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Sri Mahalingeswara ITI

Question Paper

Duration: 30 Mins

Total Marks: 632

ID: ITISKILL9773MH

Student Name: _____ Roll No: _____

1. Job title is the name of ____.

- A) Company name B) Summary
C) Company Job D) Role you join

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

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

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

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

- A) Self-motivation B) Time Management
C) Critical thinking D) Logical thinking

3. Naming words are also called ____?.

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

11. Entrepreneurs learn from their success as well as their ____?.

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

4. Things that one is good at doing are _____.

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

12. Choose the odd word. | odd (ಬೆಸ) ಪದವನ್ನು ಆರಿಸಿ.

- A) paper B) thanks
C) please D) sorry

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

- A) Cursive B) Small
C) Italics D) Capital

13. _____ 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.swayam.gov.in/>
C) <http://www.education.gov.in/> D) <http://www.india.gov.in>

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

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

14. Deductions should be paid from the ____.

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

7. A dissatisfied customer means _____.

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

15. You can speak to your friend_____.

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

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

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

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

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

9. The process of manufacturing has changed due to technology and ____development.

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

- A) Private Limited B) Partnership

- C) Multinational Unit D) Sole Proprietorship

18. The way we manage/solve the problem is called _____.

- A) Negative attitude B) Conflict resolution
C) Passion D) Positive attitude

19. You want to sell toys. What should you do before starting your business?

- A) Build a factory B) Hire salespeople
C) Design the toys D) Find out what children like

20. Symbols gives us information through _____.

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

21. How can we save resources on our planet?

- A) Use less electricity B) Create less pollution
C) Use less plastic D) All of these

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

- A) E-mail B) Hand movements
C) Eye-contact D) Facial expression

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

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

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

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

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

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

26. Harish made a call to the Senior manager in a company. How is he supposed to start the conversation.?

- A) Greet the person B) Thank the person
C) Good bye D) Purpose of call

27. Vidya is single-handedly selling homemade pickles to her neighbors. Vidya is a/an_____.

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

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

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

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

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

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

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

31. _____ is the most commonly used word for switching off a computer.

- A) Switch On B) Hang Up
C) Power On D) Shut Down

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

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

33. Vibha wants to register on the NAPS portal. She should have _____ to register.

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

34. Raj was driving towards Mysore. On the way he found few arrows marked next to Mysore on the board. What does it suggest ?

- A) Way B) Direction
C) None of these D) Map

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

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

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

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

37. Geetha has just completed her education. She joined a

basic English course to improve her ____skills.

- A) Technical B) Problem solving
C) Communication D) Digital

38. A declarative sentence tells us some information or explanation. It ends with _____.

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

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

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

40. Which of the following is not a step in problem solving?

- A) Find solutions B) Set timer
C) Identify the problem D) Divide problem into parts

41. In a business, the money involved in building a product is called_____.

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

42. NAPS provides apprenticeship training opportunities for a student who has completed ___years.

- A) 10 B) 14
C) 18 D) 21

43. _____is the money we invest in producing a product or service.

- A) Product Cost B) Product Price
C) Business Pitch D) Business revenue

44. 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 closed questions
C) By asking open, probing and closed questions D) By asking probing questions

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

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

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

47. During an industry visit, an important thing to observe is_____?.

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

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

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

49. Which of the following are ways to conduct a digital transaction?

- A) UPI Payment B) Credit Card
C) All of these D) Digital Wallet

50. Ethics means _____. | ನೀತಿಶಾಸ್ತ್ರ ಎಂದರೆ _____

- A) decide what is right and wrong for a human conduct | B) not relevant to society | ಮಾನವ ನಡವಳಿಕೆಗೆ ಯಾವುದು ಸರಿ ಸಮಾಜಕ್ಕೆ ಸಂಬಂಧಿಸಿಲ್ಲ ಮತ್ತು ತಪ್ಪು ಎಂದು ನಿರ್ಧರಿಸಿ
C) employability skills | ಉದ್ಯೋಗ ಕೌಶಲ್ಯಗಳು D) name of a city | ಒಂದು ನಗರದ ಹೆಸರು

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

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

52. Harry has knowledge of circuits and wiring. He can apply as a/an_____ in a company.

- A) Plumber B) Fitter
C) Electrician D) Beautician

53. _____ is a belief/idea which may not be true.

