

Duration: 60 Mins

Total Marks: 70

Q.ID: ITISKILL8964IM

1. Your team has completed a challenging project successfully. How should you celebrate the success?

- A) Say you did everything and don't praise others.      B) Thank everyone in your group for helping.  
C) Don't celebrate and start the next job.      D) Blame the group for any errors.

**Answer: B) Thank everyone in your group for helping.**

2. Rahul is moving to Qatar for work. What should he do to migrate safely?

- A) Organize important documents and have a bank account for emergencies      B) Confirm his job before moving  
C) Learn about the place and enroll in safety training programs      D) All of these

**Answer: D) All of these**

3. When searching for new information on Google, why is it important to use the right words?

- A) To find correct and useful information      B) To learn a new language  
C) To make the screen brighter      D) To change the color of the search page

**Answer: A) To find correct and useful information**

4. What is an important future workplace skill for employees?

- A) Networking and relationship- building      B) Doing paperwork  
C) Doing manual work      D) Planning holidays

**Answer: A) Networking and relationship- building**

5. What does having a green mindset mean?

- A) Using resources without considering sustainability      B) Making choices that harm the environment  
C) Ignoring pollution and waste management      D) Caring for the environment and using resources wisely

**Answer: D) Caring for the environment and using resources wisely**

6. You have started a new job at a company. During lunch break, you notice some coworkers chatting. How would you start an informal conversation with them?

- A) Introduce yourself formally and inquire about their roles in the company      B) Ask about their salary

- C) Ignore them and have your meal      D) Ask about the TV shows/ sports they like to watch/ books they like to read or their weekend plans

**Answer: D) Ask about the TV shows/ sports they like to watch/ books they like to read or their weekend plans**

7. Which term describes using things in a way that can last for a long time without causing harm?

- A) Sustainability      B) Resources  
C) Pollution      D) Eco-friendliness

**Answer: A) Sustainability**

8. You are at work, and a coworker asks for your support/help with a task. How would you respond informally?

- A) Could you please submit a formal request via email?      B) I can help, but seriously, you don't even know this much? What's the problem?  
C) I am too busy right now. Ask someone else.      D) Sure, I can help. What do you need?

**Answer: D) Sure, I can help. What do you need?**

9. Raghav joined a new company after COVID. He is nervous about using the digital tablets provided at work. What should he do?

- A) Keep an open mind and ask his coworkers to teach him      B) Ask his coworkers to do all the digital work  
C) Complain to his manager      D) Quit his job

**Answer: A) Keep an open mind and ask his coworkers to teach him**

10. What are green jobs?

- A) Jobs shared in green colours      B) Jobs that harm the environment  
C) Jobs that ignore waste separation and recycling      D) Jobs that conserve resources and help the environment

**Answer: D) Jobs that conserve resources and help the environment**

11. Irfan needs a job. How can he prepare for the future of work ?

- A) Learn making reels and TikTok videos      B) Avoid building professional relationships  
C) Avoid learning new skills      D) Master internet skills

**Answer: D) Master internet skills**

**12.** Imagine you want to learn about digital marketing. What should you do first on the Skill India Digital Platform ?

- A) Enroll in any course available
- B) Search for job opportunities
- C) Explore the Skill Courses section
- D) None of these

**Answer: C) Explore the Skill Courses section**

**13.** Rohan loves photography and dreams of starting his own photography business. What should Rohan do to start his self-employment journey?

- A) Start advertising his services without any planning
- B) Take random pictures and share them online
- C) Learn more about photography and join a basic photography course
- D) Buy the latest photography equipment, even if it is beyond his budget

**Answer: C) Learn more about photography and join a basic photography course**

**14.** Which of the following is NOT needed for teamwork?

- A) Healthy communication
- B) Division of work
- C) Trust
- D) Conflict and argument

**Answer: D) Conflict and argument**

**15.** Sultan is a skilled electrician. He is looking for platform based gig work that matches his skills. Which of the following platforms would be most suitable for Sultan to find job opportunities?

- A) Amazon for selling products online
- B) Uber for driving people
- C) Zoom for video calls
- D) Urban Company for offering home repair services

**Answer: D) Urban Company for offering home repair services**

**16.** Which of the following are some informal situations within the workplace?

- A) Waiting or walking in the lobby/hallways
- B) All of these
- C) Drinking water near the water cooler
- D) Having a meal in the canteen/ cafeteria

**Answer: B) All of these**

**17.** Which option below describes a 'gig' in the gig economy?

- A) A typical 9-5 job
- B) A job with full- time hours and benefits
- C) None of these
- D) A specific task or project

**Answer: D) A specific task or project**

**18.** Your friend suggests going for a picnic. She asks you to bring disposable plates and cups. Which of the following actions shows your commitment to a green mindset?

