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Score: 58/70 (82.86%)

Code: 9508

1. Raghav is applying for a job at a marketing firm. What will make his cover letter easy to read?

A) Long descriptions

B) Dividing the text into shorter paragraphs (Correct)

C) Increasing the font size

D) All of these

2. To apply for a job, what is the next step after making an impactful resume?

A) Sending the resume to the employer

B) Writing an impressive cover letter

C) Preparing for interview

D) Applying for the job (Incorrect)

3. 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)

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

A) Salary expectations

B) Education details (Incorrect)

C) Reasons why she is suitable for the role

D) Her hobbies - cooking, gardening

5. What is formal communication?

A) All written communication

B) Official communication following a set of rules

C) Talking with friends and family

D) Casual chatting on social media (Incorrect)

6. Which of the following is a formal introduction in a job interview?

A) Hey there! I'm Parmeet, nice to meet you!

B) Hi, I'm Parmeet. Thanks for having me!

C) Yo, I'm Parmeet. Let's get started!

D) Good morning/afternoon. I am Parmeet and I want to thank you for considering me for this role. (Correct)

7. What is an example of formal written communication?

A) Texting a friend

B) Sending a WhatsApp message

C) Writing an email to your manager (Correct)

D) Posting on social media platforms

8. During a job interview, if you couldn't hear or understand a question, what would you say?

A) Sorry! I didn't understand. Could you please repeat the question? (Correct)

B) Hey, can you repeat that? I wasn't paying attention

C) I am lost. Can you say it again?

D) Speak clearly and repeat the question.

9. During a job interview, Ramesh is asked to describe his top three strengths. Which of the following responses shows good formal communication?

A) I'm pretty good at a lot of things.

B) Uh, I guess I can do a little bit of everything.

C) My top three skills are problem-solving, teamwork, and attention to detail. (Correct)

D) I don't know, I never really thought about it.

10. What is 'informal communication'?

A) All verbal communication

B) Official communication following a set of rules

C) Casual conversations outside of official work arrangements (Correct)

D) Talking at official meetings

11. Which of the following are some informal situations within the workplace?

A) Having a meal in the canteen/ cafeteria

B) Drinking water near the water cooler

C) Waiting or walking in the lobby/hallways

D) All of these (Correct)

12. What are some advantages of informal communication at the workplace?

A) Helps people work together better (Correct)

B) Makes things more official at work

C) Creates a strict environment at work

D) Makes people talk less

13. You have started a new job at a company. During lunch break, you notice some coworkers chatting. How would you start an informal conversation with them?

A) Introduce yourself formally and inquire about their roles in the company (Incorrect)

C) Ask about their salary

B) Ask about the TV shows/ sports they like to watch/ books they like to read or their weekend plans

D) Ignore them and have your meal

14. 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?

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

15. 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

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

A) Being late to work regularly

B) Interrupting others during meetings

C) Talking loudly on the phone

D) Maintaining a clean workspace (Correct)

17. 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

18. Which of the following actions by Aisha during the team meeting show appropriate workplace etiquette?

A) Continuously check her phone and respond to messages

B) Chat with her coworkers about non-work things

C) Interrupt the speaker to share her thoughts

D) Put her phone on silent mode and actively participate in the discussion (Correct)

19. During a lunch break, Arjun overhears his coworkers gossiping about another coworker. What should Arjun do?

A) Tell his coworkers that gossiping is inappropriate workplace behaviour (Correct)

B) Join the conversation and share his own opinion about the coworker

C) Tell another coworker about the gossip

D) Listen to the gossip

20. 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

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

A) Healthy communication

B) Division of work

C) Conflict and argument (Correct)

D) Trust

22. 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

23. Your team has completed a challenging project successfully. How should you celebrate the success?

A) Say you did everything and don't praise others.

B) Blame the group for any errors.

C) Don't celebrate and start the next job.