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

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

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

55. When we learn something online, it is called _____.

- A) E-learning B) Teaching
C) Classroom learning D) Digital marketing

56. 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) Web Camera
B) Printer
C) Trackpad
D) Remote

57. Zeena wants to enroll for an e-learning course. The most important thing she needs is a _____.

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

58. An exclamatory sentence ends with the _____.

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

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

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

60. 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) Shilpa - Age
B) Education qualification
C) Previous experience
D) Shilpa - Job Position

61. Creating profiles on multiple portals always helps in _____ reach.

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

62. Inability to do something well is one's _____.

- A) Value
B) Weakness
C) Strength
D) Aspiration

63. 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 hate
B) I don't mind
C) I won't
D) I want

64. We can learn English by _____?

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

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

- A) Landline phone
B) Washing machine

- C) Gas oven
D) Tablet

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

- A) Employees
B) Help desk
C) Police Station
D) Internal Committee (IC).

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

- A) Token
B) Approved
C) Marked
D) Trademark

68. Which of the following can be done without the help of internet?

- A) Watching videos online
B) Creating a Digital Resume
C) Painting a wall
D) Searching for jobs online

69. Time management _____ | ಸಮಯ ನಿರ್ವಹಣೆ

- A) managing time | ಸಮಯವನ್ನು ನಿರ್ವಹಿಸುವುದು
B) complete your task on time | ನಿಮ್ಮ ಕೆಲಸವನ್ನು ಸಮಯಕ್ಕೆ ಪೂರ್ಣಗೊಳಿಸಿ
C) problem solving | ಸಮಸ್ಯೆ ಪರಿಹರಿಸುವ
D) hard skill | ಕಠಿಣ ಕೌಶಲ್ಯ

70. 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) Pay with Gpay
C) Do not enjoy
D) Feel, Experience and Enjoy

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

- A) on
B) under
C) at
D) in

72. A _____ path is a series of jobs to help you progress towards your goals.

- A) Work
B) Foot
C) Career
D) Unsatisfying

73. Document which has details of a job is _____?

- A) Job Description
B) Report
C) Resume
D) Letter

74. When discrimination is done to help someone in need, that is called _____ discrimination.

- A) negative
B) gender

C) positive

D) situational

75. Bhanu creates 25 minutes task planner and never gets distracted during the blocked time. Which method does she follow?

A) Timing

B) Pomodoro

C) Blocktime

D) Calendar

76. 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) wishes

D) feedback

77. Which of these is an informal greeting?

A) Good morning

B) Good day

C) Hey

D) Good evening

78. 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) Sharing verified news

C) Encouraging people to donate money for the social cause

D) Sharing Jokes on a particular religion

79. 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

80. 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

81. A formal interaction between students and a guest speaker is known as _____.

A) Group meeting

B) A casual chat

C) Guest lecture

D) time pass

82. 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) Slash (/)

B) Comma (,)

C) Hyphen (-)

D) Period (.)

83. Now or never close, summary close and question close are 3 important _____.

A) Closing Techniques

B) Opening techniques

C) Probing techniques

D) Discount

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

A) Whatsapp

B) YouTube

C) Email

D) Mobile Banking

85. Trisha entered a number in E column and row 5. What is the name of that cell?

A) E

B) E5

C) E1

D) 5

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

A) songs

B) greetings

C) messages

D) fake news

87. Internet is the best place to be a _____.

A) Continuous learner

B) All of these

C) Self learner

D) Life long learner

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

A) Groceries

B) House rent

C) Clothes

D) Movies

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

A) Throw it in the river

B) Put it in soil

C) Burn

D) Should dispose it in recyclable items

90. _____ contact with the people we are speaking help us to communicate confidently.

