

Duration: 30 Mins

Total Marks: 300

ID: ITISKILL7208U9

Student Name: _____

Roll No: _____

1. 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) Stop talking
B) Speak in Hindi
C) Scold people
D) Speak in English

2. 'Reg' in the letter means ____.

- A) Body
B) Greetings
C) Regarding
D) Subject

3. Which of these statements is true? | ಈ ಹೇಳಿಕೆಗಳಲ್ಲಿ ಯಾವುದು ನಿಜ?

- A) Only a few cities have job opportunities | ಕೆಲವು ನಗರಗಳಲ್ಲಿ ಮಾತ್ರ ಉದ್ಯೋಗಾವಕಾಶಗಳಿವೆ
B) Some cities have more opportunities than others for certain job roles | ಕೆಲವು ನಗರಗಳು ಕೆಲವು ಉದ್ಯೋಗದ ಪಾತ್ರಗಳಿಗೆ ಇತರರಿಗಿಂತ ಹೆಚ್ಚಿನ ಅವಕಾಶಗಳನ್ನು ಹೊಂದಿವೆ
C) All jobs are available in all cities | ಎಲ್ಲಾ ಉದ್ಯೋಗಗಳು ಎಲ್ಲಾ ನಗರಗಳಲ್ಲಿ ಲಭ್ಯವಿದೆ
D) Salary in metro cities is always higher than small towns | ಮೆಟ್ರೋ ನಗರಗಳಲ್ಲಿ ಸಂಬಳ ಯಾವಾಗಲೂ ಸಣ್ಣ ಪಟ್ಟಣಗಳಿಗಿಂತ ಹೆಚ್ಚಾಗಿರುತ್ತದೆ

4. Which of these is the full form of SWOT? | ಇವುಗಳಲ್ಲಿ SWOT ನ ಪೂರ್ಣ ರೂಪ ಯಾವುದು?

- A) Speak Work Openly Together
B) Strength Weakness Opportunity Threat
C) Special Wellness Organization Theme
D) Strong World Olympic Team

5. _____ contains one or more worksheets. | _____ ಒಂದು ಅಥವಾ ಹೆಚ್ಚಿನ ವರ್ಕ್‌ಶೀಟ್‌ಗಳನ್ನು ಒಳಗೊಂಡಿದೆ.

- A) Document | ಡಾಕ್ಯುಮೆಂಟ್
B) Workfile | ವರ್ಕ್‌ಫೈಲ್
C) Workbook | ಕಾರ್ಯಪುಸ್ತಕ
D) Address bar | ವಿಳಾಸ ಪಟ್ಟಿ

6. Needs, wants, luxury correct examples are _____. | ಅಗತ್ಯಗಳು, ಬೇಕು, ಐಷಾರಾಮಿ ಸರಿಯಾದ ಉದಾಹರಣೆಗಳು

- A) i) need- costly phone ii) want- eating out iii) luxury- house to live | i) need- costly phone ii) want- house to live iii) luxury- eating out
B) i) need- costly phone ii) want- house to live iii) luxury- eating out
C) i) need- costly phone ii) want- eating out iii) luxury- house to live
D) i) need- costly phone ii) want- eating out iii) luxury- house to live

- C) i) need-eating out ii) want-house to live iii) luxury-costly phone
D) i) need-house to live ii) want-eating out iii) luxury-costly phone

7. Kim has a habit of switching off her desktop and PC when not in use. This helps to _____energy at the workplace.

- A) Waste
B) Conserve (Save)
C) Practice
D) Spend

8. _____opportunities can also be found during industry visit.

- A) Painting
B) Internship
C) Playing
D) Cooking

9. Which one is a "Don't" of information security? | ಮಾಹಿತಿ ಸುರಕ್ಷತೆಯು _____ಯಾವುದು?

- A) Take backup data of your PC periodically | ನಿಮ್ಮ PC ಯು ಬ್ಯಾಕಪ್ ಡೇಟಾವನ್ನು ತೆಗೆದುಕೊಳ್ಳಿ
B) Encrypt laptop hard drive and mobile devices | ಲ್ಯಾಪ್ಟಾಪ್ ಹಾರ್ಡ್ ಡ್ರೈವ್ ಮತ್ತು ಮೊಬೈಲ್ ಸಾಧನಗಳನ್ನು ಎನ್‌ಕ್ರಿಪ್ಟ್ ಮಾಡಿ
C) Disclose password to anyone | ಪಾಸ್‌ವರ್ಡ್ ಅನ್ನು ಯಾರಿಗಾದರೂ ಬಹಿರಂಗಪಡಿಸಿ
D) Use hard to guess passwords | ಪಾಸ್‌ವರ್ಡ್‌ಗಳನ್ನು ಹಿಡಿಸಲು ಕಷ್ಟಪಟ್ಟು ಬಳಸಿ

10. You and your coworker, David are going for lunch. David uses a wheelchair. What should you keep in mind when selecting a restaurant?

- A) Go alone
B) Choose a restaurant with a wheelchair ramp and accessible facilities
C) Choose any restaurant
D) Selecting the most expensive restaurant

11. Which among the following is not an Online payment application? | ಕೆಳಗಿನವುಗಳಲ್ಲಿ ಯಾವುದು ಆನ್‌ಲೈನ್ ಪಾವತಿ ಅಪ್ಲಿಕೇಶನ್ ಅಲ್ಲ?

- A) Instagram | ಇನ್ಸ್ಟಾಗ್ರಾಮ್
B) Banking applications | ಬ್ಯಾಂಕಿಂಗ್ ಅಪ್ಲಿಕೇಶನ್‌ಗಳು
C) BHIM UPI
D) Google pay | Google Pay

12. 'It is going to be a sunny day tomorrow'. The action in this sentence is in _____tense.

- A) Date
C) Past

- B) Future
D) Day

13. The way money is saved, spent and invested _____. | ಹಣವನ್ನು ಉಳಿಸುವ, ಖರ್ಚು ಮಾಡುವ ಮತ್ತು ಹೂಡಿಕೆ ಮಾಡುವ ವಿಧಾನ

- A) financial literacy | ಹಣಕಾಸಿನ ಸಾಕ್ಷಾರತೆ
C) banking | ಬ್ಯಾಂಕಿಂಗ್
- B) income | ಆದಾಯ
D) salary | ಸಂಬಳ

14. Knowledge and awareness of laws is called ____.

- A) Legal literacy
C) English literacy
- B) Financial literacy
D) Digital literacy

15. When we learn something online, it is called _____.

- A) E-learning
C) Digital marketing
- B) Teaching
D) Classroom learning

16. What can you do with online banking?

- A) Send money to someone
C) Open a bank account
- B) Get details of all the transactions
D) All of these

17. A hotel asked its customer's to fill customer satisfaction survey. What are they trying to do?

- A) Promote their hotel
C) Collect customer feedback
- B) Sell more hotels
D) Advertise their hotel

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

- A) Stereotypical
C) Females
- B) Transpersons
D) Males

19. Soni is trying to fix the download problem on the laptop. She did not succeed on the first attempt. What should she do?

- A) Try another way
C) Quit the task
- B) Never solve the problem
D) Quit the job

20. Ritika received a message about a bank transaction she did not make. Her friends told her to report it as cybercrime. Which portal can she use to file her complaint?

- A) www.indiacybercrime.gov.in
C) www.cybercrime.gov.in
- B) www.ccrime.gov.in
D) www.cybercrimeindia.gov.in

21. Re-arrange the following set of words into meaningful sentence. "teacher / school / worked / she / a / as" _____.

| ಕೆಳಗಿನ ಪದಗಳ ಗುಂಪನ್ನು ಅರ್ಥಪೂರ್ಣ ವಾಕ್ಯವಾಗಿ ಮರು ಜೋಡಿಸಿ.

"teacher / school / worked / she / a / as" _____

- A) she teacher worked as a school | ಅವಳು ಶಿಕ್ಷಕ ಶಾಲೆಯಾಗಿ ಕೆಲಸ ಮಾಡುತ್ತಿದ್ದಳು
C) worked she as a school teacher | ಅವಳು ಶಾಲಾ ಶಿಕ್ಷಕಿಯಾಗಿ ಕೆಲಸ ಮಾಡುತ್ತಿದ್ದಳು
- B) school worked as a she teacher | ಶಾಲೆ ಅವಳು ಶಿಕ್ಷಕಿಯಾಗಿ ಕೆಲಸ ಮಾಡುತ್ತಿದ್ದಳು
D) she worked as a school teacher | ಅವಳು ಶಾಲಾ ಶಿಕ್ಷಕಿಯಾಗಿ ಕೆಲಸ ಮಾಡುತ್ತಿದ್ದಳು

22. Which device is used to connect telephone line to a PC? | ಪಿಸಿಗೆ ದೂರವಾಣಿ ಮಾರ್ಗವನ್ನು ಸಂಪರ್ಕಿಸಲು ಯಾವ ಸಾಧನವನ್ನು ಬಳಸಲಾಗುತ್ತದೆ?

- A) Modem | ಮೋಡೆಮ್
C) Printer | ಮುದ್ರಕ
- B) Monitor | ಮಾನಿಟರ್
D) Hard disk | ಹಾರ್ಡ್ ಡಿಸ್ಕ್

23. What happens when we use this function? =SUM(B4:G4)

- A) The number from G4 will be copied
C) The number from B4 will be copied
- B) The number in B4 is deleted
D) The numbers in cells from B4 to G4 are added

24. Which one is NOT an element of 3P's of public speaking? | ಸಾರ್ವಜನಿಕ ಮಾತನಾಡುವ 3P ಯ ಅಂಶ ಯಾವುದು ಅಲ್ಲ?

- A) Perform
C) Posses
- B) Practice
D) Prepare

25. Shilpa wants to start a soap-making company. What kind of questions should she NOT ask her customers?

- A) Do you use soap?
C) How much do you pay for soap?
- B) Do you like to eat chats?
D) Which types of soaps do you buy?

