

MONTHLY TEST FOR THE MONTH OF FEBRUARY -2026

February 2026

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Answer Key

Duration: 30 Mins

Total Marks: 25

Q.ID: ITISKILL4821PZ

1. Which of the following behaviors is NOT a characteristic of a team player?

- A) Listening to teammates' ideas B) Taking credit for others' work
C) Respecting different viewpoints D) Willingness to help others

Answer: B) Taking credit for others' work

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

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

Answer: C) Match his skills with the job description

3. If you are trained as an electrician and want a job in Delhi, what should you type in the search box of a job portal?

- A) Electrician training B) Electrician job
C) Delhi job D) Electrician jobs in Delhi

Answer: D) Electrician jobs in Delhi

4. 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) Copying and pasting the content of the documents into the email body.
C) Click photos from her phone and send it. D) Attach the scanned documents as PDFs with the email.

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

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

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

Answer: D) To find correct and useful information

6. Imagine you are applying for a position as an electrician at a company. Which of the following email subject lines would be the most suitable for your job application?

- A) Applying for a New Job B) Electrician Job Application

- C) Application for Electrician Position - [Your Name] D) Urgent Attention Needed

Answer: C) Application for Electrician Position - [Your Name]

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

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

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

8. Sanya has collected a lot of information from different websites for her new project. What should she do next to sort this information?

- A) Share all the information with her coworkers B) Mix up all the information
C) Keep the information in separate folders D) Read through the information and mark the important points

Answer: D) Read through the information and mark the important points

9. Mahima has an Instagram page for her jewelry business. What should she do to connect with her customers?

- A) Post dance reels B) Post about a T.V. show she likes
C) Post cooking videos D) Share daily updates about her business as Stories on social media

Answer: D) Share daily updates about her business as Stories on social media

10. Simi is always trying out new ways to reuse the waste materials. She is the ____?

- A) Peacekeeper B) Planner
C) Idea Person D) Doer

Answer: C) Idea Person

11. Why is it good to think about what you learn?

- A) It's a good pastime. B) None of these
C) It helps remember and understand better. D) It improves handwriting.

Answer: C) It helps remember and understand better.

12. Raj is a talented carpenter. How can showing his work on YouTube help Raj?

- A) All of these
- B) It may help Raj get more customers
- C) It allows people to see his carpentry skills and appreciate his expertise
- D) It helps Raj to engage with people interested in his work

Answer: A) All of these

13. Ranjit has a small bakery business. Using WhatsApp for Business can help Ranjit _____.

- A) chat with friends
- B) check status updates
- C) quickly respond to customer orders and questions
- D) watch baking tutorial videos

Answer: C) quickly respond to customer orders and questions

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

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

Answer: C) All of these

15. Sia is applying for the electrician position, how should she start her email to the company?

- A) Write a short story about her hobbies.
- B) Start with a joke.
- C) Attach her favorite photos.
- D) Begin with a clear subject line and a polite greeting.

Answer: D) Begin with a clear subject line and a polite greeting.

16. 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) Talk only about the bad websites
- C) Tell everything she read in detail
- D) Print all the information and give it to the team members.

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

17. Venu is a fabric cutter. His team made a mistake in cutting cloth. What's a good way to handle it?

- A) Blame the person who cut the cloth
- B) Get angry and scold his team
- C) Wait for someone else to solve it
- D) Discuss and find a way to fix it

Answer: D) Discuss and find a way to fix it

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

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

Answer: C) All of these

19. What should you always remember when creating your profile on a job portal?

- A) To leave out important information
- B) To use a fake name
- C) To include skills required for the job, even if you don't have them
- D) To always be truthful

Answer: D) To always be truthful

20. Which of the following is NOT a people skill required in a workplace?

- A) Being kind
- B) Technical skills
- C) Supporting coworkers
- D) Listening

Answer: B) Technical skills

21. Rahul is applying for a job. Which of these documents should he attach to his job application email?

- A) Birth certificate
- B) Photographs from childhood
- C) Address Proof
- D) Resume, Course and Training Certificates

Answer: D) Resume, Course and Training Certificates

22. Which of the following ways can help you work well with people?

- A) Accepting your mistakes
- B) Paying close attention to what people say
- C) Staying calm, even in challenging situations
- D) All of these

Answer: D) All of these

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

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

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

24. Why should you reply to comments on YouTube?

- A) So viewers feel connected
- B) To use the internet
- C) To get more friends
- D) To get more videos

Answer: A) So viewers feel connected

25. What is a job portal?

A) A place where you can play games and talk to friends.

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

C) A building where you go to find work.

D) A special room where job interviews happen online.

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