

ITI Quiz - 15-Apr-2026

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Q. ID: ITISKILL9290NM

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Sri Mahalingeswara ITI

Question Paper

Duration: 30 Mins

Total Marks: 632

ID: ITISKILL9290NM

Student Name: _____

Roll No: _____

1. Sales person tells the customer 'the offer exists today only'. This sales technique is called_____.

- A) Now or never close B) Summary close
C) Opening technique D) Question close

2. ____ supports entrepreneurs to get loans under several schemes in district level.

- A) SIDO B) SSLC
C) District Industry Centres (DIC) D) National small industries corporation (NSIC)

3. Sam opened a new shop. Which of these methods can he use to receive payments into his account?

- A) Movie ticket B) Library card
C) Gift card D) QR code

4. This intention to move out of one's place to another for better jobs is called _____. | ಉತ್ತಮ ಉದ್ಯೋಗಗಳಿಗಾಗಿ ಒಬ್ಬರ ಸ್ಥಳದಿಂದ ಇನ್ನೊಬ್ಬರಿಗೆ ಸ್ಥಳಾಂತರಗೊಳ್ಳುವ ಈ ಉದ್ದೇಶವನ್ನು _____ ಎಂದು ಕರೆಯಲಾಗುತ್ತದೆ.

- A) mitigation | ತಗ್ಗಿಸುವಿಕೆ B) migration | ವಲಸೆ
C) irrigation | ನೀರಾವರಿ D) litigation | ವ್ಯಾಜ್ಯ

5. Swaraj is looking for internet-based/data entry jobs. What is the most important skill he needs?

- A) Beautician skills B) Basic computer skills
C) Entrepreneuria I skills D) Wood cutting skills

6. It is not good to forward _____ on social media.

- A) greetings B) messages
C) fake news D) songs

7. Subir wants to celebrate all festivals at his workplace. This shows that he is _____.

- A) Silent B) Disciplined
C) Inclusive D) Productive

8. If a person recieves harsh, unfair and very negative criticism, they feel very unhappy. What type of criticism is this?

- A) Unfair criticism B) Helpful criticism
C) Fair criticism D) Positive criticism

9. How can we understand what customers want?

- A) By moving to a new business B) By advertising the business
C) By doing research on customer needs D) Selling a new product

10. After industry visit, how can you reflect on your experience?

- A) Review and think about any advice you received during the visit B) Share your experience with classmates, teachers and family
C) All of these D) Write a report about what you learned and observed

11. Shyna wants to start a masala powder business. She is presenting a business pitch to the bank manager. How long should her business pitch be?

- A) 10 mins B) 15 mins
C) 1 min D) 2 to 3 mins

12. Entrepreneurship means _____.?

- A) Supporting a business person B) Running your own business
C) Managing career D) Starting a new career

13. Shyam avoids the use of plastic and chemical fertilizers. He is practising a _____.

- A) Modern lifestyle B) Busy lifestyle
C) Green lifestyle D) Unhealthy lifestyle

14. Which of the following is not a part of one's personality?

- A) Strengths B) Skin colour
C) Beliefs D) Weaknesses

15. Nagma has an important job interview tomorrow. What should she do to prepare for her interview?

- A) Research the company & prepare questions to ask B) Wear casual clothes to feel comfortable

- C) Talk only about her personal life D) Arrive late to show she is busy

16. Farida met an ex-student of her institute. He/she can be called as an_____?

- A) Referee B) Alumni
C) Interviewer D) Professor

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

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

18. Singular naming words are used when _____person, place or thing is present.

- A) More B) Few
C) One D) Many

19. What are the duties of an entrepreneur?

- A) All of these B) Managing finances and budgets
C) Managing the business D) Talking to customers

20. Komal wants to regularly monitor her body conditions like temperature and heartbeat. Which of the following device can help her?

- A) Mobile Phone B) Smart watch
C) Calculator D) Siri

21. Kim has a habit of switching off her desktop and PC when not in use. This helps to _____energy at the workplace.

- A) Conserve (Save) B) Spend
C) Waste D) Practice

22. Amira wants to underline the title of her document. Which shortcut key should she use?

- A) Ctrl+I B) Ctrl+B
C) Ctrl+S D) Ctrl+U

23. The extra amount we pay for borrowing money is _____.

- A) Hidden charges B) Loan
C) Interest D) Processing charges

24. Which of these is NOT a question to ask alumni during guest lecture?

- A) How did you convince your parents/family to work? B) Did you relocate for your job? What were the main challenges?
C) What are your travel plans? D) How did you prepare yourself for a job/workplace?

25. Creating profiles on multiple portals always helps in_____reach.

- A) Small B) Low
C) Limited D) Wider/Vast

26. Which document is not required to complete UDYAM/MSME registration?

- A) PAN Card B) Income Tax Return
C) Blood Certificate D) Aadhar Card

27. Deductions should be paid from the _____.

- A) Net Salary B) Earnings
C) Gross salary D) Basic Salary

28. Nayan wants to search for a file quickly on his computer. What should he do?

- A) Search on Play Store B) Restart the computer
C) Use Bluetooth D) Click on ?Type here to search?

29. 'It is going to be a sunny day tomorrow'. The action in this sentence is in _____tense.

- A) Date B) Day
C) Past D) Future

30. Which saving option would you choose to buy an expensive bike you have always wanted?

- A) Goal savings B) Long term savings
C) Emergency savings D) None of these

31. Values are _____. | ಮೌಲ್ಯಗಳು _____

- A) not punctual | ಸಮಯಪ್ರಜ್ಞೆಯಿಲ್ಲ B) very costly | ಬಹಳ ದುಬಾರಿ
C) motivates our attitude and action | ನಮ್ಮ ವರ್ತನೆ ಮತ್ತು ಕ್ರಿಯೆಯನ್ನು ಪ್ರೇರೇಪಿಸುತ್ತದೆ D) all have same value | ಎಲ್ಲಾ ಒಂದೇ ಮೌಲ್ಯವನ್ನು ಹೊಂದಿವೆ

32. _____website can be used to find information on schemes and initiatives across all sectors, from tourism to employment to agriculture.

- A) <http://www.igod.gov.in> B) <http://www.india.gov.in>
C) <http://www.swayam.gov.in/> D) <http://www.education.gov.in/>

33. What is the full form of NAPS?

- A) National Appraisal Promotion Scheme B) National Apparent Provident Scheme
C) National Apprenticeship Promotion Scheme D) National Appreciation Pro Scheme

34. _____is a sales technique that aims to market

additional products to the customers.

- | | |
|------------|------------------|
| A) FAB | B) Lying |
| C) Probing | D) Cross selling |

35. Which of these is not a positive word about your work?

- | | |
|-------------|----------------|
| A) Exciting | B) Fun |
| C) Boring | D) Interesting |

36. Prem has completed his fashion design course. Which of the following he must consider when choosing a career path?

- | | |
|------------|-----------------|
| A) Ability | B) All of these |
| C) Trends | D) Demands |

37. Which fundamental right allows us to freely visit a temple, church, or mosque for prayer?

- | | |
|-------------------------------|---------------------------------|
| A) Right against exploitation | B) Right to freedom of religion |
| C) Right to equality | D) Right to education |

38. ____ is not a part of a good business plan.

- | | |
|-----------------------|----------------------|
| A) Marketing Strategy | B) Weather Report |
| C) Budget | D) Customer Analysis |

39. In which of the following tasks, do we need digital literacy?

- | | |
|---------------------------------|----------------------|
| A) Finding information online | B) All of these |
| C) Communication through emails | D) Creating a Resume |

40. ____ is a belief/idea which may not be true.

- | | |
|---------------|-------------|
| A) Stereotype | B) Sex |
| C) Gender | D) Feminine |

41. Things that are needed for survival are ____.

- | | |
|------------|-------------|
| A) Savings | B) Expenses |
| C) Needs | D) Wants |

42. Sheela prepared for an interview for a week but got nervous and was rejected. What should she do to improve?

- | | |
|---------------------------------------|-------------------------------------|
| A) Ignore feedback from the interview | B) Keep thinking about her failure |
| C) Avoid future interviews | D) Do not lose focus from her goals |

43. Sita wanted to ask Nina about her summer plan. Choose the correct answer.

- | | |
|------------------------------------|-----------------------|
| A) Nina, what is your summer plan? | B) Nina is your plan. |
| C) None of these | D) What Nina asked? |

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

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

45. Rita did not enjoy her work in her previous company. She is going for interview to another company. What should Rita NOT do?

- | | |
|--|---------------------------------|
| A) Communicate clearly | B) Take her resume |
| C) Talk badly about her previous company | D) Be on time for the interview |

46. Mr. Johnson wants to employ an 8 year old girl for household work. In India, which fundamental right would not allow it?

- | | |
|-------------------------------|---------------------------------|
| A) Right against exploitation | B) Right to freedom of religion |
| C) Right to equality | D) Right to information |

47. Re-arrange the following set of words into meaningful sentence. "teacher / school / worked / she / a / as" _____.
| ಕೆಳಗಿನ ಪದಗಳ ಗುಂಪನ್ನು ಅರ್ಥಪೂರ್ಣ ವಾಕ್ಯವಾಗಿ ಮರು ಜೋಡಿಸಿ.
"teacher / school / worked / she / a / as" _____

- | | |
|--|--|
| A) worked she as a school teacher ಅವಳು ಶಾಲಾ ಶಿಕ್ಷಕಿಯಾಗಿ ಕೆಲಸ ಮಾಡುತ್ತಿದ್ದಳು | B) school worked as a she teacher ಶಾಲೆ ಅವಳು ಶಿಕ್ಷಕಿಯಾಗಿ ಕೆಲಸ ಮಾಡುತ್ತಿದ್ದಳು |
| C) she teacher worked as a school ಅವಳು ಶಿಕ್ಷಕ ಶಾಲೆಯಾಗಿ ಕೆಲಸ ಮಾಡುತ್ತಿದ್ದಳು | D) she worked as a school teacher ಅವಳು ಶಾಲಾ ಶಿಕ್ಷಕಿಯಾಗಿ ಕೆಲಸ ಮಾಡುತ್ತಿದ್ದಳು |

48. Teacher Meena advised her students to write down 2 or 3 sentences when she explains the lesson. How does it help the students?

- | | |
|----------|----------------------------|
| A) Read | B) Speak |
| C) Write | D) Recollect what she said |

49. Which of the following websites is helpful to learn new languages for free?

- | | |
|---------------|-----------------|
| A) LinkedIn | B) All of these |
| C) Codecademy | D) Duolingo |

50. A diverse workplace increases ____.

- | | |
|-----------------|------------|
| A) Workload | B) Tension |
| C) Productivity | D) Stress |

51. A company is asking for money for applying for a job from Ruhi. She realized that it must be a ____ job.

- | | |
|---------|----------|
| A) good | B) fake |
| C) real | D) great |

52. Dislikes are things towards which we have ____.

- A) Interests
C) Positive emotion

- B) Negative emotion
D) Likes

- C) Don't come here to talk

- D) You must follow what I tell you

53. Sam wants to learn computer coding skills for free and his friend has recommended _____ website for the same.

- A) NPTEL
C) Duolingo

- B) Khan Academy
D) Codecademy

54. Manu thinks about a problem well before making any decision. This is an example of;

- A) Logical thinking
C) Time Management

- B) Self-motivation
D) Critical thinking

55. Which among these are not good manners while travelling by public transport? | ಸಾರ್ವಜನಿಕ ಸಾರಿಗೆಯಲ್ಲಿ ಪ್ರಯಾಣಿಸುವಾಗ ಇವುಗಳಲ್ಲಿ ಯಾವುದು ಉತ್ತಮ ನಡತೆ ಅಲ್ಲ ?

- A) Be polite to fellow passengers and staff | ಸಹ ಪ್ರಯಾಣಿಕರು ಮತ್ತು ಸಿಬ್ಬಂದಿಯೊಂದಿಗೆ ಸೌಜನ್ಯದಿಂದ ವರ್ತಿಸಿ

- B) Speak in a low voice | ಕಡಿಮೆ ಧ್ವನಿಯಲ್ಲಿ ಮಾತನಾಡಿ

- C) Follow the instructions of the cabin manager | ಕ್ಯಾಬಿನ್ ಮ್ಯಾನೇಜರ್ನ ಸೂಚನೆಗಳನ್ನು ಅನುಸರಿಸಿ

- D) Push back our seat without checking with the person on the back seat | ಹಿಂದಿನ ಸೀಟಿನಲ್ಲಿರುವ ವ್ಯಕ್ತಿಯನ್ನು ಪರಿಶೀಲಿಸದೆಯೇ ನಮ್ಮ ಆಸನವನ್ನು ಹಿಂದಕ್ಕೆ ತಳ್ಳಿರಿ

56. We should _____ instructions in the classroom.

- A) listen to
C) forget

- B) learn
D) ignore

57. Gopi spends his salary on movies, groceries, house rent and clothes. Where can he reduce his expenses to save some money?

- A) House rent
C) Movies

- B) Groceries
D) Clothes

58. Sita and I are friends. _____ stays in Gandhi Bazar.

- A) What
C) She

- B) A
D) And

59. The correct order for a sentence is _____.

- A) Verb, Verb, Subject
C) Subject, Verb, Object

- B) Subject, Verb
D) Verb, Object, Subject

60. Mahesh and his team discussed about the steps to be followed to complete the project at the earliest. He was happy with the suggestions given by his teammates and granted to follow the same. How would he convey it?

