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Trinity ITI

Question Paper

Student: Prajwal r

Score: 89/103 (86.41%)

Code: 8019

1. Using Internet is easy if we learn ____?.

- A) Sports
B) **English (Correct)**
C) Maths
D) Science

- A) Cow
C) Act

- B) Change
D) **Naming words (Correct)**

2. Tom tries to read the name boards, advertisements and posters that are in English. This helps him to_____.

- A) Play
B) Friends
C) See
D) **Improve his English (Correct)**

11. Arun travels to school by bus. The action word in the sentence is ____.

- A) bus
C) school
B) **travels (Correct)**
D) Arun

3. Words that are used to name people, places, animals and things are _____.

- A) Person
B) Table
C) **Naming words (Correct)**
D) Key

12. Adjectives are ____ words.

- A) Sound
C) **Describing (Correct)**
B) Finish
D) Neutral

4. Naming words are also called ____?.

- A) **Nouns (Correct)**
C) Action
B) Verbs
D) Pronouns

13. Describing words add more information to the ____?.

- A) **Naming words (Correct)**
C) Sad
B) Bad
D) Numbers

5. Ram was asked to measure his cupboard. It was 4 feet tall. Here feet means ____.

- A) Taste
C) Leg
B) Hand
D) **Measurement (Correct)**

14. 'Arjun filled water into a large pot'. In this sentence the describing word is _____.

- A) **large (Correct)**
C) water
B) Arjun
D) into

6. Cats is an example of ____ word.

- A) Words
C) Singular
B) **Plural (Correct)**
D) Opposite

15. The punctuation in a sentence makes the meaning_____?to understand.

- A) ambiguous
C) think
B) unclear
D) **clear (Correct)**

7. A child was working in the computer lab which had many computers. The word 'computers' is in the ____ form.

- A) Less
C) Minimum
B) **Plural (Correct)**
D) Maximum

16. The beginning of a sentence should start with _____ letter

- A) **Capital (Correct)**
C) Cursive
B) Small
D) Italics

8. They? is used when we want to refer to ____.

- A) He
C) **Many people (Correct)**
B) She
D) Our

17. Sita wanted to ask Nina about her summer plan. Choose the correct answer.

- A) Nina is your plan.
C) What Nina asked?
B) **Nina, what is your summer plan? (Correct)**
D) None of these

9. Action words are also called ____.

- A) Center
C) **Verbs (Correct)**
B) Are
D) Is

18. Add comma wherever it is necessary. After the meeting we will go out.

- A) After, the meeting, we will go out. (Incorrect)
B) **After the meeting, we will go out.**

10. Verbs tell the action of the ____.

C) After the, meeting we will go, out. D) After the meeting we will go out.

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

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

20. The police were questioning about his crime. What type of sentence is it?

- A) Declarative (.) (Correct)** B) Interrogative (?)
C) Exclamatory (!) D) None of these

21. Every complete sentence has ____.

- A) 1 part B) 2 parts
C) 3 parts D) 4 parts (Incorrect)

22. Choose the correct sentence.

- A) The road runs on cat. **B) The cat runs on the road.**
C) Cat road runs. (Incorrect) D) Runs on the road cat.

23. Symbols gives us information through _____.

- A) Colours (Incorrect) **B) Images**
C) Words D) Posters

24. Raj was driving towards Mysore. On the way he found few arrows marked next to Mysore on the board. What does it suggest ?

- A) Direction (Correct)** B) Map
C) Way D) None of these

25. ____contact with the people we are speaking help us to communicate confidently.

- A) Nose **B) Eye (Correct)**
C) Ear D) Skin

26. Emotions can be expressed through your ____.

- A) Height B) Weight
C) Voice (Correct) D) Situation

27. Effective communication is to both _____.

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

28. I adore? phrase is used to express ____of something.

- A) A dislike B) A bad feeling
C) A strong admiration (Correct) D) A poor admiration

29. Formal greetings are used in _____.

- A) Family **B) Workplace (Correct)**
C) House D) Friends

30. Which of these is an informal greeting?

- A) Good day B) Good morning
C) Good evening **D) Hey (Correct)**

31. Malini is attending her new school today. She introduces herself as _____.

- A) Good bye **B) Hello everyone! (Correct)**
C) What?s up guys D) Longtime everyone

32. When you ask someone something it is _____.

- A) Answer B) Blank
C) Question (Correct) D) Response

33. ____questions give clear indication of the information the person wants to know.

