

- A) Complete tasks on time B) Achieve daily goals
C) Reduce stress **D) All of these (Correct)**

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

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

20. One must choose the career path based on the changing_____.

- A) Interests B) Abilities
C) Cities **D) Market demands (Correct)**

21. 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) Professionals (Correct)** B) Parents
C) Classmates D) Strangers

22. We can share our thoughts, ideas and feelings through ___?.

- A) Communication (Correct)** B) Reading
C) Watching D) Hearing

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

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

24. Distance between yourself and the other person is called _____.

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

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

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

26. At workplace, communication must follow the _____.

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

27. Conflict in workplace affects ___?.

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

28. A dissatisfied customer means _____.

- A) Happy customer B) Beautiful customer

- C) Unhappy customer (Correct)** D) Old customer

29. Smitha needs to sell a mobile phone. She is writing down the advantages and benefits of the different phones. She is writing a ___?.

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

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

- A) Gender **B) Sex (Correct)**
C) Age D) Biodata

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

- A) wrong B) Impossible
C) funny **D) okay (Correct)**

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

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

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

- A) Same rights (Correct)** B) Same age
C) Same color D) Same height

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

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

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

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

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

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

37. A business idea should_____?.

- A) Satisfy only my needs **B) Fulfill customer needs or solve their problems (Correct)**

C) Save the world

D) None of these

38. Price is an important part of marketing. Price means _____

A) Marketing

B) Rate of a product in rupees (Correct)

C) Promotion

D) Raw Materials

39. A _____ is a new business, which later grows into a big company

A) NSIC

B) Parlours

C) Hotels

D) Start Up (Correct)

40. 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) A business plan

C) Vacation plan

D) An essay

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

A) Computer

B) Laptop

C) Tablet

D) All of these (Correct)

42. Which of the following is not a part of a desktop Computer?

A) Monitor

B) Antenna (Correct)

C) Web Camera

D) Mouse

43. 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 looking at the opening screen (Correct)

C) By shutting down the computer

D) By reinstalling the windows

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

A) Bold

B) Italic (Correct)

C) Underline

D) Numbered List

45. What is the shortcut key for Undo?

A) Ctrl+Z

B) Ctrl+B

C) Ctrl+U

D) Ctrl+I

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

A) Save the document

B) Make complicated calculations with numbers

C) Print the document

D) All of these

47. Mohit wants to move from one cell to another. He can do

that by using the _____? on the keyboard.

A) Ctrl+Z

B) Arrow keys

C) Ctrl+B

D) A1,B1,C1 ... (Incorrect)

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

A) Connect to a Wi-Fi network he is familiar with (Correct)

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 any WiFi network shared by a stranger.

49. Which website to use to book the train tickets

A) [http://www . india.gov.in/](http://www.india.gov.in/)

B) [https:/ myaadhaar.uidai.gov.in](https://myaadhaar.uidai.gov.in)

C) [http:/ www .irctc. co.in](http://www.irctc.co.in) (Correct)

D) [http: /www . igod.gov.in](http://www.igod.gov.in)

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

A) Create a bussiness account

B) Create a Personal account (Correct)

C) Create a company account

D) None of these

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

A) Alexa

B) Siri

C) Google Assistant

D) All of these (Correct)

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

A) Needs

B) Money

C) Luxuries

D) Savings

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

A) Clothes

B) House rent

C) Movies (Correct)

D) Groceries

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

A) Online transfer (Correct)

B) Open bank account

C) Close account

D) Withdraw from ATM

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

A) BHIM app

B) Google pay

C) Deposit at the bank branch (Correct)

D) Amazon pay

56. The government collects _____ from the citizens.

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

57. RTI means _____.

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

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

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

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

- A) Short-term
C) Mid-term
B) Long-term
D) Good stress

60. _____ stress can make us feel excited and motivated.

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

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

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

62. Saif's college professor guided him to choose the right career path. He must show _____ to his guide.

- A) Gratitude (Correct)
C) Fear
B) Anger
D) Arrogance

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

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

64. Farida met an ex-student of her institute. He/she can be called as an _____.

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

65. What is the full form of NAPS?

- A) National Appraisal Promotion Scheme
C) National Appreciation Pro Scheme
B) National Apprenticeship Promotion Scheme
D) National Apparent Provident Scheme

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

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

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

- A) Sound pollution
C) Water Pollution
B) Land pollution
D) Air pollution

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

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

69. Time management _____ . | ಸಮಯ ನಿರ್ವಹಣೆ

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

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

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

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

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

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

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

73. 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

ಕೆಲಗಿನವುಗಳಲ್ಲಿ ಯಾವುದು ಸ್ಟ್ರೆಸ್ ಬಸ್ಟರ್ ಅಲ್ಲ?

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

(Correct)

C) Listening to music | ಹಾಡು ಕೇಳುತ್ತಿದ್ದೇನೆ

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

D) Gardening | ತೋಟಗಾರಿಕೆ

74. Which of these should be considered while making decisions? | ನಿರ್ಧಾರಗಳನ್ನು ತೆಗೆದುಕೊಳ್ಳುವಾಗ ಇವುಗಳಲ್ಲಿ ಯಾವುದನ್ನು ಪರಿಗಣಿಸಬೇಕು?

A) Your mood | ನಿಮ್ಮ ಮನಸ್ಥಿತಿ

C) The rules of your community | ನಿಮ್ಮ ಸಮುದಾಯದ ನಿಯಮಗಳು
(Incorrect)

B) The choices of your friends | ನಿಮ್ಮ ಸ್ನೇಹಿತರ ಆಯ್ಕೆಗಳು

D) Your personal priorities | ನಿಮ್ಮ ವೈಯಕ್ತಿಕ ಆದ್ಯತೆಗಳು

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

A) Personal strengths | ವೈಯಕ್ತಿಕ ಸಾಮರ್ಥ್ಯಗಳು

C) Opportunities | ಅವಕಾಶಗಳು D) Threats | ಬೆದರಿಕೆಗಳು

B) Personal weaknesses | ವೈಯಕ್ತಿಕ ದರ್ಬಲ್ಯಗಳು