

Employability Skills Monthly Test

September 2025

Q. ID: ITISKILL1984MA

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GOVT ITI VITTLA

Question Paper

Student: SRUJAN

Score: 5/10 (50.00%)

Code: 0959

1. Which of the following are included in a resume?

- A) Hobbies, favorite foods, and personal interests
- B) Childhood memories, dreams, and aspirations
- D) Contact information, educational details, skills and work experience (Correct)**
- C) Daily routine, favorite movies, and vacation plans

C) I am lost. Can you say it again? (Incorrect)

D) Speak clearly and repeat the question.

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

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

6. What is 'informal communication'?

- A) All verbal communication
- B) Official communication following a set of rules
- C) Casual conversations outside of official work arrangements (Correct)**
- D) Talking at official meetings

3. What is formal communication?

- A) All written communication
- B) Official communication following a set of rules (Correct)**
- C) Talking with friends and family
- D) Casual chatting on social media

7. Which of the following are some informal situations within the workplace?

- A) Having a meal in the canteen/ cafeteria
- B) Drinking water near the water cooler
- C) Waiting or walking in the lobby/hallways
- D) All of these (Correct)**

4. Which of the following is a formal introduction in a job interview?

- A) Hey there! I'm Parmeet, nice to meet you!
- B) Hi, I'm Parmeet. Thanks for having me!
- D) Good morning/ afternoon. I am Parmeet and I want to thank you for considering me for this role. (Correct)**
- C) Yo, I'm Parmeet. Let's get started!

8. You are at work, and a coworker asks for your support/help with a task. How would you respond informally?

- A) I can help, but seriously, you don't even know this much? What's the problem? (Incorrect)
- B) I am too busy right now. Ask someone else.
- C) Sure, I can help. What do you need? (Correct)**
- D) Could you please submit a formal request via email?

5. During a job interview, if you couldn't hear or understand a question, what would you say?

- A) Sorry! I didn't understand. Could you please repeat the question? (Correct)**
- B) Hey, can you repeat that? I wasn't paying attention

9. Which of the following is considered appropriate workplace behavior?

- A) Being late to work regularly
- B) Interrupting others during meetings
- C) Talking loudly on the phone (Incorrect)
- D) Maintaining a clean workspace (Correct)**

10. Which of the following statements shows good teamwork?

- A) Keeping all ideas to yourself (Incorrect)
- B) Criticizing teammates' efforts
- C) Working together towards a common goal (Correct)**
- D) Ignoring others' ideas and opinions