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GOVT ITI HOLENARASIPURA

Answer Key

Duration: 40 Mins**Total Marks: 75****Q.ID: ITISKILL2304LX****1.** An exclamatory sentence ends with the ____.

- A) Exclamatory mark (!) B) Comma (,)
C) Full stop (.) D) Question mark (?)

Answer: A) Exclamatory mark (!)**2.** Ram wants to use the Wi-Fi connection. What should he do?

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

Answer: D) Connect to a Wi-Fi network he is familiar with**3.** Which of these is an informal greeting?

- A) Good morning B) Good day
C) Hey D) Good evening

Answer: C) Hey**4.** One must choose the career path based on the changing_____.

- A) Market demands B) Cities
C) Abilities D) Interests

Answer: A) Market demands**5.** Which of these should be considered while making decisions? | ನಿರ್ಧಾರಗಳನ್ನು ತೆಗೆದುಕೊಳ್ಳುವಾಗ ಇವುಗಳಲ್ಲಿ ಯಾವುದನ್ನು ಪರಿಗಣಿಸಬೇಕು?

- A) Your personal priorities | ನಿಮ್ಮ ವೈಯಕ್ತಿಕ ಆದ್ಯತೆಗಳು
B) The choices of your friends | ನಿಮ್ಮ ಸ್ನೇಹಿತರ ಆಯ್ಕೆಗಳು
C) Your mood | ನಿಮ್ಮ ಮನಸ್ಥಿತಿ
D) The rules of your community | ನಿಮ್ಮ ಸಮುದಾಯದ ನಿಯಮಗಳು

Answer: A) Your personal priorities | ನಿಮ್ಮ ವೈಯಕ್ತಿಕ ಆದ್ಯತೆಗಳು**6.** _____stress can make us feel excited and motivated.

- A) Long-term B) Bad
C) Good D) Short-term

Answer: C) Good**7.** John does not agree with his coworker about a task. How should he communicate his disagreement?

- A) I will just do it my way. B) I respectfully disagree with what you are saying.

C) You don't know anything. D) You are wrong!

Answer: B) I respectfully disagree with what you are saying.**8.** Farida met an ex-student of her institute. He/she can be called as an_____?.

- A) Interviewer B) Referee
C) Professor D) Alumni

Answer: D) Alumni**9.** Sentences are_____.

- A) Letters B) Verbs
C) group of words with complete meaning D) Nouns

Answer: C) group of words with complete meaning**10.** 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 want
C) I hate D) I won't

Answer: A) I don't mind**11.** Smitha needs to sell a mobile phone. She is writing down the advantages and benefits of the different phones. She is writing a ____?.

- A) Bill B) Financial statement
C) Service statement D) FAB statement

Answer: D) FAB statement**12.** Distance between yourself and the other person is called _____.

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

Answer: C) Spatial distance**13.** Which of the following is not a part of a desktop Computer?

- A) Mouse B) Antenna
C) Web Camera D) Monitor

Answer: B) Antenna**14.** A _____is a new business, which later grows into a big company

- A) Parlours B) Hotels

C) NSIC

D) Start Up

Answer: D) Start Up

15. Joseph wants to make the letters in the words slant to one side. Which option should he use?

A) Bold

B) Numbered List

C) Italic

D) Underline

Answer: C) Italic

16. Disha wants to repay her loan. How can she do it without going to the bank?

A) Open bank account

B) Withdraw from ATM

C) Online transfer

D) Close account

Answer: C) Online transfer

17. What kind of stress can lead to lifelong physical and mental health issues?

A) Long-term

B) Mid-term

C) Good stress

D) Short-term

Answer: A) Long-term

18. _____ are the qualities that are considered negative, and need to be worked on. | _____ ಋಣಾತ್ಮಕವೆಂದು ಪರಿಗಣಿಸಲಾದ ಗುಣಗಳು ಮತ್ತು ಕೆಲಸ ಮಾಡಬೇಕಾಗಿದೆ.