A) Nose

B) Eye

C) Skin

D) Ear

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

A) Unfair criticism

B) Helpful criticism

C) Positive criticism

D) Fair criticism

92. Where can you build a professional network?

A) Current job

B) Social events

C) Alumni clubs

D) All of these

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

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

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

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

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

- A) English B) Sports
C) Maths D) Science

96. 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

97. A good business idea should be_____.

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

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

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

99. 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) Stereotype B) Trust
C) Equality D) Diversity

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

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

101. 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) All of these B) Office space
C) Government ITI D) Online meeting

102. _____ 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) Opportunities | ಅವಕಾಶಗಳು B) Personal strengths | ವೈಯಕ್ತಿಕ ಸಾಮರ್ಥ್ಯಗಳು
C) Personal weaknesses | ವೈಯಕ್ತಿಕ ದೌರ್ಬಲ್ಯಗಳು D) Threats | ಬೆದರಿಕೆಗಳು

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

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

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

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

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

106. Which of the following is not a part of a desktop Computer?

- A) Monitor B) Mouse
C) Web Camera D) Antenna

107. Sudha says, "I feel that these lights are too bright". What is she communicating?

- A) Idiom B) Question
C) Opinion Phrase D) Answer

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

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

109. To be in a job or work is _____. | ಕೆಲಸ ಅಥವಾ ಕೆಲಸದಲ್ಲಿ ಇರುವುದು ಎಂದರೆ _____

- A) knowledge | ಜ್ಞಾನ B) aptitude | ಯೋಗ್ಯತೆ
C) employ | ಉದ್ಯೋಗಿ D) skill | ಕೌಶಲ್ಯ

110. Marketing helps the customer to learn about

- A) All of these B) Special Discounts
C) Availability D) Price

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

_____goal.

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

112. Comma is used to show a _____within the sentence.

- A) Full stop
C) Break
B) Capital letter
D) Pair

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

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

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

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

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

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

116. It is a _____knife. Fill in the correct adjective.

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

117. 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) Don't come here to talk
C) You must follow what I tell you
B) I agree with your plan of action
D) I don't agree with your plan

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

- A) Develops listening skill | ಕೇಳುವ ಕೌಶಲ್ಯವನ್ನು ಅಭಿವೃದ್ಧಿಪಡಿಸುತ್ತದೆ
C) Builds confidence | ಆತ್ಮವಿಶ್ವಾಸವನ್ನು ಹೆಚ್ಚಿಸುತ್ತದೆ
B) Develops creative problem-solving skill | ಸೃಜನಾತ್ಮಕ ಸಮಸ್ಯೆ ಪರಿಹರಿಸುವ ಕೌಶಲ್ಯವನ್ನು ಅಭಿವೃದ್ಧಿಪಡಿಸುತ್ತದೆ
D) Develops boredom | ಬೇಸರವನ್ನು ಅಭಿವೃದ್ಧಿಪಡಿಸುತ್ತದೆ

119. _____are the most convenient way to do something online.

- A) Mobile apps
C) Keypad
B) Desktop
D) Monitor

120. 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) twinkling
C) weak
B) short sighted
D) chubby

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

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

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

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

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

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

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

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

126. 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
C) Professionals
B) Classmates
D) Parents

127. Entrepreneurship means _____?.

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

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

- A) One
B) Few

C) Many

D) More

A) Workplace

B) Party

C) Friend

D) House

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

A) Variable Cost

B) Total Cost

C) Maintenance

D) Fixed Cost

130. Which of these should be considered while making decisions? | ನಿರ್ಧಾರಗಳನ್ನು ತೆಗೆದುಕೊಳ್ಳುವಾಗ ಇವುಗಳಲ್ಲಿ ಯಾವುದನ್ನು ಪರಿಗಣಿಸಬೇಕು?

A) Your mood | ನಿಮ್ಮ ಮನಸ್ಥಿತಿ

B) The rules of your community | ನಿಮ್ಮ ಸಮುದಾಯದ ನಿಯಮಗಳು

C) Your personal priorities | ನಿಮ್ಮ ವೈಯಕ್ತಿಕ ಆದ್ಯತೆಗಳು

D) The choices of your friends | ನಿಮ್ಮ ಸ್ನೇಹಿತರ ಆಯ್ಕೆಗಳು

131. A poster presents information by using_____.

A) Novel

B) Images and colours

C) Story

D) Exercise for practice

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

A) Review and think about any advice you received during the visit

B) All of these

C) Share your experience with classmates, teachers and family

D) Write a report about what you learned and observed

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

A) Understand

B) Listen

C) Thank her manager

D) All of these

134. When you ask someone something it is ____.

A) Blank

B) Question

C) Answer

D) Response

135. How can we understand what customers want?

A) By moving to a new business

B) Selling a new product

C) By doing research on customer needs

D) By advertising the business

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

A) Education loan

B) Personal loan

C) Auto loan

D) Home loan

137. Formal communication is used at ____?

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

A) Net

B) Gross

C) Basic

D) Monthly

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

A) The money a business owner spends on personal expenses.

