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Score: 42/80 (52.50%)

Code: 9716

1. 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 (Correct)**

A) Hey there! I'm Parmeet, nice to meet you!

B) Hi, I'm Parmeet. Thanks for having me!

C) Yo, I'm Parmeet. Let's get started!

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

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

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

8. What is an example of formal written communication?

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

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

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

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

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

4. 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
- C) Highlight skills and qualifications that match the job (Incorrect)
- D) All of these (Correct)**

10. 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) Uh, I guess I can do a little bit of everything.
- C) **My top three skills are problem-solving, teamwork, and attention to detail. (Correct)**
- D) I don't know, I never really thought about it.

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

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

11. What is 'informal communication'?

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

6. What is formal communication?

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

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

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

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

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

**A) Helps people work together better**

C) Creates a strict environment at work

B) Makes things more official at work (Incorrect)

D) Makes people talk less

C) Interrupt the speaker to share her thoughts

**D) Put her phone on silent mode and actively participate in the discussion**

14. 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

C) Ask about their salary

**B) Ask about the TV shows/ sports they like to watch/ books they like to read or their weekend plans (Correct)**

D) Ignore them and have your meal

20. 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 (Correct)**

C) Tell another coworker about the gossip

B) Join the conversation and share his own opinion about the coworker

D) Listen to the gossip

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

A) I can help, but seriously, you don't even know this much? What's the problem? (Incorrect)

**C) Sure, I can help. What do you need?**

B) I am too busy right now. Ask someone else.

D) Could you please submit a formal request via email?

21. Which of the following statements shows good teamwork?

A) Keeping all ideas to yourself

**C) Working together towards a common goal (Correct)**

B) Criticizing teammates' efforts

D) Ignoring others' ideas and opinions

16. What is workplace etiquette?

A) Everyday manners outside of work

C) Casual behavior with colleagues

**B) Proper behavior in the workplace based on respect and professionalism (Correct)**

D) None of these

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

A) Healthy communication (Incorrect)

**C) Conflict and argument**

B) Division of work

D) Trust

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

A) Being late to work regularly

C) Talking loudly on the phone

B) Interrupting others during meetings (Incorrect)

**D) Maintaining a clean workspace**

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

A) Getting angry when others don't listen

C) Thinking he can never make a mistake

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

D) Not listening to his teammates ideas and opinions (Incorrect)

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

A) Maintain a clean workspace

**C) Tap repeatedly on the desk**

B) Speak in a polite and clear manner

D) Focus on tasks and avoid distractions from phone (Incorrect)

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

A) Say you did everything and don't praise others. (Incorrect)

C) Don't celebrate and start the next job.

B) Blame the group for any errors.

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

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

A) Continuously check her phone and respond to messages (Incorrect)

B) Chat with her coworkers about non-work things

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

A) Ignore their struggle and focus on your own tasks

C) Criticize them for not being efficient

**B) Offer to help and support them to complete their task (Correct)**

D) Complain to the teacher about their lack of contribution

26. How have workplaces changed after COVID?

A) More focus on technology B) Flexible working hours

C) Mix of in-person and at-home work (Incorrect)

**D) All of the above**

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

A) Refusing to attend training sessions to improve technology skills (Incorrect)

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

C) Avoiding feedback from colleagues

D) Ignoring advancements in technology

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

A) Learn making reels and TikTok videos

B) Avoid learning new skills

**C) Master internet skills (Correct)**

D) Avoid building professional relationships (Incorrect)

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

A) Doing paperwork

B) Doing manual work

**C) Networking and relationship- building (Correct)**

D) Planning holidays

30. 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) Ask his coworkers to do all the digital work

C) Quit his job

**D) Keep an open mind and ask his coworkers to teach him (Correct)**

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

A) A system where employees work full-time for a single employer (Incorrect)

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

C) A system where workers are paid a fixed monthly salary

D) A system where workers have fixed work hours and locations

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

A) A job with full- time hours and benefits (Incorrect)

B) A typical 9-5 job

**C) A specific task or project (Correct)**

D) None of these

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

A) Netflix

**B) platform/app (Correct)**

C) school

D) bank

34. Seema wants to become a gig worker. How can she find

gig work opportunities?