A) Threats | ಬೆದರಿಕೆಗಳು

B) Personal strengths | ವೈಯಕ್ತಿಕ ಸಾಮರ್ಥ್ಯಗಳು

C) Personal weaknesses | ವೈಯಕ್ತಿಕ ದೌರ್ಬಲ್ಯಗಳು

D) Opportunities | ಅವಕಾಶಗಳು

Answer: C) Personal weaknesses | ವೈಯಕ್ತಿಕ ದೌರ್ಬಲ್ಯಗಳು

19. The correct order for a sentence is _____.

A) Subject, Verb

B) Subject, Verb, Object

C) Verb, Object, Subject

D) Verb, Verb, Subject

Answer: B) Subject, Verb, Object

20. Saif's college professor guided him to choose the right career path. He must show ___?to his guide.

A) Anger

B) Fear

C) Gratitude

D) Arrogance

Answer: C) Gratitude

21. Equality means in the same situation, people have the_____.

A) Same rights

B) Same color

C) Same age

D) Same height

Answer: A) Same rights

22. Verbs tell the action of the _____.

A) Change

B) Naming words

C) Act

D) Cow

Answer: B) Naming words

23. What is the full form of NAPS?

A) National Appraisal Promotion Scheme

B) National Apprenticeship Promotion Scheme

C) National Apparent Provident Scheme

D) National Appreciation Pro Scheme

Answer: B) National Apprenticeship Promotion Scheme

24. What are the advantages of time management?

A) All of these

B) Achieve daily goals

C) Reduce stress

D) Complete tasks on time

Answer: A) All of these

25. Ram is answering an interview question about his previous workplace. He didn't like his teammates. They argued a lot. Should he share this with the interviewer?

A) No, he should avoid speaking negatively about his teammates.

B) Yes, he should discuss all the arguments in detail.

C) Yes, why not!

D) Yes, he should blame his team- mates for all the problems.

Answer: A) No, he should avoid speaking negatively about his teammates.

26. An activity that stops or reduces stress is called a stress buster. Which of the following according to you is not a stress buster? | ಒತ್ತಡವನ್ನು ನಿಲ್ಲಿಸುವ ಅಥವಾ ಕಡಿಮೆ ಮಾಡುವ ಚಟುವಟಿಕೆಯನ್ನು ಒತ್ತಡ ಬಸ್ಟರ್ ಎಂದು ಕರೆಯಲಾಗುತ್ತದೆ. ನಿಮ್ಮ ಪ್ರಕಾರ ಈ ಕೆಳಗಿನವುಗಳಲ್ಲಿ ಯಾವುದು ಸ್ಟ್ರೆಸ್ ಬಸ್ಟರ್ ಅಲ್ಲ ?

A) Going to bed on time | ಸಮಯಕ್ಕೆ ಸರಿಯಾಗಿ ಮಲಗುವುದು.

B) Gardening | ತೋಟಗಾರಿಕೆ

C) Spending long hours thinking about the problem | ಸಮಸ್ಯೆಯ ಬಗ್ಗೆ ದೀರ್ಘಕಾಲ ಯೋಚಿಸುವುದು.

D) Listening to music | ಹಾಡು ಕೇಳುತ್ತಿದ್ದೇನೆ

Answer: C) Spending long hours thinking about the problem | ಸಮಸ್ಯೆಯ ಬಗ್ಗೆ ದೀರ್ಘಕಾಲ ಯೋಚಿಸುವುದು.

27. Physical body and the sexual organs that we are born with refers to person's_____?.

A) Sex

B) Biodata

C) Age

D) Gender

Answer: A) Sex

28. Releasing chemicals, waste, plastics into the water is called _____.

A) Air pollution

B) Sound pollution

C) Water Pollution

D) Land pollution

Answer: C) Water Pollution

29. Latha is planning to join a beauty salon. But she is not very sure about this profession. Who should she speak with to get a better understanding of the profession?

- A) Parents
C) Strangers
B) Classmates
D) Professionals

Answer: D) Professionals

30. Yash bought a bag which had recycle symbol. What should he do when the bag is old?

- A) Burn
C) Throw it in the river
B) Put it in soil
D) Should dispose it in recyclable items

Answer: D) Should dispose it in recyclable items

31. A dissatisfied customer means _____.

- A) Unhappy customer
C) Beautiful customer
B) Happy customer
D) Old customer

Answer: A) Unhappy customer

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

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

Answer: C) E-mail

33. Action words are also called _____.

- A) Is
C) Verbs
B) Center
D) Are

Answer: C) Verbs

34. Which of the following is a voice- controlled digital assistant?

- A) Alexa
C) All of these
B) Google Assistant
D) Siri

Answer: C) All of these

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

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

Answer: B) All of these

36. When you are interested in working for a company, you will write _____letter

- A) a Prospecting
C) an Application
B) a Leave
D) a Referral

Answer: A) a Prospecting

37. On a bank holiday, which of these methods cannot be used by Shahab for money transfer?

- A) Amazon pay
C) Google pay
B) Deposit at the bank branch
D) BHIM app

Answer: B) Deposit at the bank branch

38. Cats is an example of _____word.

- A) Singular
C) Plural
B) Opposite
D) Words

Answer: C) Plural

39. Raj was driving towards Mysore. On the way he found few arrows marked next to Mysore on the board. What does it suggest ?