- A) Say yes and bring disposable plates and cups
- B) Bring reusable plates and cups

- C) Ignore the invite to the picnic
- D) Bring green color disposable plates and cups

**Answer: B) Bring reusable plates and cups**

**19.** When presenting your business plan to a potential investor, you should be clear about\_\_\_\_\_

- A) Potential earnings
- B) All of these
- C) Expected customer count
- D) Initial investment required and breakdown of the costs

**Answer: B) All of these**

**20.** Mohammed needs a job. What types of resources can he find on the Skill India Digital Platform?

- A) Courses, skill centers, job opportunities, and more
- B) Only eBooks and reading materials
- C) Financial services and government schemes
- D) Only job listings

**Answer: A) Courses, skill centers, job opportunities, and more**

**21.** Imagine you're presenting your business plan to potential investors. Why is it important to actively listen to their questions and provide thoughtful answers?

- A) To show off your expertise
- B) To avoid eye contact
- C) None of these
- D) To understand the concerns of the investors and build their confidence in your plan

**Answer: D) To understand the concerns of the investors and build their confidence in your plan**

**22.** A\_\_\_\_\_helps gig workers find customers and provide services at a fixed charge.

- A) bank
- B) school
- C) Netflix
- D) platform/app

**Answer: D) platform/app**

**23.** During a group project, one of your teammates is struggling to complete their assigned task. What should you do?

- A) Criticize them for not being efficient
- B) Ignore their struggle and focus on your own tasks
- C) Offer to help and support them to complete their task
- D) Complain to the teacher about their lack of contribution

**Answer: C) Offer to help and support them to complete their task**

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

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

**Answer: A) Carrying a cloth bag to buy groceries**

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

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

**Answer: A) Dividing the text into shorter paragraphs**

26. An entrepreneurial mindset means to:

- A) Try different ways to solve problems
- B) Identify opportunities and use them for your benefit
- C) Achieve your goal, without giving up
- D) All of these

**Answer: D) All of these**

27. What is the main purpose of the Skill India Digital Platform?

- A) To facilitate online learning and skill development
- B) To provide financial assistance for job seekers
- C) To offer offline training programs
- D) To promote international job opportunities

**Answer: A) To facilitate online learning and skill development**

28. Which of the following are included in a resume?

- A) Childhood memories, dreams, and aspirations
- B) Contact information, educational details, skills and work experience
- C) Hobbies, favorite foods, and personal interests
- D) Daily routine, favorite movies, and vacation plans

**Answer: B) Contact information, educational details, skills and work experience**

29. Which of the following best describes the gig economy?

- A) A system where workers have fixed work hours and locations
- B) A system where employees work full-time for a single employer
- C) A system where workers take on part-time or temporary jobs
- D) A system where workers are paid a fixed monthly salary

**Answer: C) A system where workers take on part-time or temporary jobs**

30. Which of the following is an example of self-employment?

- A) Working full-time at a company
- B) Teaching subjects or skills as a personal tutor
- C) Driving for a taxi company
- D) Being a student at a university

**Answer: B) Teaching subjects or skills as a personal tutor**

31. What is 'informal communication'?

- A) Official communication following a set of rules
- B) All verbal communication

C) Casual conversations outside of official work arrangements

D) Talking at official meetings

**Answer: C) Casual conversations outside of official work arrangements**

32. What does self-employment mean?

- A) Working part-time from home
- B) Working for a single employer
- C) Receiving a fixed monthly salary
- D) Working independently and earning directly from your work

**Answer: D) Working independently and earning directly from your work**

33. Imagine you are setting up a mobile repair shop. Which of the following is the most important for its success?

- A) Setting up the shop in a busy area
- B) Offering repair services at a higher price
- C) Picking the right shop name
- D) Putting up flyers in the neighborhood

**Answer: A) Setting up the shop in a busy area**

34. Which of the following is NOT a green practice?

- A) Grow plants wherever possible
- B) Using smart air conditioners to regulate temperature efficiently
- C) Ordering lunch delivered in plastic containers daily
- D) Separate and recycle waste

**Answer: C) Ordering lunch delivered in plastic containers daily**

35. What is a benefit of self-employment?

- A) Fixed working hours
- B) Limited control over your tasks
- C) Directly earning from your work
- D) Monthly salary payment

**Answer: C) Directly earning from your work**

36. If your coworkers don't agree with your project idea, what's a good way to handle it with an entrepreneurial mindset?

