

EMPLOYABILITY SKILLS- 1ST-YEAR

GOVT ITI BEERIHUNDI MYSORE
570026

Q. ID: ITISKILL308002

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Answer Key

Duration: 30 Mins

Total Marks: 10

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1. Which of these should not be used to express your opinion in a group discussion?

- A) Listen to me
- B) I don't quite agree
- C) In my opinion
- D) It seems to me that

Answer: A) Listen to me

2. Singular naming words are used when ____ person, place or thing is present.

- A) One
- B) More
- C) Few
- D) Many

Answer: A) One

3. The most effective way to get information is by

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

Answer: A) Reading

4. Effective communication is to both ____.

- A) see well
- B) speak well
- C) speak and listen well
- D) learn well

Answer: C) speak and listen well

5. A declarative sentence tells us some information or explanation. It ends with ____.

- A) Comma (,)
- B) Question mark (?)
- C) Exclamatory mark (!)
- D) Full stop (.)

Answer: D) Full stop (.)

6. Phone call has ____ phases

- A) Different
- B) Three
- C) Middle
- D) End

Answer: B) Three

7. The process of manufacturing has changed due to technology and ____ development.

- A) Scientific
- B) Teaching
- C) Training
- D) Facilitation

Answer: A) Scientific

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

Answer: B) Referral Cover Letter

9. A person who makes a call ____

- A) Caller
- B) Contacts
- C) Keypad
- D) Phase

Answer: A) Caller

10. Cats is an example of ____ word.

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

Answer: A) Plural