

Duration: 60 Mins

Total Marks: 30

ID: ITISKILL8888JQ

Student Name: _____ Roll No: _____

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

2. 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) Argue B) Resist
C) Share responsibility D) Fight

3. 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) Video rental store
C) Anything is fine D) Online retail

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

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

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

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

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

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

7. Green Jobs are important because_____.

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

8. What are Employability Skills?

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

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

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

10. Conflict in workplace affects ____?.

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

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

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

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

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

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

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

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

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

15. 'Reg' in the letter means ____.

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

16. We start communicating when we are_____.

- A) Adults B) Old

C) Children

D) Parents

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

A) Bharat Skills Portal

B) Netflix

C) ASEEM

D) NAPS portal

18. Geetha has just completed her education. She joined a basic English course to improve her ____skills.

A) Communication

B) Digital

C) Problem solving

D) Technical

19. Letter is a form of _____communication.

A) Telephone

B) Spoken

C) Non-verbal

D) Written

20. 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

D) Written communication

21. An employee is someone who_____.

A) Goes to play

B) Does not work

C) Works for a salary

D) Goes to school to study

22. 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) Quit job

B) Watch news

C) Find courses: online or offline

D) Play sports

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

A) Instagram

B) Phone

C) Email

D) WhatsApp

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

A) Good Communication Skills

B) Good Interview Skills

C) Digital Skills

D) All of these

25. 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) Leave

B) Resume

C) Brochure

D) Formal

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

A) Mobile phone or Computer

B) Pen

C) Library card

D) Book

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

A) Listen

B) All of these

C) Thank her manager

D) Understand

28. 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) Stress

C) Poor listening

D) Typing error

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

A) Painting skills

B) Digital skills

C) Dancing skills

D) Acting skills

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

A) Hardware

B) Software

C) Green

D) Part-time