

Duration: 160 Mins

Total Marks: 118

Q.ID: ITISKILL8829ZA

1. Reema works at restaurant. She wants to give her manager ideas to make the restaurant follow green practices. Which of these ideas should she offer?

- A) All of these
- B) Delivering food in plastic packaging
- C) Providing lunch to the employees in disposable plates
- D) Using steel plates and cups

Answer: D) Using steel plates and cups

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

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

Answer: C) All of these

3. Mohammed needs a job. What types of resources can he find on the Skill India Digital Platform?

- A) Only eBooks and reading materials
- B) Financial services and government schemes
- C) Only job listings
- D) Courses, skill centers, job opportunities, and more

Answer: D) Courses, skill centers, job opportunities, and more

4. Which of the following is a formal introduction in a job interview?

- A) Hey there! I'm Parmeet, nice to meet you!
- B) Hi, I'm Parmeet. Thanks for having me!
- C) Yo, I'm Parmeet. Let's get started!
- D) Good morning/ afternoon. I am Parmeet and I want to thank you for considering me for this role.

Answer: D) Good morning/ afternoon. I am Parmeet and I want to thank you for considering me for this role.

5. Amit's team is feeling low because of a failed project. As a leader, what should he do?

- A) Scold them
- B) Ignore his team members
- C) Blame them for the failure
- D) Encourage learning from mistakes

Answer: D) Encourage learning from mistakes

6. You discover a mistake in your work that caused delays in

the project. What should you do?

- A) Tell your boss about the mistake
- B) Blame team members for the delay
- C) Wait for someone else to find out your mistake
- D) Ignore the mistake and continue working

Answer: A) Tell your boss about the mistake

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

- 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

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

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

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

9. 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) Print all the information and give it to the team members.
- B) Talk only about the bad websites
- C) Share only the main points clearly: Use simple words and pictures, if possible
- D) Tell everything she read in detail

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

10. What does having a green mindset mean?

- A) Caring for the environment and using resources wisely
- B) Using resources without considering sustainability
- C) Ignoring pollution and waste management
- D) Making choices that harm the environment

Answer: A) Caring for the environment and using resources wisely

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

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

Answer: B) Match his skills with the job description

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

- | | |
|------------------------------------|--|
| A) Working full- time at a company | B) Teaching subjects or skills as a personal tutor |
| C) Being a student at a university | D) Driving for a taxi company |

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

13. You are at work, and a coworker asks for your support/help with a task. How would you respond informally?

- | | |
|--|--|
| A) Could you please submit a formal request via email? | B) I am too busy right now. Ask someone else. |
| C) Sure, I can help. What do you need? | D) I can help, but seriously, you don't even know this much? What's the problem? |

Answer: C) Sure, I can help. What do you need?

14. When searching for new information on Google, why is it important to use the right words?

- | | |
|---|---|
| A) To make the screen brighter | B) To learn a new language |
| C) To change the color of the search page | D) To find correct and useful information |

Answer: D) To find correct and useful information

15. Priya works at a factory where she operates a packaging machine. When the machine suddenly stops working, Priya quickly finds another way to do her work. Which self-management skill does Priya use?

- | | |
|--------------------------|------------------|
| A) Honesty and Integrity | B) Adaptability |
| C) Conflict management | D) None of these |

Answer: B) Adaptability

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

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

Answer: B) Seeing problems as things to fix

17. Sanya has collected a lot of information from different websites for her new project. What should she do next to sort this information?

- | | |
|---|-------------------------------|
| A) Share all the information with her coworkers | B) Mix up all the information |
|---|-------------------------------|

- | | |
|---|---|
| C) Keep the information in separate folders | D) Read through the information and mark the important points |
|---|---|

Answer: D) Read through the information and mark the important points

18. Kalpana is migrating to Bangalore from Hubli for her new job. She has received the job offer letter. What should she do to migrate safely?

- | | |
|---------------------------------------|--|
| A) Believe everything brokers say | B) Always share her exact location on social media |
| C) Research about living in Bangalore | D) Buy gifts for her new neighbours |

Answer: C) Research about living in Bangalore

19. What is workplace etiquette?

- | | |
|--|-------------------------------------|
| A) None of these | B) Casual behavior with colleagues |
| C) Proper behavior in the workplace based on respect and professionalism | D) Everyday manners outside of work |

Answer: C) Proper behavior in the workplace based on respect and professionalism

20. To apply for a job, what is the next step after making an impactful resume?

- | | |
|---------------------------------------|---------------------------------------|
| A) Preparing for interview | B) Applying for the job |
| C) Writing an impressive cover letter | D) Sending the resume to the employer |