A) Find a suitable Gig platform

B) Connect with friends, people she might know and groups in her community (Incorrect)

C) Update her resume with her qualifications and skills

**D) All of these (Correct)**

35. 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) Amazon for selling products online

B) Zoom for video calls

C) Uber for driving people

**D) Urban Company for offering home repair services (Correct)**

36. What does self-employment mean?

A) Working for a single employer

**B) Working independently and earning directly from your work (Correct)**

C) Receiving a fixed monthly salary

D) Working part- time from home

37. What is a benefit of self-employment?

**A) Directly earning from your work (Correct)**

B) Fixed working hours

C) Monthly salary payment

D) Limited control over your tasks

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

A) Working full- time at a company

B) Driving for a taxi company

C) Being a student at a university

**D) Teaching subjects or skills as a personal tutor (Correct)**

39. How can you become self-employed?

A) Learn about the work, take small courses

B) Try your idea on a small scale

C) Use chats, local ads and ask friends to spread the word (Incorrect)

**D) All of these (Correct)**

40. Rohan loves photography and dreams of starting his own photography business. What should Rohan do to start his self-employment journey?

A) Buy the latest photography equipment, even if it is beyond his budget (Incorrect)

B) Take random pictures and share them online

**C) Learn more about photography and join a basic photography course (Correct)**

D) Start advertising his services without any planning

41. What does migrating for work mean?

- A) Staying in the same place for work      B) Changing jobs within the same city

**C) Moving to a different place to find a job (Correct)**

- D) Working from home

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

- A) To learn new languages

**B) To find better job opportunities (Correct)**

- C) To spend time with family      D) To explore new places

43. 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) If she can find a job that helps her learn and grow (Incorrect)

- C) If she can earn more money and save some too

**D) All of these**

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

- A) Learn about the place and enroll in safety training programs

B) Confirm his job before moving (Incorrect)

- C) Organize important documents and have a bank account for emergencies

**D) All of these**

45. 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 (Incorrect)

- C) Buy gifts for her new neighbours

- D) Believe everything brokers say

46. What is the main purpose of the Skill India Digital Platform?

- A) To offer offline training programs

- B) To provide financial assistance for job seekers

**C) To facilitate online learning and skill development (Correct)**

- D) To promote international job opportunities

47. How can users access the Skill India Digital Platform?

- A) Only through offline training centers

- B) Only on a specific type of device

- C) Through a specialized learning app

**D) On computers, tablets, and phones (Correct)**

48. Which section of the Skill India Digital Platform helps

users find physical training centers nearby?

- A) Skill Courses

- B) Job Exchange

**C) Skill Centres**

D) Recommendations (Incorrect)

49. Mohammed needs a job. What types of resources can he find on the Skill India Digital Platform?

- A) Only job listings

**B) Courses, skill centers, job opportunities, and more (Correct)**

- C) Only eBooks and reading materials

- D) Financial services and government schemes

50. Imagine you want to learn about digital marketing. What should you do first on the Skill India Digital Platform?

- A) Search for job opportunities

- B) Enroll in any course available

**C) Explore the Skill Courses section (Correct)**

- D) None of these

51. A green practice involves any activity that \_\_\_\_\_?

- A) causes harm to the environment

**B) protects and takes care of the environment and resources (Correct)**

- C) involves consuming too much

- D) generates pollution

52. Which term describes using things in a way that can last for a long time without causing harm?

**A) Sustainability**

- B) Pollution

C) Eco-friendliness (Incorrect)

- D) Resources

53. What does having a green mindset mean?

- A) Making choices that harm the environment

- B) Using resources without considering sustainability

- C) Ignoring pollution and waste management

**D) Caring for the environment and using resources wisely (Correct)**

54. Ravi has the following habits. Which of these is a green practice?

- A) Buying unnecessary items

B) Leaving lights and fans on when leaving a room (Incorrect)

**C) Carrying a cloth bag to buy groceries**

- D) Buying single-use plastic water bottles

55. Your friend suggests going for a picnic. She asks you to bring disposable plates and cups. Which of the following actions shows your commitment to a green mindset?

