

Duration: 45 Mins

Total Marks: 50

Q.ID: ITISKILL9192SW

1. Pronouns (ex: he, she, her) can be used in the place of _____.

- A) Naming words
- B) Spellings
- C) Adjective
- D) Verb

Answer: A) Naming words

2. You are unable to share your message properly in an email. Which skill should you improve?

- A) Speaking
- B) Reading
- C) Written communication
- D) Playing

Answer: C) Written communication

3. During criticism we must remain _____ and _____ to the person.

- A) shout and cry
- B) fight and cry
- C) happy and joyful
- D) calm and listen

Answer: D) calm and listen

4. Verbal communication is the use of _____.

- A) Sign
- B) Maths
- C) Images
- D) Words

Answer: D) Words

5. Question always end with a ____?.

- A) Comma ,
- B) Full stop .
- C) Question mark ?
- D) Exclamation mark !

Answer: C) Question mark ?

6. We can share our thoughts, ideas and feelings through ____?.

- A) Watching
- B) Hearing
- C) Reading
- D) Communication

Answer: D) Communication

7. 'Reg' in the letter means _____.

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

Answer: B) Regarding

8. Which among these is a type of communication?

- A) Verbal
- B) All of these
- C) Visual
- D) Non-Verbal

Answer: B) All of these

9. 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

Answer: C) BCC (Blind Carbon Copy)

10. At workplace, communication must follow the _____.

- A) Close
- B) Ideas
- C) Text
- D) 6Cs

Answer: D) 6Cs

11. Arun travels to school by bus. The action word in the sentence is _____.

- A) travels
- B) bus
- C) Arun
- D) school

Answer: A) travels

12. Using Internet is easy if we learn _____?.

- A) Maths
- B) English
- C) Sports
- D) Science

Answer: B) English

13. Dislikes are things towards which we have ____?.

- A) Positive emotion
- B) Interests
- C) Likes
- D) Negative emotion

Answer: D) Negative emotion

14. Kishore's manager gave him positive and negative feedback. Kishore is feeling confused. What should he do next?

- A) Try to understand the negative points given by the manager
- B) Try to understand the positive points given by his manager
- C) Calm down and think
- D) All of these

Answer: D) All of these

15. The way we sit, our facial expression and body language show _____ communication.

- A) non- verbal
- B) verbal
- C) informal
- D) written

Answer: A) non- verbal

16. Harsha has selected a single line of cells from top to

bottom. She has selected a _____?

- A) Page
- B) Cell
- C) Column
- D) Row

Answer: C) Column

17. Wow! The flowers in the park are beautiful. This is a _____ sentence.

- A) Exclamatory (!)
- B) Interrogative (?)
- C) Imperative
- D) Declarative (.)

Answer: A) Exclamatory (!)

18. The police were questioning about his crime. What type of sentence is it?

- A) None of these
- B) Exclamatory (!)
- C) Declarative (.)
- D) Interrogative (?)

Answer: C) Declarative (.)

19. You are scared to communicate with others. What are some ways to solve this problem?

- A) Find ways to improve & learn more about your weakness
- B) All of these
- C) Find your strengths about communication
- D) Find your weakness about communication

Answer: B) All of these

20. Ram is answering an interview question about his previous workplace. He didn't like his teammates. They argued a lot. Should he share this with the interviewer?

- A) No, he should avoid speaking negatively about his teammates.
- B) Yes, why not!
- C) Yes, he should blame his team-mates for all the problems.
- D) Yes, he should discuss all the arguments in detail.

Answer: A) No, he should avoid speaking negatively about his teammates.

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

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

Answer: C) All of these

22. Ravi read job description which specified 'Familiarity with MS office?'. What should he know?

- A) How to get certification
- B) How to study
- C) How to use MS Office
- D) How to write an email

Answer: C) How to use MS Office

23. _____ is at the top of the MS Word screen.