- A) I agree with your plan of action

- B) I don't agree with your plan

61. A customer who buys a product for the first time is a ____.

- A) Researching customer
C) Bargaining customer

- B) Vendor
D) New customer

62. Goals are of 2 types _____. | ಗುರಿಗಳು 2 ವಿಧಗಳಾಗಿವೆ

- A) rich and poor goals | ಶ್ರೀಮಂತ ಮತ್ತು ಕಳಪೆ ಗುರಿಗಳು
C) fixed-term and non-fixed term goals | ಸ್ಥಿರ- ಅವಧಿಯ ಮತ್ತು ಸ್ಥಿರವಲ್ಲದ ಅವಧಿಯ ಗುರಿಗಳು

- B) good and bad goals | ಒಳ್ಳೆಯ ಮತ್ತು ಕೆಟ್ಟ ಗುರಿಗಳು
D) long-term and short-term goals | ದೀರ್ಘಕಾಲೀನ ಮತ್ತು ಅಲ್ಪಾವಧಿಯ ಗುರಿಗಳು

63. What happens when we use this function? =AVERAGE(B4:G4)

- A) The number from G4 will be copied

- B) The average of numbers in cells from B4 to G4 is calculated

- C) The number in B4 is deleted

- D) The number from B4 will be copied

64. Radha wants to use social media for her professional growth. She could join groups according to her _____.

- A) career or subject interests
C) qualification

- B) mood
D) age

65. Which punctuation mark should be used in the following sentence? Is there any site engineer here. | ಕೆಳಗಿನ ವಾಕ್ಯದಲ್ಲಿ ಯಾವ punctuation mark (ವಿರಾಮಚಿಹ್ನೆಯನ್ನು) ಬಳಸಬೇಕು? Is there any site engineer here

- A) ? (question mark)
C) . (full stop)

- B) , (comma)
D) ! (exclamation)

66. Raghu's father had a typewriting press/shop. Now, he is replacing typewriters with _____.

- A) Computers
C) Radio

- B) TV
D) Phones

67. Which of the following is a correct Gmail id?

- A) xyz@gmail.com
C) xyz@gmail

- B) xyz@ outlook.gmail
D) gmail@xyz

68. _____ are the qualities that are considered negative, and need to be worked on. | _____ ಋಣಾತ್ಮಕವೆಂದು ಪರಿಗಣಿಸಲಾದ ಗುಣಗಳು ಮತ್ತು ಕೆಲಸ ಮಾಡಬೇಕಾಗಿದೆ.

- A) Threats | ಬೆದರಿಕೆಗಳು

- B) Personal strengths | ವೈಯಕ್ತಿಕ ಸಾಮರ್ಥ್ಯಗಳು

- C) Opportunities | ಅವಕಾಶಗಳು

- D) Personal weaknesses | ವೈಯಕ್ತಿಕ ದೌರ್ಬಲ್ಯಗಳು

69. Shreyas is going for an interview . He has picked a shirt from the cupboard. He must _____ before wearing it.

- A) iron
- B) tear
- C) soak
- D) color

70. Values and ethics help us build good _____.

- A) rent
- B) studies
- C) games
- D) behavior

71. Safeena wants to talk to her friend on a video call. Which of the following is necessary for a video call on a desktop computer?

- A) Trackpad
- B) Web Camera
- C) Remote
- D) Printer

72. 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 . swayam.gov.in /](http://www.swayam.gov.in/)
- C) <http://www . india.gov.in/>
- D) [http: /www . igod.gov.in](http://www . igod.gov.in)

73. When is capital letter used? | ದೊಡ್ಡ ಅಕ್ಷರವನ್ನು ಯಾವಾಗ ಬಳಸಲಾಗುತ್ತದೆ?

- A) Names of places | ಸ್ಥಳಗಳ ಹೆಸರುಗಳು
- B) Beginning of a sentence | ಒಂದು ವಾಕ್ಯದ ಆರಂಭ
- C) Names of persons | ವ್ಯಕ್ತಿಗಳ ಹೆಸರುಗಳು
- D) All the above | ಮೇಲಿನ ಎಲ್ಲಾ

74. _____ is major changes takes place in manufacturing. | _____ ತಯಾರಿಕೆಯಲ್ಲಿ ಪ್ರಮುಖ ಬದಲಾವಣೆಗಳು ನಡೆಯುತ್ತವೆ.

- A) Industry revolution | ಕೈಗಾರಿಕಾ ಕ್ರಾಂತಿ
- B) Food revolution | ಆಹಾರ ಕ್ರಾಂತಿ
- C) Water revolution | ಜಲ ಕ್ರಾಂತಿ
- D) Green revolution | ಹಸಿರು ಕ್ರಾಂತಿ

75. Suraj has finished his ITI course. He can create a career path that helps him progress towards his _____ and _____?.

- A) Strengths and weakness
- B) Cooking and painting
- C) Singing and dancing
- D) Goals and Objectives

76. Saleem needs to talk about digital skills that are required at work. Which of these works needs digital skills?

- A) Creating and editing documents and worksheets
- B) All of these
- C) Communicatin g through emails and chat
- D) Creating and editing worksheets

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

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

78. Rita talks to her customers. But she is unable to understand what they say. What should she do?

- A) Fight with customers
- B) Stop her business
- C) Stop talking to them
- D) Improve her listening skills

79. Exchange of ideas happen through _____.

- A) Communication
- B) Listening
- C) Watching
- D) Singing

80. Money put aside for a big expense many years from now is _____ savings.

- A) Goal
- B) Short term
- C) Emergency
- D) Long term

81. English is a _____ language.

- A) Day
- B) Evening
- C) Night
- D) Common

82. Naming words are also called ____?.

- A) Pronouns
- B) Verbs
- C) Nouns
- D) Action

83. 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 listening
- B) Poor communication
- C) Stress
- D) Typing error

84. What happens when we use this function? =SUM(B4:G4)

- A) The number in B4 is deleted
- B) The number from B4 will be copied
- C) The numbers in cells from B4 to G4 are added
- D) The number from G4 will be copied

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

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

86. We should choose our career based on our _____?.

- A) Weakness
- B) Strengths
- C) Workplace
- D) Disadvantages

87. Wahid wants to register his product under a trademark. What is the benefit of getting a trademark for your product?

- A) He will get a lot of success
C) He can take many loans and not repay
- B) He can sell it at higher rate
D) No one else can use the same product name

88. Fill in the blank with proper pronoun. "She made this cake _____. | ಸರಿಯಾದ ಸರ್ವನಾಮದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿ. "She made this cake _____"

- A) himself
C) herself
- B) myself
D) itself

89. I adore? phrase is used to express ____ of something.

- A) A poor admiration
C) A strong admiration
- B) A bad feeling
D) A dislike

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

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

91. Symbols gives us information through _____.

- A) Colours
C) Images
- B) Posters
D) Words

92. Paul is saving his Word document for a project. Which layout format should he use for official documents?

- A) Cut
C) Landscape
- B) Undo
D) Portrait

93. Vinutha was questioned whether she has completed her degree in an interview. How should she respond stating that she has completed?

- A) No
C) Yes
- B) Yes, I have completed my degree
D) Completed my degree

94. The secret to growing your business is to choose the right _____ to support your growth

- A) Team
C) Clothes
- B) Family
D) Friends

95. 'Reg' in the letter means _____.

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

96. Neetu has excellent story telling skills. What type of intelligence is it?

- A) Logic Smart
C) Word Smart
- B) Body Smart
D) Picture Smart

97. Krish made a typing mistake and wants to go back to the previous sentence. Which option should he use?

- A) Save
C) Cut
- B) Print
D) Undo

98. In MS Word, you can change the text in the document to look different. This process is called_____?.

- A) Deleting
C) Printing
- B) Saving
D) Formatting

99. Which of the following are good manners in an interview?

- A) Not making eye contact
C) Speaking too fast
- B) Getting irritated
D) Being on time

100. Sanju met her cousin Keerti accidentally in a mall. How should she greet her?

- A) Long time, no see!
C) Take care!
- B) What are you doing here?
D) Thank you!

101. Tanvi's team has many barriers to having a diverse workforce. This may lead to _____.

- A) Conflicts affecting work
C) Good teamwork
- B) Increased productivity
D) Better communication

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

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

103. Mani is a painter and he buys new brushes and tins for painting. What type of cost it is?

- A) Total Cost
C) Maintenance
- B) Variable Cost
D) Fixed Cost

104. Mohit wants to move from one cell to another. He can do that by using the _____? on the keyboard.

- A) Ctrl+B
C) Ctrl+Z
- B) A1,B1,C1 ...
D) Arrow keys

105. Joseph wants to make the letters in the words slant to one side. Which option should he use?

- A) Italic
C) Bold
- B) Underline
D) Numbered List

106. A person who buys a product is a _____.

- A) Customer
C) Servicer
- B) Student
D) Seller

107. An introduction letter is a _____.

- A) Leave Letter
C) E-mail
- B) Resume
D) Cover letter

108. Shaheen wants good chefs to work in her hotel. What is an effective way to hire them?

- A) By asking his relatives
C) By advertising the job
- B) None of these
D) By reaching out other hotel staffs

109. A child was working in the computer lab which had many computers. The word 'computers' is in the ____ form.

- A) Maximum
C) Less
- B) Plural
D) Minimum

110. Most of the government job calls will be in ____ format.

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

111. How can an industrial visit benefit students in career development?

- A) By giving them opportunities to relax and have fun
C) By showing how real jobs are done and what different roles involve
- B) By allowing them to skip regular classes
D) By offering them immediate employment

112. Choosing between two or more options is known as ____ process.

- A) Manufacturing
C) Decision-making
- B) Scientific
D) Technical

113. Vidya is single-handedly selling homemade pickles to her neighbors. Vidya is a/an ____.

- A) Distributor
C) Self-employed person
- B) Seller
D) Entrepreneur

114. 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
C) Stereotype
- B) Diversity
D) Trust

115. Letter is a form of ____ communication.

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

116. A poster presents information by using ____.

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

117. A business idea should ____?

- A) Fulfill customer needs or solve their problems
C) Satisfy only my needs
- B) Save the world
D) None of these

118. Sharing will help everyone feel involved and ____.

- A) Motivated
C) Sad
- B) Close
D) Happy

119. A declarative sentence tells us some information or explanation. It ends with ____.

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

120. Choose the correct punctuation mark after the word "Rohan" in the given sentence. "Rohan David and Ram are playing hide and seek" | ಕೊಟ್ಟಿರುವ ವಾಕ್ಯದಲ್ಲಿ □ರೋಹನ್□ ಪದದ ನಂತರ ಸರಿಯಾದ ವಿರಾಮ ಚಿಹ್ನೆಯನ್ನು ಆರಿಸಿ. □ರೋಹನ್ ಡೇವಿಡ್ ಮತ್ತು ರಾಮ್ ಅಡಗಿಕೊಂಡು ಆಡುತ್ತಿದ್ದಾರೆ□

- A) Hyphen (-)
C) Comma (,)
- B) Period (.)
D) Slash (/)

121. Vinod met his new manager at his workplace. He had to ____ himself first.

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

122. The process of manufacturing has changed due to technology and ____ development.

- A) Training
C) Teaching
- B) Scientific
D) Facilitation

123. On a bank holiday, which of these methods cannot be used by Shahab for money transfer?

- A) Google pay
C) BHIM app
- B) Amazon pay
D) Deposit at the bank branch

124. Something that is not accepted by someone is called ____.

- A) Acceptance
C) Rejection
- B) Failure
D) Success

125. Priya wants to apply for her Aadhaar Card as its an important document to be submitted while joining a new job. Which of the following government portals will be helpful for her?

- A) [http://www . swayam.gov.in/](http://www.swayam.gov.in/)
C) All of these
- B) <http://www . india.gov.in/>
D) [https:/ myaadhaar.uidai. gov.in](https://myaadhaar.uidai.gov.in)

126. Select the example of a service from the options.

- | | |
|------------------|------------------|
| A) Mobile Repair | B) Water Bottle |
| C) Masala Dosa | D) Chicken Kebab |

127. _____ opportunities can also be found during industry visit.

- | | |
|-------------|---------------|
| A) Painting | B) Cooking |
| C) Playing | D) Internship |

128. Azim wants to learn dancing and challenge the gender stereotype that only women should learn dancing. It is completely _____.

- | | |
|----------|---------------|
| A) okay | B) Impossible |
| C) funny | D) wrong |

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

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

130. What is the advantage of an Industry visit?

- | | |
|----------------------------------|-----------------------------------|
| A) Chance to talk to the friends | B) Chance to talk to the family |
| C) Chance to talk to the experts | D) Chance to talk to the teachers |

131. The punctuation in a sentence makes the meaning _____? to understand.

- | | |
|--------------|----------|
| A) unclear | B) clear |
| C) ambiguous | D) think |

132. We can use _____ to do mobile banking on a smartphone.

- | | |
|-----------------------|----------------|
| A) Passbook | B) Gaming app |
| C) Mobile banking app | D) Weather app |

133. Rahim is filing tax for the first time for his business. Which of these elements are NOT needed for filing tax?

- | | |
|----------------------|----------------------|
| A) Birth Certificate | B) Aadhar Card |
| C) PAN Card | D) Income Tax Return |

134. Pushpa and Kavya have opened a shop for baby clothes in Bangalore and Chennai. Bangalore outlet is gaining more popularity and profit? What might be the reason?

- | | |
|------------------------|---|
| A) Chennai is very hot | B) There are more babies in Bangalore |
| C) No reasons | D) Good customer relationship in Bangalore shop |

135. Which one is NOT a vowel? | ಯಾವುದು ಸ್ವರ ಅಲ್ಲ ?

- | | |
|------|------|
| A) e | B) a |
| C) i | D) f |

136. Ram was asked to measure his cupboard. It was 4 feet tall. Here feet means ____.

- | | |
|----------------|----------|
| A) Leg | B) Hand |
| C) Measurement | D) Taste |

137. A person with a growth mindset is always willing to _____. | ಬೆಳವಣಿಗೆಯ ಮನಸ್ಥಿತಿ ಹೊಂದಿರುವ ವ್ಯಕ್ತಿಯು ಯಾವಾಗಲೂ _____ ಸಿದ್ಧರಿದ್ದಾರೆ.

