

Trinity ITI- 02- Mar-2026 08:51 AM

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Trinity ITI udyavara

Answer Key

Duration: 30 Mins

Total Marks: 50

Q.ID: ITISKILL1913AF

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

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

Answer: A) Performance

2. 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 B) Letter of absence
C) Leave letter D) Referral Cover Letter

Answer: D) Referral Cover Letter

3. 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) Speak loud B) I don't know
C) What is it? D) Could you please repeat?

Answer: D) Could you please repeat?

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

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

Answer: D) Sender's

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

- A) Responsible Citizen B) Businessman
C) Small Kid D) Bad Employee

Answer: A) Responsible Citizen

6. Sentences are _____.

- A) Letters B) Verbs
C) group of words with complete meaning D) Nouns

Answer: C) group of words with complete meaning

7. When you ask someone something it is _____.

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

Answer: B) Question

8. An introduction letter is a _____.

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

Answer: B) Cover letter

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

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

Answer: C) Job Description

10. Clear communication leads to _____.

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

Answer: C) Faster work

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

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

Answer: C) English

12. Effective communication needs to be -

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

Answer: B) All of these

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

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

Answer: A) How to use MS Office

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

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

Answer: C) Plural

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

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

Answer: D) Abilities

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

- A) Tools
- B) Languages
- C) Keys
- D) Laws and rules

Answer: D) Laws and rules

17. English is a _____ language.

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

Answer: A) Common

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

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

Answer: C) Capital

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

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

Answer: B) Yes, I have completed my degree

20. Good time management helps in improving _____ at work.

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

Answer: B) Performance

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

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

Answer: B) Learn anytime & anywhere

22. 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.

Answer: D) After the meeting, we will go out.

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

- A) Water Pollution
- B) Sound pollution
- C) Land pollution
- D) Air pollution

Answer: A) Water Pollution

24. Which of these is an informal greeting?

- A) Good evening
- B) Good morning

- C) Hey
- D) Good day

Answer: C) Hey

25. Green Jobs are important because_____.

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

Answer: D) they help protect the environment

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

- A) Global warming
- B) Deforestation
- C) Land sliding
- D) Pollution

Answer: A) Global warming

27. _____ contact with the people we are speaking help us to communicate confidently.

- A) Skin
- B) Eye
- C) Nose
- D) Ear

Answer: B) Eye

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

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

Answer: B) All of these

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

- A) Doro
- B) Pomo
- C) Domo
- D) Pomodoro

Answer: D) Pomodoro

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

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

Answer: B) Strength

31. Adjectives are _____ words.

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

Answer: A) Describing

32. Conflict in workplace affects _____?

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

Answer: A) ability to work

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

- A) written B) informal
C) non- verbal D) verbal

Answer: C) non- verbal

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

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

Answer: C) Tone of voice

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

- A) E-mail B) Hand movements
C) Facial expression D) Eye-contact

Answer: A) E-mail

36. What are the advantages of time management?

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

Answer: A) All of these

37. Vinod met his new manager at his workplace. He had to ____ himself first.

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

Answer: A) Introduce

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

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

Answer: A) Growth mindset

39. Argument or disagreement between two groups of people is called ____.

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

Answer: C) Conflict

40. Finding a solution to any problem is known as ____skill.

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

Answer: B) Problem solving

41. Every complete sentence has ____.

- A) 4 parts B) 3 parts
C) 2 parts D) 1 part

Answer: B) 3 parts

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

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

Answer: C) Be prepared about the topic

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

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

Answer: C) Mobile phone or Computer

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

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

Answer: D) Basic computer skills

45. 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) That B) Naming words
C) His D) See

Answer: B) Naming words

46. Bhanu creates 25 minutes task planner and never gets distracted during the blocked time. Which method does she follow?

- A) Calendar B) Pomodoro
C) Timing D) Blocktime

Answer: B) Pomodoro

47. It is not good to forward ____ on social media.

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

Answer: A) fake news

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

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

Answer: B) Verbal

49. If one is capable of finding solutions to problems, one will get better at ____.

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

Answer: A) Problem-solving

50. Listening is important to ____?the information given.

- A) forget B) overcome
C) understand D) disobey

Answer: C) understand