

February 2026

Answer Key

Duration: 60 Mins**Total Marks: 100****Q.ID: ITISKILL4359OH**

1. When you ask someone something it is ____.

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

Answer: C) Question

2. It is a ____?knife. Fill in the correct adjective.

- A) sharp B) this
C) there D) and

Answer: A) sharp

3. Sentences are _____.

- A) Nouns B) group of words with complete meaning
C) Verbs D) Letters

Answer: B) group of words with complete meaning

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

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

Answer: A) Myself

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

Answer: A) Shyam

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

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

Answer: C) Direction

7. Verbs tell the action of the ____.

- A) Cow B) Naming words
C) Change D) Act

Answer: B) Naming words

8. Choose the correct sentence.

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

Answer: A) The cat runs on the road.

9. Plural form of child is ____.

- A) Children B) Kid
C) Person D) Infant

Answer: A) Children

10. Sita and I are friends. ____stays in Gandhi Bazar.

- A) What B) And
C) She D) A

Answer: C) She

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

- A) large B) into
C) Arjun D) water

Answer: A) large

12. Symbols gives us information through ____.

- A) Colours B) Posters
C) Words D) Images

Answer: D) Images

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

- A) She B) He
C) Many people D) Our

Answer: C) Many people

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

- A) Person B) Naming words
C) Table D) Key

Answer: B) Naming words

15. Phone call has ___phases

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

Answer: B) Three

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

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

Answer: D) How to use MS Office

17. John was travelling by bus to his village. He noted the names of places that he could see on his journey. What are

these words called as?

- A) His
- B) That
- C) See
- D) Naming words

Answer: D) Naming words

18. Listening is important to ____?the information given.

- A) disobey
- B) forget
- C) understand
- D) overcome

Answer: C) understand

19. A person who makes a call_____

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

Answer: B) Caller

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

- A) clear
- B) think
- C) ambiguous
- D) unclear

Answer: A) clear

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

- A) Measurement
- B) Leg
- C) Hand
- D) Taste

Answer: A) Measurement

22. Ramesh is working in Chennai. ____likes the office environment.

- A) That
- B) What
- C) It
- D) He

Answer: D) He

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

Answer: D) Referral Cover Letter

24. ___greetings are used while speaking to friends and family.

- A) Formal
- B) Due
- C) Informal
- D) No

Answer: C) Informal

25. 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

- C) I will know
- D) Yup

Answer: B) Yes, I know how to use Windows

26. ___questions give clear indication of the information the person wants to know.

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

Answer: D) Wh-

27. Naming words are also called ___?

- A) Nouns
- B) Pronouns
- C) Action
- D) Verbs

Answer: A) Nouns

28. Receiver is a person who ____the call.

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

Answer: B) Receives

29. A poster presents information by using_____.

- A) Novel
- B) Exercise for practice
- C) Story
- D) Images and colours

Answer: D) Images and colours

30. The beginning of a sentence should start with _____letter

- A) Capital
- B) Small
- C) Cursive
- D) Italics

Answer: A) Capital

31. Action words are also called ____.

- A) Are
- B) Center
- C) Verbs
- D) Is

Answer: C) Verbs

32. Rahul spends 30 minutes everyday watching news. He writes down few sentences about what is said. What is he trying to do?

- A) Practicing listening
- B) None of these
- C) Practicing News
- D) Practicing Movements

Answer: A) Practicing listening

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

- A) Arun
- B) bus
- C) travels
- D) school

Answer: C) travels

34. English is a ____language.

- A) Common
- B) Night

- C) Evening
D) Day

Answer: A) Common

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

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

Answer: B) Improve his English

36. Pronouns (ex: he, she, her) can be used in the place of _____.

- A) Adjective
B) Verb
C) Spellings
D) Naming words

Answer: D) Naming words

37. Describing words add more information to the ____?

- A) Naming words
B) Sad
C) Numbers
D) Bad

Answer: A) Naming words

38. Kim fell from her bike yesterday. The action in the sentence is in _____ tense.

- A) Past
B) Future
C) Clear
D) Present

Answer: A) Past

39. 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

40. John does not agree with his coworker about a task. How should he communicate his disagreement?

- A) I will just do it my way.
B) You don't know anything.
C) I respectfully disagree with what you are saying.
D) You are wrong!

