

Duration: 30 Mins

Total Marks: 75

Q.ID: ITISKILL7752RP

1. Krishna is a teacher, he wants to conduct classes online. Which of these devices can he use?

- A) Tablet
B) All of these
C) Laptop
D) Computer

Answer: B) All of these

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

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

Answer: C) Criticism

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

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

Answer: C) Click on ?Type here to search?

4. Probing for customer needs means ____.

- A) To give discount
B) To ask customers what they need
C) To celebrate with customers
D) Get angry with the customer

Answer: B) To ask customers what they need

5. Which of the following is not a step in problem solving?

- A) Divide problem into parts
B) Find solutions
C) Identify the problem
D) Set timer

Answer: D) Set timer

6. What kind of stress can lead to lifelong physical and mental health issues?

- A) Mid-term
B) Long-term
C) Short-term
D) Good stress

Answer: B) Long-term

7. Nisha loves cooking and she is good at dancing. Her ability is ____.

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

Answer: A) Dancing

8. A ____ is something you really want in life. You plan and

take the right actions to make it happen.

- A) Goal
B) None of these
C) Desire
D) Dream

Answer: A) Goal

9. Choose the mobile app form the following options.

- A) All of these
B) YouTube
C) LinkedIn
D) Facebook

Answer: A) All of these

10. 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) What
C) When
D) Who

Answer: D) Who

11. When discrimination is done to help someone in need, that is called ____ discrimination.

- A) situational
B) gender
C) negative
D) positive

Answer: D) positive

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

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

Answer: C) Transpersons

13. You are unable to share your message properly in an email. Which skill should you improve?

- A) Written communication
B) Playing
C) Reading
D) Speaking

Answer: A) Written communication

14. Vidya is single-handedly selling homemade pickles to her neighbors. Vidya is a/an ____.

- A) Entrepreneur
B) Self-employed person
C) Seller
D) Distributor

Answer: B) Self-employed person

15. Raj and Tej talk to each other only on the phone. What type of communication is this?

- A) Written communication B) Non-Verbal Communication
C) Verbal Communication D) Sign communication

Answer: C) Verbal Communication

16. 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) Naming words
C) His D) See

Answer: B) Naming words

17. A _____ is a short and effective presentation to describe the business.

- A) Business Pitch B) Return on Investment
C) Customer Analysis D) Communication

Answer: A) Business Pitch

18. Mani is a painter and he buys new brushes and tins for painting. What type of cost it is?

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

Answer: A) Fixed Cost

19. During criticism we must remain _____ and _____ to the person.

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

Answer: D) calm and listen

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

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

Answer: D) I respectfully disagree with what you are saying.

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

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

Answer: C) Time Management

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

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

Answer: C) MSME

23. 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 address
C) All of these D) Avoid sharing locations

Answer: C) All of these

24. Rehana faced a problem with her project. She is dealing with a problem with the right attitude. This is an example of-

- A) Positive attitude B) Technical skill
C) Scientific skill D) Negative attitude

Answer: A) Positive attitude

25. The _____ is a few words that quickly tell what the email is about.

- A) Compose B) Inbox
C) ID D) Subject

Answer: D) Subject

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

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

Answer: C) Green

27. Laws related to activities on the internet are called _____.

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

Answer: A) Cyber laws

28. 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 English
C) Speak in Hindi D) Scold people

Answer: B) Speak in English

29. _____ part of a business plan has details of money related details of the whole business.

- A) Costing B) Business Succession Plan
C) Product Details D) Customer Analysis

Answer: A) Costing

30. Sam opened a new shop. Which of these methods can he use to receive payments into his account?

- A) Library card B) Gift card
C) QR code D) Movie ticket

Answer: C) QR code

31. A diverse workplace increases _____.

- A) Workload B) Tension
C) Productivity D) Stress

Answer: C) Productivity

32. The _____ is what or whom a sentence is about.

- A) Subject B) Predicate
C) Object D) Verb

Answer: A) Subject

33. Ravi read job description which specified ?Familiarity with MS office?. What should he know?

- A) How to study B) How to use MS Office
C) How to get certification D) How to write an email

Answer: B) How to use MS Office

34. Add comma wherever it is necessary. After the meeting we will go out.

- A) After the meeting we will go out. B) After, the meeting, we will go out.
C) After the, meeting we will go, out. D) After the meeting, we will go out.

Answer: D) After the meeting, we will go out.

35. 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 listening B) Poor communication
C) Typing error D) Stress

Answer: B) Poor communication

36. Customers sharing their experience and opinion about a product is called _____.

- A) Customer ID B) Customer Feedback
C) Customer Support D) Customer Probing

Answer: B) Customer Feedback

37. Bindu has started a small auto repair shop. She is the only person managing the business. Which kind of business it is?

- A) Private Limited B) Sole Proprietorship
C) Partnership D) Multinational Unit

Answer: B) Sole Proprietorship

38. Green Jobs are important because _____.

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

Answer: D) they help protect the environment

39. What are the advantages of time management?

- A) Achieve daily goals B) Reduce stress
C) All of these D) Complete tasks on time

Answer: C) All of these

40. Jyothi learned that all the information is stored in 'web pages'. What is the role of web pages?

- A) 'Web pages' act as a library B) 'Web pages' act as a search engine
C) None of these D) 'Web pages' act as internet

Answer: A) 'Web pages' act as a library

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

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

Answer: C) Equally with care

42. _____ are the most convenient way to do something online.

