

**Duration: 160 Mins**

**Total Marks: 50**

**Q.ID: ITISKILL2277OP**

1. Ravi is working on a project with two other teammates. Which of these make him a good team player?

- A) Not listening to his teammates ideas and opinions
- B) Thinking he can never make a mistake
- C) Sharing ideas to help the team work faster
- D) Getting angry when others don't listen

**Answer: C) Sharing ideas to help the team work faster**

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

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

**Answer: A) Digital wallets**

3. We need an \_\_\_\_\_ and a search engine to access the information on the web.

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

**Answer: C) Internet connection**

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

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

**Answer: D) Boring**

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

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

**Answer: B) Tell your boss about the mistake**

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

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

**Answer: C) Skin colour**

7. Guest lectures act as a platform to talk to alumni about their \_\_\_\_\_

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

**Answer: B) experience**

8. 'Reg' in the letter means \_\_\_\_\_.

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

**Answer: D) Regarding**

9. Why should you reply to comments on YouTube?

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

**Answer: C) So viewers feel connected**

10. Sharing will help everyone feel involved and \_\_\_\_\_.

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

**Answer: A) Motivated**

11. 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.

**Answer: D) After the meeting, we will go out.**

12. The correct order for a sentence is \_\_\_\_\_.

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

**Answer: B) Subject, Verb, Object**

13. 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 working a lot.
- B) He is enjoying workplace politics.
- C) He is not working at all.
- D) He is maintaining good work-life balance.

**Answer: D) He is maintaining good work-life balance.**

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

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

**Answer: D) All of these**

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

**Answer: C) Urban Company for offering home repair services**

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

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

**Answer: A) Keep trying and look for another way.**

17. In today's world, \_\_\_\_\_ have become a basic skill requirement in many jobs.

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

**Answer: D) Digital skills**

18. Deductions should be paid from the \_\_\_\_.

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

**Answer: D) Gross salary**

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

- A) Connect to any WiFi network shared by a stranger.
- B) Connect to any WiFi network available
- 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

**Answer: D) Connect to a Wi-Fi network he is familiar with**

20. We start communicating when we are\_\_\_\_\_.

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

**Answer: D) Children**

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

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

**Answer: A) All of these**

22. Why is a market scan conducted?

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

**Answer: C) All of these**

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

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

**Answer: A) Global warming**

24. 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.
- B) To see how people use it and make it better.
- C) To get appreciation.
- D) Because it's fun to watch others try your app.

**Answer: B) To see how people use it and make it better.**

25. 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 against exploitation
- D) Right to freedom of religion

**Answer: D) Right to freedom of religion**

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

**Answer: B) Reserach on products & services that customers are currently using**

27. During criticism we must remain \_\_\_\_\_and \_\_\_\_\_to the person.

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

**Answer: B) calm and listen**

28. A good business idea should be\_\_\_\_\_.

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

**Answer: B) unique, sustainable & low on investment**

29. Group discussion helps us \_\_\_?

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

**Answer: A) learn more and solve big problems**

**30.** What does CPU stand for?

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

**Answer: C) Central Processing Unit**

**31.** 'Arjun filled water into a large pot'. In this sentence the describing word is \_\_\_\_\_.

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

**Answer: C) large**

**32.** Prem wants to start a shop. He can apply for \_\_\_\_\_ loan to have benefits.

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

**Answer: B) MUDRA**

**33.** Harry has knowledge of circuits and wiring. He can apply as a/an \_\_\_\_\_ in a company.

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

**Answer: C) Electrician**

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

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

**Answer: B) Find out what children like**

**35.** Balance in \_\_\_\_\_ is important to have a healthy and happy life.

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

**Answer: A) Work-life**

**36.** Regular assessment of skills is necessary for the growth of \_\_\_\_\_.

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

**Answer: B) Career**

**37.** How have workplaces changed after COVID?

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

**Answer: A) All of the above**

**38.** \_\_\_\_\_ is the most commonly used word for switching off a computer.

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

**Answer: B) Shut Down**

**39.** What is the shortcut key to save a file?

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

**Answer: A) Ctrl+S**

**40.** 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

**Answer: C) Think of different ways to pack faster**

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

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

**Answer: B) Bad**

**42.** 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.

**Answer: D) Specific, Measurable, Achievable, Relevant, and Time-Bound.**

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

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

**Answer: C) 500**

**44.** \_\_\_\_\_ is an organisation that uses digital technology to help people in rural India.

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

**Answer: C) Digital Empowerment Foundation (DEF)**

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

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

**Answer: C) By pressing Ctrl and S on the keyboard**

**46.** 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) Pack products faster than her coworkers  
C) None of these                      D) Share the faster packing method with her team

**Answer: D) Share the faster packing method with her team**

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

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

**Answer: D) All of these**

**48.** Formal communication is used at \_\_\_?

- A) Workplace                      B) Friend

- C) Party                      D) House

**Answer: A) Workplace**

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

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

**Answer: C) Learn more about photography and join a basic photography course**

**50.** Online banking is also called \_\_\_\_\_.

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

**Answer: D) Net banking**