

April 2026

Trinity ITI udyavara

Answer Key

Duration: 45 Mins

Total Marks: 50

Q.ID: ITISKILL8362QD

1. Choose the correct sentence.

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

Answer: A) The cat runs on the road.

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

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

Answer: D) calm and listen

3. Which of the following tasks can be done using the internet?

- A) Finding Information about job openings B) All of these
C) Create a digital resume and forward it to different companies D) Learning new skills

Answer: B) All of these

4. Question always end with a ____?

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

Answer: D) Question mark ?

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

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

Answer: C) Capital

6. When talking to our co-workers, we should not stand or sit _____ to them.

- A) next to B) too close
C) opposite D) In front of

Answer: B) too close

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

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

Answer: B) Written communication

8. Verbal communication is the use of _____.

- A) Maths B) Sign

- C) Words D) Images

Answer: C) Words

9. Letter is a form of _____ communication.

- A) Written B) Spoken
C) Non-verbal D) Telephone

Answer: A) Written

10. Post-covid we adopted the virtual world. Meeting that happens online through the internet are called as _____.

- A) Physical Meeting B) Offline Meeting
C) Online meeting D) None of these

Answer: C) Online meeting

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

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

Answer: B) Exclamatory (!)

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

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

Answer: B) Past

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

- A) school B) Arun
C) bus D) travels

Answer: D) travels

14. Using Internet is easy if we learn _____?.

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

Answer: B) English

15. You are scared to communicate with others. What are some ways to solve this problem?

- A) Find ways to improve & learn more about your weakness B) All of these

- C) Find your strengths about communication
D) Find your weakness about communication

Answer: B) All of these

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

Answer: A) All of these

17. Negative comments made about our action or performance is called _____.

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

Answer: D) Criticism

18. Which among these is a type of communication?

- A) All of these
B) Non-Verbal
C) Verbal
D) Visual

Answer: A) All of these

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

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

Answer: C) How to use MS Office

20. We can share our thoughts, ideas and feelings through _____?.

- A) Watching
B) Reading
C) Hearing
D) Communication

Answer: D) Communication

21. How should you respond to constructive feedback from someone?

- A) Argue with the person
B) Listen and understand
C) Feel nervous
D) Ignore the feedback

Answer: B) Listen and understand

22. Things or activities that we enjoy are _____?.

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

Answer: C) Likes

23. We should _____ instructions in the classroom.

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

Answer: D) listen to

24. At workplace, communication must follow the _____.

- A) Ideas
B) 6Cs
C) Close
D) Text

Answer: B) 6Cs

25. Vinod met his new manager at his workplace. He had to _____ himself first.

- A) Introduce
B) Praise
C) Appreciate
D) Thank

Answer: A) Introduce

26. What can make it difficult to communicate in the workplace?

- A) Use of unfamiliar words
B) All of these
C) Differences in communication styles
D) Language differences

Answer: B) All of these

27. Which of the following is used to send a copy of an email to another person without the main receiver of the email knowing?

- A) Subject
B) CC(Carbon Copy)
C) Attach file
D) BCC (Blind Carbon Copy)

Answer: D) BCC (Blind Carbon Copy)

28. Shwetha and Rakshit are coworkers. They are angry with each other because they have not completed a project properly. Which is a good way to resolve such conflicts in the workplace?

- A) Quit the job
B) Find different ways to solve the problem
C) File a police complaint
D) Ignore each other

Answer: B) Find different ways to solve the problem

29. We start communicating when we are _____.

- A) Adults
B) Old
C) Parents
D) Children

Answer: D) Children

30. Harsha has selected a single line of cells from top to bottom. She has selected a _____?.

- A) Page
B) Column
C) Row
D) Cell

Answer: B) Column

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

- A) 'Web pages' act as internet
B) 'Web pages' act as a search engine

- C) None of these
D) 'Web pages' act as a library

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

32. Harish made a call to the Senior manager in a company. How is he supposed to start the conversation?

- A) Greet the person
B) Purpose of call
C) Good bye
D) Thank the person

Answer: A) Greet the person

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

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

Answer: C) Naming words

34. 'Reg' in the letter means ____.

- A) Greetings
B) Regarding
C) Subject
D) Body

Answer: B) Regarding

35. ____ questions give clear indication of the information the person wants to know.

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

Answer: C) Wh-

36. The way we sit, our facial expression and body language show _____ communication.

- A) non- verbal
B) written
C) verbal
D) informal

Answer: A) non- verbal

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

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

Answer: B) Myself

38. Shouting shows we are angry. Talking very slowly shows we are tired or sleepy. What part of non-verbal communication helps us understand this?

- A) Tone of voice
B) Hand movements
C) Smile
D) Eye movements

Answer: A) Tone of voice

39. _____ is the software that is put in a computer so that one can use it.

- A) Software
B) App Store
C) Operating System
D) Settings

Answer: C) Operating System

40. _____ is at the top of the MS Word screen.

- A) Menu Bar
B) Space Bar
C) Taskbar
D) Scroll bar

Answer: A) Menu Bar

41. Anju wants to upskill herself in designing and stitching, which of the following portals will be relevant for the same?

- A) <http://www.igod.gov.in>
B) None of these
C) <http://www.swayam.gov.in/>
D) <http://www.india.gov.in/>

Answer: C) <http://www.swayam.gov.in/>

42. Verbs tell the action of the _____.

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

Answer: B) Naming words

43. Which of the following is the most common operating system?

- A) Router
B) Printer
C) MS Office
D) Windows

Answer: D) Windows

44. Every complete sentence has ____.

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

Answer: A) 3 parts

45. Dislikes are things towards which we have ____?

- A) Likes
B) Negative emotion
C) Positive emotion
D) Interests

Answer: B) Negative emotion

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

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

Answer: A) Declarative (.)

47. Ram is answering an interview question about his previous workplace. He didn't like his teammates. They argued a lot. Should he share this with the interviewer?

- A) Yes, why not!
B) Yes, he should blame his team- mates for all the problems.
C) Yes, he should discuss all the arguments in detail.
D) No, he should avoid speaking negatively about his teammates.

Answer: D) No, he should avoid speaking negatively about his teammates.

48. 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) All of these
- C) Avoid sharing locations
- D) Avoid sharing address

Answer: B) All of these

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

- A) Be prepared about the topic
- B) Attend classes

- C) Take leave
- D) Attend party

Answer: A) Be prepared about the topic

50. Argument or disagreement between two groups of people is called_____.

- A) Happiness
- B) Teamwork
- C) Conflict
- D) Fun

Answer: C) Conflict