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

Answer: D) Mobile apps

43. Ganesh greets his co-workers every day. He is trying to maintain _____ at work.

- A) his authority B) good relationships
C) power D) frustration

Answer: B) good relationships

44. English is a _____ language.

- A) Evening B) Night
C) Day D) Common

Answer: D) Common

45. Pragathi downloaded the bank app on her mobile. What should she not share with anyone?

- A) MPIN B) All of these
C) OTP D) Password

Answer: B) All of these

46. Which of the following is NOT a soft skill?

- A) Communication Skill B) Time Management
C) Goal Setting D) Carpentry

Answer: D) Carpentry

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

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

Answer: B) Develops boredom | ಬೇಸರವನ್ನು ಅಭಿವೃದ್ಧಿಪಡಿಸುತ್ತದೆ

48. Rita had to attend a group discussion on behalf of her company. What is she supposed to do before the meeting?

- A) Attend classes
B) Be prepared about the topic
C) Take leave
D) Attend party

Answer: B) Be prepared about the topic

49. Things or activities that we enjoy are ___?

- A) Likes
B) Negative
C) Dislikes
D) Emotions

Answer: A) Likes

50. How can a professional network support your career growth?

- A) By organizing social parties
B) By giving financial loans
C) By sharing knowledge and professional guidance
D) By offering free travel discounts

Answer: C) By sharing knowledge and professional guidance

51. Rajesh wants to save Rs. 6000 every year for his old age. How much should he save every month?

- A) 100
B) 50
C) 500
D) 6000

Answer: C) 500

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

Answer: A) <https:// myaadhaar.uidai.gov.in>

53. A customer who buys a product for the first time is a ___?

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

Answer: A) New customer

54. On a bank holiday, which of these methods cannot be used by Shahab for money transfer?

- A) Amazon pay
B) Deposit at the bank branch
C) Google pay
D) BHIM app

Answer: B) Deposit at the bank branch

55. Which of these is an e-learning portal?

- A) Bharat Skills Portal
B) ASEEM
C) NAPS portal
D) Netflix

Answer: A) Bharat Skills Portal

56. 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) resume | ಪುನರಾರಂಭ
B) job description | ಕೆಲಸದ ವಿವರ
C) job application | ಕೆಲಸದ ಅರ್ಜಿ
D) CV

Answer: B) job description | ಕೆಲಸದ ವಿವರ

57. In a business, the money involved in building a product is called _____.

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

Answer: C) Cost

58. What is the advantage of an Industry visit?

- A) Chance to talk to the family
B) Chance to talk to the experts
C) Chance to talk to the friends
D) Chance to talk to the teachers

Answer: B) Chance to talk to the experts

59. ___ questions give clear indication of the information the person wants to know.

- A) Closed questions
B) No
C) Wh-
D) Yes or No

Answer: C) Wh-

60. Which are the two skills needed for good career growth?

- A) Playing video games & cooking skills
B) Traveling & Shopping
C) Technical Skills & Employability Skills
D) Watching TV & Making friends

Answer: C) Technical Skills & Employability Skills

61. Rahim learns MS Office during his lunch break. This is an example of -

- A) Logical thinking
B) Online job
C) Over thinking
D) Time Management

Answer: D) Time Management

62. Customers' needs can be understood through _____.

- A) Selling
B) Customer Survey
C) Customer service
D) Talking to our family

Answer: B) Customer Survey

63. The process of manufacturing has changed due to technology and ____ development.

- A) Facilitation
B) Teaching
C) Training
D) Scientific

Answer: D) Scientific

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

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

Answer: C) District Industry Centres (DIC)

65. Self - Employment means _____.

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

Answer: B) Freelancing or running a business rather than working for an employer

66. _____ is a sales technique that aims to market additional products to the customers.

- A) Probing B) Cross selling
C) FAB D) Lying

Answer: B) Cross selling

67. Effective communication is to both _____.

- A) speak well B) see well
C) speak and listen well D) learn well

Answer: C) speak and listen well

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

- A) itself B) himself
C) myself D) herself

Answer: D) herself

69. Kishore's manager gave him positive and negative feedback. Kishore is feeling confused. What should he do next?

- A) All of these B) Try to understand the positive points given by his manager

C) Try to understand the negative points given by the manager
D) Calm down and think

Answer: A) All of these

70. Forms of verbal communication are _____.

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

Answer: C) Writing and Speaking

71. Which saving option would you choose to buy an expensive bike you have always wanted?

- A) Long term savings B) None of these
C) Emergency savings D) Goal savings

Answer: D) Goal savings

72. Location for the job means _____?

- A) Name B) Description
C) Place D) Title

Answer: C) Place

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

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

Answer: C) Education loan

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

- A) All of these B) ID cards
C) Resume D) Certificates

Answer: A) All of these

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

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

Answer: A) By pressing Ctrl and S on the keyboard