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GOVT ITI HOLENARASIPURA

Question Paper

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Student Name: _____ Roll No: _____

1. The government collects ____ from the citizens.

- A) Deductions B) Tax
C) Loan D) Conveyance

2. The beginning of a sentence should start with _____ letter

- A) Small B) Italics
C) Cursive D) Capital

3. Meena is not comfortable talking to her colleagues in English. This is an example of _____.

- A) Caste barrier B) Communication barrier
C) Gender barrier D) Cultural barrier

4. An exclamatory sentence ends with the ____.

- A) Comma (,) B) Question mark (?)
C) Full stop (.) D) Exclamatory mark (!)

5. Finding a solution to any problem is known as ____ skill.

- A) Problem solving B) Over thinking
C) Decision-making D) Critical thinking

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

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

7. Ethics means _____. | ನೀತಿಶಾಸ್ತ್ರ ಎಂದರೆ _____

- A) employability skills | ಉದ್ಯೋಗ ಕೌಶಲ್ಯಗಳು B) not relevant to society | ಸಮಾಜಕ್ಕೆ ಸಂಬಂಧಿಸಿಲ್ಲ
C) decide what is right and wrong for a human conduct | ಮಾನವ ನಡವಳಿಗೆ ಯಾವುದು ಸರಿ ನಗರದ ಹೆಸರು ಮತ್ತು ತಪ್ಪು ಎಂದು ನಿರ್ಧರಿಸಿ D) name of a city | ಒಂದು ನಗರದ ಹೆಸರು

8. We can use _____ to do mobile banking on a smartphone.

- A) Gaming app B) Mobile banking app
C) Weather app D) Passbook

9. Vimal wanted to update his resume. Which of the following

he should NOT include in his resume?

- A) Qualification B) Date of birth
C) Name D) Salary expectations

10. Naveen is fond of dogs, but Sheetal hates dogs. In this sentence who likes dogs?

- A) Naveen B) Sheetal
C) Both Sheetal and Naveen D) Dog

11. _____ is about the competition in the online or offline market.

- A) Budget plan B) People Analysis
C) Competitor Analysis D) Customer Analysis

12. Karthik has joined a new company. His salary is Rs. 3 lakhs per year. This is his ____ salary.

- A) Monthly B) Net
C) Basic D) Gross

13. Neetu has excellent story telling skills. What type of intelligence is it?

- A) Picture Smart B) Logic Smart
C) Word Smart D) Body Smart

14. Time management _____. | ಸಮಯ ನಿರ್ವಹಣೆ

- A) hard skill | ಕಠಿಣ ಕೌಶಲ್ಯ B) complete your task on time | ನಿಮ್ಮ ಕೆಲಸವನ್ನು ಸಮಯಕ್ಕೆ ಪೂರ್ಣಗೊಳಿಸಿ
C) managing time | ಸಮಯವನ್ನು ನಿರ್ವಹಿಸುವುದು D) problem solving | ಸಮಸ್ಯೆ ಪರಿಹರಿಸುವ

15. People can hear the emotions and see our facial expression when we ____.

- A) Taste B) See
C) Listen D) Speak

16. What are the advantages of time management?

- A) Reduce stress B) All of these
C) Achieve daily goals D) Complete tasks on time

17. Smith! Would you like playing cricket or football this evening? If Smith likes to play both how will he answer? _____?playing any of them.

- A) I don't mind B) I want
C) I won't D) I hate

18. Fill in the blank with proper interrogative adjective.
_____ are you going | ಸರಿಯಾದ ಪ್ರಶ್ನಾರ್ಹ ವಿಶೇಷಣದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿರಿ. _____ are you going?

- A) Who B) Which
C) Where D) What

19. People of different sex, gender, caste, class, culture, age, physical appearance, education, abilities must feel _____.

- A) Unsafe and bullied B) Unsafe and worried
C) Safe and respected D) Threatened and policed

20. Which is not a type of communication?

- A) Verbal B) Driving
C) Non-verbal D) Written

21. It is not good to forward _____ on social media.

- A) greetings B) fake news
C) messages D) songs

22. Sudha just delivered a baby. For how long is she entitled to take a maternity leave as an employee?

- A) 26 weeks B) 2 months
C) One year D) 5 months

23. Azim has received a new mail from his teacher. Where can he check the mail received?

- A) Draft B) Compose
C) Inbox D) Sent

24. Before sharing the information on social media THINK questions to be asked by oneself;

- A) Is it Helpful? B) Is it True?
C) All of these D) Is it Necessary?

25. Which of the following can be done without the help of internet?

- A) Searching for jobs online B) Painting a wall
C) Watching videos online D) Creating a Digital Resume

26. Which of the following is used to send a copy of an email to another person without the main receiver of the email knowing?

- A) Attach file B) BCC (Blind Carbon Copy)
C) CC(Carbon Copy) D) Subject

27. Full form for OS is _____.

- A) Operating System B) Original System
C) Opening Screen D) Opening Software

28. Sudha buys vegetables from Karthik's shop. She is happy with the quality and prices. She can help Karthik's business improve by _____.

- A) Buying vegetables from other shop B) Watching the shop
C) Hating Karthik D) Sharing good words about the shop

29. An activity that stops or reduces stress is called a stress buster. Which of the following according to you is not a stress buster? | ಒತ್ತಡವನ್ನು ನಿಲ್ಲಿಸುವ ಅಥವಾ ಕಡಿಮೆ ಮಾಡುವ ಚಟುವಟಿಕೆಯನ್ನು ಒತ್ತಡ ಬಸ್ಟರ್ ಎಂದು ಕರೆಯಲಾಗುತ್ತದೆ. ನಿಮ್ಮ ಪ್ರಕಾರ ಈ ಕೆಳಗಿನವುಗಳಲ್ಲಿ ಯಾವುದು ಸ್ಟ್ರೆಸ್ ಬಸ್ಟರ್ ಅಲ್ಲ?

- A) Listening to music | ಹಾಡು ಕೇಳುತ್ತಿದ್ದೇನೆ B) Spending long hours thinking about the problem | ಸಮಸ್ಯೆಯ ಬಗ್ಗೆ ದೀರ್ಘಕಾಲ ಯೋಚಿಸುವುದು.
C) Going to bed on time | ಸಮಯಕ್ಕೆ ಸರಿಯಾಗಿ ಮಲಗುವುದು. D) Gardening | ತೋಟಗಾರಿಕೆ

30. On a bank holiday, which of these methods cannot be used by Shahab for money transfer?

- A) BHIM app B) Google pay
C) Deposit at the bank branch D) Amazon pay

31. Which of the following is not an example of using social media and internet in an impactful and successful way?

- A) Encouraging people to donate money for the social cause B) Sharing verified news
C) Mentoring and supporting people D) Sharing Jokes on a particular religion

32. Sudha says, "I feel that these lights are too bright". What is she communicating?

- A) Question B) Idiom
C) Opinion Phrase D) Answer

33. What is the full form of NAPS?

- A) National Appraisal Promotion Scheme B) National Apparent Provident Scheme
C) National Apprenticeship Promotion Scheme D) National Appreciation Pro Scheme

34. Regular payment made by the employer to the employee is _____.

- A) Appraisal B) Debt

C) Loan

D) Salary

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

A) unclear

B) clear

C) ambiguous

D) think

36. Rahim is filing tax for the first time for his business. Which of these elements are NOT needed for filing tax?

A) Income Tax Return

B) Birth Certificate

C) Aadhar Card

D) PAN Card

37. Caring for customers is key to growing your business. What does this mean?

A) Care for keys

B) Care for customers when they are sick

C) Care for what customers want

D) Care for customers at their home

38. ___greetings are used while speaking to friends and family.

A) Due

B) Informal

C) No

D) Formal

39. Which of the following can be done using Excel?

A) Save the document

B) All of these

C) Print the document

D) Make complicated calculations with numbers

40. A person who respects and follows the law of a country is a _____.

A) Businessman

B) Bad Employee

C) Small Kid

D) Responsible Citizen

41. Which of the following tasks can be performed by Alexa?

A) All of these

B) Play music

C) Call phones

D) Check the weather

42. Price is an important part of marketing. Price means _____.

A) Marketing

B) Raw Materials

C) Rate of a product in rupees

D) Promotion

43. Pawan operates a small AC service business with three employees, offering AC installation and repair. Over the next five years, he plans to expand the business to another city. Pawan is a / an _____.

A) Entrepreneur

B) Contractor

C) Intern

D) Self-employed person

44. _____ opportunities can also be found during industry visit.

A) Playing

B) Cooking

C) Painting

D) Internship

45. Loyal Customers are those who _____.

A) Buy a product/a service for the first time

B) Keep coming back to the same shop

C) Ask for more discount

D) Hate the shop

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

47. Comma is used to show a _____ within the sentence.

A) Capital letter

B) Break

C) Pair

D) Full stop

48. Chandu is sick and unable to cook food. From which platform can he order food?

A) Urban Company (home cleaning & repair services)

B) Flipkart (product selling app)

C) Myntra (Shopping app)

D) Swiggy (food delivery app)

49. The time blocked for work is called a _____ technique.

A) Domo

B) Pomo

C) Pomodoro

D) Doro

50. Sales person tells the customer 'the offer exists today only'. This sales technique is called _____.

A) Summary close

B) Opening technique

C) Question close

D) Now or never close

51. The way we sit, our facial expression and body language show _____ communication.

A) written

B) verbal

C) informal

D) non-verbal

52. Women and men are often not paid the same salary for the same job. This is known as _____.

A) Learning gap

B) Gender gap

C) Gender pay gap

D) Nutrition gap

53. Prachi goes to a Government ITI in the morning and then comes to office in a company cab to attend an online meeting with an employer. Which of the following are considered as a workplace?

A) All of these

B) Online meeting

C) Government ITI

D) Office space

C) Feminine

D) Sex

54. A _____ is something you really want in life. You plan and take the right actions to make it happen.

A) Desire

B) None of these

C) Goal

D) Dream

62. The safe search tool can be switched on and off for any search engine by changing the _____.

A) Settings

B) Web page

C) View Mode

D) Computer/ Device

55. Scientists are warning us that the rise in earth's temperature causes _____.

A) Deforestation

B) Pollution

C) Global warming

D) Land sliding

63. 'Arjun filled water into a large pot'. In this sentence the describing word is _____.

A) into

B) Arjun

C) water

D) large

56. You and your coworker, David are going for lunch. David uses a wheelchair. What should you keep in mind when selecting a restaurant?

A) Go alone

B) Choose a restaurant with a wheelchair ramp and accessible facilities

C) Choose any restaurant

D) Selecting the most expensive restaurant

64. Soni is trying to fix the download problem on the laptop. She did not succeed on the first attempt. What should she do?

A) Quit the job

B) Quit the task

C) Try another way

D) Never solve the problem

57. Arunima has completed an apprenticeship training on NAPS. She will be getting a _____ on completion.

A) Credit Card

B) Scholarship

C) Certificate

D) Clothes

66. Action words are also called _____.

A) Is

B) Verbs

C) Center

D) Are

58. Lakshmi plans to start a beauty parlour. What kind of information should she NOT collect in the Market Scan?

A) Information on types of customers

B) Information on shop location and rent

C) Information on clothes and shoes

D) Information on cost of materials for the beauty parlour

67. How should you respond to constructive feedback from someone?

A) Feel nervous

B) Listen and understand

C) Argue with the person

D) Ignore the feedback

59. During the industrial visit I will _____ about the company/ industry that I visit.

A) enjoy all the benefits from the company

B) learn about the company/industry that is being visited

C) do sight seeing

D) have fun with friends

68. A person who hires other people for their business is an _____.

A) Employee

B) Entrepreneur

C) Employer

D) Self -Employed

60. Goals are of 2 types _____. | ಗುರಿಗಳು 2 ವಿಧಗಳಾಗಿವೆ

A) rich and poor goals | ಶ್ರೀಮಂತ ಮತ್ತು ಕಳಪೆ ಗುರಿಗಳು

B) fixed-term and non-fixed term goals | ಸ್ಥಿರ-ಅವಧಿಯ ಮತ್ತು ಸ್ಥಿರವಲ್ಲದ ಅವಧಿಯ ಗುರಿಗಳು

C) good and bad goals | ಒಳ್ಳೆಯ ಮತ್ತು ಕೆಟ್ಟ ಗುರಿಗಳು

D) long-term and short-term goals | ದೀರ್ಘಕಾಲೀನ ಮತ್ತು ಅಲ್ಪಾವಧಿಯ ಗುರಿಗಳು

69. Rahul spends 30 minutes everyday watching news. He writes down few sentences about what is said. What is he trying to do?

A) Practicing Movements

B) Practicing listening

C) None of these

D) Practicing News

70. NAPS provides apprenticeship training opportunities for a student who has completed ___ years.

A) 21

B) 18

C) 14

D) 10

61. _____ is a belief/idea which may not be true.

A) Gender

B) Stereotype

71. Kim fell from her bike yesterday. The action in the sentence is in _____ tense.

A) Past

B) Present

C) Future

D) Clear

72. Which of the following is the symbol of AutoSum?

A) Y

B) Z

C) ?

D) X

73. To find list of Participants in a Zoom meeting, click on participants option on ____?of the screen.

A) Right Side

B) Bottom

C) Left Side

D) Top

74. Meena likes to learn music in her free time. It is one of her ____to improve.

A) Interests

B) Value

C) Logics

D) Weakness

75. Money borrowed from bank or a person is called ____?.

A) Gift

B) Tax

C) Interest

D) Loan

76. Fill in the blank with present progressive tense of the verb. "The train _____ through the tunnel". | ಕ್ರಿಯಾಪದದ ಪ್ರಸ್ತುತ ಪ್ರಗತಿಶೀಲ ಉದ್ಗತಿಯೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿರಿ. "The train _____ through the tunnel"

A) had passed

B) passed

C) is passing

D) was passing

77. Fill in the blank with correct future tense of verb. "We _____ to the zoo after Breakfast ". | ಭವಿಷ್ಯದ ಭವಿಷ್ಯದ ಕ್ರಿಯಾಪದದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿರಿ. "We _____ to the zoo after Breakfast "

A) will go

B) had gone

C) went

D) are going

78. What is the benefit of paying money regularly for an insurance plan?

A) It helps us manage emergency situations.

