

Duration: 30 Mins

Total Marks: 100

Q.ID: ITISKILL29472U

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

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

Answer: A) Gender discrimination

2. Ganesh greets his co-workers every day. He is trying to maintain _____ at work.

- A) frustration B) good relationships
C) power D) his authority

Answer: B) good relationships

3. This intention to move out of one's place to another for better jobs is called _____. | ಉತ್ತಮ ಉದ್ಯೋಗಗಳಿಗಾಗಿ ಒಬ್ಬರ ಸ್ಥಳದಿಂದ ಇನ್ನೊಬ್ಬರಿಗೆ ಸ್ಥಳಾಂತರಗೊಳ್ಳುವ ಈ ಉದ್ದೇಶವನ್ನು _____ ಎಂದು ಕರೆಯಲಾಗುತ್ತದೆ.

- A) mitigation | ತಗ್ಗಿಸುವಿಕೆ B) litigation | ವ್ಯಾಜ್ಯ
C) irrigation | ನೀರಾವರಿ D) migration | ವಲಸೆ

Answer: D) migration | ವಲಸೆ

4. Bijo is not good at MS excel. With his hard work, he learns to overcome weaknesses and turn them into a_____.

- A) Strength B) Belief
C) Leader D) Value

Answer: A) Strength

5. The way we manage/solve the problem is called _____.

- A) Negative attitude B) Passion
C) Conflict resolution D) Positive attitude

Answer: C) Conflict resolution

6. As per the POSH Act, any workplace that has 10 or more employees must constitute an _____.

- A) Employees B) Internal Committee (IC).
C) Help desk D) Police Station

Answer: B) Internal Committee (IC).

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

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

Answer: D) Personal weaknesses | ವೈಯಕ್ತಿಕ ದೌರ್ಬಲ್ಯಗಳು

8. Latha's uncle works at the company where she has applied for a job. He offered to refer her for the position. What type of cover letter should Latha write to increase her chances of being considered for the job?

- A) Referral Cover Letter B) Letter of absence
C) Letter of interest D) Leave letter

Answer: A) Referral Cover Letter

9. People who are born in one sex, but they know that they belong to another sex are_____?

- A) Stereotypical B) Males
C) Transpersons D) Females

Answer: C) Transpersons

10. Balance in _____ is important to have a healthy and happy life.

- A) Salary B) Work-life
C) Job satisfaction D) Career demand

Answer: B) Work-life

11. _____ greetings are used while speaking to friends and family.

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

Answer: A) Informal

12. The word funding means _____.

- A) Saving and Spending B) Bank account
C) Money to start a business D) Money for shopping

Answer: C) Money to start a business

13. Jyothi learned that all the information is stored in 'web pages'. What is the role of web pages?

- A) 'Web pages' act as internet B) 'Web pages' act as a library
C) None of these D) 'Web pages' act as a search engine

Answer: B) 'Web pages' act as a library

14. We should choose our career based on our _____?

- A) Disadvantages B) Workplace
C) Strengths D) Weakness

Answer: C) Strengths

15. What happens when we use this function? =SUM(B4:G4)

- A) The number from B4 will be copied
B) The number from G4 will be copied
C) The numbers in cells from B4 to G4 are added
D) The number in B4 is deleted

Answer: C) The numbers in cells from B4 to G4 are added

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

- A) Groceries
B) Clothes
C) House rent
D) Movies

Answer: D) Movies

17. What is the shortcut key to copy a file?

- A) Ctrl+X
B) Ctrl+C
C) Ctrl+S
D) Ctrl+P

Answer: B) Ctrl+C

18. Verbs tell the action of the _____.

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

Answer: B) Naming words

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

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

Answer: C) Practicing listening

20. Raj and Tej talk to each other only on the phone. What type of communication is this?

- A) Written communication
B) Non-Verbal Communication
C) Sign communication
D) Verbal Communication

Answer: D) Verbal Communication

21. When a person deposits a fixed sum of money every over a fixed period of time, it is a _____ account.

- A) Current Account
B) Recurring Deposit
C) Saving Account
D) Fixed Deposit

Answer: B) Recurring Deposit

22. Vinay visited the dentist because he was suffering from tooth ache. Dentist treats our teeth problems. In this sentence, which is the plural word?

