

# MONTHLY TEST FOR THE MONTH OF FEBRUARY -2026

February 2026

VARMA ITI KOLLEGAL

Question Paper

Duration: 30 Mins

Total Marks: 25

ID: ITISKILL4821PZ

Student Name: \_\_\_\_\_ Roll No: \_\_\_\_\_

1. 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) Urgent Attention Needed  
C) Applying for a New Job D) Application for Electrician Position - [Your Name]

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

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

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

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

4. 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) Print all the information and give it to the team members. D) Talk only about the bad websites

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

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

6. 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) Delhi job  
C) Electrician job D) Electrician jobs in Delhi

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

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

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

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

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

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

10. 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

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

- A) Attach the scanned documents as PDFs with the email. B) Click photos from her phone and send it.  
C) Copying and pasting the content of the documents into the email body. D) She must not send documents over email as it is not safe.

12. What is a job portal?

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

B) A special room where job interviews happen online.

C) A building where you go to find work.

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

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

A) Discuss and find a way to fix it

B) Get angry and scold his team

C) Blame the person who cut the cloth

D) Wait for someone else to solve it

**14.** 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) Keep the information in separate folders

C) Mix up all the information

D) Read through the information and mark the important points

**15.** Ranjit has a small bakery business. Using WhatsApp for Business can help Ranjit \_\_\_\_\_.

A) check status updates

B) chat with friends

C) quickly respond to customer orders and questions

D) watch baking tutorial videos

**16.** 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

C) To always be truthful

D) To leave out important information

**17.** Why should you reply to comments on YouTube?

A) To get more videos

B) To get more friends

C) To use the internet

D) So viewers feel connected

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

A) All of these

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

C) It allows people to see his carpentry skills and appreciate his expertise

D) It may help Raj get more customers

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

A) Supporting coworkers

B) Technical skills

C) Listening

D) Being kind

**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 cooking videos

C) Post about a T.V. show she likes

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

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

A) By enabling direct and fast communication with customers

B) By connecting you with professionals

C) All of these

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

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

A) To show he has good English skills

B) None of these

C) To tell the company what the email is about

D) Email cannot be sent without a subject line

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

A) Attach her favorite photos.

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

C) Start with a joke.

D) Write a short story about her hobbies.

**24.** Simi is always trying out new ways to reuse the waste materials. She is the \_\_\_\_?

A) Doer

B) Peacekeeper

C) Planner

D) Idea Person

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

A) Was it easy or difficult to learn?

B) What did I learn?

C) All of these

D) How can I learn better?