D) Thank everyone in your group for helping. (Correct)

24. 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

B) Offering repair services at a higher price (Incorrect)

C) Putting up flyers in the neighborhood

D) Picking the right shop name

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

A) Business idea (Incorrect)

B) Startup costs

C) Future growth strategies

D) Personal interests and hobbies

26. Anita is going to the bank today to ask for a loan. She has prepared a business plan. Which of the following will make her business plan strong?

A) Have only the idea and name of her business

B) Total cost of starting her business without any details

C) Challenges her business might face along with solutions for them (Correct)

D) None of these

27. Imagine you are starting a bakery business. What would you focus on first in your business plan?

A) Selecting a catchy name for the bakery

B) Calculating how much money you need to start the business (Correct)

C) Planning how to advertise the bakery on social media

D) Figuring out how the business will grow

28. When presenting your business plan, what should you do to engage and connect with the audience?

A) Practice until you can confidently present your plan

B) Repeat yourself multiple times

C) Share a story or an experience that shaped your idea (Correct)

D) Avoid eye contact with the audience

29. When presenting your business plan to a potential investor, you should be clear about _____

A) Initial investment required and breakdown of the costs

B) Expected customer count

C) Potential earnings

D) All of these (Correct)

30. When presenting your business plan, what can you do to help audience understand and believe in your product/service?

A) Repeat yourself multiple times

B) Give demo of the product/ service (Correct)

C) Share overall business costs

D) Tell a joke

31. What does self-employment mean?

A) Working for a single employer

B) Working independently and earning directly from your work (Correct)

C) Receiving a fixed monthly salary

D) Working part- time from home

32. What is a benefit of self-employment?

A) Directly earning from your work (Correct)

B) Fixed working hours

C) Monthly salary payment

D) Limited control over your tasks

33. Which of the following is an example of self - employment?

A) Working full- time at a company

B) Driving for a taxi company

C) Being a student at a university

D) Teaching subjects or skills as a personal tutor (Correct)

34. 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)

35. Rohan loves photography and dreams of starting his own photography business. What should Rohan do to start his self-employment journey?

A) Buy the latest photography equipment, even if it is beyond his budget

B) Take random pictures and share them online

C) Learn more about photography and join a basic photography course (Correct)

D) Start advertising his services without any planning

36. 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

37. What is a common reason for people to migrate for work?

A) To learn new languages

B) To find better job opportunities (Correct)

C) To spend time with family

D) To explore new places

38. 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)

39. Ravi has the following habits. Which of these is a green practice?

A) Buying unnecessary items

B) Leaving lights and fans on when leaving a room

C) Carrying a cloth bag to buy groceries (Correct)

D) Buying single- use plastic water bottles

40. 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

41. What are green jobs?

A) Jobs shared in green colours

C) Jobs that ignore waste separation and recycling (Incorrect)

B) Jobs that harm the environment

D) Jobs that conserve resources and help the environment

42. Which of the following is NOT a green practice?

A) Using smart air conditioners to regulate temperature efficiently

C) Separate and recycle waste

B) Ordering lunch delivered in plastic containers daily (Correct)

D) Grow plants wherever possible

43. A green workplace_____.

A) uses less paper and energy- saving lights (Correct)

C) keeps the lights on all the time

B) uses disposable items and plastic water bottles

D) ignores waste separation and recycling

44. Reema works at restaurant. She wants to give her manager ideas to make the restaurant follow green practices. Which of these ideas should she offer?

A) Delivering food in plastic packaging

C) Providing lunch to the employees in disposable plates

B) Using steel plates and cups (Correct)

D) All of these

45. Shyam works at a beauty salon. Which of these things at Shyam's salon is NOT good for the environment?

A) Using reusable gloves instead of single-use plastic ones

C) Using paper cups for tea and water (Correct)

B) Using safe and biodegradable cleaning materials for the floor

D) Disposing hair waste after haircuts in an environment friendly way

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

A) To find correct and useful information (Correct)

C) To make the screen brighter

B) To change the color of the search page

D) To learn a new language

47. Sanya has collected a lot of information from different websites for her new project. What should she do next to sort this information?

