

Duration: 30 Mins**Total Marks: 50****Q.ID: ITISKILL2263CK**

1. Sunitha earns Rs.10,000 every month. After setting a monthly budget amount, she is able to save Rs. 2000 every month. She will use this money in case of ____.

- A) party
B) travel
C) bills
D) emergencies

Answer: D) emergencies

2. Deductions should be paid from the ____.

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

Answer: C) Gross salary

3. Most of the government job calls will be in ___ format.

- A) Paper format
B) In person
C) Direct
D) Indirect

Answer: A) Paper format

4. Which of the following is not a social media app?

- A) Instagram
B) LinkedIn
C) Amazon
D) WhatsApp

Answer: C) Amazon

5. Which of these is NOT a question to ask during an industrial visit?

- A) How does your production line work?
B) What is your favourite hobby?
C) What are the main products made here?
D) How do you keep things safe and high quality?

Answer: B) What is your favourite hobby?

6. Naina wants to take a few safety Measures on Social media. What does that refers to?

- A) Do not share information with unknown people
B) Do not send a rude or mean comment
C) Do not share personal information
D) All of these

Answer: D) All of these

7. ____ contact with the people we are speaking help us to communicate confidently.

- A) Skin
B) Eye
C) Ear
D) Nose

Answer: B) Eye

8. Ganesh greets his co-workers every day. He is trying to maintain ____ at work.

- A) good relationships
B) his authority
C) frustration
D) power

Answer: A) good relationships

9. Negative comments made about our action or performance is called ____.

- A) Congratulations
B) Criticism
C) Appreciation
D) Reward

Answer: B) Criticism

10. Location for the job means ___?.

- A) Description
B) Name
C) Place
D) Title

Answer: C) Place

11. What does the growth of a business depend on?

- A) How you talk to cusomers
B) All of these
C) How you help customers
D) How you take feedback from customers

Answer: B) All of these

12. Which of the following is the BEST definition of profit?

- A) The revenue or earnings which remain with the business owner, after all the costs are paid.
B) The total amount of money a business makes from selling goods or services.
C) The total amount of money a business earns before paying taxes.
D) The money a business owner spends on personal expenses.

Answer: A) The revenue or earnings which remain with the business owner, after all the costs are paid.

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

- A) Bad
B) Small
C) Good
D) Never

Answer: A) Bad

14. Shaheen wants good chefs to work in her hotel. What is an effective way to hire them?

- A) By advertising the job
B) By reaching out other hotel staffs
C) By asking his relatives
D) None of these

Answer: A) By advertising the job

15. Which of the following are good manners in an interview?

- A) Getting irritated B) Being on time
C) Not making eye contact D) Speaking too fast

Answer: B) Being on time

16. The police were questioning about his crime. What type of sentence is it?

- A) Exclamatory (!) B) None of these
C) Declarative (.) D) Interrogative (?)

Answer: C) Declarative (.)

17. A mock interview is a _____ job interview.

- A) difficult B) fun
C) virtual D) practice

Answer: D) practice

18. When is capital letter used? | ದೊಡ್ಡ ಅಕ್ಷರವನ್ನು ಯಾವಾಗ ಬಳಸಲಾಗುತ್ತದೆ?

- A) Beginning of a sentence | ಒಂದು ವಾಕ್ಯದ ಆರಂಭ B) Names of places | ಸ್ಥಳಗಳ ಹೆಸರುಗಳು
C) All the above | ಮೇಲಿನ ಎಲ್ಲಾ D) Names of persons | ವ್ಯಕ್ತಿಗಳ ಹೆಸರುಗಳು

Answer: C) All the above | ಮೇಲಿನ ಎಲ್ಲಾ

19. Azim wants to learn dancing and challenge the gender stereotype that only women should learn dancing. It is completely _____.

- A) wrong B) funny
C) Impossible D) okay

Answer: D) okay

20. If one is capable of finding solutions to problems, one will get better at _____.

- A) Self-motivation B) Career
C) Painting D) Problem-solving

Answer: D) Problem-solving

21. What happens when we use this function?

=AVERAGE(B4:G4)

- A) The number from B4 will be copied B) The average of numbers in cells from B4 to G4 is calculated
C) The number in B4 is deleted D) The number from G4 will be copied

Answer: B) The average of numbers in cells from B4 to G4 is calculated

22. Lakshmi plans to start a beauty parlour. What kind of information should she NOT collect in the Market Scan?

- A) Information on cost of materials for the beauty parlour B) Information on clothes and shoes

- C) Information on shop location and rent D) Information on types of customers

Answer: B) Information on clothes and shoes

23. Which of the following is not an example of using social media and internet in an impactful and successful way?

- A) Sharing Jokes on a particular religion B) Encouraging people to donate money for the social cause
C) Sharing verified news D) Mentoring and supporting people

Answer: A) Sharing Jokes on a particular religion

24. _____ is about the competition in the online or offline market.

