

EMPLOYABILITY SKILLS- 1ST-YEAR

GOVT ITI BEERIHUNDI MYSORE
570026

Q. ID: ITISKILL308002

April 2026

Question Paper

Duration: 30 Mins

Total Marks: 10

ID: ITISKILL308002

Student Name: _____ Roll No: _____

1. A person who makes a call _____

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

2. Effective communication is to both _____.

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

3. A declarative sentence tells us some information or explanation. It ends with _____.

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

4. Phone call has ____phases

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

5. 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

6. Cats is an example of ____ word.

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

7. The most effective way to get information is by

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

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

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

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

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

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

- A) It seems to me that
- B) Listen to me
- C) I don?t quite agree
- D) In my opinion