26. How can we save resources on our planet?

- A) Use less plastic
C) Create less pollution
- B) All of these
D) Use less electricity

27. What is an easy and quick way to make online payments?

- A) Going to the bank
C) Digital wallets
- B) Cheque payment
D) Cash on delivery

28. Shwetha and Rakshit are coworkers. They are angry with each other because they have not completed a project properly. Which is a good way to resolve such conflicts in the workplace?

- A) File a police complaint
C) Find different ways to solve the problem
- B) Ignore each other
D) Quit the job

29. Regular assessment of skills is necessary for the growth of _____.

- A) Skill
C) Interview
- B) Career
D) Job

30. Even though Roopa is highly efficient at her job, her manager gives most of the field/travel related projects to Ramesh. This can be an example of ____?

- A) Diversity
B) Equality
C) Stereotype
D) Trust

31. If you work in a large & popular company, what type of information is good to share about the workplace?

- A) Name of the workplace alone
B) None of these
C) Location
D) Type of job & Company name

32. Fill in the blank with suitable place preposition. "My house is _____ the third floor". | ಸೂಕ್ತವಾದ ಸ್ಥಳ ಪೂರ್ವಭಾವಿ ಸ್ಥಾನದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿಸಿ. "My house is _____ the third floor"

- A) under
B) at
C) on
D) in

33. ____ is not a part of a good business plan.

- A) Customer Analysis
B) Weather Report
C) Marketing Strategy
D) Budget

34. Sam wanted to apply for a job. He thought of writing a cover letter to the company. But his friend suggested to attach _____ with the cover letter.

- A) Brochure
B) Leave
C) Resume
D) Formal

35. Which one is considered to be a poor communication? | ಯಾವುದನ್ನು ಕಳಪೆ ಸಂವಹನವೆಂದು ಪರಿಗಣಿಸಲಾಗುತ್ತದೆ?

- A) Sender is positive towards receiver | ಕಳುಹಿಸುವವರು ರಿಸೀವರ್ ಕಡೆಗೆ ಸಕಾರಾತ್ಮಕವಾಗಿದೆ
B) Receiver is open to listen | ಸ್ವೀಕರಿಸಲು ಸ್ವೀಕರಿಸುವವರು ತೆರೆದಿರುತ್ತಾರೆ
C) Message is ambiguous | ಸಂದೇಶವು ಅಸ್ಪಷ್ಟವಾಗಿದೆ
D) Message is clear and direct | ಸಂದೇಶ ಸ್ಪಷ್ಟ ಮತ್ತು ನೇರವಾಗಿದೆ

36. Which of the following should be avoided while facing an interview?

- A) Listening
B) Answering questions
C) Speaking
D) Use mobile

37. Vimal wanted to update his resume. Which of the following he should NOT include in his resume?

- A) Date of birth
B) Salary expectations
C) Name
D) Qualification

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

"_____ is the speaker at the function?"

- A) Why
B) When
C) What
D) Who

39. Lakshmi plans to start a beauty parlour. What kind of information should she NOT collect in the Market Scan?

- A) Information on types of customers
B) Information on cost of materials for the beauty parlour
C) Information on shop location and rent
D) Information on clothes and shoes

40. Whenever we are communicating we have to be dressed appropriately, maintain our body language and maintain ____?

- A) silence
B) eye contact
C) make up
D) a very loud volume

41. Internet is the best place to be a _____.

- A) Continuous learner
B) Self learner
C) All of these
D) Life long learner

42. Ryan wants to speak to HR about his work. He should specify the name of his job, place of work and ____?

- A) Some information about his responsibilities
B) His needs
C) Senior name
D) Team mates

43. Wow! The flowers in the park are beautiful. This is a _____ sentence.

- A) Exclamatory (!)
B) Imperative
C) Declarative (.)
D) Interrogative (?)

44. _____ is major changes takes place in manufacturing. | _____ ತಯಾರಿಕೆಯಲ್ಲಿ ಪ್ರಮುಖ ಬದಲಾವಣೆಗಳು ನಡೆಯುತ್ತವೆ.

- A) Industry revolution | ಕೈಗಾರಿಕಾ ಕ್ರಾಂತಿ
B) Food revolution | ಆಹಾರ ಕ್ರಾಂತಿ
C) Water revolution | ಜಲ ಕ್ರಾಂತಿ
D) Green revolution | ಹಸಿರು ಕ್ರಾಂತಿ

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

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

46. Select the example of a product from the options.

- A) Home painting
B) Shirt
C) Parlour service
D) Bike repair

47. What is the most important thing to focus in a Guest Lecture?

- A) Expectations of the workplace
C) Shopping centers near workplace
- B) Holidays
D) YouTube Reels

48. How can AI help check spelling? | ಕಾಗುಣಿತವನ್ನು ಪರಿಶೀಲಿಸಲು AI ಹೇಗೆ ಸಹಾಯ ಮಾಡುತ್ತದೆ?

- A) Use scissors | ಕತ್ತರಿ ಬಳಸಿ
C) Write by hand | ಕೈಯಿಂದ ಬರೆಯಿರಿ.
- B) Paste into AI tool | AI ಉಪಕರಣಕ್ಕೆ ಅಂಟಿಸಿ
D) Close window | ವಿಂಡೋ ಮುಚ್ಚಿ

49. What does a market scan help us do?

- A) Identify different career pathways
C) None of these
- B) Get better at sports
D) Learn new hobbies

50. Komal wants to regularly monitor her body conditions like temperature and heartbeat. Which of the following device can help her?

- A) Smart watch
C) Calculator
- B) Siri
D) Mobile Phone

51. Priya wants to purchase a bike. Which loan should she apply for?

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

52. Nithya aims to achieve a score of 75% in her 10th- grade exams by the end of the academic year. This is a _____goal.

- A) Great
C) SMART
- B) Life-time
D) STAR

53. Alexa is a _____ assistant.

- A) Digital voice controlled
C) None of these
- B) Office Assistant
D) Home Assistant

54. Ram is answering an interview question about his previous workplace. He didn't like his teammates. They argued a lot. Should he share this with the interviewer?

- A) Yes, he should discuss all the arguments in detail.
C) No, he should avoid speaking negatively about his teammates.
- B) Yes, he should blame his team- mates for all the problems.
D) Yes, why not!

55. What are some of the qualities of a strong entrepreneur?

- A) Working hard
C) Building relationship with customers
- B) Learning from failures
D) All of these

56. Addition of harmful smoke, gases and chemicals to the environment in large quantities is called _____

- A) Air
C) Wind
- B) Pollution
D) Storm

57. Which of the following options is an Employability Skill?

- A) Good Interview Skills
C) All of these
- B) Good Communication Skills
D) Digital Skills

58. Nisha loves cooking and she is good at dancing. Her ability is _____.

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

59. Rita found someone's wallet in the office. She gives it to the office manager. This shows that she is _____.

- A) kind
C) honest & responsible
- B) open-minded
D) non - judgemental

60. What is the shortcut key for Print?

- A) Ctrl+P
C) Ctrl+U
- B) Ctrl+Z
D) Ctrl+B

61. Ram was asked to measure his cupboard. It was 4 feet tall. Here feet means _____.

- A) Hand
C) Measurement
- B) Leg
D) Taste

62. In an economic growth, role of entrepreneur is to _____.
| ಆರ್ಥಿಕ ಬೆಳವಣಿಗೆಯಲ್ಲಿ, ಉದ್ಯಮಿಗಳ ಪಾತ್ರವೆಂದರೆ _____

- A) tagmate standard of living | ನಿಜ್ಜಲ ಜೀವನ ಮಟ್ಟ
C) unbalance the regional development | ಪ್ರಾದೇಶಿಕ ಅಭಿವೃದ್ಧಿಯ ಅಸಮತೋಲನ
- B) improve per capita income | ತಲಾ ಆದಾಯವನ್ನು ಸುಧಾರಿಸಿ
D) generate unemployment | ನಿರುದ್ಯೋಗವನ್ನು ಸೃಷ್ಟಿಸುತ್ತದೆ

63. Tom received a letter, but it did not have any details of who sent it. The letter was missing the _____?address.

- A) Greetings
C) Sender?s
- B) Receiver?s
D) Subject

64. Which of the following are the ways to connect your device to the internet?

- A) Use bluetooth
C) Use a mouse
- B) Use a printer
D) Using a wifi or mobile data connection

65. Kirti attended a guest lecture. How can she use her mobile phone to understand the difficult words?

- A) Use a dictionary app B) Cosmetics store app
C) Grocery app D) Shopping app

66. A person who hires other people for their business is an_____.

- A) Self -Employed B) Employee
C) Employer D) Entrepreneur

67. Arya has joined a new company. They want him to open a _____so that they can credit his salary.

- A) Recurring deposit B) Fixed deposit
C) Current account D) Salary account

68. 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) That B) His
C) See D) Naming words

69. 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) CV
C) job description | ಕೆಲಸದ ವಿವರ D) resume | ಪುನರಾರಂಭ

70. A _____is a document with complete strategy for the business.

- A) Business plan B) Strategy Report
C) Action Plan D) Stakeholder Report

71. Why do customers like a product or service?

- A) Good Quality B) All of these
C) Feel of the product or service D) Good Price

72. Which platform uses AI to suggest videos? | ವೀಡಿಯೋಗಳನ್ನು ಸೂಚಿಸಲು ಯಾವ ವೇದಿಕೆ AI ಅನ್ನು ಬಳಸುತ್ತದೆ?

- A) Calculator | ಕ್ಯಾಲ್ಕುಲೇಟರ್ B) Paint | ಪೇಂಟ್
C) YouTube | ಯೂಟ್ಯೂಬ್ D) Notepad | ನೋಟ್‌ಪ್ಯಾಡ್

73. Rashmi recently bought a new laptop after her old computer stopped working. Which part of the laptop works like a mouse?

- A) Trackpad B) Keyboard
C) Speakers D) Desktop

74. A wireless technology that connects a laptop to the

internet is called _____. | ಲ್ಯಾಪ್ಟಾಪ್ ಅನ್ನು ಇಂಟರ್ನೆಟ್‌ಗೆ ಸಂಪರ್ಕಿಸುವ ವೈರ್‌ಲೆಸ್ ತಂತ್ರಜ್ಞಾನವನ್ನು _____ ಎಂದು ಕರೆಯಲಾಗುತ್ತದೆ.

