

Duration: 60 Mins

Total Marks: 30

ID: ITISKILL8888JQ

Student Name: _____	Roll No: _____
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1. Gopi is always willing to learn and improve in his work. He has a_____?.

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

- A) No need to study
- C) Learn anytime & anywhere

- B) Make friends with classmates
- D) Have shorter classes

2. Letter is a form of _____communication.

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

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

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

3. Conflict in workplace affects ____?.

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

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

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

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

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

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

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

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

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

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

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

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

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

14. 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) Formal
- C) Brochure
- D) Leave

7. We start communicating when we are_____.

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

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

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

8. 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) Fight
- C) Resist
- D) Share responsibility

16. 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

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

17. 'Reg' in the letter means ____.

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

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) Video rental store
- C) Online retail
- D) Audio cassette shop

19. 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) Find courses: online or offline
- C) Quit job
- D) Play sports

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

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

21. What are Employability Skills?

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

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

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

23. Green Jobs are important because_____.

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

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

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

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

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

26. An employee is someone who_____.

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

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

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

28. 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) None of these
- C) Play
- D) Go around the school

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

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

30. 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 communication
- C) Typing error
- D) Poor listening