Answer: C) Writing an impressive cover letter

21. Which of the following is a self-management skill?

- | | |
|-----------------|---------------------------------|
| A) All of these | B) Honesty and Integrity |
| C) Commitment | D) Adaptability and Flexibility |

Answer: A) All of these

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

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

Answer: D) Using paper cups for tea and water

23. What is formal communication?

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

Answer: A) Official communication following a set of rules

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

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

Answer: C) All of these

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

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

Answer: B) Resume, Course and Training Certificates

26. 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) Accepting and adapting to changes in work processes
D) Ignoring advancements in technology

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

27. What is 'informal communication'?

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

Answer: B) Casual conversations outside of official work arrangements

28. Irfan needs a job. How can he prepare for the future of work ?

- A) Avoid learning new skills
B) Learn making reels and TikTok videos
C) Master internet skills
D) Avoid building professional relationships

Answer: C) Master internet skills

29. Which section of the Skill India Digital Platform helps users find physical training centers nearby?

- A) Job Exchange
B) Skill Courses
C) Skill Centres
D) Recommendations

Answer: C) Skill Centres

30. Imagine you are setting up a mobile repair shop. Which of the following is the most important for its success?

- A) Offering repair services at a higher price
B) Setting up the shop in a busy area
C) Picking the right shop name
D) Putting up flyers in the neighbourhood

Answer: B) Setting up the shop in a busy area

31. You are working on a team project with tight deadlines. Your coworker falls ill, leaving their portion of the work incomplete. What should you do?

- A) Criticise your coworker for not completing his work
B) Keep working on your own tasks
C) Complain your supervisor about the incomplete work
D) Ask other team members for help and complete your coworker's task

Answer: D) Ask other team members for help and complete your coworker's task

32. Ravi has the following habits. Which of these is a green practice?

- A) Buying single-use plastic water bottles
B) Carrying a cloth bag to buy groceries
C) Buying unnecessary items
D) Leaving lights and fans on when leaving a room

Answer: B) Carrying a cloth bag to buy groceries

33. You are working on something difficult, but it's not going well. What should you do?

- A) Get upset and quit trying.
B) Take a break and give up.
C) Keep trying and look for another way.
D) Ask someone else to do it for you.

Answer: C) Keep trying and look for another way.

34. How can Instagram, YouTube, and WhatsApp help you in finding work?

- A) All of these
B) By allowing you to post photos/ videos of your work
C) By enabling direct and fast communication with customers
D) By connecting you with professionals

Answer: A) All of these

35. If your coworkers don't agree with your project idea, what's a good way to handle it with an entrepreneurial mindset?

- A) Stick to your idea without listening to others
B) Give up on your idea
C) Ask for feedback and make your idea better with their help
D) Stop talking about it

Answer: C) Ask for feedback and make your idea better with their help

36. During a lunch break, Arjun overhears his coworkers gossiping about another coworker. What should Arjun do?

- A) Join the conversation and share his own opinion about the coworker
B) Tell another coworker about the gossip
C) Tell his coworkers that gossiping is inappropriate workplace behaviour
D) Listen to the gossip

Answer: C) Tell his coworkers that gossiping is inappropriate workplace behaviour

37. Which option below describes a 'gig' in the gig economy?

- A) A specific task or project
- B) A job with full- time hours and benefits
- C) None of these
- D) A typical 9-5 job

Answer: A) A specific task or project

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

- A) Listening to teammates? ideas
- B) Respecting different viewpoints
- C) Willingness to help others
- D) Taking credit for others? work

Answer: D) Taking credit for others? work

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

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

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

40. During a job interview, if you couldn't hear or understand a question, what would you say?

- A) Sorry! I didn't understand. Could you please repeat the question?
- B) Hey, can you repeat that? I wasn't paying attention
- C) I am lost. Can you say it again?
- D) Speak clearly and repeat the question.

Answer: A) Sorry! I didn't understand. Could you please repeat the question?

41. Which of the following is NOT needed for teamwork?

- A) Division of work
- B) Conflict and argument
- C) Healthy communication
- D) Trust

Answer: B) Conflict and argument

42. Imagine you are applying for a position as an electrician at a company. Which of the following email subject lines would be the most suitable for your job application?

- A) Application for Electrician Position - [Your Name]
- B) Applying for a New Job
- C) Urgent Attention Needed
- D) Electrician Job Application

Answer: A) Application for Electrician Position - [Your Name]

43. Why is it good to think about what you learn?

- A) It helps remember and understand better.
- B) It improves handwriting.
- C) None of these
- D) It's a good pastime.

