

Duration: 180 Mins

Total Marks: 62

Q.ID: ITISKILL3053L8

1. Imagine you're presenting your business plan to potential investors. Why is it important to actively listen to their questions and provide thoughtful answers?

- A) To avoid eye contact
- B) To understand the concerns of the investors and build their confidence in your plan
- C) To show off your expertise
- D) None of these

Answer: B) To understand the concerns of the investors and build their confidence in your plan

2. Anita is going to the bank today to ask for a loan. She has prepared a business plan. Which of the following will make her business plan strong?

- A) Challenges her business might face along with solutions for them
- B) Total cost of starting her business without any details
- C) None of these
- D) Have only the idea and name of her business

Answer: A) Challenges her business might face along with solutions for them

3. Which of the following statements shows good teamwork?

- A) Working together towards a common goal
- B) Keeping all ideas to yourself
- C) Ignoring others' ideas and opinions
- D) Criticizing teammates' efforts

Answer: A) Working together towards a common goal

4. Which of the following actions by Aisha during the team meeting show appropriate workplace etiquette?

- A) Interrupt the speaker to share her thoughts
- B) Continuously check her phone and respond to messages
- C) Chat with her coworkers about non-work things
- D) Put her phone on silent mode and actively participate in the discussion

Answer: D) Put her phone on silent mode and actively participate in the discussion

5. What is formal communication?

- A) Casual chatting on social media
- B) Official communication following a set of rules
- C) Talking with friends and family
- D) All written communication

Answer: B) Official communication following a set of rules

6. What does it mean to think like a business person?

- A) Only thinking about money
- B) Being scared to try new things
- C) Seeing problems as things to fix
- D) Not liking change

Answer: C) Seeing problems as things to fix

7. How can users access the Skill India Digital Platform?

- A) On computers, tablets, and phones
- B) Through a specialized learning app
- C) Only through offline training centers
- D) Only on a specific type of device

Answer: A) On computers, tablets, and phones

8. Mehul is making a plan for his business. Which of the following is NOT included in a business plan?

- A) Startup costs
- B) Business idea
- C) Personal interests and hobbies
- D) Future growth strategies

Answer: C) Personal interests and hobbies

9. What does migrating for work mean?

- A) Working from home
- B) Staying in the same place for work
- C) Changing jobs within the same city
- D) Moving to a different place to find a job

Answer: D) Moving to a different place to find a job

10. During a lunch break, Arjun overhears his coworkers gossiping about another coworker. What should Arjun do?

- A) Tell another coworker about the gossip
- B) Join the conversation and share his own opinion about the coworker
- C) Tell his coworkers that gossiping is inappropriate workplace behaviour
- D) Listen to the gossip

Answer: C) Tell his coworkers that gossiping is inappropriate workplace behaviour

11. When presenting your business plan, what can you do to help audience understand and believe in your product/service?

- A) Repeat yourself multiple times
- B) Give demo of the product/ service
- C) Tell a joke
- D) Share overall business costs

Answer: B) Give demo of the product/ service

12. Ravi is working on a project with two other teammates. Which of these make him a good team player?

- A) Not listening to his teammates ideas and opinions
- B) Sharing ideas to help the team work faster
- C) Thinking he can never make a mistake
- D) Getting angry when others don't listen

Answer: B) Sharing ideas to help the team work faster

13. Imagine you are starting a bakery business. What would you focus on first in your business plan?

- A) Figuring out how the business will grow
- B) Selecting a catchy name for the bakery
- C) Calculating how much money you need to start the business
- D) Planning how to advertise the bakery on social media

Answer: C) Calculating how much money you need to start the business

14. Which of the following is considered appropriate workplace behavior?

- A) Maintaining a clean workspace
- B) Interrupting others during meetings
- C) Being late to work regularly
- D) Talking loudly on the phone

Answer: A) Maintaining a clean workspace

15. To apply for a job, what is the next step after making an impactful resume?

- A) Preparing for interview
- B) Writing an impressive cover letter
- C) Sending the resume to the employer
- D) Applying for the job

Answer: B) Writing an impressive cover letter

16. If you face a problem in your community, which of the following entrepreneurial mindset traits would be most helpful?

