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Trinity iti Udupi

Question Paper

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Total Marks: 160

ID: ITISKILL8465CX

Student Name: _____ Roll No: _____

1. Good time management helps in improving _____ at work.

- A) Pressure B) Performance
C) Weakness D) Stress

2. Most of the government job calls will be in ___ format.

- A) Direct B) Indirect
C) In person D) Paper format

3. Formal greetings are used in _____.

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

4. Finding a solution to any problem is known as _____ skill.

- A) Decision-making B) Problem solving
C) Critical thinking D) Over thinking

5. The way we manage/solve the problem is called _____.

- A) Conflict resolution B) Positive attitude
C) Negative attitude D) Passion

6. Shyam and Ram applied for the same job. Shyam read the job description in detail and made note of important details. Who will know more about the company?

- A) Ram B) None of them
C) Shyam D) Both of them

7. Indian constitution is a set of _____ of our country.

- A) Languages B) Laws and rules
C) Tools D) Keys

8. 'The sea is blue'. In this sentence _____ is an adjective.

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

9. In today's world, _____ have become a basic skill requirement in many jobs.

- A) Acting skills B) Painting skills
C) Dancing skills D) Digital skills

10. The process of manufacturing has changed due to technology and _____ development.

- A) Teaching B) Training
C) Scientific D) Facilitation

11. When two or more people give their thoughts and views on a topic. It is called a _____.

- A) Reading B) Speaking
C) Group discussion D) Listening

12. Location for the job means _____?

- A) Title B) Description
C) Place D) Name

13. Soni is trying to fix the download problem on the laptop. She did not succeed on the first attempt. What should she do?

- A) Never solve the problem B) Try another way
C) Quit the task D) Quit the job

14. Bhanu creates 25 minutes task planner and never gets distracted during the blocked time. Which method does she follow?

- A) Calendar B) Timing
C) Blocktime D) Pomodoro

15. It is a _____?knife. Fill in the correct adjective.

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

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

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

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

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

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

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

19. I adore? phrase is used to express _____ of something.

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

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

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

21. Which of the following is not a step in problem solving?

- A) Divide problem into parts
- B) Find solutions
- C) Set timer
- D) Identify the problem

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

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

23. English is a _____ language.

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

24. Singular naming words are used when _____ person, place or thing is present.

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

25. What are Employability Skills?

- A) Skills for good communication
- B) Skills for playing video games
- C) Skills used only in sports
- D) Skills needed to be successfully employed

26. Things that one is good at doing are _____.

- A) Abilities
- B) Concerns
- C) Passion
- D) Interests

27. Alpan does yoga in the morning. He follows Youtube classes to motivate himself. This is an example of _____.

- A) Decision-Making
- B) Self-motivation
- C) Time Management
- D) Problem- Solving

28. Effective communication is to both _____.

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

29. Mr. Johnson wants to employ an 8 year old girl for household work. In India, which fundamental right would not allow it?

- A) Right to equality
- B) Right to freedom of religion
- C) Right against exploitation
- D) Right to information

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

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

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

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

32. An exclamatory sentence ends with the _____.

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

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

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

34. Geetha has just completed her education. She joined a basic English course to improve her _____ skills.

- A) Communication
- B) Digital
- C) Problem solving
- D) Technical

35. Regular assessment of skills is necessary for the growth of _____.

- A) Job
- B) Interview
- C) Skill
- D) Career

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

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

37. Rita found someone's wallet in the office. She gives it to the office manager. This shows that she is _____.

- A) non - judgemental
- B) honest & responsible
- C) kind
- D) open-minded

38. Latha's uncle works at the company where she has applied for a job. He offered to refer her for the position. What type of cover letter should Latha write to increase her chances of being considered for the job?

- A) Letter of absence
- B) Letter of interest

- C) Referral Cover Letter D) Leave letter

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

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

40. Revathi got a job offer out of her town. She decided to refuse the offer after listing the pros and cons. She followed _____ process.

