

**Duration: 180 Mins****Total Marks: 60****Q.ID: ITISKILL5608Y7**

1. Raghav joined a new company after COVID. He is nervous about using the digital tablets provided at work. What should he do?

- A) Complain to his manager    B) Quit his job  
C) Keep an open mind and ask his coworkers to teach him    D) Ask his coworkers to do all the digital work

**Answer: C) Keep an open mind and ask his coworkers to teach him**

2. Ravi is working on a project with two other teammates. Which of these make him a good team player?

- A) Thinking he can never make a mistake    B) Sharing ideas to help the team work faster  
C) Not listening to his teammates ideas and opinions    D) Getting angry when others don't listen

**Answer: B) Sharing ideas to help the team work faster**

3. What does self-employment mean?

- A) Working independently and earning directly from your work    B) Working for a single employer  
C) Working part-time from home    D) Receiving a fixed monthly salary

**Answer: A) Working independently and earning directly from your work**

4. Anita is going to the bank today to ask for a loan. She has prepared a business plan. Which of the following will make her business plan strong?

- A) None of these    B) Challenges her business might face along with solutions for them  
C) Have only the idea and name of her business    D) Total cost of starting her business without any details

**Answer: B) Challenges her business might face along with solutions for them**

5. Sneha plans to move to a different city for work. What things should she think about before making this decision?

- A) How much it will cost to travel and live there    B) All of these  
C) If she can find a job that helps her learn and grow    D) If she can earn more money and save some too

**Answer: B) All of these**

6. Pooja is applying for a Motor Mechanics position in an automobile company. What should she include in her cover letter?

- A) Her hobbies - cooking, gardening    B) Reasons why she is suitable for the role  
C) Education details    D) Salary expectations

**Answer: B) Reasons why she is suitable for the role**

7. Which of the following is considered appropriate workplace behavior?

- A) Maintaining a clean workspace    B) Being late to work regularly  
C) Interrupting others during meetings    D) Talking loudly on the phone

**Answer: A) Maintaining a clean workspace**

8. Which of the following are included in a resume?

- A) Hobbies, favorite foods, and personal interests    B) Childhood memories, dreams, and aspirations  
C) Daily routine, favorite movies, and vacation plans    D) Contact information, educational details, skills and work experience

**Answer: D) Contact information, educational details, skills and work experience**

9. During a lunch break, Arjun overhears his coworkers gossiping about another coworker. What should Arjun do?

- A) Tell his coworkers that gossiping is inappropriate workplace behaviour    B) Tell another coworker about the gossip  
C) Listen to the gossip    D) Join the conversation and share his own opinion about the coworker

**Answer: A) Tell his coworkers that gossiping is inappropriate workplace behaviour**

10. Sultan is a skilled electrician. He is looking for platform based gig work that matches his skills. Which of the following platforms would be most suitable for Sultan to find job opportunities?

- A) Urban Company for offering home repair services    B) Uber for driving people  
C) Amazon for selling products online    D) Zoom for video calls

**Answer: A) Urban Company for offering home repair services**

11. Raghav is applying for a job at a marketing firm. What will

make his cover letter easy to read?

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

**Answer: B) Dividing the text into shorter paragraphs**

**12.** You have started a new job at a company. During lunch break, you notice some coworkers chatting. How would you start an informal conversation with them?

- A) Introduce yourself formally and inquire about their roles in the company
- B) Ask about their salary
- C) Ignore them and have your meal
- D) Ask about the TV shows/sports they like to watch/books they like to read or their weekend plans

**Answer: D) Ask about the TV shows/ sports they like to watch/ books they like to read or their weekend plans**

**13.** Seema wants to become a gig worker. How can she find gig work opportunities?

- A) Connect with friends, people she might know and groups in her community
- B) Find a suitable Gig platform
- C) All of these
- D) Update her resume with her qualifications and skills

**Answer: C) All of these**

**14.** Imagine you're presenting your business plan to potential investors. Why is it important to actively listen to their questions and provide thoughtful answers?