- | | |
|---------------------------|--|
| A) keep quiet ಮೌನವಾಗಿರಿ | B) grow, change, learn ಬೆಳೆಯಿರಿ, ಬದಲಿಸಿ, ಕಲಿಯಿರಿ |
| C) relax ವಿಶ್ರಾಂತಿ | D) become rich ಶ್ರೀಮಂತರಾಗುತ್ತಾರೆ |

138. Which of these is an advantage of learning online?

- | | |
|-------------------------|---------------------------------|
| A) Have shorter classes | B) Learn anytime & anywhere |
| C) No need to study | D) Make friends with classmates |

139. Finding a solution to any problem is known as ____ skill.

- | | |
|--------------------|----------------------|
| A) Over thinking | B) Problem solving |
| C) Decision-making | D) Critical thinking |

140. The lack of success in achieving a goal or completing a task is called ____.

- | | |
|-----------------|------------|
| A) Success | B) Failure |
| C) Satisfaction | D) Boring |

141. Meena is not comfortable talking to her colleagues in English. This is an example of _____.

- | | |
|---------------------|--------------------------|
| A) Cultural barrier | B) Communication barrier |
| C) Gender barrier | D) Caste barrier |

142. Fill in the blank with proper interrogative adjective. _____ are you going | ಸರಿಯಾದ ಪ್ರಶ್ನಾರ್ಹ ವಿಶೇಷಣದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿರಿ. _____ are you going?

- | | |
|----------|----------|
| A) What | B) Where |
| C) Which | D) Who |

143. ____ is a way to understand the customer's needs and emotions by asking questions.

- | | |
|---------------|----------------|
| A) Explaining | B) Assuming |
| C) Probing | D) Apologising |

144. Who can be in your professional network?

- | | |
|-----------------|-----------------------|
| A) Co-workers | B) Classmates |
| C) All of these | D) College professors |

145. An Entrepreneur can help the society by_____.

- A) Creating job opportunities B) Working with a team
C) Marketing the product D) Seeking new opportunities

146. Which one of the following is a describing word? |
ಕೆಳಗಿನವುಗಳಲ್ಲಿ ಯಾವುದು ವಿವರಿಸುವ ಪದವಾಗಿದೆ?

- A) Eat | ತಿನ್ನು B) Repair | ದುರಸ್ತಿ
C) Soup | ಸೂಪ್ D) Hot | ಬಿಸಿ

147. _____ are the abilities and qualities you have as a person that helps you grow well in life and career. |

_____ ಒಬ್ಬ ವ್ಯಕ್ತಿಯಾಗಿ ನೀವು ಹೊಂದಿರುವ ಸಾಮರ್ಥ್ಯಗಳು ಮತ್ತು ಗುಣಗಳು ಜೀವನ ಮತ್ತು ವೃತ್ತಿಜೀವನದಲ್ಲಿ ಉತ್ತಮವಾಗಿ ಬೆಳೆಯಲು ಸಹಾಯ ಮಾಡುತ್ತದೆ.

- A) Threats | ಬೆದರಿಕೆಗಳು B) Personal weaknesses |
ವೈಯಕ್ತಿಕ ದೌರ್ಬಲ್ಯಗಳು
C) Opportunities | ಅವಕಾಶಗಳು D) Personal strengths |
ವೈಯಕ್ತಿಕ ಸಾಮರ್ಥ್ಯಗಳು

148. Arya has joined a new company. They want him to open a _____so that they can credit his salary.

- A) Current account B) Salary account
C) Fixed deposit D) Recurring deposit

149. Institution licensed by the government to keep money safe is _____.

- A) Panchayat B) Hospital
C) Bank D) Assembly

150. The_____?is what or whom a sentence is about.

- A) Subject B) Verb
C) Object D) Predicate

151. Which of the following is a voice- controlled digital assistant?

- A) Siri B) Alexa
C) Google Assistant D) All of these

152. People who are born in one sex, but they know that they belong to another sex are_____?.

- A) Males B) Transpersons
C) Stereotypical D) Females

153. What are Employability Skills?

- A) Skills used only in sports B) Skills needed to be
successfully employed
C) Skills for playing video D) Skills for good
games communication

154. A _____is something you really want in life. You plan and

take the right actions to make it happen.

- A) None of these B) Goal
C) Desire D) Dream

155. A _____is a short and effective presentation to describe the business.

- A) Customer Analysis B) Communication
C) Business Pitch D) Return on Investment

156. Fill in the blank with comparative adjective. "Your pencil is _____ than mine". | ತುಲನಾತ್ಮಕ ವಿಶೇಷಣದೊಂದಿಗೆ ಖಾಲಿ
ತುಂಬಿ. "Your pencil is _____ than mine"

- A) thick B) sharp
C) blunt D) sharper

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

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

158. For online meetings, you can share ____for the people to join the meeting.

- A) email id B) Meeting Link or ID
C) Personal mobile number D) Location

159. Rahim learns MS Office during his lunch break. This is an example of -

- A) Time Management B) Over thinking
C) Online job D) Logical thinking

160. Sahil is giving festival offers, free samples and price discounts at the opening of his business. This is called _____.

- A) Promotion B) Selling
C) Packaging D) Market scan

161. Organizations communicate mainly through _____.

- A) Letters B) E-mails
C) Project D) Unfamiliar words

162. They? is used when we want to refer to _____.

- A) Our B) Many people
C) She D) He

163. Costly things that are not essential for our survival are _____.

- A) Money B) Luxuries
C) Needs D) Savings

164. What can be the source of information for a market

scan?

- A) Industry visits
- B) Alumni
- C) Internet
- D) All of these

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

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

166. Riya does not know which version of windows is installed on her laptop. How can she identify the version?

- A) By looking at the opening screen
- B) By uninstalling the windows
- C) By shutting down the computer
- D) By reinstalling the windows

167. In a business, the money involved in building a product is called _____.

- A) Price
- B) Cost
- C) Discount
- D) Profit

168. Rama has started using Social Media, as a responsible user what are the things she should not do?

- A) Searching jobs online
- B) Use social media to find the latest information.
- C) Posting personal information publicly
- D) Connecting with professionals from her field

169. When you ask someone something it is ____.

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

170. 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) Finding Information about job openings
- D) All of these

171. Tina and Lyra's team are working together to finish the school painting project. What should both the teams do to finish the project?

- A) Fight
- B) Argue
- C) Resist
- D) Share responsibility

172. Paul just got hired and received his employment letter. He is supposed to read it carefully and sign as it is a ____?

- A) Certificate
- B) Poster
- C) Marks card
- D) Legal binding document

173. When a person deposits a fixed sum of money every

over a fixed period of time, it is a _____ account.

- A) Recurring Deposit
- B) Current Account
- C) Saving Account
- D) Fixed Deposit

174. _____ jobs help to reduce pollution, preserve the environment and the planet.

- A) Hardware
- B) Part-time
- C) Software
- D) Green

175. Which of these should not be used to express your opinion in a group discussion?

- A) I don't quite agree
- B) It seems to me that
- C) In my opinion
- D) Listen to me

176. Khan Academy is the most recommended website for _____.

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

177. Shyam and Ram applied for the same job. Shyam read the job description in detail and made note of important details. Who will know more about the company?

- A) None of them
- B) Shyam
- C) Both of them
- D) Ram

178. Sarah notices a colleague, John, making unwelcome jokes about someone's clothes at the office party. What should Sarah do according to the POSH Act?

- A) Tell John directly to stop
- B) Report the incident to Internal Committee (IC)
- C) Make a sarcastic comment
- D) Ignore it, John might be joking

179. Tom wants to start a shop for selling books, pens etc. Which is the best location to have his shop?

- A) Near fish market
- B) Near college and schools
- C) Near the river
- D) At his house

180. Simon's company calculated the income tax and paid on behalf of him. This is called ____?

- A) TDS
- B) House rent allowance
- C) NPS
- D) Interest

181. _____ is one of the behavioral skills that is required to organize work efficiently and complete it on time.

- A) Time Management
- B) Cooking
- C) Dancing
- D) Painting

182. Phone call has ___phases

- A) End
- B) Three
- C) Middle
- D) Different

183. An Entrepreneur needs to maintain good _____? with his customers.

- A) Relationship
- B) Communication
- C) Friendship
- D) Behavior

184. What does CPU stand for?

- A) Cutting power unit
- B) Central Processing Unit
- C) Cost per unit
- D) Central power unit

185. Which of the following options is an Employability Skill?

- A) Good Interview Skills
- B) Good Communication Skills
- C) Digital Skills
- D) All of these

186. What are the key elements of a resume?

- A) Education
- B) Career objective
- C) Personal information
- D) All of these

187. A person who makes a call_____

- A) Caller
- B) Contacts
- C) Keypad
- D) Phase

188. Physical body and the sexual organs that we are born with refers to person's_____.?

- A) Age
- B) Gender
- C) Sex
- D) Biodata

189. Meena sells milk packets. One day, she got a dissatisfied (unhappy) customer because the milk was spoilt. What should Meena NOT do now?

- A) Quickly give another packet of milk
- B) Make sure the customer is happy
- C) Say sorry to the customer
- D) Get angry with the customer

190. Rashmi recently bought a new laptop after her old computer stopped working. Which part of the laptop works like a mouse?

- A) Speakers
- B) Desktop
- C) Keyboard
- D) Trackpad

191. Effective communication needs to be -

- A) All of these
- B) Complete
- C) Clear
- D) Simple

192. Where can you build a professional network?

- A) Social events
- B) Current job
- C) All of these
- D) Alumni clubs

193. NAPS is a scheme by the Government of India to provide apprenticeship training through the ____.

- A) Trainers
- B) Employers
- C) Teachers
- D) Professors

194. Receiver is a person who _____the call.

- A) Blocks
- B) Receives
- C) Rejects
- D) Dials

195. What does a market scan help us do?

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

196. Which of the following is not a part of decision-making?

- A) Generate options
- B) Identify problem
- C) Performance
- D) Implement decision

197. Meena likes to learn music in her free time. It is one of her _____to improve.

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

198. During an industrial visit or an interview we have to dress _____.?

- A) in pajamas
- B) formally
- C) casually
- D) dirty

199. Fill in the blank with present progressive tense of the verb. "The train _____ through the tunnel". | ಕ್ರಿಯಾಪದದ ಪ್ರಸ್ತುತ ಪ್ರಗತಿಶೀಲ ಉದ್ವಿಗ್ನತೆಯೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿರಿ. "The train _____ through the tunnel"

- A) had passed
- B) passed
- C) was passing
- D) is passing

200. Krishna is a teacher, he wants to conduct classes online. Which of these devices can he use?

- A) All of these
- B) Computer
- C) Tablet
- D) Laptop

201. Formal greetings are used in _____.

- A) House
- B) Friends
- C) Workplace
- D) Family

202. Chandu is sick and unable to cook food. From which platform can he order food?

A) Urban Company (home cleaning & repair services)

B) Swiggy (food delivery app)

C) Get angry with the customer

D) To give discount

C) Myntra (Shopping app)

D) Flipkart (product selling app)

203. What is the most important skill needed to be a successful entrepreneur?

A) Expanding markets

B) Having an Entrepreneurial Mindset

C) Earning money

D) Giving up on failure

204. Things that one loves to do are called _____.

A) Interests

B) Work

C) Job

D) Abilities

205. Fill in the blank with suitable place preposition. "My house is _____ the third floor". | ಸೂಕ್ತವಾದ ಸ್ಥಳ ಪೂರ್ವಭಾವಿ ಸ್ಥಾನದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿ. "My house is _____ the third floor"

A) in

B) at

C) on

D) under

206. Harry has knowledge of circuits and wiring. He can apply as a/an _____ in a company.

A) Beautician

B) Plumber

C) Fitter

D) Electrician

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

A) Interrogative (?)

B) Declarative (.)

C) Exclamatory (!)

D) Imperative

208. Which of the following are the ways to connect your device to the internet?

A) Using a wifi or mobile data connection

B) Use a printer

C) Use a mouse

D) Use bluetooth

209. Every complete sentence has ____.

A) 2 parts

B) 3 parts

C) 4 parts

D) 1 part

210. Geetha wants to take a mock interview before attending the real one. Whom do you think she must choose as an interviewer?

A) A stranger

B) Her younger sister

C) Shopkeeper

D) Her senior

211. Probing for customer needs means _____.

A) To celebrate with customers

B) To ask customers what they need

212. Hard skill _____. | ಕಠಿಣ ಕೌಶಲ್ಯ _____

A) spoken english | ಇಂಗ್ಲೀಷ್ ಮಾತನಾಡುವ

B) time management | ಸಮಯ ನಿರ್ವಹಣೆ

C) quick learner | ತ್ವರಿತ ಕಲಿಯುವವ

D) 60 WPM typing speed | 60 WPM ಟೈಪಿಂಗ್ ವೇಗ

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

A) Other

B) Myself

C) Many

D) That

214. Rita found someone's wallet in the office. She gives it to the office manager. This shows that she is _____.

A) open-minded

B) non - judgemental

C) kind

D) honest & responsible

215. Which one is NOT a benefit of the role playing? | ಪಾತ್ರ ನಿರ್ವಹಣೆಯ ಪ್ರಯೋಜನ ಯಾವುದು?

A) Builds confidence | ಆತ್ಮವಿಶ್ವಾಸವನ್ನು ಹೆಚ್ಚಿಸುತ್ತದೆ

B) Develops listening skill | ಕೇಳುವ ಕೌಶಲ್ಯವನ್ನು ಅಭಿವೃದ್ಧಿಪಡಿಸುತ್ತದೆ

C) Develops boredom | ಬೇಸರವನ್ನು ಅಭಿವೃದ್ಧಿಪಡಿಸುತ್ತದೆ

D) Develops creative problem-solving skill | ಸೃಜನಾತ್ಮಕ ಸಮಸ್ಯೆ ಪರಿಹರಿಸುವ ಕೌಶಲ್ಯವನ್ನು ಅಭಿವೃದ್ಧಿಪಡಿಸುತ್ತದೆ

216. Which is NOT a proper way to collect data about a career?

A) News papers

B) Listening to gossips

C) Career guidance agencies

D) Career magazines

217. Irrespective of their gender identities, all people must have the same rights. This is called _____.

A) Gender rights

B) Gender equality

C) Gender Discrimination

D) Gender Stereotype

218. _____ helps in experiencing the real world of work.

A) Industry visit

B) Failure

C) Interview

D) Mock interview

219. Steve's mother told him that the mixer grinder is not working. What should be his first step in order to solve the problem?

A) Sell the mixer

B) Identify the problem

C) Throw it

D) Complain

220. People of different sex, gender, caste, class, culture, age, physical appearance, education, abilities must feel _____.

