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GOVT ITI MAGADI

Answer Key

Duration: 30 Mins

Total Marks: 13

Q.ID: ITISKILL4020NU

1. While thinking about learning, what are the questions you can ask yourself?

- A) All of these
B) What did I learn?
C) How can I learn better?
D) Was it easy or difficult to learn?

Answer: A) All of these

2. How can Instagram, YouTube, and WhatsApp help you in finding work?

- A) All of these
B) By enabling direct and fast communication with customers
C) By connecting you with professionals
D) By allowing you to post photos/ videos of your work

Answer: A) All of these

3. Sunita has collected some information from the internet and sorted it. What is the best way for her to share it with her team?

- A) Share only the main points clearly: Use simple words and pictures, if possible
B) Tell everything she read in detail
C) Print all the information and give it to the team members.
D) Talk only about the bad websites

Answer: A) Share only the main points clearly: Use simple words and pictures, if possible

4. When searching for new information on Google, why is it important to use the right words?

- A) To change the color of the search page
B) To learn a new language
C) To find correct and useful information
D) To make the screen brighter

Answer: C) To find correct and useful information

5. Before applying for a job, why is it important to check the skills required for a job?

- A) To be sure you can do the job well.
B) To chat with friends about it.
C) To impress the interviewer.
D) It is not important to check the skills required for a job.

Answer: A) To be sure you can do the job well.

6. What are green jobs?

- A) Jobs shared in green colours
B) Jobs that harm the environment
C) Jobs that ignore waste separation and recycling
D) Jobs that conserve resources and help the environment

Answer: D) Jobs that conserve resources and help the environment

7. A green workplace_____.

- A) keeps the lights on all the time
B) uses less paper and energy- saving lights
C) uses disposable items and plastic water bottles
D) ignores waste separation and recycling

Answer: B) uses less paper and energy- saving lights

8. Arjun is applying for jobs on Naukri.com. Which of these should he do?

- A) Match his skills with the job description
B) Ignore the job descriptions
C) Apply to all the jobs listed
D) Select all the cities where jobs are available

Answer: A) Match his skills with the job description

9. What is a job portal?

- A) A website where companies post jobs and people can search and apply for them.
B) A special room where job interviews happen online.
C) A place where you can play games and talk to friends.
D) A building where you go to find work.

Answer: A) A website where companies post jobs and people can search and apply for them.

10. Venu includes a clear subject in his email. Why is that important?

- A) To tell the company what the email is about
B) Email cannot be sent without a subject line
C) To show he has good English skills
D) None of these

Answer: A) To tell the company what the email is about

11. Your friend suggests going for a picnic. She asks you to bring disposable plates and cups. Which of the following actions shows your commitment to a green mindset?

- A) Bring green color disposable plates and cups
B) Bring reusable plates and cups

- C) Say yes and bring disposable plates and cups D) Ignore the invite to the picnic

Answer: B) Bring reusable plates and cups

12. Reema works at restaurant. She wants to give her manager ideas to make the restaurant follow green practices. Which of these ideas should she offer?

- A) All of these B) Using steel plates and cups
C) Providing lunch to the employees in disposable plates D) Delivering food in plastic packaging

Answer: B) Using steel plates and cups

13. Archana is sending a job application over email. How can she share her resume and other documents?

- A) She must not send documents over email as it is not safe. B) Attach the scanned documents as PDFs with the email.
C) Click photos from her phone and send it. D) Copying and pasting the content of the documents into the email body.

Answer: B) Attach the scanned documents as PDFs with the email.
