

Duration: 155 Mins

Total Marks: 50

Q.ID: ITISKILL85872H

1. How can users access the Skill India Digital Platform?

- A) Only through offline training centers
- B) Only on a specific type of device
- C) On computers, tablets, and phones
- D) Through a specialized learning app

Answer: C) On computers, tablets, and phones

2. Which of these situations shows people working well together as a team?

- A) One person doing all the work without any help from team members
- B) Two people arguing and not agreeing
- C) None of these
- D) A group sharing ideas and listening to each other

Answer: D) A group sharing ideas and listening to each other

3. When presenting your business plan, what can you do to help audience understand and believe in your product/service?

- A) Share overall business costs
- B) Tell a joke
- C) Repeat yourself multiple times
- D) Give demo of the product/ service

Answer: D) Give demo of the product/ service

4. What should you do before making a choice at work?

- A) All of these
- B) Listen to others? ideas and ask questions
- C) Look at all the details
- D) Take time to think and then choose

Answer: A) All of these

5. Which is an example of being open to learning in the workplace?

- A) Refusing to attend training sessions to improve technology skills
- B) Avoiding feedback from colleagues
- C) Ignoring advancements in technology
- D) Accepting and adapting to changes in work processes

Answer: D) Accepting and adapting to changes in work processes

6. Which of the following is an example of self - employment?

- A) Teaching subjects or skills as a personal tutor
- B) Working full- time at a company

- C) Driving for a taxi company
- D) Being a student at a university

Answer: A) Teaching subjects or skills as a personal tutor

7. What is formal communication?

- A) Casual chatting on social media
- B) Official communication following a set of rules
- C) All written communication
- D) Talking with friends and family

Answer: B) Official communication following a set of rules

8. What should you always remember when creating your profile on a job portal?

- A) To use a fake name
- B) To always be truthful
- C) To leave out important information
- D) To include skills required for the job, even if you don't have them

Answer: B) To always be truthful

9. Sultan is a skilled electrician. He is looking for platform based gig work that matches his skills. Which of the following platforms would be most suitable for Sultan to find job opportunities?

- A) Zoom for video calls
- B) Urban Company for offering home repair services
- C) Uber for driving people
- D) Amazon for selling products online

Answer: B) Urban Company for offering home repair services

10. If your first design doesn't work, what should you do?

- A) Give up on it
- B) Make something else
- C) Ask for feedback and try to improve
- D) None of these

Answer: C) Ask for feedback and try to improve

11. Rahul is applying for a job. Which of these documents should he attach to his job application email?

- A) Address Proof
- B) Birth certificate
- C) Photographs from childhood
- D) Resume, Course and Training Certificates

Answer: D) Resume, Course and Training Certificates

12. Which of the following behaviors is NOT a characteristic of a team player?

- A) Respecting different viewpoints
- B) Willingness to help others

- C) Taking credit for others? work
D) Listening to teammates? ideas

Answer: C) Taking credit for others? work

13. What is the main purpose of the Skill India Digital Platform?

- A) To facilitate online learning and skill development
B) To provide financial assistance for job seekers
C) To offer offline training programs
D) To promote international job opportunities

Answer: A) To facilitate online learning and skill development

14. What are green jobs?

- A) Jobs shared in green colours
B) Jobs that harm the environment
C) Jobs that conserve resources and help the environment
D) Jobs that ignore waste separation and recycling

Answer: C) Jobs that conserve resources and help the environment

15. When thinking of new ideas, why is it important to share ideas with others, even if they are not perfect?

- A) To impress others.
B) To show off your knowledge.
C) Talking can help make ideas better.
D) To make others feel included.

Answer: C) Talking can help make ideas better.

16. Imagine you want to learn about digital marketing. What should you do first on the Skill India Digital Platform ?

- A) Enroll in any course available
B) Search for job opportunities
C) Explore the Skill Courses section
D) None of these

Answer: C) Explore the Skill Courses section

17. 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) Delhi job
B) Electrician jobs in Delhi
C) Electrician training
D) Electrician job

Answer: B) Electrician jobs in Delhi

18. Shyam works at a beauty salon. Which of these things at Shyam's salon is NOT good for the environment?

- A) Using paper cups for tea and water
B) Disposing hair waste after haircuts in an environment friendly way
C) Using reusable gloves instead of single-use plastic ones
D) Using safe and biodegradable cleaning materials for the floor

Answer: A) Using paper cups for tea and water

19. Simi is always trying out new ways to reuse the waste

materials. She is the ____?