B) It provides free entertainment.

C) It increases monthly savings.

D) It covers travel expenses.

79. They? is used when we want to refer to ____.

A) He

B) She

C) Our

D) Many people

80. A formal interaction between students and a guest speaker is known as _____.

A) A casual chat

B) Group meeting

C) Guest lecture

D) time pass

81. Latha is planning to join a beauty salon. But she is not very sure about this profession. Who should she speak with to get a better understanding of the profession?

A) Strangers

B) Parents

C) Professionals

D) Classmates

82. Creating profiles on multiple portals always helps in_____reach.

A) Small

B) Low

C) Wider/Vast

D) Limited

83. The most effective way to get information is by

A) Talking

B) Reading

C) Writing

D) Activity

84. _____is a tool to organize a large amount of data in an easy and understandable way.

A) Chrome

B) Excel

C) Print

D) Paint

85. Formal greetings are used in ____.

A) Workplace

B) House

C) Family

D) Friends

86. To be in a job or work is _____. | ಕೆಲಸ ಅಥವಾ ಕೆಲಸದಲ್ಲಿ ಇರುವುದು ಎಂದರೆ _____

A) knowledge | ಜ್ಞಾನ

B) aptitude | ಯೋಗ್ಯತೆ

C) skill | ಕೌಶಲ್ಯ

D) employ | ಉದ್ಯೋಗಿ

87. Which of the following is a voice- controlled digital assistant?

A) Alexa

B) All of these

C) Siri

D) Google Assistant

88. Ritika received a message about a bank transaction she did not make. Her friends told her to report it as cybercrime. Which portal can she use to file her complaint?

A) www.ccrime. gov.in

B) www. cybercrime.gov. in

C) www. cybercrimeindia. gov.in

D) www. indiacybercrime. gov.in

89. Tanvi's team has many barriers to having a diverse workforce. This may lead to _____.

A) Good teamwork

B) Better communication

C) Increased productivity

D) Conflicts affecting work

90. _____is an organisation that uses digital technology to help people in rural India.

A) Digital Education Foundation (DEF)

B) Digital Empowermen t (DE)

C) Digital Education Fund (DEF)

D) Digital Empowerment Foundation (DEF)

C) <https://myaadhaar.uidai.gov.in>

D) <http://www.india.gov.in>

91. Bindu receives a call from JJ company promoting a discount sale. She couldn't clearly hear the details. How is she supposed to ask the person to repeat the information?

A) I don't know

B) Speak loud

C) What is it?

D) Could you please repeat?

92. A written description of duties and responsibilities to be carried out in a job is called _____. | ಕೆಲಸದಲ್ಲಿ ನಿರ್ವಹಿಸಬೇಕಾದ ಕರ್ತವ್ಯಗಳು ಮತ್ತು ಜವಾಬ್ದಾರಿಗಳ ಲಿಖಿತ ವಿವರಣೆಯನ್ನು _____ ಎಂದು ಕರೆಯಲಾಗುತ್ತದೆ

A) job description | ಕೆಲಸದ ವಿವರ

B) resume | ಪುನರಾರಂಭ

C) CV

D) job application | ಕೆಲಸದ ಅರ್ಜಿ

93. Probing for customer needs means _____.

A) To give discount

B) To celebrate with customers

C) Get angry with the customer

D) To ask customers what they need

94. What is the shortcut key for Undo?

A) Ctrl+Z

B) Ctrl+B

C) Ctrl+U

D) Ctrl+I

95. An employee is someone who_____.

A) Goes to school to study

B) Works for a salary

C) Does not work

D) Goes to play

96. Tom feels very tensed and scared. He is unable to concentrate before his exams. He is sweating. What kind of stress is this?

A) Small

B) Bad

C) Never

D) Good

97. _____ is a sales technique that aims to market additional products to the customers.

A) Cross selling

B) Probing

C) FAB

D) Lying

98. Addition of harmful smoke, gases and chemicals to the environment in large quantities is called _____

A) Storm

B) Pollution

C) Air

D) Wind

99. Which website to use to book the train tickets

A) <http://www.igod.gov.in>

B) <http://www.irctc.co.in>

100. Shyam and Ram applied for the same job. Shyam read the job description in detail and made note of important details. Who will know more about the company?

A) Both of them

B) Shyam

C) None of them

D) Ram

101. What can we use net banking for?

A) Transferring funds

B) All of these

C) Checking bank statement

D) Paying bills

102. What are Employability Skills?

A) Skills for playing video games

B) Skills for good communication

C) Skills needed to be successfully employed

D) Skills used only in sports

103. 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) Find different ways to solve the problem

C) Ignore each other

D) Quit the job

104. What are some of the qualities of a strong entrepreneur?

A) All of these

B) Building relationship with customers

C) Working hard

D) Learning from failures

105. Meena sells milk packets. One day, she got a dissatisfied (unhappy) customer because the milk was spoilt. What should Meena NOT do now?

A) Quickly give another packet of milk

B) Get angry with the customer

C) Make sure the customer is happy

D) Say sorry to the customer

106. Which is not a type of non-verbal communication ?

A) Facial expression

B) Eye-contact

C) E-mail

D) Hand movements

107. A mobile application or App is a software that is made to be used on a _____.

A) smart device like a smartphone or tablet

B) Calculator

C) All of these

D) Washing machine

108. _____ jobs help to reduce pollution, preserve the

environment and the planet.

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

109. Ridhima wants to post something on her social media. What should she do to stay safe on social media?

- A) Avoid sharing locations B) Avoid sharing any password
C) Avoid sharing address D) All of these

110. Disha wants to repay her loan. How can she do it without going to the bank?

- A) Withdraw from ATM B) Open bank account
C) Online transfer D) Close account

111. Saif's college professor guided him to choose the right career path. He must show ___?to his guide.

- A) Anger B) Fear
C) Arrogance D) Gratitude

112. Which one is NOT a benefit of the role playing? | ಪಾತ್ರ ನಿರ್ವಹಣೆಯ ಪ್ರಯೋಜನ ಯಾವುದು?

- A) Develops boredom | ಬೇಸರವನ್ನು ಅಭಿವೃದ್ಧಿಪಡಿಸುತ್ತದೆ
B) Builds confidence | ಆತ್ಮವಿಶ್ವಾಸವನ್ನು ಹೆಚ್ಚಿಸುತ್ತದೆ
C) Develops creative problem-solving skill | ಸೃಜನಾತ್ಮಕ ಸಮಸ್ಯೆ ಪರಿಹರಿಸುವ ಕೌಶಲ್ಯವನ್ನು ಅಭಿವೃದ್ಧಿಪಡಿಸುತ್ತದೆ
D) Develops listening skill | ಕೇಳುವ ಕೌಶಲ್ಯವನ್ನು ಅಭಿವೃದ್ಧಿಪಡಿಸುತ್ತದೆ

113. We need an _____and a search engine to access the information on the web.

- A) Key board B) Mouse
C) Internet connection D) Data cable

114. Now or never close, summary close and question close are 3 important _____.

- A) Opening techniques B) Closing Techniques
C) Probing techniques D) Discount

115. Sanju met her cousin Keerti accidentally in a mall. How should she greet her?

- A) What are you doing here? B) Thank you!
C) Long time, no see! D) Take care!

116. Vanaja wants to save her excel workbook. How can she do it?

- A) By writing it B) By closing the sheet
C) By pressing Ctrl and S on the keyboard D) By deleting it

117. 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) Online retail
C) Audio cassette shop D) Anything is fine

118. Things that one is good at doing are _____.

- A) Interests B) Concerns
C) Passion D) Abilities

119. Krupa wants to safeguard the information on her system. Which of the following is the correct way to store information safely on a computer?

- A) Set a strong password for your computer. B) Save the files with a clear name.
C) Always close/ lock your computer when you are not using it D) All of these

120. Good time management helps in improving _____at work.

- A) Performance B) Pressure
C) Weakness D) Stress

121. For online meetings, you can share ___for the people to join the meeting.

- A) Meeting Link or ID B) Personal mobile number
C) email id D) Location

122. What is the shortcut key to copy a file?

- A) Ctrl+X B) Ctrl+P
C) Ctrl+C D) Ctrl+S

123. Fill in the blank with proper pronoun. "She made this cake _____". | ಸರಿಯಾದ ಸರ್ವನಾಮದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿಸಿ. "She made this cake _____"

- A) herself B) myself
C) itself D) himself

124. What are the qualities of an entrepreneur that a self-employed person also needs to have?

- A) Problem Solving B) Creative Thinking
C) Customer Service D) All of these

125. John wasn't selected for a job because he is a man. What type of discrimination is this?

- A) Gender discrimination B) Age discrimination
C) Color discrimination D) Education discrimination

126. The_____?is what or whom a sentence is about.

- A) Verb
C) Object
- B) Predicate
D) Subject

127. Rashmi recently bought a new laptop after her old computer stopped working. Which part of the laptop works like a mouse?

- A) Speakers
C) Keyboard
- B) Desktop
D) Trackpad

128. When you ask someone something it is ____.

- A) Response
C) Question
- B) Answer
D) Blank

129. Neena is born as a differently-abled person. Her teachers must treat her _____.

- A) Unfairly
C) Rudely
- B) Strictly
D) Equally with care

130. What is the most important thing to focus in a Guest Lecture?

- A) Expectations of the workplace
C) Shopping centers near workplace
- B) Holidays
D) YouTube Reels

131. Ravi read job description which specified ?Familiarity with MS office?. What should he know?

- A) How to study
C) How to write an email
- B) How to use MS Office
D) How to get certification

132. When you greet higher official's such as Teacher, Instructor or Supervisor, you should use _____. | ಶಿಕ್ಷಕ, ಬೋಧಕ ಅಥವಾ ಮೇಲ್ವಿಚಾರಕನಂತಹ ಉನ್ನತ ಅಧಿಕಾರಿಗಳನ್ನು ನೀವು ಸ್ವಾಗತಿಸಿದಾಗ, ನೀವು _____ ಅನ್ನು ಬಳಸಬೇಕು

- A) Good morning
C) Hello
- B) Hi
D) Hey

133. _____ is the software that is put in a computer so that one can use it.

- A) Settings
C) Operating System
- B) Software
D) App Store

134. Guest lectures act as a platform to talk to alumni about their _____

- A) hobbies
C) family life
- B) travel plans
D) experience

135. Preeti is renting a kitchen to run a Paratha Shop, The rent of the kitchen is ____cost?

- A) Variable
C) Admin
- B) Fixed
D) Total

136. Mohit wants to move from one cell to another. He can do that by using the ____? on the keyboard.

- A) Ctrl+Z
C) A1,B1.C1 ...
- B) Arrow keys
D) Ctrl+B

137. It is very important to use the correct words to tell the search engine what to look for. These are called_____.

- A) Web page
C) Website
- B) Keywords
D) Internet

138. Fill in the blank with suitable place preposition. "My house is _____ the third floor". | ಸೂಕ್ತವಾದ ಸ್ಥಳ ಪೂರ್ವಭಾವಿ ಸ್ಥಾನದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿಸಿ. "My house is _____the third floor"

- A) at
C) in
- B) on
D) under

139. Cats is an example of ____word.

- A) Singular
C) Opposite
- B) Words
D) Plural

140. Internet is the best place to be a_____.

- A) Self learner
C) Continuous learner
- B) All of these
D) Life long learner

141. Priya wants to apply for her Aadhaar Card as its an important document to be submitted while joining a new job. Which of the following government portals will be helpful for her?

- A) <http://www . india.gov.in/>
C) <http://www . swayam.gov.in/>
- B) All of these
D) [https:// myaadhaar.uidai.gov.in](https://myaadhaar.uidai.gov.in)

142. Forms of verbal communication are ____.

- A) Thinking
C) Writing and Speaking
- B) Making eye contact
D) Dancing

143. _____ is the money we invest in producing a product or service.

- A) Product Cost
C) Product Price
- B) Business Pitch
D) Business revenue

144. Why is it important to use selling techniques?

- A) To have fun
C) To connect with customers & make sure they make a purchase
- B) To look confident
D) To make friends with customers

145. Negative comments made about our action or

performance is called ____.

- A) Reward
B) Congratulations
C) Appreciation
D) Criticism

146. Rehana faced a problem with her project. She is dealing with a problem with the right attitude. This is an example of-

- A) Scientific skill
B) Positive attitude
C) Negative attitude
D) Technical skill

147. What is the shortcut key to save a file?

- A) Ctrl+V
B) Ctrl+X
C) Ctrl+S
D) Ctrl+P

148. Which of the following is not a part of a desktop Computer?

- A) Mouse
B) Web Camera
C) Monitor
D) Antenna

149. A poster presents information by using_____.

- A) Exercise for practice
B) Images and colours
C) Novel
D) Story

150. Shilpa is applying for a job online. She sends her application by email. What is she supposed to mention in the subject line to make it easy for the employer to find her email?

- A) Shilpa - Job Position
B) Shilpa - Age
C) Pervious experience
D) Education qualification

151. We start communicating when we are_____.

- A) Parents
B) Adults
C) Old
D) Children

152. Knowledge and awareness of laws is called ___?.

- A) Legal literacy
B) Financial literacy
C) Digital literacy
D) English literacy

153. Nisha loves cooking and she is good at dancing. Her ability is ____.

- A) Dancing
B) Singing
C) Cooking
D) Painting

154. John was travelling by bus to his village. He noted the names of places that he could see on his journey. What are these words called as?

- A) Naming words
B) See
C) His
D) That

155. Choose the correct punctuation mark after the word "Rohan" in the given sentence. "Rohan David and Ram are

playing hide and seek" | ಕೊಟ್ಟಿರುವ ವಾಕ್ಯದಲ್ಲಿ □ರೋಹನ್ □ ಪದದ ನಂತರ ಸರಿಯಾದ ವಿರಾಮ ಚಿಹ್ನೆಯನ್ನು ಆರಿಸಿ. □ರೋಹನ್ ಡೇವಿಡ್ ಮತ್ತು ರಾಮ್ ಅಡಗಿಕೊಂಡು ಆಡುತ್ತಿದ್ದಾರೆ□

- A) Slash (/)
B) Hyphen (-)
C) Period (.)
D) Comma (,)

156. A hotel asked its customer's to fill customer satisfaction survey. What are they trying to do?

- A) Promote their hotel
B) Advertise their hotel
C) Collect customer feedback
D) Sell more hotels

157. Sahil is giving festival offers, free samples and price discounts at the opening of his business. This is called _____.

