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Score: 30/30 (100.00%)

Code: 3195

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

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

2. Letter is a form of _____ communication.

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

3. 'Reg' in the letter means ____.

- A) Regarding (Correct)** B) Subject
 C) Greetings D) Body

4. 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) Brochure B) Leave
 C) Formal **D) Resume (Correct)**

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

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

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

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

7. Vinod met his new manager at his workplace. He had to _____ himself first.

- A) Thank **B) Introduce (Correct)**
 C) Appreciate D) Praise

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

- A) WhatsApp **B) Email (Correct)**
 C) Instagram D) Phone

9. 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 (Correct)** B) Play
 C) Go around the school D) None of these

10. 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) Resist **B) Share responsibility (Correct)**
 C) Fight D) Argue

11. Conflict in workplace affects ____?

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

12. 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 (Correct)** B) Typing error
 C) Stress D) Poor listening

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

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

14. We start communicating when we are _____.

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

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

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

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

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

17. 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

18. 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)

19. 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

20. What are Employability Skills?

A) Skills used only in sports

B) Skills needed to be successfully employed (Correct)

C) Skills for good communication

D) Skills for playing video games

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

A) Classroom learning

B) Teaching

C) E-learning (Correct)

D) Digital marketing

22. 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

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

A) ASEEM

B) Bharat Skills Portal (Correct)

C) NAPS portal

D) Netflix

24. 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) Play sports

B) Watch news

C) Find courses: online or offline (Correct)

D) Quit job

25. Zeena wants to enroll for an e-learning course. The most important thing she needs is a_____.

A) Book

B) Pen

C) Mobile phone or Computer (Correct)

D) Library card

26. 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

27. _____ jobs help to reduce pollution, preserve the environment and the planet.

A) Software

B) Hardware

C) Green (Correct)

D) Part-time

28. 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

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

A) Technical

B) Digital

C) Communication (Correct)

D) Problem solving

30. 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