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

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

D) The total amount of money a business makes from selling goods or services.

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

A) Getting irritated

B) Being on time

C) Not making eye contact

D) Speaking too fast

141. A ____is the first document an employer will look at when reviewing the job application.

A) Bank statement

B) Ticket

C) Resume

D) Certificate

142. What is the service given to the customer before, during or after a purchase called?

A) Auto Service

B) Management Service

C) Customer service

D) None of these

143. 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

B) Positive attitude

C) Negative attitude

D) Technical skill

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

A) Throw away the earphones

B) Use Google search

C) Purchase new earphones

D) Sell the earphones

145. The extra amount we pay for borrowing money is ____.

A) Loan

B) Interest

C) Hidden charges

D) Processing charges

146. 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?

147. ___greetings are used while speaking to friends and family.

- A) Formal
B) Due
C) No
D) Informal

148. Tom feels very tensed and scared. He is unable to concentrate before his exams. He is sweating. What kind of stress is this?

- A) Never
B) Small
C) Bad
D) Good

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

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

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

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

151. English is a _____language.

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

152. I adore? phrase is used to express _____of something.

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

153. The word funding means _____.

- A) Bank account
B) Money for shopping
C) Saving and Spending
D) Money to start a business

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

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

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

- A) xyz@ outlook.gmail
B) gmail@xyz
C) xyz@gmail. com
D) xyz@gmail

156. Everything that we do outside work is _____.

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

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

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

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

159. _____questions give clear indication of the information the person wants to know.

- A) No
B) Yes or No
C) Closed questions
D) Wh-

160. Which of these is a bad practice in a workplace?

- A) Good work- life balance
B) Open and honest communication
C) No trust between co-workers
D) Opportunity to grow in the company

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

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

162. Ram was asked to measure his cupboard. It was 4 feet tall. Here feet means _____.

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

163. Organizations communicate mainly through _____.

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

164. Receiver is a person who _____the call.

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

165. FAB means _____?

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

166. Saif's college professor guided him to choose the right career path. He must show ___?to his guide.

- A) Arrogance B) Fear
C) Anger D) Gratitude

167. Exchange of ideas happen through _____.

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

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

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

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

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

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

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

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

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

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

- A) Job B) Work
C) Abilities D) Interests

173. Why is personal grooming important?

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

174. 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) Legal binding document D) Marks card

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

- A) Water revolution | ಜಲ ಕ್ರಾಂತಿ B) Industry revolution | ಕೈಗಾರಿಕಾ ಕ್ರಾಂತಿ

- C) Green revolution | ಹಸಿರು ಕ್ರಾಂತಿ D) Food revolution | ಆಹಾರ ಕ್ರಾಂತಿ

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

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

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

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

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

179. 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) Entrepreneur B) Contractor
C) Self-employed person D) Intern

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

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

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

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

182. Which among these is a type of communication?

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

183. The _____?is what or whom a sentence is about.

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

184. Fill in the blank with proper interrogative adjective.

_____ are you going | ಸರಿಯಾದ ಪ್ರಶ್ನಾರ್ಥಕ ವಿಶೇಷಣದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿರಿ. _____ are you going?