- A) Promotion
B) Selling
C) Market scan
D) Packaging

158. A good business idea for a young or new entrepreneur should be sustainable. This means_____.

- A) It is easy to use
B) It has many details
C) It has budget
D) It is planned for the present and future business growth

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

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

160. What are the duties of an entrepreneur?

- A) Talking to customers
B) All of these
C) Managing the business
D) Managing finances and budgets

161. During criticism we must remain _____and _____to the person.

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

162. The concept of _____best describes importance of teamwork.

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

163. After receiving interview call, what is the next step? | ಸಂದರ್ಶನ ಕರೆ ಸ್ವೀಕರಿಸಿದ ನಂತರ, ಮುಂದಿನ ಹಂತ ಯಾವುದು?

- A) Prepare the resume | ಪುನರಾರಂಭವನ್ನು ತಯಾರಿಸಿ
B) Send resume | ಪುನರಾರಂಭವನ್ನು ಕಳುಹಿಸಿ
C) Appear at interview | ಸಂದರ್ಶನದಲ್ಲಿ ಕಾಣಿಸಿಕೊಳ್ಳಿ
D) Send application letter | ಅರ್ಜಿ ಪತ್ರ ಕಳುಹಿಸಿ

164. Arya has joined a new company. They want him to open a _____ so that they can credit his salary.

- A) Recurring deposit B) Salary account
C) Fixed deposit D) Current account

165. When people from different states/ countries meet officially, _____ is the commonly used language to communicate with each other.

- A) Action B) Newspaper
C) Latin D) English

166. Fill in the blank with comparative adjective. "Your pencil is _____ than mine". | ತುಲನಾತ್ಮಕ ವಿಶೇಷಣದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿ. "Your pencil is _____ than mine"

- A) sharper B) thick
C) blunt D) sharp

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

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

168. Online portal set up by the government to make any government related complaints is _____.

- A) Public information portal B) Public grievances portal
C) Place grievances portal D) Public informing portal

169. The amount put aside without being spent is _____?

- A) Tax B) Savings
C) Deductions D) Bill

170. Dislikes are things towards which we have _____?

- A) Interests B) Likes
C) Negative emotion D) Positive emotion

171. Naming words are also called _____?

- A) Nouns B) Verbs
C) Action D) Pronouns

172. Emotions can be expressed through your _____.

- A) Weight B) Situation
C) Voice D) Height

173. Which communication method should be used to share confidential information and documents in the workplace?

- A) WhatsApp B) Email
C) Instagram D) Phone

174. A business pitch is presented to investors who helps us

with _____, _____, and _____.

- A) Money, Resources, and Mentoring Support B) Plan and Marketing
C) Profit and Loss D) Customer and Quality

175. Choose the mobile app form the following options.

- A) Facebook B) All of these
C) YouTube D) LinkedIn

176. Why do customers like a product or service?

- A) Good Price B) All of these
C) Feel of the product or service D) Good Quality

177. Harry has knowledge of circuits and wiring. He can apply as a/an _____ in a company.

- A) Electrician B) Fitter
C) Plumber D) Beautician

178. Nitya wanted to discuss an issue with her teammates. What type of communication is it?

- A) Written B) Verbal
C) Video D) Image

179. Ravi has a customer who bargains a lot. The customer wants to buy a dress that costs 500 rupees but only wants to pay 300 rupees. What should Ravi do?

- A) Do nothing B) Talk to the customer and sell the dress for 400 rupees
C) Give the dress for 300 rupees D) Tell the customer to go away

180. _____ can lead to division of people, communities and families.

- A) Gender equality B) Respecting all people
C) Same rights D) Gender discrimination

181. Swati needs to sell a laptop. She can use the _____ technique to sell it.

- A) TAB B) FAB
C) Probing D) Cross selling

182. Pratibha wants to start a Biryani Hotel. What will she need first?

- A) Food Items B) Kitchen Equipments
C) Business plan D) Name Board

183. Mr. Johnson wants to employ an 8 year old girl for household work. In India, which fundamental right would not allow it?

- A) Right to freedom of religion
- B) Right against exploitation
- C) Right to equality
- D) Right to information

184. Sheela prepared for an interview for a week but got nervous and was rejected. What should she do to improve?

- A) Do not lose focus from her goals
- B) Avoid future interviews
- C) Ignore feedback from the interview
- D) Keep thinking about her failure

185. Which of the following will the interviewer expect from the candidates?

- A) Cooking skills
- B) Singing skills
- C) Painting skills
- D) Good soft skills

186. _____ can be a physical, mental, or emotional reaction, that makes us feel worried.

- A) Stress
- B) Food
- C) Action
- D) Job

187. Job title is the name of _____.

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

188. What does the growth of a business depend on?

- A) How you talk to customers
- B) How you take feedback from customers
- C) All of these
- D) How you help customers

189. Ram wants to use the Wi-Fi connection. What should he do?

- A) Connect to a Wi-Fi network he is familiar with
- B) Do not connect to any Wifi network that needs a password. It may not be safe.
- C) Connect to any WiFi network shared by a stranger.
- D) Connect to any WiFi network available

190. If a person receives harsh, unfair and very negative criticism, they feel very unhappy. What type of criticism is this?

- A) Helpful criticism
- B) Positive criticism
- C) Fair criticism
- D) Unfair criticism

191. People who are born in one sex, but they know that they belong to another sex are _____?

- A) Stereotypical
- B) Females
- C) Transpersons
- D) Males

192. We should choose our career based on our _____?

- A) Weakness
- B) Workplace
- C) Disadvantages
- D) Strengths

193. Naina wants to take a few safety Measures on Social media. What does that refers to?

- A) Do not share personal information
- B) All of these
- C) Do not share information with unknown people
- D) Do not send a rude or mean comment

194. Money put aside for a big expense many years from now is _____savings.

- A) Goal
- B) Emergency
- C) Short term
- D) Long term

195. A mock interview is a _____job interview.

- A) practice
- B) difficult
- C) fun
- D) virtual

196. Kim has a habit of switching off her desktop and PC when not in use. This helps to _____energy at the workplace.

- A) Waste
- B) Spend
- C) Practice
- D) Conserve (Save)

197. In which of the following tasks, do we need digital literacy?

- A) Finding information online
- B) Communication through emails
- C) All of these
- D) Creating a Resume

198. Which of these is NOT a question to ask during an industrial visit?

- A) What is your favourite hobby?
- B) How does your production line work?
- C) How do you keep things safe and high quality?
- D) What are the main products made here?

199. Raji is studying to be a Baker in a from an ITI. Which place is suitable for her to do industry visit?

- A) Paint factory
- B) Toy factory
- C) Chemical factory
- D) Bread factory

200. Which among these is a type of communication?

- A) All of these
- B) Non-Verbal
- C) Verbal
- D) Visual

201. Post-covid we adopted the virtual world. Meeting that happens online through the internet are called as _____.

- A) None of these
- B) Offline Meeting

C) Online meeting D) Physical Meeting

202. _____ is the most commonly used word for switching off a computer.

A) Shut Down B) Hang Up
C) Power On D) Switch On

203. Indu booked her railway ticket from the website and paid using online banking. What type of transaction is it?

A) Cash Payment B) Digital transaction
C) Cheque payment D) Credit

204. Ram just finished his training course. Which portal can he use to look for jobs as a fresher?

A) Freshersworld B) Swiggy
C) Urban Company D) Myntra

205. Where is the power button located on a desktop computer?

A) On the Mouse B) On the Keyboard
C) On the Speaker D) On the CPU

206. Shyna wants to start a masala powder business. She is presenting a business pitch to the bank manager. How long should her business pitch be?

A) 15 mins B) 10 mins
C) 2 to 3 mins D) 1 min

207. Low investment business plan means_____

A) The plan needs a small amount to start a business B) The plan should be simple
C) The plan should start immediately D) The plan is a new idea

208. A _____ is a document with complete strategy for the business.

A) Strategy Report B) Action Plan
C) Stakeholder Report D) Business plan

209. Which of these should be considered while making decisions? | ನಿರ್ಧಾರಗಳನ್ನು ತೆಗೆದುಕೊಳ್ಳುವಾಗ ಇವುಗಳಲ್ಲಿ ಯಾವುದನ್ನು ಪರಿಗಣಿಸಬೇಕು?

A) The choices of your friends | ನಿಮ್ಮ ಸ್ನೇಹಿತರ ಆಯ್ಕೆಗಳು B) The rules of your community | ನಿಮ್ಮ ಸಮುದಾಯದ ನಿಯಮಗಳು
C) Your mood | ನಿಮ್ಮ ಮನಸ್ಥಿತಿ D) Your personal priorities | ನಿಮ್ಮ ವೈಯಕ್ತಿಕ ಆದ್ಯತೆಗಳು

210. Which of these is an informal greeting?

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

211. _____ are the abilities and qualities you have as a person that helps you grow well in life and career. | _____ ಒಬ್ಬ ವ್ಯಕ್ತಿಯಾಗಿ ನೀವು ಹೊಂದಿರುವ ಸಾಮರ್ಥ್ಯಗಳು ಮತ್ತು ಗುಣಗಳು ಜೀವನ ಮತ್ತು ವೃತ್ತಿಜೀವನದಲ್ಲಿ ಉತ್ತಮವಾಗಿ ಬೆಳೆಯಲು ಸಹಾಯ ಮಾಡುತ್ತದೆ.

A) Opportunities | ಅವಕಾಶಗಳು B) Personal strengths | ವೈಯಕ್ತಿಕ ಸಾಮರ್ಥ್ಯಗಳು
C) Threats | ಬೆದರಿಕೆಗಳು D) Personal weaknesses | ವೈಯಕ್ತಿಕ ದೌರ್ಬಲ್ಯಗಳು

212. Seema plans to open a hotel and has applied for a MUDRA Loan. What must she submit as part of her loan MUDRA loan application?

A) Her resume B) A business plan
C) An essay D) Vacation plan

213. An Entrepreneur can help the society by_____.

A) Seeking new opportunities B) Marketing the product
C) Creating job opportunities D) Working with a team

214. Customers' needs can be understood through _____.

A) Customer Survey B) Selling
C) Customer service D) Talking to our family

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

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

216. Nimal wants to transfer files from one location to another on her laptop. Which of the following actions can she take to do so?

A) Select the file, press Ctrl X to cut and Ctrl V to paste it B) Click on backspace button
C) Click on escape button D) Click on power off button

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

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

218. Equality means in the same situation, people have the_____.

A) Same color B) Same age
C) Same rights D) Same height

219. Closing sales technique is an essential skill for a _____.

A) Sales person B) Manager

C) Child

D) Clerk

C) Behavioural

D) Musical

220. Clear communication leads to ____.

A) Slow work

B) Different work

C) Opposite work

D) Faster work

221. Pronouns (ex: he, she, her) can be used in the place of _____.

A) Naming words

B) Spellings

C) Adjective

D) Verb

222. What is the advantage of an Industry visit?

A) Chance to talk to the family

B) Chance to talk to the teachers

C) Chance to talk to the friends

D) Chance to talk to the experts

223. Prem wants to start a shop. He can apply for ____ loan to have benefits.

A) Home

B) MUDRA

C) Car

D) Education

224. Priya wants to purchase a bike. Which loan should she apply for?

A) Personal loan

B) Home loan

C) Education loan

D) Auto loan

225. How can an industrial visit benefit students in career development?

A) By offering them immediate employment

B) By allowing them to skip regular classes

C) By showing how real jobs are done and what different roles involve

D) By giving them opportunities to relax and have fun

226. Priya received constructive (helpful) criticism from her manager about her latest project. What should she do?

A) Understand

B) All of these

C) Listen

D) Thank her manager

227. What does SMART tips for internet safety stands for?

A) Stay Safe Don't Meet up
Accepting Files Reliable Tell
Someone

B) None of these

C) Stay Simple Manageable
Attractive Reasonable Timely

D) Stay Simple Meet Up
Acceptable Reachable Tell
about yourself

228. The way we interact, manage and deal with our external environment is known as ____skills.

A) Teaching

B) Technical

229. When two or more people give their thoughts and views on a topic. It is called a_____.

A) Speaking

B) Group discussion

C) Listening

D) Reading

230. Amira wants to underline the title of her document. Which shortcut key should she use?

A) Ctrl+S

B) Ctrl+U

C) Ctrl+I

D) Ctrl+B

231. Which of the following is the most common operating system?

A) MS Office

B) Printer

C) Windows

D) Router

232. _____?helps in experiencing the real world of work.

A) Failure

B) Industry visit

C) Interview

D) Mock interview

233. Harsha has selected a single line of cells from top to bottom. She has selected a _____?.

A) Page

B) Row

C) Cell

D) Column

234. Which of these should not be used to express your opinion in a group discussion?

A) It seems to me that

B) In my opinion

C) I don't quite agree

D) Listen to me

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

A) sharp

B) this

C) there

D) and

236. Which of these is NOT a platform for finding platform-based jobs?

A) Swiggy

B) Uber

C) Government office

D) Urban Company

237. Letter is a form of_____communication.

A) Telephone

B) Non-verbal

C) Spoken

D) Written

238. Rekha takes care of all water-pipe fittings in her company. Which professional network can she be a part of?

A) Beauticians

B) Tailors

C) Carpenters

D) Plumbers

239. Which one is an exclamatory sentence? | ಆಶ್ಚರ್ಯಕರ ವಾಕ್ಯ ಯಾವುದು?

- A) What a beautiful house it is!
B) It is a beautiful house.
C) Your house is beautiful.
D) Is it a beautiful house?

