

Employability Skills -

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Trinity ITI udyavara

Question Paper

Duration: 45 Mins

Total Marks: 50

ID: ITISKILL9192SW

Student Name: _____	Roll No: _____
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1. 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) Finding Information about job openings
 D) All of these

C) Cow

D) Act

2. Every complete sentence has ____.

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

9. 'Reg' in the letter means ____.

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

3. 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 /](http://www.swayam.gov.in/)
 B) <http://www . india.gov.in/>
 C) None of these
 D) [http: /www . igod.gov.in](http://www . igod.gov.in)

10. Question always end with a ____?

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

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

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

11. Vinod met his new manager at his workplace. He had to ____himself first.

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

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

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

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

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

13. Things or activities that we enjoy are ____?

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

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

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

14. Verbal communication is the use of ____.

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

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

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

15. Choose the correct sentence.

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

8. Verbs tell the action of the ____.

- A) Naming words
 B) Change

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

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

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

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

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

19. 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

20. Using Internet is easy if we learn ____?.

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

21. We start communicating when we are_____.

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

22. Kim fell from her bike yesterday. The action in the sentence is in_____?tense.

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

23. Argument or disagreement between two groups of people is called_____.

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

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

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

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

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

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

- A) opposite
- B) next to

- C) In front of
- D) too close

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

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

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

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

29. During criticism we must remain _____and _____to the person.

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

30. 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) Eye movements
- D) Tone of voice

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

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

32. Harsha has selected a single line of cells from top to bottom. She has selected a _____?.

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

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

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

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

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

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

36. Letter is a form of _____ communication.

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

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

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

38. 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.
C) Yes, why not!
- B) Yes, he should blame his team-mates for all the problems.
D) Yes, he should discuss all the arguments in detail.

39. Which among these is a type of communication?

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

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

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

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

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

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

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

43. We should _____?instructions in the classroom.

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

44. _____is the software that is put in a computer so that one can use it.

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

45. _____is at the top of the MS Word screen.

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

46. At workplace, communication must follow the _____.

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

47. 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
C) 'Web pages' act as internet
- B) None of these
D) 'Web pages' act as a search engine

48. The beginning of a sentence should start with _____letter

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

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

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

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

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