- A) WiFi | ವೈಫೈ B) Source Network | ಮೂಲ ನೆಟ್ವರ್ಕ್
C) Desktop | ಡೆಸ್ಕ್‌ಟಾಪ್ D) Bluetooth | ಬ್ಲೂಟೂತ್

75. The way we manage/solve the problem is called _____.

- A) Negative attitude B) Positive attitude
C) Conflict resolution D) Passion

76. Krupa wants to safeguard the information on her system. Which of the following is the correct way to store information safely on a computer?

- A) Set a strong password for your computer. B) Save the files with a clear name.
C) All of these D) Always close/ lock your computer when you are not using it

77. In Excel, the intersection of a row and column is called a _____. | ಎಕ್ಸೆಲ್ ನಲ್ಲಿ, ಸಾಲು ಮತ್ತು ಕಾಲಮ್ಸ್ ಛೇದಕ ದಳವನ್ನು _____ ಎಂದು ಕರೆಯಲಾಗುತ್ತದೆ

- A) square | ಚದರ B) label | ಲೇಬಲ್
C) worksheet | ವರ್ಕ್‌ಶೀಟ್ D) cell | ಕೋಶ

78. Good time management helps in improving _____at work.

- A) Pressure B) Performance
C) Stress D) Weakness

79. A good way to respond to the question 'Shall we start the discussion?' is _____. | 'Shall we start the discussion?' ಎಂಬ ಪ್ರಶ್ನೆಗೆ ಪ್ರತಿಕ್ರಿಯಿಸಲು ಉತ್ತಮ ಮಾರ್ಗ ಇದೆ _____.

- A) To sum up B) Yes, let's start.
C) To conclude D) But, don't you think?

80. An Entrepreneur can help the society by_____.

- A) Marketing the product B) Seeking new opportunities
C) Working with a team D) Creating job opportunities

81. _____are the most convenient way to do something online.

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

82. Tanvi's team has many barriers to having a diverse workforce. This may lead to _____.

- A) Better communication B) Good teamwork
C) Increased productivity D) Conflicts affecting work

83. Harish has taken up his family business of ironing clothes. His customers are not happy with the service. What should Harish do to make his business better?

- A) Give better customer service B) Change the business
C) Stop the business D) Increase the cost

84. Which one is NOT a part of Triple A listening style? 'A' ಆಲಿಸುವಿಕೆಯ ಭಾಗವಲ್ಲದ ಯಾವುದು?

- A) Anxiety B) Adjustment
C) Attention D) Attitude

85. We should _____ instructions in the classroom.

- A) ignore B) learn
C) listen to D) forget

86. Which of these should be considered while making decisions? | ನಿರ್ಧಾರಗಳನ್ನು ತೆಗೆದುಕೊಳ್ಳುವಾಗ ಇವುಗಳಲ್ಲಿ ಯಾವುದನ್ನು ಪರಿಗಣಿಸಬೇಕು?

- A) Your mood | ನಿಮ್ಮ ಮನಸ್ಥಿತಿ B) The choices of your friends | ನಿಮ್ಮ ಸ್ನೇಹಿತರ ಆಯ್ಕೆಗಳು
C) The rules of your community | ನಿಮ್ಮ ಸಮುದಾಯದ ನಿಯಮಗಳು D) Your personal priorities | ನಿಮ್ಮ ವೈಯಕ್ತಿಕ ಆದ್ಯತೆಗಳು

87. As compared to small scale business, large scale business require _____. | ಸಣ್ಣಪ್ರಮಾಣದ ವ್ಯವಹಾರಕ್ಕೆ ಹೋಲಿಸಿದರೆ, ದೊಡ್ಡ ಪ್ರಮಾಣದ ವ್ಯವಹಾರಕ್ಕೆ _____

- A) more no. of person | ಹೆಚ್ಚು ಇಲ್ಲ. ವ್ಯಕ್ತಿಯ B) less no. of persons | ಕಡಿಮೆ ಇಲ್ಲ. ವ್ಯಕ್ತಿಗಳ
C) small machines and tools | ಸಣ್ಣ ಯಂತ್ರಗಳು ಮತ್ತು ಉಪಕರಣಗಳು D) less no. of capital | ಕಡಿಮೆ ಇಲ್ಲ. ಬಂಡವಾಳ

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

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

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

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

90. Shaheen wants good chefs to work in her hotel. What is an effective way to hire them?

- A) By advertising the job B) By reaching out other hotel staffs
C) By asking his relatives D) None of these

91. Each new page in the excel worksheet is called a _____.

- A) Row B) Column
C) Cell D) Sheet

92. Which of the following is not an example of using social media and internet in an impactful and successful way?

- A) Sharing Jokes on a particular religion B) Mentoring and supporting people
C) Encouraging people to donate money for the social cause D) Sharing verified news

93. Which one is a cybercrime? | ಯಾವುದು ಸೈಬರ್ ಅಪರಾಧ?

- A) Chatting with friends | ಸ್ನೇಹಿತರೊಂದಿಗೆ ಚಾಟ್ ಮಾಡುತ್ತಿದ್ದಾರೆ B) Online gambling | ಆನ್‌ಲೈನ್ ಜೂಜು
C) Online purchasing | ಆನ್‌ಲೈನ್ ಖರೀದಿ D) Sending email | ಇಮೇಲ್ ಕಳುಹಿಸಲಾಗುತ್ತಿದೆ

94. Entrepreneurship is also termed as _____. | ಉದ್ಯಮಶೀಲತೆಯನ್ನು ಸಹ _____

- A) self employment | ಸ್ವಯಂ ಉದ್ಯೋಗ B) employer | ಉದ್ಯೋಗದಾತ
C) investor | ಹೂಡಿಕೆದಾರ D) employment seeker | ಉದ್ಯೋಗಾಹಂಕ್ಷಿ

95. Shyam and Ram applied for the same job. Shyam read the job description in detail and made note of important details. Who will know more about the company?

- A) None of them B) Both of them
C) Shyam D) Ram

96. What rule helps avoid harm from AI? | AI ನಿಂದ ಹಾನಿಯನ್ನು ತಪ್ಪಿಸಲು ಯಾವ ನಿಯಮ ಸಹಾಯ ಮಾಡುತ್ತದೆ?

- A) Use it with care | ಅದನ್ನು ಎಚ್ಚರಿಕೆಯಿಂದ ಬಳಸಿ B) Avoid it always | ಯಾವಾಗಲೂ ಅದನ್ನು ತಪ್ಪಿಸಿ.
C) Trust blindly | ಕುರುಡಾಗಿ ನಂಬಿ D) Shout at it | ಅದಕ್ಕೆ ಕೂಗಿ ಹೇಳಿ

97. Unique Selling Proposition or USP of a business plan refers to _____.

- A) A new customer for the business B) An old business is updated
C) A special budget for the business D) A special or different idea for a business

98. Which one is NOT a benefit of oral communication? |

ಮೌಖಿಕ ಸಂವಹನದ ಪ್ರಯೋಜನವಲ್ಲದ ಯಾವುದು?

- A) It is quick | ಇದು ತ್ವರಿತ
B) Feedback is immediate | ಪ್ರತಿಕ್ರಿಯೆ ತಕ್ಷಣ
C) It is direct | ಇದು ನೇರ
D) It is for record | ಇದು ದಾಖಲೆಗಾಗಿ

99. Sales person tells the customer 'the offer exists today only'. This sales technique is called_____.

- A) Question close
B) Summary close
C) Opening technique
D) Now or never close

100. What approach is used to gain access to foreign markets and quickly promote an organizations interest? | ವಿದೇಶಿ ಮಾರುಕಟ್ಟೆಗಳಿಗೆ ಪ್ರವೇಶ ಪಡೆಯಲು ಮತ್ತು ಸಂಸ್ಥೆಗಳ ಆಸಕ್ತಿಯನ್ನು ತ್ವರಿತವಾಗಿ ಉತ್ತೇಜಿಸಲು ಯಾವ ವಿಧಾನವನ್ನು ಬಳಸಲಾಗುತ್ತದೆ?

- A) Joint venture | ಜಂಟಿ ಉದ್ಯಮ
B) Licensing | ಪರವಾನಗಿ
C) Collaboration | ಸಹಯೋಗ
D) Technology transfer | ತಂತ್ರಜ್ಞಾನ ವರ್ಗಾವಣೆ

101. What can we use net banking for?

- A) All of these
B) Paying bills
C) Transferring funds
D) Checking bank statement

102. Probing questions helps you _____. | ಪ್ರಶ್ನೆಗಳನ್ನು ಪರಿಶೀಲಿಸುವುದು ನಿಮಗೆ ಸಹಾಯ ಮಾಡುತ್ತದೆ _____

- A) to identify customer's specific needs | ಗ್ರಾಹಕರ ನಿರ್ದಿಷ್ಟ ಅಗತ್ಯಗಳನ್ನು ಗುರುತಿಸಲು
B) building trust so you can receive honest feedback | ನಂಬಿಕೆಯನ್ನು ನಿರ್ಮಿಸುವುದರಿಂದ ನೀವು ಪ್ರಾಮಾಣಿಕ ಪ್ರತಿಕ್ರಿಯೆಯನ್ನು ಪಡೆಯಬಹುದು.
C) to learn customer's pain point | ಗ್ರಾಹಕರ ನೋವಿನ ಅಂಶವನ್ನು ತಿಳಿದುಕೊಳ್ಳಲು
D) to introduce yourself well to the customer | ಗ್ರಾಹಕರಿಗೆ ನಿಮ್ಮನ್ನು ಚೆನ್ನಾಗಿ ಪರಿಚಯಿಸಲು.

103. Document which has details of a job is ____.

- A) Job Description
B) Report
C) Resume
D) Letter

104. Values and ethics help us build good ____.

- A) behavior
B) rent
C) games
D) studies

105. Which one is NOT a vowel? | ಯಾವುದು ಸ್ವರ ಅಲ್ಲ?

- A) i
B) f
C) e
D) a

106. Geetha wants to take a mock interview before attending the real one. Whom do you think she must choose as an interviewer?