240. What is the most important skill needed to be a successful entrepreneur?

- A) Earning money
B) Having an Entrepreneurial Mindset
C) Giving up on failure
D) Expanding markets

241. Harish has taken up his family business of ironing clothes. His customers are not happy with the service. What should Harish do to make his business better?

- A) Stop the business
B) Increase the cost
C) Change the business
D) Give better customer service

242. What is an easy and quick way to make online payments?

- A) Cash on delivery
B) Digital wallets
C) Cheque payment
D) Going to the bank

243. What kind of stress can lead to lifelong physical and mental health issues?

- A) Long-term
B) Short-term
C) Mid-term
D) Good stress

244. Abhi wants to teach his 10-year-old daughter to save money from the pocket money she receives every month. Which option is the best?

- A) Salary Account
B) Piggy Bank
C) None of these
D) Fixed Deposit

245. English is a _____ language.

- A) Night
B) Common
C) Day
D) Evening

246. FAB means _____?

- A) Five, Advertisements, Boards
B) Features, Advantages, Benefits
C) Features, Advices, Benefits
D) Festival, Adventure, Behalf

247. Pooja started a food court that was very successful with many customers. After a year, the number of customers decreased. What should Pooja do to solve this problem?

- A) Collect the Feedback from the Customers
B) Change the Cooking Style
C) Close the Food court
D) Change her business

248. Jack is very good at MS Excel. He must apply for a job based on his _____.

- A) Abilities
B) Interests
C) Mood
D) Decision

249. SMART stands for _____.

- A) Specific, Memorable, Achievable, Relevant, and Time-Bound.
B) Specific, Measurable, Achievable, Relevant, and Trim
C) Specific, Measurable, Achievable, Relevant, and Time-Bound.
D) Specific, Measurable, Archive, Relevant, and Time-Bound.

250. Why is a market scan conducted?

- A) To explore how to grow the business
B) To check what the competitors are offering
C) To understand customer needs
D) All of these

251. 'Reg' in the letter means _____.

- A) Regarding
B) Body
C) Subject
D) Greetings

252. Symbols give us information through _____.

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

253. Pushpa and Kavya have opened a shop for baby clothes in Bangalore and Chennai. Bangalore outlet is gaining more popularity and profit? What might be the reason?

- A) Good customer relationship in Bangalore
B) Chennai is very hot shop
C) There are more babies in Bangalore
D) No reasons

254. 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) Stress
B) Poor communication
C) Poor listening
D) Typing error

255. _____ are the most convenient way to do something online.

- A) Mobile apps
B) Keypad
C) Desktop
D) Monitor

256. Things that one loves to do are called _____.

- A) Work
B) Abilities
C) Job
D) Interests

257. Which of the following is a smart device?

- A) Smart Watch
C) Smart Phone
- B) Smart TV
D) All of these

258. _____ stress can make us feel excited and motivated.

- A) Good
C) Short-term
- B) Long-term
D) Bad

259. Vinutha was questioned whether she has completed her degree in an interview. How should she respond stating that she has completed?

- A) Yes
C) No
- B) Yes, I have completed my degree
D) Completed my degree

260. When discrimination is done to help someone in need, that is called _____ discrimination.

- A) negative
C) positive
- B) situational
D) gender

261. A declarative sentence tells us some information or explanation. It ends with _____.

- A) Full stop (.)
C) Exclamatory mark (!)
- B) Question mark (?)
D) Comma (,)

262. The lack of success in achieving a goal or completing a task is called _____.

- A) Boring
C) Satisfaction
- B) Failure
D) Success

263. Things or activities that we enjoy are ____?

- A) Dislikes
C) Emotions
- B) Negative
D) Likes

264. A company is asking for money for applying for a job from Ruhi. She realized that it must be a _____ job.

- A) real
C) good
- B) great
D) fake

265. The job interview is a discussion between _____ and _____ for mutual benefit.

- A) teacher and student
C) friends and relatives
- B) employee and employer
D) brother and sister

266. At workplace, communication must follow the _____.

- A) Ideas
C) Close
- B) Text
D) 6Cs

267. Choose the correct sentence.

- A) Runs on the road cat.
C) The cat runs on the road.
- B) The road runs on cat.
D) Cat road runs.

268. Customers sharing their experience and opinion about a product is called _____.

- A) Customer Feedback
C) Customer ID
- B) Customer Probing
D) Customer Support

269. Fill in the blank with proper pronoun. "I made this cake _____". | ಸರಿಯಾದ ಸರ್ವನಾಮದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿ. "I made this cake _____"

- A) myself
C) itself
- B) himself
D) yourself

270. When talking to our co-workers, we should not stand or sit _____ to them.

- A) opposite
C) too close
- B) In front of
D) next to

271. Financial literacy is understanding the way money is _____?

- A) spent
C) saved
- B) saved, spent & invested
D) invested

272. Conflict in workplace affects ____?

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

273. Job search engines are also called _____.

- A) Resume Builder
C) Shopping platforms
- B) Job portals
D) Play store

274. A _____ is a square, black and white code that you can scan with the camera and use.

- A) Password
C) OTP
- B) User ID
D) QR Code

275. _____ is the process of taking steps to look neat and presentable.

- A) Caring
C) Uniform
- B) Grooming
D) Brooming

276. Arun travels to school by bus. The action word in the sentence is _____.

- A) travels
C) Arun
- B) bus
D) school

277. Bijo is not good at MS excel. With his hard work, he learns to overcome weaknesses and turn them into a _____.

- A) Belief
C) Leader
- B) Value
D) Strength

278. Costly things that are not essential for our survival are _____.

- A) Needs
- B) Savings
- C) Luxuries
- D) Money

279. Subir wants to celebrate all festivals at his workplace. This shows that he is _____.

- A) Productive
- B) Silent
- C) Disciplined
- D) Inclusive

280. A customer who buys a product for the first time is a ____?.

- A) New customer
- B) Researching customer
- C) Vendor
- D) Bargaining customer

281. What does a market scan help us do?

- A) None of these
- B) Get better at sports
- C) Identify different career pathways
- D) Learn new hobbies

282. What can make it difficult to communicate in the workplace?

- A) Use of unfamiliar words
- B) All of these
- C) Differences in communication styles
- D) Language differences

283. The way we manage/solve the problem is called _____.

- A) Conflict resolution
- B) Passion
- C) Positive attitude
- D) Negative attitude

284. Ramesh wanted to collect 50 stamps in 6 months. So, he started by collecting two stamps every week. This is a _____ goal.

- A) Unrealistic
- B) Life-time
- C) Long-term
- D) Short-term

285. Even though Roopa is highly efficient at her job, her manager gives most of the field/travel related projects to Ramesh. This can be an example of _____?

- A) Stereotype
- B) Trust
- C) Diversity
- D) Equality

286. Tapsi is at a clothes shop to buy a gift for her friend. She can't decide which clothes to pick. How can the salesperson help Tapsi?

- A) By asking probing questions
- B) By asking open, probing and closed questions
- C) By asking closed questions
- D) By asking open questions

287. A _____ is a short and effective presentation to

describe the business.

- A) Return on Investment
- B) Customer Analysis
- C) Communication
- D) Business Pitch

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

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

289. Using Internet is easy if we learn ____?.

- A) Science
- B) English
- C) Sports
- D) Maths

290. _____ is not a part of a good business plan.

- A) Budget
- B) Weather Report
- C) Marketing Strategy
- D) Customer Analysis

291. 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 classes
- C) Attend party
- D) Be prepared about the topic

292. Which of the following is not a step in problem solving?

- A) Find solutions
- B) Set timer
- C) Identify the problem
- D) Divide problem into parts

293. Which of the following are good manners in an interview?

- A) Being on time
- B) Getting irritated
- C) Speaking too fast
- D) Not making eye contact

294. Sam opened a new shop. Which of these methods can he use to receive payments into his account?

- A) Gift card
- B) QR code
- C) Movie ticket
- D) Library card

295. Bindu has started a small auto repair shop. She is the only person managing the business. Which kind of business it is?

- A) Private Limited
- B) Partnership
- C) Sole Proprietorship
- D) Multinational Unit

296. Which of the following is a correct Gmail id?

- A) xyz@gmail.com
- B) gmail@xyz
- C) xyz@ outlook.gmail
- D) xyz@gmail

297. Safeena wants to talk to her friend on a video call. Which of the following is necessary for a video call on a desktop computer?

- A) Printer
C) Remote
- B) Trackpad
D) Web Camera

298. You can speak to your friend_____.

- A) Formally
C) By dancing
- B) Informally
D) By reading their mind

299. Entrepreneurship means _____?.

- A) Supporting a business person
C) Managing career
- B) Running your own business
D) Starting a new career

300. What can you do with online banking?

- A) Send money to someone
C) Open a bank account
- B) Get details of all the transactions
D) All of these

301. Conflict usually creates _____?.

- A) Happy emotions
C) Positive emotions
- B) Negative emotions
D) Enjoyment

302. Phone call has ___phases

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

303. Alpan does yoga in the morning. He follows Youtube classes to motivate himself. This is an example of_____.

- A) Time Management
C) Problem- Solving
- B) Self-motivation
D) Decision-Making

304. Verbal communication is the use of _____.

- A) Sign
C) Maths
- B) Images
D) Words

305. When you are interested in working for a company, you will write _____letter

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

306. Which of the following websites is helpful in learning and career growth?

- A) Codecademy
C) All of these
- B) Khan Academy
D) Coursera

307. Which of the following is an advantage of a mock interview?

- A) Learning how to dress
C) All of these
- B) Using proper body language
D) Learning how to speak

308. _____is one of the behavioral skills that is required to organize work efficiently and complete it on time.

- A) Dancing
C) Painting
- B) Time Management
D) Cooking

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

310. Steve's mother told him that the mixer grinder is not working. What should be his first step in order to solve the problem?

- A) Complain
C) Sell the mixer
- B) Throw it
D) Identify the problem

311. Mani is a painter and he buys new brushes and tins for painting. What type of cost it is?

- A) Total Cost
C) Variable Cost
- B) Maintenance
D) Fixed Cost

312. Laws related to activities on the internet are called _____.

- A) Environment protection laws
C) Cyber laws
- B) Criminal laws
D) Labour laws

313. Which of these statements is true? | ಈ ಹೇಳಿಕೆಗಳಲ್ಲಿ ಯಾವುದು ನಿಜ?

- A) Some cities have more opportunities than others for certain job roles | ಕೆಲವು ನಗರಗಳು ಕೆಲವು ಉದ್ಯೋಗದ ಪಾತ್ರಗಳಿಗೆ ಇತರರಿಗಿಂತ ಹೆಚ್ಚಿನ ಅವಕಾಶಗಳನ್ನು ಹೊಂದಿವೆ
- B) Only a few cities have job opportunities | ಕೆಲವು ನಗರಗಳಲ್ಲಿ ಮಾತ್ರ ಉದ್ಯೋಗಾವಕಾಶಗಳಿವೆ

- C) All jobs are available in all cities | ಎಲ್ಲಾ ಉದ್ಯೋಗಗಳು ಎಲ್ಲಾ ನಗರಗಳಲ್ಲಿ ಲಭ್ಯವಿದೆ
- D) Salary in metro cities is always higher than small towns | ಮೆಟ್ರೋ ನಗರಗಳಲ್ಲಿ ಸಂಬಳ ಯಾವಾಗಲೂ ಸಣ್ಣ ಪಟ್ಟಣಗಳಿಗಿಂತ ಹೆಚ್ಚಾಗಿರುತ್ತದೆ

314. All financial activity can be done through a ___?.

- A) Bank
C) School
- B) College
D) Workplace

315. What happens when we use this function? =AVERAGE(B4:G4)

- A) The number in B4 is deleted
C) The number from G4 will be copied
- B) The average of numbers in cells from B4 to G4 is calculated
D) The number from B4 will be copied

316. A diverse workplace increases _____.

- A) Stress
B) Workload
C) Tension
D) Productivity

317. 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) Go around the school
C) Play
D) None of these

318. What can be the source of information for a market scan?

- A) Industry visits
B) All of these
C) Internet
D) Alumni

319. A person with a growth mindset is always willing to _____. | ಬೆಳವಣಿಗೆಯ ಮನಸ್ಥಿತಿ ಹೊಂದಿರುವ ವ್ಯಕ್ತಿಯು ಯಾವಾಗಲೂ _____ ಸಿದ್ಧರಿದ್ದಾರೆ.

- A) become rich | ಶ್ರೀಮಂತರಾಗುತ್ತಾರೆ
B) grow, change, learn | ಬೆಳೆಯಿರಿ, ಬದಲಿಸಿ, ಕಲಿಯಿರಿ
C) relax | ವಿಶ್ರಾಂತಿ
D) keep quiet | ಮೌನವಾಗಿರಿ

320. A product name that has been officially registered with the Trademark Registry of India is _____.

- A) Approved
B) Marked
C) Trademark
D) Token

321. Pragathi downloaded the bank app on her mobile. What should she not share with anyone?

- A) All of these
B) MPIN
C) Password
D) OTP

322. Having a clear idea of our personality including strengths, weaknesses, thoughts, beliefs, motivation, values etc is called _____. | ಸಾಮರ್ಥ್ಯಗಳು, ದೌರ್ಬಲ್ಯಗಳು, ಆಲೋಚನೆಗಳು, ನಂಬಿಕೆಗಳು, ಪ್ರೇರಣೆ, ಮೌಲ್ಯಗಳು ಇತ್ಯಾದಿಗಳನ್ನು ಒಳಗೊಂಡಂತೆ ನಮ್ಮ ವ್ಯಕ್ತಿತ್ವದ ಸ್ಪಷ್ಟ ಕಲ್ಪನೆಯನ್ನು ಹೊಂದಿರುವುದನ್ನು _____ ಎಂದು ಕರೆಯಲಾಗುತ್ತದೆ.