- A) Conflict resolution B) Positive attitude
C) Negative attitude D) Decision- making

41. A person who respects and follows the law of a country is a _____.

- A) Businessman B) Bad Employee
C) Responsible Citizen D) Small Kid

42. Shilpa is applying for a job online. She sends her application by email. What is she supposed to mention in the subject line to make it easy for the employer to find her email?

- A) Education qualification B) Shilpa - Job Position
C) Shilpa - Age D) Pervious experience

43. The Constitution Of India is also called as _____.

- A) Bhartiya Samvidhan B) Bharatiya Academy
C) Novel D) Newspaper

44. Naming words are also called ____?

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

45. Rehana faced a problem with her project. She is dealing with a problem with the right attitude. This is an example of-

- A) Positive attitude B) Negative attitude
C) Scientific skill D) Technical skill

46. Ryan wants to speak to HR about his work. He should specify the name of his job, place of work and ____?

- A) Team mates B) Some information about his responsibilities
C) His needs D) Senior name

47. Values decide the _____ of a person.

- A) laptop B) character
C) system D) home

48. 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) Map
C) None of these D) Way

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

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

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

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

51. The correct order for a sentence is _____.

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

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

- A) Implement decision B) Identify problem
C) Performance D) Generate options

53. Plural form of child is_____.

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

54. Bats fly during the night. In this sentence the word Bat is _____

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

55. Verbs tell the action of the _____.

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

56. Listening is important to _____ the information given.

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

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

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

58. Addition of harmful smoke, gases and chemicals to the environment in large quantities is called _____

- A) Air B) Pollution
C) Storm D) Wind

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

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

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

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

61. ___ greetings are used while speaking to friends and family.

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

62. Question always end with a ___?

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

63. They? is used when we want to refer to _____.

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

64. 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) Dentist
- B) Tooth
- C) Vinay
- D) Teeth

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

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

66. 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) Speak
- D) Recollect what she said

67. Which of these is not a positive word about your work?

- A) Boring
- B) Interesting
- C) Fun
- D) Exciting

68. Neetu has excellent story telling skills. What type of intelligence is it?

- A) Word Smart
- B) Body Smart
- C) Picture Smart
- D) Logic Smart

69. We can learn English by _____?

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

70. ____ jobs help to reduce pollution, preserve the environment and the planet.

- A) Hardware
- B) Software
- C) Green
- D) Part-time

71. Steve?s mother told him that the mixer grinder is not working. What should be his first step in order to solve the problem?

- A) Identify the problem
- B) Throw it
- C) Complain
- D) Sell the mixer

72. Meena likes to learn music in her free time. It is one of her ____ to improve.

- A) Value
- B) Logics
- C) Weakness
- D) Interests

73. A poster presents information by using _____.

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

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

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

75. India is a Sovereign country. That means it can make its own _____.

- A) Money
- B) Rules and Decisions
- C) Election
- D) State

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

- A) Attend party
- B) Attend classes
- C) Be prepared about the topic
- D) Take leave

77. _____ is a way of thinking to solve a problem.

- A) Critical thinking
- B) Time Management
- C) Negative attitude
- D) Self confidence

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

79. Kim fell from her bike yesterday. The action in the

sentence is in _____?tense.

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

80. People can hear the emotions and see our facial expression when we _____.

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

81. Things or activities that we enjoy are ____?.

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

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

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

83. Which of the following is not a part of one's personality?

- A) Strengths
- B) Skin colour
- C) Weaknesses
- D) Beliefs

84. Scientists are warning us that the rise in earth's temperature causes _____.

- A) Pollution
- B) Deforestation
- C) Land sliding
- D) Global warming

85. Which of these is an advantage of learning online?

- A) Have shorter classes
- B) Make friends with classmates
- C) Learn anytime & anywhere
- D) No need to study

