

Duration: 160 Mins

Total Marks: 50

ID: ITISKILL1982RD

Student Name: _____ Roll No: _____

1. Why should you reply to comments on YouTube?

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

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

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

3. A good business idea should be_____.

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

4. The correct order for a sentence is _____.

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

5. Online banking is also called _____.

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

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

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

7. 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
B) All of these
C) Ensure that the information provided is correct
D) Check for spelling and grammar mistakes

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

- A) Share the faster packing method with her team
B) Continue packing the way the team has been doing

- C) Pack products faster than her coworkers
D) None of these

9. Harry has knowledge of circuits and wiring. He can apply as a/an_____ in a company.

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

10. 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
B) Zoom for video calls
C) Uber for driving people
D) Amazon for selling products online

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

- A) Ignore the mistake and continue working
B) Wait for someone else to find out your mistake
C) Blame team members for the delay
D) Tell your boss about the mistake

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

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

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

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

14. What does CPU stand for?

- A) Central power unit B) Cutting power unit
C) Cost per unit D) Central Processing Unit

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

A) Connect to a Wi-Fi network he is familiar with

B) Connect to any WiFi network available

C) 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.

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

A) Hire salespeople

B) Design the toys

C) Build a factory

D) Find out what children like

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

A) 50

B) 500

C) 100

D) 6000

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

A) Interesting

B) Boring

C) Fun

D) Exciting

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

A) Internet connection

B) Mouse

C) Data cable

D) Key board

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

A) Painting skills

B) Digital skills

C) Acting skills

D) Dancing skills

21. Why is a market scan conducted?

A) To understand customer needs

B) All of these

C) To check what the competitors are offering

D) To explore how to grow the business

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

A) Cheque payment

B) Digital wallets

C) Going to the bank

D) Cash on delivery

23. 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.

B) He is not working at all.

C) He is maintaining good work-life balance.

D) He is enjoying workplace politics.

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

A) Weaknesses

B) Strengths

C) Beliefs

D) Skin colour

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

A) Take random pictures and share them online

B) Buy the latest photography equipment, even if it is beyond his budget

C) Learn more about photography and join a basic photography course

D) Start advertising his services without any planning

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

A) happy and joyful

B) fight and cry

C) shout and cry

D) calm and listen

27. Sharing will help everyone feel involved and _____.

A) Happy

B) Sad

C) Close

D) Motivated

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

A) Right to equality

B) Right to education

C) Right to freedom of religion

D) Right against exploitation

29. 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

B) Good

C) Bad

D) Small

30. We start communicating when we are _____.

A) Old

B) Parents

C) Children

D) Adults

31. How have workplaces changed after COVID?

A) Mix of in-person and at-home work

B) Flexible working hours

C) More focus on technology

D) All of the above

32. 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.

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

A) Commitment

B) Adaptability and Flexibility

- C) Honesty and Integrity D) All of these

34. 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 B) Continue packaging the same way
C) Think of different ways to pack faster D) Complain to the management

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

36. Deductions should be paid from the ____.

- A) Earnings B) Gross salary
C) Net Salary D) Basic Salary

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

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

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

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

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

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

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

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

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

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

42. Ravi is working on a project with two other teammates.

Which of these make him a good team player?

- A) Thinking he can never make a mistake B) Sharing ideas to help the team work faster
C) Getting angry when others don't listen D) Not listening to his teammates ideas and opinions

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

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

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

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

45. Group discussion helps us ____?

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

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

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

47. 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.

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

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

49. 'Reg' in the letter means ____.

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

50. Formal communication is used at ____?

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