

February 2026

Question Paper

Duration: 60 Mins

Total Marks: 100

ID: ITISKILL4359OH

Student Name: _____	Roll No: _____
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1. Receiver is a person who \_\_\_\_ the call.  
A) Rejects                      B) Receives  
C) Dials                         D) Blocks
2. Malini is attending her new school today. She introduces herself as \_\_\_\_.  
A) What's up guys              B) Longtime everyone  
C) Hello everyone!            D) Good bye
3. Listening is important to \_\_\_\_?the information given.  
A) disobey                      B) overcome  
C) understand                 D) forget
4. Things or activities that we enjoy are \_\_\_\_?  
A) Dislikes                      B) Likes  
C) Negative                     D) Emotions
5. Plural form of child is \_\_\_\_.  
A) Kid                             B) Person  
C) Children                      D) Infant
6. 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
7. Ramesh is working in Chennai. \_\_\_\_likes the office environment.  
A) That                          B) It  
C) He                              D) What
8. We should \_\_\_\_?instructions in the classroom.  
A) learn                         B) forget  
C) ignore                        D) listen to
9. Arun travels to school by bus. The action word in the sentence is \_\_\_\_.  
A) bus                             B) travels  
C) school                         D) Arun
10. Sanju met her cousin Keerti accidentally in a mall. How should she greet her?  
A) Thank you!                      B) What are you doing here?  
C) Long time, no see!            D) Take care!
11. An exclamatory sentence ends with the \_\_\_\_.  
A) Full stop (.)                    B) Question mark (?)  
C) Exclamatory mark (!)        D) Comma (,)
12. Describing words add more information to the \_\_\_\_?  
A) Bad                             B) Numbers  
C) Naming words                 D) Sad
13. 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) What is it?                      B) Could you please repeat?  
C) I don't know                    D) Speak loud
14. Rahul spends 30 minutes everyday watching news. He writes down few sentences about what is said. What is he trying to do?  
A) None of these                    B) Practicing Movements  
C) Practicing listening            D) Practicing News
15. 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) Tooth                          B) Teeth  
C) Vinay                          D) Dentist
16. 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 don't agree with your plan              B) Don't come here to talk  
C) You must follow what I tell D) I agree with your plan of you                      action
17. Ram was asked to measure his cupboard. It was 4 feet tall. Here feet means \_\_\_\_.  
A) Leg                              B) Taste

C) Hand

D) Measurement

18. 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) Completed my degree

D) Yes, I have completed my degree

19. Group discussion helps us \_\_\_?

A) learn more and solve big problems

B) create problems

C) argue

D) have fun

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

A) None of these

B) Exclamatory (!)

C) Interrogative (?)

D) Declarative (.)

21. Words that are used to name people, places, animals and things are \_\_\_\_\_.

A) Naming words

B) Table

C) Person

D) Key

22. 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) His needs

C) Senior name

D) Some information about his responsibilities

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

A) Both Sheetal and Naveen

B) Sheetal

C) Naveen

D) Dog

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

A) What Nina asked?

B) Nina, what is your summer plan?

C) Nina is your plan.

D) None of these

25. Comma is used to show a \_\_\_\_\_ within the sentence.

A) Full stop

B) Break

C) Pair

D) Capital letter

26. 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

B) Both of them

C) Shyam

D) None of them

27. \_\_\_\_\_ contact with the people we are speaking help us to communicate confidently.

A) Eye

B) Nose

C) Ear

D) Skin

28. The most effective way to get information is by

A) Writing

B) Talking

C) Reading

D) Activity

29. A poster presents information by using \_\_\_\_\_.

A) Novel

B) Story

C) Images and colours

D) Exercise for practice

30. The pronoun 'I' is used for \_\_\_\_\_.

A) Myself

B) Many

C) That

D) Other

31. The correct order for a sentence is \_\_\_\_\_.

A) Verb, Object, Subject

B) Subject, Verb

C) Subject, Verb, Object

D) Verb, Verb, Subject

32. 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.

33. Document which has details of a job is \_\_\_?

A) Report

B) Letter

C) Resume

D) Job Description

34. Sentences are \_\_\_\_\_.

A) Nouns

B) group of words with complete meaning

C) Letters

D) Verbs

35. Choose the correct sentence.

A) The cat runs on the road.

B) Runs on the road cat.

C) The road runs on cat.

D) Cat road runs.

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

A) Newspaper

B) Action

C) Latin

D) English

37. It is a \_\_\_\_\_ knife. Fill in the correct adjective.

A) and

B) there



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

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

60. When you are interested in working for a company, you will write \_\_\_\_\_letter

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

61. 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) It seems to me that  
D) In my opinion

62. I adore? phrase is used to express \_\_\_\_of something.

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

63. 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 won't  
D) I hate

64. Effective communication is to both \_\_\_\_\_.

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

65. Verbs tell the action of the \_\_\_\_\_.

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

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

67. Adjectives are \_\_\_\_\_words.

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

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

- A) How  
B) Learnt

C) Radha  
D) Sentence

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

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

70. Emotions can be expressed through your \_\_\_\_\_.

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

71. Dislikes are things towards which we have \_\_\_\_?.

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

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

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

73. Sita and I are friends. \_\_\_\_\_stays in Gandhi Bazar.

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

74. Cats is an example of \_\_\_\_\_word.

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

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

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

76. The beginning of a sentence should start with \_\_\_\_\_letter

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

77. Singular naming words are used when \_\_\_\_\_person, place or thing is present.

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

78. 'It is going to be a sunny day tomorrow'. The action in this sentence is in \_\_\_\_\_tense.

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

79. The punctuation in a sentence makes the

meaning \_\_\_\_\_? to understand.

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

80. \_\_\_greetings are used while speaking to friends and family.

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

81. 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) See
- B) That
- C) Naming words
- D) His

82. Naming words are also called \_\_\_?

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

83. People can hear the emotions and see our facial expression when we \_\_\_\_.

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

84. Wow! The flowers in the park are beautiful. This is a \_\_\_\_\_?sentence.

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

85. Job title is the name of \_\_\_\_.

- A) Summary
- B) Company name
- C) Company Job
- D) Role you join

86. 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) Leave letter
- C) Referral Cover Letter
- D) Letter of absence

87. 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
- B) None of these
- C) Way
- D) Map

88. Phone call has \_\_\_phases

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

89. Most of the government job calls will be in \_\_\_format.

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

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

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

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

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

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

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

93. A person who works with us is called a\_\_\_?

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

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

- A) Purpose of call
- B) Thank the person
- C) Good bye
- D) Greet the person

95. English is a \_\_\_\_\_language.

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

96. Tom tries to read the name boards, advertisements and posters that are in English. This helps him to\_\_\_\_\_.

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

97. Symbols gives us information through \_\_\_\_.

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

98. Every complete sentence has \_\_\_\_.

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

99. \_\_\_questions give clear indication of the information the person wants to know.

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

**100.** Using Internet is easy if we learn \_\_\_\_?.

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