm Parmeet. Thanks for having me!

C) Good morning/ afternoon.

I am Parmeet and I want to D) Hey there! I'm Parmeet, thank you for considering me for this role. nice to meet you!

Answer: C) Good morning/ afternoon. I am Parmeet and I want to thank you for considering me for this role.

12. If your coworkers don't agree with your project idea, what's a good way to handle it with an entrepreneurial mindset?

- A) Give up on your idea
- B) Stop talking about it
- C) Stick to your idea without listening to others
- D) Ask for feedback and make your idea better with their help

Answer: D) Ask for feedback and make your idea better with their help

13. Imagine you are starting a bakery business. What would you focus on first in your business plan?

- A) Figuring out how the business will grow
- B) Planning how to advertise the bakery on social media
- C) Calculating how much money you need to start the business
- D) Selecting a catchy name for the bakery

Answer: C) Calculating how much money you need to start the business

14. What are some advantages of informal communication at the workplace?

- A) Makes people talk less
- B) Helps people work together better
- C) Creates a strict environment at work
- D) Makes things more official at work

Answer: B) Helps people work together better

15. Which of the following is considered appropriate workplace behavior?

- A) Being late to work regularly
- B) Interrupting others during meetings
- C) Maintaining a clean workspace
- D) Talking loudly on the phone

Answer: C) Maintaining a clean workspace

16. What is formal communication?

- A) Talking with friends and family
- B) Official communication following a set of rules
- C) All written communication
- D) Casual chatting on social media

Answer: B) Official communication following a set of rules

17. When presenting your business plan to a potential investor, you should be clear about_____

- A) Potential earnings
- B) All of these
- C) Initial investment required and breakdown of the costs
- D) Expected customer count

Answer: B) All of these

18. Pooja is applying for a Motor Mechanics position in an automobile company. What should she include in her cover letter?

- A) Salary expectations
- B) Education details
- C) Her hobbies - cooking, gardening
- D) Reasons why she is suitable for the role

Answer: D) Reasons why she is suitable for the role

19. Which of the following is NOT needed for teamwork?

- A) Healthy communication
- B) Division of work
- C) Trust
- D) Conflict and argument

Answer: D) Conflict and argument

20. What is 'informal communication'?

- A) Casual conversations outside of official work arrangements
- B) Official communication following a set of rules
- C) Talking at official meetings
- D) All verbal communication

Answer: A) Casual conversations outside of official work arrangements

21. If you face a problem in your community, which of the following entrepreneurial mindset traits would be most helpful?

- A) Ignoring the problem and hoping it goes away
- B) Taking action to solve the problem
- C) Waiting until everything is perfect to do something
- D) Blaming others for the problem

Answer: B) Taking action to solve the problem

22. Which of the following are included in a resume?

- A) Childhood memories, dreams, and aspirations
- B) Contact information, educational details, skills and work experience
- C) Hobbies, favorite foods, and personal interests
- D) Daily routine, favorite movies, and vacation plans

Answer: B) Contact information, educational details, skills and work experience

23. You are at work, and a coworker asks for your support/help with a task. How would you respond informally?

- A) Sure, I can help. What do you need?
- B) I am too busy right now. Ask someone else.
- C) I can help, but seriously, you don't even know this much? What's the problem?
- D) Could you please submit a formal request via email?

Answer: A) Sure, I can help. What do you need?

24. During a lunch break, Arjun overhears his coworkers gossiping about another coworker. What should Arjun do?

- A) Tell another coworker about the gossip
- B) Join the conversation and share his own opinion about the coworker
- C) Listen to the gossip
- D) Tell his coworkers that gossiping is inappropriate workplace behaviour
- Answer: D) Tell his coworkers that gossiping is inappropriate workplace behaviour**

25. To apply for a job, what is the next step after making an impactful resume?

- A) Writing an impressive cover letter
- B) Applying for the job
- C) Preparing for interview
- D) Sending the resume to the employer

Answer: A) Writing an impressive cover letter

26. You have started a new job at a company. During lunch break, you notice some coworkers chatting. How would you start an informal conversation with them?