- A) Dentist
B) Vinay
C) Tooth
D) Teeth

Answer: D) Teeth

23. When you greet higher official's such as Teacher, Instructor or Supervisor, you should use _____.

ಶಿಕ್ಷಕ,

ಬೋಧಕ ಅಥವಾ ಮೇಲ್ವಿಚಾರಕನಂತಹ ಉನ್ನತ ಅಧಿಕಾರಿಗಳನ್ನು ನೀವು ಸ್ವಾಗತಿಸಿದಾಗ, ನೀವು _____ ಅನ್ನು ಬಳಸಬೇಕು

- A) Good morning
B) Hello
C) Hi
D) Hey

Answer: A) Good morning

24. Nagma has an important job interview tomorrow. What should she do to prepare for her interview?

- A) Research the company & prepare questions to ask
B) Arrive late to show she is busy
C) Wear casual clothes to feel comfortable
D) Talk only about her personal life

Answer: A) Research the company & prepare questions to ask

25. The Indian government passed the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act in 2013. In simpler terms, it is also called _____?

- A) POSH
B) SHWW
C) PPR
D) SOS

Answer: A) POSH

26. When talking to our co-workers, we should not stand or sit _____ to them.

- A) next to
B) too close
C) opposite
D) In front of

Answer: B) too close

27. A diverse workplace increases _____.

- A) Productivity
B) Tension
C) Stress
D) Workload

Answer: A) Productivity

28. Avinash needs to know about his transactions from the last month. How can he get these details?

- A) Credit card
B) Debit Card
C) Cheque book
D) Passbook

Answer: D) Passbook

29. Sunitha earns Rs.10,000 every month. After setting a monthly budget amount, she is able to save Rs. 2000 every month. She will use this money in case of _____.

- A) emergencies
B) bills
C) travel
D) party

Answer: A) emergencies

30. Vinod met his new manager at his workplace. He had to _____ himself first.

- A) Praise
B) Appreciate
C) Thank
D) Introduce

Answer: D) Introduce

31. Suraj has finished his ITI course. He can create a career

path that helps him progress towards his ____and ____?.

- A) Cooking and painting B) Singing and dancing
C) Strengths and weakness D) Goals and Objectives

Answer: D) Goals and Objectives

32. What can you do with online banking?

- A) Get details of all the transactions B) Send money to someone
C) Open a bank account D) All of these

Answer: D) All of these

33. Saleem needs to talk about digital skills that are required at work. Which of these works needs digital skills?

- A) Creating and editing documents and worksheets B) Communicating through emails and chat
C) All of these D) Creating and editing worksheets

Answer: C) All of these

34. Seema is attending an interview. What is she is supposed to carry for the interview?

- A) All of these B) ID cards
C) Resume D) Certificates

Answer: A) All of these

35. Abhi wants to teach his 10-year-old daughter to save money from the pocket money she receives every month. Which option is the best?

- A) Fixed Deposit B) None of these
C) Salary Account D) Piggy Bank

Answer: D) Piggy Bank

36. Inclusion in a workplace happens when every member of the company gets the same _____ at work.

- A) Nutrition B) Chances
C) Age D) Culture

Answer: B) Chances

37. Good, professional relationship with co-workers can give the feeling of_____.

- A) Confusion B) Negative energy
C) Job satisfaction D) Fear

Answer: C) Job satisfaction

38. Lakshmi plans to start a beauty parlour. What kind of information should she NOT collect in the Market Scan?

- A) Information on shop location and rent B) Information on clothes and shoes
C) Information on types of customers D) Information on cost of materials for the beauty parlour

Answer: B) Information on clothes and shoes

39. They? is used when we want to refer to _____.

- A) He B) Our
C) Many people D) She

Answer: C) Many people

40. Choose the correct punctuation mark after the word "Rohan" in the given sentence. "Rohan David and Ram are playing hide and seek" | ಕೊಟ್ಟಿರುವ ವಾಕ್ಯದಲ್ಲಿ □ರೋಹನ್□ ಪದದ ನಂತರ ಸರಿಯಾದ ವಿರಾಮ ಚಿಹ್ನೆಯನ್ನು ಆರಿಸಿ. □ರೋಹನ್ ಡೇವಿಡ್ ಮತ್ತು ರಾಮ್ ಅಡಗಿಕೊಂಡು ಆಡುತ್ತಿದ್ದಾರೆ□

