

# ITI Quiz - 25-Feb-2026

## 01:53 PM

Q. ID: ITISKILL82439D

February 2026

Answer Key

Duration: 30 Mins

Total Marks: 20

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

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

**Answer: A) Tap repeatedly on the desk**

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

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

**Answer: D) Helps people work together better**

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

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

**Answer: A) Conflict and argument**

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

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

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

5. Which of the following statements shows good teamwork?

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

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

6. 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) Speak clearly and repeat the question.
- C) I am lost. Can you say it again?
- D) Hey, can you repeat that? I wasn't paying attention

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

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

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

**Answer: D) Dividing the text into shorter paragraphs**

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

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

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

9. What is workplace etiquette?

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

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

10. 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) My top three skills are problem-solving, teamwork, and attention to detail.
- C) I don't know, I never really thought about it.
- D) I'm pretty good at a lot of things.

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

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

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

**Answer: B) Reasons why she is suitable for the role**

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

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

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

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

- A) Chat with her coworkers about non-work things  
B) Interrupt the speaker to share her thoughts  
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**

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

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

**Answer: B) Writing an impressive cover letter**

**15.** What is 'informal communication'?

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

**Answer: A) Casual conversations outside of official work arrangements**

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

- A) All of these  
B) Highlight skills and qualifications that match the job

- C) Check for spelling and grammar mistakes

- D) Ensure that the information provided is correct

**Answer: A) All of these**

**17.** 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) Introduce yourself formally and inquire about their roles in the company  
D) Ask about their salary

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

**18.** Which of the following are included in a resume?

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

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

**19.** Which of the following is considered appropriate workplace behavior?

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

**Answer: C) Maintaining a clean workspace**

**20.** 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**