- A) self awareness | ಸ್ವಯಂ ಅರಿವು
B) belief | ನಂಬಿಕೆ
C) threat | ಬೆದರಿಕೆ
D) myth | ಪುರಾಣ

323. On a computer, a file can be created using which of these applications?

- A) MS Word
B) MS Powerpoint
C) All of these
D) MS Excel

324. Unique Selling Proposition or USP of a business plan refers to _____.

- A) A new customer for the business
B) A special budget for the business
C) A special or different idea for a business
D) An old business is updated

325. Values are _____. | ಮೌಲ್ಯಗಳು _____

- A) motivates our attitude and action | ನಮ್ಮ ವರ್ತನೆ ಮತ್ತು ಕ್ರಿಯೆಯನ್ನು ಪ್ರೇರೇಪಿಸುತ್ತದೆ
B) very costly | ಬಹಳ ದುಬಾರಿ
C) all have same value | ಎಲ್ಲಾ ಒಂದೇ ಮೌಲ್ಯವನ್ನು ಹೊಂದಿವೆ
D) not punctual | ಸಮಯಪ್ರಜ್ಞೆಯಿಲ್ಲ

326. Which one of the following is a describing word? | ಕೆಳಗಿನವುಗಳಲ್ಲಿ ಯಾವುದು ವಿವರಿಸುವ ಪದವಾಗಿದೆ?

- A) Hot | ಬಿಸಿ
B) Repair | ದುರಸ್ತಿ
C) Soup | ಸೂಪ್
D) Eat | ತಿನ್ನು

327. _____ is major changes takes place in manufacturing. | _____ ತಯಾರಿಕೆಯಲ್ಲಿ ಪ್ರಮುಖ ಬದಲಾವಣೆಗಳು ನಡೆಯುತ್ತವೆ.

- A) Water revolution | ಜಲ ಕ್ರಾಂತಿ
B) Green revolution | ಹಸಿರು ಕ್ರಾಂತಿ
C) Industry revolution | ಕೈಗಾರಿಕಾ ಕ್ರಾಂತಿ
D) Food revolution | ಆಹಾರ ಕ್ರಾಂತಿ

328. You are scared to communicate with others. What are some ways to solve this problem?

- A) Find your strengths about communication
B) Find ways to improve & learn more about your weakness
C) Find your weakness about communication
D) All of these

329. Wahid wants to register his product under a trademark. What is the benefit of getting a trademark for your product?

- A) He will get a lot of success
B) No one else can use the same product name
C) He can sell it at higher rate
D) He can take many loans and not repay

330. Self - Employment means _____.

- A) Freelancing or running a business rather than working for an employer
B) Working for an employer at a fixed monthly income
C) Selling food items
D) Only focusing on earning profits

331. Singular naming words are used when _____ person, place or thing is present.

- A) More
B) Few
C) Many
D) One

332. Ram was asked to measure his cupboard. It was 4 feet

tall. Here feet means ____.

- A) Measurement B) Leg
C) Hand D) Taste

333. An introduction letter is a ____.

- A) Resume B) E-mail
C) Leave Letter D) Cover letter

334. 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

335. An inclusive environment is needed for happiness and ____ at work.

- A) Stereotype B) Ideas
C) Wage gap D) Growth

336. Saleem needs to talk about digital skills that are required at work. Which of these works needs digital skills?

- A) All of these B) Creating and editing documents and worksheets
C) Communicating through emails and chat D) Creating and editing worksheets

337. Suraj has finished his ITI course. He can create a career path that helps him progress towards his ____ and ____?.

- A) Goals and Objectives B) Strengths and weakness
C) Cooking and painting D) Singing and dancing

338. Shilpa wants to start a soap-making company. What kind of questions should she NOT ask her customers?

- A) Which types of soaps do you buy? B) Do you like to eat chats?
C) Do you use soap? D) How much do you pay for soap?

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

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

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

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

341. Joseph wants to make the letters in the words slant to one side. Which option should he use?

- A) Bold B) Italic

C) Underline

D) Numbered List

342. To grow yourself you must _____. | ನೀವೇ ಬೆಳೆಯಲು ನೀವು ಮಾಡಬೇಕು _____

- A) know yourself | ನಿನ್ನನ್ನು ನೀನು ತಿಳಿಯಿರಿ B) know your institute | ನಿಮ್ಮ ಸಂಸ್ಥೆಯನ್ನು ತಿಳಿಯಿರಿ
C) know your office | ನಿಮ್ಮ ಕಛೇರಿ ತಿಳಿದಿದೆ D) know your country | ನಿಮ್ಮ ದೇಶವನ್ನು ತಿಳಿಯಿರಿ

343. ____ supports entrepreneurs to get loans under several schemes in district level.

- A) District Industry Centres (DIC) B) SIDO
C) National small industries corporation (NSIC) D) SSLC

344. An occupation undertaken for a long period and with opportunities for progress is called

- A) Work B) Career
C) Hobby D) Job

345. How does Market Scan help with running a business?

- A) Helps understand about other similar business B) Helps in making the business plan
C) All of these D) Gives an idea about the customers

346. ____ is the ministry in the Govt. of India that forms and implements the rules and regulations for enterprises in India.

- A) MSDE B) DGT
C) NIMI D) MSME

347. What is a comfort zone? | ಆರಾಮ ವಲಯ ಎಂದರೇನು?

- A) It is a place where we go to sleep | ಇದು ನಾವು ಮಲಗಲು ಹೋಗುವ ಸ್ಥಳವಾಗಿದೆ B) It is a place where children live | ಇದು ಮಕ್ಕಳು ವಾಸಿಸುವ ಸ್ಥಳವಾಗಿದೆ
C) A place designed in airport for resting | ವಿಮಾನ ನಿಲ್ದಾಣದಲ್ಲಿ ವಿಶ್ರಾಂತಿಗಾಗಿ ವಿನ್ಯಾಸಗೊಳಿಸಲಾದ ಸ್ಥಳ D) Our familiar lifestyle and behaviour is our comfort zone | ನಮ್ಮ ಪರಿಚಿತ ಜೀವನಶೈಲಿ ಮತ್ತು ನಡವಳಿಕೆಯು ನಮ್ಮ ಆರಾಮ ವಲಯವಾಗಿದೆ

348. Things that are needed for survival are _____.

- A) Wants B) Needs
C) Savings D) Expenses

349. 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) Eye movements D) Hand movements

350. We can learn English by _____?

- A) None of these B) Playing
C) Cooking D) Reading newspaper

351. Add comma wherever it is necessary. After the meeting we will go out.

- A) After the meeting, we will go out. B) After the meeting we will go out.
C) After, the meeting, we will go out. D) After the, meeting we will go, out.

352. Exchange of ideas happen through _____.

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

353. Which punctuation mark should be used in the following sentence? Is there any site engineer here. | ಕೆಳಗಿನ ವಾಕ್ಯದಲ್ಲಿ ಯಾವ punctuation mark (ವಿರಾಮಚಿಹ್ನೆಯನ್ನು) ಬಳಸಬೇಕು? Is there any site engineer here

- A) , (comma) B) ! (exclamation)
C) . (full stop) D) ? (question mark)

354. Mahesh and his team discussed about the steps to be followed to complete the project at the earliest. He was happy with the suggestions given by his teammates and granted to follow the same. How would he convey it?

- A) Don?t come here to talk B) I agree with your plan of action
C) I don?t agree with your plan D) You must follow what I tell you

355. Shaheen wants good chefs to work in her hotel. What is an effective way to hire them?

- A) By reaching out other hotel staffs B) By asking his relatives
C) By advertising the job D) None of these

356. Which of the following is NOT a soft skill?

- A) Communication Skill B) Time Management
C) Goal Setting D) Carpentry

357. Radha wants to use social media for her professional growth. She could join groups according to her _____.

- A) age B) qualification
C) mood D) career or subject interests

358. Sarah is a teacher at a school for one year. After that, she becomes a trainer for new teachers and then a principal. What does this job progression show?

- A) Sarah?s education B) Sarah?s job
C) Sarah?s career D) Sarah?s hobby

359. What happens when we use this function? =SUM(B4:G4)

- A) The number in B4 is deleted B) The number from G4 will be copied
C) The numbers in cells from B4 to G4 are added D) The number from B4 will be copied

360. If one is capable of finding solutions to problems, one will get better at _____.

- A) Career B) Problem-solving
C) Self-motivation D) Painting

361. _____ is a serious issue that affects an individual's mental, emotional, physical wellbeing in the workplace.

- A) Sexual harassment B) Travel leave
C) Meeting with the manager D) Company rules

362. Rita wants to complete her higher education from a good university. Which loan should she apply for?

- A) Personal loan B) Home loan
C) Education loan D) Auto loan

363. A _____ is the first document an employer will look at when reviewing the job application.

- A) Certificate B) Resume
C) Ticket D) Bank statement

364. Adjectives are _____ words.

- A) Finish B) Describing
C) Sound D) Neutral

365. _____ are the qualities that are considered negative, and need to be worked on. | _____ ಋಣಾತ್ಮಕವೆಂದು ಪರಿಗಣಿಸಲಾದ ಗುಣಗಳು ಮತ್ತು ಕೆಲಸ ಮಾಡಬೇಕಾಗಿದೆ.

- A) Personal strengths | ವೈಯಕ್ತಿಕ ಸಾಮರ್ಥ್ಯಗಳು B) Opportunities | ಅವಕಾಶಗಳು
C) Threats | ಬೆದರಿಕೆಗಳು D) Personal weaknesses | ವೈಯಕ್ತಿಕ ದೌರ್ಬಲ್ಯಗಳು

366. Shreyas is going for an interview . He has picked a shirt from the cupboard. He must _____ before wearing it.

- A) color B) tear
C) iron D) soak

367. Vidya is single-handedly selling homemade pickles to her neighbors. Vidya is a/an_____.

- A) Entrepreneur B) Seller
C) Distributor D) Self-employed person

368. Geetha wants to start a tailoring shop (boutique). Her trainer asked her to do a market scan. Geetha should do the market scan of _____?.

- A) Beauty Parlours
C) Packaging companies
- B) Tailoring shops
D) Restaurants

369. Which one is a "Don't" of discussion etiquette? | ಮುಕ್ತ ಮನಸ್ಸಿನವರಾಗಿರಿ?

- A) Listen to others | ಇತರರ ಮಾತುಗಳನ್ನು ಕೇಳಿ
C) Be open minded | ಮುಕ್ತ ಮನಸ್ಸಿನವರಾಗಿರಿ
- B) Argue unnecessary | ಅನಗತ್ಯವಾದ
D) Use moderate tone | ಮಧ್ಯಮ ಸ್ವರವನ್ನು ಬಳಸಿ

370. Roopa wants to start a new business. But she is not sure which product she should choose to start her business. What will be her basic research to finalize her product?

- A) Reserach on products & services that customers are currently using
C) Search how to advertise the product
- B) Buying products from others
D) Loan from Banks

371. Joy started a homemade pickle business. He has not been able to get profit in the first 2 months. What should he do?

- A) Get angry
C) End his business
- B) Find reasons for his failure & learn from them
D) Borrow money

372. Ram is answering an interview question about his previous workplace. He didn't like his teammates. They argued a lot. Should he share this with the interviewer?

- A) No, he should avoid speaking negatively about his teammates.
C) Yes, he should discuss all the arguments in detail.
- B) Yes, why not!
D) Yes, he should blame his team- mates for all the problems.

373. Latha's uncle works at the company where she has applied for a job. He offered to refer her for the position. What type of cover letter should Latha write to increase her chances of being considered for the job?

- A) Letter of interest
C) Leave letter
- B) Letter of absence
D) Referral Cover Letter

374. John does not agree with his coworker about a task. How should he communicate his disagreement?

- A) I respectfully disagree with what you are saying.
C) You don't know anything.
- B) You are wrong!
D) I will just do it my way.

375. In MS Word, you can change the text in the document to look different. This process is called_____?.

- A) Formatting
C) Printing
- B) Saving
D) Deleting

376. Choose the correct tense of the verb. "I _____ music when I was child". | ಕ್ರಿಯಾಪದದ ಸರಿಯಾದ ಉದ್ಧಿಗ್ತೆಯನ್ನು ಆರಿಸಿ. "I _____ music when I was child"

- A) am learning
C) had learnt
- B) learn
D) will learn

377. Sharing will help everyone feel involved and _____.

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

378. Everything that we do outside work is _____.

- A) Tuition
C) Personal life
- B) Professional life
D) Dislikes

379. Radha has learnt how to write a sentence. Which is the subject in this sentence?

- A) How
C) Sentence
- B) Radha
D) Learnt

380. _____ is a profile that can show your education qualifications, your skills and your experience.

- A) Telegram
C) WhatsApp
- B) Google mail
D) LinkedIn

381. Which saving option would you choose to buy an expensive bike you have always wanted?

- A) None of these
C) Emergency savings
- B) Goal savings
D) Long term savings

382. Sam wanted to apply for a job. He thought of writing a cover letter to the company. But his friend suggested to attach _____ with the cover letter.

- A) Resume
C) Leave
- B) Formal
D) Brochure

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

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

384. Revathi got a job offer out of her town. She decided to refuse the offer after listing the pros and cons. She followed_____?process.

- A) Conflict resolution
C) Decision- making
- B) Positive attitude
D) Negative attitude

385. _____ cost increases or decreases depending on how much we produce or sell.

- A) Total
C) Maintenance
- B) Fixed
D) Variable

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

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

387. Trisha entered a number in E column and row 5. What is the name of that cell?

- A) E
- B) E1
- C) E5
- D) 5

388. Sarah notices a colleague, John, making unwelcome jokes about someone's clothes at the office party. What should Sarah do according to the POSH Act?