- A) Wh- (Correct)** B) Yes or No
C) No D) Closed questions

34. Vinutha was questioned whether she has completed her degree in an interview. How should she respond stating that she has completed?

- A) Yes B) No
C) Yes, I have completed my degree (Correct) D) Completed my degree

35. Tutor asked his student whether he knew to use Windows? How should the student answer?

- A) Done **B) Yes, I know how to use Windows (Correct)**
C) Yup D) I will know

36. Group discussion helps us ____?.

- A) argue B) have fun
C) create problems **D) learn more and solve big problems (Correct)**

37. Mahesh and his team discussed about the steps to be followed to complete the project at the earliest. He was happy with the suggestions given by his teammates and granted to follow the same. How would he convey it?

- A) I agree with your plan of action (Correct)** B) You must follow what I tell you
C) Don?t come here to talk D) I don?t agree with your plan

38. Rita had to attend a group discussion on behalf of her company. What is she supposed to do before the meeting?

- A) Attend party
C) Be prepared about the topic
- B) Attend classes (Incorrect)
D) Take leave

39. A person who makes a call _____

- A) Keypad
C) Phase
- B) Caller (Correct)**
D) Contacts

40. Phone call has ___phases

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

41. Location for the job means ___?

- A) Title
C) Name
- B) Description
D) Place (Correct)

42. Ravi read job description which specified ?Familiarity with MS office?. What should he know?

- A) How to write an email
C) How to use MS Office (Correct)
- B) How to get certification
D) How to study

43. Shyam and Ram applied for the same job. Shyam read the job description in detail and made note of important details. Who will know more about the company?

- A) Ram (Incorrect)
C) Both of them
- B) Shyam**
D) None of them

44. If you work in a large & popular company, what type of information is good to share about the workplace?

- A) Type of job & Company name (Correct)**
- B) Name of the workplace alone
C) Location
D) None of these

45. Which of these is not a positive word about your work?

- A) Fun
C) Boring (Correct)
- B) Exciting
D) Interesting

46. Ram is answering an interview question about his previous workplace. He didn't like his teammates. They argued a lot. Should he share this with the interviewer?

- A) Yes, he should blame his team- mates for all the problems.
C) Yes, he should discuss all the arguments in detail.
- B) No, he should avoid speaking negatively about his teammates.**
D) Yes, why not! (Incorrect)

47. Ryan wants to speak to HR about his work. He should specify the name of his job, place of work and ___?

- A) Team mates
B) Senior name

- C) His needs
D) Some information about his responsibilities (Correct)

48. When you are interested in working for a company, you will write _____letter

- A) an Application
C) a Leave
- B) a Referral
D) a Prospecting (Correct)

49. 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) Referral Cover Letter (Correct)**
- B) Letter of interest
C) Leave letter
D) Letter of absence

50. Shilpa is applying for a job online. She sends her application by email. What is she supposed to mention in the subject line to make it easy for the employer to find her email?

- A) Shilpa - Age
C) Education qualification
- B) Shilpa - Job Position (Correct)**
D) Pervious experience

51. We can share our thoughts, ideas and feelings through ___?

- A) Communication (Correct)**
- B) Reading
C) Watching
D) Hearing

52. Effective communication needs to be -

- A) Simple
C) Complete
- B) Clear
D) All of these (Correct)

53. Which among these is a type of communication?

- A) Verbal
C) Visual
- B) Non-Verbal
D) All of these (Correct)

54. Nitya wanted to discuss an issue with her teammates. What type of communication is it?

- A) Written
C) Image
- B) Verbal (Correct)**
D) Video

55. The way we sit, our facial expression and body language show _____ communication.

- A) non- verbal (Correct)**
- B) verbal
C) informal
D) written

56. Verbal communication is the use of _____.

- A) Sign (Incorrect)
B) Words

C) Maths

D) Images

57. Forms of verbal communication are ____.

A) Making eye contact

B) Thinking

C) Writing and Speaking (Correct)

