

Duration: 160 Mins

Total Marks: 50

ID: ITISKILL1982RD

Student Name: _____	Roll No: _____
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1. Pranav is working on his resume. While reviewing his resume, what should Pranav keep in mind?

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

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

2. 'Reg' in the letter means ____.

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

8. We start communicating when we are_____.

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

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

- A) Complain to the management
- B) Ignore the problem
- C) Think of different ways to pack faster
- D) Continue packaging the same way

9. 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 working a lot.
- D) He is not working at all.

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

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

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

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

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

11. Sharing will help everyone feel involved and ____.

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

6. What does CPU stand for?

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

12. Why should you reply to comments on YouTube?

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

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

13. 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 show people how good you are at making apps.
- C) To see how people use it and make it better.
- D) To get appreciation.

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

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

15. Group discussion helps us ___?

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

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

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

17. 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 available
- D) Connect to any WiFi network shared by a stranger.

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

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

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

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

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

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

21. SMART stands for _____.

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

22. 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

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

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

24. Priyanka found faster way to pack products at the factory.

What should she do?

- A) Continue packing the way the team has been doing
- B) Share the faster packing method with her team
- C) Pack products faster than her coworkers
- D) None of these

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

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

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

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

27. Online banking is also called _____.

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

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

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

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

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

30. Prem wants to start a shop. He can apply for _____ loan to have benefits.

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

31. Formal communication is used at _____?

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

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

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

33. 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.

C) Not listening to his teammates ideas and opinions

D) Thinking he can never make a mistake

34. Deductions should be paid from the ____.

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

42. Why is a market scan conducted?

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

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

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

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

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

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

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

44. 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) Bad
C) Good D) Small

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

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

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

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

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

46. 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

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

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

47. How have workplaces changed after COVID?

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

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

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

48. The correct order for a sentence is _____.

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

41. 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 B) Sharing ideas to help the team work faster

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

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

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

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