

Duration: 30 Mins

Total Marks: 80

ID: ITISKILL1772KU

Student Name: _____

Roll No: _____

1. A _____ helps gig workers find customers and provide services at a fixed charge.

- A) bank
C) Netflix
- B) platform/app
D) school

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

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

3. Which of the following is an example of self-employment?

- A) Teaching subjects or skills as a personal tutor
C) Driving for a taxi company
- B) Being a student at a university
D) Working full-time at a company

4. Kalpana is migrating to Bangalore from Hubli for her new job. She has received the job offer letter. What should she do to migrate safely?

- A) Always share her exact location on social media
C) Research about living in Bangalore
- B) Buy gifts for her new neighbours
D) Believe everything brokers say

5. Which section of the Skill India Digital Platform helps users find physical training centers nearby?

- A) Skill Centres
C) Skill Courses
- B) Recommendations
D) Job Exchange

6. What is formal communication?

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

7. Why should you reply to comments on YouTube?

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

8. 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.
C) Attach the scanned documents as PDFs with the email.
- B) She must not send documents over email as it is not safe.
D) Click photos from her phone and send it.

9. What does migrating for work mean?

- A) Working from home
C) Moving to a different place to find a job
- B) Changing jobs within the same city
D) Staying in the same place for work

10. Which of the following is NOT needed for teamwork?

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

11. 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
C) Electrician job
- B) Delhi job
D) Electrician training

12. How can you become self-employed?

- A) Use chats, local ads and ask friends to spread the word
C) All of these
- B) Try your idea on a small scale
D) Learn about the work, take small courses

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

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

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

- A) Chat with her coworkers about non-work things
- B) Put her phone on silent mode and actively participate in the discussion

C) Continuously check her phone and respond to messages

D) Interrupt the speaker to share her thoughts

15. Sneha plans to move to a different city for work. What things should she think about before making this decision?

A) If she can find a job that helps her learn and grow

B) How much it will cost to travel and live there

C) If she can earn more money and save some too

D) All of these

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

A) quickly respond to customer orders and questions

B) watch baking tutorial videos

C) check status updates

D) chat with friends

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

A) Address Proof

B) Birth certificate

C) Resume, Course and Training Certificates

D) Photographs from childhood

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

A) Ignore the job descriptions

B) Match his skills with the job description

C) Apply to all the jobs listed

D) Select all the cities where jobs are available

19. 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

20. 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) Ask about their salary

B) Introduce yourself formally and inquire about their roles in the company

C) Ask about the TV shows/sports they like to watch/books they like to read or their weekend plans

D) Ignore them and have your meal

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

A) Yo, I'm Parmeet. Let's get started!

B) Hi, I'm Parmeet. Thanks for having me!

C) Good morning/ afternoon. I am Parmeet and I want to thank you for considering me for this role.

D) Hey there! I'm Parmeet, nice to meet you!

22. 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) Print all the information and give it to the team members.

B) Tell everything she read in detail

C) Talk only about the bad websites

D) Share only the main points clearly: Use simple words and pictures, if possible

23. What is a common reason for people to migrate for work?

A) To explore new places

B) To spend time with family

C) To find better job opportunities

D) To learn new languages

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

A) Helps people work together better

B) Creates a strict environment at work

C) Makes people talk less

D) Makes things more official at work

25. Which option below describes a 'gig' in the gig economy?

A) A typical 9-5 job

B) None of these

C) A specific task or project

D) A job with full-time hours and benefits

26. 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) Application for Electrician Position - [Your Name]

B) Electrician Job Application

C) Urgent Attention Needed

D) Applying for a New Job

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

A) Share all the information with her coworkers

B) Mix up all the information

C) Keep the information in separate folders

D) Read through the information and mark the important points

28. 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) Tell another coworker about the gossip

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|-------------------------|---|--------------------------------------|--|
| C) Listen to the gossip | D) Join the conversation and share his own opinion about the coworker | C) Only eBooks and reading materials | D) Courses, skill centers, job opportunities, and more |
|-------------------------|---|--------------------------------------|--|
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29. What is workplace etiquette?

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|--|-------------------------------------|
| A) Casual behavior with colleagues | B) Everyday manners outside of work |
| C) Proper behavior in the workplace based on respect and professionalism | D) None of these |
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30. Irfan needs a job. How can he prepare for the future of work ?

