

Duration: 180 Mins

Total Marks: 100

ID: ITISKILL6395V5

Student Name: _____ Roll No: _____

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

A) All of these

B) Organize important documents and have a bank account for emergencies

C) Confirm his job before moving

D) Learn about the place and enroll in safety training programs

A) Financial services and government schemes

B) Only job listings

C) Only eBooks and reading materials

D) Courses, skill centers, job opportunities, and more

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

A) Drinking water near the water cooler

B) Waiting or walking in the lobby/hallways

C) All of these

D) Having a meal in the canteen/ cafeteria

8. Why should you reply to comments on YouTube?

A) To use the internet

B) To get more friends

C) To get more videos

D) So viewers feel connected

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

A) Ask for feedback and make your idea better with their help

B) Stop talking about it

C) Stick to your idea without listening to others

D) Give up on your idea

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

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

B) Thank everyone in your group for helping.

C) Say you did everything and don't praise others.

D) Blame the group for any errors.

10. What is formal communication?

A) All written communication

B) Official communication following a set of rules

C) Casual chatting on social media

D) Talking with friends and family

4. How have workplaces changed after COVID?

A) More focus on technology

B) Mix of in-person and at-home work

C) All of the above

D) Flexible working hours

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

A) All of these

B) Find a suitable Gig platform

C) Connect with friends, people she might know and groups in her community

D) Update her resume with her qualifications and skills

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

A) Trust

B) Division of work

C) Conflict and argument

D) Healthy communication

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

A) Attach her favorite photos.

B) Start with a joke.

C) Begin with a clear subject line and a polite greeting.

D) Write a short story about her hobbies.

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

A) To impress the interviewer.

B) To be sure you can do the job well.

C) It is not important to check the skills required for a job.

D) To chat with friends about it.

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

13. 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) Ignore them and have your meal | B) Introduce yourself formally and inquire about their roles in the company | C) Sorry! I didn't understand. Could you please repeat the question? | D) I am lost. Can you say it again? |
| C) Ask about their salary | D) Ask about the TV shows/sports they like to watch/books they like to read or their weekend plans | | |
-
- 21.** Irfan needs a job. How can he prepare for the future of work ?
- | | |
|--|---|
| A) Avoid learning new skills | B) Learn making reels and TikTok videos |
| C) Avoid building professional relationships | D) Master internet skills |
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14. 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 |
-

15. 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?

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

16. 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) Ignore the invite to the picnic | B) Bring green color disposable plates and cups |
| C) Bring reusable plates and cups | D) Say yes and bring disposable plates and cups |
-

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

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

18. Which section of the Skill India Digital Platform helps users find physical training centers nearby?

- | | |
|------------------|--------------------|
| A) Skill Centres | B) Recommendations |
| C) Skill Courses | D) Job Exchange |
-

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

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

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

- | | |
|--|---|
| A) Hey, can you repeat that? I wasn't paying attention | B) Speak clearly and repeat the question. |
|--|---|
-

22. Which of the following ways can help you work well with people?

- | | |
|---|----------------------------|
| A) Paying close attention to what people say | B) All of these |
| C) Staying calm, even in challenging situations | D) Accepting your mistakes |
-

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

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

24. What is workplace etiquette?

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

25. What does having a green mindset mean?

- | | |
|--|---|
| A) Using resources without considering sustainability | B) Ignoring pollution and waste management |
| C) Caring for the environment and using resources wisely | D) Making choices that harm the environment |
-

26. 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) Planning how to advertise the bakery on social media |
| C) Calculating how much money you need to start the business | D) Figuring out how the business will grow |
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27. What is an example of formal written communication?

- | | |
|-------------------------------------|--------------------------------------|
| A) Writing an email to your manager | B) Texting a friend |
| C) Sending a WhatsApp message | D) Posting on social media platforms |
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28. 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) Print all the information and give it to the team members. | B) Talk only about the bad websites |
| C) Tell everything she read in detail | D) Share only the main points clearly: Use simple words and pictures, if possible |

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

- | | |
|---|---|
| A) Read through the information and mark the important points | B) Mix up all the information |
| C) Keep the information in separate folders | D) Share all the information with her coworkers |

30. A green practice involves any activity that_____?.

- | | |
|---|-----------------------------------|
| A) protects and takes care of the environment and resources | B) involves consuming too much |
| C) generates pollution | D) causes harm to the environment |

31. 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) Sure, I can help. What do you need? |
| C) Could you please submit a formal request via email? | D) I can help, but seriously, you don't even know this much? What's the problem? |

32. 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. | D) Attach the scanned documents as PDFs with the email. |

33. When presenting your business plan to a potential investor, you should be clear about_____

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

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

- | | |
|---|---|
| A) A system where workers have fixed work hours and locations | 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 employees work full-time for a single employer |
|---|--|

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

- | | |
|---|---|
| A) Carrying a cloth bag to buy groceries | B) Buying single- use plastic water bottles |
| C) Leaving lights and fans on when leaving a room | D) Buying unnecessary items |

36. Which of the following is NOT a people skill required in a workplace?

- | | |
|---------------------|-------------------------|
| A) Being kind | B) Supporting coworkers |
| C) Technical skills | D) Listening |

37. 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] |

38. 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 |

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

- | | |
|---|---|
| A) Using smart air conditioners to regulate temperature efficiently | B) Ordering lunch delivered in plastic containers daily |
| C) Separate and recycle waste | D) Grow plants wherever possible |

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

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

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

- | | |
|--------------------------------------|--|
| A) On computers, tablets, and phones | B) Only through offline training centers |
| C) Only on a specific type of device | D) Through a specialized learning app |

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

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

43. 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) Wait for the suitable investor to find her
- C) Attend networking events to meet suitable investors.
- D) Send her business plan to every investor she finds online.