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

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

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

186. An introduction letter is a ____.

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

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

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

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

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

189. Preeti is renting a kitchen to run a Paratha Shop, The rent of the kitchen is _____ cost?

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

190. Jyothi learned that all the information is stored in 'web pages'. What is the role of web pages?

- A) 'Web pages' act as internet B) None of these
C) 'Web pages' act as a search engine D) 'Web pages' act as a library

191. 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) Stress
C) Typing error D) Poor communication

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

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

193. Self - Employment means _____.

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

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

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

195. 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

196. Financial literacy is understanding the way money is _____?.

- A) invested B) saved
C) spent D) saved, spent & invested

197. Why is a market scan conducted?

- A) To check what the competitors are offering B) To explore how to grow the business
C) All of these D) To understand customer needs

198. Choosing between two or more options is known as _____ process.

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

199. We start communicating when we are _____.

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

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

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

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

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

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

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

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

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

204. Formal greetings are used in ____.

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

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

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

206. Arya has joined a new company. They want him to open a ____ so that they can credit his salary.

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

207. What are the key elements of a resume?

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

208. They? is used when we want to refer to ____.

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

209. Kishore's manager gave him positive and negative feedback. Kishore is feeling confused. What should he do next?

- A) Calm down and think
- B) Try to understand the positive points given by his manager
- C) All of these
- D) Try to understand the negative points given by the manager

210. What is the advantage of an Industry visit?

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

211. 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) Tooth
- B) Dentist
- C) Teeth
- D) Vinay

212. What kind of stress can lead to lifelong physical and mental health issues?

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

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

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

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

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

215. When people from different states/ countries meet officially, ____?is the commonly used language to communicate with each other.

- A) Latin
- B) English
- C) Newspaper
- D) Action

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

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

217. 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

218. _____is a tool to organize a large amount of data in an easy and understandable way.

- A) Excel
- B) Chrome
- C) Paint
- D) Print

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

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

220. Arun travels to school by bus. The action word in the sentence is ____.

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

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

- A) Gender Discrimination
- B) Gender Stereotype
- C) Gender equality
- D) Gender rights

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

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

223. Describing words add more information to the ____?

- A) Naming words
- B) Bad
- C) Numbers
- D) Sad

224. Net banking is done on a computer through a _____.

- A) Friend
- B) Cashier
- C) Relative
- D) Bank website

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

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

226. Probing for customer needs means _____.

- A) To give discount
- B) To ask customers what they need
- C) Get angry with the customer
- D) To celebrate with customers

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

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

228. Which of the following is a smart device?

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

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

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

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

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

231. Which of the following tasks can be done using the internet?

- A) Create a digital resume and forward it to different companies
- B) Finding Information about job openings
- C) Learning new skills
- D) All of these

232. Alexa is a ____ assistant.

- A) Home Assistant
- B) Office Assistant
- C) Digital voice controlled
- D) None of these

233. Choose the correct sentence.

- A) Runs on the road cat.
- B) The road runs on cat.
- C) Cat road runs.
- D) The cat runs on the road.

234. What can we use net banking for?

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

235. Which of the following is NOT a soft skill?

- A) Goal Setting
- B) Carpentry
- C) Time Management
- D) Communication Skill

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

- A) Close
- B) Informal
- C) Spatial distance
- D) Relationship

237. Pragathi downloaded the bank app on her mobile. What should she not share with anyone?

- A) OTP
- B) All of these
- C) MPIN
- D) Password

238. Online portal set up by the government to make any government related complaints is ____.

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

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

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

240. Jack is very good at MS Excel. He must apply for a job based on his _____.

- A) Decision
- B) Interests
- C) Mood
- D) Abilities

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

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

242. We need an _____ and a search engine to access the information on the web.

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

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

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

244. Every complete sentence has ____.

- A) 4 parts
B) 3 parts
C) 2 parts
D) 1 part

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

- A) Swiggy (food delivery app)
B) Flipkart (product selling app)
C) Urban Company (home cleaning & repair services)
D) Myntra (Shopping app)

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

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

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

- A) Pollution
B) Wind
C) Air
D) Storm

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

- A) Strong World Olympic Team
B) Special Wellness Organization Theme
C) Speak Work Openly Together
D) Strength Weakness Opportunity Threat

249. 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) STAR
B) Great
C) Life-time
D) SMART

250. Listening is important to _____ the information given.

- A) overcome
B) disobey
C) forget
D) understand

251. Verbs tell the action of the ____.

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

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

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

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

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

254. At workplace, communication must follow the _____.

- A) Text
B) 6Cs
C) Ideas
D) Close

255. A formal letter can be used for _____ purposes.

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

256. Online banking is also called _____.

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

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

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

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

- A) qualification
B) career or subject interests
C) mood
D) age

259. An inclusive environment is needed for happiness and _____ at work.

- A) Ideas
B) Stereotype
C) Growth
D) Wage gap

260. A good business idea for a young or new entrepreneur

should be sustainable. This means _____.