A) Safe and respected

B) Threatened and policed

- C) Unsafe and bullied D) Unsafe and worried

221. Cherry is going for an interview. What should she not do?

- A) Take her resume B) Wear formal dress
C) Apply too much makeup or perfume D) Wear clean clothes

222. What happens If we do not maintain good personal hygiene (cleanliness)?

- A) We become more popular. B) Our health improves.
C) We feel happier. D) We can get sick easily.

223. You can speak to your friend_____.

- A) By reading their mind B) By dancing
C) Formally D) Informally

224. Tutor asked his student whether he knew to use Windows? How should the student answer?

- A) I will know B) Done
C) Yup D) Yes, I know how to use Windows

225. We need an _____and a search engine to access the information on the web.

- A) Internet connection B) Key board
C) Data cable D) Mouse

226. A formal letter can be used for _____purposes.

- A) Boring B) Fighting
C) Official D) Friendship

227. Ram wants to start his own business. He is considering two options - opening an audio cassette shop or starting an online retail business. Which of these options would you suggest?

- A) Anything is fine B) Audio cassette shop
C) Video rental store D) Online retail

228. Releasing chemicals, waste, plastics into the water is called _____.

- A) Air pollution B) Land pollution
C) Water Pollution D) Sound pollution

229. Soni is trying to fix the download problem on the laptop. She did not succeed on the first attempt. What should she do?

- A) Quit the job B) Quit the task
C) Never solve the problem D) Try another way

230. Choose the mobile app form the following options.

- A) Facebook B) YouTube
C) Linkedin D) All of these

231. How can creating career pathway posters help you plan your career?

- A) By providing clarity on your future goals B) By ignoring market demands
C) By teaching unrelated skills D) By limiting your career growth

232. Money borrowed from bank or a person is called ____?.

- A) Tax B) Loan
C) Interest D) Gift

233. Which of the following is NOT an interview skill?

- A) Active listening B) Clear communication
C) Painting D) Showing confidence

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

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

235. 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) Greet the person D) Good bye

236. Shilpa is applying for a job online. She sends her application by email. What is she supposed to mention in the subject line to make it easy for the employer to find her email?

- A) Pervious experience B) Shilpa - Job Position
C) Shilpa - Age D) Education qualification

237. The concept of _____best describes importance of teamwork.

- A) Synergy B) Group
C) Conflict D) Team

238. John does not agree with his coworker about a task. How should he communicate his disagreement?

- A) You don't know anything. B) You are wrong!
C) I respectfully disagree with what you are saying. D) I will just do it my way.

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

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

240. 'Arjun filled water into a large pot'. In this sentence the describing word is _____.

- A) into
- B) Arjun
- C) large
- D) water

241. What are the advantages of time management?

- A) Complete tasks on time
- B) Reduce stress
- C) Achieve daily goals
- D) All of these

242. Which of the following is a smart device?

- A) Smart Watch
- B) Smart TV
- C) All of these
- D) Smart Phone

243. Regular assessment of skills is necessary for the growth of _____.

- A) Skill
- B) Interview
- C) Career
- D) Job

244. We start communicating when we are _____.

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

245. Joy started a homemade pickle business. He has not been able to get profit in the first 2 months. What should he do?

- A) Get angry
- B) Borrow money
- C) Find reasons for his failure & learn from them
- D) End his business

246. Entrepreneurs learn from their success as well as their _____?.

- A) Profit
- B) Business Pitch
- C) Failures
- D) Friends

247. Which of the following is an advantage of a mock interview?

- A) Learning how to dress
- B) All of these
- C) Using proper body language
- D) Learning how to speak

248. The job interview is a discussion between _____ and _____ for mutual benefit.

- A) teacher and student
- B) friends and relatives
- C) brother and sister
- D) employee and employer

249. Low investment business plan means _____

- A) The plan needs a small amount to start a business
- B) The plan is a new idea
- C) The plan should start immediately
- D) The plan should be simple

250. Indu booked her railway ticket from the website and paid using online banking. What type of transaction is it?

- A) Cheque payment
- B) Digital transaction
- C) Credit
- D) Cash Payment

251. What does the growth of a business depend on?

- A) How you talk to customers
- B) How you take feedback from customers
- C) All of these
- D) How you help customers

252. Which of the following is not an example of using social media and internet in an impactful and successful way?

- A) Mentoring and supporting people
- B) Encouraging people to donate money for the social cause
- C) Sharing verified news
- D) Sharing Jokes on a particular religion

253. Jobs that have become outdated in the past 5 years _____ . | ಕಳೆದ 5 ವರ್ಷಗಳಲ್ಲಿ ಹಳತಾದ ಕೆಲಸಗಳು _____

- A) ola | ಓಲ
- B) swiggy | ಸ್ವಿಗ್ಗಿ
- C) STD booth | STD ಬೂತ್
- D) uber | ಉಬರ್

254. 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) Take leave
- D) Be prepared about the topic

255. Unique Selling Proposition or USP of a business plan refers to _____.

- A) A new customer for the business
- B) A special or different idea for a business
- C) An old business is updated
- D) A special budget for the business

256. Prem wants to start a shop. He can apply for _____ loan to have benefits.

- A) Home
- B) MUDRA
- C) Education
- D) Car

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

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

258. Which of the following is the BEST definition of profit?

- A) The total amount of money a business makes from selling goods or services.
- B) The money a business owner spends on personal expenses.

C) The total amount of money a business earns before paying taxes.

D) The revenue or earnings which remain with the business owner, after all the costs are paid.

259. Anita and her partner are paid the same salary for the same job. This is a good example of_____.

- A) Discrimination
C) Gender equality

- B) Jealousy
D) Stereotype

260. _____ cost increases or decreases depending on how much we produce or sell.

- A) Variable
C) Maintenance

- B) Total
D) Fixed

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

- A) Language differences
C) Differences in communication styles

- B) All of these
D) Use of unfamiliar words

262. A product name that has been officially registered with the Trademark Registry of India is _____.

- A) Trademark
C) Token

- B) Marked
D) Approved

263. Rehana faced a problem with her project. She is dealing with a problem with the right attitude. This is an example of-

- A) Scientific skill
C) Negative attitude

- B) Positive attitude
D) Technical skill

264. Why is a market scan conducted?

- A) To understand customer needs
C) All of these

- B) To explore how to grow the business
D) To check what the competitors are offering

265. One must choose the career path based on the changing_____.

- A) Interests
C) Cities

- B) Market demands
D) Abilities

266. Price is an important part of marketing. Price means_____.

- A) Rate of a product in rupees
C) Marketing

- B) Raw Materials
D) Promotion

267. Internet is the best place to be a_____.

- A) Self learner
C) Continuous learner

- B) Life long learner
D) All of these

268. If one can use a computer and the internet comfortably. It is called _____?.

- A) Digital Literacy
C) Language Literacy

- B) Sports Literacy
D) Cultural Literacy

269. Which of these is the full form of SWOT? | ಇವುಗಳಲ್ಲಿ SWOT ನ ಪೂರ್ಣ ರೂಪ ಯಾವುದು?

- A) Strong World Olympic Team
C) Speak Work Openly Together

- B) Strength Weakness Opportunity Threat
D) Special Wellness Organization Theme

270. Distance between yourself and the other person is called _____.

- A) Spatial distance
C) Informal

- B) Relationship
D) Close

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

- A) Non-Verbal Communication
C) Written communication

- B) No Communication
D) Verbal Communication

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

- A) Critical thinking
C) Negative attitude

- B) Self confidence
D) Time Management

273. _____ is the formal process of checking if the candidate is suitable for the job.

- A) Interview
C) Reading

- B) Onboarding
D) Training

274. Which of the following is true about stress? | ಒತ್ತಡದ ಬಗ್ಗೆ ಈ ಕೆಳಗಿನವುಗಳಲ್ಲಿ ಯಾವುದು ನಿಜ?

- A) All of the above | ಮೇಲಿನ ಎಲ್ಲವೂ
C) Stress can not be decreased | ಒತ್ತಡವನ್ನು ಕಡಿಮೆ ಮಾಡಲು ಸಾಧ್ಯವಿಲ್ಲ

- B) Stress cannot be controlled | ಒತ್ತಡವನ್ನು ನಿಯಂತ್ರಿಸಲಾಗುವುದಿಲ್ಲ
D) Stress can be managed | ಒತ್ತಡವನ್ನು ನಿಭಾಯಿಸಬಹುದು

275. A business pitch is presented to investors who helps us with _____, _____, and _____.

- A) Plan and Marketing
C) Customer and Quality

- B) Profit and Loss
D) Money, Resources, and Mentoring Support

276. Yash bought a bag which had recycle symbol. What should he do when the bag is old?

- A) Put it in soil

- B) Throw it in the river

C) Should dispose it in recyclable items

D) Burn

277. Alexa is a ____ assistant.

A) Home Assistant

B) Office Assistant

C) None of these

D) Digital voice controlled

278. After receiving interview call, what is the next step? | ಸಂದರ್ಶನ ಕರೆ ಸ್ವೀಕರಿಸಿದ ನಂತರ, ಮುಂದಿನ ಹಂತ ಯಾವುದು?

A) Send resume | ಪುನರಾರಂಭವನ್ನು ಕಳುಹಿಸಿ

B) Appear at interview | ಸಂದರ್ಶನದಲ್ಲಿ ಕಾಣಿಸಿಕೊಳ್ಳಿ

C) Prepare the resume | ಪುನರಾರಂಭವನ್ನು ತಯಾರಿಸಿ

D) Send application letter | ಅರ್ಜಿ ಪತ್ರ ಕಳುಹಿಸಿ

279. Tom tries to read the name boards, advertisements and posters that are in English. This helps him to ____.

A) Improve his English

B) See

C) Friends

D) Play

280. ____greetings are used while speaking to friends and family.

A) Formal

B) Due

C) No

D) Informal

281. Job title is the name of ____.

A) Summary

B) Role you join

C) Company name

D) Company Job

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

A) Closed questions

B) Yes or No

C) No

D) Wh-

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

A) Science

B) Maths

C) English

D) Sports

284. NAPS provides apprenticeship training opportunities for a student who has completed ____years.

A) 14

B) 10

C) 18

D) 21

285. _____can lead to division of people, communities and families.

A) Respecting all people

B) Same rights

C) Gender discrimination

D) Gender equality

286. A ____is a document with complete strategy for the business.

A) Strategy Report

B) Business plan

C) Stakeholder Report

D) Action Plan

287. What is the shortcut key to copy a file?

A) Ctrl+S

B) Ctrl+C

C) Ctrl+X

D) Ctrl+P

288. If one is capable of finding solutions to problems, one will get better at ____.

A) Career

B) Self-motivation

C) Painting

D) Problem-solving

289. Jerry wants to use his mobile data to get the internet on other devices. Which devices can use mobile data?

A) Gas oven

B) Landline phone

C) Tablet

D) Washing machine

290. Which is not a type of non-verbal communication ?

A) Eye-contact

B) Facial expression

C) Hand movements

D) E-mail

291. A mobile application or App is a software that is made to be used on a ____.

A) Washing machine

B) All of these

C) Calculator

D) smart device like a smartphone or tablet

292. The word funding means ____.

A) Saving and Spending

B) Money to start a business

C) Money for shopping

D) Bank account

293. Which of the following feature is not available in online meeting tools?

A) After the meeting, the online meeting can be closed and ended.

B) Everyone can turn on the camera on their own devices

C) Display Participants contact number

D) Everyone can speak to each other and hear each other.

294. An activity that stops or reduces stress is called a stress buster. Which of the following according to you is not a stress buster? | ಒತ್ತಡವನ್ನು ನಿಲ್ಲಿಸುವ ಅಥವಾ ಕಡಿಮೆ ಮಾಡುವ ಚಟುವಟಿಕೆಯನ್ನು ಒತ್ತಡ ಬಸ್ಟರ್ ಎಂದು ಕರೆಯಲಾಗುತ್ತದೆ. ನಿಮ್ಮ ಪ್ರಕಾರ ಈ ಕೆಳಗಿನವುಗಳಲ್ಲಿ ಯಾವುದು ಸ್ಟ್ರೆಸ್ ಬಸ್ಟರ್ ಅಲ್ಲ?

A) Listening to music | ಹಾಡು ಕೇಳುತ್ತಿದ್ದೇನೆ

B) Going to bed on time | ಸಮಯಕ್ಕೆ ಸರಿಯಾಗಿ ಮಲಗುವುದು.

C) Gardening | ತೋಟಗಾರಿಕೆ

D) Spending long hours thinking about the problem | ಸಮಸ್ಯೆಯ ಬಗ್ಗೆ ದೀರ್ಘಕಾಲ ಯೋಚಿಸುವುದು.

295. ____contact with the people we are speaking help us to communicate confidently.

- A) Ear
C) Eye
- B) Nose
D) Skin

296. Vibha wants to register on the NAPS portal. She should have ____to register.

- A) Degree
C) Masters degree
- B) ITI certificate
D) Diploma

297. Good time management helps in improving ____at work.

- A) Performance
C) Weakness
- B) Pressure
D) Stress

298. Bats fly during the night. In this sentence the word Bat is _____

- A) A Naming Word
C) A boring word
- B) An action word
D) A cool word

299. Bindu receives a call from JJ company promoting a discount sale. She couldn't clearly hear the details. How is she supposed to ask the person to repeat the information?