- A) None of these
- B) To avoid eye contact
- C) To show off your expertise
- D) To understand the concerns of the investors and build their confidence in your plan

**Answer: D) To understand the concerns of the investors and build their confidence in your plan**

**15.** An entrepreneurial mindset means to:

- A) Try different ways to solve problems
- B) Identify opportunities and use them for your benefit
- C) All of these
- D) Achieve your goal, without giving up

**Answer: C) All of these**

**16.** What does migrating for work mean?

- A) Working from home
- B) Staying in the same place for work
- C) Moving to a different place to find a job
- D) Changing jobs within the same city

**Answer: C) Moving to a different place to find a job**

**17.** During a job interview, if you couldn't hear or understand a question, what would you say?

- A) Speak clearly and repeat the question.
- B) I am lost. Can you say it again?
- C) Sorry! I didn't understand. Could you please repeat the question?
- D) Hey, can you repeat that? I wasn't paying attention

**Answer: C) Sorry! I didn't understand. Could you please repeat the question?**

**18.** Why is it important to have a business plan before starting a business?

- A) To attract investors and get a loan
- B) To outline goals and set clear direction for growth
- C) To identify potential challenges and risks
- D) All of these

**Answer: D) All of these**

**19.** Which of the following is a formal introduction in a job interview?

- A) Yo, I'm Parmeet. Let's get started!
- B) Hey there! I'm Parmeet, nice to meet you!
- C) Hi, I'm Parmeet. Thanks for having me!
- D) Good morning/ afternoon. I am Parmeet and I want to thank you for considering me for this role.

**Answer: D) Good morning/ afternoon. I am Parmeet and I want to thank you for considering me for this role.**

**20.** What is formal communication?

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

**Answer: B) Official communication following a set of rules**

**21.** When presenting your business plan to a potential investor, you should be clear about \_\_\_\_\_

- A) Initial investment required and breakdown of the costs
- B) Potential earnings
- C) All of these
- D) Expected customer count

**Answer: C) All of these**

**22.** If your coworkers don't agree with your project idea, what's a good way to handle it with an entrepreneurial mindset?

- A) Give up on your idea
- B) Stop talking about it
- C) Ask for feedback and make your idea better with their help
- D) Stick to your idea without listening to others

**Answer: C) Ask for feedback and make your idea better with their help**

**23.** Imagine you are setting up a mobile repair shop. Which of the following is the most important for its success?

- A) Offering repair services at a higher price
- B) Setting up the shop in a busy area

- C) Putting up flyers in the neighborhood  
D) Picking the right shop name

**Answer: B) Setting up the shop in a busy area**

24. Imagine you are starting a bakery business. What would you focus on first in your business plan?

- A) Selecting a catchy name for the bakery  
B) Figuring out how the business will grow  
C) Calculating how much money you need to start the business  
D) Planning how to advertise the bakery on social media

**Answer: C) Calculating how much money you need to start the business**

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

- A) I don't know, I never really thought about it.  
B) Uh, I guess I can do a little bit of everything.  
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.**

26. Mehul is making a plan for his business. Which of the following is NOT included in a business plan?

- A) Startup costs  
B) Future growth strategies  
C) Personal interests and hobbies  
D) Business idea

**Answer: C) Personal interests and hobbies**

27. You are at work, and a coworker asks for your support/help with a task. How would you respond informally?

- A) I am too busy right now. Ask someone else.  
B) I can help, but seriously, you don't even know this much? What's the problem?  
C) Could you please submit a formal request via email?  
D) Sure, I can help. What do you need?