- A) Report the incident to Internal Committee (IC)
- B) Make a sarcastic comment back at John
- C) Ignore it, John might be joking
- D) Tell John directly to stop joking

389. In a business, the money involved in building a product is called_____.

- A) Discount
- B) Price
- C) Profit
- D) Cost

390. Geetha has just completed her education. She joined a basic English course to improve her ____skills.

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

391. Manu thinks about a problem well before making any decision. This is an example of;

- A) Time Management
- B) Critical thinking
- C) Logical thinking
- D) Self-motivation

392. A formal letter can be used for _____purposes.

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

393. Marketing helps the customer to learn about

- A) Availability
- B) All of these
- C) Price
- D) Special Discounts

394. After industry visit, how can you reflect on your experience?

- A) Share your experience with classmates, teachers and family
- B) All of these
- C) Write a report about what you learned and observed
- D) Review and think about any advice you received during the visit

395. A dissatisfied customer means _____.

- A) Old customer
- B) Happy customer
- C) Beautiful customer
- D) Unhappy customer

396. As per the POSH Act, any workplace that has 10 or more employees must constitute an _____.

- A) Internal Committee (IC).
- B) Employees
- C) Help desk
- D) Police Station

397. Question always end with a ___?.

- A) Exclamation mark !
- B) Full stop .
- C) Question mark ?
- D) Comma ,

398. Rama has started using Social Media, as a responsible user what are the things she should not do?

- A) Use social media to find the latest information.
- B) Posting personal information publicly
- C) Connecting with professionals from her field
- D) Searching jobs online

399. What is the service given to the customer before, during or after a purchase called?

- A) None of these
- B) Management Service
- C) Customer service
- D) Auto Service

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

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

401. One needs to handle failure and rejection with a _____attitude.

- A) Helpful
- B) Negative
- C) Positive
- D) Rude

402. An Entrepreneur needs to maintain good _____? with his customers.

- A) Relationship
- B) Behavior
- C) Friendship
- D) Communication

403. Institution licensed by the government to keep money safe is _____.

- A) Assembly
- B) Bank
- C) Panchayat
- D) Hospital

404. Paul just got hired and received his employment letter. He is supposed to read it carefully and sign as it is a ___?.

- A) Certificate
- B) Marks card
- C) Legal binding document
- D) Poster

405. Location for the job means ___?.

- A) Place
- B) Description

C) Name

D) Title

C) Forestation

D) Reforestation

406. The extra amount we pay for borrowing money is _____.

A) Interest

B) Hidden charges

C) Processing charges

D) Loan

416. Anita and her partner are paid the same salary for the same job. This is a good example of_____.

A) Discrimination

B) Jealousy

C) Stereotype

D) Gender equality

407. Document which has details of a job is ___?.

A) Resume

B) Job Description

C) Letter

D) Report

417. Sundar's hotel business was under heavy loss. He had to close business. How can he learn from failure and achieve success?

A) Stay positive to learn from failure

B) Don't give-up and try again

C) Think about what happened in a systematic way

D) All of these

408. Which of the following should be avoided while facing an interview?

A) Speaking

B) Listening

C) Use mobile

D) Answering questions

409. Every complete sentence has ____.

A) 1 part

B) 4 parts

C) 3 parts

D) 2 parts

418. Which of these is the full form of SWOT? | ಇವುಗಳಲ್ಲಿ SWOT ನ ಪೂರ್ಣ ರೂಪ ಯಾವುದು?

A) Strong World Olympic Team

B) Strength Weakness Opportunity Threat

C) Special Wellness Organization Theme

D) Speak Work Openly Together

410. Identify the improper term. | ಅಸಮರ್ಪಕ ಪದವನ್ನು ಗುರುತಿಸಿ.

A) Water pollution | ಜಲ ಮಾಲಿನ್ಯ

B) Air pollution | ವಾಯು ಮಾಲಿನ್ಯ

C) Green pollution | ಹಸಿರು ಮಾಲಿನ್ಯ

D) Sound pollution | ಧ್ವನಿ ಮಾಲಿನ್ಯ

419. A business idea should_____?.

A) Fulfill customer needs or solve their problems

B) Save the world

C) Satisfy only my needs

D) None of these

411. Which fundamental right allows us to freely visit a temple, church, or mosque for prayer?

A) Right to equality

B) Right against exploitation

C) Right to freedom of religion

D) Right to education

420. _____is a tool that blocks unsafe pages when you are using a search engine.

A) Safe search

B) Telegram

C) Google

D) Web page

412. Words that are used to name people, places, animals and things are _____.

A) Table

B) Person

C) Naming words

D) Key

421. A _____is a new business, which later grows into a big company

A) Hotels

B) Parlours

C) Start Up

D) NSIC

413. Gopi spends his salary on movies, groceries, house rent and clothes. Where can he reduce his expenses to save some money?

A) Groceries

B) Clothes

C) Movies

D) House rent

422. 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

414. We should _____instructions in the classroom.

A) forget

B) learn

C) listen to

D) ignore

423. Why is personal grooming important?

A) It shows self- discipline.

B) It helps you feel confident.

C) It creates a positive first impression.

D) All of these

415. Cutting down of trees for farming and housing purposes is called _____.

A) Deforestation

B) Afforestation

424. Swaraj is looking for internet-based/data entry jobs. What is the most important skill he needs?

- A) Wood cutting skills B) Beautician skills
C) Entrepreneuria I skills D) Basic computer skills

425. When is capital letter used? | ದೊಡ್ಡ ಅಕ್ಷರವನ್ನು ಯಾವಾಗ ಬಳಸಲಾಗುತ್ತದೆ?

- A) Names of places | ಸ್ಥಳಗಳ ಹೆಸರುಗಳು B) All the above | ಮೇಲಿನ ಎಲ್ಲಾ
C) Names of persons | ವ್ಯಕ್ತಿಗಳ ಹೆಸರುಗಳು D) Beginning of a sentence | ಒಂದು ವಾಕ್ಯದ ಆರಂಭ

426. Ryan wants to speak to HR about his work. He should specify the name of his job, place of work and ___?

- A) Team mates B) Senior name
C) Some information about his responsibilities D) His needs

427. How can we save resources on our planet?

- A) Use less plastic B) All of these
C) Create less pollution D) Use less electricity

428. Organizations communicate mainly through ____.

- A) Project B) E-mails
C) Letters D) Unfamiliar words

429. Inability to do something well is one's ____.

- A) Aspiration B) Value
C) Weakness D) Strength

430. Major changes took place in the manufacturing world with ____.

- A) Green revolution B) Milk revolution
C) White revolution D) Industrial revolution

431. Receiver is a person who ____ the call.

- A) Rejects B) Blocks
C) Receives D) Dials

432. Maya wants to find the capital of Germany, Which of the following search engines can she use to find the information?

- A) Bing B) Yahoo
C) All of these D) Google

433. Siddhu is planning to start his career. He should have ____.

- A) All of these B) Resume
C) Education D) Career plan

434. Which of the following tasks can be done using the internet?

- A) All of these B) Create a digital resume and forward it to different companies
C) Learning new skills D) Finding Information about job openings

435. 'It is going to be a sunny day tomorrow'. The action in this sentence is in _____ tense.

- A) Day B) Date
C) Past D) Future

436. 1st industrial revolution started in _____. | 1 ನೇ ಕೈಗಾರಿಕಾ ಕ್ರಾಂತಿ ಪ್ರಾರಂಭವಾಯಿತು _____

- A) 19th century | 19 ನೇ ಶತಮಾನ B) 21st century | 21 ನೇ ಶತಮಾನ
C) 20th century | 20 ನೇ ಶತಮಾನ D) 18th century | 18 ನೇ ಶತಮಾನ

437. Ganesh greets his co-workers every day. He is trying to maintain _____ at work.

- A) frustration B) good relationships
C) power D) his authority

438. India is a Sovereign country. That means it can make its own ____.

- A) Money B) Election
C) Rules and Decisions D) State

439. Preeti wants to find a video on pasta recipe. Which of the following mobile apps can she use for the same?

- A) YouTube B) Whatsapp
C) Email D) Mobile Banking

440. Irrespective of their gender identities, all people must have the same rights. This is called _____.

- A) Gender Discrimination B) Gender rights
C) Gender Stereotype D) Gender equality

441. Which of the following devices can be connected using bluetooth?

- A) Mouse B) Earphones
C) All of these D) Speakers

442. Which of the following is not a social media app?

- A) Amazon B) Instagram
C) WhatsApp D) LinkedIn

443. Ramesh is working in Chennai. _____ likes the office environment.

- A) That B) It

C) He

D) What

444. Nagma has an important job interview tomorrow. What should she do to prepare for her interview?

A) Wear casual clothes to feel comfortable

B) Research the company & prepare questions to ask

C) Talk only about her personal life

D) Arrive late to show she is busy

445. The main purpose of mock interviews is to ____?.

A) give feedback

B) judge people

C) give marks

D) waste time

446. How can we understand what customers want?

A) By advertising the business

B) By moving to a new business

C) Selling a new product

D) By doing research on customer needs

447. Which of the following is NOT an interview skill?

A) Painting

B) Showing confidence

C) Active listening

D) Clear communication

448. The Indian government passed the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act in 2013. In simpler terms, it is also called ____?.

A) SOS

B) SHWW

C) POSH

D) PPR

449. _____ is a brief statement about purpose and principles of the constitution. | _____ ಸಂವಿಧಾನದ ಉದ್ದೇಶ ಮತ್ತು ತತ್ವಗಳ ಸಂಕ್ಷಿಪ್ತ ಹೇಳಿಕೆಯಾಗಿದೆ.

A) Unit | ಘಟಕ

B) Module | ಮಾಡ್ಯೂಲ್

C) Syllabus | ಪಠ್ಯಕ್ರಮ

D) The preamble | ಪೀಠಿಕೆ

450. Alexa is a ____ assistant.

A) Digital voice controlled

B) Office Assistant

C) None of these

D) Home Assistant

451. Jyothi learned that all the information is stored in 'web pages'. What is the role of web pages?

A) 'Web pages' act as a search engine

B) 'Web pages' act as internet

C) 'Web pages' act as a library

D) None of these

452. What happens If we do not maintain good personal hygiene (cleanliness)?

A) Our health improves.

B) We can get sick easily.

C) We feel happier.

D) We become more popular.

453. Group discussion helps us ____?.

A) create problems

B) learn more and solve big problems

C) argue

D) have fun

454. Sunitha earns Rs.10,000 every month. After setting a monthly budget amount, she is able to save Rs. 2000 every month. She will use this money in case of ____.

A) party

B) emergencies

C) travel

D) bills

455. Malini is attending her new school today. She introduces herself as ____.

A) Longtime everyone

B) What?s up guys

C) Good bye

D) Hello everyone!

456. Select the example of a service from the options.

A) Masala Dosa

B) Chicken Kebab

C) Mobile Repair

D) Water Bottle

457. During an industry visit, an important thing to observe is ____?.

A) Colors

B) Behaviour of workers

C) Canteen food

D) Generator

458. What is mindfulness? | ಸಾವಧಾನತೆ ಎಂದರೇನು?

A) It is the technique of not minding anything | ಯಾವುದಕ್ಕೂ ತಲೆಕೆಡಿಸಿಕೊಳ್ಳದ ತಂತ್ರವಿದು.

B) It is the word used to describe people who are full of thoughts | ಇದು ಆಲೋಚನೆಗಳಿಂದ ತುಂಬಿರುವ ಜನರನ್ನು ವಿವರಿಸಲು ಬಳಸುವ ಪದವಾಗಿದೆ

C) It is the ability to be fully present in a moment | ಇದು ಒಂದು ಕ್ಷಣದಲ್ಲಿ ಸಂಪೂರ್ಣವಾಗಿ ಇರುವ ಸಾಮರ್ಥ್ಯ

D) It is about sharpening your brain | ಇದು ನಿಮ್ಮ ಮೆದುಳನ್ನು ಚುರುಕುಗೊಳಿಸುವುದಾಗಿದೆ

459. Which is NOT a proper way to collect data about a career?

A) Career magazines

B) Career guidance agencies

C) News papers

D) Listening to gossips

460. Who can be in your professional network?

A) Classmates

B) College professors

C) Co-workers

D) All of these

461. Sentences are _____.

A) Verbs

B) Nouns

C) Letters

D) group of words with complete meaning

C) e

D) a

462. Describing words add more information to the ___?

A) Bad

B) Sad

C) Naming words

D) Numbers

463. Re-arrange the following set of words into meaningful sentence. "teacher / school / worked / she / a / as" _____.

| ಕೆಳಗಿನ ಪದಗಳ ಗುಂಪನ್ನು ಅರ್ಥಪೂರ್ಣ ವಾಕ್ಯವಾಗಿ ಮರು ಜೋಡಿಸಿ.

"teacher / school / worked / she / a / as" _____

A) worked she as a school teacher | ಅವಳು ಶಾಲಾ ಶಿಕ್ಷಕಿಯಾಗಿ ಕೆಲಸ ಮಾಡುತ್ತಿದ್ದಳು

B) she teacher worked as a school | ಅವಳು ಶಿಕ್ಷಕ ಶಾಲೆಯಾಗಿ ಕೆಲಸ ಮಾಡುತ್ತಿದ್ದಳು

C) she worked as a school teacher | ಅವಳು ಶಾಲಾ ಶಿಕ್ಷಕಿಯಾಗಿ ಕೆಲಸ ಮಾಡುತ್ತಿದ್ದಳು

D) school worked as a she teacher | ಶಾಲೆ ಅವಳು ಶಿಕ್ಷಕಿಯಾಗಿ ಕೆಲಸ ಮಾಡುತ್ತಿದ್ದಳು

464. What does CPU stand for?

A) Central Processing Unit

B) Cutting power unit

C) Central power unit

D) Cost per unit

465. What is stress? | ಒತ್ತಡ ಎಂದರೇನು?

A) Feeling of frustration / disappointment | ಹತಾಶೆ / ನಿರಾಶೆಯ ಭಾವನೆ

B) Feeling of joy | ಸಂತೋಷದ ಭಾವನೆ

C) Feeling of surprise | ಆಶ್ಚರ್ಯದ ಭಾವನೆ

D) Feeling of delight | ಆನಂದದ ಭಾವನೆ

466. Which of the following could be possible reasons for gender based discrimination?

A) All of these

B) Social Norms

C) Lack of Education

D) Lack of Awareness

467. A small business run by a single person is called as _____.

A) Sole Proprietorship

B) Multinational Unit

C) Private Limited

D) Partnership

468. Tom wants to start a shop for selling books, pens etc. Which is the best location to have his shop?

A) Near the river

B) Near fish market

C) At his house

D) Near college and schools

469. What is the shortcut key for Print?

A) Ctrl+B

B) Ctrl+P

C) Ctrl+U

D) Ctrl+Z

470. Which one is NOT a vowel? | ಯಾವುದು ಸ್ವರ ಅಲ್ಲ?

A) f

B) i

471. ___ is a way to understand the customer's needs and emotions by asking questions.

