

Duration: 60 Mins

Total Marks: 30

ID: ITISKILL8888JQ

Student Name: _____ Roll No: _____

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

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

2. An employee is someone who_____.

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

3. 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) Resume B) Brochure
C) Leave D) Formal

4. Green Jobs are important because_____.

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

5. Letter is a form of_____communication.

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

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

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

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

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

8. 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) Go around the school B) None of these
C) Listen actively D) Play

9. Raj and Tej talk to each other only on the phone. What

type of communication is this?

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

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

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

11. Conflict in workplace affects ____?.

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

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

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

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

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

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

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

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

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

16. What are Employability Skills?

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

17. Zeena wants to enroll for an e-learning course. The most

important thing she needs is a_____.

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

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

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

19. 'Reg' in the letter means ____.

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

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

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

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

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

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

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

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

24. 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) Share responsibility
- B) Argue
- C) Fight
- D) Resist

25. We start communicating when we are_____.

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

26. 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) Watch news
- B) Play sports
- C) Quit job
- D) Find courses: online or offline

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

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

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

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

29. 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) Stress
- B) Poor listening
- C) Poor communication
- D) Typing error

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

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