

# ITI Quiz - 02-Mar-2026

## 1PM

Q. ID: ITISKILL7403BM

March 2026

Trinity, College udhyavara udupi

Answer Key

Duration: 160 Mins

Total Marks: 50

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

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

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

- A) All of these
- B) Learn about the place and enroll in safety training programs
- C) Organize important documents and have a bank account for emergencies
- D) Confirm his job before moving

**Answer: A) All of these**

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

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

**Answer: A) All of these**

4. 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) Continuously check her phone and respond to messages
- D) Chat with her coworkers about non-work things

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

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

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

**Answer: D) To always be truthful**

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

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

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

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

**Answer: C) Taking credit for others' work**

8. Anita is going to the bank today to ask for a loan. She has prepared a business plan. Which of the following will make her business plan strong?

- A) Challenges her business might face along with solutions for them
- B) None of these
- C) Total cost of starting her business without any details
- D) Have only the idea and name of her business

**Answer: A) Challenges her business might face along with solutions for them**

9. What are some people related problems in a workplace?

- A) Communication problems
- B) All of these
- C) Not enough workers
- D) Workers don't know the tasks

**Answer: B) All of these**

10. Rohan has come up with an idea to improve his work using Design Thinking. What must he do next?

- A) Write down his idea and keep it safe
- B) Think of another idea
- C) Tell everyone about it
- D) Apply and test if it works

**Answer: D) Apply and test if it works**

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

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

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

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

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

**Answer: A) To find better job opportunities**

13. Venu does not know how to use the new machine. What should he do?

- A) Take a break and do it later.
- B) Ask for help and learn how to use the machine
- C) Leave the job.
- D) Stay silent till someone teaches him.

**Answer: B) Ask for help and learn how to use the machine**

14. A \_\_\_\_\_ helps gig workers find customers and provide services at a fixed charge.

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

**Answer: D) platform/app**

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

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

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

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

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

**Answer: C) Networking and relationship- building**

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

- A) To chat with friends about it.
- B) To impress the interviewer.
- 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.**

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

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

**Answer: D) Personal interests and hobbies**

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

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

**Answer: A) Resume, Course and Training Certificates**

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

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

**Answer: B) All of these**

21. If more workers know how to work, what will happen?

- A) Loss for the company
- B) Less work gets done
- C) More work gets done
- D) Confusion

**Answer: C) More work gets done**

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

**Answer: C) Adaptability**

23. Why should you reply to comments on YouTube?

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

**Answer: B) So viewers feel connected**

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

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

**Answer: D) Skill Centres**

25. Which of the following are good work habits?

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

**Answer: B) All of the above**

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

- A) All of these
- B) It helps Raj to engage with people interested in his work

- C) It allows people to see his carpentry skills and appreciate his expertise  
D) It may help Raj get more customers

**Answer: A) All of these**

27. Imagine you are starting a bakery business. What would you focus on first in your business plan?

- A) Planning how to advertise the bakery on social media  
B) Figuring out how the business will grow  
C) Selecting a catchy name for the bakery  
D) Calculating how much money you need to start the business

**Answer: D) Calculating how much money you need to start the business**

28. Simi is always trying out new ways to reuse the waste materials. She is the \_\_\_\_?

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

**Answer: A) Idea Person**

29. What is formal communication?

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

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

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

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

**Answer: D) To tell the company what the email is about**

31. Ranjit has a small bakery business. Using WhatsApp for Business can help Ranjit \_\_\_\_\_.

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

**Answer: A) quickly respond to customer orders and questions**

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

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

**Answer: C) To facilitate online learning and skill development**

33. What are green jobs?

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

**Answer: C) Jobs that conserve resources and help the environment**

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

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

**Answer: C) Taking action to solve the problem**

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

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

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

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

**Answer: B) All of these**

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

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

**Answer: A) All of these**

38. Ravi wants to make a new chair for his school using Design Thinking. What should he do first?

- A) Choose the colour of the chair  
B) Plan how to make the chair  
C) Test different chair designs  
D) Listen to what students want in a chair

**Answer: D) Listen to what students want in a chair**

39. Which of the following statements shows good teamwork?

- A) Keeping all ideas to yourself  
B) Ignoring others' ideas and opinions

C) Working together towards a common goal  
D) Criticizing teammates' efforts

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

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

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

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

**41.** 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) Select all the cities where jobs are available  
D) Ignore the job descriptions

**Answer: A) Match his skills with the job description**

**42.** An entrepreneurial mindset means to:

- A) Identify opportunities and use them for your benefit  
B) All of these  
C) Try different ways to solve problems  
D) Achieve your goal, without giving up

**Answer: B) All of these**

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

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

**Answer: B) Share the faster packing method with her team**

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

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

**Answer: A) Offer to help them with their tasks.**

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

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

**Answer: D) Explore the Skill Courses section**

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

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

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

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

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

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

**48.** In a manufacturing unit, the packaging process is taking longer than usual, causing delays in shipments. What should the workers do?

- A) Ignore the problem  
B) Complain to the management  
C) Continue packaging the same way  
D) Think of different ways to pack faster

**Answer: D) Think of different ways to pack faster**

**49.** Your friend suggests going for a picnic. She asks you to bring disposable plates and cups. Which of the following actions shows your commitment to a green mindset?

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

**Answer: B) Bring reusable plates and cups**

**50.** A green workplace\_\_\_\_\_.

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

**Answer: C) uses less paper and energy-saving lights**