- A) What is it?
C) Could you please repeat?
- B) Speak loud
D) I don't know

300. When you greet higher official's such as Teacher, Instructor or Supervisor, you should use _____. | ಶಿಕ್ಷಕ, ಬೋಧಕ ಅಥವಾ ಮೇಲ್ವಿಚಾರಕನಂತಹ ಉನ್ನತ ಅಧಿಕಾರಿಗಳನ್ನು ನೀವು ಸ್ವಾಗತಿಸಿದಾಗ, ನೀವು _____ ಅನ್ನು ಬಳಸಬೇಕು

- A) Hi
C) Hello
- B) Good morning
D) Hey

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

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

302. An exclamatory sentence ends with the ____.

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

303. Things that one is good at doing are ____.

- A) Concerns
C) Abilities
- B) Passion
D) Interests

304. To grow yourself you must _____. | ನೀವೇ ಬೆಳೆಯಲು ನೀವು ಮಾಡಬೇಕು _____

- A) know your office | ನಿಮ್ಮ ಕಛೇರಿ ತಿಳಿದಿದೆ
B) know your institute | ನಿಮ್ಮ ಸಂಸ್ಥೆಯನ್ನು ತಿಳಿಯಿರಿ

C) know yourself | ನಿನ್ನನ್ನು ನೀನು ತಿಳಿಯಿರಿ

D) know your country | ನಿಮ್ಮ ದೇಶವನ್ನು ತಿಳಿಯಿರಿ

305. Which of the following devices can be connected using bluetooth?

- A) Speakers
C) Mouse
- B) Earphones
D) All of these

306. Which among these is a type of communication?

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

307. Priya received constructive (helpful) criticism from her manager about her latest project. What should she do?

- A) Thank her manager
C) Understand
- B) Listen
D) All of these

308. Job search engines are also called _____.

- A) Job portals
C) Resume Builder
- B) Play store
D) Shopping platforms

309. 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
C) Vinay
- B) Dentist
D) Tooth

310. Conflict in workplace affects ____?

- A) ability to work
C) environment
- B) salary
D) weather

311. Women and men are often not paid the same salary for the same job. This is known as _____.

- A) Gender gap
C) Learning gap
- B) Gender pay gap
D) Nutrition gap

312. The _____is a few words that quickly tell what the email is about.

- A) ID
C) Inbox
- B) Compose
D) Subject

313. Sam wanted to apply for a job. He thought of writing a cover letter to the company. But his friend suggested to attach _____with the cover letter.

- A) Formal
C) Leave
- B) Resume
D) Brochure

314. The interviewer asked Rahul to wait for a few days. What can Rahul do after few days?

- A) Follow up with the employer on phone call or email
B) Never call
C) Give up his hope
D) Meet his friends

315. Zeena wants to enroll for an e-learning course. The most important thing she needs is a_____.

- A) Book
B) Pen
C) Library card
D) Mobile phone or Computer

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

317. India is a Sovereign country. That means it can make its own_____.

- A) Election
B) Rules and Decisions
C) Money
D) State

318. Plural form of child is_____.

- A) Kid
B) Infant
C) Children
D) Person

319. 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) POSH
B) SOS
C) SHWW
D) PPR

320. We can learn English by _____?.

- A) Cooking
B) None of these
C) Playing
D) Reading newspaper

321. Priya wants to purchase a bike. Which loan should she apply for?

- A) Auto loan
B) Education loan
C) Home loan
D) Personal loan

322. _____is a profile that can show your education qualifications, your skills and your experience.

- A) Google mail
B) LinkedIn
C) Telegram
D) WhatsApp

323. Seema is attending an interview. What is she supposed to carry for the interview?

- A) Certificates
B) ID cards
C) Resume
D) All of these

324. If you work in a large & popular company, what type of information is good to share about the workplace?

- A) None of these
B) Location
C) Type of job & Company name
D) Name of the workplace alone

325. Activities that one is good at and can do well are called _____.

- A) Interests
B) Abilities
C) Passion
D) Sports

326. Conflict usually creates _____?.

- A) Enjoyment
B) Positive emotions
C) Happy emotions
D) Negative emotions

327. Everything that we do outside work is _____.

- A) Professional life
B) Dislikes
C) Tuition
D) Personal life

328. Krupa wants to safeguard the information on her system. Which of the following is the correct way to store information safely on a computer?

- A) Set a strong password for your computer.
B) Save the files with a clear name.
C) Always close/ lock your computer when you are not using it
D) All of these

329. Ramesh is working in Chennai. _____likes the office environment.

- A) It
B) What
C) That
D) He

330. Sonu wants to connect a device wirelessly to a computer. What technology can he use?

- A) Wire
B) Bluetooth
C) USB
D) Switch

331. Scientists are warning us that the rise in earth's temperature causes _____.

- A) Global warming
B) Deforestation
C) Pollution
D) Land sliding

332. Radha has learnt how to write a sentence. Which is the subject in this sentence?

- A) Sentence
B) Radha
C) Learnt
D) How

333. Negative comments made about our action or performance is called ____.

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

334. Group discussion helps us ____?

- A) argue B) create problems
C) learn more and solve big problems D) have fun

335. Cats is an example of ____ word.

- A) Singular B) Opposite
C) Words D) Plural

336. Product and service are two things that can be sold. Product is what can be seen, touched and used. Service is what we ____?

- A) Buy from vegetable shop B) Feel, Experience and Enjoy
C) Pay with Gpay D) Do not enjoy

337. Which are the two skills needed for good career growth?

- A) Technical Skills & Employability Skills B) Playing video games & cooking skills
C) Traveling & Shopping D) Watching TV & Making friends

338. Which website to use to book the train tickets

- A) http://www.irctc.co.in B) http://www.india.gov.in/
C) http://www.igod.gov.in D) https://myaadhaar.uidai.gov.in

339. Things or activities that we enjoy are ____?

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

340. Pooja started a food court that was very successful with many customers. After a year, the number of customers decreased. What should Pooja do to solve this problem?

- A) Change the Cooking Style B) Change her business
C) Close the Food court D) Collect the Feedback from the Customers

341. A resume should be _____. | ಪುನರಾರಂಭವು _____ ಆಗಿರಬೇಕು

- A) having long and detailed information | ದೀರ್ಘ ಮತ್ತು ವಿವರವಾದ ಮಾಹಿತಿಯನ್ನು ಹೊಂದಿದೆ B) having acronyms and abbreviation | ಸಂಕ್ಷಿಪ್ತ ರೂಪಗಳು ಮತ್ತು ಸಂಕ್ಷೇಪಣವನ್ನು ಹೊಂದಿದೆ
C) fancy and colourful | ಅಲಂಕಾರಿಕ ಮತ್ತು ವರ್ಣಮಯ D) short and precise | ಸಣ್ಣ ಮತ್ತು ನಿಖರ

342. Why is personal grooming important?

- A) All of these B) It helps you feel confident.
C) It shows self-discipline. D) It creates a positive first impression.

343. Ramesh wanted to collect 50 stamps in 6 months. So, he started by collecting two stamps every week. This is a ____ goal.

- A) Unrealistic B) Long-term
C) Life-time D) Short-term

344. _____ stress can make us feel excited and motivated.

- A) Bad B) Long-term
C) Good D) Short-term

345. The word □ when □ denotes _____. | when (ಯಾವಾಗ) □ ಎಂಬ ಪದವು _____ ಅನ್ನು ಸೂಚಿಸುತ್ತದೆ

- A) time | ಸಮಯ B) person | ವ್ಯಕ್ತಿ
C) place | ಸ್ಥಳ D) thing | ವಿಷಯ

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

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

347. The _____ tab helps to change the type of page. (portrait or landscape)

- A) Insert B) Design
C) Review D) Layout

348. The way we interact, manage and deal with our external environment is known as ____ skills.

- A) Technical B) Teaching
C) Musical D) Behavioural

349. Which of the following is a specialized app or portal designed to find jobs?

- A) Myntra B) Amazon
C) Zomato D) Naukri

350. Karthik has joined a new company. His salary is Rs. 3 lakhs per year. This is his ____ salary.

- A) Basic B) Monthly
C) Gross D) Net

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

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

352. Disha wants to repay her loan. How can she do it without going to the bank?

- A) Withdraw from ATM B) Close account
C) Open bank account D) Online transfer

353. Major changes took place in the manufacturing world with_____.

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

354. _____ is the process of taking steps to look neat and presentable.

- A) Uniform B) Caring
C) Brooming D) Grooming

355. Sudha just delivered a baby. For how long Is she entitled to take a maternity leave as an employee?

- A) 2 months B) One year
C) 5 months D) 26 weeks

356. How does Market Scan help with running a business?

- A) Gives an idea about the customers B) All of these
C) Helps in making the business plan D) Helps understand about other similar business

357. _____ can be a physical, mental, or emotional reaction, that makes us feel worried.

- A) Stress B) Action
C) Food D) Job

358. It is a _____?knife. Fill in the correct adjective.

- A) and B) this
C) there D) sharp

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

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

360. In today's world, _____ have become a basic skill requirement in many jobs.

- A) Dancing skills B) Acting skills
C) Painting skills D) Digital skills

361. Question always end with a ____?.

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

362. Action words are also called _____.

- A) Is B) Are
C) Center D) Verbs

363. 1st industrial revolution started in _____. | 1 ನೇ ಕೈಗಾರಿಕಾ ಕ್ರಾಂತಿ ಪ್ರಾರಂಭವಾಯಿತು _____

- A) 20th century | 20 ನೇ ಶತಮಾನ B) 19th century | 19 ನೇ ಶತಮಾನ
C) 21st century | 21 ನೇ ಶತಮಾನ D) 18th century | 18 ನೇ ಶತಮಾನ

364. What is mindfulness? | ಸಾವಧಾನತೆ ಎಂದರೇನು?

- A) It is the word used to describe people who are full of thoughts | ಇದು ಆಲೋಚನೆಗಳಿಂದ ತುಂಬಿರುವ ಜನರನ್ನು ವಿವರಿಸಲು ಬಳಸುವ ಪದವಾಗಿದೆ
B) It is the technique of not minding anything | ಯಾವುದಕ್ಕೂ ತಲೆಕೆಡೆಸಿಕೊಳ್ಳದ ತಂತ್ರವಿದು.
C) It is about sharpening your brain | ಇದು ನಿಮ್ಮ ಮೆದುಳನ್ನು ಚುರುಕುಗೊಳಿಸುವುದಾಗಿದೆ
D) It is the ability to be fully present in a moment | ಇದು ಒಂದು ಕ್ಷಣದಲ್ಲಿ ಸಂಪೂರ್ಣವಾಗಿ ಇರುವ ಸಾಮರ್ಥ್ಯ

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

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

366. Arjun focuses only on his work and does not get involved in workplace politics. He also makes sure he does not work after office-hours. He makes time for his family. What is he doing?

- A) He is enjoying workplace politics. B) He is working a lot.
C) He is not working at all. D) He is maintaining good work-life balance.

367. Rahul spends 30 minutes everyday watching news. He writes down few sentences about what is said. What is he trying to do?

- A) None of these B) Practicing listening
C) Practicing Movements D) Practicing News

368. Cutting down of trees for farming and housing purposes is called _____.

- A) Forestation B) Deforestation
C) Reforestation D) Afforestation

369. The Constitution Of India is also called as _____.

- A) Newspaper B) Bharatiya Academy
C) Bhartiya Samvidhan D) Novel

370. What kind of stress can lead to lifelong physical and

mental health issues?

- | | |
|--------------|----------------|
| A) Long-term | B) Good stress |
| C) Mid-term | D) Short-term |

371. Add comma wherever it is necessary. After the meeting we will go out.

- | | |
|--|--|
| A) After the meeting we will go out. | B) After, the meeting, we will go out. |
| C) After the, meeting we will go, out. | D) After the meeting, we will go out. |

372. Revathi got a job offer out of her town. She decided to refuse the offer after listing the pros and cons. She followed_____?process.

- | | |
|------------------------|----------------------|
| A) Negative attitude | B) Positive attitude |
| C) Conflict resolution | D) Decision- making |

373. Which one is an exclamatory sentence? | ಆಶ್ಚರ್ಯಕರ ವಾಕ್ಯ ಯಾವುದು?

- | | |
|-----------------------------|----------------------------------|
| A) Your house is beautiful. | B) It is a beautiful house. |
| C) Is it a beautiful house? | D) What a beautiful house it is! |

374. A person who works with us is called a__?.

- | | |
|-------------|-------------|
| A) Family | B) Relative |
| C) Coworker | D) Friend |

375. Seema plans to open a hotel and has applied for a MUDRA Loan. What must she submit as part of her loan MUDRA loan application?

- | | |
|---------------|--------------------|
| A) Her resume | B) A business plan |
| C) An essay | D) Vacation plan |

376. The practice of including people within any group or social setting with respect and empathy is called _____.

- | | |
|----------------------|--------------------------------|
| A) Conflict | B) Gender based discrimination |
| C) Gender stereotype | D) Inclusion |

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

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

378. Which of these services can you find on platform-based job portals?

- | | |
|----------------------|-------------------------------------|
| A) All of these | B) Home & Appliance Repair services |
| C) Cleaning services | D) Beauty salon services |

379. Raju wants to start a Textile shop. What should he do

first?

- | | |
|-------------------------|----------------------------|
| A) Purchase New Fabrics | B) Prepare a Business Plan |
| C) Hire Staff | D) Rent a Shop |

380. The main purpose of mock interviews is to ____?.

- | | |
|------------------|---------------|
| A) judge people | B) give marks |
| C) give feedback | D) waste time |

381. Raj and Tej talk to each other only on the phone. What type of communication is this?

- | | |
|-----------------------------|--------------------------|
| A) Sign communication | B) Verbal Communication |
| C) Non-Verbal Communication | D) Written communication |

382. Which of these is the short cut for making the text bold?

- | | |
|-----------|-----------|
| A) Ctrl+B | B) Ctrl+S |
| C) Ctrl+I | D) Ctrl+U |

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

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

384. Which communication method should be used to share confidential information and documents in the workplace?

- | | |
|----------|--------------|
| A) Phone | B) Instagram |
| C) Email | D) WhatsApp |

385. People can hear the emotions and see our facial expression when we _____.

- | | |
|-----------|----------|
| A) Listen | B) Taste |
| C) See | D) Speak |

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

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

387. Azim has received a new mail from his teacher. Where can he check the mail received?

- | | |
|------------|----------|
| A) Compose | B) Draft |
| C) Sent | D) Inbox |

388. Which among these is NOT a digital wallet?

- | | |
|----------------------|-------------|
| A) PhonePe | B) Paytm |
| C) Internet explorer | D) MobiKwik |

389. Addition of harmful smoke, gases and chemicals to the environment in large quantities is called _____

- A) Air
C) Pollution

- B) Storm
D) Wind

- A) Belief
C) Strength

- B) Leader
D) Value

390. A _____ is a square, black and white code that you can scan with the camera and use.

- A) OTP
C) Password
- B) User ID
D) QR Code

391. Malini is attending her new school today. She introduces herself as _____.

- A) Good bye
C) Hello everyone!
- B) What's up guys
D) Longtime everyone

392. In India, the number of boys/men who can get education is much higher than girls/women. What type of discrimination is this?

