

ITI Quiz ESK - 07- Feb-2026 01:18 PM

Q. ID: ITISKILL8956G6

February 2026

Trinity, College udhyavara udupi

Question Paper

Duration: 155 Mins

Total Marks: 50

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Student Name: _____ Roll No: _____

1. 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) CC(Carbon Copy)
C) BCC (Blind Carbon Copy) D) Subject

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

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

3. 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 reinstalling the windows
C) By shutting down the computer D) By looking at the opening screen

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

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

5. 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) Dentist
C) Vinay D) Tooth

6. _____ is a way of thinking to solve a problem.

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

7. Khan Academy is the most recommended website for_____.

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

8. Knowledge and awareness of laws is called ___?

- A) Legal literacy B) Digital literacy
C) Financial literacy D) English literacy

9. A customer who buys a product for the first time is a___?

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

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

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

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

- A) Businessman B) Small Kid
C) Responsible Citizen D) Bad Employee

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

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

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

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

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

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

15. Regular payment made by the employer to the employee

is ____.

- A) Loan
- B) Salary
- C) Appraisal
- D) Debt

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

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

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

- A) MSME
- B) NIMI
- C) MSDE
- D) DGT

18. We should ____?instructions in the classroom.

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

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

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

20. 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
- B) Take her resume
- C) Be on time for the interview
- D) Communciate clearly

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

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

22. Post-covid we adopted the virtual world. Meeting that happens online through the internet are called as_____.

- A) Offline Meeting
- B) Online meeting
- C) None of these
- D) Physical Meeting

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

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

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

- A) He
- B) What

- C) That
- D) It

25. 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) Read
- C) Write
- D) Recollect what she said

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

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

27. Most of the government job calls will be in __ format.

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

28. When you ask someone something it is ____.

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

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

30. Why is a market scan conducted?

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

31. 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) PPR
- C) POSH
- D) SHWW

32. A poster presents information by using_____.

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

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

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

34. Major changes took place in the manufacturing world

with_____.

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

35. A dissatisfied customer means _____.

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

36. 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) Typing error
- D) Poor listening

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

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

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

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

39. 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) Stop talking
- C) Speak in English
- D) Scold people

40. What does a market scan help us do?

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

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

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

42. Where can you build a professional network?

- A) All of these
- B) Current job

C) Alumni clubs

D) Social events

43. When discrimination is done to help someone in need, that is called_____discrimination.

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

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

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

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

- A) Buying unnecessary items
- B) Carrying a cloth bag to buy groceries
- C) Leaving lights and fans on when leaving a room
- D) Buying single- use plastic water bottles

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

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

47. A mock interview is a_____job interview.

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

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

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

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

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

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

- A) Skill Centres
- B) Recommenda- tions
- C) Skill Courses
- D) Job Exchange