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| A) Avoid learning new skills | B) Learn making reels and TikTok videos |
| C) Master internet skills | D) Avoid building professional relationships |
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31. Reema works at restaurant. She wants to give her manager ideas to make the restaurant follow green practices. Which of these ideas should she offer?

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| A) Providing lunch to the employees in disposable plates | B) Using steel plates and cups |
| C) All of these | D) Delivering food in plastic packaging |
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32. How can Instagram, YouTube, and WhatsApp help you in finding work?

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|---|--|
| A) By enabling direct and fast communication with customers | B) By allowing you to post photos/ videos of your work |
| C) By connecting you with professionals | D) All of these |
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33. A green practice involves any activity that_____?.

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|-----------------------------------|---|
| A) causes harm to the environment | B) involves consuming too much |
| C) generates pollution | D) protects and takes care of the environment and resources |
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34. Ravi is working on a project with two other teammates. Which of these make him a good team player?

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| A) Sharing ideas to help the team work faster | B) Thinking he can never make a mistake |
| C) Getting angry when others don't listen | D) Not listening to his teammates ideas and opinions |
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35. Mohammed needs a job. What types of resources can he find on the Skill India Digital Platform?

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| A) Financial services and government schemes | B) Only job listings |
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36. What should you always remember when creating your profile on a job portal?

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| A) To always be truthful | B) To leave out important information |
| C) To use a fake name | D) To include skills required for the job, even if you don't have them |
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37. What is an important future workplace skill for employees?

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| A) Networking and relationship- building | B) Doing paperwork |
| C) Planning holidays | D) Doing manual work |
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38. What is a job portal?

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| A) A website where companies post jobs and people can search and apply for them. | B) A building where you go to find work. |
| C) A place where you can play games and talk to friends. | D) A special room where job interviews happen online. |
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39. Venu includes a clear subject in his email. Why is that important?

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| A) Email cannot be sent without a subject line | B) To show he has good English skills |
| C) To tell the company what the email is about | D) None of these |
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40. Christy is working at her desk. Which of the following behaviors is inappropriate in the workplace?

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|---------------------------------------|---|
| A) Maintain a clean workspace | B) Focus on tasks and avoid distractions from phone |
| C) Speak in a polite and clear manner | D) Tap repeatedly on the desk |
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41. What does self-employment mean?

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| A) Receiving a fixed monthly salary | B) Working independently and earning directly from your work |
| C) Working for a single employer | D) Working part- time from home |
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42. A green workplace_____.

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| A) uses less paper and energy- saving lights | B) ignores waste separation and recycling |
| C) uses disposable items and plastic water bottles | D) keeps the lights on all the time |
-

43. During a job interview, if you couldn't hear or understand

a question, what would you say?

A) I am lost. Can you say it again?

B) Sorry! I didn't understand. Could you please repeat the question?

C) Speak clearly and repeat the question.

D) Hey, can you repeat that? I wasn't paying attention

44. Raghav joined a new company after COVID. He is nervous about using the digital tablets provided at work. What should he do?

A) Keep an open mind and ask his coworkers to teach him

B) Complain to his manager

C) Ask his coworkers to do all the digital work

D) Quit his job

45. Which of the following best describes the gig economy?

A) A system where workers have fixed work hours and locations

B) A system where workers take on part-time or temporary jobs

C) A system where employees work full-time for a single employer

D) A system where workers are paid a fixed monthly salary

46. 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) Criticize them for not being efficient

D) Complain to the teacher about their lack of contribution

47. Your friend suggests going for a picnic. She asks you to bring disposable plates and cups. Which of the following actions shows your commitment to a green mindset?

A) Say yes and bring disposable plates and cups

B) Ignore the invite to the picnic

C) Bring reusable plates and cups

D) Bring green color disposable plates and cups

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

A) It helps Raj to engage with people interested in his work

B) It allows people to see his carpentry skills and appreciate his expertise

C) All of these

D) It may help Raj get more customers

49. 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) Uh, I guess I can do a little bit of everything.

D) My top three skills are problem-solving, teamwork, and attention to detail.

50. 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) Could you please submit a formal request via email?

C) Sure, I can help. What do you need?

D) I am too busy right now. Ask someone else.

