

**Duration: 100 Mins****Total Marks: 20****Q.ID: ITISKILL2800JM**

1. What should you always remember when creating your profile on a job portal?

- A) To include skills required for the job, even if you don't have them  
 B) To use a fake name  
 C) To leave out important information  
 D) To always be truthful

**Answer: D) To always be truthful**

2. Raj is a talented carpenter. How can showing his work on YouTube help Raj?

- A) It allows people to see his carpentry skills and appreciate his expertise  
 B) All of these  
 C) It helps Raj to engage with people interested in his work  
 D) It may help Raj get more customers

**Answer: B) All of these**

3. Why is it good to think about what you learn?

- A) It's a good pastime.  
 B) It helps remember and understand better.  
 C) It improves handwriting.  
 D) None of these

**Answer: B) It helps remember and understand better.**

4. Ranjit has a small bakery business. Using WhatsApp for Business can help Ranjit \_\_\_\_\_.

- A) chat with friends  
 B) check status updates  
 C) watch baking tutorial videos  
 D) quickly respond to customer orders and questions

**Answer: D) quickly respond to customer orders and questions**

5. If you are trained as an electrician and want a job in Delhi, what should you type in the search box of a job portal?

- A) Electrician training  
 B) Electrician jobs in Delhi  
 C) Electrician job  
 D) Delhi job

**Answer: B) Electrician jobs in Delhi**

6. Sunita has collected some information from the internet and sorted it. What is the best way for her to share it with her team?

- A) Tell everything she read in detail  
 B) Talk only about the bad websites

C) Share only the main points clearly: Use simple words and pictures, if possible

D) Print all the information and give it to the team members.

**Answer: C) Share only the main points clearly: Use simple words and pictures, if possible**

7. When searching for new information on Google, why is it important to use the right words?

- A) To change the color of the search page  
 B) To learn a new language  
 C) To find correct and useful information  
 D) To make the screen brighter

**Answer: C) To find correct and useful information**

8. Arjun is applying for jobs on Naukri.com. Which of these should he do?

- A) Select all the cities where jobs are available  
 B) Ignore the job descriptions  
 C) Apply to all the jobs listed  
 D) Match his skills with the job description

**Answer: D) Match his skills with the job description**

9. Why should you reply to comments on YouTube?

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

**Answer: B) So viewers feel connected**

10. Sia is applying for the electrician position, how should she start her email to the company?

- A) Begin with a clear subject line and a polite greeting.  
 B) Start with a joke.  
 C) Attach her favorite photos.  
 D) Write a short story about her hobbies.

**Answer: A) Begin with a clear subject line and a polite greeting.**

11. Mahima has an Instagram page for her jewelry business. What should she do to connect with her customers?

- A) Post about a T.V. show she likes  
 B) Share daily updates about her business as Stories on social media  
 C) Post cooking videos  
 D) Post dance reels

**Answer: B) Share daily updates about her business as Stories on social media**

12. How can Instagram, YouTube, and WhatsApp help you in

finding work?

- A) By connecting you with professionals
- B) By allowing you to post photos/ videos of your work
- C) All of these
- D) By enabling direct and fast communication with customers

**Answer: C) All of these**

**13.** Venu includes a clear subject in his email. Why is that important?

- A) To show he has good English skills
- B) Email cannot be sent without a subject line
- C) None of these
- D) To tell the company what the email is about

**Answer: D) To tell the company what the email is about**

**14.** Sanya has collected a lot of information from different websites for her new project. What should she do next to sort this information?

- A) Share all the information with her coworkers
- B) Mix up all the information
- C) Read through the information and mark the important points
- D) Keep the information in separate folders

**Answer: C) Read through the information and mark the important points**

**15.** Archana is sending a job application over email. How can she share her resume and other documents?

- A) Copying and pasting the content of the documents into the email body.
- B) She must not send documents over email as it is not safe.
- C) Attach the scanned documents as PDFs with the email.
- D) Click photos from her phone and send it.

**Answer: C) Attach the scanned documents as PDFs with the email.**

**16.** Rahul is applying for a job. Which of these documents should he attach to his job application email?

- A) Address Proof
- B) Photographs from childhood
- C) Resume, Course and Training Certificates
- D) Birth certificate

**Answer: C) Resume, Course and Training Certificates**

**17.** Before applying for a job, why is it important to check the skills required for a job?

- A) To chat with friends about it.
- B) To impress the interviewer.
- C) To be sure you can do the job well.
- D) It is not important to check the skills required for a job.

**Answer: C) To be sure you can do the job well.**

**18.** While thinking about learning, what are the questions you can ask yourself?

- A) What did I learn?
- B) Was it easy or difficult to learn?
- C) How can I learn better?
- D) All of these

**Answer: D) All of these**

**19.** What is a job portal?

- A) A place where you can play games and talk to friends.
- B) A website where companies post jobs and people can search and apply for them.
- C) A building where you go to find work.
- D) A special room where job interviews happen online.

**Answer: B) A website where companies post jobs and people can search and apply for them.**

**20.** Imagine you are applying for a position as an electrician at a company. Which of the following email subject lines would be the most suitable for your job application?

- A) Electrician Job Application
- B) Application for Electrician Position - [Your Name]
- C) Urgent Attention Needed
- D) Applying for a New Job

**Answer: B) Application for Electrician Position - [Your Name]**