EMPLOYABILITY SKILL

MONTHLY TEST

Q. ID: ITISKILL3468QZ

January 2026

GOVT ITI HOLENARASIPURA

Answer Key

Duration: 30 Mins **Total Marks: 15** **Q.ID: ITISKILL3468QZ**

1. Location for the job means ___?.

A) Name B) Description
C) Title D) Place

Answer: D) Place

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

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

Answer: B) Wh-

3. 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) None of them B) Both of them
C) Ram D) Shyam

Answer: D) Shyam

4. English is a _____language.

A) Evening B) Day
C) Common D) Night

Answer: C) Common

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

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

Answer: B) Listen to me

6. When two or more people give their thoughts and views on a topic. It is called a_____.

A) Listening B) Group discussion
C) Reading D) Speaking

Answer: B) Group discussion

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

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

Answer: A) Nina, what is your summer plan?

8. Things or activities that we enjoy are ___?.

A) Dislikes B) Emotions
C) Likes D) Negative

Answer: C) Likes

9. 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) Some information about his responsibilities
C) His needs D) Senior name

Answer: B) Some information about his responsibilities

10. The pronoun 'I' is used for _____.

A) Other B) That
C) Many D) Myself

Answer: D) Myself

11. Choose the correct sentence.

A) Cat road runs. B) The road runs on cat.
C) The cat runs on the road. D) Runs on the road cat.

Answer: C) The cat runs on the road.

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

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

Answer: A) Full stop (.)

13. Comma is used to show a ____within the sentence.

A) Break B) Pair
C) Full stop D) Capital letter

Answer: A) Break

14. Receiver is a person who ____the call.

A) Receives B) Dials
C) Rejects D) Blocks

Answer: A) Receives

15. A person who makes a call_____

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

Answer: C) Caller