- A) Ignore them and have your meal
- B) Introduce yourself formally and inquire about their roles in the company
- C) Ask about their salary
- D) Ask about the TV shows/ sports they like to watch/ books they like to read or their weekend plans

Answer: D) Ask about the TV shows/ sports they like to watch/ books they like to read or their weekend plans

27. What is an example of formal written communication?

- A) Sending a WhatsApp message
- B) Writing an email to your manager
- C) Texting a friend
- D) Posting on social media platforms

Answer: B) Writing an email to your manager

28. What is workplace etiquette?

- A) Everyday manners outside of work
- B) Casual behavior with colleagues
- C) Proper behavior in the workplace based on respect and professionalism
- D) None of these

Answer: C) Proper behavior in the workplace based on respect and professionalism

29. When presenting your business plan, what should you do to engage and connect with the audience?

- A) Practice until you can confidently present your plan
- B) Share a story or an experience that shaped your idea
- C) Avoid eye contact with the audience
- D) Repeat yourself multiple times

Answer: B) Share a story or an experience that shaped your idea

30. Pranav is working on his resume. While reviewing his resume, what should Pranav keep in mind?

- A) Ensure that the information provided is correct
- B) Check for spelling and grammar mistakes
- C) All of these
- D) Highlight skills and qualifications that match the job

Answer: C) All of these

31. During a group project, one of your teammates is struggling to complete their assigned task. What should you do?

- A) Ignore their struggle and focus on your own tasks
- B) Criticize them for not being efficient
- C) Complain to the teacher about their lack of contribution
- D) Offer to help and support them to complete their task

Answer: D) Offer to help and support them to complete their task

32. Which of the following actions by Aisha during the team meeting show appropriate workplace etiquette?

- A) Interrupt the speaker to share her thoughts
- B) Chat with her coworkers about non-work things
- C) Continuously check her phone and respond to messages
- D) Put her phone on silent mode and actively participate in the discussion

Answer: D) Put her phone on silent mode and actively participate in the discussion

33. Which of the following are some informal situations within the workplace?

- A) All of these
- B) Waiting or walking in the lobby/hallways
- C) Drinking water near the water cooler
- D) Having a meal in the canteen/ cafeteria

Answer: A) All of these

34. Ravi is working on a project with two other teammates. Which of these make him a good team player?

- A) Thinking he can never make a mistake
- B) Not listening to his teammates ideas and opinions
- C) Getting angry when others don't listen
- D) Sharing ideas to help the team work faster

Answer: D) Sharing ideas to help the team work faster

35. Mehul is making a plan for his business. Which of the following is NOT included in a business plan?

- A) Personal interests and hobbies
- B) Future growth strategies
- C) Business idea
- D) Startup costs

Answer: A) Personal interests and hobbies

36. Imagine you are setting up a mobile repair shop. Which

of the following is the most important for its success?

- | | |
|---------------------------------------|---|
| A) Setting up the shop in a busy area | B) Putting up flyers in the neighborhood |
| C) Picking the right shop name | D) Offering repair services at a higher price |

Answer: A) Setting up the shop in a busy area

37. During a job interview, Ramesh is asked to describe his top three strengths. Which of the following responses shows good formal communication?

- | | |
|--|---|
| A) I don't know, I never really thought about it. | B) I'm pretty good at a lot of things. |
| C) My top three skills are problem-solving, teamwork, and attention to detail. | D) Uh, I guess I can do a little bit of everything. |

Answer: C) My top three skills are problem-solving,

teamwork, and attention to detail.

38. Raghav is applying for a job at a marketing firm. What will make his cover letter easy to read?

- | | |
|-----------------------------|--|
| A) Increasing the font size | B) Long descriptions |
| C) All of these | D) Dividing the text into shorter paragraphs |

Answer: D) Dividing the text into shorter paragraphs

39. An entrepreneurial mindset means to:

- | | |
|---|---|
| A) All of these | B) Try different ways to solve problems |
| C) Achieve your goal, without giving up | D) Identify opportunities and use them for your benefit |

Answer: A) All of these