86. Choose the correct sentence.

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

87. Releasing chemicals, waste, plastics into the water is called _____.

- A) Sound pollution
- B) Land pollution
- C) Water Pollution
- D) Air pollution

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

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

89. Which are the two skills needed for good career growth?

- A) Traveling & Shopping
- B) Technical Skills & Employability Skills

- C) Watching TV & Making friends
- D) Playing video games & cooking skills

90. Ramesh is working in Chennai. _____likes the office environment.

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

91. It is not good to forward _____on social media.

- A) songs
- B) messages
- C) fake news
- D) greetings

92. Cats is an example of _____word.

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

93. The way we interact, manage and deal with our external environment is known as _____skills.

- A) Musical
- B) Teaching
- C) Technical
- D) Behavioural

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

- A) Idiom
- B) Opinion Phrase
- C) Answer
- D) Question

95. _____is one of the behavioral skills that is required to organize work efficiently and complete it on time.

- A) Time Management
- B) Dancing
- C) Painting
- D) Cooking

96. Bijo is not good at MS excel. With his hard work, he learns to overcome weaknesses and turn them into a_____.

- A) Belief
- B) Leader
- C) Strength
- D) Value

97. Choosing between two or more options is known as_____process.

- A) Scientific
- B) Technical
- C) Decision-making
- D) Manufacturing

98. Zeena wants to enroll for an e-learning course. The most important thing she needs is a_____.

- A) Pen
- B) Mobile phone or Computer
- C) Book
- D) Library card

99. Manu thinks about a problem well before making any decision. This is an example of;

- A) Self-motivation
- B) Logical thinking

C) Time Management

D) Critical thinking

C) a Referral

D) a Leave

100. Group discussion helps us ___?

A) have fun

B) create problems

C) argue

D) learn more and solve big problems

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

A) Plural

B) Maximum

C) Less

D) Minimum

101. Sita and I are friends. ___ stays in Gandhi Bazar.

A) She

B) And

C) What

D) A

111. 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.

102. Ram wants to start his own business. He is considering two options - opening an audio cassette shop or starting an online retail business. Which of these options would you suggest?

A) Video rental store

B) Audio cassette shop

C) Online retail

D) Anything is fine

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

A) Domo

B) Pomodoro

C) Doro

D) Pomo

103. Cutting down of trees for farming and housing purposes is called _____.

A) Afforestation

B) Forestation

C) Reforestation

D) Deforestation

113. 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) No, he should avoid speaking negatively about his teammates.

B) Yes, why not!

C) Yes, he should blame his team-mates for all the problems.

D) Yes, he should discuss all the arguments in detail.

104. Document which has details of a job is ___?

A) Letter

B) Job Description

C) Report

D) Resume

114. Green Jobs are important because_____.

A) they help protect the environment

B) they pay more money

C) they harm the environment

D) they require no skill

105. Which fundamental right allows us to freely visit a temple, church, or mosque for prayer?

A) Right to education

B) Right to freedom of religion

C) Right to equality

D) Right against exploitation

115. Which of the following options is an Employability Skill?

A) All of these

B) Digital Skills

C) Good Interview Skills

D) Good Communication Skills

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

A) Sentence

B) Radha

C) Learnt

D) How

116. Rahim learns MS Office during his lunch break. This is an example of -

A) Logical thinking

B) Online job

C) Over thinking

D) Time Management

107. What are the advantages of time management?

A) All of these

B) Complete tasks on time

C) Reduce stress

D) Achieve daily goals

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

A) Take care!

B) Long time, no see!

C) What are you doing here?

D) Thank you!

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

A) Put it in soil

B) Burn

C) Throw it in the river

D) Should dispose it in recyclable items

109. When you are interested in working for a company, you will write _____ letter

A) a Prospecting

B) an Application

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

she has completed?