**Answer: D) Sure, I can help. What do you need?**

28. Rahul is moving to Qatar for work. What should he do to migrate safely?

- A) Confirm his job before moving  
B) All of these  
C) Organize important documents and have a bank account for emergencies  
D) Learn about the place and enroll in safety training programs

**Answer: B) All of these**

29. During a group project, one of your teammates is struggling to complete their assigned task. What should you do?

- A) Criticize them for not being efficient  
B) Offer to help and support them to complete their task

- C) Complain to the teacher about their lack of contribution  
D) Ignore their struggle and focus on your own tasks

**Answer: B) Offer to help and support them to complete their task**

30. A \_\_\_\_\_ helps gig workers find customers and provide services at a fixed charge.

- A) bank  
B) Netflix  
C) platform/app  
D) school

**Answer: C) platform/app**

31. What are some advantages of informal communication at the workplace?

- A) Helps people work together better  
B) Creates a strict environment at work  
C) Makes people talk less  
D) Makes things more official at work

**Answer: A) Helps people work together better**

32. How can you become self-employed?

- A) Use chats, local ads and ask friends to spread the word  
B) All of these  
C) Learn about the work, take small courses  
D) Try your idea on a small scale

**Answer: B) All of these**

33. Which of the following actions by Aisha during the team meeting show appropriate workplace etiquette?

- A) Continuously check her phone and respond to messages  
B) Put her phone on silent mode and actively participate in the discussion  
C) Chat with her coworkers about non-work things  
D) Interrupt the speaker to share her thoughts

**Answer: B) Put her phone on silent mode and actively participate in the discussion**

34. What is an important future workplace skill for employees?

- A) Doing paperwork  
B) Networking and relationship-building  
C) Doing manual work  
D) Planning holidays

**Answer: B) Networking and relationship-building**

35. To apply for a job, what is the next step after making an impactful resume?

- A) Preparing for interview  
B) Writing an impressive cover letter  
C) Sending the resume to the employer  
D) Applying for the job

**Answer: B) Writing an impressive cover letter**

36. Rohan loves photography and dreams of starting his own photography business. What should Rohan do to start his

self-employment journey?

- A) Start advertising his services without any planning
- B) Take random pictures and share them online
- C) Buy the latest photography equipment, even if it is beyond his budget
- D) Learn more about photography and join a basic photography course

**Answer: D) Learn more about photography and join a basic photography course**

37. Which of the following is NOT needed for teamwork?

- A) Trust
- B) Division of work
- C) Conflict and argument
- D) Healthy communication

**Answer: C) Conflict and argument**

38. What is workplace etiquette?

- A) Casual behavior with colleagues
- B) None of these
- C) Proper behavior in the workplace based on respect and professionalism
- D) Everyday manners outside of work

**Answer: C) Proper behavior in the workplace based on respect and professionalism**

39. Christy is working at her desk. Which of the following behaviors is inappropriate in the workplace?

- A) Tap repeatedly on the desk
- B) Focus on tasks and avoid distractions from phone
- C) Maintain a clean workspace
- D) Speak in a polite and clear manner

**Answer: A) Tap repeatedly on the desk**

40. Which is an example of being open to learning in the workplace?

- A) Ignoring advancements in technology
- B) Accepting and adapting to changes in work processes
- C) Refusing to attend training sessions to improve technology skills
- D) Avoiding feedback from colleagues

**Answer: B) Accepting and adapting to changes in work processes**

41. Your team has completed a challenging project successfully. How should you celebrate the success?

- A) Say you did everything and don't praise others.
- B) Don't celebrate and start the next job.
- C) Blame the group for any errors.
- D) Thank everyone in your group for helping.

**Answer: D) Thank everyone in your group for helping.**

42. What is a common reason for people to migrate for work?

- A) To explore new places
- B) To learn new languages

- C) To find better job opportunities
- D) To spend time with family

**Answer: C) To find better job opportunities**

43. What does it mean to think like a business person?

- A) Seeing problems as things to fix
- B) Only thinking about money
- C) Being scared to try new things
- D) Not liking change

**Answer: A) Seeing problems as things to fix**

44. Irfan needs a job. How can he prepare for the future of work ?

- A) Avoid building professional relationships
- B) Master internet skills
- C) Avoid learning new skills
- D) Learn making reels and TikTok videos

**Answer: B) Master internet skills**

45. Which of the following best describes the gig economy?

- A) A system where workers take on part-time or temporary jobs
- B) A system where employees work full-time for a single employer
- C) A system where workers are paid a fixed monthly salary
- D) A system where workers have fixed work hours and locations

**Answer: A) A system where workers take on part-time or temporary jobs**

46. What is an example of formal written communication?

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

**Answer: D) Writing an email to your manager**

47. If you face a problem in your community, which of the following entrepreneurial mindset traits would be most helpful?

