

Duration: 30 Mins

Total Marks: 100

ID: ITISKILL29472U

Student Name: _____ Roll No: _____

1. Money borrowed from bank or a person is called ___?

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

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

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

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

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

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

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

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

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

6. 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) 1 min B) 2 to 3 mins
C) 10 mins D) 15 mins

7. 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) migration | ವಲಸೆ B) litigation | ವ್ಯಾಜ್ಯ
C) irrigation | ನೀರಾವರಿ D) mitigation | ತಗ್ಗಿಸುವಿಕೆ

8. The word _____ when _____ denotes _____. | when _____ ಅನ್ನು ಸೂಚಿಸುತ್ತದೆ _____

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

9. 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) Letter of interest B) Letter of absence
C) Referral Cover Letter D) Leave letter

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

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

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

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

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

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

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

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

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

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

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

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

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

- A) Painting B) Dancing

C) Time Management D) Cooking

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

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

18. Organizations communicate mainly through _____.

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

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

A) Bank B) Assembly
C) Panchayat D) Hospital

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

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

21. 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.
B) Going to bed on time | ಸಮಯಕ್ಕೆ ಸರಿಯಾಗಿ ಮಲಗುವುದು.
C) Gardening | ತೋಟಗಾರಿಕೆ
D) Listening to music | ಹಾಡು ಕೇಳುತ್ತಿದ್ದೇನೆ

22. 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

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

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

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

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

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

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

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

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

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

28. 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) All of these D) Creating and editing worksheets

29. Verbs tell the action of the _____.

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

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

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

31. Effective communication needs to be -

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

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

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

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

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

34. Entrepreneurship means _____?

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

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

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

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

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

37. Vinod met his new manager at his workplace. He had to ___himself first.

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

38. 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) party B) travel
C) bills D) emergencies

39. 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) That B) See
C) His D) Naming words

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

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

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

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

42. 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) Salary Account B) Piggy Bank
C) Fixed Deposit D) None of these

43. Cats is an example of ___word.

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

44. 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

45. 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 B) resume | ಪುನರಾರಂಭ
C) job description | ಕೆಲಸದ ವಿವರ D) job application | ಕೆಲಸದ ಅರ್ಜಿ

46. The main purpose of mock interviews is to ____?.

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

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

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

48. 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 hate D) I want

49. Deductions should be paid from the ____.

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

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

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

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

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

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

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

53. Suraj has finished his ITI course. He can create a career path that helps him progress towards his ____and ____?.

- A) Singing and dancing B) Cooking and painting

C) Goals and Objectives

D) Strengths and weakness

C) Savings

D) Tax

54. During criticism we must remain _____and _____to the person.

A) fight and cry

B) happy and joyful

C) calm and listen

D) shout and cry

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

A) Nutrition

B) Age

C) Culture

D) Chances

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

A) Left Side

B) Bottom

C) Top

D) Right Side

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

A) Passbook

B) Debit Card

C) Cheque book

D) Credit card

58. 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

59. 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) Vinay

C) Tooth

D) Dentist

60. 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) Eye movements

C) Hand movements

D) Smile

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

A) Color discrimination

B) Age discrimination

C) Gender discrimination

D) Education discrimination

62. A diverse workplace increases _____.

A) Tension

B) Workload

C) Stress

D) Productivity

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

A) Bill

B) Deductions

64. 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) Slash (/)

D) Hyphen (-)

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

A) Earning money

B) Having an Entrepreneurial Mindset

C) Giving up on failure

D) Expanding markets

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

A) Police Station

B) Help desk

C) Employees

D) Internal Committee (IC).

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

A) Hire Staff

B) Prepare a Business Plan

C) Rent a Shop

D) Purchase New Fabrics

68. Plural form of child is_____.

A) Kid

B) Infant

C) Children

D) Person

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

A) All the above | ಮೇಲಿನ ಎಲ್ಲಾ

B) Beginning of a sentence | ಒಂದು ವಾಕ್ಯದ ಆರಂಭ

C) Names of places | ಸ್ಥಳಗಳ ಹೆಸರುಗಳು

D) Names of persons | ವ್ಯಕ್ತಿಗಳ ಹೆಸರುಗಳು

70. 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) Hi

C) Hey

D) Hello

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

A) Impossible

B) wrong

C) okay

D) funny

72. Post-covid we adopted the virtual world. Meeting that

C) Open a bank account D) All of these

91. Values decide the _____ of a person.

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

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

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

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

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

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

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

95. The word funding means _____.

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

96. Which of the following is true about stress? | ಒತ್ತಡದ ಬಗ್ಗೆ ಈ

ಕೆಳಗಿನವುಗಳಲ್ಲಿ ಯಾವುದು ನಿಜ?

A) Stress can be managed | ಒತ್ತಡವನ್ನು ನಿಭಾಯಿಸಬಹುದು

B) Stress cannot be controlled | ಒತ್ತಡವನ್ನು ನಿಯಂತ್ರಿಸಲಾಗುವುದಿಲ್ಲ

C) All of the above | ಮೇಲಿನ ಎಲ್ಲವೂ

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

97. Total cost is equal to ?

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

98. 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) Parents
C) Strangers D) Professionals

99. 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

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

A) Personal weaknesses | ವೈಯಕ್ತಿಕ ದೌರ್ಬಲ್ಯಗಳು

B) Opportunities | ಅವಕಾಶಗಳು

C) Personal strengths | ವೈಯಕ್ತಿಕ ಸಾಮರ್ಥ್ಯಗಳು

D) Threats | ಬೆದರಿಕೆಗಳು