Answer: A) It helps remember and understand better.

44. Which of the following ways can help you work well with people?

- A) Paying close attention to what people say
- B) All of these
- C) Staying calm, even in challenging situations
- D) Accepting your mistakes

Answer: B) All of these

45. You notice a coworker struggling with their workload. What should you do?

- A) Ignore their struggles and focus on your own work.
- B) Laugh at their inability to manage their workload.
- C) Offer to help them with their tasks.
- D) Report their struggles to the supervisor.

Answer: C) Offer to help them with their tasks.

46. A green practice involves any activity that_____?.

- A) involves consuming too much
- B) causes harm to the environment
- C) protects and takes care of the environment and resources
- D) generates pollution

Answer: C) protects and takes care of the environment and resources

47. What is a benefit of self-employment?

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

Answer: C) Directly earning from your work

48. Which of the following is NOT a people skill required in a workplace?

- A) Supporting coworkers
- B) Listening
- C) Being kind
- D) Technical skills

Answer: D) Technical skills

49. Imli makes soaps and sells from her home. She wants to grow her business. What should she do?

- A) Keep doing the same thing without any changes
- B) Only sell to her neighbors
- C) Wait for an opportunity to grow the business
- D) Talk to shopkeepers and build connections with them.

Answer: D) Talk to shopkeepers and build connections with them.

50. 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

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

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

Answer: C) Networking and relationship- building

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

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

53. Which of the following is considered appropriate workplace behavior?

- A) Maintaining a clean workspace
- B) Being late to work regularly
- C) Interrupting others during meetings
- D) Talking loudly on the phone

Answer: A) Maintaining a clean workspace

54. Ravi is working on a project with two other teammates. Which of these make him a good team player?

- A) Sharing ideas to help the team work faster
- B) Getting angry when others don't listen
- C) Not listening to his teammates ideas and opinions
- D) Thinking he can never make a mistake

Answer: A) Sharing ideas to help the team work faster

55. Priyanka found faster way to pack products at the factory. What should she do?

- A) Pack products faster than her coworkers
- B) None of these
- C) Share the faster packing method with her team
- D) Continue packing the way the team has been doing

Answer: C) Share the faster packing method with her team

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

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

Answer: D) All of these

57. Maya needs funding for her small business. What can she do to find a suitable investor?

- A) Attend networking events to meet suitable investors.
- B) Send her business plan to her friends and ask them to send it to investors they may know.
- C) Send her business plan to every investor she finds online.
- D) Wait for the suitable investor to find her

Answer: A) Attend networking events to meet suitable investors.

58. Raghav is applying for a job at a marketing firm. What will make his cover letter easy to read?

- A) All of these
- B) Increasing the font size
- C) Dividing the text into shorter paragraphs
- D) Long descriptions

Answer: C) Dividing the text into shorter paragraphs

59. Before applying for a job, why is it important to check the skills required for a job?

- A) To chat with friends about it.
- B) It is not important to check the skills required for a job.
- C) To impress the interviewer.
- D) To be sure you can do the job well.

Answer: D) To be sure you can do the job well.

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

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

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

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

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

Answer: C) On computers, tablets, and phones

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

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

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

63. Your team has completed a challenging project successfully. How should you celebrate the success?

- A) Thank everyone in your group for helping.
- B) Say you did everything and don't praise others.

- C) Don't celebrate and start the next job. D) Blame the group for any errors.

Answer: A) Thank everyone in your group for helping.

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

- A) Focus on tasks and avoid distractions from phone B) Maintain a clean workspace
C) Speak in a polite and clear manner D) Tap repeatedly on the desk

Answer: D) Tap repeatedly on the desk

65. How have workplaces changed after COVID?

- A) More focus on technology B) Mix of in-person and at-home work
C) All of the above D) Flexible working hours

Answer: C) All of the above

66. What does migrating for work mean?

- A) Moving to a different place to find a job B) Changing jobs within the same city
C) Working from home D) Staying in the same place for work

Answer: A) Moving to a different place to find a job

67. Which of the following is NOT a green practice?

- A) Ordering lunch delivered in plastic containers daily B) Grow plants wherever possible
C) Separate and recycle waste D) Using smart air conditioners to regulate temperature efficiently

Answer: A) Ordering lunch delivered in plastic containers daily

68. A green workplace_____.

- A) ignores waste separation and recycling B) uses less paper and energy- saving lights
C) keeps the lights on all the time D) uses disposable items and plastic water bottles

Answer: B) uses less paper and energy- saving lights

69. Archana is sending a job application over email. How can she share her resume and other documents?

- A) She must not send documents over email as it is not safe. B) Click photos from her phone and send it.
C) Attach the scanned documents as PDFs with the email. D) Copying and pasting the content of the documents into the email body.

