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Score: 45/50 (90.00%)

Code: 2320

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

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

2. What is formal communication?

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

3. What is an example of formal written communication?

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

4. 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) Uh, I guess I can do a little bit of everything.
- C) My top three skills are problem-solving, teamwork, and attention to detail. (Correct)**
- D) I don't know, I never really thought about it.

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

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

6. Which of the following statements shows good teamwork?

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

7. An entrepreneurial mindset means to:

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

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

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

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

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

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

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

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

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

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

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

A) Doing paperwork
C) Networking and relationship- building

B) Doing manual work
D) Planning holidays
(Incorrect)

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

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

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

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

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

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

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

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

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

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

20. 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) Explore the Skill Courses section (Correct)

D) None of these

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

22. What are green jobs?

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

23. A green workplace _____.

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

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

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

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

26. 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
C) **To always be truthful (Correct)**
B) To use a fake name
D) To leave out important information

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

- A) **To be sure you can do the job well. (Correct)**
B) To chat with friends about it.

C) To impress the interviewer.

D) It is not important to check the skills required for a job.

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

A) Select all the cities where jobs are available (Incorrect)

B) Match his skills with the job description

C) Apply to all the jobs listed

D) Ignore the job descriptions

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

A) Birth certificate

B) Resume, Course and Training Certificates (Correct)

C) Address Proof

D) Photographs from childhood

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

A) Email cannot be sent without a subject line

B) To tell the company what the email is about (Correct)

C) To show he has good English skills

D) None of these

31. 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) Electrician Job Application

B) Applying for a New Job

C) Urgent Attention Needed

D) Application for Electrician Position - [Your Name] (Correct)

32. Why should you reply to comments on YouTube?

A) To get more videos

B) So viewers feel connected (Correct)

C) To use the internet

D) To get more friends

33. 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) It helps Raj to engage with people interested in his work

C) It may help Raj get more customers

D) All of these (Correct)

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

A) chat with friends

B) quickly respond to customer orders and questions (Correct)

C) watch baking tutorial videos

D) check status updates

35. 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 (Correct)

D) Post cooking videos

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

A) Staying calm, even in challenging situations

B) Accepting your mistakes

C) Paying close attention to what people say

D) All of these (Correct)

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

A) Taking credit for others' work (Correct)

B) Listening to teammates' ideas

C) Respecting different viewpoints

D) Willingness to help others

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

A) Planner

B) Doer

C) Idea Person (Correct)

D) Peacekeeper

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

A) Not completing tasks on time

B) People always trust you to do your job well (Correct)

C) Ignoring the needs of others

D) Not being honest with coworkers

40. 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) Adaptability

C) Conflict management (Incorrect)

D) None of these

41. 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) Keep working on your own tasks

C) Ask other team members for help and complete your coworker's task (Correct)

D) Complain your supervisor about the incomplete work task

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

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

43. Which of the following are good work habits?

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

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

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

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

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

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

A) Not enough workers

B) Workers don't know the tasks

C) Communication problems (Incorrect)

D) All of these

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

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

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

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

49. 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) Apply and test if it works (Correct)**
C) Tell everyone about it D) Think of another idea

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

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