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GOVT ITI HOLENARASIPURA

Question Paper

Duration: 40 Mins

Total Marks: 75

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Student Name: \_\_\_\_\_ Roll No: \_\_\_\_\_

1. Distance between yourself and the other person is called \_\_\_\_\_.

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

2. The practice of including people within any group or social setting with respect and empathy is called \_\_\_\_\_.

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

3. Price is an important part of marketing. Price means \_\_\_\_\_.

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

4. An exclamatory sentence ends with the \_\_\_\_\_.

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

5. Which website to use to book the train tickets

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

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

- A) Withdraw from ATM  
C) Close account
- B) Online transfer  
D) Open bank account

7. A \_\_\_\_\_ is a new business, which later grows into a big company

- A) Start Up  
C) Parlours
- B) NSIC  
D) Hotels

8. \_\_\_\_\_ stress can make us feel excited and motivated.

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

9. Azim wants to learn dancing and challenge the gender

stereotype that only women should learn dancing. It is completely \_\_\_\_\_.

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

10. 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) Spending long hours thinking about the problem | ಸಮಸ್ಯೆಯ ಬಗ್ಗೆ ದೀರ್ಘಕಾಲ ಯೋಚಿಸುವುದು.  
C) Listening to music | ಹಾಡು ಕೇಳುತ್ತಿದ್ದೇನೆ
- B) Going to bed on time | ಸಮಯಕ್ಕೆ ಸರಿಯಾಗಿ ಮಲಗುವುದು.  
D) Gardening | ತೋಟಗಾರಿಕೆ

11. Which of these is an informal greeting?

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

12. Action words are also called \_\_\_\_\_.

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

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

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

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

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

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

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

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

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

17. Farida met an ex-student of her institute. He/she can be called as an \_\_\_\_\_?.

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

18. What is the shortcut key for Undo?

- A) Ctrl+U B) Ctrl+I  
C) Ctrl+B D) Ctrl+Z

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

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

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

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

21. Sentences are \_\_\_\_\_.

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

22. 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 want B) I won?t  
C) I hate D) I don?t mind

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

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

24. Document which has details of a job is \_\_\_\_\_?.

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

25. 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) Movies  
C) Clothes D) Groceries

26. Tanvi's team has many barriers to having a diverse workforce. This may lead to \_\_\_\_\_.

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

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

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

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

- A) Personal strengths | ವೈಯಕ್ತಿಕ ಸಾಮರ್ಥ್ಯಗಳು B) Personal weaknesses | ವೈಯಕ್ತಿಕ ದೌರ್ಬಲ್ಯಗಳು  
C) Threats | ಬೆದರಿಕೆಗಳು D) Opportunities | ಅವಕಾಶಗಳು

29. Whenever we are communicating we have to be dressed appropriately, maintain our body language and maintain \_\_\_\_\_?.

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

30. What is the full form of NAPS?

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

31. The government collects \_\_\_\_\_ from the citizens.

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

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

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

33. When you are interested in working for a company, you will write \_\_\_\_\_ letter

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

34. Conflict in workplace affects \_\_\_\_\_?.

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

35. 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!

36. \_\_\_\_\_ 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

37. An Entrepreneur needs to maintain good \_\_\_\_\_? with his customers.

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

38. Cats is an example of \_\_\_\_\_word.

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

39. A dissatisfied customer means \_\_\_\_\_.

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

40. 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) Ignore feedback from the interview  
C) Avoid future interviews D) Keep thinking about her failure

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

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

42. Releasing chemicals, waste, plastics into the water is called \_\_\_\_\_.

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

43. Kim fell from her bike yesterday. The action in the sentence is in \_\_\_\_\_?tense.

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

44. Kim has a habit of switching off her desktop and PC when not in use. This helps to \_\_\_\_\_energy at the workplace.

- A) Spend B) Waste

C) Practice

D) Conserve (Save)

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

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

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

47. \_\_\_\_\_is the formal process of checking if the candidate is suitable for the job.

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

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

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

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

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

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

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

51. 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) Strangers B) Professionals  
C) Parents D) Classmates

52. Mohit wants to move from one cell to another. He can do that by using the \_\_\_\_\_? on the keyboard.

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

53. RTI means \_\_\_\_\_.

- A) Right to Insurance B) Road Transport Institute

C) Right to Information      D) Right to Inform

54. Plural form of child is\_\_\_\_\_.

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

55. 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) FAB statement      D) Service statement

56. While creating a Gmail account 'Create an account for myself' option will be chosen to \_\_\_\_\_.

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

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

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

58. Time management \_\_\_\_\_. | ಸಮಯ ನಿರ್ವಹಣೆ

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

59. Costly things that are not essential for our survival are \_\_\_\_\_.

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

60. 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) Yes, he should blame his team- mates for all the problems.      B) No, he should avoid speaking negatively about his teammates.  
C) Yes, he should discuss all the arguments in detail.      D) Yes, why not!

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

A) Fear      B) Anger  
C) Gratitude      D) Arrogance

62. The time blocked for work is called a \_\_\_\_\_ technique.

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

63. Equality means in the same situation, people have the\_\_\_\_\_.

A) Same height      B) Same rights  
C) Same color      D) Same age

64. An introduction letter is a \_\_\_\_.

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

65. At workplace, communication must follow the \_\_\_\_\_.

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

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

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

67. One must choose the career path based on the changing\_\_\_\_\_.

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

68. Verbs tell the action of the \_\_\_\_.

A) Act      B) Change  
C) Naming words      D) Cow

69. Physical body and the sexual organs that we are born with refers to person's\_\_\_\_\_?.

A) Biodata      B) Age  
C) Sex      D) Gender

70. What are the advantages of time management?

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

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

72. We can share our thoughts, ideas and feelings through \_\_\_\_?.

A) Watching      B) Reading

C) Communication

D) Hearing

73. A resume should be \_\_\_\_\_. | ಪುನರಾರಂಭವು  
ಆಗಿರಬೇಕು

A) short and precise | ಸಣ್ಣ  
ಮತ್ತು ನಿಖರ

B) having acronyms and  
abbreviation | ಸಂಕ್ಷಿಪ್ತ ರೂಪಗಳು  
ಮತ್ತು ಸಂಕ್ಷೇಪಣವನ್ನು ಹೊಂದಿದೆ

C) having long and detailed  
information | ದೀರ್ಘ ಮತ್ತು  
ವಿವರವಾದ ಮಾಹಿತಿಯನ್ನು  
ಹೊಂದಿದೆ

D) fancy and colourful |  
ಅಲಂಕಾರಿಕ ಮತ್ತು ವರ್ಣಮಯ

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

A) Underline

B) Italic

C) Numbered List

D) Bold

75. A business idea should \_\_\_\_\_?.

A) None of these

B) Satisfy only my needs

C) Save the world

D) Fulfill customer needs or  
solve their problems