- A) It has many details
- B) It is easy to use
- C) It has budget
- D) It is planned for the present and future business growth

261. A person who buys a product is a ____.

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

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

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

263. We can share our thoughts, ideas and feelings through ____?.

- A) Communication
- B) Watching
- C) Hearing
- D) Reading

264. 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 education
- B) Sarah's job
- C) Sarah's career
- D) Sarah's hobby

265. Customers' needs can be understood through _____.

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

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

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

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

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

268. Verbal communication is the use of ____.

- A) Maths
- B) Words
- C) Images
- D) Sign

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

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

270. 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) Which types of soaps do you buy?
- D) Do you use soap?

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

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

272. Shyam avoids the use of plastic and chemical fertilizers. He is practising a ____.

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

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

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

274. What are some of the qualities of a strong entrepreneur?

- A) Building relationship with customers
- B) All of these
- C) Working hard
- D) Learning from failures

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

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

276. What is the shortcut key to save a file?

- A) Ctrl+X
- B) Ctrl+S
- C) Ctrl+V
- D) Ctrl+P

277. The correct order for a sentence is _____.

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

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

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

279. Which among the following is not a part of 7P's of marketing.

- A) Product
- C) Pickles

- B) Price
- D) Packaging

280. You are scared to communicate with others. What are some ways to solve this problem?

- A) All of these
- C) Find your weakness about communication
- B) Find your strengths about communication
- D) Find ways to improve & learn more about your weakness

281. 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) No, he should avoid speaking negatively about his teammates.
- C) Yes, he should blame his team- mates for all the problems.
- B) Yes, he should discuss all the arguments in detail.
- D) Yes, why not!

282. Regular payment made by the employer to the employee is ____.

- A) Salary
- C) Appraisal
- B) Loan
- D) Debt

283. Vimal wanted to update his resume. Which of the following he should NOT include in his resume?

- A) Qualification
- C) Salary expectations
- B) Date of birth
- D) Name

284. _____ is a sales technique that aims to market additional products to the customers.

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

285. Clear communication leads to ____.

- A) Different work
- C) Opposite work
- B) Slow work
- D) Faster work

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

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

287. Nisha loves cooking and she is good at dancing. Her ability is ____.

- A) Cooking
- C) Singing
- B) Dancing
- D) Painting

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

- A) None of these
- C) Nina, what is your summer plan?

- B) Nina is your plan.
- D) What Nina asked?

289. A ____ is a document with complete strategy for the business.

- A) Stakeholder Report
- C) Business plan
- B) Action Plan
- D) Strategy Report

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

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

291. Which of these is an e-learning portal?

- A) NAPS portal
- C) Netflix
- B) Bharat Skills Portal
- D) ASEEM

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

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

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

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

294. Values decide the _____ of a person.

- A) system
- C) laptop
- B) home
- D) character

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

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

296. Balance in _____ is important to have a healthy and happy life.

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

297. Location for the job means ____?.

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

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

- A) Listening to gossips B) Career magazines
C) Career guidance agencies D) News papers

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

- A) A place designed in airport for resting | ವಿಮಾನ ನಿಲ್ದಾಣದಲ್ಲಿ ವಿಶ್ರಾಂತಿಗಾಗಿ ವಿನ್ಯಾಸಗೊಳಿಸಲಾದ ಸ್ಥಳ
B) It is a place where we go to sleep | ಇದು ನಾವು ಮಲಗಲು ಹೋಗುವ ಸ್ಥಳವಾಗಿದೆ
C) It is a place where children live | ಇದು ಮಕ್ಕಳು ವಾಸಿಸುವ ಸ್ಥಳವಾಗಿದೆ
D) Our familiar lifestyle and behaviour is our comfort zone | ನಮ್ಮ ಪರಿಚಿತ ಜೀವನಶೈಲಿ ಮತ್ತು ನಡವಳಿಕೆಯು ನಮ್ಮ ಆರಾಮ ವಲಯವಾಗಿದೆ

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

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

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

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

302. Which of the following aspects did you focus on the most during your industrial visit?

- A) The uniforms worn by employees
B) The decoration of the offices
C) The types of machinery and technology used in manufacturing processes
D) The quality of food in the cafeteria

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

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

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

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

305. _____stress can make us feel excited and motivated.

