

Duration: 160 Mins

Total Marks: 50

ID: ITISKILL2145TT

Student Name: _____ Roll No: _____

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

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

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

3. 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) Take random pictures and share them online |
| C) Start advertising his services without any planning | D) Buy the latest photography equipment, even if it is beyond his budget |

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

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

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

- | | |
|-------------------------------|---------------------------------|
| A) Right against exploitation | B) Right to freedom of religion |
| C) Right to equality | D) Right to education |

6. Formal communication is used at ____?

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

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

- | | |
|---------------------|--------------------|
| A) happy and joyful | B) calm and listen |
|---------------------|--------------------|

C) shout and cry

D) fight and cry

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

9. Deductions should be paid from the ____.

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

10. 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. |

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

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

12. Group discussion helps us ____?

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

13. We start communicating when we are _____.

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

14. The correct order for a sentence is _____.

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

15. SMART stands for _____.

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

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

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

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

16. What does CPU stand for?

A) Cost per unit

C) Central power unit

B) Cutting power unit

D) Central Processing Unit

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

A) All of these

C) Commitment

B) Adaptability and Flexibility

D) Honesty and Integrity

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

A) Pack products faster than her coworkers

C) None of these

B) Continue packing the way the team has been doing

D) Share the faster packing method with her team

19. 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 not working at all.

C) He is maintaining good work-life balance.

B) He is enjoying workplace politics.

D) He is working a lot.

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

A) Ctrl+S

C) Ctrl+V

B) Ctrl+P

D) Ctrl+X

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

A) Interesting

C) Exciting

B) Boring

D) Fun

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

A) Digital Empowerment (DE)

C) Digital Education Fund (DEF)

B) Digital Education Foundation (DEF)

D) Digital Empowerment Foundation (DEF)

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

A) Land sliding

C) Global warming

B) Deforestation

D) Pollution

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

Which of these make him a good team player?

A) Sharing ideas to help the team work faster

C) Not listening to his teammates ideas and opinions

B) Getting angry when others don't listen

D) Thinking he can never make a mistake

25. Online banking is also called _____.

A) Office banking

C) Net banking

B) Self banking

D) Home banking

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

A) Switch On

C) Shut Down

B) Power On

D) Hang Up

27. Why is a market scan conducted?

A) To check what the competitors are offering

C) To explore how to grow the business

B) To understand customer needs

D) All of these

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

A) Good

C) Never

B) Small

D) Bad

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

A) Career

C) Interview

B) Skill

D) Job

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

A) To show people how good you are at making apps.

C) Because it's fun to watch others try your app.

B) To get appreciation.

D) To see how people use it and make it better.

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

A) Cash on delivery

C) Digital wallets

B) Going to the bank

D) Cheque payment

32. Sharing will help everyone feel involved and _____.

A) Motivated

C) Close

B) Happy

D) Sad

33. 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.

34. 'Reg' in the letter means ____.

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

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

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

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

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

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

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

38. A good business idea should be_____.

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

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

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

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

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

41. 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) Amazon for selling products online

- C) Zoom for video calls
D) Uber for driving people

42. Why should you reply to comments on YouTube?

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

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

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

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

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

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

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

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

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

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

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

48. 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

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

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

50. 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