

Duration: 30 Mins

Total Marks: 75

Q.ID: ITISKILL6327U0

1. _____ part of a business plan has details of money related details of the whole business.

- A) Costing B) Business Succession Plan
C) Product Details D) Customer Analysis

Answer: A) Costing

2. What are the advantages of time management?

- A) Reduce stress B) Achieve daily goals
C) Complete tasks on time D) All of these

Answer: D) All of these

3. During criticism we must remain _____ and _____ to the person.

- A) happy and joyful B) shout and cry
C) fight and cry D) calm and listen

Answer: D) calm and listen

4. Which of the following is not a step in problem solving?

- A) Find solutions B) Identify the problem
C) Divide problem into parts D) Set timer

Answer: D) Set timer

5. _____ are the most convenient way to do something online.

- A) Desktop B) Mobile apps
C) Keypad D) Monitor

Answer: B) Mobile apps

6. _____ is the ministry in the Govt. of India that forms and implements the rules and regulations for enterprises in India.

- A) MSDE B) DGT
C) MSME D) NIMI

Answer: C) MSME

7. A customer who buys a product for the first time is a ____?

- A) New customer B) Bargaining customer
C) Researching customer D) Vendor

Answer: A) New customer

8. Rajesh wants to save Rs. 6000 every year for his old age. How much should he save every month?

- A) 50 B) 500
C) 6000 D) 100

Answer: B) 500

9. _____ supports entrepreneurs to get loans under several schemes in district level.

- A) SSLC B) District Industry Centres (DIC)
C) National small industries corporation (NSIC) D) SIDO

Answer: B) District Industry Centres (DIC)

10. Rita had to attend a group discussion on behalf of her company. What is she supposed to do before the meeting?

- A) Be prepared about the topic B) Take leave
C) Attend classes D) Attend party

Answer: A) Be prepared about the topic

11. Forms of verbal communication are ____.

- A) Thinking B) Writing and Speaking
C) Making eye contact D) Dancing

Answer: B) Writing and Speaking

12. Nayan wants to search for a file quickly on his computer. What should he do?

- A) Use Bluetooth B) Search on Play Store
C) Restart the computer D) Click on ?Type here to search?

Answer: D) Click on ?Type here to search?

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

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

Answer: D) Bharat Skills Portal

14. Effective communication is to both ____.

- A) speak well B) speak and listen well
C) learn well D) see well

Answer: B) speak and listen well

15. Rehana faced a problem with her project. She is dealing with a problem with the right attitude. This is an example of-

- A) Technical skill B) Positive attitude
C) Scientific skill D) Negative attitude

Answer: B) Positive attitude

16. Jyothi learned that all the information is stored in 'web pages'. What is the role of web pages?

A) 'Web pages' act as a library

B) 'Web pages' act as a search engine

C) 'Web pages' act as internet

D) None of these

Answer: A) 'Web pages' act as a library

17. _____ is one of the behavioral skills that is required to organize work efficiently and complete it on time.

A) Time Management

B) Painting

C) Cooking

D) Dancing

Answer: A) Time Management

18. Priya wants to apply for her Aadhaar Card as its an important document to be submitted while joining a new job. Which of the following government portals will be helpful for her?

A) [https:// myaadhaar.uidai. gov.in](https://myaadhaar.uidai.gov.in)

B) [http://www . swayam.gov.in/](http://www.swayam.gov.in/)

C) [http://www . india.gov.in/](http://www.india.gov.in/)

D) All of these

Answer: A) [https:// myaadhaar.uidai. gov.in](https://myaadhaar.uidai.gov.in)

19. Things or activities that we enjoy are ____?.

A) Emotions

B) Likes

C) Dislikes

D) Negative

Answer: B) Likes

20. Probing for customer needs means _____.

A) To celebrate with customers

B) To ask customers what they need

C) Get angry with the customer

D) To give discount

Answer: B) To ask customers what they need

21. When discrimination is done to help someone in need, that is called_____discrimination.

A) situational

B) gender

C) positive

D) negative

Answer: C) positive

22. What is the advantage of an Industry visit?

A) Chance to talk to the family

B) Chance to talk to the experts

C) Chance to talk to the teachers

D) Chance to talk to the friends

Answer: B) Chance to talk to the experts

23. Pragathi downloaded the bank app on her mobile. What should she not share with anyone?

A) Password

B) MPIN

C) All of these

D) OTP

Answer: C) All of these

24. _____ is a sales technique that aims to market

additional products to the customers.

