Student: Basavaraja
Score: 35/50 (70.00%)   **Code: 3161**

1. Which of the following are included in a resume?

A) Hobbies, favorite foods, and personal interests

B) Childhood memories, dreams, and aspirations

C) Daily routine, favorite movies, and vacation plans

D) Contact information, educational details, skills and work experience (Correct)

2. Pranav is working on his resume. While reviewing his resume, what should Pranav keep in mind?

A) Check for spelling and grammar mistakes

B) Ensure that the information provided is correct

C) Highlight skills and qualifications that match the job

D) All of these (Correct)

3. Pooja is applying for a Motor Mechanics position in an automobile company. What should she include in her cover letter?

A) Salary expectations (Incorrect)

B) Education details

C) Reasons why she is suitable for the role

D) Her hobbies - cooking, gardening

4. You are at work, and a coworker asks for your support/help with a task. How would you respond informally?

A) I can help, but seriously, you don't even know this much? What's the problem?

B) I am too busy right now. Ask someone else.

C) Sure, I can help. What do you need? (Correct)

D) Could you please submit a formal request via email?

5. What is workplace etiquette?

A) Everyday manners outside of work

B) Proper behavior in the workplace based on respect and professionalism (Correct)

C) Casual behavior with colleagues

D) None of these

6. Which of the following is considered appropriate workplace behavior?

A) Being late to work regularly

B) Interrupting others during meetings (Incorrect)

C) Talking loudly on the phone

D) Maintaining a clean workspace

7. Christy is working at her desk. Which of the following behaviors is inappropriate in the workplace?

A) Maintain a clean workspace

B) Speak in a polite and clear manner

C) Tap repeatedly on the desk (Correct)

D) Focus on tasks and avoid distractions from phone

8. Which of the following statements shows good teamwork?

A) Keeping all ideas to yourself

B) Criticizing teammates? efforts

C) Working together towards a common goal (Correct)

D) Ignoring others? ideas and opinions

9. Which of the following is NOT needed for teamwork?

A) Healthy communication

B) Division of work

C) Conflict and argument (Correct)

D) Trust

10. Ravi is working on a project with two other teammates. Which of these make him a good team player?

A) Getting angry when others don?t listen

B) Sharing ideas to help the team work faster (Correct)

C) Thinking he can never make a mistake

D) Not listening to his teammates ideas and opinions

11. If you face a problem in your community, which of the following entrepreneurial mindset traits would be most helpful?

A) Waiting until everything is perfect to do something

B) Taking action to solve the problem (Correct)

C) Ignoring the problem and hoping it goes away

D) Blaming others for the problem

12. If your coworkers don't agree with your project idea, what's a good way to handle it with an entrepreneurial mindset?

A) Give up on your idea (Incorrect)

B) Stop talking about it

C) Ask for feedback and make your idea better with their help

D) Stick to your idea without listening to others

13. Imagine you are setting up a mobile repair shop. Which of the following is the most important for its success?

A) Setting up the shop in a busy area (Correct)

B) Offering repair services at a higher price

C) Putting up flyers in the neigh- bourhood

D) Picking the right shop name

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14. Mehul is making a plan for his business. Which of the following is NOT included in a business plan?

A) Business idea

B) Startup costs

C) Future growth strategies

D) Personal interests and hobbies (Correct)

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15. Maya needs funding for her small business. What can she do to find a suitable investor?

A) Send her business plan to every investor she finds online.

B) Attend networking events to meet suitable investors. (Correct)

C) Send her business plan to her friends and ask them to send it to investors they may know.

D) Wait for the suitable investor to find her

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16. What is an important future workplace skill for employees?

A) Doing paperwork

B) Doing manual work (Incorrect)

C) Networking and relationship- building

D) Planning holidays

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17. Which option below describes a 'gig' in the gig economy?

A) A job with full- time hours and benefits

B) A typical 9-5 job

C) A specific task or project (Correct)

D) None of these

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18. A_____helps gig workers find customers and provide services at a fixed charge.

A) Netflix

B) platform/app

C) school (Incorrect)

D) bank

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19. How can you become self-employed?

A) Learn about the work, take small courses

B) Try your idea on a small scale

C) Use chats, local ads and ask friends to spread the word

D) All of these (Correct)

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20. What does migrating for work mean?

A) Staying in the same place for work

B) Changing jobs within the same city

C) Moving to a different place to find a job (Correct)

D) Working from home

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21. Sneha plans to move to a different city for work. What

things should she think about before making this decision?

A) How much it will cost to travel and live there

B) If she can find a job that helps her learn and grow

C) If she can earn more money and save some too

D) All of these (Correct)

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22. Kalpana is migrating to Bangalore from Hubli for her new job. She has received the job offer letter. What should she do to migrate safely?

A) Research about living in Bangalore (Correct)

B) Always share her exact location on social media

C) Buy gifts for her new neighbours

D) Believe everything brokers say

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23. What is the main purpose of the Skill India Digital Platform?

A) To offer offline training programs

B) To provide financial assistance for job seekers

C) To facilitate online learning and skill development (Correct)

D) To promote international job opportunities

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24. Which section of the Skill India Digital Platform helps users find physical training centers nearby?