A) Say yes and bring disposable plates and cups

C) Ignore the invite to the picnic (Incorrect)

**B) Bring reusable plates and cups**

D) Bring green color disposable plates and cups

56. What are green jobs?

A) Jobs shared in green colours

C) Jobs that ignore waste separation and recycling

B) Jobs that harm the environment (Incorrect)

**D) Jobs that conserve resources and help the environment**

57. Which of the following is NOT a green practice?

A) Using smart air conditioners to regulate temperature efficiently (Incorrect)

C) Separate and recycle waste

**B) Ordering lunch delivered in plastic containers daily**

D) Grow plants wherever possible

58. A green workplace\_\_\_\_\_.

**A) uses less paper and energy- saving lights**

C) keeps the lights on all the time

B) uses disposable items and plastic water bottles (Incorrect)

D) ignores waste separation and recycling

59. Reema works at restaurant. She wants to give her manager ideas to make the restaurant follow green practices. Which of these ideas should she offer?

A) Delivering food in plastic packaging

C) Providing lunch to the employees in disposable plates (Incorrect)

**B) Using steel plates and cups**

D) All of these

60. Shyam works at a beauty salon. Which of these things at Shyam's salon is NOT good for the environment?

A) Using reusable gloves instead of single-use plastic ones

**C) Using paper cups for tea and water**

B) Using safe and biodegradable cleaning materials for the floor

D) Disposing hair waste after haircuts in an environment friendly way (Incorrect)

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

**A) To find correct and useful information (Correct)**

C) To make the screen brighter

B) To change the color of the search page

D) To learn a new language

62. Sanya has collected a lot of information from different websites for her new project. What should she do next to sort

this information?

A) Mix up all the information

**C) Read through the information and mark the important points (Correct)**

B) Share all the information with her coworkers

D) Keep the information in separate folders

63. 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

C) Talk only about the bad websites

**B) Share only the main points clearly: Use simple words and pictures, if possible (Correct)**

D) Print all the information and give it to the team members.

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

A) It's a good pastime.

C) It improves handwriting.

**B) It helps remember and understand better. (Correct)**

D) None of these

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

A) What did I learn?

C) How can I learn better?

B) Was it easy or difficult to learn? (Incorrect)

**D) All of these**

66. What is a job portal?

A) A building where you go to find work.

C) A special room where job interviews happen online.

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

**D) A website where companies post jobs and people can search and apply for them. (Correct)**

67. 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 (Incorrect)

**C) To always be truthful**

B) To use a fake name

D) To leave out important information

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

**A) To be sure you can do the job well.**

C) To impress the interviewer.

B) To chat with friends about it.

D) It is not important to check the skills required for a job. (Incorrect)

69. 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 job  
B) Delhi job  
**C) Electrician jobs in Delhi (Correct)**  
D) Electrician training

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

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

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

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

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

- A) Email cannot be sent without a subject line  
B) **To tell the company what the email is about (Correct)**  
C) To show he has good English skills  
D) None of these

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

- A) Start with a joke.  
B) Attach her favorite photos.  
**C) Begin with a clear subject line and a polite greeting. (Correct)**  
D) Write a short story about her hobbies.

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

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

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

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

- A) By allowing you to post photos/ videos of your work  
B) By connecting you with professionals  
C) By enabling direct and fast communication with customers (Incorrect)  
**D) All of these**

77. Why should you reply to comments on YouTube?

- A) To get more videos  
B) **So viewers feel connected (Correct)**  
C) To use the internet  
D) To get more friends

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

- A) It allows people to see his carpentry skills and appreciate his expertise (Incorrect)  
B) It helps Raj to engage with people interested in his work  
C) It may help Raj get more customers  
**D) All of these**

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

- A) chat with friends  
B) **quickly respond to customer orders and questions (Correct)**  
C) watch baking tutorial videos  
D) check status updates

80. Mahima has an Instagram page for her jewelry business. What should she do to connect with her customers?

- A) Post dance reels  
B) Post about a T.V. show she likes  
**C) Share daily updates about her business as Stories on social media (Correct)**  
D) Post cooking videos