- A) Period (.) B) Comma (,)
C) Hyphen (-) D) Slash (/)

Answer: B) Comma (,)

41. The lack of success in achieving a goal or completing a task is called _____.

- A) Failure B) Success
C) Boring D) Satisfaction

Answer: A) Failure

42. A written description of duties and responsibilities to be carried out in a job is called _____. | ಕೆಲಸದಲ್ಲಿ ನಿರ್ವಹಿಸಬೇಕಾದ ಕರ್ತವ್ಯಗಳು ಮತ್ತು ಜವಾಬ್ದಾರಿಗಳ ಲಿಖಿತ ವಿವರಣೆಯನ್ನು _____ ಎಂದು ಕರೆಯಲಾಗುತ್ತದೆ

- A) resume | ಪುನರಾರಂಭ B) job description | ಕೆಲಸದ ವಿವರ
C) job application | ಕೆಲಸದ ಅರ್ಜಿ D) CV

Answer: B) job description | ಕೆಲಸದ ವಿವರ

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

Answer: D) A business plan

44. Cats is an example of _____word.

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

Answer: C) Plural

45. Money borrowed from bank or a person is called ____?.

- A) Tax B) Loan
C) Gift D) Interest

Answer: B) Loan

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

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

Answer: B) Sex

47. Jobs that have become outdated in the past 5 years _____ . | ಕಳೆದ 5 ವರ್ಷಗಳಲ್ಲಿ ಹಳತಾದ ಕೆಲಸಗಳು _____

- A) ola | ಓಲಾ B) swiggy | ಸ್ವಿಗ್ಗಿ
C) uber | ಉಬರ್ D) STD booth | STD ಬೂತ್

Answer: D) STD booth | STD ಬೂತ್

48. Which of these is an e-learning portal?

- A) NAPS portal B) Bharat Skills Portal
C) Netflix D) ASEEM

Answer: B) Bharat Skills Portal

49. The most effective way to get information is by

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

Answer: A) Reading

50. _____ jobs help to reduce pollution, preserve the environment and the planet.

- A) Green B) Hardware
C) Part-time D) Software

Answer: A) Green

51. Rekha takes care of all water-pipe fittings in her company. Which professional network can she be a part of?

- A) Tailors B) Carpenters
C) Beauticians D) Plumbers

Answer: D) Plumbers

52. Zeena wants to enroll for an e-learning course. The most important thing she needs is a _____.

- A) Library card B) Mobile phone or Computer
C) Pen D) Book

Answer: B) Mobile phone or Computer

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

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

Answer: D) Digital skills

54. Which of the following is true about stress? | ಒತ್ತಡದ ಬಗ್ಗೆ ಈ ಕೆಳಗಿನವುಗಳಲ್ಲಿ ಯಾವುದು ನಿಜ?

- A) Stress can not be decreased | ಒತ್ತಡವನ್ನು ಕಡಿಮೆ ಮಾಡಲು ಸಾಧ್ಯವಿಲ್ಲ B) Stress can be managed | ಒತ್ತಡವನ್ನು ನಿಭಾಯಿಸಬಹುದು
C) Stress cannot be controlled | ಒತ್ತಡವನ್ನು ನಿಯಂತ್ರಿಸಲಾಗುವುದಿಲ್ಲ D) All of the above | ಮೇಲಿನ ಎಲ್ಲವೂ

Answer: B) Stress can be managed | ಒತ್ತಡವನ್ನು ನಿಭಾಯಿಸಬಹುದು

55. Shilpa wanted to get her house cleaned before Diwali. On which portal can she book this service?

- A) Ola B) Helpr
C) Swiggy D) Zomato

Answer: B) Helpr

56. When is capital letter used? | ದೊಡ್ಡ ಅಕ್ಷರವನ್ನು ಯಾವಾಗ ಬಳಸಲಾಗುತ್ತದೆ?

- A) Names of places | ಸ್ಥಳಗಳ ಹೆಸರುಗಳು B) Beginning of a sentence | ಒಂದು ವಾಕ್ಯದ ಆರಂಭ
C) Names of persons | ವ್ಯಕ್ತಿಗಳ ಹೆಸರುಗಳು D) All the above | ಮೇಲಿನ ಎಲ್ಲಾ

