

Duration: 60 Mins

Total Marks: 40

ID: ITISKILL5565KR

Student Name: _____	Roll No: _____
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1. Sharing will help everyone feel involved and _____.

- | | |
|----------|--------------|
| A) Close | B) Happy |
| C) Sad | D) Motivated |

2. Ram, Vinay and Sandeep are working as a team to finish the geography project. Vinay is sharing his thoughts. What are Vinay and Sandeep supposed to do?

- | | |
|------------------|-------------------------|
| A) Play | B) Listen actively |
| C) None of these | D) Go around the school |

3. _____ jobs help to reduce pollution, preserve the environment and the planet.

- | | |
|--------------|-------------|
| A) Green | B) Software |
| C) Part-time | D) Hardware |

4. The way we sit, our facial expression and body language show _____ communication.

- | | |
|-------------|----------------|
| A) informal | B) verbal |
| C) written | D) non- verbal |

5. Which of the following options is an Employability Skill?

- | | |
|--------------------------|------------------------------|
| A) Good Interview Skills | B) Good Communication Skills |
| C) Digital Skills | D) All of these |

6. What are Employability Skills?

- | | |
|--|----------------------------------|
| A) Skills for playing video games | B) Skills for good communication |
| C) Skills needed to be successfully employed | D) Skills used only in sports |

7. Distance between yourself and the other person is called _____.

- | | |
|-----------------|---------------------|
| A) Informal | B) Spatial distance |
| C) Relationship | D) Close |

8. Rita talks to her customers. But she is unable to understand what they say. What should she do?

- | | |
|---------------------------------|-------------------------|
| A) Improve her listening skills | B) Stop her business |
| C) Stop talking to them | D) Fight with customers |

9. Geetha has just completed her education. She joined a basic English course to improve her _____ skills.

- | | |
|------------------|--------------------|
| A) Communication | B) Technical |
| C) Digital | D) Problem solving |

10. Which of these is an advantage of learning online?

- | | |
|-----------------------------|---------------------------------|
| A) Learn anytime & anywhere | B) No need to study |
| C) Have shorter classes | D) Make friends with classmates |

11. In today's world, _____ have become a basic skill requirement in many jobs.

- | | |
|-------------------|--------------------|
| A) Acting skills | B) Painting skills |
| C) Dancing skills | D) Digital skills |

12. Which are the two skills needed for good career growth?

- | | |
|--|---------------------------------|
| A) Playing video games & cooking skills | B) Watching TV & Making friends |
| C) Technical Skills & Employability Skills | D) Traveling & Shopping |

13. Kishore's manager gave him positive and negative feedback. Kishore is feeling confused. What should he do next?

- | | |
|---|------------------------|
| A) Try to understand the negative points given by the manager | B) Calm down and think |
| C) Try to understand the positive points given by his manager | D) All of these |

14. Letter is a form of _____ communication.

- | | |
|---------------|--------------|
| A) Spoken | B) Telephone |
| C) Non-verbal | D) Written |

15. You are unable to share your message properly in an email. Which skill should you improve?

- | | |
|--------------------------|-------------|
| A) Reading | B) Speaking |
| C) Written communication | D) Playing |

16. We start communicating when we are _____.

- A) Parents
C) Adults
- B) Old
D) Children

17. Ram wants to start his own business. He is considering two options - opening an audio cassette shop or starting an online retail business. Which of these options would you suggest?

- A) Video rental store
C) Anything is fine
- B) Online retail
D) Audio cassette shop

18. Sam wanted to apply for a job. He thought of writing a cover letter to the company. But his friend suggested to attach _____ with the cover letter.

- A) Formal
C) Resume
- B) Leave
D) Brochure

19. An employee is someone who _____.

- A) Goes to school to study
C) Does not work
- B) Goes to play
D) Works for a salary

20. Which of these is an e-learning portal?

- A) Netflix
C) ASEEM
- B) NAPS portal
D) Bharat Skills Portal

21. Zeena wants to enroll for an e-learning course. The most important thing she needs is a _____.

- A) Pen
C) Mobile phone or Computer
- B) Book
D) Library card

22. James had to meet his team members Suraj, Reena and Nagma on Friday. James called Suraj and Reena. But he did not inform Nagma. This is an example of _____.

- A) Poor listening
C) Typing error
- B) Stress
D) Poor communication

23. Priya received constructive (helpful) criticism from her manager about her latest project. What should she do?

- A) Thank her manager
C) All of these
- B) Understand
D) Listen

24. You can speak to your friend _____.

- A) Formally
C) By dancing
- B) Informally
D) By reading their mind

25. Conflict in workplace affects ____?.

- A) environment
C) salary
- B) weather
D) ability to work

26. Shwetha and Rakshit are coworkers. They are angry with

each other because they have not completed a project properly. Which is a good way to resolve such conflicts in the workplace?

- A) File a police complaint
C) Find different ways to solve the problem
- B) Quit the job
D) Ignore each other

27. When talking to our co-workers, we should not stand or sit _____ to them.

- A) next to
C) In front of
- B) opposite
D) too close

28. Gopi is always willing to learn and improve in his work. He has a _____?.

- A) Growth mindset
C) Marksheet
- B) Fixed mindset
D) Certificate

29. Formal communication is used at ____?.

- A) Party
C) Friend
- B) House
D) Workplace

30. Verbal communication is the use of ____.

- A) Words
C) Images
- B) Sign
D) Maths

31. Effective communication needs to be -

- A) All of these
C) Simple
- B) Complete
D) Clear

32. Ram works as a fitter in a company. He wants to upgrade his trade skills and employability skills in his free time. What should he do?

- A) Watch news
C) Play sports
- B) Quit job
D) Find courses: online or offline

33. When we learn something online, it is called _____.

- A) E-learning
C) Digital marketing
- B) Teaching
D) Classroom learning

34. You are scared to communicate with others. What are some ways to solve this problem?

- A) Find your weakness about communication
C) All of these
- B) Find ways to improve & learn more about your weakness
D) Find your strengths about communication

35. Cherry is going for an interview. What should she not do?

- A) Wear clean clothes
B) Wear formal dress

- C) Apply too much makeup or perfume D) Take her resume

36. Green Jobs are important because_____.

- A) they require no skill B) they help protect the environment
C) they harm the environment D) they pay more money

37. Exchange of ideas happen through _____.

- A) Communication B) Listening
C) Singing D) Watching

38. At workplace, communication must follow the _____.

- A) Close B) 6Cs
C) Text D) Ideas

39. Organizations communicate mainly through _____.

- A) Project B) Unfamiliar words
C) E-mails D) Letters

40. Shouting shows we are angry. Talking very slowly shows we are tired or sleepy. What part of non-verbal communication helps us understand this?

- A) Eye movements B) Tone of voice
C) Hand movements D) Smile