

MONTHLY TEST FOR THE MONTH OF FEBRUARY -2026

Q. ID: ITISKILL4821PZ

EMPLOYABILITY SKILLS

February 2026

VARMA ITI KOLLEGAL

Question Paper

Student: Prajwal L

Score: 10/25 (40.00%)

Code: 9902

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

A) To find correct and useful information

C) To make the screen brighter

B) To change the color of the search page

D) To learn a new language
(Incorrect)

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

C) Read through the information and mark the important points (Correct)

B) Share all the information with her coworkers

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

C) Talk only about the bad websites

B) Share only the main points clearly: Use simple words and pictures, if possible (Correct)

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)

C) It improves handwriting.

B) It helps remember and understand better.

D) None of these

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

A) What did I learn?

C) How can I learn better?

B) Was it easy or difficult to learn?

D) All of these (Correct)

6. What is a job portal?

A) A building where you go to find work.

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

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

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
(Incorrect)

C) To always be truthful

B) To use a fake name

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. (Correct)

C) To impress the interviewer.

B) To chat with friends about it.

D) It is not important to check the skills required for a job.

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

C) Electrician jobs in Delhi

B) Delhi job

D) Electrician training
(Incorrect)

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

A) Select all the cities where jobs are available

C) Apply to all the jobs listed

B) Match his skills with the job description

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

C) Address Proof

B) Resume, Course and Training Certificates

D) Photographs from childhood
(Incorrect)

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

A) Email cannot be sent without a subject line

C) To show he has good English skills
(Incorrect)

B) To tell the company what the email is about

D) None of these

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

A) Start with a joke.

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

B) Attach her favorite photos. (Incorrect)

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.

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

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

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 (Incorrect)

C) By enabling direct and fast communication with customers **D) All of these**

17. Why should you reply to comments on YouTube?

A) To get more videos (Incorrect)

C) To use the internet

B) So viewers feel connected

D) To get more friends

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

C) It may help Raj get more customers (Incorrect) **D) All of these**

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

A) chat with friends

C) watch baking tutorial videos (Incorrect)

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

B) Being kind

C) Technical skills (Correct) D) Supporting coworkers

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

A) Staying calm, even in challenging situations

B) Accepting your mistakes

C) Paying close attention to what people say

D) All of these (Correct)

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 (Correct) B) Listening to teammates' ideas

C) Respecting different viewpoints

D) Willingness to help others

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

A) Planner

B) Doer

C) Idea Person

D) Peacekeeper (Incorrect)