44. What does self-employment mean?

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

45. Ranjit has a small bakery business. Using WhatsApp for Business can help Ranjit _____.

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

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

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

47. A green workplace_____.

- A) keeps the lights on all the time
- B) uses less paper and energy- saving lights
- C) uses disposable items and plastic water bottles
- D) ignores waste separation and recycling

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

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

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

letter?

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

50. What is 'informal communication'?

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

51. 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) I'm pretty good at a lot of things.
- 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.

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

- A) Putting up flyers in the neighbourhood
- B) Offering repair services at a higher price
- C) Setting up the shop in a busy area
- D) Picking the right shop name

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

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

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

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

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

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

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

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

- A) To facilitate online learning and skill development
- B) To offer offline training programs
- C) To provide financial assistance for job seekers
- D) To promote international job opportunities

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

- A) How can I learn better?
- B) What did I learn?
- C) All of these
- D) Was it easy or difficult to learn?

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

- A) It helps remember and understand better.
- B) It improves handwriting.
- C) It's a good pastime.
- D) None of these

60. What are green jobs?

- A) Jobs that ignore waste separation and recycling
- B) Jobs that conserve resources and help the environment
- C) Jobs shared in green colours
- D) Jobs that harm the environment

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

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

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

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

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

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

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

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

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

- A) Explore the Skill Courses section
- B) None of these
- C) Search for job opportunities
- D) Enroll in any course available

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

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

67. Venu is a fabric cutter. His team made a mistake in cutting cloth. What's a good way to handle it?

- A) Wait for someone else to solve it
- B) Discuss and find a way to fix it
- C) Get angry and scold his team
- D) Blame the person who cut the cloth

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

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

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

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

70. What is a benefit of self-employment?

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

71. What does migrating for work mean?

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

72. 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) Urban Company for offering home repair services |
| C) Uber for driving people | D) Zoom for video calls |
-

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

- | | |
|--------------------------------|---|
| A) To make the screen brighter | B) To change the color of the search page |
| C) To learn a new language | D) To find correct and useful information |
-

74. A _____ helps gig workers find customers and provide services at a fixed charge.

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

75. Amit's team is feeling low because of a failed project. As a leader, what should he do?

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|-------------------------------------|-------------------------------|
| A) Encourage learning from mistakes | B) Scold them |
| C) Ignore his team members | D) Blame them for the failure |
-

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

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

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

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

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

- | | |
|--|---|
| A) If she can earn more money and save some too | B) How much it will cost to travel and live there |
| C) If she can find a job that helps her learn and grow | D) All of these |
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79. What are some advantages of informal communication at the workplace?

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

80. 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 |
-

81. How can you become self-employed?

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

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

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

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

- | | |
|---|--|
| A) All of these | B) Check for spelling and grammar mistakes |
| C) Highlight skills and qualifications that match the job | D) Ensure that the information provided is correct |
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84. Ravi is working on a project with two other teammates. Which of these make him a good team player?

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

85. 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 |
-

86. Which of the following statements shows good teamwork?

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

87. What should you always remember when creating your profile on a job portal?

- A) To leave out important information
C) To always be truthful
- B) To include skills required for the job, even if you don't have them
D) To use a fake name

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

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

89. 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) Providing lunch to the employees in disposable plates
C) Using steel plates and cups
- B) All of these
D) Delivering food in plastic packaging

90. What is a job portal?

- A) A place where you can play games and talk to friends.
C) A special room where job interviews happen online.
- B) A website where companies post jobs and people can search and apply for them.
D) A building where you go to find work.

91. 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) Delhi job
C) Electrician job
- B) Electrician jobs in Delhi
D) Electrician training

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

- A) Resources
C) Pollution
- B) Eco-friendliness
D) Sustainability

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

- A) To learn new languages
C) To spend time with family
- B) To find better job opportunities
D) To explore new places

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

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

95. 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) Disposing hair waste after haircuts in an environment friendly way
- B) Using safe and biodegradable cleaning materials for the floor
D) Using paper cups for tea and water

96. While working with your team on a project, one of your coworkers is finding it difficult to finish their job. What should you do in this situation?

- A) Ignore their problem and focus on your own work.
C) Help and support them to finish their work.
- B) Complain about them to the boss.
D) Finish their work for them.

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

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

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

- A) Complain to the teacher about their lack of contribution
C) Ignore their struggle and focus on your own tasks
- B) Offer to help and support them to complete their task
D) Criticize them for not being efficient

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

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

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

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