- A) Her younger sister
B) Her senior
C) A stranger
D) Shopkeeper

107. Jack is very good at MS Excel. He must apply for a job based on his _____.

- A) Decision
B) Interests
C) Abilities
D) Mood

108. The way we sit, our facial expression and body language show_____ communication.

- A) non- verbal
B) informal
C) written
D) verbal

109. What helps AI make better decisions? | ಉತ್ತಮ ನಿರ್ಧಾರಗಳನ್ನು ತೆಗೆದುಕೊಳ್ಳಲು AI ಗೆ ಯಾವುದು ಸಹಾಯ ಮಾಡುತ್ತದೆ?

- A) Colors | ಕಲರ್ಸ್
B) More data | ಹೆಚ್ಚಿನ ಡೇಟಾ
C) Paints | ಪೇಂಟ್ಸ್
D) More wires | ಇನ್ನಷ್ಟು ತಂತಿಗಳು

110. Indian constitution is a set of _____ of our country.

- A) Keys
B) Laws and rules
C) Languages
D) Tools

111. _____ cost increases or decreases depending on how much we produce or sell.

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

112. The expansion of ROM is _____. | ROM ವಿಸ್ತರಣೆ _____

- A) Rewrite Octet Machine
B) Random Only Memory
C) Read Only Memory
D) Read Octet Machine

113. Chandu is sick and unable to cook food. From which platform can he order food?

- A) Flipkart (product selling app)
B) Myntra (Shopping app)
C) Urban Company (home cleaning & repair services)
D) Swiggy (food delivery app)

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

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

115. 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) Typing error
C) Stress
D) Poor listening

116. A product name that has been officially registered with

the Trademark Registry of India is ____.

- A) Marked B) Approved
C) Trademark D) Token

117. Women and men are often not paid the same salary for the same job. This is known as ____.

- A) Learning gap B) Gender gap
C) Gender pay gap D) Nutrition gap

118. What is mindfulness? | ಸಾವಧಾನತೆ ಎಂದರೇನು?

- A) It is the technique of not minding anything | ಯಾವುದಕ್ಕೂ ತಲೆಕೆಡಿಸಿಕೊಳ್ಳದ ತಂತ್ರವಿದು.
B) It is about sharpening your brain | ಇದು ನಿಮ್ಮ ಮೆದುಳನ್ನು ಚುರುಕುಗೊಳಿಸುವುದಾಗಿದೆ
C) It is the word used to describe people who are full of thoughts | ಇದು ಆಲೋಚನೆಗಳಿಂದ ತುಂಬಿರುವ ಜನರನ್ನು ವಿವರಿಸಲು ಬಳಸುವ ಪದವಾಗಿದೆ
D) It is the ability to be fully present in a moment | ಇದು ಒಂದು ಕ್ಷಣದಲ್ಲಿ ಸಂಪೂರ್ಣವಾಗಿ ಇರುವ ಸಾಮರ್ಥ್ಯ

119. CPU consists of _____. | CPU _____ ಅನ್ನು ಒಳಗೊಂಡಿದೆ

- A) input device and control unit | ಇನ್ಪುಟ್ ಅಂಡ್ ಕಂಟ್ರಾಲ್ ಯುನಿಟ್
B) control unit and ALU | ನಿಯಂತ್ರಣ ಘಟಕ ಮತ್ತು ALU
C) storage device and ALU | ತೇರಿಕಾಣಾ ಸಾಧನ ಮತ್ತು ALU
D) input and output devices | ಇನ್ಪುಟ್ ಮತ್ತು output ಟ್ಯುಟ್ ಸಾಧನಗಳು

120. Which of these is a bad practice in a workplace?

- A) Open and honest communication
B) Good work- life balance
C) No trust between co-workers
D) Opportunity to grow in the company

121. Jaya used her friend's laptop to log into her bank account. What should she do before giving the laptop back?

- A) Close the website
B) Stay logged in
C) Log out of her bank account
D) Close the laptop

122. What is a shortcut key for "Select all" command? | "Select all" ಆಜ್ಞೆಗೆ ಶಾರ್ಟ್‌ಕಟ್ ಕೀ ಯಾವುದು?

- A) Ctrl + X
B) Ctrl + C
C) Ctrl + A
D) Ctrl + V

123. When a person deposits a fixed sum of money every over a fixed period of time, it is a _____ account.

- A) Saving Account
B) Recurring Deposit
C) Current Account
D) Fixed Deposit

124. You want to sell toys. What should you do before starting your business?

- A) Hire salespeople
B) Find out what children like
C) Design the toys
D) Build a factory

125. Harsha has selected a single line of cells from top to bottom. She has selected a _____?

- A) Cell
B) Row
C) Column
D) Page

126. Emotions can be expressed through your ____.

- A) Voice
B) Height
C) Situation
D) Weight

127. Which of the following tasks can be performed by Alexa?

- A) Check the weather
B) Play music
C) All of these
D) Call phones

128. Self - Employment means ____.

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

129. A _____ person is someone who works for a person/organization and gets paid for that work. | _____ ವ್ಯಕ್ತಿ ಎಂದರೆ ಒಬ್ಬ ವ್ಯಕ್ತಿ/ಸಂಸ್ಥೆಗಾಗಿ ಕೆಲಸ ಮಾಡುವವರು ಮತ್ತು ಆ ಕೆಲಸಕ್ಕೆ ಹಣ ಪಡೆಯುತ್ತಾರೆ.

- A) Self employed | ಸ್ವಯಂ ಉದ್ಯೋಗಿ
B) None of the above | ಮೇಲಿನ ಯಾವುದೂ ಅಲ್ಲ
C) Wage employed | ಕೂಲಿ ಕೆಲಸ
D) Entrepreneur | ವಾಣಿಜ್ಯೋದ್ಯಮಿ

130. Fill in the blank with correct future tense of verb. "We _____ to the zoo after Breakfast ". | ಭವಿಷ್ಯದ ಭವಿಷ್ಯದ ಕ್ರಿಯಾವದದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿರಿ. "We _____ to the zoo after Breakfast "

- A) will go
B) are going
C) had gone
D) went

131. Amira wants to underline the title of her document. Which shortcut key should she use?

- A) Ctrl+S
B) Ctrl+U
C) Ctrl+I
D) Ctrl+B

132. Sonu wants to connect a device wirelessly to a computer. What technology can he use?

- A) Bluetooth
B) USB
C) Wire
D) Switch

133. In a business, the money involved in building a product

is called_____.

- | | |
|-------------|----------|
| A) Discount | B) Cost |
| C) Profit | D) Price |

134. Fill in the blank with proper pronoun. "I made this cake _____". | ಸರಿಯಾದ ಸರ್ವನಾಮದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿಸಿ. "I made this cake _____"

- | | |
|-------------|-----------|
| A) himself | B) itself |
| C) yourself | D) myself |

135. Which of these is NOT a question to ask during an industrial visit?

- | | |
|--|--|
| A) How does your production line work? | B) What are the main products made here? |
| C) What is your favourite hobby? | D) How do you keep things safe and high quality? |

136. Gesture "Brisk and erect walking" shows _____. | ಗೆಜ್ಜೆರ್ ಚುರುಕಾದ ಮತ್ತು ನೆಟ್ಟಗೆ ನಡೆಯುವ ಪ್ರದರ್ಶನಗಳು

- | | |
|-------------------------|---------------------------------|
| A) confidence ವಿಶ್ವಾಸ | B) boredom ಬೇಸರ |
| C) insecurity ಅಭದ್ರತೆ | D) defensiveness ರಕ್ಷಣಾತ್ಮಕತೆ |

137. A ____path is a series of jobs to help you progress towards your goals.

- | | |
|-----------------|---------|
| A) Unsatisfying | B) Foot |
| C) Career | D) Work |

138. 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 |

139. The expansion of GDP is _____. | GDPಯ ವಿಸ್ತರಣೆ

- | | |
|---------------------------|---------------------------|
| A) Giant Domestic Product | B) Godown Demand Product |
| C) Grand Demand Product | D) Gross Domestic Product |

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

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

141. The beginning of a sentence should start with _____letter

- | | |
|------------|------------|
| A) Italics | B) Small |
| C) Cursive | D) Capital |

142. Which one is the latest and effective means of modern communication? | ಆಧುನಿಕ ಸಂವಹನದ ಇತ್ತೀಚಿನ ಮತ್ತು ಪರಿಣಾಮಕಾರಿ

ಸಾಧನ ಯಾವುದು?

- | | |
|---|---|
| A) Electronic mail ಎಲೆಕ್ಟ್ರಾನಿಕ್ ಮೇಲ್ | B) Message through TV ಟಿವಿ ಮೂಲಕ ಸಂದೇಶ |
| C) Fax ಫ್ಯಾಕ್ಸ್ | D) Postal mail ಅಂಚೆ ಮೇಲ್ |

143. 'Arjun filled water into a large pot'. In this sentence the describing word is _____.

- | | |
|----------|----------|
| A) large | B) into |
| C) water | D) Arjun |

144. The expansion of LAN is _____. | LAN ನ ವಿಸ್ತರಣೆ

- | | |
|-------------------------|-----------------------|
| A) Legal Area Network | B) Local Area Name |
| C) Logical Area Network | D) Local Area Network |

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

- | | |
|------------|--------------------|
| A) Dancing | B) Painting |
| C) Cooking | D) Time Management |

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

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

147. _____is a profile that can show your education qualifications, your skills and your experience.

