

MONTHLY TEST FOR THE MONTH OF FEBRUARY -2026

Q. ID: ITISKILL4821PZ

EMPLOYABILITY SKILLS

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VARMA ITI KOLLEGAL

Question Paper

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Score: 6/25 (24.00%)

Code: 3118

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

A) To find correct and useful information (Correct)

B) To change the color of the search page

C) To make the screen brighter

D) To learn a new language

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

A) Mix up all the information **B) Share all the information with her coworkers (Incorrect)**

C) Read through the information and mark the important points

D) Keep the information in separate folders

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) Tell everything she read in detail **B) Share only the main points clearly: Use simple words and pictures, if possible**

C) Talk only about the bad websites (Incorrect)

D) Print all the information and give it to the team members.

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

A) It's a good pastime. (Incorrect)

B) It helps remember and understand better.

C) It improves handwriting.

D) None of these

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

A) What did I learn?

B) Was it easy or difficult to learn?

C) How can I learn better?

D) All of these (Correct)

6. What is a job portal?

A) A building where you go to find work.

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

C) A special room where job interviews happen online. (Incorrect)

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

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

A) To include skills required for the job, even if you don't have them

B) To use a fake name (Incorrect)

C) To always be truthful

D) To leave out important information

8. 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. (Incorrect)

9. 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 job

B) Delhi job (Incorrect)

C) Electrician jobs in Delhi

D) Electrician training

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

A) Select all the cities where jobs are available

B) Match his skills with the job description

C) Apply to all the jobs listed

D) Ignore the job descriptions (Incorrect)

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

A) Birth certificate (Incorrect)

B) Resume, Course and Training Certificates

C) Address Proof

D) Photographs from childhood

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

A) Email cannot be sent without a subject line

B) To tell the company what the email is about

C) To show he has good English skills

D) None of these (Incorrect)

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

A) Start with a joke.

B) Attach her favorite photos.

C) Begin with a clear subject line and a polite greeting. (Correct)

D) Write a short story about her hobbies.

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

A) Click photos from her phone and send it.

B) She must not send documents over email as it is not safe.

C) Copying and pasting the content of the documents into the email body.

D) Attach the scanned documents as PDFs with the email. (Correct)

15. 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) Electrician Job Application B) Applying for a New Job

C) Urgent Attention Needed

D) Application for Electrician Position - [Your Name] (Correct)

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

A) By allowing you to post photos/ videos of your work

B) By connecting you with professionals

C) By enabling direct and fast communication with customers (Incorrect)

D) All of these

17. Why should you reply to comments on YouTube?

A) To get more videos

B) So viewers feel connected

C) To use the internet

D) To get more friends (Incorrect)

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

A) It allows people to see his carpentry skills and appreciate his expertise (Incorrect)

B) It helps Raj to engage with people interested in his work

C) It may help Raj get more customers

D) All of these

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

A) chat with friends (Incorrect)

C) watch baking tutorial videos

B) quickly respond to customer orders and questions

D) check status updates

20. 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) Share daily updates about her business as Stories on social media (Correct)

D) Post cooking videos

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

A) Listening (Incorrect)

B) Being kind

C) Technical skills

D) Supporting coworkers

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

A) Staying calm, even in challenging situations (Incorrect)

B) Accepting your mistakes

C) Paying close attention to what people say

D) All of these

23. 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 (Incorrect)

B) Wait for someone else to solve it

C) Discuss and find a way to fix it

D) Get angry and scold his team

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

A) Taking credit for others' work

B) Listening to teammates' ideas

C) Respecting different viewpoints

D) Willingness to help others (Incorrect)

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

A) Planner (Incorrect)

B) Doer

C) Idea Person

D) Peacekeeper