Answer: C) Attach the scanned documents as PDFs with the email.

70. Simi is always trying out new ways to reuse the waste materials. She is the ____?

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

Answer: B) Idea Person

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

Answer: D) Electrician jobs in Delhi

72. What is a common reason for people to migrate for work?

- A) To learn new languages B) To spend time with family
C) To find better job opportunities D) To explore new places

Answer: C) To find better job opportunities

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

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

Answer: A) To always be truthful

74. Pranav is working on his resume. While reviewing his resume, what should Pranav keep in mind?

- A) Ensure that the information provided is correct B) Check for spelling and grammar mistakes
C) Highlight skills and qualifications that match the job D) All of these

Answer: D) All of these

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

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

Answer: B) All of these

76. Which of the following statements shows good teamwork?

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

Answer: A) Working together towards a common goal

77. Which of the following are some informal situations within the workplace?

- A) Waiting or walking in the lobby/hallways
B) Having a meal in the canteen/ cafeteria
C) Drinking water near the water cooler
D) All of these

Answer: D) All of these

78. In a team where members have different ideas, and there is a disagreement in the team, what should be done?

- A) Let them argue
B) Discuss both ideas and find a way to make everyone agree
C) Choose one idea without discussion
D) Ask someone else to decide

Answer: B) Discuss both ideas and find a way to make everyone agree

79. What does working well together mean?

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

Answer: A) All of these

80. Which of the following best describes the gig economy?

- A) A system where workers have fixed work hours and locations
B) A system where workers take on part-time or temporary jobs
C) A system where workers are paid a fixed monthly salary
D) A system where employees work full-time for a single employer

Answer: B) A system where workers take on part-time or temporary jobs

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

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

Answer: A) All of these

82. Savita works at a factory. A new machine she hasn't used before stops working. What should she do?

- A) Blame someone else.
B) Hide the machine.
C) Try again and believe in her ability to fix it.
D) Ignore it.

Answer: C) Try again and believe in her ability to fix it.

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

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

Answer: C) All of these

84. What is a job portal?

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

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

85. What are green jobs?

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

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

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

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

Answer: A) Helps people work together better

87. A _____ helps gig workers find customers and provide services at a fixed charge.

- A) Netflix
B) bank
C) platform/app
D) school

Answer: C) platform/app

88. How can you become self-employed?

- A) Learn about the work, take small courses
B) Try your idea on a small scale
C) Use chats, local ads and ask friends to spread the word
D) All of these

Answer: D) All of these

89. Which of the following actions by Aisha during the team meeting show appropriate workplace etiquette?

- A) Chat with her coworkers about non-work things
B) Continuously check her phone and respond to messages
C) Interrupt the speaker to share her thoughts
D) Put her phone on silent mode and actively participate in the discussion

Answer: D) Put her phone on silent mode and actively participate in the discussion

90. Ranjit has a small bakery business. Using WhatsApp for

Business can help Ranjit _____.

A) watch baking tutorial videos

B) quickly respond to customer orders and questions

C) chat with friends

D) check status updates

Answer: B) quickly respond to customer orders and questions

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

A) Education details

B) Reasons why she is suitable for the role

C) Salary expectations

D) Her hobbies - cooking, gardening

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

92. Which term describes using things in a way that can last for a long time without causing harm?

A) Eco-friendliness

B) Pollution

C) Resources

D) Sustainability

Answer: D) Sustainability

93. Your friend suggests going for a picnic. She asks you to bring disposable plates and cups. Which of the following actions shows your commitment to a green mindset?

A) Say yes and bring disposable plates and cups

B) Bring green color disposable plates and cups

C) Ignore the invite to the picnic

D) Bring reusable plates and cups

Answer: D) Bring reusable plates and cups

94. 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) None of these

C) A group sharing ideas and listening to each other

D) Two people arguing and not agreeing

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

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

A) Taking action to solve the problem

B) Blaming others for the problem

C) Waiting until everything is perfect to do something

D) Ignoring the problem and hoping it goes away

Answer: A) Taking action to solve the problem

96. 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) Amazon for selling products online

B) Uber for driving people

C) Zoom for video calls

D) Urban Company for offering home repair services

Answer: D) Urban Company for offering home repair services

97. Why should you reply to comments on YouTube?

A) So viewers feel connected

B) To get more videos

C) To get more friends

D) To use the internet

Answer: A) So viewers feel connected

98. Which of the following best describes the self-management skill of reliability?

A) People always trust you to do your job well

B) Not being honest with coworkers

C) Ignoring the needs of others

D) Not completing tasks on time

Answer: A) People always trust you to do your job well

99. Rohan loves photography and dreams of starting his own photography business. What should Rohan do to start his self-employment journey?

