

ITI Quiz - 25-Feb-2026

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Q. ID: ITISKILL82439D

February 2026

Question Paper

Duration: 30 Mins

Total Marks: 20

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Student Name: _____ Roll No: _____

1. Which of the following statements shows good teamwork?

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

C) Helps people work together better

D) Makes things more official at work

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- A) Makes people talk less
- B) Creates a strict environment at work

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

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

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

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

13. During a job interview, if you couldn't hear or understand

a question, what would you say?

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

14. What is an example of formal written communication?

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

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

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

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

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

17. 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

18. 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) I don't know, I never really thought about it.
- D) Uh, I guess I can do a little bit of everything.

19. 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) Complain to the teacher about their lack of contribution
- C) Ignore their struggle and focus on your own tasks
- D) Offer to help and support them to complete their task

20. What is workplace etiquette?

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