

- C) By shutting down the computer
D) By reinstalling the windows

17. Meena likes to learn music in her free time. It is one of her ____ to improve.

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

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

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

19. Seetha is speaking to her customers to understand how to improve her business. What type of communication is this?

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

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

- A) Credit Card
B) UPI Payment
C) All of these
D) Digital Wallet

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

- A) Recommendations
B) Skill Courses
C) Job Exchange
D) Skill Centres

22. When discrimination is done to help someone in need, that is called ____ discrimination.

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

23. A mock interview is a ____ job interview.

- A) difficult
B) fun
C) virtual
D) practice

24. 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) Typing error
B) Poor communication
C) Stress
D) Poor listening

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

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

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

- A) Be on time for the interview
B) Take her resume
C) Talk badly about her previous company
D) Communicate clearly

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

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

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

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

29. ____ questions give clear indication of the information the person wants to know.

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

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

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

31. The time blocked for work is called a ____ technique.

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

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

- A) All of these
B) Play music
C) Check the weather
D) Call phones

33. When you ask someone something it is ____.

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

34. Ramesh is working in Chennai. ____ likes the office environment.

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

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

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

36. 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) BCC (Blind Carbon Copy)
- B) Subject
- C) CC(Carbon Copy)
- D) Attach file

37. A poster presents information by using_____.

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

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

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

39. A dissatisfied customer means _____.

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

40. Khan Academy is the most recommended website for_____.

- A) free online material on school subjects like economics, physics, algebra,etc.
- B) learning a new language for free
- C) Job search
- D) Online meetings

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

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

42. Negative comments made about our action or performance is called _____.

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

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

- A) Stay Safe Don't Meet up
Accepting Files Reliable Tell Someone
- B) None of these
- C) Stay Simple Meet Up
Acceptable Reachable Tell about yourself
- D) Stay Simple Manageable
Attractive Reasonable Timely

44. 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) Diversity
- B) Trust
- C) Stereotype
- D) Equality

45. 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
- B) Thinking he can never make a mistake
- C) Not listening to his teammates ideas and opinions
- D) Sharing ideas to help the team work faster

46. 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 English
- B) Scold people
- C) Speak in Hindi
- D) Stop talking

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

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

48. _____is a tool to organize a large amount of data in an easy and understandable way.

- A) Chrome
- B) Excel
- C) Print
- D) Paint

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

- A) Guest lecture
- B) time pass
- C) Group meeting
- D) A casual chat

50. We should _____?instructions in the classroom.

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