- A) Gender discrimination
C) Color discrimination
- B) Age discrimination
D) Religion based discrimination

393. Rajesh does not know how to connect to earphones using Bluetooth. What should he do?

- A) Sell the earphones
C) Throw away the earphones
- B) Purchase new earphones
D) Use Google search

394. Naina wants to take a few safety Measures on Social media. What does that refers to?

- A) Do not send a rude or mean comment
C) All of these
- B) Do not share information with unknown people
D) Do not share personal information

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

396. Formal communication is used at ____?

- A) Party
C) House
- B) Friend
D) Workplace

397. Swati needs to sell a laptop. She can use the _____ technique to sell it.

- A) FAB
C) TAB
- B) Probing
D) Cross selling

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

399. Avinash needs to know about his transactions from the last month. How can he get these details?

- A) Credit card
C) Passbook
- B) Debit Card
D) Cheque book

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

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

401. A good business idea should be_____.

- A) very expensive to start a business
C) a short term plan
- B) very common
D) unique, sustainable & low on investment

402. 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 English
C) Scold people
- B) Stop talking
D) Speak in Hindi

403. Online portal set up by the government to make any government related complaints is _____.

- A) Place grievances portal
C) Public information portal
- B) Public grievances portal
D) Public informing portal

404. Rita wants to complete her higher education from a good university. Which loan should she apply for?

- A) Auto loan
C) Personal loan
- B) Home loan
D) Education loan

405. What can you do with online banking?

- A) Send money to someone
C) Get details of all the transactions
- B) Open a bank account
D) All of these

406. Fill in the blank with correct future tense of verb. "We _____ to the zoo after Breakfast ". | ಭವಿಷ್ಯದ ಭವಿಷ್ಯದ

ಕ್ರಿಯಾಪದದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿರಿ. "We _____ to the zoo after Breakfast "

- A) will go
C) went
- B) had gone
D) are going

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

- A) Capital
B) Italics

C) Small

D) Cursive

408. Full form for OS is_____.

A) Original System

B) Opening Screen

C) Opening Software

D) Operating System

409. As per the POSH Act, any workplace that has 10 or more employees must constitute an _____.

A) Internal Committee (IC).

B) Employees

C) Help desk

D) Police Station

410. Shilpa wanted to get her house cleaned before Diwali. On which portal can she book this service?

A) Zomato

B) Ola

C) Helpr

D) Swiggy

411. To find list of Participants in a Zoom meeting, click on participants option on _____of the screen.

A) Bottom

B) Left Side

C) Top

D) Right Side

412. Nimal wants to transfer files from one location to another on her laptop. Which of the following actions can she take to do so?

A) Select the file, press Ctrl X to cut and Ctrl V to paste it

B) Click on escape button

C) Click on power off button

D) Click on backspace button

413. Ritika received a message about a bank transaction she did not make. Her friends told her to report it as cybercrime. Which portal can she use to file her complaint?

A) www. cybercrimeindia. gov.in

B) www.ccrime. gov.in

C) www. indiacybercrime. gov.in

D) www. cybercrime.gov. in

414. Total cost is equal to ?

A) Variable Cost + Discount

B) Investment + Fixed Cost

C) Fixed Salary + ROI

D) Variable Cost + Fixed cost

415. Sharvan serves as a delivery agent delivering tomatoes from a farmer to a company that makes tomato sauce. What is Sharvan's job?

A) Service Provider

B) Seller

C) Distributor

D) Buyer

416. What is a comfort zone? | ಆರಾಮ ವಲಯ ಎಂದರೇನು?

A) It is a place where we go to sleep | ಇದು ನಾವು ಮಲಗಲು ಹೋಗುವ ಸ್ಥಳವಾಗಿದೆ

B) It is a place where children live | ಇದು ಮಕ್ಕಳು ವಾಸಿಸುವ ಸ್ಥಳವಾಗಿದೆ

C) Our familiar lifestyle and behaviour is our comfort zone | ನಮ್ಮ ಪರಿಚಿತ ಜೀವನಶೈಲಿ ಮತ್ತು ನಡವಳಿಕೆಯು ನಮ್ಮ ಆರಾಮ ವಲಯವಾಗಿದೆ

D) A place designed in airport for resting | ವಿಮಾನ ನಿಲ್ದಾಣದಲ್ಲಿ ವಿಶ್ರಾಂತಿಗಾಗಿ ವಿನ್ಯಾಸಗೊಳಿಸಲಾದ ಸ್ಥಳ

417. The government collects _____from the citizens.

A) Deductions

B) Conveyance

C) Loan

D) Tax

418. Which of these statements is true? | ಈ ಹೇಳಿಕೆಗಳಲ್ಲಿ ಯಾವುದು ನಿಜ?

A) Salary in metro cities is always higher than small towns | ಮೆಟ್ರೋ ನಗರಗಳಲ್ಲಿ ಸಂಬಳ ಯಾವಾಗಲೂ ಸಣ್ಣ ಪಟ್ಟಣಗಳಿಗಿಂತ ಹೆಚ್ಚಿರುತ್ತದೆ

B) All jobs are available in all cities | ಎಲ್ಲಾ ಉದ್ಯೋಗಗಳು ಎಲ್ಲಾ ನಗರಗಳಲ್ಲಿ ಲಭ್ಯವಿದೆ

C) Only a few cities have job opportunities | ಕೆಲವು ನಗರಗಳಲ್ಲಿ ಮಾತ್ರ ಉದ್ಯೋಗಾವಕಾಶಗಳಿವೆ

D) Some cities have more opportunities than others for certain job roles | ಕೆಲವು ನಗರಗಳು ಕೆಲವು ಉದ್ಯೋಗದ ಪಾತ್ರಗಳಿಗೆ ಇತರರಿಗಿಂತ ಹೆಚ್ಚಿನ ಅವಕಾಶಗಳನ್ನು ಹೊಂದಿವೆ

419. Customers sharing their experience and opinion about a product is called _____.

A) Customer ID

B) Customer Feedback

C) Customer Probing

D) Customer Support

420. At workplace, communication must follow the _____.

A) Text

B) Close

C) 6Cs

D) Ideas

421. You and your coworker, David are going for lunch. David uses a wheelchair. What should you keep in mind when selecting a restaurant?

A) Go alone

B) Choose any restaurant

C) Selecting the most expensive restaurant

D) Choose a restaurant with a wheelchair ramp and accessible facilities

422. Rajesh wants to save Rs. 6000 every year for his old age. How much should he save every month?

A) 100

B) 500

C) 50

D) 6000

423. Laws related to activities on the internet are called _____.

A) Cyber laws

B) Environment protection laws

C) Criminal laws

D) Labour laws

424. Arunima has completed an apprenticeship training on

NAPS. She will be getting a_____on completion.

- A) Clothes B) Certificate
C) Scholarship D) Credit Card

425. Preeti wants to find a video on pasta recipe. Which of the following mobile apps can she use for the same?

- A) Mobile Banking B) YouTube
C) Email D) Whatsapp

426. Indian constitution is a set of _____of our country.

- A) Languages B) Keys
C) Laws and rules D) Tools

427. Which of the following can be done using Excel?

- A) Make complicated calculations with numbers B) Print the document
C) Save the document D) All of these

428. 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.

429. _____ is a brief statement about purpose and principles of the constitution. | _____ ಸಂವಿಧಾನದ ಉದ್ದೇಶ ಮತ್ತು ತತ್ವಗಳ ಸಂಕ್ಷಿಪ್ತ ಹೇಳಿಕೆಯಾಗಿದೆ.

- A) Module | ಮಾಡ್ಯೂಲ್ B) The preamble | ಪೀಠಿಕೆ
C) Syllabus | ಪಠ್ಯಕ್ರಮ D) Unit | ಘಟಕ

430. A mock interview is a_____job interview.

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

431. A small business run by a single person is called as _____.

- A) Multinational Unit B) Private Limited
C) Partnership D) Sole Proprietorship

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

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

433. Preeti is renting a kitchen to run a Paratha Shop, The rent of the kitchen is _____cost?

- A) Admin B) Total
C) Variable D) Fixed

434. FAB means _____?

- A) Features, Advices, Benefits B) Five, Advertisements , Boards
C) Festival, Adventure, Behalf D) Features, Advantages, Benefits

435. Which of the following app is not used for chatting, video calls and group calls

- A) WhatsApp B) Instagram
C) Telegram D) None of these

436. Latha's uncle works at the company where she has applied for a job. He offered to refer her for the position. What type of cover letter should Latha write to increase her chances of being considered for the job?

- A) Letter of interest B) Letter of absence
C) Referral Cover Letter D) Leave letter

437. Lakshmi plans to start a beauty parlour. What kind of information should she NOT collect in the Market Scan?

- A) Information on types of customers B) Information on shop location and rent
C) Information on cost of materials for the beauty parlour D) Information on clothes and shoes

438. Maya wants to find the capital of Germany, Which of the following search engines can she use to find the information?

- A) Google B) Yahoo
C) All of these D) Bing

439. Ram wants to use the Wi-Fi connection. What should he do?

- A) Connect to a Wi-Fi network he is familiar with B) Connect to any WiFi network available
C) Connect to any WiFi network shared by a stranger. D) Do not connect to any Wifi network that needs a password. It may not be safe.

440. Harish has taken up his family business of ironing clothes. His customers are not happy with the service. What should Harish do to make his business better?

- A) Give better customer service B) Stop the business
C) Change the business D) Increase the cost

441. What can we use net banking for?

- A) All of these B) Checking bank statement
C) Paying bills D) Transferring funds

442. Tom received a letter, but it did not have any details of who sent it. The letter was missing the_____address.

- A) Subject B) Sender?s
C) Greetings D) Receiver?s

443. Raji is studying to be a Baker in a from an ITI. Which place is suitable for her to do industry visit?

- A) Toy factory B) Bread factory
C) Paint factory D) Chemical factory

444. Forms of verbal communication are ____.

- A) Making eye contact B) Dancing
C) Thinking D) Writing and Speaking

445. During an industry visit, an important thing to observe is ____?.

- A) Colors B) Canteen food
C) Generator D) Behaviour of workers

446. A formal interaction between students and a guest speaker is known as ____.

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

447. Which of these is a sign of good stress? | ಇವುಗಳಲ್ಲಿ ಯಾವುದು ಉತ್ತಮ ಒತ್ತಡದ ಸಂಕೇತವಾಗಿದೆ?

- A) It prevents you from pursuing your goals | ಇದು ನಿಮ್ಮ ಗುರಿಗಳನ್ನು ಅನುಸರಿಸುವುದನ್ನು ತಡೆಯುತ್ತದೆ
B) Does not lead to long-term tension, loss of sleep | ದೀರ್ಘಾವಧಿಯ ಒತ್ತಡ, ನಿದ್ರೆಯ ನಷ್ಟಕ್ಕೆ ಕಾರಣವಾಗುವುದಿಲ್ಲ
C) It makes you doubt yourself | ಇದು ನಿಮ್ಮನ್ನು ಅನುಮಾನಿಸುತ್ತದೆ
D) Makes you physically ill or causes pain | ನಿಮ್ಮನ್ನು ದೈಹಿಕವಾಗಿ ಅಸ್ವಸ್ಥರನ್ನಾಗಿ ಮಾಡುತ್ತದೆ ಅಥವಾ ನೋವನ್ನು ಉಂಟುಮಾಡುತ್ತದೆ

448. Who can support Entrepreneurs by providing business schemes and loans at low interest rates?

- A) Banks B) Startup Investors
C) Customers D) Friends

449. Balance in ____ is important to have a healthy and happy life.

- A) Job satisfaction B) Work-life
C) Salary D) Career demand

450. Keith recorded his interview as a video to understand his performance. This is also one of the methods to receive ____?.

- A) Greetings B) compliments
C) feedback D) wishes

451. 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, why not!

B) Yes, he should discuss all the arguments in detail.

C) No, he should avoid speaking negatively about his teammates.

D) Yes, he should blame his team- mates for all the problems.

452. Verbs tell the action of the ____.

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

453. A dissatisfied customer means ____.

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

454. Location for the job means ____?.

- A) Name B) Description
C) Place D) Title

455. ____ is about the competition in the online or offline market.

- A) Customer Analysis B) People Analysis
C) Budget plan D) Competitor Analysis

456. What are the qualities of an entrepreneur that a self-employed person also needs to have?

- A) Problem Solving B) Customer Service
C) All of these D) Creative Thinking

457. How can a professional network support your career growth?

- A) By sharing knowledge and professional guidance
B) By giving financial loans
C) By organizing social parties
D) By offering free travel discounts

458. Now or never close, summary close and question close are 3 important ____.

- A) Probing techniques B) Opening techniques
C) Discount D) Closing Techniques

459. Guest lectures act as a platform to talk to alumni about their ____.

- A) hobbies B) family life
C) experience D) travel plans

460. 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

461. Pratibha wants to start a Biryani Hotel. What will she need first?

- A) Business plan
B) Name Board
C) Kitchen Equipments
D) Food Items

462. Fill in the correct question word. "_____ is the speaker at the function". | ಸರಿಯಾದ ಪ್ರಶ್ನೆ ಪದವನ್ನು ಭರ್ತಿ ಮಾಡಿ.
"_____ is the speaker at the function?"

- A) Why
B) When
C) What
D) Who

463. _____ is called as the brain of the computer.

- A) Monitor
B) Central Processing Unit
C) Trackpad
D) Web Camera

464. It is very important to use the correct words to tell the search engine what to look for. These are called _____.

- A) Website
B) Web page
C) Keywords
D) Internet

465. SMART stands for _____.

- A) Specific, Measurable, Achievable, Relevant, and Trim
B) Specific, Measurable, Archive, Relevant, and Time-Bound.
C) Specific, Memorable, Achievable, Relevant, and Time-Bound.
D) Specific, Measurable, Achievable, Relevant, and Time-Bound.

466. Before sharing the information on social media THINK questions to be asked by oneself;

- A) Is it Helpful?
B) All of these
C) Is it Necessary?
D) Is it True?