D) Dancing

58. Clear communication leads to ____.

A) Different work

B) Opposite work

C) Slow work

D) Faster work (Correct)

59. Seetha is speaking to her customers to understand how to improve her business. What type of communication is this?

A) Verbal Communication (Correct)

B) Non-Verbal Communication

C) No Communication

D) Written communication

60. Raj and Tej talk to each other only on the phone. What type of communication is this?

A) Sign communication

B) Non-Verbal Communication

C) Verbal Communication (Correct)

D) Written communication

61. Letter is a form of ____ communication.

A) Non-verbal

B) Spoken

C) Written (Correct)

D) Telephone

62. A formal letter can be used for ____ purposes.

A) Boring

B) Official (Correct)

C) Friendship

D) Fighting

63. 'Reg' in the letter means ____.

A) Regarding (Correct)

B) Subject

C) Greetings

D) Body

64. Tom received a letter, but it did not have any details of who sent it. The letter was missing the ____ address.

A) Receiver?s

B) Sender?s (Correct)

C) Greetings

D) Subject

65. Sam wanted to apply for a job. He thought of writing a cover letter to the company. But his friend suggested to attach ____ with the cover letter.

A) Brochure

B) Leave

C) Formal

D) Resume (Correct)

66. Which is not a type of non-verbal communication ?

A) E-mail

B) Eye-contact (Incorrect)

C) Hand movements

D) Facial expression

67. Shouting shows we are angry. Talking very slowly shows we are tired or sleepy. What part of non-verbal communication helps us understand this?

A) Smile (Incorrect)

B) Hand movements

C) Tone of voice

D) Eye movements

68. Distance between yourself and the other person is called ____.

A) Spatial distance

B) Relationship (Incorrect)

C) Informal

D) Close

69. When talking to our co-workers, we should not stand or sit ____ to them.

A) too close (Correct)

B) opposite

C) In front of

D) next to

70. Cherry is going for an interview. What should she not do?

A) Wear formal dress

B) Apply too much makeup or perfume (Correct)

C) Take her resume

D) Wear clean clothes

71. You can speak to your friend ____.

A) Formally

B) Informally (Correct)

C) By reading their mind

D) By dancing

72. Which is not a type of communication?

A) Verbal

B) Non-verbal

C) Written

D) Driving (Correct)

73. Formal communication is used at ____?

A) Friend

B) House

C) Party

D) Workplace (Correct)

74. Vinod met his new manager at his workplace. He had to ____ himself first.

A) Thank

B) Introduce (Correct)

C) Appreciate

D) Praise

75. Whenever we are communicating we have to be dressed appropriately, maintain our body language and maintain ____?

A) a very loud volume

B) make up

C) eye contact (Correct)

D) silence

76. Exchange of ideas happen through ____.

A) Communication (Correct)

B) Listening

C) Watching

D) Singing

77. At workplace, communication must follow the ____.

A) Ideas
C) 6Cs (Correct)

B) Text
D) Close

78. Organizations communicate mainly through ____.

A) Letters
C) Project

B) E-mails (Correct)
D) Unfamiliar words

79. In a meeting, Surya speaks in Hindi. Some of his team members understand both English & Hindi, while others only know English. What should Surya do?

A) Speak in Hindi
C) Stop talking

B) Scold people
D) Speak in English (Correct)

80. Which communication method should be used to share confidential information and documents in the workplace?

A) WhatsApp
C) Instagram

B) Email (Correct)
D) Phone

81. What can make it difficult to communicate in the workplace?

A) Language differences
C) Differences in communication styles

B) Use of unfamiliar words
D) All of these (Correct)

82. The concept of ____ best describes importance of teamwork.

A) Conflict
C) Team

B) Synergy (Correct)
D) Group

83. Sharing will help everyone feel involved and ____.

A) Happy (Incorrect)
C) Motivated

B) Sad
D) Close

84. Ram, Vinay and Sandeep are working as a team to finish the geography project. Vinay is sharing his thoughts. What are Vinay and Sandeep supposed to do?

A) Listen actively (Correct)
C) Go around the school D) None of these

B) Play

85. Tina and Lyra's team are working together to finish the school painting project. What should both the teams do to finish the project?