A) Assuming

B) Probing

C) Apologising

D) Explaining

472. Vinay visited the dentist because he was suffering from tooth ache. Dentist treats our teeth problems. In this sentence, which is the plural word?

A) Teeth

B) Vinay

C) Dentist

D) Tooth

473. The correct order for a sentence is _____.

A) Subject, Verb, Object

B) Verb, Object, Subject

C) Subject, Verb

D) Verb, Verb, Subject

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

A) Fun

B) Happiness

C) Conflict

D) Teamwork

475. Indian constitution is a set of _____ of our country.

A) Tools

B) Languages

C) Keys

D) Laws and rules

476. Which of the following are the ways to connect your device to the internet?

A) Use bluetooth

B) Using a wifi or mobile data connection

C) Use a mouse

D) Use a printer

477. Which among these are not good manners while travelling by public transport? | ಸಾರ್ವಜನಿಕ ಸಾರಿಗೆಯಲ್ಲಿ ಪ್ರಯಾಣಿಸುವಾಗ ಇವುಗಳಲ್ಲಿ ಯಾವುದು ಉತ್ತಮ ನಡತೆ ಅಲ್ಲ?

A) Push back our seat without checking with the person on the back seat | ಹಿಂದಿನ ಸೀಟಿನಲ್ಲಿರುವ ವ್ಯಕ್ತಿಯನ್ನು ಪರಿಶೀಲಿಸದೆಯೇ ನಮ್ಮ ಆಸನವನ್ನು ಹಿಂದಕ್ಕೆ ತಳ್ಳಿರಿ

B) Follow the instructions of the cabin manager | ಕ್ಯಾಬಿನ್ ವ್ಯವಸ್ಥಾಪಕರ ಸೂಚನೆಗಳನ್ನು

C) Speak in a low voice | ಕಡಿಮೆ ಧ್ವನಿಯಲ್ಲಿ ಮಾತನಾಡಿ

D) Be polite to fellow passengers and staff | ಸಹ ಪ್ರಯಾಣಿಕರು ಮತ್ತು ಸಿಬ್ಬಂದಿಯೊಂದಿಗೆ ಸೌಜನ್ಯದಿಂದ ವರ್ತಿಸಿ

478. Releasing chemicals, waste, plastics into the water is called _____.

A) Water Pollution

B) Land pollution

C) Sound pollution

D) Air pollution

479. Entrepreneurs learn from their success as well as their _____?.

- A) Profit
B) Failures
C) Business Pitch
D) Friends

480. Net banking is done on a computer through a _____.

- A) Friend
B) Cashier
C) Relative
D) Bank website

481. Yash bought a bag which had recycle symbol. What should he do when the bag is old?

- A) Throw it in the river
B) Put it in soil
C) Should dispose it in recyclable items
D) Burn

482. 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

483. Which of these is a sign of good stress? | ಇವುಗಳಲ್ಲಿ ಯಾವುದು ಉತ್ತಮ ಒತ್ತಡದ ಸಂಕೇತವಾಗಿದೆ?

- A) Does not lead to long-term tension, loss of sleep | ದೀರ್ಘಾವಧಿಯ ಒತ್ತಡ, ನಿದ್ರೆಯ ನಷ್ಟಕ್ಕೆ ಕಾರಣವಾಗುವುದಿಲ್ಲ
B) Makes you physically ill or causes pain | ನಿಮ್ಮನ್ನು ದೈಹಿಕವಾಗಿ ಅಸ್ವಸ್ಥರನ್ನಾಗಿ ಮಾಡುತ್ತದೆ ಅಥವಾ ನೋವನ್ನು ಉಂಟುಮಾಡುತ್ತದೆ
C) It prevents you from pursuing your goals | ಇದು ನಿಮ್ಮ ಗುರಿಗಳನ್ನು ಅನುಸರಿಸುವುದನ್ನು ತಡೆಯುತ್ತದೆ
D) It makes you doubt yourself | ಇದು ನಿಮ್ಮನ್ನು ಅನುಮಾನಿಸುತ್ತದೆ

484. Which of the following is not a part of decision-making?

- A) Performance
B) Identify problem
C) Generate options
D) Implement decision

485. Rajesh does not know how to connect to earphones using Bluetooth. What should he do?

- A) Throw away the earphones
B) Sell the earphones
C) Use Google search
D) Purchase new earphones

486. Which of the following app is not used for chatting, video calls and group calls

- A) WhatsApp
B) Telegram
C) None of these
D) Instagram

487. A resume should be _____. | ಪ್ರನರಾರಂಭವು _____ ಆಗಿರಬೇಕು

- A) having acronyms and abbreviation | ಸಂಕ್ಷಿಪ್ತ ರೂಪಗಳು ಮತ್ತು ಸಂಕ್ಷೇಪಣವನ್ನು ಹೊಂದಿದೆ
B) short and precise | ಸಣ್ಣ ಮತ್ತು ನಿಖರ
C) fancy and colourful | ಅಲಂಕಾರಿಕ ಮತ್ತು ವರ್ಣಮಯ
D) having long and detailed information | ದೀರ್ಘ ಮತ್ತು ವಿವರವಾದ ಮಾಹಿತಿಯನ್ನು ಹೊಂದಿದೆ

488. ____ questions give clear indication of the information the person wants to know.

- A) Closed questions
B) Wh-
C) No
D) Yes or No

489. Values and ethics help us build good _____.

- A) rent
B) studies
C) games
D) behavior

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

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

491. Farida met an ex-student of her institute. He/she can be called as an _____?.

- A) Referee
B) Interviewer
C) Alumni
D) Professor

492. Which of the following is a specialized app or portal designed to find jobs?

- A) Myntra
B) Naukri
C) Amazon
D) Zomato

493. Effective communication needs to be -

- A) Clear
B) All of these
C) Complete
D) Simple

494. Riya does not know which version of windows is installed on her laptop. How can she identify the version?

- A) By shutting down the computer
B) By uninstalling the windows
C) By reinstalling the windows
D) By looking at the opening screen

495. A person who works with us is called a ____?.

- A) Coworker
B) Friend
C) Relative
D) Family

496. Sam wants to learn computer coding skills for free and his friend has recommended _____ website for the same.

- A) NPTEL
B) Duolingo

C) Khan Academy

D) Codecademy

497. Kishore's manager gave him positive and negative feedback. Kishore is feeling confused. What should he do next?

- A) Try to understand the negative points given by the manager
B) Try to understand the positive points given by his manager
C) Calm down and think
D) All of these

498. Raju wants to start a Textile shop. What should he do first?

- A) Prepare a Business Plan
B) Rent a Shop
C) Hire Staff
D) Purchase New Fabrics

499. This intention to move out of one's place to another for better jobs is called _____. | ಉತ್ತಮ ಉದ್ಯೋಗಗಳಿಗಾಗಿ ಒಬ್ಬರ ಸ್ಥಳದಿಂದ ಇನ್ನೊಬ್ಬರಿಗೆ ಸ್ಥಳಾಂತರಗೊಳ್ಳುವ ಈ ಉದ್ದೇಶವನ್ನು _____ ಎಂದು ಕರೆಯಲಾಗುತ್ತದೆ.

- A) migration | ವಲಸೆ
B) litigation | ವ್ಯಾಜ್ಯ
C) mitigation | ತಗ್ಗಿಸುವಿಕೆ
D) irrigation | ನೀರಾವರಿ

500. Regular assessment of skills is necessary for the growth of _____.

- A) Career
B) Job
C) Skill
D) Interview

501. Fill in the correct question word. "_____ is the speaker at the function". | ಸರಿಯಾದ ಪ್ರಶ್ನೆ ಪದವನ್ನು ಭರ್ತಿ ಮಾಡಿ. "_____ is the speaker at the function?"

- A) Why
B) What
C) When
D) Who

502. Krishna is a teacher, he wants to conduct classes online. Which of these devices can he use?

- A) Tablet
B) Laptop
C) Computer
D) All of these

503. Sita and I are friends. _____ stays in Gandhi Bazar.

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

504. Rita talks to her customers. But she is unable to understand what they say. What should she do?

- A) Stop her business
B) Stop talking to them
C) Improve her listening skills
D) Fight with customers

505. While creating a Gmail account 'Create an account for myself' option will be chosen to _____.

A) None of these

C) Create a company account

B) Create a Personal account

D) Create a bussiness account

506. If you work in a large & popular company, what type of information is good to share about the workplace?

- A) Name of the workplace alone
B) None of these
C) Type of job & Company name
D) Location

507. Which of these is NOT a question to ask alumni during guest lecture?

- A) How did you convince your parents/family to work?
B) How did you prepare yourself for a job/workplace?
C) What are your travel plans?
D) Did you relocate for your job? What were the main challenges?

508. One must choose the career path based on the changing _____.

- A) Cities
B) Abilities
C) Interests
D) Market demands

509. Distance between yourself and the other person is called _____.

- A) Relationship
B) Informal
C) Close
D) Spatial distance

510. Raj was driving towards Mysore. On the way he found few arrows marked next to Mysore on the board. What does it suggest ?

- A) Way
B) Direction
C) Map
D) None of these

511. The pronoun 'I' is used for _____.

- A) Other
B) Myself
C) That
D) Many

512. Tom tries to read the name boards, advertisements and posters that are in English. This helps him to _____.

- A) See
B) Friends
C) Play
D) Improve his English

513. Azim wants to learn dancing and challenge the gender stereotype that only women should learn dancing. It is completely _____.

- A) funny
B) wrong
C) okay
D) Impossible

514. Wow! The flowers in the park are beautiful. This is a _____ sentence.

A) Interrogative (?)

B) Imperative

C) Declarative (.)

D) Exclamatory (!)

515. Rajesh wants to save Rs. 6000 every year for his old age. How much should he save every month?

A) 6000

B) 50

C) 100

D) 500

516. Who can support Entrepreneurs by providing business schemes and loans at low interest rates?

A) Startup Investors

B) Banks

C) Customers

D) Friends

517. Geetha wants to take a mock interview before attending the real one. Whom do you think she must choose as an interviewer?

A) Her senior

B) A stranger

C) Shopkeeper

D) Her younger sister

518. The police were questioning about his crime. What type of sentence is it?

A) Declarative (.)

B) Exclamatory (!)

C) None of these

D) Interrogative (?)

519. Jerry wants to use his mobile data to get the internet on other devices. Which devices can use mobile data?

A) Landline phone

B) Tablet

C) Gas oven

D) Washing machine

520. Total cost is equal to ?

A) Fixed Salary + ROI

B) Variable Cost + Fixed cost

C) Variable Cost + Discount

D) Investment + Fixed Cost

521. Product is an object that can be_____.

A) Seen, Touched and Used

B) Seen

C) Used

D) Touched

522. Formal communication is used at ___?

A) Friend

B) Party

C) Workplace

D) House

523. Sonu wants to connect a device wirelessly to a computer. What technology can he use?

A) Wire

B) Switch

C) USB

D) Bluetooth

524. Jaya used her friend's laptop to log into her bank account. What should she do before giving the laptop back?

A) Log out of her bank account

B) Close the website

C) Stay logged in

D) Close the laptop

525. The process of manufacturing has changed due to technology and ____development.

A) Facillitation

B) Scientific

C) Training

D) Teaching

526. Vinod met his new manager at his workplace. He had to ____himself first.

A) Introduce

B) Praise

C) Appreciate

D) Thank

527. Seema is attending an interview. What is she is supposed to carry for the interview?

A) Certificates

B) Resume

C) All of these

D) ID cards

528. _____is called as the brain of the computer.

A) Web Camera

B) Monitor

C) Trackpad

D) Central Processing Unit

529. Whenever we are communicating we have to be dressed appropriately, maintain our body language and maintain ___?

A) silence

B) make up

C) a very loud volume

D) eye contact

530. Sharvan serves as a delivery agent delivering tomatoes from a farmer to a company that makes tomato sauce. What is Sharvan's job?

A) Buyer

B) Seller

C) Service Provider

D) Distributor

531. Inclusion in a workplace happens when every member of the company gets the same _____ at work.

A) Nutrition

B) Chances

C) Age

D) Culture

532. The goal that someone plans to achieve within a year is called a_____.

A) Milestone

B) Desire

C) Steps

D) Long term goal

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

A) Fixed mindset

B) Certificate

C) Growth mindset

D) Marksheet

534. A good business idea should be_____.

A) unique, sustainable & low on investment

B) very expensive to start a business

C) a short term plan D) very common

535. What are the key elements of a resume?

- A) Education B) Personal information
C) All of these D) Career objective

536. Khan Academy is the most recommended website for_____.

- A) Job search B) Online meetings
C) learning a new language for free D) free online material on school subjects like economics, physics, algebra,etc.

537. Listening is important to _____?the information given.

- A) disobey B) understand
C) overcome D) forget

538. In India, the number of boys/men who can get education is much higher than girls/women. What type of discrimination is this?

- A) Religion based discrimination B) Age discrimination
C) Gender discrimination D) Color discrimination

539. Which of the following is the BEST definition of profit?

- A) The total amount of money a business earns before paying taxes. B) The total amount of money a business makes from selling goods or services.
C) The revenue or earnings which remain with the business owner, after all the costs are paid. D) The money a business owner spends on personal expenses.

540. Which of these services can you find on platform-based job portals?

- A) Cleaning services B) Beauty salon services
C) Home & Appliance Repair services D) All of these

541. Which of the following websites is helpful to learn new languages for free?

- A) Duolingo B) All of these
C) Codecademy D) LinkedIn

542. Activities that one is good at and can do well are called _____.

- A) Passion B) Abilities
C) Interests D) Sports

543. Choosing between two or more options is known

as_____process.