- A) Ignoring the problem and hoping it goes away
- B) Blaming others for the problem
- C) Waiting until everything is perfect to do something
- D) Taking action to solve the problem

**Answer: D) Taking action to solve the problem**

48. Which of the following statements shows good teamwork?

- A) Working together towards a common goal
- B) Criticizing teammates' efforts
- C) Keeping all ideas to yourself
- D) Ignoring others' ideas and opinions

**Answer: A) Working together towards a common goal**

49. What is a benefit of self-employment?

- A) Limited control over your tasks  
B) Monthly salary payment  
C) Fixed working hours  
D) Directly earning from your work

**Answer: D) Directly earning from your work**

**50.** When presenting your business plan, what can you do to help audience understand and believe in your product/service?

- A) Share overall business costs  
B) Give demo of the product/ service  
C) Tell a joke  
D) Repeat yourself multiple times

**Answer: B) Give demo of the product/ service**

**51.** Imli makes soaps and sells from her home. She wants to grow her business. What should she do?

- A) Keep doing the same thing without any changes  
B) Talk to shopkeepers and build connections with them.  
C) Wait for an opportunity to grow the business  
D) Only sell to her neighbors

**Answer: B) Talk to shopkeepers and build connections with them.**

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

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

**Answer: C) All of these**

**53.** Which of the following is an example of self - employment?

- A) Teaching subjects or skills as a personal tutor  
B) Working full- time at a company  
C) Being a student at a university  
D) Driving for a taxi company

**Answer: A) Teaching subjects or skills as a personal tutor**

**54.** What is 'informal communication'?

- A) Talking at official meetings  
B) All verbal communication  
C) Casual conversations outside of official work arrangements  
D) Official communication following a set of rules

**Answer: C) Casual conversations outside of official work arrangements**

**55.** How have workplaces changed after COVID?

- A) Flexible working hours  
B) Mix of in-person and at-home work  
C) More focus on technology  
D) All of the above

**Answer: D) All of the above**

**56.** Which option below describes a 'gig' in the gig economy?

- A) None of these  
B) A typical 9-5 job  
C) A specific task or project  
D) A job with full- time hours and benefits

**Answer: C) A specific task or project**

**57.** When presenting your business plan, what should you do to engage and connect with the audience?

- A) Practice until you can confidently present your plan  
B) Repeat yourself multiple times  
C) Avoid eye contact with the audience  
D) Share a story or an experience that shaped your idea

**Answer: D) Share a story or an experience that shaped your idea**

**58.** Which of the following are some informal situations within the workplace?

- A) Waiting or walking in the lobby/hallways  
B) All of these  
C) Having a meal in the canteen/ cafeteria  
D) Drinking water near the water cooler

**Answer: B) All of these**

**59.** Maya needs funding for her small business. What can she do to find a suitable investor?

- A) Send her business plan to her friends and ask them to send it to investors they may know.  
B) Attend networking events to meet suitable investors.  
C) Wait for the suitable investor to find her  
D) Send her business plan to every investor she finds online.

**Answer: B) Attend networking events to meet suitable investors.**

**60.** Kalpana is migrating to Bangalore from Hubli for her new job. She has received the job offer letter. What should she do to migrate safely?

- A) Research about living in Bangalore  
B) Always share her exact location on social media  
C) Buy gifts for her new neighbours  
D) Believe everything brokers say

**Answer: A) Research about living in Bangalore**