

Duration: 180 Mins

Total Marks: 72

Q.ID: ITISKILL7206IO

1. How can you become self-employed?

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

Answer: B) All of these

2. 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
B) All of these
C) It helps Raj to engage with people interested in his work
D) It may help Raj get more customers

Answer: B) All of these

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

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

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

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

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

Answer: C) To tell the company what the email is about

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

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

Answer: C) To always be truthful

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

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

Answer: D) All of these

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

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

Answer: B) To find correct and useful information

8. Which of the following best describes the self-management skill of reliability?

- A) Ignoring the needs of others
B) Not being honest with coworkers
C) Not completing tasks on time
D) People always trust you to do your job well

Answer: D) People always trust you to do your job well

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

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

Answer: B) Networking and relationship- building

10. 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

Answer: A) protects and takes care of the environment and resources

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

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

Answer: D) quickly respond to customer orders and questions

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

gig work opportunities?

- A) All of these
- B) Update her resume with her qualifications and skills
- C) Find a suitable Gig platform
- D) Connect with friends, people she might know and groups in her community

Answer: A) All of these

13. You are working on something difficult, but it's not going well. What should you do?

- A) Keep trying and look for another way.
- B) Ask someone else to do it for you.
- C) Get upset and quit trying.
- D) Take a break and give up.

Answer: A) Keep trying and look for another way.

14. Which of the following are good work habits?

- A) Staying calm when work is challenging
- B) Not giving up when something goes wrong
- C) All of the above
- D) Following workplace rules

Answer: C) All of the above

15. Why should you reply to comments on YouTube?

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

Answer: D) So viewers feel connected

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

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

Answer: A) A specific task or project

17. Priya works at a factory where she operates a packaging machine. When the machine suddenly stops working, Priya quickly finds another way to do her work. Which self-management skill does Priya use?

- A) None of these
- B) Adaptability
- C) Conflict management
- D) Honesty and Integrity

Answer: B) Adaptability

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

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

Answer: C) It helps remember and understand better.

19. What does self-employment mean?

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

Answer: C) Working independently and earning directly from

your work

20. 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
- B) Learn more about photography and join a basic photography course
- C) Start advertising his services without any planning
- D) Take random pictures and share them online

Answer: B) Learn more about photography and join a basic photography course

21. 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

Answer: D) Teaching subjects or skills as a personal tutor

22. 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
- C) Only eBooks and reading materials
- D) Financial services and government schemes

Answer: B) Courses, skill centers, job opportunities, and more

23. You discover a mistake in your work that caused delays in the project. What should you do?

- A) Tell your boss about the mistake
- B) Wait for someone else to find out your mistake
- C) Ignore the mistake and continue working
- D) Blame team members for the delay

Answer: A) Tell your boss about the mistake

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

- A) Disposing hair waste after haircuts in an environment friendly way
- B) Using safe and biodegradable cleaning materials for the floor
- C) Using reusable gloves instead of single-use plastic ones
- D) Using paper cups for tea and water

Answer: D) Using paper cups for tea and water

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

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

Answer: D) All of these

26. Simi is always trying out new ways to reuse the waste materials. She is the ____?

- A) Idea Person
- B) Peacekeeper
- C) Doer
- D) Planner

Answer: A) Idea Person

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

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

Answer: C) Discuss and find a way to fix it

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

Answer: A) Using steel plates and cups

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

- A) To impress the interviewer.
- B) To chat with friends about it.
- C) To be sure you can do the job well.
- D) It is not important to check the skills required for a job.

Answer: C) To be sure you can do the job well.

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

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

Answer: B) Keep an open mind and ask his coworkers to teach him

31. 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) Organize important documents and have a bank account for emergencies
- C) All of these
- D) Confirm his job before moving

Answer: C) All of these

32. What is a benefit of self-employment?

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

Answer: D) Directly earning from your work

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

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

Answer: D) Encourage learning from mistakes

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

Answer: B) Research about living in Bangalore

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

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

Answer: C) All of these

36. 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) Application for Electrician Position - [Your Name]
- B) Urgent Attention Needed
- C) Applying for a New Job
- D) Electrician Job Application

Answer: A) Application for Electrician Position - [Your Name]

37. 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

Answer: D) Master internet skills

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

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

Answer: B) Explore the Skill Courses section

39. You are working on a team project with tight deadlines. Your coworker falls ill, leaving their portion of the work incomplete. What should you do?