- A) Decision-making B) Scientific
C) Manufacturing D) Technical

544. Which of the following is not a part of one's personality?

- A) Skin colour B) Beliefs
C) Weaknesses D) Strengths

545. NAPS is a scheme by the Government of India to provide apprenticeship training through the ____.

- A) Employers B) Professors
C) Teachers D) Trainers

546. Krish made a typing mistake and wants to go back to the previous sentence. Which option should he use?

- A) Save B) Undo
C) Print D) Cut

547. Which document is not required to complete UDYAM/MSME registration?

- A) Income Tax Return B) Aadhar Card
C) PAN Card D) Blood Certificate

548. Meena is using google meet for the first time. She can use the same login account details as her_____.

- A) Amazon account B) Zoho account
C) Gmail account D) Bank account

549. Rahim learns MS Office during his lunch break. This is an example of -

- A) Logical thinking B) Over thinking
C) Time Management D) Online job

550. A _____path is a series of jobs to help you progress towards your goals.

- A) Unsatisfying B) Career
C) Work D) Foot

551. Avinash needs to know about his transactions from the last month. How can he get these details?

- A) Credit card B) Cheque book
C) Debit Card D) Passbook

552. The interviewer asked Rahul to wait for a few days. What can Rahul do after few days?

- A) Follow up with the employer on phone call or email B) Give up his hope
C) Never call D) Meet his friends

553. Vibha wants to register on the NAPS portal. She should have ____ to register.

- A) Masters degree B) Degree
C) ITI certificate D) Diploma

554. The word funding means _____.

- A) Money to start a business B) Money for shopping
C) Bank account D) Saving and Spending

555. Simon's company calculated the income tax and paid on behalf of him. This is called ____?

- A) NPS B) Interest
C) House rent allowance D) TDS

556. RTI means _____.

- A) Right to Insurance B) Right to Inform
C) Right to Information D) Road Transport Institute

557. Fill in the blank with suitable adjective for the given sentence "The little girl's _____ eyes revealed her mischief". | ಕೊಟ್ಟಿರುವ ವಾಕ್ಯಕ್ಕೆ ಸೂಕ್ತವಾದ ವಿಶೇಷಣದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿರಿ "The little girl's _____ eyes revealed her mischief"

- A) chubby B) weak
C) short sighted D) twinkling

558. Tutor asked his student whether he knew to use Windows? How should the student answer?

- A) Done B) Yes, I know how to use Windows
C) I will know D) Yup

559. _____ is at the top of the MS Word screen.

- A) Taskbar B) Scroll bar
C) Menu Bar D) Space Bar

560. You want to sell toys. What should you do before starting your business?

- A) Hire salespeople B) Build a factory
C) Find out what children like D) Design the toys

561. Which among these is NOT a digital wallet?

- A) MobiKwik B) PhonePe
C) Paytm D) Internet explorer

562. Which of the following feature is not available in online meeting tools?

- A) Display Participants contact number B) Everyone can speak to each other and hear each other.

C) Everyone can turn on the camera on their own devices D) After the meeting, the online meeting can be closed and ended.

563. Smitha needs to sell a mobile phone. She is writing down the advantages and benefits of the different phones. She is writing a ____?

- A) Service statement B) FAB statement
C) Financial statement D) Bill

564. Which of these is a bad practice in a workplace?

- A) No trust between co-workers B) Open and honest communication
C) Opportunity to grow in the company D) Good work- life balance

565. During an industrial visit or an interview we have to dress ____?

- A) dirty B) in pajamas
C) casually D) formally

566. How can a professional network support your career growth?

- A) By offering free travel discounts B) By organizing social parties
C) By giving financial loans D) By sharing knowledge and professional guidance

567. Product and service are two things that can be sold. Product is what can be seen, touched and used. Service is what we ____?

- A) Pay with Gpay B) Do not enjoy
C) Buy from vegetable shop D) Feel, Experience and Enjoy

568. Good, professional relationship with co-workers can give the feeling of _____.

- A) Fear B) Job satisfaction
C) Confusion D) Negative energy

569. Values decide the _____ of a person.

- A) character B) laptop
C) system D) home

570. Keith recorded his interview as a video to understand his performance. This is also one of the methods to receive ____?

- A) compliments B) feedback
C) Greetings D) wishes

571. Workplace is a place where employees from different backgrounds are hired. They work in a safe and respectful environment. This is an example of _____.

- A) Diversity
C) Discrimination
- B) Bad workplace management
D) Workplace bullying

572. The practice of including people within any group or social setting with respect and empathy is called _____.

- A) Gender based discrimination
C) Inclusion
- B) Gender stereotype
D) Conflict

573. _____ is a way of thinking to solve a problem.

- A) Self confidence
C) Time Management
- B) Negative attitude
D) Critical thinking

574. The secret to growing your business is to choose the right _____ to support your growth

- A) Team
C) Family
- B) Clothes
D) Friends

575. Bhanu creates 25 minutes task planner and never gets distracted during the blocked time. Which method does she follow?

- A) Pomodoro
C) Timing
- B) Blocktime
D) Calendar

576. Choose the odd word. | odd (ಬೆಸ) ಪದವನ್ನು ಆರಿಸಿ.

- A) thanks
C) sorry
- B) please
D) paper

577. The _____ is a few words that quickly tell what the email is about.

- A) ID
C) Inbox
- B) Compose
D) Subject

578. Komal wants to regularly monitor her body conditions like temperature and heartbeat. Which of the following device can help her?

- A) Smart watch
C) Siri
- B) Mobile Phone
D) Calculator

579. How can creating career pathway posters help you plan your career?

- A) By teaching unrelated skills
C) By ignoring market demands
- B) By limiting your career growth
D) By providing clarity on your future goals

580. Where can you build a professional network?

- A) Alumni clubs
C) All of these
- B) Current job
D) Social events

581. Raghu's father had a typewriting press/shop. Now, he is replacing typewriters with _____.

- A) Computers
C) Phones
- B) TV
D) Radio

582. The _____ tab helps to change the type of page. (portrait or landscape)

- A) Layout
C) Design
- B) Insert
D) Review

583. Which among the following is not a part of 7P's of marketing.

- A) Price
C) Pickles
- B) Packaging
D) Product

584. Something that is not accepted by someone is called _____.

- A) Success
C) Failure
- B) Acceptance
D) Rejection

585. Online banking is also called _____.

- A) Home banking
C) Self banking
- B) Office banking
D) Net banking

586. Physical body and the sexual organs that we are born with refers to person's _____?

- A) Gender
C) Sex
- B) Biodata
D) Age

587. Rita found someone's wallet in the office. She gives it to the office manager. This shows that she is _____.

- A) open-minded
C) honest & responsible
- B) non - judgemental
D) kind

588. _____ part of a business plan has details of money related details of the whole business.

- A) Product Details
C) Costing
- B) Customer Analysis
D) Business Succession Plan

589. Kirti attended a guest lecture. How can she use her mobile phone to understand the difficult words?

- A) Shopping app
C) Grocery app
- B) Use a dictionary app
D) Cosmetics store app

590. Effective communication is to both _____.

- A) speak well
C) learn well
- B) speak and listen well
D) see well

591. Which of the following aspects did you focus on the most during your industrial visit?

A) The decoration of the offices

B) The types of machinery and technology used in manufacturing processes

C) The uniforms worn by employees

D) The quality of food in the cafeteria

592. Shilpa wanted to get her house cleaned before Diwali. On which portal can she book this service?

A) Helpr

B) Ola

C) Zomato

D) Swiggy

593. Teacher Meena advised her students to write down 2 or 3 sentences when she explains the lesson. How does it help the students?

A) Read

B) Recollect what she said

C) Write

D) Speak

594. _____ is the formal process of checking if the candidate is suitable for the job.

A) Interview

B) Training

C) Onboarding

D) Reading

595. Rita did not enjoy her work in her previous company. She is going for interview to another company. What should Rita NOT do?

A) Talk badly about her previous company

B) Communicate clearly

C) Take her resume

D) Be on time for the interview

596. A person who makes a call _____

A) Keypad

B) Caller

C) Contacts

D) Phase

597. Most of the government job calls will be in ____ format.

A) Indirect

B) Paper format

C) In person

D) Direct

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

A) Speaking

B) Reading

C) Written communication

D) Playing

599. The word □ when □ denotes _____. | when (ಯಾವಾಗ) □ ಎಂಬ ಪದವು _____ ಅನ್ನು ಸೂಚಿಸುತ್ತದೆ

A) thing | ವಿಷಯ

B) person | ವ್ಯಕ್ತಿ

C) place | ಸ್ಥಳ

D) time | ಸಮಯ

600. Nayan wants to search for a file quickly on his computer. What should he do?

A) Search on Play Store

B) Use Bluetooth

C) Restart the computer

D) Click on ?Type here to search?

601. Shyam avoids the use of plastic and chemical fertilizers. He is practising a _____.

A) Green lifestyle

B) Unhealthy lifestyle

C) Busy lifestyle

D) Modern lifestyle

602. Select the example of a product from the options.

A) Shirt

B) Parlour service

C) Bike repair

D) Home painting

603. Balance in _____ is important to have a healthy and happy life.

A) Career demand

B) Salary

C) Work-life

D) Job satisfaction

604. Tina and Lyra's team are working together to finish the school painting project. What should both the teams do to finish the project?

A) Fight

B) Resist

C) Argue

D) Share responsibility

605. Which of the following is a universal ID card?

A) PAN Card

B) Bank Credit card

C) Aadhaar Card

D) Employers ID card

606. Jobs that have become outdated in the past 5 years _____. | ಕಳೆದ 5 ವರ್ಷಗಳಲ್ಲಿ ಹಳತಾದ ಕೆಲಸಗಳು _____

A) uber | ಉಬರ್

B) swiggy | ಸ್ವಿಗ್ಗಿ

C) STD booth | STD ಬೂತ್

D) ola | ಓಲ

607. If one can use a computer and the internet comfortably. It is called _____?.

A) Cultural Literacy

B) Language Literacy

C) Digital Literacy

D) Sports Literacy

608. _____ are jobs that you find by being part of a particular online platform or an app.

A) Life time jobs

B) None of these

C) Railway platform jobs

D) Platform- based jobs

609. Hard skill _____. | ಕಠಿಣ ಕೌಶಲ್ಯ _____

A) quick learner | ತ್ವರಿತ ಕಲಿಯುವವ

B) 60 WPM typing speed | 60 WPM ಟೈಪಿಂಗ್ ವೇಗ

C) time management | ಸಮಯ ನಿರ್ವಹಣೆ

D) spoken english | ಇಂಗ್ಲೀಷ್ ಮಾತನಾಡುವ

610. Nithya aims to achieve a score of 75% in her 10th-

grade exams by the end of the academic year. This is a _____ goal.

- A) STAR
C) Life-time
B) SMART
D) Great

611. 'The sea is blue'. In this sentence _____ is an adjective.

- A) blue
C) sea
B) the
D) is

612. Which of these is the short cut for making the text bold?

- A) Ctrl+I
C) Ctrl+B
B) Ctrl+U
D) Ctrl+S

613. _____ is called the library of internet.

- A) Software
C) Hardware
B) Search Engine
D) Mouse

614. Harish made a call to the Senior manager in a company. How is he supposed to start the conversation.?

- A) Purpose of call
C) Thank the person
B) Good bye
D) Greet the person

615. Arjun focuses only on his work and does not get involved in workplace politics. He also makes sure he does not work after office-hours. He makes time for his family. What is he doing?

- A) He is working a lot.
C) He is not working at all.
B) He is enjoying workplace politics.
D) He is maintaining good work-life balance.

616. Anju wants to upskill herself in designing and stitching, which of the following portals will be relevant for the same?

- A) [http://www .swayam.gov.in /](http://www.swayam.gov.in/)
C) [http: /www . igod.gov.in](http://www.igod.gov.in)
B) [http://www . india.gov.in/](http://www.india.gov.in/)
D) None of these

617. We can share our thoughts, ideas and feelings through _____?.

- A) Watching
C) Reading
B) Communication
D) Hearing

618. A person who buys a product is a _____.

- A) Student
C) Seller
B) Customer
D) Servicer

619. Paul is saving his Word document for a project. Which layout format should he use for official documents?

- A) Landscape
C) Undo
B) Cut
D) Portrait

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

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

621. _____ contact with the people we are speaking help us to communicate confidently.

- A) Skin
C) Eye
B) Ear
D) Nose

622. The Constitution Of India is also called as _____.

- A) Bhartiya Samvidhan
C) Novel
B) Bharatiya Academy
D) Newspaper

623. Each new page in the excel worksheet is called a _____.

- A) Sheet
C) Column
B) Cell
D) Row

624. Deductions should be paid from the _____.

- A) Net Salary
C) Earnings
B) Gross salary
D) Basic Salary

625. Verbs tell the action of the _____.

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

626. Prem has completed his fashion design course. Which of the following he must consider when choosing a career path?

- A) Ability
C) Trends
B) All of these
D) Demands

627. Which of the following is true about stress? | ಒತ್ತಡದ ಬಗ್ಗೆ ಈ ಕೆಳಗಿನವುಗಳಲ್ಲಿ ಯಾವುದು ನಿಜ?

- A) All of the above | ಮೇಲಿನ ಎಲ್ಲವೂ
C) Stress can be managed | ಒತ್ತಡವನ್ನು ನಿಭಾಯಿಸಬಹುದು
B) Stress can not be decreased | ಒತ್ತಡವನ್ನು ಕಡಿಮೆ ಮಾಡಲು ಸಾಧ್ಯವಿಲ್ಲ
D) Stress cannot be controlled | ಒತ್ತಡವನ್ನು ನಿಯಂತ್ರಿಸಲಾಗುವುದಿಲ್ಲ

628. Which of the following are ways to conduct a digital transaction?

- A) UPI Payment
C) All of these
B) Digital Wallet
D) Credit Card

629. Which of the following are the top benefits of using the internet?

- A) Speed of communication
B) All of these

C) Safety

D) Access to information

630. _____ website can be used to find information on schemes and initiatives across all sectors, from tourism to employment to agriculture.

A) [http://www .
swayam.gov.in/](http://www.swayam.gov.in/)

B) <http://www . india.gov.in>

C) <http: /www . igod.gov.in>

D) [http://www .
education.gov. in/](http://www .
education.gov. in/)

631. When a person deposits a fixed sum of money every over a fixed period of time, it is a _____ account.

A) Recurring Deposit

B) Current Account

C) Saving Account

D) Fixed Deposit

632. Plural form of child is_____.

A) Kid

B) Infant

C) Person

D) Children