- A) Ignoring the problem and hoping it goes away
- B) Waiting until everything is perfect to do something
- C) Blaming others for the problem
- D) Taking action to solve the problem

Answer: D) Taking action to solve the problem

17. Rahul is moving to Qatar for work. What should he do to migrate safely?

- A) Organize important documents and have a bank account for emergencies
- B) Confirm his job before moving
- C) All of these
- D) Learn about the place and enroll in safety training programs

Answer: C) All of these

18. You have started a new job at a company. During lunch break, you notice some coworkers chatting. How would you start an informal conversation with them?

- A) Ask about the TV shows/ sports they like to watch/ books they like to read or their weekend plans
- B) Ignore them and have your meal
- C) Ask about their salary
- D) Introduce yourself formally and inquire about their roles in the company

Answer: A) Ask about the TV shows/ sports they like to watch/ books they like to read or their weekend plans

19. Which of the following best describes the gig economy?

- A) A system where workers take on part-time or temporary jobs
- B) A system where workers have fixed work hours and locations
- C) A system where employees work full-time for a single employer
- D) A system where workers are paid a fixed monthly salary

Answer: A) A system where workers take on part-time or temporary jobs

20. Sultan is a skilled electrician. He is looking for platform based gig work that matches his skills. Which of the following platforms would be most suitable for Sultan to find job opportunities?

- A) Zoom for video calls
- B) Urban Company for offering home repair services
- C) Uber for driving people
- D) Amazon for selling products online

Answer: B) Urban Company for offering home repair services

21. Which of the following are some informal situations within the workplace?

- A) Having a meal in the canteen/ cafeteria
- B) Drinking water near the water cooler
- C) All of these
- D) Waiting or walking in the lobby/hallways

Answer: C) All of these

22. What is a common reason for people to migrate for work?

- A) To find better job opportunities
- B) To spend time with family
- C) To explore new places
- D) To learn new languages

Answer: A) To find better job opportunities

23. You are at work, and a coworker asks for your support/help with a task. How would you respond informally?

- A) Could you please submit a formal request via email?
- B) Sure, I can help. What do you need?
- C) I am too busy right now. Ask someone else.
- D) I can help, but seriously, you don't even know this much? What's the problem?

Answer: B) Sure, I can help. What do you need?

24. When presenting your business plan, what should you do to engage and connect with the audience?

- A) Avoid eye contact with the audience
- B) Repeat yourself multiple times
- C) Share a story or an experience that shaped your idea
- D) Practice until you can confidently present your plan

Answer: C) Share a story or an experience that shaped your idea

25. What is workplace etiquette?

- A) None of these
- B) Everyday manners outside of work
- C) Proper behavior in the workplace based on respect and professionalism
- D) Casual behavior with colleagues

Answer: C) Proper behavior in the workplace based on respect and professionalism

26. Pranav is working on his resume. While reviewing his resume, what should Pranav keep in mind?

- A) Highlight skills and qualifications that match the job
- B) Check for spelling and grammar mistakes
- C) All of these
- D) Ensure that the information provided is correct

Answer: C) All of these

27. Irfan needs a job. How can he prepare for the future of work ?

- A) Learn making reels and TikTok videos
- B) Master internet skills
- C) Avoid building professional relationships
- D) Avoid learning new skills

Answer: B) Master internet skills

28. Raghav joined a new company after COVID. He is nervous about using the digital tablets provided at work. What should he do?

- A) Keep an open mind and ask his coworkers to teach him
- B) Ask his coworkers to do all the digital work
- C) Quit his job
- D) Complain to his manager

Answer: A) Keep an open mind and ask his coworkers to teach him

29. Maya needs funding for her small business. What can she do to find a suitable investor?

- A) Attend networking events to meet suitable investors.
- B) Wait for the suitable investor to find her
- C) Send her business plan to every investor she finds online.
- D) Send her business plan to her friends and ask them to send it to investors they may know.

Answer: A) Attend networking events to meet suitable

investors.