- A) Stick to your idea without listening to others
- B) Ask for feedback and make your idea better with their help
- C) Stop talking about it
- D) Give up on your idea

**Answer: B) Ask for feedback and make your idea better with their help**

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

**Answer: B) Sharing ideas to help the team work faster**

**38.** During a job interview, Ramesh is asked to describe his top three strengths. Which of the following responses shows good formal communication?

- A) My top three skills are problem- solving, teamwork, and attention to detail.
- B) Uh, I guess I can do a little bit of everything.
- C) I don't know, I never really thought about it.
- D) I'm pretty good at a lot of things.

**Answer: A) My top three skills are problem- solving, teamwork, and attention to detail.**

**39.** Mehul is making a plan for his business. Which of the following is NOT included in a business plan?

- A) Startup costs
- B) Future growth strategies
- C) Personal interests and hobbies
- D) Business idea

**Answer: C) Personal interests and hobbies**

**40.** Which of the following is considered appropriate workplace behavior?

- A) Maintaining a clean workspace
- B) Interrupting others during meetings
- C) Being late to work regularly
- D) Talking loudly on the phone

**Answer: A) Maintaining a clean workspace**

**41.** Which of the following statements shows good teamwork?

- A) Criticizing teammates' efforts
- B) Ignoring others' ideas and opinions
- C) Working together towards a common goal
- D) Keeping all ideas to yourself

**Answer: C) Working together towards a common goal**

**42.** Christy is working at her desk. Which of the following behaviors is inappropriate in the workplace?

- A) Focus on tasks and avoid distractions from phone
- B) Speak in a polite and clear manner
- C) Tap repeatedly on the desk
- D) Maintain a clean workspace

**Answer: C) Tap repeatedly on the desk**

**43.** How have workplaces changed after COVID?

- A) Mix of in-person and at-home work
- B) More focus on technology
- C) Flexible working hours
- D) All of the above

**Answer: D) All of the above**

**44.** Which is an example of being open to learning in the workplace?

- A) Accepting and adapting to changes in work processes
- B) Avoiding feedback from colleagues
- C) Ignoring advancements in technology
- D) Refusing to attend training sessions to improve technology skills

**Answer: A) Accepting and adapting to changes in work processes**

**45.** How can users access the Skill India Digital Platform?

- A) On computers, tablets, and phones
- B) Only through offline training centers
- C) Only on a specific type of device
- D) Through a specialized learning app

**Answer: A) On computers, tablets, and phones**

**46.** Anita is going to the bank today to ask for a loan. She has prepared a business plan. Which of the following will make her business plan strong?

- A) Have only the idea and name of her business
- B) Challenges her business might face along with solutions for them
- C) None of these
- D) Total cost of starting her business without any details

**Answer: B) Challenges her business might face along with solutions for them**

**47.** What is workplace etiquette?

- A) Proper behavior in the workplace based on respect and professionalism
- B) Everyday manners outside of work
- C) None of these
- D) Casual behavior with colleagues

**Answer: A) Proper behavior in the workplace based on respect and professionalism**

**48.** Sneha plans to move to a different city for work. What things should she think about before making this decision?

- A) If she can find a job that helps her learn and grow
- B) If she can earn more money and save some too
- C) All of these
- D) How much it will cost to travel and live there

**Answer: C) All of these**

**49.** Why is it important to have a business plan before starting a business?

- A) All of these
- B) To identify potential challenges and risks
- C) To outline goals and set clear direction for growth
- D) To attract investors and get a loan

**Answer: A) All of these**

**50.** What does migrating for work mean?

- A) Working from home
- B) Changing jobs within the same city

- C) Moving to a different place to find a job      D) Staying in the same place for work

**Answer: C) Moving to a different place to find a job**

**51.** When presenting your business plan, what should you do to engage and connect with the audience?

- A) Repeat yourself multiple times      B) Share a story or an experience that shaped your idea  
C) Practice until you can confidently present your plan      D) Avoid eye contact with the audience

**Answer: B) Share a story or an experience that shaped your idea**

**52.** Imli makes soaps and sells from her home. She wants to grow her business. What should she do?

- A) Keep doing the same thing without any changes      B) Wait for an opportunity to grow the business  
C) Talk to shopkeepers and build connections with them.      D) Only sell to her neighbors

**Answer: C) Talk to shopkeepers and build connections with them.**

**53.** Reema works at restaurant. She wants to give her manager ideas to make the restaurant follow green practices. Which of these ideas should she offer?

