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Trinity ITI udyavara Udupi

Question Paper

Duration: 45 Mins

Total Marks: 50

ID: ITISKILL0902W7

Student Name: _____ Roll No: _____

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

- A) Interesting B) Exciting
C) Fun D) Boring

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

2. When we learn something online, it is called _____.

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

10. Shouting shows we are angry. Talking very slowly shows we are tired or sleepy. What part of non-verbal communication helps us understand this?

- A) Tone of voice B) Smile
C) Hand movements D) Eye movements

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

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

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

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

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

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

12. Verbs tell the action of the _____.

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

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

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

13. Sharing will help everyone feel involved and _____.

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

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

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

14. Conflict in workplace affects ____?.

- A) ability to work B) environment
C) salary D) weather

7. Formal communication is used at ____?.

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

15. 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) Scold people B) Stop talking
C) Speak in Hindi D) Speak in English

8. Green Jobs are important because _____.

- A) they harm the environment B) they help protect the environment
C) they pay more money D) they require no skill

16. 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) Listen actively B) Play
C) Go around the school D) None of these

9. What are Employability Skills?

17. The punctuation in a sentence makes the

meaning _____?to understand.

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

18. Zeena wants to enroll for an e-learning course. The most important thing she needs is a _____.

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

19. Which of the following options is an Employability Skill?

- A) Good Interview Skills
- B) Digital Skills
- C) Good Communication Skills
- D) All of these

20. Tom received a letter, but it did not have any details of who sent it. The letter was missing the _____?address.

- A) Subject
- B) Greetings
- C) Receiver?s
- D) Sender?s

21. Sita and I are friends. _____stays in Gandhi Bazar.

- A) She
- B) What
- C) A
- D) And

22. Which of these is an informal greeting?

- A) Good day
- B) Hey
- C) Good evening
- D) Good morning

23. Gopi is always willing to learn and improve in his work. He has a _____?.

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

24. A formal letter can be used for _____purposes.

- A) Fighting
- B) Friendship
- C) Boring
- D) Official

25. Exchange of ideas happen through _____.

- A) Singing
- B) Communication
- C) Watching
- D) Listening

26. Vinod met his new manager at his workplace. He had to _____himself first.

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

27. 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) Find different ways to solve the problem
- C) Quit the job

- B) File a police complaint
- D) Ignore each other

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

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

29. 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) Poor communication
- B) Poor listening
- C) Typing error
- D) Stress

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

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

31. Job title is the name of _____.

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

32. Symbols gives us information through _____.

- A) Posters
- B) Colours
- C) Images
- D) Words

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

34. The concept of _____best describes importance of teamwork.

- A) Team
- B) Synergy
- C) Group
- D) Conflict

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

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

36. Cherry is going for an interview. What should she not do?

- A) Take her resume
- B) Wear clean clothes
- C) Wear formal dress
- D) Apply too much makeup or perfume

37. An employee is someone who _____.

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

38. A child was working in the computer lab which had many computers. The word 'computers' is in the _____ form.

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

39. Which of these is an e-learning portal?

- A) NAPS portal B) Netflix
C) Bharat Skills Portal D) ASEEM

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

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

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

- A) Problem solving B) Technical
C) Communication D) Digital

42. Clear communication leads to _____.

- A) Slow work B) Different work
C) Opposite work D) Faster work

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

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

44. During criticism we must remain _____ and _____ to the person.

- A) calm and listen B) shout and cry
C) happy and joyful D) fight and cry

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

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

46. 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) Anything is fine B) Audio cassette shop
C) Online retail D) Video rental store

47. It is a _____ knife. Fill in the correct adjective.

- A) and B) this
C) sharp D) there

48. Sita wanted to ask Nina about her summer plan. Choose the correct answer.

- A) Nina is your plan. B) Nina, what is your summer plan?
C) What Nina asked? D) None of these

49. Phone call has _____ phases

- A) End B) Middle
C) Different D) Three

50. Document which has details of a job is _____.

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