

Duration: 160 Mins

Total Marks: 50

ID: ITISKILL2277OP

Student Name: _____ Roll No: _____

1. Sharing will help everyone feel involved and ____.

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

- | | |
|---------------------------------------|----------------------------------------|
| 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. |

2. 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 | B) Small |
| C) Bad | D) Never |

9. 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 |

3. We start communicating when we are _____.

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

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

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

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

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

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

11. 'Reg' in the letter means ____.

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

6. Group discussion helps us ____?.

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

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

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

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

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

13. 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 |

8. Add comma wherever it is necessary. After the meeting we will go out.

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

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

15. Rajesh wants to save Rs. 6000 every year for his old age.

How much should he save every month?

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

16. Deductions should be paid from the ____.

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

17. Regular assessment of skills is necessary for the growth of ____.

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

18. A good business idea should be_____.

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

19. Why should you reply to comments on YouTube?

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

20. _____is an organisation that uses digital technology to help people in rural India.

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

21. SMART stands for _____.

- A) Specific, Measurable, Achievable, Relevant, and Time-Bound.
- B) Specific, Measurable, Achievable, Relevant, and Trim
- C) Specific, Memorable, Achievable, Relevant, and Time-Bound.
- D) Specific, Measurable, Archive, Relevant, and Time-Bound.

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

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

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

24. Harry has knowledge of circuits and wiring. He can apply as a/an_____ in a company.

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

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

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

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

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

27. 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) Blame team members for the delay
- C) Ignore the mistake and continue working
- D) Tell your boss about the mistake

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

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

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

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

30. What does CPU stand for?

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

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

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

32. How have workplaces changed after COVID?

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

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

34. Online banking is also called ____.

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

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

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

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

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

37. We need an _____ and a search engine to access the information on the web.

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

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

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

39. Formal communication is used at ____?.

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

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

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

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

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

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

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

- A) Share the faster packing method with her team
- B) None of these
- C) Continue packing the way the team has been doing
- D) Pack products faster than her coworkers

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

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

45. The correct order for a sentence is _____.

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

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

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

47. 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

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

- A) To get appreciation.
- B) To see how people use it and make it better.
- C) To show people how good you are at making apps.
- D) Because it's fun to watch others try your app.

49. Why is a market scan conducted?

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

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

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