- A) Criticise your coworker for not completing his work
- B) Ask other team members for help and complete your coworker's task
- C) Keep working on your own tasks
- D) Complain your supervisor about the incomplete work

Answer: B) Ask other team members for help and complete your coworker's task

40. Which of the following is a self-management skill?

- A) Honesty and Integrity
- B) Adaptability and Flexibility
- C) All of these
- D) Commitment

Answer: C) All of these

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

Answer: B) Help and support them to finish their work.

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

- A) All of these
- 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) If she can earn more money and save some too

Answer: A) All of these

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

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

Answer: B) Read through the information and mark the important points

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

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

Answer: A) Sustainability

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

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

- C) A system where workers take on part-time or temporary jobs
- D) A system where workers are paid a fixed monthly salary

Answer: C) A system where workers take on part-time or temporary jobs

46. What does having a green mindset mean?

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

Answer: A) Caring for the environment and using resources wisely

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

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

Answer: A) Attach the scanned documents as PDFs with the email.

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

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

Answer: D) Resume, Course and Training Certificates

49. 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

Answer: A) To facilitate online learning and skill development

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

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

Answer: C) Technical skills

51. 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) Zoom for video calls
- D) Uber for driving people

Answer: B) Urban Company for offering home repair services

52. Priyanka found faster way to pack products at the factory. What should she do?

- A) Share the faster packing method with her team
- B) Continue packing the way the team has been doing
- C) Pack products faster than her coworkers
- D) None of these

Answer: A) Share the faster packing method with her team

53. Which of these situations shows people working well together as a team?

- A) None of these
- B) One person doing all the work without any help from team members
- C) A group sharing ideas and listening to each other
- D) Two people arguing and not agreeing

Answer: C) A group sharing ideas and listening to each other

54. What are green jobs?

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

Answer: A) Jobs that conserve resources and help the environment

55. What does migrating for work mean?

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

Answer: B) Moving to a different place to find a job

56. Which of the following behaviors is NOT a characteristic of a team player?

- A) Respecting different viewpoints
- B) Taking credit for others' work
- C) Willingness to help others
- D) Listening to teammates' ideas

Answer: B) Taking credit for others' work

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

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

Answer: B) Ordering lunch delivered in plastic containers daily

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

- A) To explore new places
- B) To learn new languages

C) To find better job opportunities

D) To spend time with family

Answer: C) To find better job opportunities

59. 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
- D) Post cooking videos

Answer: C) Share daily updates about her business as Stories on social media

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

Answer: D) Bring reusable plates and cups

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

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

Answer: A) Match his skills with the job description

62. A green workplace_____.

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

Answer: A) uses less paper and energy- saving lights

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

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

Answer: D) Skill Centres

64. 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 training
- D) Electrician jobs in Delhi

Answer: D) Electrician jobs in Delhi

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

- A) Through a specialized learning app
- B) Only on a specific type of device

- C) On computers, tablets, and phones D) Only through offline training centers

Answer: C) On computers, tablets, and phones

66. What is a job portal?

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

Answer: B) A website where companies post jobs and people can search and apply for them.

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

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

Answer: D) Carrying a cloth bag to buy groceries

68. In a team where members have different ideas, and there is a disagreement in the team, what should be done?

- A) Ask someone else to decide B) Choose one idea without discussion
C) Let them argue D) Discuss both ideas and find a way to make everyone agree

Answer: D) Discuss both ideas and find a way to make everyone agree

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

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

Answer: B) platform/app

70. 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) Talk only about the bad websites B) Share only the main points clearly: Use simple words and pictures, if possible
C) Tell everything she read in detail D) Print all the information and give it to the team members.

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

71. You notice a coworker struggling with their workload. What should you do?

- A) Laugh at their inability to manage their workload. B) Offer to help them with their tasks.
C) Ignore their struggles and focus on your own work. D) Report their struggles to the supervisor.

Answer: B) Offer to help them with their tasks.

72. What does working well together mean?

- A) Offering to help when someone needs it B) All of these
C) Sharing ideas and listening D) Finding solutions together

Answer: B) All of these