30. What is an important future workplace skill for employees?

- A) Planning holidays
- B) Doing paperwork
- C) Networking and relationship- building
- D) Doing manual work

Answer: C) Networking and relationship- building

31. Which of the following is an example of self - employment?

- A) Teaching subjects or skills as a personal tutor
- B) Working full- time at a company
- C) Driving for a taxi company
- D) Being a student at a university

Answer: A) Teaching subjects or skills as a personal tutor

32. During a group project, one of your teammates is struggling to complete their assigned task. What should you do?

- A) Offer to help and support them to complete their task
- B) Criticize them for not being efficient
- C) Complain to the teacher about their lack of contribution
- D) Ignore their struggle and focus on your own tasks

Answer: A) Offer to help and support them to complete their task

33. Rohan loves photography and dreams of starting his own photography business. What should Rohan do to start his self-employment journey?

- A) Buy the latest photography equipment, even if it is beyond his budget
- B) Take random pictures and share them online
- C) Start advertising his services without any planning
- D) Learn more about photography and join a basic photography course

Answer: D) Learn more about photography and join a basic photography course

34. What is a benefit of self-employment?

- A) Fixed working hours
- B) Limited control over your tasks
- C) Monthly salary payment
- D) Directly earning from your work

Answer: D) Directly earning from your work

35. An entrepreneurial mindset means to:

- A) Identify opportunities and use them for your benefit
- B) Achieve your goal, without giving up
- C) All of these
- D) Try different ways to solve problems

Answer: C) All of these

36. Imlu makes soaps and sells from her home. She wants to grow her business. What should she do?

- A) Wait for an opportunity to grow the business
B) Only sell to her neighbors
C) Talk to shopkeepers and build connections with them.
D) Keep doing the same thing without any changes

Answer: C) Talk to shopkeepers and build connections with them.

37. Kalpana is migrating to Bangalore from Hubli for her new job. She has received the job offer letter. What should she do to migrate safely?

- A) Believe everything brokers say
B) Buy gifts for her new neighbours
C) Research about living in Bangalore
D) Always share her exact location on social media

Answer: C) Research about living in Bangalore

38. Christy is working at her desk. Which of the following behaviors is inappropriate in the workplace?

- A) Speak in a polite and clear manner
B) Maintain a clean workspace
C) Focus on tasks and avoid distractions from phone
D) Tap repeatedly on the desk

Answer: D) Tap repeatedly on the desk

39. Raghav is applying for a job at a marketing firm. What will make his cover letter easy to read?

- A) Long descriptions
B) Increasing the font size
C) All of these
D) Dividing the text into shorter paragraphs

Answer: D) Dividing the text into shorter paragraphs

40. How have workplaces changed after COVID?

- A) More focus on technology
B) Flexible working hours
C) All of the above
D) Mix of in-person and at-home work

Answer: C) All of the above

41. During a job interview, Ramesh is asked to describe his top three strengths. Which of the following responses shows good formal communication?

- A) I'm pretty good at a lot of things.
B) I don't know, I never really thought about it.
C) My top three skills are problem-solving, teamwork, and attention to detail.
D) Uh, I guess I can do a little bit of everything.

Answer: C) My top three skills are problem-solving, teamwork, and attention to detail.

42. If your coworkers don't agree with your project idea, what's a good way to handle it with an entrepreneurial mindset?

- A) Stop talking about it
B) Give up on your idea

- C) Ask for feedback and make your idea better with their help
D) Stick to your idea without listening to others

Answer: C) Ask for feedback and make your idea better with their help

43. A _____ helps gig workers find customers and provide services at a fixed charge.

- A) Netflix
B) bank
C) school
D) platform/app

Answer: D) platform/app

44. Pooja is applying for a Motor Mechanics position in an automobile company. What should she include in her cover letter?

- A) Her hobbies - cooking, gardening
B) Reasons why she is suitable for the role
C) Education details
D) Salary expectations

Answer: B) Reasons why she is suitable for the role

45. What is the main purpose of the Skill India Digital Platform?

- A) To offer offline training programs
B) To promote international job opportunities
C) To provide financial assistance for job seekers
D) To facilitate online learning and skill development

Answer: D) To facilitate online learning and skill development

46. Which of the following is a formal introduction in a job interview?

- A) Hi, I'm Parmeet. Thanks for having me!
B) Good morning/ afternoon. I am Parmeet and I want to thank you for considering me for this role.
C) Yo, I'm Parmeet. Let's get started!
D) Hey there! I'm Parmeet, nice to meet you!

