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Score: 10/40 (25.00%)

Code: 0379

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

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

A) Hey there! I'm Parmeet, nice to meet you!

B) Hi, I'm Parmeet. Thanks for having me!

C) Yo, I'm Parmeet. Let's get started!

**D) Good morning/afternoon. I am Parmeet and I want to thank you for considering me for this role. (Correct)**

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

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

8. What is an example of formal written communication?

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

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

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

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

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

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

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

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

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

5. 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) **Reasons why she is suitable for the role (Correct)**
- D) Her hobbies - cooking, gardening

11. What is 'informal communication'?

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

6. What is formal communication?

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

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

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

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

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

**A) Helps people work together better**

C) Creates a strict environment at work

B) Makes things more official at work

D) Makes people talk less  
(Incorrect)

C) Interrupt the speaker to share her thoughts  
(Incorrect)

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

14. 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) Introduce yourself formally and inquire about their roles in the company

C) Ask about their salary  
(Incorrect)

**B) Ask about the TV shows/ sports they like to watch/ books they like to read or their weekend plans**

D) Ignore them and have your meal

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

**A) Tell his coworkers that gossiping is inappropriate workplace behaviour**

C) Tell another coworker about the gossip

B) Join the conversation and share his own opinion about the coworker  
(Incorrect)

D) Listen to the gossip

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

A) I can help, but seriously, you don't even know this much? What's the problem?

**C) Sure, I can help. What do you need?**

B) I am too busy right now. Ask someone else.

D) Could you please submit a formal request via email?  
(Incorrect)

21. Which of the following statements shows good teamwork?

A) Keeping all ideas to yourself  
(Incorrect)

**C) Working together towards a common goal**

B) Criticizing teammates' efforts

D) Ignoring others' ideas and opinions

16. What is workplace etiquette?

A) Everyday manners outside of work

C) Casual behavior with colleagues

**B) Proper behavior in the workplace based on respect and professionalism**

D) None of these  
(Incorrect)

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

A) Healthy communication

**C) Conflict and argument**

B) Division of work  
(Incorrect)

D) Trust

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

A) Being late to work regularly

C) Talking loudly on the phone

B) Interrupting others during meetings  
(Incorrect)

**D) Maintaining a clean workspace**

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

A) Getting angry when others don't listen  
(Incorrect)

C) Thinking he can never make a mistake

**B) Sharing ideas to help the team work faster**

D) Not listening to his teammates' ideas and opinions

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

A) Maintain a clean workspace

**C) Tap repeatedly on the desk**

B) Speak in a polite and clear manner

D) Focus on tasks and avoid distractions from phone  
(Incorrect)

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

A) Say you did everything and don't praise others.

C) Don't celebrate and start the next job.

B) Blame the group for any errors.  
(Incorrect)

**D) Thank everyone in your group for helping.**

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

A) Continuously check her phone and respond to messages

B) Chat with her coworkers about non-work things

25. 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

C) Criticize them for not being efficient  
(Incorrect)

**B) Offer to help and support them to complete their task**

D) Complain to the teacher about their lack of contribution

26. An entrepreneurial mindset means to:

A) Identify opportunities and use them for your benefit

B) Try different ways to solve problems

C) Achieve your goal, without giving up

**D) All of these (Correct)**

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

A) Only thinking about money

B) Being scared to try new things (Incorrect)

**C) Seeing problems as things to fix**

D) Not liking change

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

A) Waiting until everything is perfect to do something

**B) Taking action to solve the problem**

C) Ignoring the problem and hoping it goes away (Incorrect)

D) Blaming others for the problem

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

**A) Talk to shopkeepers and build connections with them. (Correct)**

B) Keep doing the same thing without any changes

C) Wait for an opportunity to grow the business

D) Only sell to her neighbors

30. 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) Ask for feedback and make your idea better with their help (Correct)**

D) Stick to your idea without listening to others

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

A) To attract investors and get a loan

B) To outline goals and set clear direction for growth

C) To identify potential challenges and risks

**D) All of these (Correct)**

32. 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 (Correct)**

B) Offering repair services at a higher price

C) Putting up flyers in the neighborhood

D) Picking the right shop name

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

A) Business idea

B) Startup costs

C) Future growth strategies (Incorrect)

**D) Personal interests and hobbies**

34. 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) Have only the idea and name of her business

B) Total cost of starting her business without any details

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

D) None of these (Incorrect)

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

A) Selecting a catchy name for the bakery (Incorrect)

**B) Calculating how much money you need to start the business**

C) Planning how to advertise the bakery on social media

D) Figuring out how the business will grow

36. 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 (Incorrect)

B) Repeat yourself multiple times

**C) Share a story or an experience that shaped your idea**

D) Avoid eye contact with the audience

37. When presenting your business plan to a potential investor, you should be clear about \_\_\_\_\_

A) Initial investment required and breakdown of the costs

B) Expected customer count (Incorrect)

C) Potential earnings

**D) All of these**

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

A) Repeat yourself multiple times (Incorrect)

**B) Give demo of the product/ service**

C) Share overall business costs

D) Tell a joke

39. 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) To show off your expertise (Incorrect)

B) To avoid eye contact

**C) To understand the concerns of the investors and build their confidence in your plan**

D) None of these

40. Maya needs funding for her small business. What can she do to find a suitable investor?

A) Send her business plan to every investor she finds online. (Incorrect)

**B) Attend networking events to meet suitable investors.**

C) Send her business plan to her friends and ask them to send it to investors they may know.  
D) Wait for the suitable investor to find her.