- A) None of these
C) Direction
B) Way
D) Map

Answer: C) Direction

40. Costly things that are not essential for our survival are _____.

- A) Needs
C) Luxuries
B) Savings
D) Money

Answer: C) Luxuries

41. While creating a Gmail account 'Create an account for myself' option will be chosen to _____.

- A) None of these
C) Create a bussiness account
B) Create a Personal account
D) Create a company account

Answer: B) Create a Personal account

42. Kim fell from her bike yesterday. The action in the sentence is in_____?tense.

- A) Past
C) Present
B) Clear
D) Future

Answer: A) Past

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

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

Answer: D) eye contact

44. Price is an improtant part of marketing. Price means_____

- A) Promotion
C) Marketing
B) Rate of a product in rupees
D) Raw Materials

Answer: B) Rate of a product in rupees

45. Which one is an exclamatory sentence? | ಆಶ್ಚರ್ಯಕರ ವಾಕ್ಯ ಯಾವುದು?

- A) It is a beautiful house.
C) Is it a beautiful house?
B) Your house is beautiful.
D) What a beautiful house it is!

Answer: D) What a beautiful house it is!

46. The time blocked for work is called a _____ technique.

- A) Pomo B) Pomodoro
C) Doro D) Domo

Answer: B) Pomodoro

47. Conflict in workplace affects ___?

- A) weather B) ability to work
C) environment D) salary

Answer: B) ability to work

48. _____ is the formal process of checking if the candidate is suitable for the job.

- A) Interview B) Training
C) Reading D) Onboarding

Answer: A) Interview

49. Document which has details of a job is ___?

- A) Report B) Job Description
C) Letter D) Resume

Answer: B) Job Description

50. _____ is a brief statement about purpose and principles of the constitution. | _____ ಸಂವಿಧಾನದ ಉದ್ದೇಶ ಮತ್ತು ತತ್ವಗಳ ಸಂಕ್ಷಿಪ್ತ ಹೇಳಿಕೆಯಾಗಿದೆ.

- A) Module | ಮಾಡ್ಯೂಲ್ B) The preamble | ಪೀಠಿಕೆ
C) Unit | ಘಟಕ D) Syllabus | ಪಠ್ಯಕ್ರಮ

Answer: B) The preamble | ಪೀಠಿಕೆ

51. John wasn't selected for a job because he is a man. What type of discrimination is this?

- A) Education discrimination B) Color discrimination
C) Gender discrimination D) Age discrimination

Answer: C) Gender discrimination

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

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

Answer: C) Movies

53. Mohit wants to move from one cell to another. He can do that by using the _____? on the keyboard.

- A) Arrow keys B) A1,B1,C1 ...
C) Ctrl+Z D) Ctrl+B

Answer: A) Arrow keys

54. Krishna is a teacher, he wants to conduct classes online. Which of these devices can he use?

- A) All of these B) Tablet
C) Computer D) Laptop

Answer: A) All of these

55. At workplace, communication must follow the _____.

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

Answer: C) 6Cs

56. A resume should be _____. | ಪುನರಾರಂಭವು _____ ಆಗಿರಬೇಕು

- A) fancy and colourful | ಅಲಂಕಾರಿಕ ಮತ್ತು ವರ್ಣಮಯ B) short and precise | ಸಣ್ಣ ಮತ್ತು ನಿಖರ
C) having long and detailed information | ದೀರ್ಘ ಮತ್ತು ವಿವರವಾದ ಮಾಹಿತಿಯನ್ನು ಹೊಂದಿದೆ D) having acronyms and abbreviation | ಸಂಕ್ಷಿಪ್ತ ರೂಪಗಳು ಮತ್ತು ಸಂಕ್ಷೇಪಣವನ್ನು ಹೊಂದಿದೆ

Answer: B) short and precise | ಸಣ್ಣ ಮತ್ತು ನಿಖರ

57. The government collects _____ from the citizens.

- A) Tax B) Loan
C) Conveyance D) Deductions

Answer: A) Tax

58. Seema plans to open a hotel and has applied for a MUDRA Loan. What must she submit as part of her loan MUDRA loan application?

