

Duration: 30 Mins

Total Marks: 30

ID: ITISKILL2054WR

Student Name: _____	Roll No: _____
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1. Geetha has just completed her education. She joined a basic English course to improve her ____ skills.

- A) Problem solving B) Digital
C) Technical D) Communication

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

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

3. 'Reg' in the letter means ____.

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

4. Ram works as a fitter in a company. He wants to upgrade his trade skills and employability skills in his free time. What should he do?

- A) Play sports B) Watch news
C) Quit job D) Find courses: online or offline

5. When we learn something online, it is called _____.

- A) Classroom learning B) E-learning
C) Teaching D) Digital marketing

6. Conflict usually creates ____?.

- A) Happy emotions B) Positive emotions
C) Negative emotions D) Enjoyment

7. Which are the two skills needed for good career growth?

- A) Technical Skills & Employability Skills B) Traveling & Shopping
C) Playing video games & cooking skills D) Watching TV & Making friends

8. Kishore's manager gave him positive and negative feedback. Kishore is feeling confused. What should he do next?

- A) Try to understand the positive points given by his manager B) Calm down and think
C) All of these D) Try to understand the negative points given by the manager

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

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

10. Rita talks to her customers. But she is unable to understand what they say. What should she do?

- A) Improve her listening skills B) Stop her business
C) Stop talking to them D) Fight with customers

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

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

12. James had to meet his team members Suraj, Reena and Nagma on Friday. James called Suraj and Reena. But he did not inform Nagma. This is an example of _____.

- A) Poor communication B) Stress
C) Typing error D) Poor listening

13. ____ jobs help to reduce pollution, preserve the environment and the planet.

- A) Part-time B) Hardware
C) Software D) Green

14. Shwetha and Rakshit are coworkers. They are angry with each other because they have not completed a project properly. Which is a good way to resolve such conflicts in the workplace?

- A) Quit the job B) Find different ways to solve the problem
C) File a police complaint D) Ignore each other

15. What are Employability Skills?

- A) Skills used only in sports
- B) Skills needed to be successfully employed
- C) Skills for good communication
- D) Skills for playing video games

16. Ram wants to start his own business. He is considering two options - opening an audio cassette shop or starting an online retail business. Which of these options would you suggest?

- A) Online retail
- B) Video rental store
- C) Anything is fine
- D) Audio cassette shop

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

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

18. An employee is someone who_____.

- A) Works for a salary
- B) Goes to school to study
- C) Does not work
- D) Goes to play

19. Distance between yourself and the other person is called _____.

- A) Informal
- B) Close
- C) Spatial distance
- D) Relationship

20. Effective communication needs to be -

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

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

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

22. Sharing will help everyone feel involved and _____.

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

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

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

24. Which of these is an e-learning portal?

- A) Bharat Skills Portal
- B) Netflix
- C) NAPS portal
- D) ASEEM

25. Cherry is going for an interview. What should she not do?

- A) Wear formal dress
- B) Wear clean clothes
- C) Apply too much makeup or perfume
- D) Take her resume

26. The concept of _____ best describes importance of teamwork.

- A) Team
- B) Conflict
- C) Synergy
- D) Group

27. Green Jobs are important because_____.

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

28. Tina and Lyra's team are working together to finish the school painting project. What should both the teams do to finish the project?

- A) Resist
- B) Argue
- C) Fight
- D) Share responsibility

29. Which among these is a type of communication?

- A) Verbal
- B) All of these
- C) Visual
- D) Non-Verbal

30. In a meeting, Surya speaks in Hindi. Some of his team members understand both English & Hindi, while others only know English. What should Surya do?

- A) Stop talking
- B) Speak in English
- C) Speak in Hindi
- D) Scold people