ITI Quiz ESK- 02-
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Q. ID: ITISKILL8292F8

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Trinity, College udhyavara udupi

Answer Key

Duration: 160 Mins   Total Marks: 50   **Q.ID: ITISKILL8292F8**

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1. Which of the following is a correct Gmail id?

A) xyz@ outlook.gmail   B) gmail@xyz

C) xyz@gmail   D) xyz@gmail. com

Answer: D) xyz@gmail. com

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2. A green workplace_____.

A) uses disposable items and plastic water bottles   B) keeps the lights on all the time

C) ignores waste separation and recycling   D) uses less paper and energy- saving lights

Answer: D) uses less paper and energy- saving lights

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3. Kirti attended a guest lecture. How can she use her mobile phone to understand the difficult words?

A) Cosmetics store app   B) Grocery app

C) Shopping app   D) Use a dictionary app

Answer: D) Use a dictionary app

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

A) Dancing   B) Cooking

C) Painting   D) Singing

Answer: A) Dancing

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5. Which among these is NOT a digital wallet?

A) PhonePe   B) Internet explorer

C) MobiKwik   D) Paytm

Answer: B) Internet explorer

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6. A hotel asked its customer's to fill customer satisfaction survey. What are they trying to do?

A) Advertise their hotel   B) Sell more hotels

C) Promote their hotel   D) Collect customer feedback

Answer: D) Collect customer feedback

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7. Preeti wants to find a video on pasta recipe. Which of the following mobile apps can she use for the same?

A) Email   B) Whatsapp

C) Mobile Banking   D) YouTube

Answer: D) YouTube

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8. Which of the following is not a part of decision-making?

A) Generate options   B) Performance

C) Implement decision   D) Identify problem

Answer: B) Performance

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9. What are the different steps in Design Thinking?

A) Listen, Choose, Plan, Try, Ask   B) Try, Create and Decide

C) Imagine, Decide, Create and Try   D) Imagine, Plan and Try

Answer: A) Listen, Choose, Plan, Try, Ask

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10. Words that are used to name people, places, animals and things are _____.

A) Key   B) Table

C) Naming words   D) Person

Answer: C) Naming words

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11. Ravi has the following habits. Which of these is a green practice?

A) Buying unnecessary items   B) Buying single- use plastic water bottles

C) Leaving lights and fans on when leaving a room   D) Carrying a cloth bag to buy groceries

Answer: D) Carrying a cloth bag to buy groceries

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

A) Hi, I'm Parmeet. Thanks for having me!   B) Hey there! I'm Parmeet, nice to meet you!

C) Good morning/ afternoon. I am Parmeet and I want to thank you for considering me for this role.   D) Yo, I'm Parmeet. Let's get started!

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

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13. _____opportunities can also be found during industry visit.

A) Playing   B) Cooking

C) Painting   D) Internship

Answer: D) Internship

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14. Which of the following websites is helpful in learning and career growth?

A) All of these   B) Codecademy

C) Khan Academy   D) Coursera

Answer: A) All of these

15. Emotions can be expressed through your ___.

A) Voice

B) Height

C) Weight

D) Situation

Answer: A) Voice

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16. You notice a coworker struggling with their workload. What should you do?

A) Laugh at their inability to manage their workload.

B) Report their struggles to the supervisor.

C) Offer to help them with their tasks.

D) Ignore their struggles and focus on your own work.

Answer: C) Offer to help them with their tasks.

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17. Clear communication leads to ____.

A) Faster work

B) Opposite work

C) Slow work

D) Different work

Answer: A) Faster work

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18. Now or never close, summary close and question close are 3 important ____.

A) Discount

B) Opening techniques

C) Probing techniques

D) Closing Techniques

Answer: D) Closing Techniques

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19. We can learn English by _____?.

A) Playing

B) Cooking

C) None of these

D) Reading newspaper

Answer: D) Reading newspaper

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20. Sonu wants to connect a device wirelessly to a computer. What technology can he use?

A) USB

B) Switch

C) Bluetooth

D) Wire

Answer: C) Bluetooth

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21. Venu includes a clear subject in his email. Why is that important?

A) To tell the company what the email is about

B) Email cannot be sent without a subject line

C) To show he has good English skills

D) None of these

Answer: A) To tell the company what the email is about

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22. The goal that someone plans to achieve within a year is called a_____.

A) Milestone

B) Steps

C) Desire

D) Long term goal

Answer: A) Milestone

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23. How does Market Scan help with running a business?

A) Helps understand about other similar business

B) Gives an idea about the customers

C) Helps in making the business plan

D) All of these

Answer: D) All of these

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24. _____is a tool that blocks unsafe pages when you are using a search engine.

