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Trinity ITI udyavara Udupi

Answer Key

Duration: 45 Mins

Total Marks: 50

Q.ID: ITISKILL0902W7

1. Formal communication is used at ___?

- A) Party B) House
C) Workplace D) Friend

Answer: C) Workplace

2. Raj and Tej talk to each other only on the phone. What type of communication is this?

- A) Sign communication B) Verbal Communication
C) Written communication D) Non-Verbal Communication

Answer: B) Verbal Communication

3. When you are interested in working for a company, you will write _____ letter

- A) a Leave B) a Prospecting
C) an Application D) a Referral

Answer: B) a Prospecting

4. _____ jobs help to reduce pollution, preserve the environment and the planet.

- A) Part-time B) Hardware
C) Green D) Software

Answer: C) Green

5. Argument or disagreement between two groups of people is called _____.

- A) Conflict B) Happiness
C) Fun D) Teamwork

Answer: A) Conflict

6. Bats fly during the night. In this sentence the word Bat is _____

- A) A cool word B) An action word
C) A boring word D) A Naming Word

Answer: D) A Naming Word

7. Vinod met his new manager at his workplace. He had to _____ himself first.

- A) Thank B) Appreciate
C) Praise D) Introduce

Answer: D) Introduce

8. Symbols gives us information through _____.

- A) Colours B) Posters

C) Images

D) Words

Answer: C) Images

9. In today's world, _____ have become a basic skill requirement in many jobs.

- A) Painting skills B) Acting skills
C) Digital skills D) Dancing skills

Answer: C) Digital skills

10. Job title is the name of _____.

- A) Company Job B) Company name
C) Summary D) Role you join

Answer: D) Role you join

11. Rita had to attend a group discussion on behalf of her company. What is she supposed to do before the meeting?

- A) Attend classes B) Attend party
C) Take leave D) Be prepared about the topic

Answer: D) Be prepared about the topic

12. The punctuation in a sentence makes the meaning _____? to understand.

- A) unclear B) clear
C) ambiguous D) think

Answer: B) clear

13. Which of these is an advantage of learning online?

- A) No need to study B) Make friends with classmates
C) Have shorter classes D) Learn anytime & anywhere

Answer: D) Learn anytime & anywhere

14. James had to meet his team members Suraj, Reena and Nagma on Friday. James called Suraj and Reena. But he did not inform Nagma. This is an example of _____.

- A) Typing error B) Poor listening
C) Poor communication D) Stress

Answer: C) Poor communication

15. Geetha has just completed her education. She joined a basic English course to improve her _____ skills.

- A) Problem solving B) Communication

- C) they harm the environment
D) they pay more money

Answer: A) they help protect the environment

34. Verbs tell the action of the ____.

- A) Act
B) Cow
C) Change
D) Naming words

Answer: D) Naming words

35. Shwetha and Rakshit are coworkers. They are angry with each other because they have not completed a project properly. Which is a good way to resolve such conflicts in the workplace?

- A) File a police complaint
B) Quit the job
C) Find different ways to solve the problem
D) Ignore each other

Answer: C) Find different ways to solve the problem

36. In a meeting, Surya speaks in Hindi. Some of his team members understand both English & Hindi, while others only know English. What should Surya do?

- A) Stop talking
B) Speak in English
C) Speak in Hindi
D) Scold people

Answer: B) Speak in English

37. When we learn something online, it is called ____.

- A) Digital marketing
B) Classroom learning
C) E-learning
D) Teaching

Answer: C) E-learning

38. An employee is someone who_____.

- A) Works for a salary
B) Goes to school to study
C) Does not work
D) Goes to play

Answer: A) Works for a salary

39. You are unable to share your message properly in an email. Which skill should you improve?

- A) Speaking
B) Written communication
C) Reading
D) Playing

Answer: B) Written communication

40. What are Employability Skills?

- A) Skills used only in sports
B) Skills for good communication
C) Skills for playing video games
D) Skills needed to be successfully employed

Answer: D) Skills needed to be successfully employed

41. Sharing will help everyone feel involved and ____.

- A) Happy
B) Motivated
C) Close
D) Sad

Answer: B) Motivated

42. Gopi is always willing to learn and improve in his work. He has a_____?

- A) Marksheet
B) Growth mindset
C) Fixed mindset
D) Certificate

Answer: B) Growth mindset

43. Ram, Vinay and Sandeep are working as a team to finish the geography project. Vinay is sharing his thoughts. What are Vinay and Sandeep supposed to do?

- A) Go around the school
B) Play
C) None of these
D) Listen actively

Answer: D) Listen actively

44. Document which has details of a job is ____?

- A) Letter
B) Job Description
C) Report
D) Resume

Answer: B) Job Description

45. Ram wants to start his own business. He is considering two options - opening an audio cassette shop or starting an online retail business. Which of these options would you suggest?

- A) Video rental store
B) Audio cassette shop
C) Anything is fine
D) Online retail

Answer: D) Online retail

46. Zeena wants to enroll for an e-learning course. The most important thing she needs is a_____.

- A) Library card
B) Pen
C) Book
D) Mobile phone or Computer

Answer: D) Mobile phone or Computer

47. Which are the two skills needed for good career growth?

- A) Technical Skills & Employability Skills
B) Traveling & Shopping
C) Playing video games & cooking skills
D) Watching TV & Making friends

Answer: A) Technical Skills & Employability Skills

48. A child was working in the computer lab which had many computers. The word 'computers' is in the_____form.

- A) Minimum
B) Maximum
C) Less
D) Plural

Answer: D) Plural

49. Ram works as a fitter in a company. He wants to upgrade his trade skills and employability skills in his free time. What should he do?

- A) Find courses: online or offline
B) Quit job
C) Play sports
D) Watch news

Answer: A) Find courses: online or offline

50. Which of these is not a positive word about your work?

A) Exciting

B) Boring

C) Fun

D) Interesting

Answer: B) Boring