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

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

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

120. Swaraj is looking for internet-based/data entry jobs. What is the most important skill he needs?

- A) Beautician skills
- B) Entrepreneuria I skills
- C) Wood cutting skills
- D) Basic computer skills

121. Every complete sentence has ____.

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

122. Action words are also called ____.

- A) Center
- B) Verbs
- C) Are
- D) Is

123. Sentences are _____.

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

124. Inability to do something well is one's ____.

- A) Weakness
- B) Strength
- C) Value
- D) Aspiration

125. If one is capable of finding solutions to problems, one will get better at ____.

- A) Self-motivation
- B) Painting
- C) Problem-solving
- D) Career

126. An employee is someone who_____.

- A) Goes to play
- B) Goes to school to study
- C) Works for a salary
- D) Does not work

127. Arun travels to school by bus. The action word in the sentence is ____.

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

128. Adjectives are ____words.

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

129. Which of these should not be used to express your opinion in a group discussion?

- A) I don?t quite agree
- B) It seems to me that
- C) In my opinion
- D) Listen to me

130. A person who makes a call_____

- A) Contacts
- B) Phase
- C) Caller
- D) Keypad

131. Phone call has __phases

- A) Middle
- B) Three
- C) End
- D) Different

132. The_____?is what or whom a sentence is about.

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

133. When we learn something online, it is called ____.

- A) Digital marketing
- B) Teaching
- C) Classroom learning
- D) E-learning

134. Mahesh and his team discussed about the steps to be followed to complete the project at the earliest. He was happy with the suggestions given by his teammates and granted to follow the same. How would he convey it?

- A) I don?t agree with your plan
- B) Don?t come here to talk
- C) I agree with your plan of action
- D) You must follow what I tell you

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

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

136. Which of these is an informal greeting?

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

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

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

138. Symbols gives us information through ____.

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

139. The most effective way to get information is by

- A) Writing
- C) Activity

- B) Reading
- D) Talking

- A) Wh-
- C) No

- B) Yes or No
- D) Closed questions

140. Which of these is an e-learning portal?

- A) ASEEM
- C) Bharat Skills Portal
- B) Netflix
- D) NAPS portal

141. A person who works with us is called a__?.

- A) Family
- C) Coworker
- B) Relative
- D) Friend

142. Malini is attending her new school today. She introduces herself as ____.

- A) Good bye
- C) What's up guys
- B) Longtime everyone
- D) Hello everyone!

143. Bindu receives a call from JJ company promoting a discount sale. She couldn't clearly hear the details. How is she supposed to ask the person to repeat the information?

- A) I don't know
- C) Could you please repeat?
- B) What is it?
- D) Speak loud

144. Gopi is always willing to learn and improve in his work. He has a____?.

- A) Marksheet
- C) Fixed mindset
- B) Growth mindset
- D) Certificate

145. An introduction letter is a ____.

- A) Resume
- C) Leave Letter
- B) Cover letter
- D) E-mail

146. When you ask someone something it is ____.

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

147. Ram works as a fitter in a company. He wants to upgrade his trade skills and employability skills in his free time. What should he do?

- A) Quit job
- C) Watch news
- B) Play sports
- D) Find courses: online or offline

148. If you work in a large & popular company, what type of information is good to share about the workplace?

- A) Type of job & Company name
- C) None of these
- B) Location
- D) Name of the workplace alone

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

150. Receiver is a person who ____the call.

- A) Dials
- C) Receives
- B) Blocks
- D) Rejects

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

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

152. We should ____?instructions in the classroom.

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

153. 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) His
- C) Naming words
- B) See
- D) That

154. Describing words add more information to the ____?.

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

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

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

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

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

157. Emotions can be expressed through your ____.

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

158. Values and ethics help us build good ____.

- A) studies
- C) rent
- B) games
- D) behavior

159. Job title is the name of ____.

- A) Summary
- C) Company name
- B) Company Job
- D) Role you join

160. Major changes took place in the manufacturing world with_____.

A) Industrial revolution

B) Milk revolution

C) Green revolution

D) White revolution