- | | |
|----------------|-------------|
| A) Google mail | B) Telegram |
| C) WhatsApp | D) LinkedIn |

148. A _____is a square, black and white code that you can scan with the camera and use.

- | | |
|-------------|------------|
| A) Password | B) QR Code |
| C) OTP | D) User ID |

149. During criticism we must remain _____and _____to the person.

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

150. Which of the following is the symbol of AutoSum?

- | | |
|------|------|
| A) Y | B) X |
| C) ? | D) Z |

151. Which AI tool can explain grammar? | ಯಾವ AI ಉಪಕರಣವು ವ್ಯಾಕರಣವನ್ನು ವಿವರಿಸುತ್ತದೆ?

- | | |
|---------------------------|--------------------------|
| A) Recorder ರೆಕಾರ್ಡರ್ | B) Notepad ನೋಟ್‌ಪ್ಯಾಡ್ |
| C) MS Paint ಎಂಎಸ್ ಪೇಂಟ್ | D) ChatGPT ಚಾಟ್‌GPT |

152. Which is created by Generative AI? | ಜನರೇಟಿವ್ AI ನಿಂದ ಯಾವುದನ್ನು ರಚಿಸಲಾಗಿದೆ?

- A) Paint brush | ಬಣ್ಣದ ಕುಂಚೆ B) Poem | ಕವಿತೆ
C) Nail cutter | ಉಗುರು ಕಟ್ಟರ್ D) Fan cover | ಫ್ಯಾನ್ ಕವರ್

153. 'The sea is blue'. In this sentence _____ is an adjective.

- A) the B) sea
C) is D) blue

154. Fill in the blank with present progressive tense of the verb. "The train _____ through the tunnel". | ಕ್ರಿಯಾಪದದ ಪ್ರಸ್ತುತ ಪ್ರಗತಿಶೀಲ ಉದ್ವಿಗ್ನತೆಯೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿರಿ. "The train _____ through the tunnel"

- A) had passed B) passed
C) is passing D) was passing

155. You withdraw Rs.500/- from an ATM. The ATM machine gives out Rs.5000/-. Which of the following would be ethically correct? | ನೀವು ಎಟಿಎಂನಿಂದ ರೂ.500/- ಅನ್ನು ಹಿಂತೆಗೆದುಕೊಳ್ಳುತ್ತೀರಿ ಎಟಿಎಂ ಯಂತ್ರವು ರೂ.5000/- ನೀಡುತ್ತದೆ ಈ ಕೆಳಗಿನವುಗಳಲ್ಲಿ ಯಾವುದು ನೈತಿಕವಾಗಿ ಸರಿಯಾಗಿದೆ?

- A) Drop the money near ATM | ಹಣವನ್ನು ಎಟಿಎಂ ಬಳಿ ಬಿಡಿ ನೀಡಿ
B) Make a complaint | ದೂರು
C) Take the money | ಹಣವನ್ನು ತೆಗೆದುಕೊಳ್ಳಿ
D) Give the money to the poor | ಹಣವನ್ನು ಬಡವರಿಗೆ ನೀಡಿ

156. Which one is a "don't" in interview etiquette? | ಸಂದರ್ಶನ ಶಿಷ್ಟಾಚಾರದಲ್ಲಿ ಯಾವುದು ❌ ಮಾಡಬಾರದು?

- A) Dress appropriately | ಸೂಕ್ತವಾಗಿ ಉಡುಗು
B) Lie about your abilities to get job | ಕೆಲಸ ಪಡೆಯಲು ನಿಮ್ಮ ಸಾಮರ್ಥ್ಯಗಳ ಬಗ್ಗೆ ಸುಳ್ಳು ಹೇಳಿ
C) Proper eye contact | ಸರಿಯಾದ ಕಣ್ಣಿನ ಸಂಪರ್ಕ
D) Be confident | ಆತ್ಮವಿಶ್ವಾಸದಿಂದಿರಿ

157. Letter is a form of _____ communication.

- A) Written B) Spoken
C) Non-verbal D) Telephone

158. Anju wants to upskill herself in designing and stitching, which of the following portals will be relevant for the same?

- A) http://www . india.gov.in/ B) http://www . swayam.gov.in /
C) None of these D) http: /www . igod.gov.in

159. When you speak to a person, you need to _____. | ನೀವು ಒಬ್ಬ ವ್ಯಕ್ತಿಯೊಂದಿಗೆ ಮಾತನಾಡುವಾಗ, ನಿಮಗೆ _____ ಅಗತ್ಯವಿದೆ

- A) look at the person in a friendly manner | ವ್ಯಕ್ತಿಯನ್ನು ಸೌಹಾರ್ದಯುತವಾಗಿ ನೋಡಿ
B) stare at the person | ವ್ಯಕ್ತಿಯನ್ನು ದಿಟ್ಟಿಸಿ ನೋಡಿ

- C) look at the floor | ನೆಲವನ್ನು ನೋಡಿ
D) look away from the person | ವ್ಯಕ್ತಿಯಿಂದ ದೂರ ನೋಡಿ

160. Joy started a homemade pickle business. He has not been able to get profit in the first 2 months. What should he do?

- A) End his business B) Find reasons for his failure & learn from them
C) Get angry D) Borrow money

161. Which one is NOT a storage device? | ಯಾವುದು ಶೇಖರಣಾ ಸಾಧನವಲ್ಲ?

- A) USB flash drive | USB ಫ್ಲಾಶ್ ಡ್ರೈವ್
B) Memory card | ಮೆಮೊರಿ ಕಾರ್ಡ್
C) Video tape | ವೀಡಿಯೋ ಟೇಪ್
D) Printer | ಪ್ರಿಂಟರ್

162. Which one is an input device? | ಇನ್ಪುಟ್ ಸಾಧನ ಯಾವುದು?

- A) Speaker | ಸ್ಪೀಕರ್
B) Monitor | ಮಾನಿಟರ್
C) Printer | ಪ್ರಿಂಟರ್
D) Joystick | ಜಾಯ್ಸ್ಟಿಕ್

163. What are the key elements of a resume?

- A) Education B) All of these
C) Career objective D) Personal information

164. Tutor asked his student whether he knew to use Windows? How should the student answer?

- A) I will know B) Done
C) Yes, I know how to use Windows
D) Yup

165. Workplace is a place where employees from different backgrounds are hired. They work in a safe and respectful environment. This is an example of _____.

- A) Discrimination B) Bad workplace management
C) Workplace bullying D) Diversity

166. Regular payment made by the employer to the employee is ____.

- A) Debt B) Salary
C) Loan D) Appraisal

167. Entrepreneurs learn from their success as well as their _____. |

- A) Failures B) Friends
C) Profit D) Business Pitch

168. English is a _____ language.

A) Night
C) Common

B) Evening
D) Day

A) E4
C) D4

B) B4
D) 4D

169. Nagma has an important job interview tomorrow. What should she do to prepare for her interview?

- A) Wear casual clothes to feel comfortable
C) Arrive late to show she is busy
B) Talk only about her personal life
D) Research the company & prepare questions to ask

170. What is the default name of newly created folder in windows? | ವಿಂಡೋಗಳಲ್ಲಿ ಹೊಸದಾಗಿ ರಚಿಸಲಾದ ಫೋಲ್ಡರ್‌ನ ಡೀಫಾಲ್ಟ್ ಹೆಸರು ಏನು?

- A) Folder | ಫೋಲ್ಡರ್
C) New | ಹೊಸದು
B) New folder | ಹೊಸ ಫೋಲ್ಡರ್
D) Blank | ಖಾಲಿ

171. Which is not a type of non-verbal communication ?

- A) Eye-contact
C) Hand movements
B) Facial expression
D) E-mail

172. Geetha has just completed her education. She joined a basic English course to improve her ____skills.

- A) Technical
C) Communication
B) Problem solving
D) Digital

173. How can teachers use AI tools? | ಶಿಕ್ಷಕರು AI ಪರಿಕರಗಳನ್ನು ಹೇಗೆ ಬಳಸಬಹುದು?

- A) To ring bells | ಗಂಟೆಗಳನ್ನು ಬಾರಿಸಲು
C) To close shops | ಅಂಗಡಿಗಳನ್ನು ಮುಚ್ಚಲು
B) To give feedback | ಪ್ರತಿಕ್ರಿಯೆ ನೀಡಲು
D) To lock doors | ಬಾಗಿಲುಗಳನ್ನು ಲಾಕ್ ಮಾಡಲು

174. Gopi is always willing to learn and improve in his work. He has a ____?.

- A) Growth mindset
C) Fixed mindset
B) Marksheet
D) Certificate

175. Why is a market scan conducted?

- A) To understand customer needs
C) To check what the competitors are offering
B) All of these
D) To explore how to grow the business

176. Smitha needs to sell a mobile phone. She is writing down the advantages and benefits of the different phones. She is writing a ____?.

- A) Bill
C) FAB statement
B) Financial statement
D) Service statement

177. What is the cell address of 4th row and 4th column? | 4 ನೇ ಸಾಲು ಮತ್ತು 4 ನೇ ಕಾಲಮ್‌ನ ಸೆಲ್ ವಿಳಾಸ ಯಾವುದು?

178. Mohit wants to move from one cell to another. He can do that by using the ____? on the keyboard.

- A) A1,B1.C1 ...
C) Arrow keys
B) Ctrl+Z
D) Ctrl+B

179. Online banking is also called ____.

- A) Net banking
C) Self banking
B) Office banking
D) Home banking

180. Laws related to activities on the internet are called ____.

- A) Criminal laws
C) Environment protection laws
B) Labour laws
D) Cyber laws

181. Forms of verbal communication are ____.

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

182. Communication that involves exchanging information without use of words is called _____. | ಪದಗಳ ಬಳಕೆಯಿಲ್ಲದೆ ಮಾಹಿತಿಯನ್ನು ವಿನಿಮಯ ಮಾಡಿಕೊಳ್ಳುವ ಸಂವಹನವನ್ನು _____ ಎಂದು ಕರೆಯಲಾಗುತ್ತದೆ

- A) pictorial communication | ಚಿತ್ರಾತ್ಮಕ ಸಂವಹನ
C) written communication | ಲಿಖಿತ ಸಂವಹನ
B) non verbal communication | ಅಲ್ಲಮೌಖಿಕ ಸಂವಹನ
D) verbal communication | ಮೌಖಿಕ ಸಂವಹನ

183. Distance between yourself and the other person is called ____.

- A) Close
C) Relationship
B) Spatial distance
D) Informal

184. The word funding means ____.

- A) Saving and Spending
C) Money for shopping
B) Money to start a business
D) Bank account

185. What is Narrow AI? | ಕಿರಿದಾದ AI ಎಂದರೇನು?

- A) Talks like human | ಮನುಷ್ಯರಂತೆ ಮಾತನಾಡುತ್ತಾರೆ.
C) Can do anything | ಏನು ಬೇಕಾದರೂ ಮಾಡಬಹುದು
B) Can sleep | ಮಲಗಬಹುದು
D) Does one task well | ಒಂದು ಕೆಲಸವನ್ನು ಚೆನ್ನಾಗಿ ಮಾಡುತ್ತಾರೆ

186. _____ is a brief statement about purpose and principles of the constitution. | _____ ಸಂವಿಧಾನದ ಉದ್ದೇಶ ಮತ್ತು ತತ್ವಗಳ ಸಂಕ್ಷಿಪ್ತ ಹೇಳಿಕೆಯಾಗಿದೆ.

