

09:22 AM

Dr. J. J. Magdum ITI college
sambhajipur

March 2026

Question Paper

Duration: 180 Mins

Total Marks: 62

ID: ITISKILL3053L8

Student Name: _____ Roll No: _____

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

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

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

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

- A) Stick to your idea without listening to others
B) Stop talking about it
C) Give up on your idea
D) Ask for feedback and make your idea better with their help

4. 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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

13. What does migrating for work mean?

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

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

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

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

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

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

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

17. What is 'informal communication'?

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

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

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

19. 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

20. 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) Taking action to solve the problem
- D) Blaming others for the problem

21. An entrepreneurial mindset means to:

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

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

- A) Speak clearly and repeat the question.
- B) I am lost. Can you say it again?
- C) Sorry! I didn't understand. Could you please repeat the question?
- D) Hey, can you repeat that? I wasn't paying attention

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

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

24. 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) Childhood memories, dreams, and aspirations
- D) Hobbies, favorite foods, and personal interests

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

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

26. What is workplace etiquette?

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

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

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

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

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

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

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

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

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

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

32. 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) Uh, I guess I can do a little bit of everything.
- D) My top three skills are problem-solving, teamwork, and attention to detail.

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

- A) Refusing to attend training sessions to improve technology skills
- B) Accepting and adapting to changes in work processes
- C) Avoiding feedback from colleagues
- D) Ignoring advancements in technology

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

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

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

36. What does self-employment mean?

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

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

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

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

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

39. 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) Salary expectations
- D) Education details

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

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

41. 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 are paid a fixed monthly salary
- C) A system where employees work full-time for a single employer
- D) A system where workers have fixed work hours and locations

42. What is a benefit of self-employment?

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

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

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

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

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

45. How can you become self-employed?

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

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

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

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

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

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

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

49. What is formal communication?

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

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

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

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

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

52. How have workplaces changed after COVID?

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

53. Which of the following statements shows good teamwork?

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

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

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

55. 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) Learn about the place and enroll in safety training programs
- D) All of these

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

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

57. 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

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

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

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

- A) I am too busy right now. Ask someone else.
- B) Sure, I can help. What do you need?

C) Could you please submit a formal request via email?
D) I can help, but seriously, you don't even know this much? What's the problem?

60. What is an example of formal written communication?

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

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

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

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

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