

Monthly test for the month march 2026

Q. ID: ITISKILL5468FQ

April 2026

Question Paper

Duration: 30 Mins

Total Marks: 5

ID: ITISKILL5468FQ

Student Name: _____

Roll No: _____

1. What is formal communication?

- A) Talking with friends and family B) Casual chatting on social media
C) All written communication D) Official communication following a set of rules

C) Highlight skills and qualifications that match the job
D) All of these

2. What is an example of formal written communication?

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

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

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

- A) Check for spelling and grammar mistakes B) Ensure that the information provided is correct

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

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

- A) I'm pretty good at a lot of things. 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) Uh, I guess I can do a little bit of everything.