- A) Module | ಮಾಡ್ಯೂಲ್ B) The preamble | ಪೀರಿಕೆ
C) Syllabus | ಪಠ್ಯಕ್ರಮ D) Unit | ಘಟಕ

187. Listening is important to ____?the information given.

- A) understand B) disobey
C) forget D) overcome

188. Malini is attending her new school today. She introduces herself as ____.

- A) Hello everyone! B) What's up guys
C) Longtime everyone D) Good bye

189. Job search engines are also called ____.

- A) Shopping platforms B) Resume Builder
C) Play store D) Job portals

190. Loyal Customers are those who ____.

- A) Buy a product/a service for the first time B) Ask for more discount
C) Keep coming back to the same shop D) Hate the shop

191. For handling customer grievances, LEARN technique is _____. | ಗ್ರಾಹಕರ ಕುಂದುಕೊರತೆಗಳನ್ನು ನಿಭಾಯಿಸಲು, ಕಲಿಯುವ ತಂತ್ರ ಹೀಗಿದೆ _____

- A) Listen, Empathise, Apologize, React, Now B) Listen, Empathise, Accept, React, Now
C) Listen, Expert, Admit, React, Now D) Listen, Example, Apologize, Receive, Now

192. Paul is saving his Word document for a project. Which layout format should he use for official documents?

- A) Portrait B) Landscape
C) Undo D) Cut

193. Who can support Entrepreneurs by providing business schemes and loans at low interest rates?

- A) Banks B) Friends
C) Startup Investors D) Customers

194. Expansions of SMS is _____. | SMS ವಿಸ್ತರಣೆಗಳು _____

- A) Simple Message Service B) Short Message Service
C) Short Mail Service D) Simple Memo Service

195. Arun travels to school by bus. The action word in the sentence is ____.

- A) travels B) bus
C) school D) Arun

196. Prem has completed his fashion design course. Which of the following he must consider when choosing a career path?

- A) Ability B) All of these
C) Demands D) Trends

197. Green Jobs are important because_____.

- A) they pay more money B) they require no skill
C) they harm the environment D) they help protect the environment

198. The pronoun 'I' is used for _____.

- A) Many B) That
C) Other D) Myself

199. The secret to growing your business is to choose the right ____ to support your growth

- A) Team B) Friends
C) Clothes D) Family

200. Naina wants to take a few safety Measures on Social media. What does that refers to?

- A) Do not send a rude or mean comment B) Do not share information with unknown people
C) All of these D) Do not share personal information

201. 1 Byte = _____. | 1 ಬೈಟ್ = _____

- A) 2 bits | 2 ಬಿಟ್ಗಳು B) 4 bits | 4 ಬಿಟ್ಗಳು
C) 8 bits | 8 ಬಿಟ್ಗಳು D) 16 bits | 16 ಬಿಟ್ಗಳು

202. Which communication method should be used to share confidential information and documents in the workplace?

- A) Phone B) Email
C) Instagram D) WhatsApp

203. Product is an object that can be_____.

- A) Touched B) Used
C) Seen, Touched and Used D) Seen

204. Which one is a Do's in interview etiquette? | ಸಂದರ್ಶನ ಶಿಷ್ಟಾಚಾರದಲ್ಲಿ ಮಾಡಬೇಕಾದದ್ದು ಯಾವುದು?

- A) Lie about abilities to get job | ಆತ್ಮವಿಶ್ವಾಸದಿಂದಿರಿ B) Dress too casually | ತುಂಬಾ ಆಕಸ್ಮಿಕವಾಗಿ ಉಡುಗೆ
C) Too excessive in gesture | ಗೆಜ್ಜೆನಲ್ಲಿ ತುಂಬಾ ವಿಪರೀತವಾಗಿದೆ D) Be confident | ಆತ್ಮವಿಶ್ವಾಸದಿಂದಿರಿ

205. 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

206. Which one of the following options shows the synonyms for a word, we type in MS word? | ಈ ಕೆಳಗಿನ ಯಾವ ಆಯ್ಕೆಗಳು ಪದದ ಸಮಾನಾರ್ಥಕಗಳನ್ನು ತೋರಿಸುತ್ತವೆ, ನಾವು ಎಂಎಸ್ ಪದವನ್ನು ಟೈಪ್ ಮಾಡುತ್ತೇವೆ?

- A) Hyperlink | ಹೈಪರ್‌ಲಿಂಕ್ B) Spell check | ಸ್ಪೆಲ್ ಚೆಕ್
C) Style | ಸ್ಟೈಲ್ D) Thesaurus | ಥೆಸಾರಸ್

207. Which of these is NOT a question to ask alumni during guest lecture?

- A) What are your travel plans? B) How did you prepare yourself for a job/workplace?
C) How did you convince your parents/family to work? D) Did you relocate for your job? What were the main challenges?

208. Why is personal grooming important?

- A) It creates a positive first impression. B) It helps you feel confident.
C) All of these D) It shows self-discipline.

209. A good business idea for a young or new entrepreneur should be sustainable. This means_____.

- A) It is planned for the present and future business growth B) It has budget
C) It is easy to use D) It has many details

210. Which one is an exclamatory sentence? | ಆಶ್ಚರ್ಯಕರ ವಾಕ್ಯ ಯಾವುದು?

- A) What a beautiful house it is! B) Is it a beautiful house?
C) Your house is beautiful. D) It is a beautiful house.

211. Things that one loves to do are called _____.

- A) Interests B) Job
C) Work D) Abilities

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

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

213. When talking to our co-workers, we should not stand or sit _____ to them.

- A) too close B) In front of
C) opposite D) next to

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

- A) Develops boredom | ಬೇಸರವನ್ನು ಅಭಿವೃದ್ಧಿಪಡಿಸುತ್ತದೆ B) Develops creative problem-solving skill | ಸೃಜನಾತ್ಮಕ ಸಮಸ್ಯೆ ಪರಿಹರಿಸುವ ಕೌಶಲ್ಯವನ್ನು ಅಭಿವೃದ್ಧಿಪಡಿಸುತ್ತದೆ
C) Develops listening skill | ಕೇಳುವ ಕೌಶಲ್ಯವನ್ನು ಅಭಿವೃದ್ಧಿಪಡಿಸುತ್ತದೆ D) Builds confidence | ಆತ್ಮವಿಶ್ವಾಸವನ್ನು ಹೆಚ್ಚಿಸುತ್ತದೆ

215. Which one is a barrier to speaking? | ಮಾತನಾಡಲು ಯಾವುದು ತಡೆ?

- A) Nervousness | ನರ್ವಸ್ನೆಸ್ B) Lack of time | ಸಮಯದ ಅಭಾವ
C) Poor listening | ಕಳಪೆ ಆಲಿಸುವಿಕೆ D) Reluctant to read | ಓದಲು ಇಷ್ಟವಿರಲಿಲ್ಲ

216. How can AI suggest jobs? | AI ಉದ್ಯೋಗಗಳನ್ನು ಹೇಗೆ ಸೂಚಿಸಬಹುದು?

- A) By printing bills | ಬಿಲ್ಲುಗಳನ್ನು ಮುದ್ರಿಸುವ ಮೂಲಕ B) By scanning faces | ಫೇಸ್‌ಗಳನ್ನು ಸ್ಕ್ಯಾನಿಂಗ್ ಮಾಡುವ ಮೂಲಕ
C) By using the details you share | ನೀವು ಹಂಚಿಕೊಳ್ಳುವ ವಿವರಗಳನ್ನು ಬಳಸುವ ಮೂಲಕ D) From shopping list | ಶಾಪಿಂಗ್ ಪಟ್ಟಿಯಿಂದ

217. Costly things that are not essential for our survival are _____.

- A) Savings B) Money
C) Luxuries D) Needs

218. _____ is a way to understand the customer's needs and emotions by asking questions.

- A) Explaining B) Probing
C) Apologising D) Assuming

219. Women are soft-spoken and forgiving _____ | ಮಹಿಳೆಯರು ಮೃದು ಸ್ವಭಾವದವರು ಮತ್ತು ಕ್ಷಮಿಸುವ ಸ್ವಭಾವದವರು

- A) always true | ಯಾವಾಗಲೂ ನಿಜ B) gender stereotype | ಲಿಂಗ ಸ್ಟೀರಿಯೊಟೈಪ್
C) sometimes | ಕೆಲವೊಮ್ಮೆ D) always false | ಯಾವಾಗಲೂ ಸುಳ್ಳು

220. Mr. Johnson wants to employ an 8 year old girl for household work. In India, which fundamental right would not allow it?

- A) Right to information B) Right against exploitation
C) Right to freedom of religion D) Right to equality

221. Gopi spends his salary on movies, groceries, house rent and clothes. Where can he reduce his expenses to save some money?

- A) Clothes B) Movies

C) House rent

D) Groceries

A) Implement decision

B) Generate options

C) Performance

D) Identify problem

222. Cats is an example of ____word.

A) Plural

B) Opposite

C) Words

D) Singular

223. Scientists are warning us that the rise in earth's temperature causes _____.

A) Deforestation

B) Land sliding

C) Global warming

D) Pollution

224. ____is called the library of internet.

A) Search Engine

B) Software

C) Mouse

D) Hardware

225. What actions should be taken after getting to know customer suggestions/problems? | ಗ್ರಾಹಕರ ಸಲಹೆಗಳು/ಸಮಸ್ಯೆಗಳನ್ನು ತಿಳಿದುಕೊಂಡ ನಂತರ ಯಾವ ಕ್ರಮಗಳನ್ನು ತೆಗೆದುಕೊಳ್ಳಬೇಕು?

