

Monthly test

Q. ID: ITISKILL9613CH

August 2026

Govt ITI T.NARASIPURA

Answer Key

Duration: 30 Mins

Total Marks: 10

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

- A) Applying for the job
- B) Sending the resume to the employer
- C) Writing an impressive cover letter
- D) Preparing for interview

Answer: C) Writing an impressive cover letter

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

- A) Good morning/ afternoon. I am Parmeet and I want to thank you for considering me for this role.
- B) Hi, I'm Parmeet. Thanks for having me!
- C) Yo, I'm Parmeet. Let's get started!
- D) Hey there! I'm Parmeet, nice to meet you!

Answer: A) Good morning/ afternoon. I am Parmeet and I want to thank you for considering me for this role.

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

- A) Education details
- B) Reasons why she is suitable for the role
- C) Salary expectations
- D) Her hobbies - cooking, gardening

Answer: B) Reasons why she is suitable for the role

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

- A) I don't know, I never really thought about it.
- B) I'm pretty good at a lot of things.
- C) Uh, I guess I can do a little bit of everything.
- D) My top three skills are problem- solving, teamwork, and attention to detail.

Answer: D) My top three skills are problem- solving, teamwork, and attention to detail.

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

- A) Increasing the font size
- B) Dividing the text into shorter paragraphs
- C) All of these
- D) Long descriptions

Answer: B) Dividing the text into shorter paragraphs

6. What is formal communication?

- A) Casual chatting on social media
- B) Official communication following a set of rules
- C) Talking with friends and family
- D) All written communication

Answer: B) Official communication following a set of rules

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

- A) Contact information, educational details, skills and work experience
- B) Hobbies, favorite foods, and personal interests
- C) Daily routine, favorite movies, and vacation plans
- D) Childhood memories, dreams, and aspirations

Answer: A) Contact information, educational details, skills and work experience

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?
- B) Speak clearly and repeat the question.
- C) I am lost. Can you say it again?
- D) Hey, can you repeat that? I wasn't paying attention

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

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

- A) All of these
- B) Check for spelling and grammar mistakes
- C) Ensure that the information provided is correct
- D) Highlight skills and qualifications that match the job

Answer: A) All of these

10. What is an example of formal written communication?

- A) Sending a WhatsApp message
- B) Writing an email to your manager
- C) Posting on social media platforms
- D) Texting a friend

Answer: B) Writing an email to your manager