- A) Peacekeeper
B) Idea Person
C) Planner
D) Doer

Answer: B) Idea Person

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

Answer: A) Ask about the TV shows/ sports they like to watch/ books they like to read or their weekend plans

21. 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) Talk only about the bad websites
D) Share only the main points clearly: Use simple words and pictures, if possible

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

22. Which of the following are good work habits?

- A) Not giving up when something goes wrong
B) Staying calm when work is challenging
C) All of the above
D) Following workplace rules

Answer: C) All of the above

23. During a group project, one of your teammates is struggling to complete their assigned task. What should you do?

- A) Ignore their struggle and focus on your own tasks
B) Complain to the teacher about their lack of contribution
C) Offer to help and support them to complete their task
D) Criticize them for not being efficient

Answer: C) Offer to help and support them to complete their task

24. Arjun is applying for jobs on Naukri.com. Which of these should he do?

- A) Apply to all the jobs listed
B) Ignore the job descriptions
C) Select all the cities where jobs are available
D) Match his skills with the job description

Answer: D) Match his skills with the job description

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

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

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

26. What is an important future workplace skill for employees?

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|--|----------------------|
| A) Networking and relationship- building | B) Doing paperwork |
| C) Doing manual work | D) Planning holidays |

Answer: A) Networking and relationship- building

27. Venu is a fabric cutter. His team made a mistake in cutting cloth. What's a good way to handle it?

- | | |
|--------------------------------------|---------------------------------------|
| A) Get angry and scold his team | B) Blame the person who cut the cloth |
| C) Wait for someone else to solve it | D) Discuss and find a way to fix it |

Answer: D) Discuss and find a way to fix it

28. Why is it important to have a business plan before starting a business?

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|--|--|
| A) All of these | B) To identify potential challenges and risks |
| C) To attract investors and get a loan | D) To outline goals and set clear direction for growth |

Answer: A) All of these

29. If you face a problem in your community, which of the following entrepreneurial mindset traits would be most helpful?

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|---|--|
| A) Taking action to solve the problem | B) Blaming others for the problem |
| C) Ignoring the problem and hoping it goes away | D) Waiting until everything is perfect to do something |

Answer: A) Taking action to solve the problem

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

- | | |
|-----------------------------|-----------------------------------|
| A) Future growth strategies | B) Personal interests and hobbies |
| C) Business idea | D) Startup costs |

Answer: B) Personal interests and hobbies

31. What is a benefit of self-employment?

- | | |
|------------------------------------|------------------------------------|
| A) Directly earning from your work | B) Monthly salary payment |
| C) Fixed working hours | D) Limited control over your tasks |

Answer: A) Directly earning from your work

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

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|---|---------------------------------------|
| A) Makes people talk less | B) Helps people work together better |
| C) Creates a strict environment at work | D) Makes things more official at work |

Answer: B) Helps people work together better

33. Sneha plans to move to a different city for work. What things should she think about before making this decision?

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|--|---|
| A) If she can find a job that helps her learn and grow | B) If she can earn more money and save some too |
| C) How much it will cost to travel and live there | D) All of these |

Answer: D) All of these

34. What is a job portal?

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|---|--|
| A) A building where you go to find work. | B) A website where companies post jobs and people can search and apply for them. |
| C) A special room where job interviews happen online. | D) A place where you can play games and talk to friends. |

Answer: B) A website where companies post jobs and people can search and apply for them.

35. Ranjit has a small bakery business. Using WhatsApp for Business can help Ranjit _____.

- | | |
|---------------------------------|---|
| A) chat with friends | B) quickly respond to customer orders and questions |
| C) watch baking tutorial videos | D) check status updates |

Answer: B) quickly respond to customer orders and questions

36. During a job interview, Ramesh is asked to describe his top three strengths. Which of the following responses shows good formal communication?

