

# Employability Skills - 06- Apr-2026 09:22 AM

Q. ID: ITISKILL9192SW

Employability Skills - March  
2026

April 2026

Trinity ITI udyavara

Question Paper

Student: Gloria

Score: 39/50 (78.00%)

Code: 4808

1. Using Internet is easy if we learn \_\_\_\_\_.  
A) Sports  
B) **English (Correct)**  
C) Maths  
D) Science
2. Pronouns (ex: he, she, her) can be used in the place of \_\_\_\_\_.  
A) Spellings  
B) Adjective (Incorrect)  
C) Verb  
D) **Naming words**
3. The pronoun 'I' is used for \_\_\_\_\_.  
A) Many  
B) **Myself (Correct)**  
C) Other  
D) That
4. Verbs tell the action of the \_\_\_\_\_.  
A) Cow  
B) Change  
C) Act  
D) **Naming words (Correct)**
5. Kim fell from her bike yesterday. The action in the sentence is in \_\_\_\_\_?tense.  
A) Future  
B) **Past (Correct)**  
C) Present  
D) Clear
6. Arun travels to school by bus. The action word in the sentence is \_\_\_\_\_.  
A) bus  
B) **travels (Correct)**  
C) school  
D) Arun
7. The beginning of a sentence should start with \_\_\_\_\_ letter  
A) **Capital (Correct)**  
B) Small  
C) Cursive  
D) Italics
8. Wow! The flowers in the park are beautiful. This is a \_\_\_\_\_?sentence.  
A) Declarative (.)  
B) **Exclamatory (!) (Correct)**  
C) Imperative  
D) Interrogative (?)
9. The police were questioning about his crime. What type of sentence is it?  
A) **Declarative (.) (Correct)**  
B) Interrogative (?)  
C) Exclamatory (!)  
D) None of these
10. Every complete sentence has \_\_\_\_\_.  
A) 1 part  
B) 2 parts (Incorrect)  
C) **3 parts**  
D) 4 parts
11. Choose the correct sentence.  
A) The road runs on cat.  
B) **The cat runs on the road. (Correct)**  
C) Cat road runs.  
D) Runs on the road cat.
12. We should \_\_\_\_\_?instructions in the classroom.  
A) learn  
B) **listen to (Correct)**  
C) forget  
D) ignore
13. Things or activities that we enjoy are \_\_\_\_\_.  
A) Dislikes  
B) Negative  
C) Emotions  
D) **Likes (Correct)**
14. Dislikes are things towards which we have \_\_\_\_\_.  
A) **Negative emotion (Correct)**  
B) Positive emotion  
C) Likes  
D) Interests
15. Question always end with a \_\_\_\_\_.  
A) Comma ,  
B) **Question mark ? (Correct)**  
C) Exclamation mark !  
D) Full stop .
16. \_\_\_\_\_ questions give clear indication of the information the person wants to know.  
A) **Wh-**  
B) Yes or No  
C) No  
D) Closed questions (Incorrect)
17. Rita had to attend a group discussion on behalf of her company. What is she supposed to do before the meeting?  
A) Attend party  
B) Attend classes  
C) **Be prepared about the topic (Correct)**  
D) Take leave
18. Harish made a call to the Senior manager in a company. How is he supposed to start the conversation?  
A) **Greet the person (Correct)**  
B) Purpose of call  
C) Thank the person  
D) Good bye

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

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

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

21. We can share our thoughts, ideas and feelings through \_\_\_?.

- A) Communication (Correct)**      B) Reading  
C) Watching      D) Hearing

22. Which among these is a type of communication?

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

23. The way we sit, our facial expression and body language show \_\_\_\_\_ communication.

- A) non- verbal**      B) verbal (Incorrect)  
C) informal      D) written

24. Verbal communication is the use of \_\_\_\_\_.

- A) Sign      **B) Words (Correct)**  
C) Maths      D) Images

25. Letter is a form of \_\_\_\_\_ communication.

- A) Non-verbal      B) Spoken  
**C) Written (Correct)**      D) Telephone

26. 'Reg' in the letter means \_\_\_\_\_.

- A) Regarding (Correct)**      B) Subject  
C) Greetings      D) Body

27. 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) Smile      B) Hand movements  
**C) Tone of voice (Correct)**      D) Eye movements

28. When talking to our co-workers, we should not stand or sit \_\_\_\_\_ to them.

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

29. Vinod met his new manager at his workplace. He had to \_\_\_\_\_ himself first.

- A) Thank      **B) Introduce (Correct)**  
C) Appreciate      D) Praise

30. At workplace, communication must follow the \_\_\_\_\_.

- A) Ideas (Incorrect)      B) Text  
**C) 6Cs**      D) Close

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

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

32. Argument or disagreement between two groups of people is called \_\_\_\_\_.

- A) Teamwork (Incorrect)      **B) Conflict**  
C) Happiness      D) Fun

33. 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) Quit the job      **B) Find different ways to solve the problem (Correct)**  
C) Ignore each other      D) File a police complaint

34. Negative comments made about our action or performance is called \_\_\_\_\_.

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

35. During criticism we must remain \_\_\_\_\_ and \_\_\_\_\_ to the person.

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

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

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

37. We start communicating when we are\_\_\_\_\_.

- A) Adults  
B) Parents  
**C) Children (Correct)**  
D) Old

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

- A) Written communication (Correct)**  
B) Speaking  
C) Reading  
D) Playing

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

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

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

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

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

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

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

- A) Printer  
B) MS Office  
C) Router  
**D) Windows (Correct)**

43. \_\_\_\_\_ is at the top of the MS Word screen.

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

44. Harsha has selected a single line of cells from top to bottom. She has selected a \_\_\_\_\_?.

- A) Page  
B) Row (Incorrect)  
**C) Column**  
D) Cell

45. 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)**

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

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

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

- A) http://www . swayam.gov.in / (Correct)**  
B) http: /www . igod.gov.in  
C) http://www . india.gov.in/  
D) None of these

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

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

49. 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)  
**D) BCC (Blind Carbon Copy) (Correct)**

50. 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