Answer: B) Good morning/ afternoon. I am Parmeet and I want to thank you for considering me for this role.

47. What does self-employment mean?

- A) Working part-time from home
B) Working independently and earning directly from your work
C) Working for a single employer
D) Receiving a fixed monthly salary

Answer: B) Working independently and earning directly from your work

48. Which option below describes a 'gig' in the gig economy?

- A) A job with full-time hours and benefits
B) A typical 9-5 job
C) None of these
D) A specific task or project

Answer: D) A specific task or project

49. Why is it important to have a business plan before starting a business?

- A) All of these
- B) To outline goals and set clear direction for growth
- C) To identify potential challenges and risks
- D) To attract investors and get a loan

Answer: A) All of these

50. What is 'informal communication'?

- A) Official communication following a set of rules
- B) All verbal communication
- C) Casual conversations outside of official work arrangements
- D) Talking at official meetings

Answer: C) Casual conversations outside of official work arrangements

51. Sneha plans to move to a different city for work. What things should she think about before making this decision?

- A) How much it will cost to travel and live there
- B) If she can find a job that helps her learn and grow
- C) If she can earn more money and save some too
- D) All of these

Answer: D) All of these

52. How can you become self-employed?

- A) Use chats, local ads and ask friends to spread the word
- B) All of these
- C) Learn about the work, take small courses
- D) Try your idea on a small scale

Answer: B) All of these

53. Your team has completed a challenging project successfully. How should you celebrate the success?

- A) Blame the group for any errors.
- B) Thank everyone in your group for helping.
- C) Say you did everything and don't praise others.
- D) Don't celebrate and start the next job.

Answer: B) Thank everyone in your group for helping.

54. Imagine you are setting up a mobile repair shop. Which of the following is the most important for its success?

- A) Putting up flyers in the neighbourhood
- B) Offering repair services at a higher price
- C) Setting up the shop in a busy area
- D) Picking the right shop name

Answer: C) Setting up the shop in a busy area

55. During a job interview, if you couldn't hear or understand a question, what would you say?

- A) I am lost. Can you say it again?
- B) Hey, can you repeat that? I wasn't paying attention

- C) Speak clearly and repeat the question.
- D) Sorry! I didn't understand. Could you please repeat the question?

Answer: D) Sorry! I didn't understand. Could you please repeat the question?

56. When presenting your business plan to a potential investor, you should be clear about _____

- A) Potential earnings
- B) Initial investment required and breakdown of the costs
- C) Expected customer count
- D) All of these

Answer: D) All of these

57. Seema wants to become a gig worker. How can she find gig work opportunities?

- A) Connect with friends, people she might know and groups in her community
- B) Update her resume with her qualifications and skills
- C) All of these
- D) Find a suitable Gig platform

Answer: C) All of these

58. Which of the following is NOT needed for teamwork?

- A) Healthy communication
- B) Division of work
- C) Conflict and argument
- D) Trust

Answer: C) Conflict and argument

59. What are some advantages of informal communication at the workplace?

- A) Makes people talk less
- B) Helps people work together better
- C) Makes things more official at work
- D) Creates a strict environment at work

Answer: B) Helps people work together better

60. Which of the following are included in a resume?

- A) Daily routine, favorite movies, and vacation plans
- B) Contact information, educational details, skills and work experience
- C) Hobbies, favorite foods, and personal interests
- D) Childhood memories, dreams, and aspirations

Answer: B) Contact information, educational details, skills and work experience

61. What is an example of formal written communication?

- A) Writing an email to your manager
- B) Texting a friend
- C) Posting on social media platforms
- D) Sending a WhatsApp message

Answer: A) Writing an email to your manager

62. Which is an example of being open to learning in the workplace?

A) Refusing to attend training sessions to improve technology skills

B) Ignoring advancements in technology

C) Accepting and adapting to changes in work processes

D) Avoiding feedback from colleagues

Answer: C) Accepting and adapting to changes in work processes
