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Answer Key

Duration: 180 Mins

Total Marks: 100

Q.ID: ITISKILL7786CO

1. A poster presents information by using_____.

- A) Images and colours B) Exercise for practice
C) Story D) Novel

Answer: A) Images and colours

2. Cats is an example of ____word.

- A) Words B) Plural
C) Opposite D) Singular

Answer: B) Plural

3. Symbols gives us information through ____.

- A) Words B) Posters
C) Colours D) Images

Answer: D) Images

4. Every complete sentence has ____.

- A) 1 part B) 2 parts
C) 4 parts D) 3 parts

Answer: D) 3 parts

5. Smith! Would you like playing cricket or football this evening? If Smith likes to play both how will he answer? ____?playing any of them.

- A) I hate B) I won?t
C) I want D) I don?t mind

Answer: D) I don?t mind

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

- A) Don?t celebrate and start the next job. B) Thank everyone in your group for helping.
C) Say you did everything and don?t praise others. D) Blame the group for any errors.

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

7. Formal greetings are used in ____.

- A) Friends B) House
C) Workplace D) Family

Answer: C) Workplace

8. Action words are also called ____.

- A) Verbs B) Are

C) Center

D) Is

Answer: A) Verbs

9. Words that are used to name people, places, animals and things are ____.

- A) Person B) Table
C) Key D) Naming words

Answer: D) Naming words

10. They? is used when we want to refer to ____.

- A) She B) He
C) Many people D) Our

Answer: C) Many people

11. It is a ____?knife. Fill in the correct adjective.

- A) this B) sharp
C) and D) there

Answer: B) sharp

12. Kim fell from her bike yesterday. The action in the sentence is in_____?tense.

- A) Present B) Clear
C) Past D) Future

Answer: C) Past

13. Adjectives are ____words.

- A) Describing B) Finish
C) Sound D) Neutral

Answer: A) Describing

14. Yash bought a bag which had recycle symbol. What should he do when the bag is old?

- A) Should dispose it in recyclable items B) Put it in soil
C) Burn D) Throw it in the river

Answer: A) Should dispose it in recyclable items

15. ____greetings are used while speaking to friends and family.

- A) Formal B) No
C) Informal D) Due

Answer: C) Informal

16. When people from different states/ countries meet officially, ____?is the commonly used language to communicate with each other.

- A) English
- B) Latin
- C) Action
- D) Newspaper

Answer: A) English

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

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

Answer: B) Myself

18. Tom tries to read the name boards, advertisements and posters that are in English. This helps him to_____.

- A) Friends
- B) See
- C) Improve his English
- D) Play

Answer: C) Improve his English

19. 'The sea is blue'. In this sentence ____is an adjective.

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

Answer: C) blue

20. ____questions give clear indication of the information the person wants to know.

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

Answer: A) Wh-

21. What is workplace etiquette?

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

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

22. ____contact with the people we are speaking help us to communicate confidently.

- A) Nose
- B) Skin
- C) Ear
- D) Eye

Answer: D) Eye

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

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

Answer: A) Conflict and argument

24. Arun travels to school by bus. The action word in the sentence is _____.

- A) school
- B) Arun

- C) bus
- D) travels

Answer: D) travels

25. Bats fly during the night. In this sentence the word Bat is_____

- A) A cool word
- B) A Naming Word
- C) A boring word
- D) An action word

Answer: B) A Naming Word

26. 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

Answer: A) Hello everyone!

27. Sentences are_____.

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

Answer: D) group of words with complete meaning

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

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

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

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

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

Answer: C) All of these

30. Question always end with a ____?.

- A) Full stop .
- B) Question mark ?
- C) Exclamation mark !
- D) Comma ,

Answer: B) Question mark ?

31. Sita and I are friends. ____stays in Gandhi Bazar.

- A) A
- B) What
- C) She
- D) And

Answer: C) She

32. Dislikes are things towards which we have ____?.

- A) Interests
- B) Negative emotion

- C) Likes D) Positive emotion

Answer: B) Negative emotion

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

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

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

34. An exclamatory sentence ends with the ____.

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

Answer: C) Exclamatory mark (!)

35. Plural form of child is ____.

- A) Children B) Kid
C) Person D) Infant

Answer: A) Children

36. What is an example of formal written communication?

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

Answer: D) Writing an email to your manager

37. Rahul spends 30 minutes everyday watching news. He writes down few sentences about what is said. What is he trying to do?

- A) Practicing listening B) Practicing Movements
C) Practicing News D) None of these

Answer: A) Practicing listening

38. 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) Sure, I can help. What do you need?
C) I am too busy right now. Ask someone else. D) Could you please submit a formal request via email?

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

39. The police were questioning about his crime. What type of sentence is it?

- A) Interrogative (?) B) Declarative (.)
C) None of these D) Exclamatory (!)

Answer: B) Declarative (.)

40. Verbs tell the action of the ____.

- A) Act B) Naming words
C) Cow D) Change

Answer: B) Naming words

41. The beginning of a sentence should start with _____ letter

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

Answer: D) Capital

42. Ram was asked to measure his cupboard. It was 4 feet tall. Here feet means ____.

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

Answer: A) Measurement

43. People can hear the emotions and see our facial expression when we ____.

- A) Speak B) See
C) Taste D) Listen

Answer: A) Speak

44. I adore? phrase is used to express ____ of something.

- A) A strong admiration B) A bad feeling
C) A poor admiration D) A dislike

Answer: A) A strong admiration

45. The punctuation in a sentence makes the meaning _____? to understand.

- A) unclear B) think
C) clear D) ambiguous

Answer: C) clear

46. Singular naming words are used when ____ person, place or thing is present.

- A) One B) Few
C) Many D) More

Answer: A) One

47. Teacher Meena advised her students to write down 2 or 3 sentences when she explains the lesson. How does it help the students?