Answer: D) All the above | ಮೇಲಿನ ಎಲ್ಲಾ

57. Rama has started using Social Media, as a responsible user what are the things she should not do?

- A) Use social media to find the latest information. B) Posting personal information publicly
C) Connecting with professionals from her field D) Searching jobs online

Answer: B) Posting personal information publicly

58. The word □ when □ denotes _____. | when (ಉದಾಹರಣೆ) □ ಎಂಬ ಪದವು _____ ಅನ್ನು ಸೂಚಿಸುತ್ತದೆ

- A) place | ಸ್ಥಳ B) person | ವ್ಯಕ್ತಿ
C) thing | ವಿಷಯ D) time | ಸಮಯ

Answer: D) time | ಸಮಯ

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

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

Answer: D) Greet the person

60. Deductions should be paid from the ____.

- A) Net Salary B) Earnings
C) Gross salary D) Basic Salary

Answer: C) Gross salary

61. Shouting shows we are angry. Talking very slowly shows we are tired or sleepy. What part of non-verbal communication helps us understand this?

- A) Tone of voice B) Hand movements
C) Eye movements D) Smile

Answer: A) Tone of voice

62. Bindu has started a small auto repair shop. She is the only person managing the business. Which kind of business it is?

- A) Private Limited B) Partnership
C) Sole Proprietorship D) Multinational Unit

Answer: C) Sole Proprietorship

63. Raju wants to start a Textile shop. What should he do first?

- A) Prepare a Business Plan B) Hire Staff
C) Rent a Shop D) Purchase New Fabrics

Answer: A) Prepare a Business Plan

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

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

Answer: D) okay

65. Fill in the blank with comparative adjective. "Your pencil is _____ than mine". | ತುಲನಾತ್ಮಕ ವಿಶೇಷಣದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿಸಿ.

"Your pencil is _____ than mine"

- A) sharp B) blunt
C) thick D) sharper

Answer: D) sharper

66. Organizations communicate mainly through _____.

- A) E-mails B) Letters
C) Unfamiliar words D) Project

Answer: A) E-mails

67. Bhanu creates 25 minutes task planner and never gets distracted during the blocked time. Which method does she follow?

- A) Timing B) Blocktime
C) Calendar D) Pomodoro

Answer: D) Pomodoro

68. Values decide the _____ of a person.

- A) home B) laptop
C) character D) system

Answer: C) character

69. Effective communication needs to be -

- A) Clear B) All of these
C) Simple D) Complete

Answer: B) All of these

70. Entrepreneurs learn from their success as well as their _____?.

- A) Failures B) Profit
C) Business Pitch D) Friends

Answer: A) Failures

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

Answer: B) Professionals

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

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

Answer: B) Speak

73. The way we sit, our facial expression and body language show _____ communication.

- A) informal B) written
C) verbal D) non- verbal

Answer: D) non- verbal

74. In a business, the money involved in building a product is called _____.

- A) Cost B) Discount
C) Price D) Profit

Answer: A) Cost

75. To find list of Participants in a Zoom meeting, click on participants option on _____ of the screen.

- A) Top B) Right Side
C) Left Side D) Bottom

Answer: D) Bottom

76. Azim has received a new mail from his teacher. Where can he check the mail received?

- A) Inbox B) Sent
C) Compose D) Draft

Answer: A) Inbox

77. Post-covid we adopted the virtual world. Meeting that happens online through the internet are called as _____.

- A) Online meeting B) None of these
C) Physical Meeting D) Offline Meeting

Answer: A) Online meeting

78. Jack is very good at MS Excel. He must apply for a job based on his _____.

- A) Interests B) Abilities
C) Mood D) Decision

Answer: B) Abilities

79. Plural form of child is _____.

A) Person

B) Children

C) Kid

D) Infant

Answer: B) Children

80. John was travelling by bus to his village. He noted the names of places that he could see on his journey. What are these words called as?

