

Duration: 90 Mins

Total Marks: 160

ID: ITISKILL8465CX

Student Name: _____ Roll No: _____

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

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

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

2. 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 B) That
C) Naming words D) See

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

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

3. What are Employability Skills?

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

11. They? is used when we want to refer to ____.

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

4. Things or activities that we enjoy are ____?

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

12. I adore? phrase is used to express ____ of something.

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

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

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

13. Adjectives are ____ words.

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

6. Things that one is good at doing are ____.

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

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

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

7. Zeena wants to enroll for an e-learning course. The most important thing she needs is a ____.

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

15. Question always end with a ____?

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

8. Formal greetings are used in ____.

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

16. An introduction letter is a ____.

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

9. An exclamatory sentence ends with the ____.

17. 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) Quit the job
C) Quit the task D) Try another way

18. Finding a solution to any problem is known as ____skill.

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

19. ____jobs help to reduce pollution, preserve the environment and the planet.

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

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

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

21. An employee is someone who_____.

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

22. The punctuation in a sentence makes the meaning_____?to understand.

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

23. Cats is an example of ____word.

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

24. English is a ____language.

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

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

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

26. Values decide the _____of a person.

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

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

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

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

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

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

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

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

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

31. Good time management helps in improving _____at work.

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

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

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

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

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

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

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

35. Symbols gives us information through _____.

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

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

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

37. Raj was driving towards Mysore. On the way he found few arrows marked next to Mysore on the board. What does it suggest ?

- A) Way
- B) None of these
- C) Direction
- D) Map

38. Which of these is an informal greeting?

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

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

- A) Doro
- C) Domo

- B) Pomodoro
- D) Pomo

- C) Reading

- D) Writing

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

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

41. Using Internet is easy if we learn ____?.

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

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

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

- A) Playing video games & cooking skills
- C) Traveling & Shopping
- B) Technical Skills & Employability Skills
- D) Watching TV & Making friends

44. It is a ____?knife. Fill in the correct adjective.

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

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

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

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

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

47. When you ask someone something it is ____.

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

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

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

49. The most effective way to get information is by

- A) Talking
- B) Activity

50. Sita and I are friends. ____stays in Gandhi Bazar.

- A) She
- C) What
- B) And
- D) A

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

- A) All of these
- C) Good Interview Skills
- B) Digital Skills
- D) Good Communication Skills

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

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

53. What are the advantages of time management?

- A) All of these
- C) Complete tasks on time
- B) Reduce stress
- D) Achieve daily goals

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

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

55. Releasing chemicals, waste, plastics into the water is called ____.

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

56. Receiver is a person who ____the call.

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

57. Location for the job means ____?.

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

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

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

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

60. 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) Referral Cover Letter
- C) Letter of interest
- D) Leave letter

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

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

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

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

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

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

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

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

65. A poster presents information by using _____.

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

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

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

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

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

68. 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) Technical skill
- D) Scientific skill

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

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

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

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

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

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

72. Effective communication is to both _____.

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

73. The _____? is what or whom a sentence is about.

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

74. We should _____? instructions in the classroom.

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

75. Values and ethics help us build good _____.

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

76. The way we interact, manage and deal with our external environment is known as _____ skills.

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

77. Most of the government job calls will be in _____ format.

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

78. 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) Both of them
- D) Shyam

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

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

80. Every complete sentence has _____.

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

81. 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.

82. Singular naming words are used when ____ person, place or thing is present.

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

83. People can hear the emotions and see our facial expression when we ____.

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

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

- A) Plural
B) Less
C) Maximum
D) Minimum

85. A person who works with us is called a ____?

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

86. Teacher Meena advised her students to write down 2 or 3 sentences when she explains the lesson. How does it help the students?

- A) Write
B) Recollect what she said
C) Read
D) Speak

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

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

88. Major changes took place in the manufacturing world with _____.

- A) Industrial revolution
B) White revolution
C) Milk revolution
D) Green revolution

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

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

- A) Beliefs
B) Weaknesses

- C) Strengths
D) Skin colour

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

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

92. 'The sea is blue'. In this sentence ____ is an adjective.

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

93. We can learn English by ____?

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

94. Job title is the name of ____.

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

95. Action words are also called ____.

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

96. Indian constitution is a set of ____ of our country.

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

97. Phone call has ____ phases

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

98. A person who makes a call _____

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

99. 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

100. The correct order for a sentence is _____.

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

101. Verbs tell the action of the ____.

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

102. Choosing between two or more options is known as _____ process.

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

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

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

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

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

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

106. 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) Take leave
- D) Be prepared about the topic

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

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

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

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

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

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

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

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

111. Ryan wants to speak to HR about his work. He should specify the name of his job, place of work and _____.

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

112. Sentences are _____.

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

113. Gopi is always willing to learn and improve in his work. He has a _____?

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

114. Inability to do something well is one's _____.

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

115. Ramesh is working in Chennai. _____ likes the office environment.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

124. The beginning of a sentence should start with _____letter

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

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

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

126. Wow! The flowers in the park are beautiful. This is a_____?sentence.

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

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

- A) Thank you! B) Take care!
C) What are you doing here? D) Long time, no see!

128. 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

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

- A) Radha B) Learnt
C) Sentence D) How

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

- A) Critical thinking B) Time Management

- C) Self-motivation D) Logical thinking

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

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

132. Plural form of child is_____.

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

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

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

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

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

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

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

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

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

137. Dislikes are things towards which we have ___?.

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

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

- A) Forestation B) Reforestation
C) Afforestation D) Deforestation

139. 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 information
C) Right to freedom of religion D) Right against exploitation

140. 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) Shilpa - Age
C) Shilpa - Job Position
- B) Previous experience
D) Education qualification

141. 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
C) Tooth
- B) Teeth
D) Vinay

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

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

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

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

144. 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.
C) Yes, he should discuss all the arguments in detail.
- B) Yes, why not!
D) Yes, he should blame his team- mates for all the problems.

145. When you are interested in working for a company, you will write _____letter

- A) an Application
C) a Referral
- B) a Leave
D) a Prospecting

146. Meena likes to learn music in her free time. It is one of her ____to improve.

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

147. Group discussion helps us ____?.

- A) have fun
C) learn more and solve big problems
- B) argue
D) create problems

148. Listening is important to ____?the information given.

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

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

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

150. Green Jobs are important because_____.

- A) they help protect the environment
C) they require no skill
- B) they pay more money
D) they harm the environment

151. Document which has details of a job is ____?.

- A) Letter
C) Job Description
- B) Report
D) Resume

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

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

- A) Time Management
C) Logical thinking
- B) Over thinking
D) Online job

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

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

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

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

156. ____greetings are used while speaking to friends and family.

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

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

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

158. Choose the correct sentence.

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

159. Emotions can be expressed through your ____.

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

160. Naming words are also called ___?

A) Pronouns

B) Action

C) Verbs

D) Nouns
