Monthly Test
January 2026

Employability Skill 1st year

Loyola pvt ITI vijayapur

Q. ID: ITISKILL44007F
Question Paper

Student: golleshwar halli
Score: 10/25 (40.00%)

Code: 2878

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

A) Speaking (Incorrect) | B) Listening
C) Reading | **D) Group discussion**

2. Group discussion helps us ___?.

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

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

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

4. 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

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

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

6. A person who makes a call_____

A) Keypad | **B) Caller**
C) Phase | D) Contacts (Incorrect)

7. Receiver is a person who _____the call.

A) Blocks | B) Dials
C) Receives (Correct) | D) Rejects

8. Phone call has ___phases

A) End | B) Middle (Incorrect)
C) Different | **D) Three**

9. 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) Speak loud | D) I don?t know (Incorrect)

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

A) Greet the person | B) Purpose of call
C) Thank the person (Incorrect) | D) Good bye

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

A) Letter | B) Resume (Incorrect)
C) Job Description | D) Report

12. Job title is the name of ____.

A) Company name (Incorrect) | **B) Role you join**
C) Company Job | D) Summary

13. Location for the job means ___?.

A) Title | B) Description
C) Name (Incorrect) | **D) Place**

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

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

15. 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) Shyam**
C) Both of them (Incorrect) | D) None of them

16. 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

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

A) Fun | B) Exciting
C) Boring | D) Interesting (Incorrect)

18. A person who works with us is called a___?.

A) Friend
B) Coworker
C) Family
D) Relative (Incorrect)

19. 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.
B) No, he should avoid speaking negatively about his teammates. (Correct)
C) Yes, he should discuss all the arguments in detail.
D) Yes, why not!

20. 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 (Incorrect)
D) Some information about his responsibilities

21. Most of the government job calls will be in ___format.

A) Paper format (Correct)
B) Direct
C) Indirect
D) In person

22. An introduction letter is a ____.

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

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

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

24. 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
B) Letter of interest (Incorrect)
C) Leave letter
D) Letter of absence

25. 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) Shilpa - Job Position
C) Education qualification (Incorrect)
D) Pervious experience