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

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

2. 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) **Share only the main points clearly: Use simple words and pictures, if possible** (Correct)  
C) Talk only about the bad websites  
D) Print all the information and give it to the team members.

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

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

4. What is a job portal?

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

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

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

6. Sia is applying for the electrician position, how should she

start her email to the company?

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

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

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

8. 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) Applying for a New Job  
C) Urgent Attention Needed  
D) **Application for Electrician Position - [Your Name]** (Correct)

9. 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. (Incorrect)  
B) It helps Raj to engage with people interested in his work.  
C) It may help Raj get more customers.  
D) **All of these**

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

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