A) Naming words

B) See

C) His

D) That

Answer: A) Naming words

81. Institution licensed by the government to keep money safe is _____.

A) Hospital

B) Panchayat

C) Assembly

D) Bank

Answer: D) Bank

82. _____ is one of the behavioral skills that is required to organize work efficiently and complete it on time.

A) Time Management

B) Cooking

C) Dancing

D) Painting

Answer: A) Time Management

83. Rehana faced a problem with her project. She is dealing with a problem with the right attitude. This is an example of-

A) Negative attitude

B) Technical skill

C) Scientific skill

D) Positive attitude

Answer: D) Positive attitude

84. 'It is going to be a sunny day tomorrow'. The action in this sentence is in _____ tense.

A) Date

B) Day

C) Future

D) Past

Answer: C) Future

85. Which of the following is an advantage of a mock interview?

A) Using proper body language

B) Learning how to speak

C) Learning how to dress

D) All of these

Answer: D) All of these

86. The main purpose of mock interviews is to _____?

A) judge people

B) give feedback

C) give marks

D) waste time

Answer: B) give feedback

87. Prachi goes to a Government ITI in the morning and then comes to office in a company cab to attend an online meeting with an employer. Which of the following are considered as a workplace?

A) Online meeting

B) Office space

C) Government ITI

D) All of these

Answer: D) All of these

88. _____ can lead to division of people, communities and families.

A) Gender equality

B) Respecting all people

C) Gender discrimination

D) Same rights

Answer: C) Gender discrimination

89. Shyna wants to start a masala powder business. She is presenting a business pitch to the bank manager. How long should her business pitch be?

A) 2 to 3 mins

B) 10 mins

C) 1 min

D) 15 mins

Answer: A) 2 to 3 mins

90. Where is the power button located on a desktop computer?

A) On the CPU

B) On the Speaker

C) On the Keyboard

D) On the Mouse

Answer: A) On the CPU

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

A) fancy and colourful | ಅಲಂಕಾರಿಕ ಮತ್ತು ವರ್ಣಮಯ

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

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

D) short and precise | ಸಣ್ಣ ಮತ್ತು ನಿಖರ

Answer: D) short and precise | ಸಣ್ಣ ಮತ್ತು ನಿಖರ

92. Rita found someone's wallet in the office. She gives it to the office manager. This shows that she is _____.

A) kind

B) open-minded

C) honest & responsible

D) non - judgemental

Answer: C) honest & responsible

93. 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) Listening to music | ಹಾಡು ಕೇಳುತ್ತಿದ್ದೇನೆ

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

C) Gardening | ತೋಟಗಾರಿಕೆ

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

Answer: B) Spending long hours thinking about the problem | ಸಮಸ್ಯೆಯ ಬಗ್ಗೆ ದೀರ್ಘಕಾಲ ಯೋಚಿಸುವುದು.

94. 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 don't mind
- B) I won't
- C) I want
- D) I hate

Answer: A) I don't mind

95. The ____ is a few words that quickly tell what the email is about.

- A) ID
- B) Compose
- C) Subject
- D) Inbox

Answer: C) Subject

96. Total cost is equal to ?

- A) Variable Cost + Fixed cost
- B) Investment + Fixed Cost
- C) Variable Cost + Discount
- D) Fixed Salary + ROI

Answer: A) Variable Cost + Fixed cost

97. During criticism we must remain ____and ____to the person.

- A) shout and cry
- B) calm and listen

- C) fight and cry
- D) happy and joyful

Answer: B) calm and listen

98. Entrepreneurship means ____?.

- A) Supporting a business person
- B) Managing career
- C) Running your own business
- D) Starting a new career

Answer: C) Running your own business

99. The amount put aside without being spent is ____?.

- A) Savings
- B) Tax
- C) Bill
- D) Deductions

Answer: A) Savings

100. What is the most important skill needed to be a successful entrepreneur?

- A) Earning money
- B) Having an Entrepreneurial Mindset
- C) Expanding markets
- D) Giving up on failure

Answer: B) Having an Entrepreneurial Mindset