

Monthly test for the month march 2026

Q. ID: ITISKILL5468FQ

April 2026

Answer Key

Duration: 30 Mins

Total Marks: 5

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1. Pranav is working on his resume. While reviewing his resume, what should Pranav keep in mind?

- A) Check for spelling and grammar mistakes
- B) All of these
- C) Highlight skills and qualifications that match the job
- D) Ensure that the information provided is correct

Answer: B) All of these

2. What is an example of formal written communication?

- A) Posting on social media platforms
- B) Sending a WhatsApp message
- C) Writing an email to your manager
- D) Texting a friend

Answer: C) Writing an email to your manager

3. What is formal communication?

- A) Official communication following a set of rules
- B) Casual chatting on social media

C) Talking with friends and family

D) All written communication

Answer: A) Official communication following a set of rules

4. Raghav is applying for a job at a marketing firm. What will make his cover letter easy to read?

- A) All of these
- B) Dividing the text into shorter paragraphs
- C) Increasing the font size
- D) Long descriptions

Answer: B) Dividing the text into shorter paragraphs

5. During a job interview, Ramesh is asked to describe his top three strengths. Which of the following responses shows good formal communication?

- A) Uh, I guess I can do a little bit of everything.
- B) I don't know, I never really thought about it.
- C) My top three skills are problem- solving, teamwork, and attention to detail.
- D) I'm pretty good at a lot of things.

Answer: C) My top three skills are problem- solving, teamwork, and attention to detail.