- A) Competitor Analysis B) People Analysis
C) Customer Analysis D) Budget plan

Answer: A) Competitor Analysis

25. Smith! Would you like playing cricket or football this evening? If Smith likes to play both how will he answer? _____? playing any of them.

- A) I don't mind B) I won't
C) I hate D) I want

Answer: A) I don't mind

26. At workplace, communication must follow the _____.

- A) Text B) 6Cs
C) Close D) Ideas

Answer: B) 6Cs

27. In MS Word, you can change the text in the document to look different. This process is called _____?.

- A) Formatting B) Printing
C) Deleting D) Saving

Answer: A) Formatting

28. A person who respects and follows the law of a country is a _____.

- A) Responsible Citizen B) Small Kid
C) Businessman D) Bad Employee

Answer: A) Responsible Citizen

29. Vinay visited the dentist because he was suffering from tooth ache. Dentist treats our teeth problems. In this sentence, which is the plural word?

- A) Tooth B) Dentist
C) Vinay D) Teeth

Answer: D) Teeth

30. In India, the number of boys/men who can get education is much higher than girls/women. What type of discrimination is this?

- A) Age discrimination B) Religion based discrimination
C) Color discrimination D) Gender discrimination

Answer: D) Gender discrimination

31. The correct order for a sentence is _____.

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

Answer: D) Subject, Verb, Object

32. Neena is born as a differently-abled person. Her teachers must treat her _____.

- A) Rudely B) Equally with care
C) Strictly D) Unfairly

Answer: B) Equally with care

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

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

Answer: A) E-mail

34. What are Employability Skills?

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

Answer: A) Skills needed to be successfully employed

35. Tom wants to start a shop for selling books, pens etc. Which is the best location to have his shop?

- A) At his house B) Near fish market
C) Near college and schools D) Near the river

Answer: C) Near college and schools

36. Pushpa and Kavya have opened a shop for baby clothes in Bangalore and Chennai. Bangalore outlet is gaining more popularity and profit? What might be the reason?

- A) There are more babies in Bangalore B) Chennai is very hot
C) Good customer relationship in Bangalore D) No reasons shop

Answer: C) Good customer relationship in Bangalore shop

37. Geetha wants to take a mock interview before attending the real one. Whom do you think she must choose as an interviewer?

- A) Her younger sister B) Shopkeeper
C) A stranger D) Her senior

Answer: D) Her senior

38. Which of the following is a correct Gmail id?

- A) xyz@gmail. com B) gmail@xyz
C) xyz@ outlook.gmail D) xyz@gmail

Answer: A) xyz@gmail. com

39. Laws related to activities on the internet are called _____.

- A) Labour laws B) Criminal laws
C) Environment protection laws D) Cyber laws

Answer: D) Cyber laws

40. Select the example of a service from the options.

- A) Masala Dosa B) Chicken Kebabs
C) Water Bottle D) Mobile Repair

Answer: D) Mobile Repair

41. Bhanu creates 25 minutes task planner and never gets distracted during the blocked time. Which method does she follow?

- A) Timing B) Calendar
C) Blocktime D) Pomodoro

Answer: D) Pomodoro

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

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

Answer: A) Skin colour

43. Fill in the blank with proper interrogative adjective.
_____ are you going | ಸರಿಯಾದ ಪ್ರಶ್ನಾರ್ಹ ವಿಶೇಷಣದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿರಿ. _____ are you going?

- A) Who B) What
C) Which D) Where

Answer: D) Where

44. Which of the following can be done using Excel?

- A) Make complicated calculations with numbers B) Print the document
C) All of these D) Save the document

Answer: C) All of these

45. Bijo is not good at MS excel. With his hard work, he learns to overcome weaknesses and turn them into a_____.

- A) Value B) Strength
C) Leader D) Belief

Answer: B) Strength

46. Good, professional relationship with co-workers can give the feeling of_____.

- A) Confusion B) Negative energy
C) Job satisfaction D) Fear

Answer: C) Job satisfaction

47. Things or activities that we enjoy are ___?

- A) Likes
- B) Dislikes
- C) Negative
- D) Emotions

Answer: A) Likes

48. Gopi spends his salary on movies, groceries, house rent and clothes. Where can he reduce his expenses to save some money?

- A) Clothes
- B) Movies
- C) Groceries
- D) House rent

Answer: B) Movies

49. Customers' needs can be understood through

_____.

- A) Customer Survey
- B) Selling
- C) Customer service
- D) Talking to our family

Answer: A) Customer Survey

50. Whenever we are communicating we have to be dressed appropriately, maintain our body language and maintain ___?

- A) silence
- B) make up
- C) eye contact
- D) a very loud volume

Answer: C) eye contact