

# ITI Quiz - 05-Feb-2026

## 06:46 PM

Q. ID: ITISKILL7184P2

February 2026

Question Paper

Duration: 95 Mins

Total Marks: 25

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Student Name: \_\_\_\_\_ Roll No: \_\_\_\_\_

1. 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) Sharing ideas to help the team work faster
- D) Thinking he can never make a mistake

2. 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) Ignore their struggle and focus on your own tasks
- C) Complain to the teacher about their lack of contribution
- D) Criticize them for not being efficient

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

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

4. What is 'informal communication'?

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

5. 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) Her hobbies - cooking, gardening
- C) Education details
- D) Salary expectations

6. What is formal communication?

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

7. 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?
- B) Sure, I can help. What do you need?
- C) Could you please submit a formal request via email?
- D) I am too busy right now. Ask someone else.

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

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

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

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

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

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

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

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

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

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

13. What is workplace etiquette?

A) None of these

B) Casual behavior with colleagues

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

D) Everyday manners outside of work

14. 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) Hey, can you repeat that? I wasn't paying attention

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

D) I am lost. Can you say it again?

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

A) Makes things more official at work

B) Helps people work together better

C) Makes people talk less

D) Creates a strict environment at work

16. Which of the following statements shows good teamwork?

A) Ignoring others' ideas and opinions

B) Working together towards a common goal

C) Criticizing teammates' efforts

D) Keeping all ideas to yourself

17. 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) Continuously check her phone and respond to messages

C) Interrupt the speaker to share her thoughts

D) Chat with her coworkers about non-work things

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

A) Highlight skills and qualifications that match the job

B) Ensure that the information provided is correct

C) All of these

D) Check for spelling and grammar mistakes

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

A) Maintain a clean workspace

B) Tap repeatedly on the desk

C) Speak in a polite and clear manner

D) Focus on tasks and avoid distractions from phone

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

A) All of these

B) Increasing the font size

C) Dividing the text into shorter paragraphs

D) Long descriptions

21. 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 the TV shows/sports they like to watch/books they like to read or their weekend plans

B) Introduce yourself formally and inquire about their roles in the company

C) Ignore them and have your meal

D) Ask about their salary

22. What is an example of formal written communication?

A) Posting on social media platforms

B) Texting a friend

C) Sending a WhatsApp message

D) Writing an email to your manager

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

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

B) Good morning/ afternoon. I am Parmeet and I want to thank you for considering me for this role.

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

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

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

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

B) Tell another coworker about the gossip

C) Tell his coworkers that gossiping is inappropriate workplace behaviour

D) Listen to the gossip

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

A) Talking loudly on the phone

B) Interrupting others during meetings

C) Being late to work regularly

D) Maintaining a clean workspace