January 2026

February 2026

MCQ test for Employability skills

Trinity ITI udyavara

Q. ID: ITISKILL8631RX

Question Paper

Student: Gloria
Score: 55/65 (84.62%)

Code: 3973

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

A) Latin
B) English (Correct)
C) Newspaper
D) Action

2. A child was working in the computer lab which had many computers. The word ?computers? is in the____form.

A) Less
B) Plural (Correct)
C) Minimum
D) Maximum

3. Action words are also called ____.

A) Center
B) Are
C) Verbs (Correct)
D) Is

4. 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. (Correct)
C) After the, meeting we will go, out.
D) After the meeting we will go out.

5. An exclamatory sentence ends with the ____.

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

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

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

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

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

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

A) Speak (Correct)
B) Listen
C) Taste
D) See

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

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

10. We should ____?instructions in the classroom.

A) learn
B) listen to (Correct)
C) forget
D) ignore

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

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

12. 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 (Correct)
D) Take leave

13. Phone call has ___phases

A) End
B) Middle
C) Different
D) Three (Correct)

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

A) Letter
B) Resume (Incorrect)
C) Job Description
D) Report

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

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

A) Green revolution
B) Milk revolution
C) Industrial revolution (Correct)
D) White revolution

17. Swaraj is looking for internet-based/data entry jobs. What

is the most important skill he needs?

A) Basic computer skills (Correct)
B) Entrepreneuria l skills
C) Beautician skills
D) Wood cutting skills

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

A) Logics
B) Interests (Correct)
C) Value
D) Weakness

19. Alpan does yoga in the morning. He follows Youtube classes to motivate himself. This is an example of_____.

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

20. _____is a way of thinking to solve a problem.

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

21. What are the advantages of time management?

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

22. Good time management helps in improving _____at work.

A) Weakness
B) Performance (Correct)
C) Stress
D) Pressure

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

A) Doro
B) Pomo
C) Pomodoro (Correct)
D) Domo

24. If one is capable of finding solutions to problems, one will get better at _____.

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

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

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

26. If one can use a computer and the internet comfortably. It is called _____?.

A) Sports Literacy
B) Digital Literacy (Correct)
C) Cultural Literacy
D) Language Literacy

27. In which of the following tasks, do we need digital literacy?

A) Finding information online
B) Creating a Resume
C) Communicatio n through emails
D) All of these (Correct)

28. Krishna is a teacher, he wants to conduct classes online. Which of these devices can he use?

A) Computer
B) Laptop (Incorrect)
C) Tablet
D) All of these

29. What does CPU stand for?

A) Cost per unit
B) Central power unit
C) Central Processing Unit (Correct)
D) Cutting power unit

30. _____is called as the brain of the computer.

A) Web Camera
B) Trackpad
C) Monitor
D) Central Processing Unit (Correct)

31. Nayan wants to search for a file quickly on his computer. What should he do?

A) Click on ?Type here to search? (Correct)
B) Search on Play Store
C) Restart the computer
D) Use Bluetooth

32. Nimal wants to transfer files from one location to another on her laptop. Which of the following actions can she take to do so?

A) Click on power off button
B) Select the file, press Ctrl X to cut and Ctrl V to paste it (Correct)
C) Click on escape button
D) Click on backspace button

33. _____is at the top of the MS Word screen.

A) Menu Bar (Correct)
B) Taskbar
C) Space Bar
D) Scroll bar

34. Joseph wants to make the letters in the words slant to one side. Which option should he use?

A) Bold
B) Italic (Correct)
C) Underline
D) Numbered List

35. Amira wants to underline the title of her document. Which shortcut key should she use?

A) Ctrl+S
B) Ctrl+B
C) Ctrl+U (Correct)
D) Ctrl+I

36. Which of the following are the top benefits of using the internet?

A) Speed of communication B) Safety

C) Access to information **D) All of these (Correct)**

---

37. We need an _____ and a search engine to access the information on the web.

A) Internet connection (Correct) B) Mouse

C) Data cable D) Key board

---

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

A) 'Web pages' act as a search engine (Incorrect) **B) 'Web pages' act as a library**