467. Sunitha earns Rs.10,000 every month. After setting a monthly budget amount, she is able to save Rs. 2000 every month. She will use this money in case of _____.

- A) party
B) emergencies
C) travel
D) bills

468. Self - Employment means _____.

- A) Only focusing on earning profits
B) Freelancing or running a business rather than working for an employer
C) Selling food items
D) Working for an employer at a fixed monthly income

469. Equality means in the same situation, people have

the_____.

- A) Same rights
B) Same color
C) Same age
D) Same height

470. Online banking is also called _____.

- A) Self banking
B) Home banking
C) Net banking
D) Office banking

471. Caring for customers is key to growing your business. What does this mean?

- A) Care for customers at their home
B) Care for what customers want
C) Care for keys
D) Care for customers when they are sick

472. An employee is someone who_____.

- A) Goes to play
B) Does not work
C) Works for a salary
D) Goes to school to study

473. Customers' needs can be understood through _____.

- A) Customer Survey
B) Talking to our family
C) Selling
D) Customer service

474. Which of the following websites is helpful in learning and career growth?

- A) Codecademy
B) Coursera
C) All of these
D) Khan Academy

475. Bindu has started a small auto repair shop. She is the only person managing the business. Which kind of business it is?

- A) Multinational Unit
B) Sole Proprietorship
C) Private Limited
D) Partnership

476. An occupation undertaken for a long period and with opportunities for progress is called

- A) Job
B) Career
C) Work
D) Hobby

477. The safe search tool can be switched on and off for any search engine by changing the _____.

- A) View Mode
B) Computer/ Device
C) Settings
D) Web page

478. Rekha takes care of all water-pipe fittings in her company. Which professional network can she be a part of?

- A) Carpenters
B) Tailors
C) Beauticians
D) Plumbers

479. _____ is the most commonly used word for switching off a computer.

- A) Shut Down B) Hang Up
C) Switch On D) Power On

480. _____ is a tool that blocks unsafe pages when you are using a search engine.

- A) Telegram B) Google
C) Web page D) Safe search

481. Prachi goes to a Government ITI in the morning and then comes to office in a company cab to attend an online meeting with an employer. Which of the following are considered as a workplace?

- A) Online meeting B) Office space
C) All of these D) Government ITI

482. Fill in the blank with suitable adjective for the given sentence "The little girl's _____ eyes revealed her mischief". | ಕೊಟ್ಟಿರುವ ವಾಕ್ಯಕ್ಕೆ ಸೂಕ್ತವಾದ ವಿಶೇಷಣದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿರಿ "The little girl's _____ eyes revealed her mischief"

- A) weak B) twinkling
C) chubby D) short sighted

483. Time management _____. | ಸಮಯ ನಿರ್ವಹಣೆ

- A) complete your task on time | ನಿಮ್ಮ ಕೆಲಸವನ್ನು ಸಮಯಕ್ಕೆ ಪೂರ್ಣಗೊಳಿಸಿ
B) problem solving | ಸಮಸ್ಯೆ ಪರಿಹರಿಸುವ
C) hard skill | ಕಠಿಣ ಕೌಶಲ್ಯ
D) managing time | ಸಮಯವನ್ನು ನಿರ್ವಹಿಸುವುದು

484. Emotions can be expressed through your ____.

- A) Situation B) Weight
C) Height D) Voice

485. The way we manage/solve the problem is called ____.

- A) Conflict resolution B) Positive attitude
C) Negative attitude D) Passion

486. Gopi is always willing to learn and improve in his work. He has a ____?.

- A) Growth mindset B) Marksheet
C) Fixed mindset D) Certificate

487. _____ is a serious issue that affects an individual's mental, emotional, physical wellbeing in the workplace.

- A) Sexual harassment B) Travel leave
C) Company rules D) Meeting with the manager

488. On a computer, a file can be created using which of these applications?

- A) MS Excel B) MS Powerpoint
C) All of these D) MS Word

489. Words that are used to name people, places, animals and things are ____.

- A) Person B) Table
C) Key D) Naming words

490. Alpan does yoga in the morning. He follows Youtube classes to motivate himself. This is an example of ____.

- A) Time Management B) Self-motivation
C) Decision-Making D) Problem- Solving

491. What is the shortcut key for Undo?

- A) Ctrl+U B) Ctrl+Z
C) Ctrl+I D) Ctrl+B

492. Which of these is NOT a platform for finding platform-based jobs?

- A) Government office B) Uber
C) Swiggy D) Urban Company

493. Which is not a type of communication?

- A) Driving B) Non-verbal
C) Written D) Verbal

494. You want to sell toys. What should you do before starting your business?

- A) Build a factory B) Find out what children like
C) Design the toys D) Hire salespeople

495. Vanaja wants to save her excel workbook. How can she do it?

- A) By pressing Ctrl and S on the keyboard B) By deleting it
C) By writing it D) By closing the sheet

496. Sentences are ____.

- A) Letters B) group of words with complete meaning
C) Nouns D) Verbs

497. Verbal communication is the use of ____.

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

498. Ram, Vinay and Sandeep are working as a team to finish the geography project. Vinay is sharing his thoughts. What

are Vinay and Sandeep supposed to do?

- A) Go around the school B) None of these
C) Play D) Listen actively

499. Smitha needs to sell a mobile phone. She is writing down the advantages and benefits of the different phones. She is writing a ____?

- A) FAB statement B) Financial statement
C) Bill D) Service statement

500. _____ is called the library of internet.

- A) Software B) Hardware
C) Mouse D) Search Engine

501. Net banking is done on a computer through a _____.

- A) Relative B) Bank website
C) Friend D) Cashier

502. Nisha loves cooking and she is good at dancing. Her ability is _____.

- A) Dancing B) Singing
C) Cooking D) Painting

503. Which of these should be considered while making decisions? | ನಿರ್ಧಾರಗಳನ್ನು ತೆಗೆದುಕೊಳ್ಳುವಾಗ ಇವುಗಳಲ್ಲಿ ಯಾವುದನ್ನು ಪರಿಗಣಿಸಬೇಕು?

- A) The rules of your community | ನಿಮ್ಮ ಸಮುದಾಯದ ನಿಯಮಗಳು
B) Your personal priorities | ನಿಮ್ಮ ವೈಯಕ್ತಿಕ ಆದ್ಯತೆಗಳು
C) Your mood | ನಿಮ್ಮ ಮನಸ್ಥಿತಿ
D) The choices of your friends | ನಿಮ್ಮ ಸ್ನೇಹಿತರ ಆಯ್ಕೆಗಳು

504. Ram works as a fitter in a company. He wants to upgrade his trade skills and employability skills in his free time. What should he do?

- A) Play sports B) Find courses: online or offline
C) Quit job D) Watch news

505. Which of the following is not a social media app?

- A) Amazon B) Instagram
C) WhatsApp D) LinkedIn

506. Which of the following is the symbol of AutoSum?

- A) ? B) Y
C) X D) Z

507. Which of the following is not a step in problem solving?

- A) Find solutions B) Identify the problem

C) Set timer

D) Divide problem into parts

508. A written description of duties and responsibilities to be carried out in a job is called _____. | ಕೆಲಸದಲ್ಲಿ ನಿರ್ವಹಿಸಬೇಕಾದ ಕರ್ತವ್ಯಗಳು ಮತ್ತು ಜವಾಬ್ದಾರಿಗಳ ಲಿಖಿತ ವಿವರಣೆಯನ್ನು _____ ಎಂದು ಕರೆಯಲಾಗುತ್ತದೆ

- A) job application | ಕೆಲಸದ ಅರ್ಜಿ B) resume | ಪುನರಾರಂಭ
C) CV D) job description | ಕೆಲಸದ ವಿವರ

509. Ryan wants to speak to HR about his work. He should specify the name of his job, place of work and _____.

- A) Team mates B) Senior name
C) Some information about his responsibilities D) His needs

510. Geetha wants to start a tailoring shop (boutique). Her trainer asked her to do a market scan. Geetha should do the market scan of _____?

- A) Tailoring shops B) Restaurants
C) Beauty Parlours D) Packaging companies

511. Which of these is an e-learning portal?

- A) Bharat Skills Portal B) NAPS portal
C) ASEEM D) Netflix

512. Which of the following is not a part of a desktop Computer?

- A) Monitor B) Mouse
C) Web Camera D) Antenna

513. Closing sales technique is an essential skill for a _____.

- A) Sales person B) Manager
C) Clerk D) Child

514. Ethics means _____. | ನೀತಿಶಾಸ್ತ್ರ ಎಂದರೆ _____

- A) employability skills | ಉದ್ಯೋಗ ಕೌಶಲ್ಯಗಳು B) name of a city | ಒಂದು ನಗರದ ಹೆಸರು
C) decide what is right and wrong for a human conduct | D) not relevant to society | ಮಾನವ ನಡವಳಿಕೆಗೆ ಯಾವುದು ಸರಿ ಸಮಾಜಕ್ಕೆ ಸಂಬಂಧಿಸಿಲ್ಲ ಮತ್ತು ತಪ್ಪು ಎಂದು ನಿರ್ಧರಿಸಿ

515. Ganesh greets his co-workers every day. He is trying to maintain _____ at work.

- A) his authority B) power
C) frustration D) good relationships

516. Document which has details of a job is _____.

- A) Job Description
C) Letter

- B) Report
D) Resume

- A) Product Cost
C) Product Price

- B) Business Pitch
D) Business revenue

517. A good business idea for a young or new entrepreneur should be sustainable. This means_____.

- A) It has budget
C) It has many details
B) It is planned for the present and future business growth
D) It is easy to use

518. A person who hires other people for their business is an_____.

- A) Employee
C) Employer
B) Self -Employed
D) Entrepreneur

519. Loyal Customers are those who _____.

- A) Buy a product/a service for the first time
C) Ask for more discount
B) Hate the shop
D) Keep coming back to the same shop

520. Marketing helps the customer to learn about

- A) Special Discounts
C) Price
B) All of these
D) Availability

521. Select the example of a product from the options.

- A) Parlour service
C) Home painting
B) Shirt
D) Bike repair

522. To be in a job or work is _____. | ಕೆಲಸ ಅಥವಾ ಕೆಲಸದಲ್ಲಿ ಇರುವುದು ಎಂದರೆ _____

- A) aptitude | ಯೋಗ್ಯತೆ
C) employ | ಉದ್ಯೋಗ
B) knowledge | ಜ್ಞಾನ
D) skill | ಕೌಶಲ್ಯ

523. While creating a Gmail account 'Create an account for myself' option will be chosen to _____.

- A) Create a company account
C) Create a bussiness account
B) None of these
D) Create a Personal account

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

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

525. _____is the money we invest in producing a product or service.

526. Meena is using google meet for the first time. She can use the same login account details as her_____.

- A) Gmail account
C) Bank account
B) Zoho account
D) Amazon account

527. Choose the correct tense of the verb. "I _____ music when I was child". | ಕ್ರಿಯಾಪದದ ಸರಿಯಾದ ಉದ್ಘೋಷವನ್ನು ಆರಿಸಿ. "I _____ music when I was child"

- A) learn
C) will learn
B) am learning
D) had learnt

528. What is the service given to the customer before, during or after a purchase called?

- A) None of these
C) Customer service
B) Auto Service
D) Management Service

529. Siddhu is planning to start his career. He should have _____.

- A) Resume
C) Education
B) Career plan
D) All of these

530. Which one is a "Don't" of discussion etiquette? | ಮುಕ್ತ ಮನಸ್ಸಿನವರಾಗಿರಿ?

- A) Argue unnecessary | ಅನಗತ್ಯವಾದ
C) Listen to others | ಇತರರ ಮಾತುಗಳನ್ನು ಕೇಳಿ
B) Be open minded | ಮುಕ್ತ ಮನಸ್ಸಿನವರಾಗಿರಿ
D) Use moderate tone | ಮಧ್ಯಮ ಸ್ವರವನ್ನು ಬಳಸಿ

531. Jaya used her friend's laptop to log into her bank account. What should she do before giving the laptop back?

- A) Close the website
C) Log out of her bank account
B) Close the laptop
D) Stay logged in

532. Naveen is fond of dogs, but Sheetal hates dogs. In this sentence who likes dogs?

- A) Dog
C) Naveen
B) Both Sheetal and Naveen
D) Sheetal

533. Nithya aims to achieve a score of 75% in her 10th-grade exams by the end of the academic year. This is a _____goal.

- A) Great
C) SMART
B) Life-time
D) STAR

534. Describing words add more information to the ____?.

- A) Naming words
B) Numbers

C) Sad D) Bad

535. 'The sea is blue'. In this sentence ____ is an adjective.

A) sea B) is
C) blue D) the

536. ____ are the most convenient way to do something online.

A) Desktop B) Monitor
C) Mobile apps D) Keypad

537. 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) CC(Carbon Copy) D) BCC (Blind Carbon Copy)

538. Nitya wanted to discuss an issue with her teammates. What type of communication is it?

A) Video B) Image
C) Verbal D) Written

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

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

540. John was travelling by bus to his village. He noted the names of places that he could see on his journey. What are these words called as?

A) Naming words B) That
C) See D) His

541. Which of the following should be avoided while facing an interview?

A) Listening B) Answering questions
C) Speaking D) Use mobile

542. RTI means ____.

A) Road Transport Institute B) Right to Information
C) Right to Inform D) Right to Insurance

543. Identify the improper term. | ಅಸಮರ್ಪಕ ಪದವನ್ನು ಗುರುತಿಸಿ.

A) Air pollution | ವಾಯು ಮಾಲಿನ್ಯ B) Sound pollution | ಧ್ವನಿ ಮಾಲಿನ್ಯ
C) Water pollution | ಜಲ ಮಾಲಿನ್ಯ D) Green pollution | ಹಸಿರು ಮಾಲಿನ್ಯ

544. Which of the following could be possible reasons for

gender based discrimination?

A) All of these B) Lack of Education
C) Lack of Awareness D) Social Norms

545. Ravi has a customer who bargains a lot. The customer wants to buy a dress that costs 500 rupees but only wants to pay 300 rupees. What should Ravi do?

