

02:27 PM

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Trinity iti Udupi

Answer Key

Duration: 60 Mins

Total Marks: 50

Q.ID: ITISKILL2756VO

1. The most effective way to get information is by

- A) Talking B) Activity
C) Reading D) Writing

Answer: C) Reading

2. When two or more people give their thoughts and views on a topic. It is called a_____.

- A) Reading B) Group discussion
C) Listening D) Speaking

Answer: B) Group discussion

3. ___questions give clear indication of the information the person wants to know.

- A) Yes or No B) Wh-
C) Closed questions D) No

Answer: B) Wh-

4. A person who makes a call_____

- A) Caller B) Keypad
C) Contacts D) Phase

Answer: A) Caller

5. An introduction letter is a ____.

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

Answer: C) Cover letter

6. Bindu receives a call from JJ company promoting a discount sale. She couldn't clearly hear the details. How is she supposed to ask the person to repeat the information?

- A) Speak loud B) Could you please repeat?
C) What is it? D) I don't know

Answer: B) Could you please repeat?

7. Teacher Meena advised her students to write down 2 or 3 sentences when she explains the lesson. How does it help the students?

- A) Write B) Recollect what she said
C) Read D) Speak

Answer: B) Recollect what she said

8. John does not agree with his coworker about a task. How should he communicate his disagreement?

- A) You don't know anything. B) You are wrong!

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

Answer: C) I respectfully disagree with what you are saying.

9. Sanju met her cousin Keerti accidentally in a mall. How should she greet her?

- A) What are you doing here? B) Take care!
C) Thank you! D) Long time, no see!

Answer: D) Long time, no see!

10. Vinutha was questioned whether she has completed her degree in an interview. How should she respond stating that she has completed?

- A) Yes, I have completed my degree B) Yes
C) No D) Completed my degree

Answer: A) Yes, I have completed my degree

11. ___contact with the people we are speaking help us to communicate confidently.

- A) Skin B) Eye
C) Nose D) Ear

Answer: B) Eye

12. Emotions can be expressed through your ____.

- A) Weight B) Height
C) Situation D) Voice

Answer: D) Voice

13. Question always end with a ___?.

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

Answer: C) Question mark ?

14. Ravi read job description which specified ?Familiarity with MS office?. What should he know?

- A) How to use MS Office B) How to write an email
C) How to get certification D) How to study

Answer: A) How to use MS Office

15. 'The sea is blue'. In this sentence ____is an adjective.

- A) sea B) the
C) is D) blue

Answer: D) blue

16. The correct order for a sentence is _____.

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

Answer: D) Subject, Verb, Object

17. English is a _____ language.

- A) Evening B) Night
C) Day D) Common

Answer: D) Common

18. Using Internet is easy if we learn _____?

- A) English B) Sports
C) Science D) Maths

Answer: A) English

19. Naveen is fond of dogs, but Sheetal hates dogs. In this sentence who likes dogs?

- A) Both Sheetal and Naveen B) Sheetal
C) Naveen D) Dog

Answer: C) Naveen

20. Rahul spends 30 minutes everyday watching news. He writes down few sentences about what is said. What is he trying to do?

- A) Practicing listening B) None of these
C) Practicing News D) Practicing Movements

Answer: A) Practicing listening

21. Ram was asked to measure his cupboard. It was 4 feet tall. Here feet means _____.

- A) Taste B) Hand
C) Leg D) Measurement

Answer: D) Measurement

22. It is a _____ knife. Fill in the correct adjective.

- A) sharp B) and
C) there D) this

Answer: A) sharp

23. People can hear the emotions and see our facial expression when we _____.

- A) Speak B) Listen
C) See D) Taste

Answer: A) Speak

24. Sita wanted to ask Nina about her summer plan. Choose the correct answer.

- A) None of these B) What Nina asked?
C) Nina is your plan. D) Nina, what is your summer plan?