C) 'Web pages' act as internet D) None of these

---

39. Which of the following is a universal ID card?

A) Bank Credit card B) PAN Card

C) Aadhaar Card D) Employers ID card (Incorrect)

---

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

A) http:/www . swayam.gov.in / B) http: /www . igod.gov.in

C) http:/www . india.gov.in/ (Incorrect) D) None of these

---

41. Priya wants to apply for her Aadhaar Card as its an important document to be submitted while joining a new job. Which of the following government portals will be helpful for her?

A) http:/www . india.gov.in/ **B) https:/ myaadhaar.uidai. gov.in**

C) http:/www . swayam.gov.in/ D) All of these (Incorrect)

---

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

A) Whatsapp B) Email

C) YouTube (Correct) D) Mobile Banking

---

43. Which of the following is a voice- controlled digital assistant?

A) Alexa B) Siri

C) Google Assistant **D) All of these (Correct)**

---

44. For online meetings, you can share ___ for the people to join the meeting.

A) Personal mobile number B) Location

C) email id **D) Meeting Link or ID (Correct)**

---

45. Meena is using google meet for the first time. She can use the same login account details as her_____.

A) Amazon account B) Bank account

C) Gmail account (Correct) D) Zoho account

---

46. An employee is someone who_____.

A) Goes to school to study B) Does not work

C) Works for a salary (Correct) D) Goes to play

---

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

A) Watching TV & Making friends B) Traveling & Shopping

C) Playing video games & cooking skills **D) Technical Skills & Employability Skills (Correct)**

---

48. Gopi is always willing to learn and improve in his work. He has a_____?.

A) Fixed mindset B) Certificate

C) Growth mindset (Correct) D) Marksheet

---

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

A) Learn anytime & anywhere (Correct) B) Make friends with classmates

C) No need to study D) Have shorter classes

---

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

A) ASEEM (Incorrect) **B) Bharat Skills Portal**

C) NAPS portal D) Netflix

---

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

A) Acting skills **B) Digital skills (Correct)**

C) Painting skills D) Dancing skills

---

52. _____jobs help to reduce pollution, preserve the environment and the planet.

A) Software B) Hardware

C) Green (Correct) D) Part-time

---

53. Green Jobs are important because_____.

A) they help protect the environment (Correct) B) they harm the environment

C) they pay more money D) they require no skill

---

54. Geetha has just completed her education. She joined a basic English course to improve her _____skills.

A) Technical (Incorrect) B) Digital

C) Communication D) Problem solving

C) Tools   D) Languages

55. 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) Online retail (Correct)   B) Audio cassette shop

C) Anything is fine   D) Video rental store

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

A) fake news (Correct)   B) messages

C) greetings   D) songs

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

A) Businessman   B) Bad Employee

C) Responsible Citizen (Correct)   D) Small Kid

58. Rita found somone?s wallet in the office. She gives it to the office manager. This shows that she is _____.

A) open-minded   **B) honest & responsible (Correct)**

C) kind   D) non - judgemental

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

A) Bharatiya Academy   **B) Bhartiya Samvidhan (Correct)**

C) Novel   D) Newspaper

60. Indian constitution is a set of _____of our country.

A) Laws and rules (Correct)   B) Keys

61. 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 (Correct)   D) Right to information

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

A) Air   **B) Pollution (Correct)**

C) Wind   D) Storm

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

A) Reforestation   **B) Deforestation (Correct)**

C) Afforestation   D) Forestation

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

A) Deforestation   B) Land sliding

C) Pollution   **D) Global warming (Correct)**

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

A) Green lifestyle (Correct)   B) Modern lifestyle

C) Busy lifestyle   D) Unhealthy lifestyle