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1. 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) His
C) That D) See

2. Cats is an example of ____ word.

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

3. Plural form of child is ____.

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

4. 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) **Teeth** B) Tooth
C) Vinay D) Dentist

5. They? is used when we want to refer to ____.

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

6. Verbs tell the action of the ____.

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

7. 'It is going to be a sunny day tomorrow'. The action in this sentence is in _____tense.

- A) **Future** B) Past
C) Date D) Day

8. The most effective way to get information is by

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

9. People can hear the emotions and see our facial expression when we ____.

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

10. 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) Practicing News
C) Practicing Movements D) None of these

11. 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 hate
C) I want D) I won?t

12. ____greetings are used while speaking to friends and family.

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

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

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

14. 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 interest
C) Leave letter D) Letter of absence

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

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

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

- A) Painting B) Cooking
C) **Time Management** D) Dancing

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

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

18. 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**

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

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

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

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

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

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

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

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

23. Suraj has finished his ITI course. He can create a career path that helps him progress towards his _____ and _____?

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

24. 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) Professionals** B) Parents
C) Classmates D) Strangers

25. Effective communication needs to be -

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

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

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

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

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

28. 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) Smile B) Hand movements
C) Tone of voice D) Eye movements

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

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

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

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

31. Organizations communicate mainly through _____.

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

32. During criticism we must remain _____ and _____ to the person.

- A) happy and joyful **B) calm and listen**
C) shout and cry D) fight and cry

33. Physical body and the sexual organs that we are born with refers to person's _____?

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

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

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

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

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

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

- A) Gender equality B) Respecting all people
C) Gender discrimination D) Same rights

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

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

38. A diverse workplace increases _____.

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

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

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

40. 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) SOS B) SHWW
C) PPR D) **POSH**

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

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

42. 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) Office space B) Government ITI
C) Online meeting D) **All of these**

43. Entrepreneurship means _____?

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

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

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

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

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

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

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

47. 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) 15 mins D) 1 min

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

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

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

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

50. Total cost is equal to ?

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

51. The word funding means _____.

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

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

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

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

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

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

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

- A) On the Keyboard B) **On the CPU**
C) On the Speaker D) On the Mouse

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

- A) **Ctrl+C** B) Ctrl+X

C) Ctrl+S

D) Ctrl+P

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

A) The numbers in cells from B4 to G4 are added

B) The number in B4 is deleted

C) The number from B4 will be copied

D) The number from G4 will be copied

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

A) 'Web pages' act as a search engine

B) 'Web pages' act as a library

C) 'Web pages' act as internet

D) None of these

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

A) Posting personal information publicly

B) Connecting with professionals from her field

C) Searching jobs online

D) Use social media to find the latest information.

60. The _____ is a few words that quickly tell what the email is about.

A) Compose

B) Subject

C) Inbox

D) ID

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

A) Inbox

B) Sent

C) Draft

D) Compose

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

A) Top

B) Bottom

C) Left Side

D) Right Side

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

A) Online meeting

B) Physical Meeting

C) Offline Meeting

D) None of these

64. 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) party

C) bills

D) travel

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

A) Clothes

B) House rent

C) Movies

D) Groceries

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

A) Hospital

B) Bank

C) Panchayat

D) Assembly

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

A) Recurring Deposit

B) Saving Account

C) Current Account

D) Fixed Deposit

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

A) Passbook

B) Debit Card

C) Credit card

D) Cheque book

69. What can you do with online banking?

A) Send money to someone

B) Open a bank account

C) Get details of all the transactions

D) All of these

70. Deductions should be paid from the _____.

A) Gross salary

B) Net Salary

C) Earnings

D) Basic Salary

71. The amount put aside without being spent is _____?

A) Savings

B) Bill

C) Tax

D) Deductions

72. 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) Salary Account

C) Piggy Bank

D) None of these

73. Money borrowed from bank or a person is called _____?

A) Tax

B) Gift

C) Interest

D) Loan

74. Good, professional relationship with co-workers can give the feeling of _____.

A) Job satisfaction

B) Fear

C) Confusion

D) Negative energy

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

A) his authority

B) good relationships

C) frustration

D) power

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

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

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

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

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

- A) give marks
B) judge people
C) give feedback
D) waste time

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

- A) Learning how to speak
B) Learning how to dress
C) Using proper body language
D) All of these

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

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

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

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

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

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

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

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

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

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

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

- A) Acting skills
B) Digital skills

C) Painting skills

D) Dancing skills

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

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

87. Values decide the _____ of a person.

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

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

- A) open-minded
B) honest & responsible
C) kind
D) non - judgemental

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

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

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

- A) short and precise | ಸಣ್ಣ ಮತ್ತು ನಿಖರ
B) fancy and colourful | ಅಲಂಕಾರಿಕ ಮತ್ತು ವರ್ಣಮಯ
C) having long and detailed information | ದೀರ್ಘ ಮತ್ತು ವಿವರವಾದ ಮಾಹಿತಿಯನ್ನು ಹೊಂದಿದೆ
D) having acronyms and abbreviation | ಸಂಕ್ಷಿಪ್ತ ರೂಪಗಳು ಮತ್ತು ಸಂಕ್ಷೇಪಣವನ್ನು ಹೊಂದಿದೆ

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

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

92. 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) Hey
D) Hi

93. The word _____ when _____ denotes _____ . | _____ (ಇದನ್ನು) _____ ಎಂಬ ಪದವು _____ ಅನ್ನು ಸೂಚಿಸುತ್ತದೆ

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

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

"Your pencil is _____ than mine"

- A) sharp
C) blunt

- B) sharper
D) thick

95. 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) CV
C) resume | ಪುನರಾರಂಭ

- B) job description | ಕೆಲಸದ ವಿವರ
D) job application | ಕೆಲಸದ ಅರ್ಜಿ

96. 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 ಆಡಗಿಕೊಂಡು ಆಡುತ್ತಿದ್ದಾರೆ□

- A) Comma (,)
C) Slash (/)

- B) Period (.)
D) Hyphen (-)

97. 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

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

A) Stress can be managed | ಒತ್ತಡವನ್ನು ನಿಭಾಯಿಸಬಹುದು

C) Stress can not be decreased | ಒತ್ತಡವನ್ನು ಕಡಿಮೆ ಮಾಡಲು ಸಾಧ್ಯವಿಲ್ಲ

B) Stress cannot be controlled | ಒತ್ತಡವನ್ನು ನಿಯಂತ್ರಿಸಲಾಗುವುದಿಲ್ಲ

D) All of the above | ಮೇಲಿನ ಎಲ್ಲವೂ

99. 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

C) migration | ವಲಸೆ

B) litigation | ವ್ಯಾಜ್ಯ

D) irrigation | ನೀರಾವರಿ

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

A) Personal strengths | ವೈಯಕ್ತಿಕ ಸಾಮರ್ಥ್ಯಗಳು

C) Opportunities | ಅವಕಾಶಗಳು D) Threats | ಬೆದರಿಕೆಗಳು

B) Personal weaknesses | ವೈಯಕ್ತಿಕ ದೌರ್ಬಲ್ಯಗಳು