A) Buy the latest photography equipment, even if it is beyond his budget

B) Learn more about photography and join a basic photography course

C) Start advertising his services without any planning

D) Take random pictures and share them online

Answer: B) Learn more about photography and join a basic photography course

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

A) Startup costs

B) Future growth strategies

C) Business idea

D) Personal interests and hobbies

Answer: D) Personal interests and hobbies

101. Ravi and his team are deciding on a new machine for the factory. How should they make the final choice?

A) Choose the cheapest machine available

B) Look at all the details, think carefully about their needs & budget and then make the choice

C) Ravi should pick the machine he likes

D) Choose the first machine they see

Answer: B) Look at all the details, think carefully about their needs & budget and then make the choice

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

A) Tell a joke

B) Share overall business costs

C) Repeat yourself multiple times

D) Give demo of the product/ service

Answer: D) Give demo of the product/ service

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

- A) New ideas can make work easier or faster.
- B) It is unnecessary to try new things.
- C) To waste time
- D) It is fun to try new things.

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

104. Raghav joined a new company after COVID. He is nervous about using the digital tablets provided at work. What should he do?

- A) Quit his job
- B) Ask his coworkers to do all the digital work
- C) Complain to his manager
- D) Keep an open mind and ask his coworkers to teach him

Answer: D) Keep an open mind and ask his coworkers to teach him

105. An entrepreneurial mindset means to:

- A) Try different ways to solve problems
- B) Achieve your goal, without giving up
- C) All of these
- D) Identify opportunities and use them for your benefit

Answer: C) All of these

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

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

Answer: B) Talking can help make ideas better.

107. Imagine you are starting a bakery business. What would you focus on first in your business plan?

- A) Calculating how much money you need to start the business
- B) Planning how to advertise the bakery on social media
- C) Selecting a catchy name for the bakery
- D) Figuring out how the business will grow

Answer: A) Calculating how much money you need to start the business

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

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

Answer: C) To facilitate online learning and skill development

109. What is an example of formal written communication?

A) Sending a WhatsApp message

B) Writing an email to your manager

C) Posting on social media platforms

D) Texting a friend

Answer: B) Writing an email to your manager

110. When presenting your business plan, what should you do to engage and connect with the audience?

- A) Avoid eye contact with the audience
- B) Repeat yourself multiple times
- C) Practice until you can confidently present your plan
- D) Share a story or an experience that shaped your idea

Answer: D) Share a story or an experience that shaped your idea

111. While working with your team on a project, one of your coworkers is finding it difficult to finish their job. What should you do in this situation?

- A) Ignore their problem and focus on your own work.
- B) Complain about them to the boss.
- C) Finish their work for them.
- D) Help and support them to finish their work.

Answer: D) Help and support them to finish their work.

112. When presenting your business plan to a potential investor, you should be clear about_____

- A) All of these
- B) Initial investment required and breakdown of the costs
- C) Potential earnings
- D) Expected customer count

Answer: A) All of these

113. Which of the following are included in a resume?

- A) Hobbies, favorite foods, and personal interests
- B) Daily routine, favorite movies, and vacation plans
- C) Contact information, educational details, skills and work experience
- D) Childhood memories, dreams, and aspirations

Answer: C) Contact information, educational details, skills and work experience

114. Imagine you're presenting your business plan to potential investors. Why is it important to actively listen to their questions and provide thoughtful answers?

- A) To show off your expertise
- B) None of these
- C) To avoid eye contact
- D) To understand the concerns of the investors and build their confidence in your plan

Answer: D) To understand the concerns of the investors and build their confidence in your plan

115. Which of the following are good work habits?

- A) Following workplace rules
- B) All of the above

C) Not giving up when something goes wrong

D) Staying calm when work is challenging

Answer: B) All of the above

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

A) Ignore the problem

B) Think of different ways to pack faster

C) Continue packaging the same way

D) Complain to the management

Answer: B) Think of different ways to pack faster

117. 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

118. Mahima has an Instagram page for her jewelry business. What should she do to connect with her customers?

A) Post dance reels

B) Share daily updates about her business as Stories on social media

C) Post about a T.V. show she likes

D) Post cooking videos

Answer: B) Share daily updates about her business as Stories on social media