51. Which of the following is NOT a green practice?

A) Grow plants wherever possible

B) Separate and recycle waste

C) Ordering lunch delivered in plastic containers daily

D) Using smart air conditioners to regulate temperature efficiently

52. What is a benefit of self-employment?

A) Limited control over your tasks

B) Fixed working hours

C) Monthly salary payment

D) Directly earning from your work

53. Ravi has the following habits. Which of these is a green practice?

A) Leaving lights and fans on when leaving a room

B) Buying single-use plastic water bottles

C) Buying unnecessary items

D) Carrying a cloth bag to buy groceries

54. Which term describes using things in a way that can last for a long time without causing harm?

A) Sustainability

B) Eco-friendliness

C) Pollution

D) Resources

55. Shyam works at a beauty salon. Which of these things at Shyam's salon is NOT good for the environment?

A) Using safe and biodegradable cleaning materials for the floor

B) Disposing hair waste after haircuts in an environment friendly way

C) Using reusable gloves instead of single-use plastic ones

D) Using paper cups for tea and water

56. What does having a green mindset mean?

A) Ignoring pollution and waste management

B) Making choices that harm the environment

C) Caring for the environment and using resources wisely

D) Using resources without considering sustainability

57. Before applying for a job, why is it important to check the

skills required for a job?

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

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

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

59. Which of the following statements shows good teamwork?

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

60. What is the main purpose of the Skill India Digital Platform?

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| A) To provide financial assistance for job seekers | B) To facilitate online learning and skill development |
| C) To offer offline training programs | D) To promote international job opportunities |

61. What are green jobs?

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| A) Jobs that harm the environment | B) Jobs that conserve resources and help the environment |
| C) Jobs that ignore waste separation and recycling | D) Jobs shared in green colours |

62. What is an example of formal written communication?

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

63. Which is an example of being open to learning in the workplace?

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| A) Refusing to attend training sessions to improve technology skills | B) Accepting and adapting to changes in work processes |
| C) Avoiding feedback from colleagues | D) Ignoring advancements in technology |

64. Sultan is a skilled electrician. He is looking for platform based gig work that matches his skills. Which of the following platforms would be most suitable for Sultan to find job opportunities?

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|--|---------------------------------------|
| A) Urban Company for offering home repair services | B) Uber for driving people |
| C) Zoom for video calls | D) Amazon for selling products online |

65. How have workplaces changed after COVID?

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|---------------------------|--------------------------------------|
| A) Flexible working hours | B) Mix of in-person and at-home work |
| C) All of the above | D) More focus on technology |

66. Your team has completed a challenging project successfully. How should you celebrate the success?

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|--|--|
| A) Don't celebrate and start the next job. | B) Blame the group for any errors. |
| C) Say you did everything and don't praise others. | D) Thank everyone in your group for helping. |

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

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

68. Seema wants to become a gig worker. How can she find gig work opportunities?

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|---|--|
| A) Find a suitable Gig platform | B) Connect with friends, people she might know and groups in her community |
| C) Update her resume with her qualifications and skills | D) All of these |

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

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

70. Pranav is working on his resume. While reviewing his resume, what should Pranav keep in mind?

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|---|--|
| A) Ensure that the information provided is correct | B) All of these |
| C) Highlight skills and qualifications that match the job | D) Check for spelling and grammar mistakes |

71. How can users access the Skill India Digital Platform?

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|---------------------------------------|--|
| A) Only on a specific type of device | B) On computers, tablets, and phones |
| C) Through a specialized learning app | D) Only through offline training centers |

72. When searching for new information on Google, why is it

important to use the right words?

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

73. Imagine you want to learn about digital marketing. What should you do first on the Skill India Digital Platform ?

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|--------------------------------------|---------------------------------|
| A) Explore the Skill Courses section | B) Search for job opportunities |
| C) Enroll in any course available | D) None of these |

74. Rohan loves photography and dreams of starting his own photography business. What should Rohan do to start his self-employment journey?

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|--|---|
| A) Buy the latest photography equipment, even if it is beyond his budget | B) Start advertising his services without any planning |
| C) Take random pictures and share them online | D) Learn more about photography and join a basic photography course |

75. Rahul is moving to Qatar for work. What should he do to migrate safely?

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|----------------------------------|---|
| A) Confirm his job before moving | B) Learn about the place and enroll in safety training programs |
| C) All of these | D) Organize important documents and have a bank account for emergencies |

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

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

77. Which of the following are included in a resume?

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|---|--|
| A) Daily routine, favorite movies, and vacation plans | B) Hobbies, favorite foods, and personal interests |
| C) Contact information, educational details, skills and work experience | D) Childhood memories, dreams, and aspirations |

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

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

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

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

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

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