

Duration: 180 Mins

Total Marks: 20

ID: ITISKILL1352KF

Student Name: _____ Roll No: _____

1. Why is it good to think about what you learn?

- A) None of these
B) It's a good pastime.
C) It improves handwriting.
D) It helps remember and understand better.

2. Sia is applying for the electrician position, how should she start her email to the company?

- A) Attach her favorite photos.
B) Start with a joke.
C) Write a short story about her hobbies.
D) Begin with a clear subject line and a polite greeting.

3. Why should you reply to comments on YouTube?

- A) To get more videos
B) So viewers feel connected
C) To get more friends
D) To use the internet

4. While thinking about learning, what are the questions you can ask yourself?

- A) All of these
B) Was it easy or difficult to learn?
C) How can I learn better?
D) What did I learn?

5. Sanya has collected a lot of information from different websites for her new project. What should she do next to sort this information?

- A) Mix up all the information
B) Keep the information in separate folders
C) Share all the information with her coworkers
D) Read through the information and mark the important points

6. Arjun is applying for jobs on Naukri.com. Which of these should he do?

- A) Match his skills with the job description
B) Apply to all the jobs listed
C) Select all the cities where jobs are available
D) Ignore the job descriptions

7. Venu includes a clear subject in his email. Why is that important?

- A) To tell the company what the email is about
B) To show he has good English skills

- C) Email cannot be sent without a subject line
D) None of these

8. When searching for new information on Google, why is it important to use the right words?

- A) To make the screen brighter
B) To find correct and useful information
C) To learn a new language
D) To change the color of the search page

9. Sunita has collected some information from the internet and sorted it. What is the best way for her to share it with her team?

- A) Share only the main points clearly: Use simple words and pictures, if possible
B) Print all the information and give it to the team members.
C) Tell everything she read in detail
D) Talk only about the bad websites

10. Ranjit has a small bakery business. Using WhatsApp for Business can help Ranjit _____.

- A) quickly respond to customer orders and questions
B) check status updates
C) chat with friends
D) watch baking tutorial videos

11. Rahul is applying for a job. Which of these documents should he attach to his job application email?

- A) Birth certificate
B) Address Proof
C) Resume, Course and Training Certificates
D) Photographs from childhood

12. Before applying for a job, why is it important to check the skills required for a job?

- A) It is not important to check the skills required for a job.
B) To impress the interviewer.
C) To be sure you can do the job well.
D) To chat with friends about it.

13. Archana is sending a job application over email. How can

she share her resume and other documents?

- A) Copying and pasting the content of the documents into the email body.
- B) She must not send documents over email as it is not safe.
- C) Click photos from her phone and send it.
- D) Attach the scanned documents as PDFs with the email.

14. Raj is a talented carpenter. How can showing his work on YouTube help Raj?

- A) All of these
- B) It allows people to see his carpentry skills and appreciate his expertise
- C) It may help Raj get more customers
- D) It helps Raj to engage with people interested in his work

15. What should you always remember when creating your profile on a job portal?

- A) To leave out important information
- B) To always be truthful
- C) To use a fake name
- D) To include skills required for the job, even if you don't have them

16. What is a job portal?

- A) A place where you can play games and talk to friends.
- B) A website where companies post jobs and people can search and apply for them.

- C) A special room where job interviews happen online.
- D) A building where you go to find work.

17. If you are trained as an electrician and want a job in Delhi, what should you type in the search box of a job portal?

- A) Electrician jobs in Delhi
- B) Delhi job
- C) Electrician training
- D) Electrician job

18. Imagine you are applying for a position as an electrician at a company. Which of the following email subject lines would be the most suitable for your job application?

- A) Applying for a New Job
- B) Urgent Attention Needed
- C) Electrician Job Application
- D) Application for Electrician Position - [Your Name]

19. How can Instagram, YouTube, and WhatsApp help you in finding work?

- A) By connecting you with professionals
- B) All of these
- C) By allowing you to post photos/ videos of your work
- D) By enabling direct and fast communication with customers

20. Mahima has an Instagram page for her jewelry business. What should she do to connect with her customers?

- A) Post cooking videos
- B) Post dance reels
- C) Post about a T.V. show she likes
- D) Share daily updates about her business as Stories on social media