- A) Space Bar
- B) Taskbar
- C) Scroll bar
- D) Menu Bar

Answer: D) Menu Bar

24. Ridhima wants to post something on her social media. What should she do to stay safe on social media?

- A) Avoid sharing locations
- B) Avoid sharing any password
- C) Avoid sharing address
- D) All of these

Answer: D) All of these

25. Rita had to attend a group discussion on behalf of her company. What is she supposed to do before the meeting?

- A) Be prepared about the topic
- B) Attend party
- C) Attend classes
- D) Take leave

Answer: A) Be prepared about the topic

26. We should _____ instructions in the classroom.

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

Answer: D) listen to

27. Anju wants to upskill herself in designing and stitching, which of the following portals will be relevant for the same?

- A) None of these
- B) <http://www.igod.gov.in>
- C) <http://www.india.gov.in/>
- D) <http://www.swayam.gov.in/>

Answer: D) <http://www.swayam.gov.in/>

28. The pronoun 'I' is used for _____.

- A) Many
- B) That
- C) Other
- D) Myself

Answer: D) Myself

29. Which of the following is the most common operating system?

- A) MS Office
- B) Printer
- C) Windows
- D) Router

Answer: C) Windows

30. Argument or disagreement between two groups of people is called _____.

- A) Fun
- B) Happiness
- C) Conflict
- D) Teamwork

Answer: C) Conflict

31. Vinod met his new manager at his workplace. He had to _____ himself first.

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

Answer: C) Introduce

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

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

Answer: B) too close

33. Choose the correct sentence.

- A) The cat runs on the road.
- B) The road runs on cat.
- C) Cat road runs.
- D) Runs on the road cat.

Answer: A) The cat runs on the road.

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

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

Answer: A) Online meeting

35. We start communicating when we are _____.

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

Answer: D) Children

36. Verbs tell the action of the _____.

- A) Act
- B) Change
- C) Naming words
- D) Cow

Answer: C) Naming words

37. How should you respond to constructive feedback from someone?

- A) Ignore the feedback
- B) Feel nervous
- C) Listen and understand
- D) Argue with the person

Answer: C) Listen and understand

38. What can make it difficult to communicate in the workplace?

- A) Differences in communication styles
- B) All of these
- C) Language differences
- D) Use of unfamiliar words

Answer: B) All of these

39. Harish made a call to the Senior manager in a company. How is he supposed to start the conversation.?

- A) Purpose of call
- B) Greet the person
- C) Good bye
- D) Thank the person

Answer: B) Greet the person

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

- A) Reward
- B) Appreciation

- C) Congratulations
- D) Criticism

Answer: D) Criticism

41. _____ is the software that is put in a computer so that one can use it.

- A) App Store
- B) Settings
- C) Software
- D) Operating System

Answer: D) Operating System

42. Jyothi learned that all the information is stored in 'web pages'. What is the role of web pages?

- A) 'Web pages' act as a library
- B) None of these
- C) 'Web pages' act as internet
- D) 'Web pages' act as a search engine

Answer: A) 'Web pages' act as a library

43. The beginning of a sentence should start with _____ letter

- A) Small
- B) Capital
- C) Cursive
- D) Italics

Answer: B) Capital

44. Every complete sentence has ____.

- A) 1 part
- B) 3 parts
- C) 4 parts
- D) 2 parts

Answer: B) 3 parts

45. Shwetha and Rakshit are coworkers. They are angry with each other because they have not completed a project properly. Which is a good way to resolve such conflicts in the workplace?

- A) Ignore each other
- B) Quit the job
- C) File a police complaint
- D) Find different ways to solve the problem

Answer: D) Find different ways to solve the problem

46. _____ questions give clear indication of the information the person wants to know.

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

Answer: A) Wh-

47. Things or activities that we enjoy are ____?.

- A) Negative
- B) Likes
- C) Emotions
- D) Dislikes

Answer: B) Likes

48. Kim fell from her bike yesterday. The action in the sentence is in _____ tense.

- A) Past
- B) Future
- C) Clear
- D) Present

Answer: A) Past

49. Letter is a form of _____ communication.

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

Answer: C) Written

50. Shouting shows we are angry. Talking very slowly shows we are tired or sleepy. What part of non-verbal communication helps us understand this?

- A) Hand movements
- B) Smile
- C) Eye movements
- D) Tone of voice

Answer: D) Tone of voice