- | | |
|---|---|
| A) I don't know, I never really thought about it. | B) I'm pretty good at a lot of things. |
| C) Uh, I guess I can do a little bit of everything. | D) My top three skills are problem- solving, teamwork, and attention to detail. |

Answer: D) My top three skills are problem- solving, teamwork, and attention to detail.

37. What does it mean to think like a business person?

- | | |
|------------------------------|-------------------------------------|
| A) Not liking change | B) Being scared to try new things |
| C) Only thinking about money | D) Seeing problems as things to fix |

Answer: D) Seeing problems as things to fix

38. Why is it important to think of new ways to solve problems?

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|------------------|---|-------------------------------|---|
| A) To waste time | B) It is unnecessary to try new things. | C) Maintain a clean workspace | D) Focus on tasks and avoid distractions from phone |
|------------------|---|-------------------------------|---|

- | | |
|--|---------------------------------|
| C) New ideas can make work easier or faster. | D) It is fun to try new things. |
|--|---------------------------------|

Answer: C) New ideas can make work easier or faster.

39. Sia is applying for the electrician position, how should she start her email to the company?

- | | |
|---|---|
| A) Start with a joke. | B) Begin with a clear subject line and a polite greeting. |
| C) Write a short story about her hobbies. | D) Attach her favorite photos. |

Answer: B) Begin with a clear subject line and a polite greeting.

40. What does working well together mean?

- | | |
|---|--------------------------------|
| A) All of these | B) Sharing ideas and listening |
| C) Offering to help when someone needs it | D) Finding solutions together |

Answer: A) All of these

41. While thinking about learning, what are the questions you can ask yourself?

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|----------------------------|---------------------------------------|
| A) How can I learn better? | B) Was it easy or difficult to learn? |
| C) All of these | D) What did I learn? |

Answer: C) All of these

42. Anita is going to the bank today to ask for a loan. She has prepared a business plan. Which of the following will make her business plan strong?

- | | |
|---|--|
| A) None of these | B) Have only the idea and name of her business |
| C) Challenges her business might face along with solutions for them | D) Total cost of starting her business without any details |

Answer: C) Challenges her business might face along with solutions for them

43. Rahul is moving to Qatar for work. What should he do to migrate safely?

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|---|---|
| A) Organize important documents and have a bank account for emergencies | B) All of these |
| C) Confirm his job before moving | D) Learn about the place and enroll in safety training programs |

Answer: B) All of these

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

- | | |
|---------------------------------------|-------------------------------|
| A) Speak in a polite and clear manner | B) Tap repeatedly on the desk |
|---------------------------------------|-------------------------------|

C) Maintain a clean workspace

D) Focus on tasks and avoid distractions from phone

Answer: B) Tap repeatedly on the desk

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

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|---------------------------------------|--|
| A) None of these | B) Email cannot be sent without a subject line |
| C) To show he has good English skills | D) To tell the company what the email is about |

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

46. Which of the following statements shows good teamwork?

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

Answer: D) Working together towards a common goal

47. In a manufacturing unit, the packaging process is taking longer than usual, causing delays in shipments. What should the workers do?

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|---|-------------------------------|
| A) Think of different ways to pack faster | B) Ignore the problem |
| C) Continue packaging the same way | D) Complain to the management |

Answer: A) Think of different ways to pack faster

48. Seema wants to become a gig worker. How can she find gig work opportunities?

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|---|--|
| A) Update her resume with her qualifications and skills | B) All of these |
| C) Find a suitable Gig platform | D) Connect with friends, people she might know and groups in her community |

Answer: B) All of these

49. What is 'informal communication'?

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|--|---|
| A) Official communication following a set of rules | B) Casual conversations outside of official work arrangements |
| C) Talking at official meetings | D) All verbal communication |

Answer: B) Casual conversations outside of official work arrangements

50. Raj is a talented carpenter. How can showing his work on YouTube help Raj?

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|--|--|
| A) It helps Raj to engage with people interested in his work | B) It allows people to see his carpentry skills and appreciate his expertise |
| C) All of these | D) It may help Raj get more customers |

Answer: C) All of these