

Duration: 100 Mins

Total Marks: 20

ID: ITISKILL2800JM

Student Name: _____ Roll No: _____

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

2. How can Instagram, YouTube, and WhatsApp help you in finding work?

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

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

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

4. What is a job portal?

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

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

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

6. Ranjit has a small bakery business. Using WhatsApp for Business can help Ranjit _____.

- A) check status updates B) watch baking tutorial videos

C) quickly respond to customer orders and questions

D) chat with friends

7. 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 jobs in Delhi B) Delhi job
C) Electrician training D) Electrician job

8. 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 always be truthful
C) To leave out important information D) To use a fake name

9. 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) All of these D) How can I learn better?

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

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

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

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

12. Why should you reply to comments on YouTube?

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

13. 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) Talk only about the bad websites
- B) Share only the main points clearly: Use simple words and pictures, if possible
- C) Tell everything she read in detail
- D) Print all the information and give it to the team members.

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

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

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

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

16. 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) Post cooking videos
- C) Post dance reels
- D) Share daily updates about her business as Stories on social media

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

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

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

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

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

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

20. 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) Attach her favorite photos.
- C) Write a short story about her hobbies.
- D) Start with a joke.