

Duration: 60 Mins

Total Marks: 40

ID: ITISKILL0635U0

Student Name: \_\_\_\_\_ Roll No: \_\_\_\_\_

1. 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) Sharing ideas to help the team work faster | D) Getting angry when others don't listen            |

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

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

3. What is 'informal communication'?

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

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

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

5. 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            |

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

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

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

- |   |  |
|---|--|
| A) Wait for the suitable investor to find her                 | B) Attend networking events to meet suitable investors.                                      |
| C) Send her business plan to every investor she finds online. | D) Send her business plan to her friends and ask them to send it to investors they may know. |

8. What is an example of formal written communication?

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

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

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

10. 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) Daily routine, favorite movies, and vacation plans | D) Hobbies, favorite foods, and personal interests                      |

11. 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) Don't celebrate and start the next job.   |
| C) Blame the group for any errors.                 | D) Thank everyone in your group for helping. |

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

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

**13.** 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) Tell a joke
- C) Repeat yourself multiple times
- D) Give demo of the product/ service

**14.** 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 understand the concerns of the investors and build their confidence in your plan
- C) To avoid eye contact
- D) To show off your expertise

**15.** Which of the following statements shows good teamwork?

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

**16.** 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
- B) Ask about the TV shows/ sports they like to watch/ books they like to read or their weekend plans
- C) Ask about their salary
- D) Ignore them and have your meal

**17.** What is formal communication?

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

**18.** 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

**19.** 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) Selecting a catchy name for the bakery
- C) Calculating how much money you need to start the business
- D) Planning how to advertise the bakery on social media

**20.** 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?
- B) I am too busy right now. Ask someone else.
- C) Could you please submit a formal request via email?
- D) Sure, I can help. What do you need?

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

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

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

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

**23.** 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

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

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

**25.** 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
- B) Listen to the gossip
- C) Join the conversation and share his own opinion about the coworker
- D) Tell another coworker about the gossip

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

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

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

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

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

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

**29.** 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

**30.** Which of the following is NOT needed for teamwork?

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

**31.** 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) All of these      D) Highlight skills and qualifications that match the job

**32.** Imagine you are setting up a mobile repair shop. Which of the following is the most important for its success?

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

**33.** 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) Ignoring the problem and hoping it goes away  
C) Taking action to solve the problem      D) Blaming others for the problem

**34.** 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) I don't know, I never really thought about it.  
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.

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

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

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

- A) Hey there! I'm Parmeet, nice to meet you!      B) Good morning/ afternoon. I am Parmeet and I want to thank you for considering me for this role.  
C) Yo, I'm Parmeet. Let's get started!      D) Hi, I'm Parmeet. Thanks for having me!

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

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

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

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

**39.** 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

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

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