Answer: C) I respectfully disagree with what you are saying.

41. People can hear the emotions and see our facial expression when we _____.

- A) Listen
B) Taste
C) See
D) Speak

Answer: D) Speak

42. 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) No, he should avoid speaking negatively about his teammates.
B) Yes, why not!

- C) Yes, he should discuss all the arguments in detail.
D) Yes, he should blame his team-mates for all the problems.

Answer: A) No, he should avoid speaking negatively about his teammates.

43. 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

44. Cats is an example of _____ word.

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

Answer: D) Plural

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

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

Answer: B) Declarative (.)

46. When people from different states/ countries meet officially, _____ is the commonly used language to communicate with each other.

- A) Action
B) English
C) Newspaper
D) Latin

Answer: B) English

47. An introduction letter is a _____.

- A) Cover letter
B) E-mail
C) Leave Letter
D) Resume

Answer: A) Cover letter

48. Formal greetings are used in _____.

- A) House
B) Workplace
C) Friends
D) Family

Answer: B) Workplace

49. Yash bought a bag which had recycle symbol. What should he do when the bag is old?

- A) Put it in soil
B) Burn
C) Should dispose it in recyclable items
D) Throw it in the river

Answer: C) Should dispose it in recyclable items

50. Smith! Would you like playing cricket or football this evening? If Smith likes to play both how will he answer? _____ playing any of them.

- A) I want
B) I don't mind

C) I hate

D) I won't

Answer: B) I don't mind

51. 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

B) You must follow what I tell you

C) Don't come here to talk

D) I don't agree with your plan

Answer: A) I agree with your plan of action

52. We should _____ instructions in the classroom.

A) forget

B) learn

C) listen to

D) ignore

Answer: C) listen to

53. Job title is the name of _____.

A) Company name

B) Summary

C) Role you join

D) Company Job

Answer: C) Role you join

54. Things or activities that we enjoy are _____.

A) Negative

B) Dislikes

C) Emotions

D) Likes

Answer: D) Likes

55. Bats fly during the night. In this sentence the word Bat is _____.

A) A Naming Word

B) A cool word

C) A boring word

D) An action word

Answer: A) A Naming Word

56. 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

B) Previous experience

C) Education qualification

D) Shilpa - Job Position

Answer: D) Shilpa - Job Position

57. Harish made a call to the Senior manager in a company. How is he supposed to start the conversation?

A) Greet the person

B) Thank the person

C) Purpose of call

D) Good bye

Answer: A) Greet the person

58. Group discussion helps us _____.

A) create problems

B) have fun

C) learn more and solve big problems

D) argue

Answer: C) learn more and solve big problems

59. Vinay visited the dentist because he was suffering from tooth ache. Dentist treats our teeth problems. In this sentence, which is the plural word?

A) Teeth

B) Tooth

C) Dentist

D) Vinay

Answer: A) Teeth

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

A) None of these

B) Nina, what is your summer plan?

C) Nina is your plan.

D) What Nina asked?

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

61. Every complete sentence has _____.

A) 2 parts

B) 3 parts

C) 4 parts

D) 1 part

Answer: B) 3 parts

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

A) Yes, I have completed my degree

B) No

C) Yes

D) Completed my degree

Answer: A) Yes, I have completed my degree

63. _____ contact with the people we are speaking help us to communicate confidently.

A) Skin

B) Ear

C) Nose

D) Eye

Answer: D) Eye

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

A) Be prepared about the topic

B) Attend classes

C) Attend party

D) Take leave

Answer: A) Be prepared about the topic

65. Bindu receives a call from JJ company promoting a discount sale. She couldn't clearly hear the details. How is she supposed to ask the person to repeat the information?

A) Could you please repeat?

B) Speak loud

C) What is it?

D) I don't know

Answer: A) Could you please repeat?