A) Cross selling

B) FAB

C) Lying

D) Probing

Answer: A) Cross selling

25. A _____ is something you really want in life. You plan and take the right actions to make it happen.

A) None of these

B) Goal

C) Desire

D) Dream

Answer: B) Goal

26. Laws related to activities on the internet are called _____.

A) Environment protection laws

B) Labour laws

C) Criminal laws

D) Cyber laws

Answer: D) Cyber laws

27. Green Jobs are important because_____.

A) they help protect the environment

B) they pay more money

C) they harm the environment

D) they require no skill

Answer: A) they help protect the environment

28. The_____?is what or whom a sentence is about.

A) Verb

B) Subject

C) Predicate

D) Object

Answer: B) Subject

29. Ganesh greets his co-workers every day. He is trying to maintain _____at work.

A) good relationships

B) his authority

C) power

D) frustration

Answer: A) good relationships

30. People who are born in one sex, but they know that they belong to another sex are_____?.

A) Females

B) Transpersons

C) Stereotypical

D) Males

Answer: B) Transpersons

31. Location for the job means ____?.

A) Name

B) Title

C) Description

D) Place

Answer: D) Place

32. Choose the mobile app form the following options.

A) All of these

B) YouTube

C) LinkedIn

D) Facebook

Answer: A) All of these

33. A _____ is a short and effective presentation to describe the business.

- A) Business Pitch B) Return on Investment
C) Communication D) Customer Analysis

Answer: A) Business Pitch

34. What kind of stress can lead to lifelong physical and mental health issues?

- A) Good stress B) Mid-term
C) Long-term D) Short-term

Answer: C) Long-term

35. A written description of duties and responsibilities to be carried out in a job is called _____. | ಕೆಲಸದಲ್ಲಿ ನಿರ್ವಹಿಸಬೇಕಾದ ಕರ್ತವ್ಯಗಳು ಮತ್ತು ಜವಾಬ್ದಾರಿಗಳ ಲಿಖಿತ ವಿವರಣೆಯನ್ನು ಎಂದು ಕರೆಯಲಾಗುತ್ತದೆ

- A) job application | ಕೆಲಸದ ಅರ್ಜಿ B) job description | ಕೆಲಸದ ವಿವರ
C) resume | ಪುನರಾರಂಭ D) CV

Answer: B) job description | ಕೆಲಸದ ವಿವರ

36. Rahim learns MS Office during his lunch break. This is an example of -

- A) Time Management B) Logical thinking
C) Over thinking D) Online job

Answer: A) Time Management

37. Rita wants to complete her higher education from a good university. Which loan should she apply for?

- A) Home loan B) Personal loan
C) Auto loan D) Education loan

Answer: D) Education loan

38. Bindu has started a small auto repair shop. She is the only person managing the business. Which kind of business it is?

- A) Sole Proprietorship B) Multinational Unit
C) Private Limited D) Partnership

Answer: A) Sole Proprietorship

39. Raj and Tej talk to each other only on the phone. What type of communication is this?

- A) Non-Verbal Communication B) Written communication
C) Sign communication D) Verbal Communication

Answer: D) Verbal Communication

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

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

Answer: B) Technical Skills & Employability Skills

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

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

Answer: C) Green

42. Vanaja wants to save her excel workbook. How can she do it?

- A) By deleting it B) By writing it
C) By pressing Ctrl and S on the keyboard D) By closing the sheet

Answer: C) By pressing Ctrl and S on the keyboard

43. Sam opened a new shop. Which of these methods can he use to receive payments into his account?

- A) QR code B) Movie ticket
C) Library card D) Gift card

Answer: A) QR code

44. Customers' needs can be understood through _____.

- A) Talking to our family B) Customer service
C) Customer Survey D) Selling

Answer: C) Customer Survey

45. Mani is a painter and he buys new brushes and tins for painting. What type of cost it is?

- A) Variable Cost B) Total Cost
C) Fixed Cost D) Maintenance

Answer: C) Fixed Cost

46. Which saving option would you choose to buy an expensive bike you have always wanted?

- A) None of these B) Long term savings
C) Goal savings D) Emergency savings

Answer: C) Goal savings

47. John does not agree with his coworker about a task. How should he communicate his disagreement?

- A) You don't know anything. B) I will just do it my way.
C) I respectfully disagree with what you are saying. D) You are wrong!

Answer: C) I respectfully disagree with what you are saying.

48. Ravi read job description which specified ?Familiarity with MS office?. What should he know?

- A) How to write an email B) How to use MS Office
C) How to get certification D) How to study

Answer: B) How to use MS Office

49. Nisha loves cooking and she is good at dancing. Her

ability is ____.

- A) Dancing
- B) Painting
- C) Singing
- D) Cooking

Answer: A) Dancing

50. Negative comments made about our action or performance is called ____.

- A) Appreciation
- B) Reward
- C) Congratulations
- D) Criticism

Answer: D) Criticism

51. Neena is born as a differently-abled person. Her teachers must treat her ____.

- A) Equally with care
- B) Unfairly
- C) Strictly
- D) Rudely

Answer: A) Equally with care

52. The ____ is a few words that quickly tell what the email is about.

- A) Subject
- B) Inbox
- C) ID
- D) Compose

Answer: A) Subject

53. Ridhima wants to post something on her social media. What should she do to stay safe on social media?

- A) Avoid sharing locations
- B) Avoid sharing address
- C) Avoid sharing any password
- D) All of these

Answer: D) All of these

54. Self - Employment means ____.

- A) Selling food items
- B) Working for an employer at a fixed monthly income
- C) Only focusing on earning profits
- D) Freelancing or running a business rather than working for an employer

Answer: D) Freelancing or running a business rather than working for an employer

55. Vidya is single-handedly selling homemade pickles to her neighbors. Vidya is a/an ____.

- A) Entrepreneur
- B) Seller
- C) Distributor
- D) Self-employed person

Answer: D) Self-employed person

56. John was travelling by bus to his village. He noted the names of places that he could see on his journey. What are these words called as?

