

Duration: 60 Mins

Total Marks: 30

Q.ID: ITISKILL8888JQ

1. Tina and Lyra's team are working together to finish the school painting project. What should both the teams do to finish the project?

- A) Fight
- B) Resist
- C) Argue
- D) Share responsibility

Answer: D) Share responsibility

2. Raj and Tej talk to each other only on the phone. What type of communication is this?

- A) Verbal Communication
- B) Written communication
- C) Non-Verbal Communication
- D) Sign communication

Answer: A) Verbal Communication

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

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

Answer: C) Communication

4. Priya received constructive (helpful) criticism from her manager about her latest project. What should she do?

- A) All of these
- B) Understand
- C) Thank her manager
- D) Listen

Answer: A) All of these

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

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

Answer: C) All of these

6. Rita talks to her customers. But she is unable to understand what they say. What should she do?

- A) Fight with customers
- B) Stop talking to them
- C) Stop her business
- D) Improve her listening skills

Answer: D) Improve her listening skills

7. Sam wanted to apply for a job. He thought of writing a cover letter to the company. But his friend suggested to attach _____ with the cover letter.

- A) Formal
- B) Brochure
- C) Leave
- D) Resume

Answer: D) Resume

8. Which communication method should be used to share confidential information and documents in the workplace?

- A) Phone
- B) Email
- C) WhatsApp
- D) Instagram

Answer: B) Email

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

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

Answer: C) Digital skills

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

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

Answer: D) Green

11. Letter is a form of _____ communication.

- A) Telephone
- B) Spoken
- C) Non-verbal
- D) Written

Answer: D) Written

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

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

Answer: D) Mobile phone or Computer

13. What are Employability Skills?

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

Answer: C) Skills needed to be successfully employed

14. 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
- B) Play sports
- C) Quit job
- D) Watch news

Answer: A) Find courses: online or offline

15. Cherry is going for an interview. What should she not do?

- A) Take her resume B) Apply too much makeup or perfume
C) Wear clean clothes D) Wear formal dress

Answer: B) Apply too much makeup or perfume

16. Green Jobs are important because_____.

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

Answer: A) they help protect the environment

17. Ram, Vinay and Sandeep are working as a team to finish the geography project. Vinay is sharing his thoughts. What are Vinay and Sandeep supposed to do?

- A) Listen actively B) Go around the school
C) None of these D) Play

Answer: A) Listen actively

18. 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) Anything is fine B) Audio cassette shop
C) Video rental store D) Online retail

Answer: D) Online retail

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

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

Answer: C) Technical Skills & Employability Skills

20. Conflict in workplace affects ___?.

- A) weather B) salary
C) environment D) ability to work

Answer: D) ability to work

21. An employee is someone who_____.

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

Answer: C) Works for a salary

22. When we learn something online, it is called _____.

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

Answer: B) E-learning

23. When talking to our co-workers, we should not stand or sit _____ to them.

- A) opposite B) next to
C) In front of D) too close

Answer: D) too close

24. We start communicating when we are_____.

- A) Parents B) Adults
C) Children D) Old

Answer: C) Children

25. James had to meet his team members Suraj, Reena and Nagma on Friday. James called Suraj and Reena. But he did not inform Nagma. This is an example of_____.

- A) Poor communication B) Poor listening
C) Stress D) Typing error

Answer: A) Poor communication

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

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

Answer: B) Growth mindset

27. Vinod met his new manager at his workplace. He had to _____himself first.

- A) Appreciate B) Praise
C) Introduce D) Thank

Answer: C) Introduce

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

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

Answer: B) Learn anytime & anywhere

29. 'Reg' in the letter means ____.

- A) Subject B) Regarding
C) Body D) Greetings

Answer: B) Regarding

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

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

Answer: A) Bharat Skills Portal