66. I adore? phrase is used to express _____ of something.

A) A poor admiration

B) A bad feeling

C) A strong admiration

D) A dislike

Answer: C) A strong admiration

67. Location for the job means ___?

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

Answer: A) Place

68. Adjectives are ___ words.

- A) Describing
- B) Sound
- C) Neutral
- D) Finish

Answer: A) Describing

69. Radha has learnt how to write a sentence. Which is the subject in this sentence?

- A) Learnt
- B) How
- C) Radha
- D) Sentence

Answer: C) Radha

70. Naveen is fond of dogs, but Sheetal hates dogs. In this sentence who likes dogs?

- A) Naveen
- B) Both Sheetal and Naveen
- C) Sheetal
- D) Dog

Answer: A) Naveen

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

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

Answer: B) Boring

72. The correct order for a sentence is _____.

- A) Subject, Verb
- B) Verb, Verb, Subject
- C) Subject, Verb, Object
- D) Verb, Object, Subject

Answer: C) Subject, Verb, Object

73. Using Internet is easy if we learn _____?

- A) Science
- B) English
- C) Sports
- D) Maths

Answer: B) English

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

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

Answer: B) Type of job & Company name

75. 'The sea is blue'. In this sentence _____ is an adjective.

- A) sea
- B) the
- C) blue
- D) is

Answer: C) blue

76. Document which has details of a job is ___?

- A) Letter
- B) Report
- C) Job Description
- D) Resume

Answer: C) Job Description

77. Dislikes are things towards which we have ___?

- A) Likes
- B) Positive emotion
- C) Interests
- D) Negative emotion

Answer: D) Negative emotion

78. Emotions can be expressed through your _____.

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

Answer: C) Voice

79. 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 (.)

80. Sanju met her cousin Keerti accidentally in a mall. How should she greet her?

- A) What are you doing here?
- B) Long time, no see!
- C) Thank you!
- D) Take care!

Answer: B) Long time, no see!

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

- A) Hello everyone!
- B) Good bye
- C) What's up guys
- D) Longtime everyone

Answer: A) Hello everyone!

82. When you are interested in working for a company, you will write _____ letter

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

Answer: D) a Prospecting

83. Most of the government job calls will be in ___ format.

- A) Direct
- B) In person
- C) Indirect
- D) Paper format

Answer: D) Paper format

84. 'It is going to be a sunny day tomorrow'. The action in this sentence is in _____ tense.

- A) Past
- B) Day
- C) Future
- D) Date

Answer: C) Future

85. The most effective way to get information is by

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

Answer: B) Reading

86. We can learn English by ____?.

- A) Cooking
- B) Reading newspaper
- C) None of these
- D) Playing

Answer: B) Reading newspaper

87. A person who works with us is called a__?.

- A) Coworker
- B) Family
- C) Relative
- D) Friend

Answer: A) Coworker

88. Sudha says, "I feel that these lights are too bright". What is she communicating?

- A) Question
- B) Answer
- C) Opinion Phrase
- D) Idiom

Answer: C) Opinion Phrase

89. Effective communication is to both _____.

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

Answer: C) speak and listen well

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

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

Answer: D) Group discussion

91. Wow! The flowers in the park are beautiful. This is a_____?sentence.

- A) Declarative (.)
- B) Interrogative (?)
- C) Imperative
- D) Exclamatory (!)

Answer: D) Exclamatory (!)

92. A child was working in the computer lab which had many computers. The word "computers" is in the_____ form.

- A) Less
- B) Plural
- C) Minimum
- D) Maximum

Answer: B) Plural

93. The_____?is what or whom a sentence is about.

- A) Subject
- B) Predicate
- C) Object
- D) Verb

Answer: A) Subject

94. Teacher Meena advised her students to write down 2 or 3 sentences when she explains the lesson. How does it help the students?

- A) Recollect what she said
- B) Read
- C) Write
- D) Speak

Answer: A) Recollect what she said

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

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

Answer: D) After the meeting, we will go out.

96. Comma is used to show a _____within the sentence.

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

Answer: D) Break

97. An exclamatory sentence ends with the _____.

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

Answer: D) Exclamatory mark (!)

98. Question always end with a ____?.

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

Answer: D) Question mark ?

99. Singular naming words are used when _____person, place or thing is present.

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

Answer: A) One

100. Which of these is an informal greeting?

- A) Good evening
- B) Good morning
- C) Hey
- D) Good day

Answer: C) Hey