A) Ask, Solve | ಕೇಳಿ, ಪರಿಹರಿಸು

B) Ask, Act, Categorize | ಕೇಳಿ, ಕಾಯಿದೆ, ವರ್ಗೀಕರಿಸಿ

C) Ask, Followup | ಕೇಳಿ, ಅನುಸರಿಸಿ

D) Ask, Categorize, Act, Followup | ಕೇಳಿ, ವರ್ಗೀಕರಿಸಿ, ಕಾಯಿದೆ, ಅನುಸರಣೆ

226. The job interview is a discussion between ____and ____for mutual benefit.

A) teacher and student

B) friends and relatives

C) brother and sister

D) employee and employer

227. Having a clear idea of our personality including strengths, weaknesses, thoughts, beliefs, motivation, values etc is called _____. | ಸಾಮರ್ಥ್ಯಗಳು, ದೌರ್ಬಲ್ಯಗಳು, ಆಲೋಚನೆಗಳು, ನಂಬಿಕೆಗಳು, ಪ್ರೇರಣೆ, ಮೌಲ್ಯಗಳು ಇತ್ಯಾದಿಗಳನ್ನು ಒಳಗೊಂಡಂತೆ ನಮ್ಮ ವ್ಯಕ್ತಿತ್ವದ ಸ್ಪಷ್ಟ ಕಲ್ಪನೆಯನ್ನು ಹೊಂದಿರುವುದನ್ನು _____ ಎಂದು ಕರೆಯಲಾಗುತ್ತದೆ.

A) self awareness | ಸ್ವಯಂ ಅರಿವು

B) belief | ನಂಬಿಕೆ

C) threat | ಬೆದರಿಕೆ

D) myth | ಪುರಾಣ

228. RTI means_____.

A) Right to Inform

B) Right to Insurance

C) Right to Information

D) Road Transport Institute

229. Shilpa wanted to get her house cleaned before Diwali. On which portal can she book this service?

A) Swiggy

B) Zomato

C) Ola

D) Helpr

230. Which of the following is not a part of decision-making?

231. Simon's company calculated the income tax and paid on behalf of him. This is called ____?.

A) Interest

B) House rent allowance

C) TDS

D) NPS

232. An illegal activity committed on the internet is called _____. | ಅಂತರ್ಜಾಲದಲ್ಲಿ ಮಾಡಿದ ಕಾನೂನುಬಾಹಿರ ಚಟುವಟಿಕೆಯನ್ನು _____ ಎಂದು ಕರೆಯಲಾಗುತ್ತದೆ

A) search engine | ಸರ್ಚ್ ಎಂಜಿನ್

B) virus | ವೈರಸ್

C) cyber crime | ಸೈಬರ್ ಅಪರಾಧ

D) social networking | ಸಾಮಾಜಿಕ ಜಾಲತಾಣ

233. Keith recorded his interview as a video to understand his performance. This is also one of the methods to receive ____?.

A) Greetings

B) wishes

C) compliments

D) feedback

234. Shouting shows we are angry. Talking very slowly shows we are tired or sleepy. What part of non-verbal communication helps us understand this?

A) Hand movements

B) Tone of voice

C) Eye movements

D) Smile

235. Which investment is considered for deciding the status of manufacturing enterprises? | ಉತ್ಪಾದನಾ ಉದ್ಯಮಗಳ ಸ್ಥಿತಿಯನ್ನು ನಿರ್ಧರಿಸಲು ಯಾವ ಹೂಡಿಕೆಯನ್ನು ಪರಿಗಣಿಸಲಾಗುತ್ತದೆ?

A) Working capital | ಕಾರ್ಯವಾಹಿ ಬಂಡವಾಳ

B) Building and land | ಕಟ್ಟಡ ಮತ್ತು ಭೂಮಿ

C) Salary of employees | ನೌಕರರ ಸಂಬಳ

D) Plant and machinery | ಸಸ್ಯ ಮತ್ತು ಯಂತ್ರೋಪಕರಣಗಳು

236. What can make it difficult to communicate in the workplace?

A) Use of unfamiliar words

B) All of these

C) Language differences

D) Differences in communication styles

237. A mock interview is a ____job interview.

A) virtual

B) fun

C) practice

D) difficult

238. Exchange of ideas happen through _____.

A) Communication

B) Singing

C) Listening

D) Watching

239. What does SMART tips for internet safety stands for?

- A) Stay Safe Don't Meet up
Accepting Files Reliable Tell Someone
C) Stay Simple Meet Up
Acceptable Reachable Tell about yourself
B) None of these
D) Stay Simple Manageable
Attractive Reasonable Timely

240. What is the meaning of an entry level job? | ಪ್ರವೇಶ ಮಟ್ಟದ ಉದ್ಯೋಗದ ಅರ್ಥವೇನು?

- A) It is a starting or junior level job | ಇದು ಆರಂಭಿಕ ಅಥವಾ ಕಿರಿಯ ಹಂತದ ಕೆಲಸ
B) Security guard | ಭದ್ರತಾ ಸಿಬ್ಬಂದಿ
C) It helps to enter the office | ಇದು ಕಚೇರಿಯನ್ನು ಪ್ರವೇಶಿಸಲು ಸಹಾಯ ಮಾಡುತ್ತದೆ
D) Junior interior designer | ಜೂನಿಯರ್ ಇಂಟೀರಿಯರ್ ಡಿಸೈನರ್

241. Which one is a correct channel through which marketers can reach customers? | ಯಾವ ಮಾರುಕಟ್ಟೆದಾರರು ಗ್ರಾಹಕರನ್ನು ತಲುಪಬಹುದು ಸರಿಯಾದ ಚಾನಲ್?

- A) Manufacturer ® Customer
® Retailer
B) Manufacture® Retailer
Wholesaler ® Customer
C) Manufacturer ® Retailer
® Customer
D) Manufacturer ® Retailer
® Customer ® Wholesaler

242. Something is made of different types of units _____.
| ಯಾವುದೋ ವಿವಿಧ ರೀತಿಯ ಘಟಕಗಳಿಂದ ಮಾಡಲ್ಪಟ್ಟಿದೆ

- A) society | ಸಮಾಜ
B) unity | ಏಕತೆ
C) quality | ಸಮಾನತೆ
D) diversity | ವೈವಿಧ್ಯತೆ

243. Listening to Railway or Flight announcement, teacher's lecture comes under _____. | ರೈಲ್ವೆ ಅಥವಾ ವಿಮಾನ ಪ್ರಕಟಣೆಯನ್ನು ಆಲಿಸಿ, ಶಿಕ್ಷಕರ ಉಪನ್ಯಾಸವು _____ ಅಡಿಯಲ್ಲಿ ಬರುತ್ತದೆ

- A) appreciative listening | ಮೆಚ್ಚುಗೆಯ ಆಲಿಸುವಿಕೆ
B) comprehensive listening | ಸಮಗ್ರ ಆಲಿಸುವಿಕೆ
C) therapeutic listening | ಚಿಕಿತ್ಸಕ ಆಲಿಸುವಿಕೆ
D) critical listening | ವಿಮರ್ಶಾತ್ಮಕ ಆಲಿಸುವಿಕೆ

244. Select the example of a service from the options.

- A) Mobile Repair
C) Water Bottle
B) Chicken Kebab
D) Masala Dosa

245. Meena is using google meet for the first time. She can use the same login account details as her _____.

- A) Bank account
C) Gmail account
B) Zoho account
D) Amazon account

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

- A) Auto loan
B) Education loan

C) Personal loan

D) Home loan

247. When you send your resume through email, you are sending it in the form of _____. | ನೀವು ಇಮೇಲ್ ಮೂಲಕ ನಿಮ್ಮ ಪುನರಾರಂಭವನ್ನು ಕಳುಹಿಸಿದಾಗ, ನೀವು ಅದನ್ನು _____ ರೂಪದಲ್ಲಿ ಕಳುಹಿಸುತ್ತಿರುವಿರಿ.

- A) cookie advertisement | ಕುಕೀ ಜಾಹೀರಾತು
B) marked text | ಗುರುತು ಪಠ್ಯ
C) attachment | ಬಾಂಧವ್ಯ
D) drive | ಚಾಲನೆ

248. What does A in SMART stand for? | SMARTನಲ್ಲಿ A ಎಂದರೆ ಏನು?

- A) Awareness
C) Achievable
B) Ambitious
D) Action

249. Khan Academy is the most recommended website for _____.

- A) Job search
B) free online material on school subjects like economics, physics, algebra, etc.
C) Online meetings
D) learning a new language for free

250. The most effective way to get information is by

- A) Reading
C) Activity
B) Talking
D) Writing

251. What should you do with wrong AI output? | ತಪ್ಪಾದ AI ಔಟ್‌ಪುಟ್‌ನೊಂದಿಗೆ ನೀವು ಏನು ಮಾಡಬೇಕು?

- A) Shut the PC | PCಯನ್ನು ಮುಚ್ಚಿ
B) Paste it in book | ಅದನ್ನು ಪುಸ್ತಕದಲ್ಲಿ ಅಂಟಿಸಿ
C) Try better prompt | ಉತ್ತಮ ಪ್ರಾಂಪ್ಟ್‌ಪ್ರಯತ್ನಿಸಿ
D) Call police | ಪೊಲೀಸರಿಗೆ ಕರೆ ಮಾಡಿ

252. Which of the following tasks can be done using the internet?

- A) Create a digital resume and forward it to different companies
B) All of these
C) Learning new skills
D) Finding Information about job openings

253. NAPS provides apprenticeship training opportunities for a student who has completed ____ years.

- A) 18
C) 14
B) 10
D) 21

254. Something that is not accepted by someone is called _____.

- A) Success
B) Acceptance

C) Rejection

D) Failure

255. What is the shortcut key to save a file?

A) Ctrl+P

B) Ctrl+S

C) Ctrl+V

D) Ctrl+X

256. Conflict in workplace affects ____?

A) weather

B) salary

C) environment

D) ability to work

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

A) Goal

B) Dream

C) None of these

D) Desire

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

A) Resume

B) Certificates

C) All of these

D) ID cards

259. A person who works with us is called a ____?

A) Coworker

B) Relative

C) Friend

D) Family

260. In MS Word, you can change the text in the document to look different. This process is called ____?

A) Deleting

B) Saving

C) Printing

D) Formatting

261. Which shortcut key is used to underline the main headings of your resume? | ನಿಮ್ಮ ರೆಸ್ಯೂಮ್‌ನ ಮುಖ್ಯ ಶೀರ್ಷಿಕೆಗಳನ್ನು ಅಂಡರ್ಲೈನ್ ಮಾಡಲು ಯಾವ ಅರ್ಟ್‌ಕೆಟ್ ಕೀಯನ್ನು ಬಳಸಲಾಗುತ್ತದೆ?

