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Score: 15/50 (30.00%)

Code: 1275

1. Raghav is applying for a job at a marketing firm. What will make his cover letter easy to read?

- A) Long descriptions
B) Dividing the text into shorter paragraphs (Correct)
C) Increasing the font size
D) All of these

2. Ravi is working on a project with two other teammates. Which of these make him a good team player?

- A) Getting angry when others don't listen (Incorrect)
B) Sharing ideas to help the team work faster
C) Thinking he can never make a mistake
D) Not listening to his teammates ideas and opinions

3. Vinay visited the dentist because he was suffering from tooth ache. Dentist treats our teeth problems. In this sentence, which is the plural word?

- A) Teeth
B) Tooth
C) Vinay (Incorrect)
D) Dentist

4. Ramesh is working in Chennai. ____likes the office environment.

- A) He (Correct)
B) It
C) That
D) What

5. A poster presents information by using_____.

- A) Novel
B) Story
C) Images and colours
D) Exercise for practice (Incorrect)

6. We should ____?instructions in the classroom.

- A) learn
B) listen to
C) forget (Incorrect)
D) ignore

7. Teacher Meena advised her students to write down 2 or 3 sentences when she explains the lesson. How does it help the students?

- A) Speak
B) Recollect what she said
C) Write
D) Read (Incorrect)

8. When you ask someone something it is ____.

- A) Answer
B) Blank
C) Question (Correct)
D) Response

9. ____questions give clear indication of the information the person wants to know.

- A) Wh- (Correct)
B) Yes or No
C) No
D) Closed questions

10. When two or more people give their thoughts and views on a topic. It is called a_____.

- A) Speaking
B) Listening (Incorrect)
C) Reading
D) Group discussion

11. Most of the government job calls will be in ____format.

- A) Paper format (Correct)
B) Direct
C) Indirect
D) In person

12. Major changes took place in the manufacturing world with_____.

- A) Green revolution
B) Milk revolution (Incorrect)
C) Industrial revolution
D) White revolution

13. Meena likes to learn music in her free time. It is one of her ____to improve.

- A) Logics
B) Interests
C) Value (Incorrect)
D) Weakness

14. Bijo is not good at MS excel. With his hard work, he learns to overcome weaknesses and turn them into a_____.

- A) Belief
B) Value (Incorrect)
C) Leader
D) Strength

15. _____is a way of thinking to solve a problem.

- A) Critical thinking
B) Self confidence (Incorrect)
C) Negative attitude
D) Time Management

16. The time blocked for work is called a _____ technique.

- A) Doro (Incorrect)
B) Pomo
C) Pomodoro
D) Domo

17. What does a market scan help us do?

- A) Learn new hobbies
B) Get better at sports
C) Identify different career pathways (Correct)
D) None of these

18. Seetha is speaking to her customers to understand how

to improve her business. What type of communication is this?

- A) Verbal Communication (Correct)** B) Non-Verbal Communication
C) No Communication D) Written communication

19. Whenever we are communicating we have to be dressed appropriately, maintain our body language and maintain ____?.

- A) a very loud volume B) make up
C) eye contact (Correct) D) silence

20. In a meeting, Surya speaks in Hindi. Some of his team members understand both English & Hindi, while others only know English. What should Surya do?

- A) Speak in Hindi B) Scold people
C) Stop talking **D) Speak in English (Correct)**

21. 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) Typing error
C) Stress D) Poor listening (Incorrect)

22. Negative comments made about our action or performance is called ____.

- A) Appreciation B) Congratulations (Incorrect)
C) Criticism D) Reward

23. A dissatisfied customer means _____.

- A) Happy customer B) Beautiful customer
C) Unhappy customer D) Old customer (Incorrect)

24. A customer who buys a product for the first time is a ____?.

- A) Bargaining customer (Incorrect) B) Vendor
C) New customer D) Researching customer

25. Even though Roopa is highly efficient at her job, her manager gives most of the field/travel related projects to Ramesh. This can be an example of____?

- A) Stereotype (Correct)** B) Trust
C) Diversity D) Equality

26. When discrimination is done to help someone in need, that is called____discrimination.

- A) situational (Incorrect) B) gender
C) positive D) negative

27. John wasn't selected for a job because he is a man. What type of discrimination is this?

- A) Age discrimination B) Color discrimination (Incorrect)
C) Gender discrimination D) Education discrimination

28. The Indian government passed the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act in 2013. In simpler terms, it is also called ____?.

