

Duration: 30 Mins

Total Marks: 32

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

- A) Tell his coworkers that gossiping is inappropriate workplace behaviour
- B) Listen to the gossip
- C) Tell another coworker about the gossip
- D) Join the conversation and share his own opinion about the coworker

Answer: A) Tell his coworkers that gossiping is inappropriate workplace behaviour

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

- A) Makes people talk less
- B) Makes things more official at work
- C) Creates a strict environment at work
- D) Helps people work together better

Answer: D) Helps people work together better

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

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

Answer: D) Conflict and argument

4. You are at work, and a coworker asks for your support/help with a task. How would you respond informally?

- A) I can help, but seriously, you don't even know this much? What's the problem?
- B) Could you please submit a formal request via email?
- C) I am too busy right now. Ask someone else.
- D) Sure, I can help. What do you need?

Answer: D) Sure, I can help. What do you need?

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

- A) Long descriptions
- B) All of these
- C) Increasing the font size
- D) Dividing the text into shorter paragraphs

Answer: D) Dividing the text into shorter paragraphs

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

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

Answer: B) Contact information, educational details, skills and work experience

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

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

Answer: C) Writing an impressive cover letter

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

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

Answer: D) All of these

9. 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) Blaming others for the problem
- C) Taking action to solve the problem
- D) Ignoring the problem and hoping it goes away

Answer: C) Taking action to solve the problem

10. During a job interview, if you couldn't hear or understand a question, what would you say?

- A) Hey, can you repeat that? I wasn't paying attention
- B) Sorry! I didn't understand. Could you please repeat the question?
- C) I am lost. Can you say it again?
- D) Speak clearly and repeat the question.

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

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

- A) Good morning/ afternoon. I am Parmeet and I want to thank you for considering me for this role.
- B) Yo, I'm Parmeet. Let's get started!
- C) Hey there! I'm Parmeet, nice to meet you!
- D) Hi, I'm Parmeet. Thanks for having me!

Answer: A) Good morning/ afternoon. I am Parmeet and I

want to thank you for considering me for this role.

12. Imagine you are setting up a mobile repair shop. Which of the following is the most important for its success?

- A) Picking the right shop name
- B) Putting up flyers in the neighborhood
- C) Setting up the shop in a busy area
- D) Offering repair services at a higher price

Answer: C) Setting up the shop in a busy area

13. What is an example of formal written communication?

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

Answer: D) Writing an email to your manager

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

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

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

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

- A) Talking loudly on the phone
- B) Maintaining a clean workspace
- C) Interrupting others during meetings
- D) Being late to work regularly

Answer: B) Maintaining a clean workspace

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

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

Answer: C) All of these

17. If your coworkers don't agree with your project idea, what's a good way to handle it with an entrepreneurial mindset?

- A) Ask for feedback and make your idea better with their help
- B) Stop talking about it
- C) Stick to your idea without listening to others
- D) Give up on your idea

Answer: A) Ask for feedback and make your idea better with their help

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

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

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

19. What is workplace etiquette?

- A) Proper behavior in the workplace based on respect and professionalism
- B) Everyday manners outside of work
- C) None of these
- D) Casual behavior with colleagues

Answer: A) Proper behavior in the workplace based on respect and professionalism

20. What does it mean to think like a business person?

- A) Seeing problems as things to fix
- B) Only thinking about money
- C) Not liking change
- D) Being scared to try new things

Answer: A) Seeing problems as things to fix

21. Which of the following statements shows good teamwork?

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

Answer: D) Working together towards a common goal

22. You have started a new job at a company. During lunch break, you notice some coworkers chatting. How would you start an informal conversation with them?

- A) Ask about the TV shows/sports they like to watch/books they like to read or their weekend plans
- B) Ignore them and have your meal
- C) Ask about their salary
- D) Introduce yourself formally and inquire about their roles in the company

Answer: A) Ask about the TV shows/sports they like to watch/books they like to read or their weekend plans

23. What is 'informal communication'?

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

Answer: A) Casual conversations outside of official work arrangements

24. Pooja is applying for a Motor Mechanics position in an automobile company. What should she include in her cover letter?

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| A) Salary expectations | B) Her hobbies - cooking, gardening |
| C) Education details | D) Reasons why she is suitable for the role |

Answer: D) Reasons why she is suitable for the role

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

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|---------------------------------------|---|
| A) Maintain a clean workspace | B) Focus on tasks and avoid distractions from phone |
| C) Speak in a polite and clear manner | D) Tap repeatedly on the desk |

Answer: D) Tap repeatedly on the desk

26. Imli makes soaps and sells from her home. She wants to grow her business. What should she do?

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| A) Only sell to her neighbors | B) Talk to shopkeepers and build connections with them. |
| C) Wait for an opportunity to grow the business | D) Keep doing the same thing without any changes |

Answer: B) Talk to shopkeepers and build connections with them.

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

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| 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 |

Answer: D) All of these

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

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

Answer: C) Thank everyone in your group for helping.

29. An entrepreneurial mindset means to:

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

Answer: D) All of these

30. Ravi is working on a project with two other teammates. Which of these make him a good team player?

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| A) Thinking he can never make a mistake | B) Getting angry when others don't listen |
| C) Not listening to his teammates ideas and opinions | D) Sharing ideas to help the team work faster |

Answer: D) Sharing ideas to help the team work faster

31. What is formal communication?

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

Answer: A) Official communication following a set of rules

32. During a group project, one of your teammates is struggling to complete their assigned task. What should you do?

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| A) Offer to help and support them to complete their task | B) Ignore their struggle and focus on your own tasks |
| C) Complain to the teacher about their lack of contribution | D) Criticize them for not being efficient |

Answer: A) Offer to help and support them to complete their task