

Duration: 160 Mins

Total Marks: 50

ID: ITISKILL1982RD

Student Name: _____ Roll No: _____

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

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

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

- | | |
|--------------|---------|
| A) Education | B) Car |
| C) MUDRA | D) Home |

3. 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 enjoying workplace politics. | B) He is maintaining good work-life balance. |
| C) He is not working at all. | D) He is working a lot. |

4. We need an _____ and a search engine to access the information on the web.

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

5. Balance in _____ is important to have a healthy and happy life.

- | | |
|---------------------|--------------|
| A) Job satisfaction | B) Work-life |
| C) Career demand | D) Salary |

6. 'Reg' in the letter means ____.

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

7. 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. |
|--|--------------------------------------|

8. Group discussion helps us ____?.

- | | |
|--------------------|--------------------------------------|
| A) create problems | B) have fun |
| C) argue | D) learn more and solve big problems |

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

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

10. You are making a new language learning app. Why should you let some people try it before it's done?

- | | |
|--|---|
| A) Because it's fun to watch others try your app. | B) To get appreciation. |
| C) To show people how good you are at making apps. | D) To see how people use it and make it better. |

11. Why should you reply to comments on YouTube?

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

12. Online banking is also called ____.

- | | |
|-----------------|-------------------|
| A) Self banking | B) Office banking |
| C) Net banking | D) Home banking |

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

- | | |
|--------|---------|
| A) 100 | B) 500 |
| C) 50 | D) 6000 |

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

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

15. SMART stands for _____.

A) Specific, Measurable, Achievable, Relevant, and Time-Bound.

C) Specific, Measurable, Achievable, Relevant, and Trim

B) Specific, Measurable, Archive, Relevant, and Time-Bound.

D) Specific, Memorable, Achievable, Relevant, and Time-Bound.

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

A) Highlight skills and qualifications that match the job

C) Ensure that the information provided is correct

B) Check for spelling and grammar mistakes

D) All of these

17. Priyanka found faster way to pack products at the factory. What should she do?

A) Continue packing the way the team has been doing

C) Pack products faster than her coworkers

B) None of these

D) Share the faster packing method with her team

18. We start communicating when we are _____.

A) Parents

C) Children

B) Adults

D) Old

19. The correct order for a sentence is _____.

A) Verb, Object, Subject

C) Verb, Verb, Subject

B) Subject, Verb, Object

D) Subject, Verb

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

A) Right against exploitation

C) Right to education

B) Right to equality

D) Right to freedom of religion

21. You discover a mistake in your work that caused delays in the project. What should you do?

A) Ignore the mistake and continue working

C) Tell your boss about the mistake

B) Blame team members for the delay

D) Wait for someone else to find out your mistake

22. Sharing will help everyone feel involved and _____.

A) Motivated

C) Sad

B) Close

D) Happy

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

A) Never

C) Small

B) Bad

D) Good

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

A) Job

C) Interview

B) Career

D) Skill

25. Ravi is working on a project with two other teammates. Which of these make him a good team player?

A) Getting angry when others don't listen

C) Sharing ideas to help the team work faster

B) Not listening to his teammates ideas and opinions

D) Thinking he can never make a mistake

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

A) Ctrl+X

C) Ctrl+S

B) Ctrl+P

D) Ctrl+V

27. Deductions should be paid from the _____.

A) Basic Salary

C) Earnings

B) Net Salary

D) Gross salary

28. 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) Search how to advertise the product

C) Reserach on products & services that customers are currently using

B) Loan from Banks

D) Buying products from others

29. In a manufacturing unit, the packaging process is taking longer than usual, causing delays in shipments. What should the workers do?

A) Ignore the problem

C) Think of different ways to pack faster

B) Continue packaging the same way

D) Complain to the management

30. What does CPU stand for?

A) Cost per unit

C) Central power unit

B) Central Processing Unit

D) Cutting power unit

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

A) Urban Company for offering home repair services

C) Zoom for video calls

B) Amazon for selling products online

D) Uber for driving people

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

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

33. Why is a market scan conducted?

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

34. _____ is an organisation that uses digital technology to help people in rural India.

- A) Digital Empowerment Foundation (DEF)
C) Digital Education Fund (DEF)
- B) Digital Education Foundation (DEF)
D) Digital Empowerment (DE)

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

- A) water
C) Arjun
- B) large
D) into

36. Which of the following is a self-management skill?

- A) All of these
C) Honesty and Integrity
- B) Adaptability and Flexibility
D) Commitment

37. You want to sell toys. What should you do before starting your business?

- A) Build a factory
C) Find out what children like
- B) Design the toys
D) Hire salespeople

38. Formal communication is used at ____?

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

39. A good business idea should be_____.

- A) unique, sustainable & low on investment
C) very common
- B) very expensive to start a business
D) a short term plan

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

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

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

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

42. In which of the following tasks, do we need digital

literacy?

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

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

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

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

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

45. You are working on something difficult, but it's not going well. What should you do?

- A) Keep trying and look for another way.
C) Get upset and quit trying.
- B) Take a break and give up.
D) Ask someone else to do it for you.

46. How have workplaces changed after COVID?

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

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

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

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

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

49. Which of the following is not a part of one's personality?

- A) Beliefs
C) Weaknesses
- B) Skin colour
D) Strengths

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

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