

# Employability Skill

Q. ID: ITISKILL6396OX

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Answer Key

Duration: 30 Mins

Total Marks: 20

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

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

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

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

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

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

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

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

4. 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) Long descriptions
- C) All of these
- D) Dividing the text into shorter paragraphs

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

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

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

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

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

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

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

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

- A) Uh, I guess I can do a little bit of everything.
- B) My top three skills are problem- solving, teamwork, and attention to detail.
- C) I'm pretty good at a lot of things.
- D) I don't know, I never really thought about it.

**Answer: B) My top three skills are problem- solving, teamwork, and attention to detail.**

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

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

**Answer: A) All of these**

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

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

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

10. 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?
- B) Hey, can you repeat that? I wasn't paying attention
- C) Speak clearly and repeat the question.
- D) I am lost. Can you say it again?

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

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

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

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

**12.** Which of the following statements shows good teamwork?

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

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

**13.** Which of the following is NOT needed for teamwork?

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

**Answer: C) Conflict and argument**

**14.** What is workplace etiquette?

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

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

**15.** What is an example of formal written communication?

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

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

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

- A) Official communication following a set of rules      B) All verbal communication

- C) Casual conversations outside of official work arrangements      D) Talking at official meetings

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

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

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

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

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

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

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

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

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

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

**20.** What is formal communication?

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

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