

Duration: 30 Mins

Total Marks: 5

ID: ITISKILL9313CM

Student Name: _____

Roll No: _____

1. Ranjit has a small bakery business. Using WhatsApp for Business can help Ranjit _____.

- A) check status updates
- B) chat with friends
- C) watch baking tutorial videos
- D) quickly respond to customer orders and questions

2. Imagine you are applying for a position as an electrician at a company. Which of the following email subject lines would be the most suitable for your job application?

- A) Urgent Attention Needed
- B) Electrician Job Application
- C) Application for Electrician Position - [Your Name]
- D) Applying for a New Job

3. Venu includes a clear subject in his email. Why is that important?

- A) None of these
- B) To tell the company what the email is about

C) To show he has good English skills

D) Email cannot be sent without a subject line

4. What is a job portal?

- A) A place where you can play games and talk to friends.
- B) A building where you go to find work.
- C) A special room where job interviews happen online.
- D) A website where companies post jobs and people can search and apply for them.

5. While thinking about learning, what are the questions you can ask yourself?

- A) All of these
- B) How can I learn better?
- C) Was it easy or difficult to learn?
- D) What did I learn?