A) Safe search

B) Web page

C) Google

D) Telegram

Answer: A) Safe search

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25. Sunita has collected some information from the internet and sorted it. What is the best way for her to share it with her team?

A) Tell everything she read in detail

B) Print all the information and give it to the team members.

C) Share only the main points clearly: Use simple words and pictures, if possible

D) Talk only about the bad websites

Answer: C) Share only the main points clearly: Use simple words and pictures, if possible

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26. SMART stands for _____.

A) Specific, Measurable, Achievable, Relevant, and Time-Bound.

B) Specific, Memorable, Achievable, Relevant, and Time-Bound.

C) Specific, Measurable, Archive, Relevant, and Time-Bound.

D) Specific, Measurable, Achievable, Relevant, and Trim

Answer: A) Specific, Measurable, Achievable, Relevant, and Time-Bound.

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27. Saif's college professor guided him to choose the right career path. He must show ___?to his guide.

A) Fear

B) Anger

C) Arrogance

D) Gratitude

Answer: D) Gratitude

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28. Mehul is making a plan for his business. Which of the following is NOT included in a business plan?

A) Startup costs

B) Future growth strategies

C) Personal interests and hobbies

D) Business idea

Answer: C) Personal interests and hobbies

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29. How can we save resources on our planet?

A) All of these

B) Use less electricity

C) Create less pollution

D) Use less plastic

Answer: A) All of these

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30. Women and men are often not paid the same salary for the same job. This is known as _____.

A) Nutrition gap   B) Learning gap
C) Gender gap   D) Gender pay gap

Answer: D) Gender pay gap

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31. The Indian government passed the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act in 2013. In simpler terms, it is also called _____?.

A) PPR   B) POSH
C) SOS   D) SHWW

Answer: B) POSH

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32. During criticism we must remain _____and _____to the person.

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

Answer: A) calm and listen

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33. Regular payment made by the employer to the employee is ___.

A) Debt   B) Loan
C) Salary   D) Appraisal

Answer: C) Salary

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34. _____is a sales technique that aims to market additional products to the customers.

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

Answer: D) Cross selling

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35. Shyam avoids the use of plastic and chemical fertilizers. He is practising a _____.

A) Busy lifestyle   B) Unhealthy lifestyle
C) Green lifestyle   D) Modern lifestyle

Answer: C) Green lifestyle

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

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

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37. Entrepreneurship means _____?.

A) Supporting a business person   B) Managing career
C) Starting a new career   D) Running your own business

Answer: D) Running your own business

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38. Which of the following is not a part of a desktop Computer?

A) Web Camera   B) Mouse
C) Antenna   D) Monitor

Answer: C) Antenna

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39. Imagine you are starting a bakery business. What would you focus on first in your business plan?

A) Calculating how much money you need to start the business   B) Planning how to advertise the bakery on social media
C) Selecting a catchy name for the bakery   D) Figuring out how the business will grow

Answer: A) Calculating how much money you need to start the business

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40. Which of these services can you find on platform-based job portals?

A) Beauty salon services   B) All of these
C) Home & Appliance Repair services   D) Cleaning services

Answer: B) All of these

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

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

Answer: B) Long-term

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42. Before sharing the information on social media THINK questions to be asked by oneself;

A) Is it True?   B) All of these
C) Is it Helpful?   D) Is it Necessary?

Answer: B) All of these

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43. What is the shortcut key for Print?

A) Ctrl+B   B) Ctrl+Z
C) Ctrl+P   D) Ctrl+U

Answer: C) Ctrl+P

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44. John wasn't selected for a job because he is a man. What type of discrimination is this?

A) Age discrimination   B) Education discrimination
C) Gender discrimination   D) Color discrimination

Answer: C) Gender discrimination

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

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

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

46. _____ cost increases or decreases depending on how much we produce or sell.

A) Variable   B) Maintenance

C) Fixed   D) Total

Answer: A) Variable

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47. Sam wants to learn computer coding skills for free and his friend has recommended_____ website for the same.

A) NPTEL   B) Duolingo

C) Codecademy   D) Khan Academy

Answer: C) Codecademy

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48. If you are trained as an electrician and want a job in Delhi, what should you type in the search box of a job portal?

A) Electrician job   B) Electrician training

C) Electrician jobs in Delhi   D) Delhi job

Answer: C) Electrician jobs in Delhi

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49. The time blocked for work is called a _____ technique.

A) Pomo   B) Doro

C) Domo   D) Pomodoro

Answer: D) Pomodoro

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50. Which is not a type of non-verbal communication ?

A) E-mail   B) Facial expression

C) Eye-contact   D) Hand movements

Answer: A) E-mail