- A) SOS B) SHWW (Incorrect)
C) PPR **D) POSH**

29. When presenting your business plan, what can you do to help audience understand and believe in your product/service?

- A) Repeat yourself multiple times **B) Give demo of the product/ service**
C) Share overall business costs (Incorrect) D) Tell a joke

30. Why is a market scan conducted?

- A) To understand customer needs B) To explore how to grow the business (Incorrect)
C) To check what the competitors are offering **D) All of these**

31. ____ is the ministry in the Govt. of India that forms and implements the rules and regulations for enterprises in India.

- A) MSDE (Incorrect) **B) MSME**
C) NIMI D) DGT

32. Where is the power button located on a desktop computer?

- A) On the Keyboard (Incorrect) **B) On the CPU**
C) On the Speaker D) On the Mouse

33. Riya does not know which version of windows is installed on her laptop. How can she identify the version?

- A) By uninstalling the windows **B) By looking at the opening screen**
C) By shutting down the computer (Incorrect) D) By reinstalling the windows

34. _____ is a tool to organize a large amount of data in an easy and understandable way.

- A) Excel** B) Chrome (Incorrect)
C) Paint D) Print

35. Which of the following tasks can be done using the internet?

- A) Finding Information about job openings B) Create a digital resume and forward it to different companies
C) Learning new skills **D) All of these (Correct)**

36. What does SMART tips for internet safety stands for?

A) Stay Simple Manageable
Attractive Reasonable Timely

**B) Stay Safe Don't Meet up
Accepting Files Reliable
Tell Someone**

C) Stay Simple Meet Up
Acceptable Reachable Tell
about yourself (Incorrect)

D) None of these

37. Which of the following is used to send a copy of an email to another person without the main receiver of the email knowing?

A) Attach file

B) Subject

C) CC(Carbon Copy)
(Incorrect)

**D) BCC (Blind Carbon
Copy)**

38. Which of the following tasks can be performed by Alexa?

A) Check the weather

B) Call phones (Incorrect)

C) Play music

D) All of these

39. Post-covid we adopted the virtual world. Meeting that happens online through the internet are called as _____.

**A) Online meeting
(Correct)**

B) Physical Meeting

C) Offline Meeting

D) None of these

40. Khan Academy is the most recommended website for _____.

**A) free online material on
school subjects like
economics, physics,
algebra,etc.**

B) Online meetings
(Incorrect)

C) learning a new language
for free

D) Job search

41. Which of the following are ways to conduct a digital transaction?

A) Digital Wallet (Incorrect)

B) UPI Payment

C) Credit Card

D) All of these

42. Regular payment made by the employer to the employee is _____.

A) Appraisal

B) Debt (Incorrect)

C) Loan

D) Salary

43. Knowledge and awareness of laws is called _____.

A) Digital literacy

B) Legal literacy

C) Financial literacy
(Incorrect)

D) English literacy

44. Which section of the Skill India Digital Platform helps users find physical training centers nearby?

A) Skill Courses

B) Job Exchange

C) Skill Centres

D) Recommenda- tions
(Incorrect)

45. Ravi has the following habits. Which of these is a green practice?

A) Buying unnecessary items

B) Leaving lights and fans on
when leaving a room
(Incorrect)

**C) Carrying a cloth bag to
buy groceries**

D) Buying single- use plastic
water bottles

46. Rita did not enjoy her work in her previous company. She is going for interview to another company. What should Rita NOT do?

**A) Talk badly about her
previous company
(Correct)**

B) Communciate clearly

C) Take her resume

D) Be on time for the
interview

47. A mock interview is a _____ job interview.

A) fun

B) practice

C) virtual (Incorrect)

D) difficult

48. Where can you build a professional network?

A) Social events

B) Current job

C) Alumni clubs

D) All of these (Correct)

49. A formal interaction between students and a guest speaker is known as _____.

A) Group meeting

B) Guest lecture

C) A casual chat

D) time pass (Incorrect)

50. A person who respects and follows the law of a country is a _____.

A) Businessman

B) Bad Employee

**C) Responsible Citizen
(Correct)**

D) Small Kid