- A) Naming words
- B) That
- C) His
- D) See

Answer: A) Naming words

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

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

Answer: B) Written communication

58. Seema is attending an interview. What is she is supposed to carry for the interview?

- A) Certificates
- B) All of these
- C) Resume
- D) ID cards

Answer: B) All of these

59. ____ questions give clear indication of the information the person wants to know.

- A) Wh-
- B) Closed questions
- C) Yes or No
- D) No

Answer: A) Wh-

60. Which of the following is NOT a soft skill?

- A) Communication Skill
- B) Carpentry
- C) Goal Setting
- D) Time Management

Answer: B) Carpentry

61. Customers sharing their experience and opinion about a product is called ____.

- A) Customer Feedback
- B) Customer Support
- C) Customer ID
- D) Customer Probing

Answer: A) Customer Feedback

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

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

Answer: B) All of these

63. How can a professional network support your career growth?

- A) By giving financial loans
- B) By organizing social parties
- C) By offering free travel discounts
- D) By sharing knowledge and professional guidance

Answer: D) By sharing knowledge and professional guidance

64. Which one is NOT a benefit of the role playing? | ಪಾತ್ರ ನಿರ್ವಹಣೆಯ ಪ್ರಯೋಜನ ಯಾವುದು?

A) Builds confidence |
ಆತ್ಮವಿಶ್ವಾಸವನ್ನು ಹೆಚ್ಚಿಸುತ್ತದೆ

B) Develops creative
problem-solving skill |
ಸೃಜನಾತ್ಮಕ ಸಮಸ್ಯೆ ಪರಿಹರಿಸುವ
ಕೌಶಲ್ಯವನ್ನು ಅಭಿವೃದ್ಧಿಪಡಿಸುತ್ತದೆ

C) Develops listening skill |
ಕೇಳುವ ಕೌಶಲ್ಯವನ್ನು
ಅಭಿವೃದ್ಧಿಪಡಿಸುತ್ತದೆ

D) Develops boredom |
ಬೇಸರವನ್ನು ಅಭಿವೃದ್ಧಿಪಡಿಸುತ್ತದೆ

Answer: D) Develops boredom | ಬೇಸರವನ್ನು ಅಭಿವೃದ್ಧಿಪಡಿಸುತ್ತದೆ

65. On a bank holiday, which of these methods cannot be used by Shahab for money transfer?

A) BHIM app

B) Deposit at the bank
branch

C) Amazon pay

D) Google pay

Answer: B) Deposit at the bank branch

66. In a meeting, Surya speaks in Hindi. Some of his team members understand both English & Hindi, while others only know English. What should Surya do?

A) Speak in English

B) Speak in Hindi

C) Scold people

D) Stop talking

Answer: A) Speak in English

67. Fill in the correct question word. "_____ is the speaker at the function". | ಸರಿಯಾದ ಪ್ರಶ್ನೆ ಪದವನ್ನು ಭರ್ತಿ ಮಾಡಿ.

"_____ is the speaker at the function?"

A) When

B) Why

C) What

D) Who

Answer: D) Who

68. In a business, the money involved in building a product is called_____.

A) Price

B) Profit

C) Discount

D) Cost

Answer: D) Cost

69. Fill in the blank with proper pronoun. "She made this cake _____". | ಸರಿಯಾದ ಸರ್ವನಾಮದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿ. "She made this cake _____"

A) myself

B) herself

C) himself

D) itself

Answer: B) herself

70. The process of manufacturing has changed due to technology and _____ development.

A) Scientific

B) Teaching

C) Facilitation

D) Training

Answer: A) Scientific

71. 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 communication

B) Stress

C) Typing error

D) Poor listening

Answer: A) Poor communication

72. Krishna is a teacher, he wants to conduct classes online. Which of these devices can he use?

A) Laptop

B) All of these

C) Tablet

D) Computer

Answer: B) All of these

73. A diverse workplace increases _____.

A) Stress

B) Workload

C) Tension

D) Productivity

Answer: D) Productivity

74. Add comma wherever it is necessary. After the meeting we will go out.

A) After the meeting, we will
go out.

B) After, the meeting, we will
go out.

C) After the meeting we will
go out.

D) After the, meeting we will
go, out.

Answer: A) After the meeting, we will go out.

75. English is a _____ language.

A) Night

B) Common

C) Day

D) Evening

Answer: B) Common