

February 2026

Trinity ITI udyavara Udupi

Question Paper

Duration: 45 Mins

Total Marks: 50

ID: ITISKILL0902W7

Student Name: _____	Roll No: _____
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1. 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) Speak in English
C) Speak in Hindi D) Stop talking

2. 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

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

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

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

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

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

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

6. What are Employability Skills?

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

7. 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

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

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

9. Verbs tell the action of the _____.

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

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

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

11. 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

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

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

13. Symbols gives us information through _____.

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

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

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

15. 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

16. 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) Watch news
C) Play sports
D) Quit job

17. Which of these is an informal greeting?

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

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

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

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

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

20. Clear communication leads to ____.

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

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

22. Sharing will help everyone feel involved and ____.

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

23. An employee is someone who_____.

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

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

25. Conflict in workplace affects ____?.

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

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

- A) Fun
B) Exciting

- C) Interesting
D) Boring

27. Exchange of ideas happen through _____.

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

28. It is a ____?knife. Fill in the correct adjective.

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

29. Sita and I are friends. ____stays in Gandhi Bazar.

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

30. Job title is the name of ____.

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

31. Phone call has ___phases

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

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

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

33. Argument or disagreement between two groups of people is called_____.

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

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

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

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

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

36. A child was working in the computer lab which had many computers. The word ?computers? is in the____form.

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

37. The concept of ____best describes importance of teamwork.

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

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

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

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

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

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

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

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

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

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

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

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

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

45. Green Jobs are important because _____.

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

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

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

47. Formal communication is used at ____?

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

48. A formal letter can be used for _____ purposes.

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

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

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

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

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