- A) Read B) Write
C) Recollect what she said D) Speak

Answer: C) Recollect what she said

48. Radha has learnt how to write a sentence. Which is the subject in this sentence?

- A) Radha B) Sentence
C) How D) Learnt

Answer: A) Radha

49. The correct order for a sentence is _____.

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

Answer: D) Subject, Verb, Object

50. What is formal communication?

- 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

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

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

Answer: C) Exclamatory (!)

52. Vinay visited the dentist because he was suffering from tooth ache. Dentist treats our teeth problems. In this sentence, which is the plural word?

- A) Teeth B) Vinay
C) Dentist D) Tooth

Answer: A) Teeth

53. English is a _____ language.

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

Answer: B) Common

54. A child was working in the computer lab which had many computers. The word 'computers' is in the _____ form.

- A) Plural B) Minimum
C) Less D) Maximum

Answer: A) Plural

55. Sanju met her cousin Keerti accidentally in a mall. How should she greet her?

- A) Take care! B) Thank you!
C) What are you doing here? D) Long time, no see!

Answer: D) Long time, no see!

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

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

Answer: A) Tap repeatedly on the desk

57. Sudha says, "I feel that these lights are too bright". What is she communicating?

- A) Idiom B) Opinion Phrase

- C) Question D) Answer

Answer: B) Opinion Phrase

58. 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) Hi, I'm Parmeet. Thanks for having me!
C) Yo, I'm Parmeet. Let's get started! D) Hey there! I'm Parmeet, nice to meet you!

Answer: A) Good morning/ afternoon. I am Parmeet and I want to thank you for considering me for this role.

59. Things or activities that we enjoy are ____.

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

Answer: C) Likes

60. When you ask someone something it is ____.

- A) Response B) Question
C) Answer D) Blank

Answer: B) Question

61. What is 'informal communication'?

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

Answer: D) Casual conversations outside of official work arrangements

62. 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

63. Which of these is an informal greeting?

- A) Good day B) Good morning
C) Good evening D) Hey

Answer: D) Hey

64. Pronouns (ex: he, she, her) can be used in the place of _____.

- A) Naming words B) Spellings
C) Adjective D) Verb

Answer: A) Naming words

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

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

Answer: A) Yes, I know how to use Windows

66. The most effective way to get information is by

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

Answer: B) Reading

67. Describing words add more information to the ____?

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

Answer: C) Naming words

68. Naming words are also called ____?

- A) Pronouns
B) Verbs
C) Action
D) Nouns

Answer: D) Nouns

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

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

Answer: C) Subject

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

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

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

71. A declarative sentence tells us some information or explanation. It ends with _____.

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

Answer: B) Full stop (.)

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

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

Answer: B) large

73. Comma is used to show a _____ within the sentence.

- A) Capital letter
B) Break
C) Full stop
D) Pair

Answer: B) Break

74. Naveen is fond of dogs, but Sheetal hates dogs. In this sentence who likes dogs?

- A) Sheetal
B) Both Sheetal and Naveen
C) Dog
D) Naveen

Answer: D) Naveen

75. Emotions can be expressed through your ____.

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

Answer: C) Voice

76. Listening is important to _____ the information given.

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

Answer: D) understand

77. 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: A) After the meeting, we will go out.

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

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

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

79. We can learn English by ____?

- A) Playing
B) Reading newspaper
C) Cooking
D) None of these

Answer: B) Reading newspaper

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

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

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

81. 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

82. Ramesh is working in Chennai. ____likes the office environment.

- A) It B) What
C) He D) That

Answer: C) He

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

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

Answer: A) Writing an impressive cover letter

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

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

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

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

Answer: A) Maintaining a clean workspace

86. Using Internet is easy if we learn ____?.

- A) Science B) English
C) Maths D) Sports

Answer: B) English

87. 'It is going to be a sunny day tomorrow'. The action in this sentence is in _____ tense.

- A) Date B) Future
C) Past D) Day

Answer: B) Future

88. Choose the correct sentence.

- A) Runs on the road cat. B) The cat runs on the road.
C) The road runs on cat. D) Cat road runs.

Answer: B) The cat runs on the road.

89. Raj was driving towards Mysore. On the way he found few arrows marked next to Mysore on the board. What does it suggest ?

- A) Direction B) Way
C) Map D) None of these

Answer: A) Direction

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

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

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

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

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

Answer: A) Helps people work together better

92. Which of the following statements shows good teamwork?

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

Answer: A) Working together towards a common goal

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

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

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

94. Vinutha was questioned whether she has completed her degree in an interview. How should she respond stating that she has completed?

- A) No B) Completed my degree
C) Yes, I have completed my degree D) Yes

Answer: C) Yes, I have completed my degree

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

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

Answer: D) All of these

96. We should ____?instructions in the classroom.

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

Answer: A) listen to

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

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

Answer: B) Tell his coworkers that gossiping is inappropriate

workplace behaviour

98. Sita wanted to ask Nina about her summer plan. Choose the correct answer.

- A) Nina, what is your summer plan?
B) Nina is your plan.
C) What Nina asked?
D) None of these

Answer: A) Nina, what is your summer plan?

99. Effective communication is to both ____.

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

Answer: B) speak and listen well

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

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

Answer: C) Dividing the text into shorter paragraphs