- A) Her resume B) An essay
C) A business plan D) Vacation plan

Answer: C) A business plan

59. A business idea should _____?.

- A) Fulfill customer needs or solve their problems B) Save the world
C) None of these D) Satisfy only my needs

Answer: A) Fulfill customer needs or solve their problems

60. We can share our thoughts, ideas and feelings through _____?.

- A) Hearing B) Reading
C) Watching D) Communication

Answer: D) Communication

61. Tanvi's team has many barriers to having a diverse workforce. This may lead to _____.

- A) Increased productivity B) Conflicts affecting work
C) Good teamwork D) Better communication

Answer: B) Conflicts affecting work

62. Kim has a habit of switching off her desktop and PC when not in use. This helps to _____ energy at the workplace.

- A) Practice B) Conserve (Save)
C) Waste D) Spend

Answer: B) Conserve (Save)

63. Plural form of child is_____.

- A) Children B) Infant
C) Kid D) Person

Answer: A) Children

64. Sheela prepared for an interview for a week but got nervous and was rejected. What should she do to improve?

- A) Do not lose focus from her goals B) Avoid future interviews
C) Keep thinking about her failure D) Ignore feedback from the interview

Answer: A) Do not lose focus from her goals

65. An Entrepreneur needs to maintain good _____? with his customers.

- A) Behavior B) Friendship
C) Relationship D) Communication

Answer: C) Relationship

66. RTI means_____.

- A) Right to Information B) Right to Inform
C) Road Transport Institute D) Right to Insurance

Answer: A) Right to Information

67. The practice of including people within any group or social setting with respect and empathy is called _____.

- A) Inclusion B) Gender based discrimination
C) Gender stereotype D) Conflict

Answer: A) Inclusion

68. After receiving interview call, what is the next step? | ಸಂದರ್ಶನ ಕರೆ ಸ್ವೀಕರಿಸಿದ ನಂತರ, ಮುಂದಿನ ಹಂತ ಯಾವುದು?

- A) Send application letter | ಅರ್ಜಿ ಪತ್ರ ಕಳುಹಿಸಿ B) Send resume | ಪುನರಾರಂಭವನ್ನು ಕಳುಹಿಸಿ
C) Prepare the resume | ಪುನರಾರಂಭವನ್ನು ತಯಾರಿಸಿ D) Appear at interview | ಸಂದರ್ಶನದಲ್ಲಿ ಕಾಣಿಸಿಕೊಳ್ಳಿ

Answer: D) Appear at interview | ಸಂದರ್ಶನದಲ್ಲಿ ಕಾಣಿಸಿಕೊಳ್ಳಿ

69. What is the shortcut key for Undo?

- A) Ctrl+U B) Ctrl+Z

C) Ctrl+I

D) Ctrl+B

Answer: B) Ctrl+Z

70. Time management _____ | ಸಮಯ ನಿರ್ವಹಣೆ

- A) problem solving | ಸಮಸ್ಯೆ ಪರಿಹರಿಸುವ
B) hard skill | ಕಠಿಣ ಕೌಶಲ್ಯ
C) complete your task on time | ನಿಮ್ಮ ಕೆಲಸವನ್ನು ಸಮಯಕ್ಕೆ ಪೂರ್ಣಗೊಳಿಸಿ
D) managing time | ಸಮಯವನ್ನು ನಿರ್ವಹಿಸುವುದು

Answer: C) complete your task on time | ನಿಮ್ಮ ಕೆಲಸವನ್ನು ಸಮಯಕ್ಕೆ ಪೂರ್ಣಗೊಳಿಸಿ

71. Which website to use to book the train tickets

- A) http: /www . igod.gov.in B) http:/ www .irctc. co.in
C) https:/ myaadhaar.uidai. gov.in D) http:/www . india.gov.in/

Answer: B) http:/ www .irctc. co.in

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

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

Answer: B) okay

73. 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

Answer: C) Digital skills

74. An introduction letter is a ____.

- A) E-mail B) Leave Letter
C) Resume D) Cover letter

Answer: D) Cover letter

75. Riya does not know which version of windows is installed on her laptop. How can she identify the version?

- A) By uninstalling the windows B) By shutting down the computer
C) By reinstalling the windows D) By looking at the opening screen

Answer: D) By looking at the opening screen