A) Ctrl + B

B) Ctrl + X

C) Ctrl + L

D) Ctrl + U

262. What are the advantages of time management?

A) All of these

B) Complete tasks on time

C) Reduce stress

D) Achieve daily goals

263. What is a shortcut key for "Copy" command? | "Copy" ಆಜ್ಞೆಗೆ ಅರ್ಟ್‌ಕೆಟ್ ಕೀ ಯಾವುದು?

A) Ctrl + C

B) Ctrl + A

C) Ctrl + V

D) Ctrl + X

264. The interviewer asked Rahul to wait for a few days. What can Rahul do after few days?

A) Meet his friends

B) Give up his hope

C) Never call

D) Follow up with the employer on phone call or email

265. Symbols gives us information through ____.

A) Images

B) Words

C) Posters

D) Colours

266. Where is the power button located on a desktop computer?

A) On the Mouse

B) On the Speaker

C) On the CPU

D) On the Keyboard

267. Most of the government job calls will be in ____ format.

A) In person

B) Indirect

C) Paper format

D) Direct

268. Subir wants to celebrate all festivals at his workplace. This shows that he is ____.

A) Disciplined

B) Silent

C) Productive

D) Inclusive

269. Every complete sentence has ____.

A) 2 parts

B) 3 parts

C) 4 parts

D) 1 part

270. Which tool can help with resume writing? | ರೆಸ್ಯೂಮ್ ಬರೆಯಲು ಯಾವ ಸಾಧನ ಸಹಾಯ ಮಾಡುತ್ತದೆ?

A) ChatGPT | ಚಾಟ್‌GPT

B) YouTube | ಯೂಟ್ಯೂಬ್

C) Excel | ಎಕ್ಸೆಲ್

D) Paint | ಪೇಂಟ್

271. Effective communication is to both ____.

A) speak and listen well

B) learn well

C) speak well

D) see well

272. Which among these are not good manners while travelling by public transport? | ಸಾರ್ವಜನಿಕ ಸಾರಿಗೆಯಲ್ಲಿ ಪ್ರಯಾಣಿಸುವಾಗ ಇವುಗಳಲ್ಲಿ ಯಾವುದು ಉತ್ತಮ ನಡತೆ ಅಲ್ಲ?

A) Follow the instructions of the cabin manager | ಕ್ಯಾಬಿನ್ ವ್ಯವಸ್ಥಾಪಕರ ಸೂಚನೆಗಳನ್ನು ಅನುಸರಿಸಿ

B) Push back our seat without checking with the person on the back seat | ಹಿಂದಿನ ಸೀಟಿನಲ್ಲಿರುವ ವ್ಯಕ್ತಿಯನ್ನು ಪರಿಶೀಲಿಸದೆಯೇ ನಮ್ಮ ಆಸನವನ್ನು ಹಿಂದಕ್ಕೆ ತಳ್ಳಿರಿ

C) Be polite to fellow passengers and staff | ಸಹ ಪ್ರಯಾಣಿಕರು ಮತ್ತು ಸ್ಟಿಬ್ಬಂದಿಯೊಂದಿಗೆ ಸೌಜನ್ಯದಿಂದ ವರ್ತಿಸಿ

D) Speak in a low voice | ಕಡಿಮೆ ಧ್ವನಿಯಲ್ಲಿ ಮಾತನಾಡಿ

273. Disha wants to repay her loan. How can she do it without going to the bank?

A) Open bank account

B) Close account

C) Online transfer

D) Withdraw from ATM

274. Ethics means _____. | ನೀತಿಶಾಸ್ತ್ರ ಎಂದರೆ _____

- | | |
|---|--|
| A) not relevant to society ಸಮಾಜಕ್ಕೆ ಸಂಬಂಧಿಸಿಲ್ಲ | B) employability skills ಉದ್ಯೋಗ ಕೌಶಲ್ಯಗಳು |
| C) name of a city ಒಂದು ನಗರದ ಹೆಸರು | D) decide what is right and wrong for a human conduct ಮಾನವ ನಡವಳಿಕೆಗೆ ಯಾವುದು ಸರಿ ಮತ್ತು ತಪ್ಪು ಎಂದು ನಿರ್ಧರಿಸಿ |

275. What does the growth of a business depend on?

- | | |
|------------------------------|---|
| A) All of these | B) How you help customers |
| C) How you talk to customers | D) How you take feedback from customers |

276. Rekha takes care of all water-pipe fittings in her company. Which professional network can she be a part of?

- | | |
|----------------|---------------|
| A) Tailors | B) Plumbers |
| C) Beauticians | D) Carpenters |

277. What is the shortcut key for Undo?

- | | |
|-----------|-----------|
| A) Ctrl+U | B) Ctrl+Z |
| C) Ctrl+B | D) Ctrl+I |

278. Neena is born as a differently-abled person. Her teachers must treat her _____.

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

279. Caring for customers is key to growing your business. What does this mean?

- | | |
|-------------------------------------|--|
| A) Care for what customers want | B) Care for keys |
| C) Care for customers at their home | D) Care for customers when they are sick |

280. Which is not a type of communication?

- | | |
|---------------|------------|
| A) Written | B) Driving |
| C) Non-verbal | D) Verbal |

281. Deep learning finds _____ in data. | ಡೇಟಾದಲ್ಲಿ ಆಳವಾದ ಕಲಿಕೆಯ ಆವಿಷ್ಕಾರಗಳು _____.

- | | |
|---------------------|------------------------|
| A) Files ಫೈಲ್‌ಗಳು | B) Colors ಕಲರ್ಸ್ |
| C) Errors ದೋಷಗಳು | D) Patterns ಮಾದರಿಗಳು |

282. Describing words add more information to the ____.

- | | |
|-----------------|--------|
| A) Naming words | B) Bad |
| C) Numbers | D) Sad |

283. What is the shortcut key to copy a file?

- | | |
|-----------|-----------|
| A) Ctrl+X | B) Ctrl+P |
| C) Ctrl+S | D) Ctrl+C |

284. Same situation people should be treated in the same way _____. | ಅದೇ ಪರಿಸ್ಥಿತಿ ಇರುವವರನ್ನು ಅದೇ ರೀತಿ ನಡೆಸಿಕೊಳ್ಳಬೇಕು _____

- | | |
|--------------------|----------------------|
| A) society ಸಮಾಜ | B) unity ಏಕತೆ |
| C) status ಸ್ಥಿತಿ | D) equality ಸಮಾನತೆ |

285. An exclamatory sentence ends with the ____.

- | | |
|----------------------|-------------------------|
| A) Full stop (.) | B) Exclamatory mark (!) |
| C) Question mark (?) | D) Comma (,) |

286. To find list of Participants in a Zoom meeting, click on participants option on ____?of the screen.

- | | |
|--------------|---------------|
| A) Top | B) Bottom |
| C) Left Side | D) Right Side |

287. Now or never close, summary close and question close are 3 important ____.

- | | |
|-----------------------|-----------------------|
| A) Discount | B) Opening techniques |
| C) Closing Techniques | D) Probing techniques |

288. An introduction letter is a ____.

- | | |
|-----------------|-----------------|
| A) Leave Letter | B) Cover letter |
| C) E-mail | D) Resume |

289. Total cost is equal to ?

- | | |
|-----------------------------|-------------------------------|
| A) Variable Cost + Discount | B) Fixed Salary + ROI |
| C) Investment + Fixed Cost | D) Variable Cost + Fixed cost |

290. How should you respond to constructive feedback from someone?

- | | |
|--------------------------|--------------------------|
| A) Feel nervous | B) Listen and understand |
| C) Argue with the person | D) Ignore the feedback |

291. Which of these is not a positive word about your work?

- | | |
|----------------|-------------|
| A) Interesting | B) Exciting |
| C) Fun | D) Boring |

292. Product and service are two things that can be sold. Product is what can be seen, touched and used. Service is what we ____.

- | | |
|-------------------------------|----------------------------|
| A) Pay with Gpay | B) Buy from vegetable shop |
| C) Feel, Experience and Enjoy | D) Do not enjoy |

293. Conflict usually creates ____.

- | | |
|----------------------|----------------------|
| A) Negative emotions | B) Enjoyment |
| C) Happy emotions | D) Positive emotions |

294. 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) [http://www . india.gov.in/](http://www.india.gov.in/) B) <http://www . swayam.gov.in/>
C) All of these D) [https:/ myaadhaar.uidai. gov.in](https://myaadhaar.uidai.gov.in)

295. A customer who buys a product for the first time is a__?.

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

296. Sentences are_____.

- A) Verbs B) group of words with complete meaning
C) Letters D) Nouns

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

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

298. Everything that we do outside work is ____.

- A) Tuition B) Dislikes
C) Professional life D) Personal life

299. Karthik has joined a new company. His salary is Rs. 3 lakhs per year. This is his __salary.

- A) Net B) Basic
C) Gross D) Monthly

300. Where all deleted files will be stored? | ಅಳಿಸಲಾದ ಎಲ್ಲಾ ಫೈಲ್‌ಗಳನ್ನು ಎಲ್ಲಿ ಸಂಗ್ರಹಿಸಲಾಗುತ್ತದೆ?

- A) CD B) Personal folder | ವೈಯಕ್ತಿಕ ಫೋಲ್ಡರ್
C) Recycle bin | ರಿಸೈಕಲ್ ಬಿನ್ D) Official folder | ಅಧಿಕೃತ ಫೋಲ್ಡರ್