- A) All of these      B) Using steel plates and cups  
C) Delivering food in plastic packaging      D) Providing lunch to the employees in disposable plates

**Answer: B) Using steel plates and cups**

**54.** Maya needs funding for her small business. What can she do to find a suitable investor?

- A) Attend networking events to meet suitable investors.      B) Send her business plan to her friends and ask them to send it to investors they may know.  
C) Send her business plan to every investor she finds online.      D) Wait for the suitable investor to find her

**Answer: A) Attend networking events to meet suitable investors.**

**55.** How can you become self-employed?

- A) Learn about the work, take small courses      B) Use chats, local ads and ask friends to spread the word  
C) Try your idea on a small scale      D) All of these

**Answer: D) All of these**

**56.** Shyam works at a beauty salon. Which of these things at Shyam's salon is NOT good for the environment?

- A) Using safe and biodegradable cleaning materials for the floor      B) Using paper cups for tea and water

- C) Disposing hair waste after haircuts in an environment friendly way      D) Using reusable gloves instead of single-use plastic ones

**Answer: B) Using paper cups for tea and water**

**57.** Sanya has collected a lot of information from different websites for her new project. What should she do next to sort this information?

- A) Mix up all the information      B) Share all the information with her coworkers  
C) Keep the information in separate folders      D) Read through the information and mark the important points

**Answer: D) Read through the information and mark the important points**

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

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

**Answer: A) Skill Centres**

**59.** During a lunch break, Arjun overhears his coworkers gossiping about another coworker. What should Arjun do?

- A) Tell his coworkers that gossiping is inappropriate workplace behaviour      B) Listen to the gossip  
C) Tell another coworker about the gossip      D) Join the conversation and share his own opinion about the coworker

**Answer: A) Tell his coworkers that gossiping is inappropriate workplace behaviour**

**60.** Imagine you are starting a bakery business. What would you focus on first in your business plan?

- A) Figuring out how the business will grow      B) Calculating how much money you need to start the business  
C) Selecting a catchy name for the bakery      D) Planning how to advertise the bakery on social media

**Answer: B) Calculating how much money you need to start the business**

**61.** What is a common reason for people to migrate for work?

- A) To find better job opportunities      B) To explore new places  
C) To learn new languages      D) To spend time with family

**Answer: A) To find better job opportunities**

**62.** Which of the following actions by Aisha during the team meeting show appropriate workplace etiquette?

A) Put her phone on silent mode and actively participate in the discussion

B) Interrupt the speaker to share her thoughts

C) Chat with her coworkers about non-work things

D) Continuously check her phone and respond to messages

**Answer: A) Put her phone on silent mode and actively participate in the discussion**

**63.** Seema wants to become a gig worker. How can she find gig work opportunities?

A) Update her resume with her qualifications and skills

B) Connect with friends, people she might know and groups in her community

C) All of these

D) Find a suitable Gig platform

**Answer: C) All of these**

**64.** If you face a problem in your community, which of the following entrepreneurial mindset traits would be most helpful?

A) Waiting until everything is perfect to do something

B) Taking action to solve the problem

C) Ignoring the problem and hoping it goes away

D) Blaming others for the problem

**Answer: B) Taking action to solve the problem**

**65.** What are some advantages of informal communication at the workplace?

A) Helps people work together better

B) Creates a strict environment at work

C) Makes things more official at work

D) Makes people talk less

**Answer: A) Helps people work together better**

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

A) Tell a joke

B) Share overall business costs

C) Repeat yourself multiple times

D) Give demo of the product/ service

**Answer: D) Give demo of the product/ service**

**67.** What does it mean to think like a business person?

A) Not liking change

B) Being scared to try new things

C) Seeing problems as things to fix

D) Only thinking about money

**Answer: C) Seeing problems as things to fix**

**68.** Kalpana is migrating to Bangalore from Hubli for her new job. She has received the job offer letter. What should she do to migrate safely?

A) Believe everything brokers say

B) Buy gifts for her new neighbours

C) Always share her exact location on social media

D) Research about living in Bangalore

**Answer: D) Research about living in Bangalore**

**69.** A green practice involves any activity that\_\_\_\_\_?

A) protects and takes care of the environment and resources

B) generates pollution

C) causes harm to the environment

D) involves consuming too much

**Answer: A) protects and takes care of the environment and resources**

**70.** A green workplace\_\_\_\_\_.

A) uses disposable items and plastic water bottles

B) uses less paper and energy- saving lights

C) keeps the lights on all the time

D) ignores waste separation and recycling

**Answer: B) uses less paper and energy- saving lights**