A) Tell the customer to go away B) Give the dress for 300 rupees
C) Talk to the customer and sell the dress for 400 rupees D) Do nothing

546. Product is an object that can be ____.

A) Used B) Touched
C) Seen D) Seen, Touched and Used

547. The amount put aside without being spent is ____?

A) Tax B) Savings
C) Deductions D) Bill

548. Why is it important to use selling techniques?

A) To look confident B) To make friends with customers
C) To connect with customers & make sure they make a purchase D) To have fun

549. Knowledge and awareness of laws is called ____?

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

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

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

551. During the industrial visit I will ____ about the company/ industry that I visit.

A) have fun with friends B) enjoy all the benefits from the company
C) learn about the company/industry that is being visited D) do sight seeing

552. Fill in the blank with proper pronoun. "I made this cake ____". | ಸರಿಯಾದ ಸರ್ವನಾಮದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿಸಿ. "I made this cake ____"

A) yourself B) himself
C) itself D) myself

553. Regular payment made by the employer to the

employee is ____.

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

554. Which of these is an informal greeting?

- | | |
|-----------------|-----------------|
| A) Good day | B) Hey |
| C) Good morning | D) Good evening |

555. Latha is planning to join a beauty salon. But she is not very sure about this profession. Who should she speak with to get a better understanding of the profession?

- | | |
|------------------|---------------|
| A) Strangers | B) Classmates |
| C) Professionals | D) Parents |

556. Effective communication is to both ____.

- | | |
|--------------------------|---------------|
| A) speak well | B) see well |
| C) speak and listen well | D) learn well |

557. Tapsi is at a clothes shop to buy a gift for her friend. She can't decide which clothes to pick. How can the salesperson help Tapsi?

- | | |
|---|--------------------------------|
| A) By asking open questions | B) By asking probing questions |
| C) By asking open, probing and closed questions | D) By asking closed questions |

558. What is stress? | ಒತ್ತಡ ಎಂದರೇನು?

- | | |
|--|---|
| A) Feeling of delight ಆನಂದದ ಭಾವನೆ | B) Feeling of joy ಸಂತೋಷದ ಭಾವನೆ |
| C) Feeling of frustration / disappointment ಹಠಾಶೆ / ನಿರಾಶೆಯ ಭಾವನೆ | D) Feeling of surprise ಆಶ್ಚರ್ಯದ ಭಾವನೆ |

559. Values decide the ____ of a person.

- | | |
|--------------|-----------|
| A) character | B) laptop |
| C) home | D) system |

560. When people from different states/ countries meet officially, ____ is the commonly used language to communicate with each other.

- | | |
|------------|--------------|
| A) Latin | B) Newspaper |
| C) English | D) Action |

561. Roopa wants to start a new business. But she is not sure which product she should choose to start her business. What will be her basic research to finalize her product?

- | | |
|--------------------------------|---|
| A) Loan from Banks | B) Search how to advertise the product |
| C) Buying products from others | D) Reserach on products & services that customers are currently using |

562. Pawan operates a small AC service business with three employees, offering AC installation and repair. Over the next five years, he plans to expand the business to another city. Pawan is a / an ____.

- | | |
|---------------|-------------------------|
| A) Contractor | B) Self-employed person |
| C) Intern | D) Entrepreneur |

563. Tom feels very tensed and scared. He is unable to concentrate before his exams. He is sweating. What kind of stress is this?

- | | |
|----------|----------|
| A) Good | B) Bad |
| C) Never | D) Small |

564. Each new page in the excel worksheet is called a ____.

- | | |
|-----------|---------|
| A) Sheet | B) Cell |
| C) Column | D) Row |

565. Workplace is a place where employees from different backgrounds are hired. They work in a safe and respectful environment. This is an example of ____.

- | | |
|-----------------------|-----------------------------|
| A) Workplace bullying | B) Bad workplace management |
| C) Diversity | D) Discrimination |

566. Inability to do something well is one's ____.

- | | |
|-------------|---------------|
| A) Value | B) Aspiration |
| C) Strength | D) Weakness |

567. Adjectives are ____ words.

- | | |
|------------|---------------|
| A) Finish | B) Sound |
| C) Neutral | D) Describing |

568. Ram just finished his training course. Which portal can he use to look for jobs as a fresher?

- | | |
|------------------|------------------|
| A) Urban Company | B) Freshersworld |
| C) Swiggy | D) Myntra |

569. Which of the following is a universal ID card?

- | | |
|-----------------|----------------------|
| A) PAN Card | B) Employers ID card |
| C) Aadhaar Card | D) Bank Credit card |

570. Abhi wants to teach his 10-year-old daughter to save money from the pocket money she receives every month. Which option is the best?

- | | |
|------------------|-------------------|
| A) Fixed Deposit | B) None of these |
| C) Piggy Bank | D) Salary Account |

571. A hotel asked its customer's to fill customer satisfaction survey. What are they trying to do?

- | | |
|------------------------------|---------------------|
| A) Collect customer feedback | B) Sell more hotels |
|------------------------------|---------------------|

- C) Promote their hotel D) Advertise their hotel

572. _____ is an organisation that uses digital technology to help people in rural India.

- A) Digital Education Foundation (DEF) B) Digital Education Fund (DEF)
C) Digital Empowerment (DE) D) Digital Empowerment Foundation (DEF)

573. _____ are jobs that you find by being part of a particular online platform or an app.

- A) Life time jobs B) Platform-based jobs
C) None of these D) Railway platform jobs

574. Which among the following is not a part of 7P's of marketing.

- A) Price B) Packaging
C) Pickles D) Product

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

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

576. 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 B) 'Web pages' act as a library
C) 'Web pages' act as internet D) None of these

577. Bhanu creates 25 minutes task planner and never gets distracted during the blocked time. Which method does she follow?

- A) Blocktime B) Timing
C) Calendar D) Pomodoro

578. Sundar's hotel business was under heavy loss. He had to close business. How can he learn from failure and achieve success?

- A) Don't give-up and try again B) Think about what happened in a systematic way
C) All of these D) Stay positive to learn from failure

579. Good, professional relationship with co-workers can give the feeling of _____.

- A) Fear B) Negative energy
C) Confusion D) Job satisfaction

580. Which of these is NOT a question to ask during an industrial visit?

- A) What are the main products made here? B) How does your production line work?
C) How do you keep things safe and high quality? D) What is your favourite hobby?

581. An inclusive environment is needed for happiness and _____ at work.

- A) Stereotype B) Growth
C) Wage gap D) Ideas

582. Green Jobs are important because _____.

- A) they harm the environment B) they require no skill
C) they help protect the environment D) they pay more money

583. Sarah is a teacher at a school for one year. After that, she becomes a trainer for new teachers and then a principal. What does this job progression show?

- A) Sarah's job B) Sarah's education
C) Sarah's career D) Sarah's hobby

584. Comma is used to show a _____ within the sentence.

- A) Full stop B) Pair
C) Capital letter D) Break

585. Shilpa wants to start a soap-making company. What kind of questions should she NOT ask her customers?

- A) Do you like to eat chats? B) How much do you pay for soap?
C) Do you use soap? D) Which types of soaps do you buy?

586. Financial literacy is understanding the way money is _____.

- A) saved B) saved, spent & invested
C) spent D) invested

587. How can we save resources on our planet?

- A) All of these B) Create less pollution
C) Use less electricity D) Use less plastic

588. Inclusion in a workplace happens when every member of the company gets the same _____ at work.

- A) Nutrition B) Culture
C) Age D) Chances

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

- A) Scroll bar B) Taskbar

C) Space Bar

D) Menu Bar

590. Geetha has just completed her education. She joined a basic English course to improve her ____skills.

A) Digital

B) Communication

C) Problem solving

D) Technical

591. Kirti attended a guest lecture. How can she use her mobile phone to understand the difficult words?

A) Grocery app

B) Shopping app

C) Cosmetics store app

D) Use a dictionary app

592. What is the benefit of paying money regularly for an insurance plan?

A) It covers travel expenses.

B) It provides free entertainment.

C) It helps us manage emergency situations.

D) It increases monthly savings.

593. What is the most important thing to focus in a Guest Lecture?

A) YouTube Reels

B) Expectations of the workplace

C) Shopping centers near workplace

D) Holidays

594. Saif's college professor guided him to choose the right career path. He must show ____?to his guide.

A) Arrogance

B) Gratitude

C) Fear

D) Anger

595. Raj was driving towards Mysore. On the way he found few arrows marked next to Mysore on the board. What does it suggest ?

A) Map

B) Direction

C) Way

D) None of these

596. One needs to handle failure and rejection with a ____attitude.

A) Positive

B) Rude

C) Negative

D) Helpful

597. Which of the following are the top benefits of using the internet?

A) Safety

B) Speed of communication

C) Access to information

D) All of these

598. Clear communication leads to ____.

A) Slow work

B) Faster work

C) Different work

D) Opposite work

599. Which of the following aspects did you focus on the most during your industrial visit?

A) The types of machinery and technology used in manufacturing processes

B) The uniforms worn by employees

C) The decoration of the offices

D) The quality of food in the cafeteria

600. Which of the following can be done without the help of internet?

A) Painting a wall

B) Searching for jobs online

C) Creating a Digital Resume

D) Watching videos online

601. What is the shortcut key for Print?

A) Ctrl+B

B) Ctrl+P

C) Ctrl+U

D) Ctrl+Z

602. What are some of the qualities of a strong entrepreneur?

A) All of these

B) Working hard

C) Building relationship with customers

D) Learning from failures

603. The goal that someone plans to achieve within a year is called a ____.

A) Desire

B) Steps

C) Milestone

D) Long term goal

604. Choose the odd word. | odd (ಬೆಸ) ಪದವನ್ನು ಆರಿಸಿ.

A) paper

B) thanks

C) please

D) sorry

605. Trisha entered a number in E column and row 5. What is the name of that cell?

A) E1

B) 5

C) E5

D) E

606. Which of these is a bad practice in a workplace?

A) No trust between co-workers

B) Good work- life balance

C) Open and honest communication

D) Opportunity to grow in the company

607. The most effective way to get information is by

A) Talking

B) Activity

C) Reading

D) Writing

608. What is an easy and quick way to make online payments?

A) Cash on delivery

B) Cheque payment

C) Digital wallets

D) Going to the bank

609. Why do customers like a product or service?

- A) Good Quality
- B) Good Price
- C) Feel of the product or service
- D) All of these

610. Sudha says, "I feel that these lights are too bright". What is she communicating?

- A) Idiom
- B) Question
- C) Answer
- D) Opinion Phrase

611. A _____ is the first document an employer will look at when reviewing the job application.

- A) Ticket
- B) Bank statement
- C) Resume
- D) Certificate

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

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

613. All financial activity can be done through a _____.

- A) College
- B) Bank
- C) School
- D) Workplace

614. We can share our thoughts, ideas and feelings through _____.

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

615. A _____ path is a series of jobs to help you progress towards your goals.

- A) Work
- B) Unsatisfying
- C) Foot
- D) Career

616. Vimal wanted to update his resume. Which of the following he should NOT include in his resume?

- A) Date of birth
- B) Salary expectations
- C) Name
- D) Qualification

617. Neena is born as a differently-abled person. Her teachers must treat her _____.

- A) Strictly
- B) Rudely
- C) Unfairly
- D) Equally with care

618. Which of the following is NOT a soft skill?

- A) Time Management
- B) Communication Skill
- C) Carpentry
- D) Goal Setting

619. What is the shortcut key to save a file?

- A) Ctrl+X
- B) Ctrl+S
- C) Ctrl+P
- D) Ctrl+V

620. Which of the following will the interviewer expect from the candidates?

- A) Good soft skills
- B) Singing skills
- C) Painting skills
- D) Cooking skills

621. When you are interested in working for a company, you will write _____ letter

- A) a Referral
- B) an Application
- C) a Leave
- D) a Prospecting

622. When we learn something online, it is called _____.

- A) E-learning
- B) Teaching
- C) Classroom learning
- D) Digital marketing

623. Listening is important to _____ the information given.

- A) forget
- B) understand
- C) disobey
- D) overcome

624. Pragathi downloaded the bank app on her mobile. What should she not share with anyone?

- A) All of these
- B) OTP
- C) Password
- D) MPIN

625. Having a clear idea of our personality including strengths, weaknesses, thoughts, beliefs, motivation, values etc is called _____. | ಸಾಮರ್ಥ್ಯಗಳು, ದೌರ್ಬಲ್ಯಗಳು, ಆಲೋಚನೆಗಳು, ನಂಬಿಕೆಗಳು, ಪ್ರೇರಣೆ, ಮೌಲ್ಯಗಳು ಇತ್ಯಾದಿಗಳನ್ನು ಒಳಗೊಂಡಂತೆ ನಮ್ಮ ವ್ಯಕ್ತಿತ್ವ ಸ್ಪಷ್ಟ ಕಲ್ಪನೆಯನ್ನು ಹೊಂದಿರುವುದನ್ನು _____ ಎಂದು ಕರೆಯಲಾಗುತ್ತದೆ.

- A) belief | ನಂಬಿಕೆ
- B) threat | ಬೆದರಿಕೆ
- C) self awareness | ಸ್ವಯಂ ಅರಿವು
- D) myth | ಪುರಾಣ

626. When discrimination is done to help someone in need, that is called _____ discrimination.

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

627. Jack is very good at MS Excel. He must apply for a job based on his _____.

- A) Mood
- B) Abilities
- C) Interests
- D) Decision

628. Smith! Would you like playing cricket or football this evening? If Smith likes to play both how will he answer? _____ playing any of them.

- A) I want
- B) I don't mind

C) I won't

D) I hate

629. _____ part of a business plan has details of money related details of the whole business.

- A) Business Succession Plan B) Customer Analysis
C) Costing D) Product Details

630. Sudha buys vegetables from Karthik's shop. She is happy with the quality and prices. She can help Karthik's business improve by _____.

- A) Buying vegetables from other shop B) Watching the shop

C) Sharing good words about the shop

D) Hating Karthik

631. A _____ is a new business, which later grows into a big company

- A) Start Up B) Hotels
C) Parlours D) NSIC

632. _____ is a tool to organize a large amount of data in an easy and understandable way.

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