A) Mix up all the information

C) Read through the information and mark the important points (Correct)

B) Share all the information with her coworkers

D) Keep the information in separate folders

48. Sunita has collected some information from the internet and sorted it. What is the best way for her to share it with her team?

A) Tell everything she read in detail

C) Talk only about the bad websites

B) Share only the main points clearly: Use simple words and pictures, if possible (Correct)

D) Print all the information and give it to the team members.

49. Why is it good to think about what you learn?

A) It's a good pastime.

C) It improves handwriting.

B) It helps remember and understand better. (Correct)

D) None of these

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

A) What did I learn?

C) How can I learn better?

B) Was it easy or difficult to learn?

D) All of these (Correct)

51. What is a job portal?

A) A building where you go to find work.

C) A special room where job interviews happen online.

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

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

52. 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

C) To always be truthful (Correct)

B) To use a fake name

D) To leave out important information

53. 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)

C) To impress the interviewer.

B) To chat with friends about it.

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

54. If you are trained as an electrician and want a job in Delhi, what should you type in the search box of a job portal?

A) Electrician job

C) Electrician jobs in Delhi (Correct)

B) Delhi job

D) Electrician training

55. Arjun is applying for jobs on Naukri.com. Which of these

should he do?

- A) Select all the cities where jobs are available (Incorrect) **B) Match his skills with the job description (Correct)**
- C) Apply to all the jobs listed D) Ignore the job descriptions

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

- A) Birth certificate **B) Resume, Course and Training Certificates (Correct)**
- C) Address Proof D) Photographs from childhood

57. 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 (Correct)**
- C) To show he has good English skills D) None of these

58. 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.

59. Venu is a fabric cutter. His team made a mistake in cutting cloth. What's a good way to handle it?

- A) Blame the person who cut the cloth B) Wait for someone else to solve it
- C) Discuss and find a way to fix it (Correct)** D) Get angry and scold his team

60. 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)**

61. Amit's team is feeling low because of a failed project. As a leader, what should he do?

- A) Blame them for the failure **B) Encourage learning from mistakes (Correct)**
- C) Scold them D) Ignore his team members

62. What does working well together mean?

- A) Sharing ideas and listening B) Finding solutions together
- C) Offering to help when someone needs it (Incorrect) **D) All of these**

63. Which of the following behaviors is NOT a characteristic of a team player?

- A) Taking credit for others' work (Correct)** B) Listening to teammates' ideas
- C) Respecting different viewpoints D) Willingness to help others

64. In a team where members have different ideas, and there is a disagreement in the team, what should be done?

- A) Let them argue B) Choose one idea without discussion
- C) Discuss both ideas and find a way to make everyone agree (Correct)** D) Ask someone else to decide

65. Simi is always trying out new ways to reuse the waste materials. She is the ____?

- A) Planner B) Doer (Incorrect)
- C) Idea Person** D) Peacekeeper

66. Which of these situations shows people working well together as a team?

- A) Two people arguing and not agreeing **B) A group sharing ideas and listening to each other (Correct)**
- C) One person doing all the work without any help from team members D) None of these

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

- A) Honesty and Integrity B) Commitment
- C) Adaptability and Flexibility **D) All of these (Correct)**

68. Which of the following best describes the self-management skill of reliability?

- A) Not completing tasks on time **B) People always trust you to do your job well (Correct)**
- C) Ignoring the needs of others D) Not being honest with coworkers

69. Priya works at a factory where she operates a packaging machine. When the machine suddenly stops working, Priya quickly finds another way to do her work. Which self-management skill does Priya use?

- A) Honesty and Integrity **B) Adaptability**
- C) Conflict management (Incorrect) D) None of these

70. You are working on a team project with tight deadlines. Your coworker falls ill, leaving their portion of the work incomplete. What should you do?

A) Criticise your coworker for not completing his work
B) Keep working on your own tasks

C) Ask other team members for help and complete your coworker's task (Correct)

D) Complain your supervisor about the incomplete work