A) Skill Courses

B) Job Exchange

C) Skill Centres (Correct)

D) Recommenda- tions

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25. A green practice involves any activity that_____?.

A) causes harm to the environment

B) protects and takes care of the environment and resources (Correct)

C) involves consuming too much

D) generates pollution

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26. Which term describes using things in a way that can last for a long time without causing harm?

A) Sustainability (Correct)

B) Pollution

C) Eco-friendliness

D) Resources

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27. What does having a green mindset mean?

A) Making choices that harm the environment

B) Using resources without considering sustainability

C) Ignoring pollution and waste management

D) Caring for the environment and using resources wisely (Correct)

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28. Your friend suggests going for a picnic. She asks you to bring disposable plates and cups. Which of the following actions shows your commitment to a green mindset?

A) Say yes and bring disposable plates and cups

B) Bring reusable plates and cups (Correct)

C) Ignore the invite to the picnic

D) Bring green color disposable plates and cups

29. A green workplace_____.

A) uses less paper and energy- saving lights

B) uses disposable items and plastic water bottles

C) keeps the lights on all the time (Incorrect)

D) ignores waste separation and recycling

30. When searching for new information on Google, why is it important to use the right words?

A) To find correct and useful information (Correct)

B) To change the color of the search page

C) To make the screen brighter

D) To learn a new language

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

A) What did I learn?

B) Was it easy or difficult to learn?

C) How can I learn better? (Incorrect)

D) All of these

32. What is a job portal?

A) A building where you go to find work.

B) A place where you can play games and talk to friends.

C) A special room where job interviews happen online.

D) A website where companies post jobs and people can search and apply for them. (Correct)

33. What should you always remember when creating your profile on a job portal?

A) To include skills required for the job, even if you don?t have them

B) To use a fake name (Incorrect)

C) To always be truthful

D) To leave out important information

34. Before applying for a job, why is it important to check the skills required for a job?

A) To be sure you can do the job well. (Correct)

B) To chat with friends about it.

C) To impress the interviewer.

D) It is not important to check the skills required for a job.

35. Rahul is applying for a job. Which of these documents should he attach to his job application email?

A) Birth certificate (Incorrect)

B) Resume, Course and Training Certificates

C) Address Proof

D) Photographs from childhood

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

A) Email cannot be sent without a subject line

B) To tell the company what the email is about

C) To show he has good English skills

D) None of these (Incorrect)

37. Sia is applying for the electrician position, how should she start her email to the company?

A) Start with a joke.

B) Attach her favorite photos.

C) Begin with a clear subject line and a polite greeting. (Correct)

D) Write a short story about her hobbies.

38. Why should you reply to comments on YouTube?

A) To get more videos

B) So viewers feel connected (Correct)

C) To use the internet

D) To get more friends

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

A) chat withfriends

B) quickly respond to customerorders and questions

C) watch baking tutorial videos (Incorrect)

D) check status updates

40. Mahima has an Instagram page for her jewelry business. What should she do to connect with her customers?

A) Post dance reels

B) Post about a T.V. show she likes

C) Share daily updates about her business as Stories on social media (Correct)

D) Post cooking videos

41. Which of the following is NOT a people skill required in a workplace?

A) Listening

B) Being kind

C) Technical skills (Correct)

D) Supporting coworkers

42. While working with your team on a project, one of your coworkers is finding it difficult to finish their job. What should you do in this situation?

A) Finish their work for them.

B) Ignore their problem and focus on your own work.

C) Complain about them to the boss.

D) Help and support them to finish their work. (Correct)

43. Which of the following is a self-management skill?

A) Honesty and Integrity

B) Commitment

C) Adaptibility and Flexibility (Incorrect)

D) All of these

44. You notice a coworker struggling with their workload. What should you do?

A) Ignore their struggles and focus on your own work.

B) Offer to help them with their tasks. (Correct)

C) Laugh at their inability to manage their workload.

D) Report their struggles to the supervisor.

45. Which of the following are good work habits?

A) Staying calm when work is challenging

B) Following workplace rules

C) Not giving up when something goes wrong

D) All of the above (Correct)

46. When thinking of new ideas, why is it important to share ideas with others, even if they are not perfect?

A) To make others feel included.

B) To show off your knowledge.

C) Talking can help make ideas better. (Correct)

D) To impress others.

47. What are some people related problems in a workplace?

A) Not enough workers (Incorrect)

B) Workers don?t know the tasks

C) Communication problems

D) All of these

48. If your first design doesn?t work, what should you do?

A) Give up on it

B) Ask for feedback and try to improve

C) Make something else (Incorrect)

D) None of these

49. Shreeja made a new bag design and showed it to 5 different people for feedback. Why is it important to listen to different users and not just one?

A) Because it?s fun

B) To get a lot of ideas

C) To understand the common problems from different users (Correct)

D) To get a lot of appreciation for her work

50. Your community wants to reduce plastic waste. How can you use Design Thinking to find new ideas to solve this problem?

A) Ignore the problem because it?s too difficult to solve.

B) Work together with shops and people nearby to find ways to use less plastic.

C) Make more things with plastic because they?re easy to use.

D) Blame others for the plastic waste issue. (Incorrect)