Answer: D) Nina, what is your summer plan?

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

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

Answer: A) Direction

26. Symbols gives us information through _____.

- A) Posters B) Images
C) Words D) Colours

Answer: B) Images

27. We can learn English by _____?

- A) Reading newspaper B) None of these
C) Cooking D) Playing

Answer: A) Reading newspaper

28. If you work in a large & popular company, what type of information is good to share about the workplace?

- A) Type of job & Company name B) Name of the workplace alone
C) Location D) None of these

Answer: A) Type of job & Company name

29. Naming words are also called _____?

- A) Action B) Pronouns
C) Nouns D) Verbs

Answer: C) Nouns

30. Harish made a call to the Senior manager in a company. How is he supposed to start the conversation.?

- A) Good bye B) Greet the person
C) Purpose of call D) Thank the person

Answer: B) Greet the person

31. Group discussion helps us _____?

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

Answer: C) learn more and solve big problems

32. Mahesh and his team discussed about the steps to be followed to complete the project at the earliest. He was happy with the suggestions given by his teammates and granted to follow the same. How would he convey it?

- A) You must follow what I tell you B) I don't agree with your plan
C) Don't come here to talk D) I agree with your plan of action

Answer: D) I agree with your plan of action

33. Shilpa is applying for a job online. She sends her

application by email. What is she supposed to mention in the subject line to make it easy for the employer to find her email?

- A) Shilpa - Job Position
- B) Shilpa - Age
- C) Education qualification
- D) Previous experience

Answer: A) Shilpa - Job Position

34. Phone call has ___phases

- A) Three
- B) End
- C) Middle
- D) Different

Answer: A) Three

35. Formal greetings are used in ____.

- A) House
- B) Friends
- C) Workplace
- D) Family

Answer: C) Workplace

36. Radha has learnt how to write a sentence. Which is the subject in this sentence?

- A) Radha
- B) Learnt
- C) How
- D) Sentence

Answer: A) Radha

37. Comma is used to show a ____within the sentence.

- A) Full stop
- B) Break
- C) Capital letter
- D) Pair

Answer: B) Break

38. Verbs tell the action of the ____.

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

Answer: B) Naming words

39. Words that are used to name people, places, animals and things are ____.

- A) Table
- B) Key
- C) Person
- D) Naming words

Answer: D) Naming words

40. Pronouns (ex: he, she, her) can be used in the place of ____.

- A) Spellings
- B) Verb
- C) Naming words
- D) Adjective

Answer: C) Naming words

41. Which of these is an informal greeting?

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

Answer: B) Hey

42. Adjectives are ____words.

- A) Neutral
- B) Sound
- C) Finish
- D) Describing

Answer: D) Describing

43. ___greetings are used while speaking to friends and family.

- A) Formal
- B) Due
- C) No
- D) Informal

Answer: D) Informal

44. Malini is attending her new school today. She introduces herself as ____.

- A) Good bye
- B) What?s up guys
- C) Longtime everyone
- D) Hello everyone!

Answer: D) Hello everyone!

45. Ramesh is working in Chennai. ____likes the office environment.

- A) He
- B) It
- C) That
- D) What

Answer: A) He

46. Receiver is a person who ____the call.

- A) Blocks
- B) Receives
- C) Rejects
- D) Dials

Answer: B) Receives

47. A person who works with us is called a__?.

- A) Friend
- B) Coworker
- C) Family
- D) Relative

Answer: B) Coworker

48. Bats fly during the night. In this sentence the word Bat is_____

- A) A cool word
- B) An action word
- C) A Naming Word
- D) A boring word

Answer: C) A Naming Word

49. Tutor asked his student whether he knew to use Windows? How should the student answer?

- A) Yup
- B) I will know
- C) Yes, I know how to use Windows
- D) Done

Answer: C) Yes, I know how to use Windows

50. Document which has details of a job is ____?.

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

Answer: D) Job Description