A) Resist
C) Fight

B) Share responsibility (Correct)
D) Argue

86. Argument or disagreement between two groups of people is called ____.

A) Teamwork
C) Happiness

B) Conflict (Correct)
D) Fun

87. Conflict usually creates ____?

A) Negative emotions (Correct)

B) Positive emotions
C) Happy emotions
D) Enjoyment

88. Conflict in workplace affects ____?

A) ability to work (Correct)
C) environment

B) salary
D) weather

89. James had to meet his team members Suraj, Reena and Nagma on Friday. James called Suraj and Reena. But he did not inform Nagma. This is an example of ____.

A) Poor communication (Correct)

B) Typing error
C) Stress
D) Poor listening

90. Shwetha and Rakshit are coworkers. They are angry with each other because they have not completed a project properly. Which is a good way to resolve such conflicts in the workplace?

A) Quit the job
C) Ignore each other

B) Find different ways to solve the problem (Correct)
D) File a police complaint

91. Negative comments made about our action or performance is called ____.

A) Appreciation
C) Criticism (Correct)

B) Congratulations
D) Reward

92. If a person receives harsh, unfair and very negative criticism, they feel very unhappy. What type of criticism is this?

A) Helpful criticism
C) Unfair criticism (Correct)

B) Fair criticism
D) Positive criticism

93. During criticism we must remain ____ and ____ to the person.

A) happy and joyful
C) shout and cry

B) calm and listen (Correct)
D) fight and cry

94. Priya received constructive (helpful) criticism from her manager about her latest project. What should she do?

A) Listen
C) Thank her manager

B) Understand (Incorrect)
D) All of these

95. Kishore's manager gave him positive and negative feedback. Kishore is feeling confused. What should he do next?

- A) Calm down and think
C) Try to understand the negative points given by the manager
- B) Try to understand the positive points given by his manager
D) All of these (Correct)

96. We start communicating when we are _____.

- A) Adults
C) Children
- B) Parents (Incorrect)
D) Old

97. Rita talks to her customers. But she is unable to understand what they say. What should she do?

- A) Improve her listening skills (Correct)**
C) Fight with customers
- B) Stop talking to them
D) Stop her business

98. You are unable to share your message properly in an email. Which skill should you improve?

- A) Written communication (Correct)**
C) Reading
- B) Speaking
D) Playing

99. You are scared to communicate with others. What are some ways to solve this problem?

- A) Find your strengths about communication
C) Find ways to improve & learn more about your weakness
- B) Find your weakness about communication
D) All of these (Correct)

100. How should you respond to constructive feedback from someone?

- A) Listen and understand (Correct)**
C) Feel nervous
- B) Argue with the person
D) Ignore the feedback

101. A person with a growth mindset is always willing to _____. | ಬೆಳವಣಿಗೆಯ ಮನಸ್ಸಿ ಹೊಂದಿರುವ ವ್ಯಕ್ತಿಯು ಯಾವಾಗಲೂ _____ ಸಿದ್ಧರಿದ್ದಾರೆ.

- A) relax | ವಿಶ್ರಾಂತಿ
C) keep quiet | ಮೌನವಾಗಿರಿ
- B) grow, change, learn | ಬೆಳೆಯಿರಿ, ಬದಲಿಸಿ, ಕಲಿಯಿರಿ (Correct)**
D) become rich | ಶ್ರೀಮಂತರಾಗುತ್ತಾರೆ

102. Jobs that have become outdated in the past 5 years _____. | ಕಳೆದ 5 ವರ್ಷಗಳಲ್ಲಿ ಹಳತಾದ ಕೆಲಸಗಳು _____

- A) STD booth | STD ಬೂತ್ (Correct)**
C) uber | ಉಬರ್
- B) ola | ಓಲ
D) swiggy | ಸ್ವಿಗ್ಗಿ

103. To be in a job or work is _____. | ಕೆಲಸ ಅಥವಾ ಕೆಲಸದಲ್ಲಿ ಇರುವುದು ಎಂದರೆ _____

- A) employ | ಉದ್ಯೋಗಿ (Correct)**
C) knowledge | ಜ್ಞಾನ
- B) skill | ಕೌಶಲ್ಯ
D) aptitude | ಯೋಗ್ಯತೆ