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

306. RTI means_____.

- A) Right to Information B) Road Transport Institute
C) Right to Inform D) Right to Insurance

307. Sonu wants to connect a device wirelessly to a

computer. What technology can he use?

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

308. An employee is someone who_____.

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

309. The government collects _____from the citizens.

- A) Loan B) Tax
C) Deductions D) Conveyance

310. Things that are needed for survival are _____.

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

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

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

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

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

313. What does CPU stand for?

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

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

- A) Wear casual clothes to feel comfortable
B) Arrive late to show she is busy
C) Talk only about her personal life
D) Research the company & prepare questions to ask

315. Hard skill _____ . | ಕಠಿಣ ಕೌಶಲ್ಯ _____

- A) time management | ಸಮಯ ನಿರ್ವಹಣೆ
B) quick learner | ತ್ವರಿತ ಕಲಿಯುವವ
C) spoken english | ಇಂಗ್ಲೀಷ್ ಮಾತನಾಡುವ
D) 60 WPM typing speed | 60 WPM ಟೈಪಿಂಗ್ ವೇಗ

316. A mobile application or App is a software that is made to be used on a _____.

- A) Calculator B) smart device like a smartphone or tablet
C) All of these D) Washing machine

317. Values and ethics help us build good _____.

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

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

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

319. The amount put aside without being spent is ____?.

- A) Tax
C) Savings
- B) Bill
D) Deductions

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

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

321. Neena is born as a differently-abled person. Her teachers must treat her _____.

- A) Rudely
C) Unfairly
- B) Equally with care
D) Strictly

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

- A) Having an Entrepreneurial Mindset
C) Giving up on failure
- B) Expanding markets
D) Earning money

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

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

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

- A) Seller
C) Distributor
- B) Buyer
D) Service Provider

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

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

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

- A) Only a few cities have job opportunities | ಕೆಲವು ನಗರಗಳಲ್ಲಿ ಮಾತ್ರ ಉದ್ಯೋಗಾವಕಾಶಗಳಿವೆ
C) All jobs are available in all cities | ಎಲ್ಲಾ ಉದ್ಯೋಗಗಳು ಎಲ್ಲಾ ನಗರಗಳಲ್ಲಿ ಲಭ್ಯವಿದೆ
- B) Some cities have more opportunities than others for certain job roles | ಕೆಲವು ನಗರಗಳು ಕೆಲವು ಉದ್ಯೋಗದ ಪಾತ್ರಗಳಿಗೆ ಇತರರಿಗಿಂತ ಹೆಚ್ಚಿನ ಅವಕಾಶಗಳನ್ನು ಹೊಂದಿವೆ
D) Salary in metro cities is always higher than small towns | ಮೆಟ್ರೋ ನಗರಗಳಲ್ಲಿ ಸಂಬಳ ಯಾವಾಗಲೂ ಸಣ್ಣ ಪಟ್ಟಣಗಳಿಗಿಂತ ಹೆಚ್ಚಾಗಿರುತ್ತದೆ

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

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

328. On a computer, a file can be created using which of these applications?

- A) MS Excel
C) All of these
- B) MS Powerpoint
D) MS Word

329. 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) Conflict resolution
C) Positive attitude
- B) Negative attitude
D) Decision- making

330. Identify the improper term. | ಅಸಮರ್ಪಕ ಪದವನ್ನು ಗುರುತಿಸಿ.

- A) Sound pollution | ಧ್ವನಿ ಮಾಲಿನ್ಯ
C) Water pollution | ಜಲ ಮಾಲಿನ್ಯ
- B) Air pollution | ವಾಯು ಮಾಲಿನ್ಯ
D) Green pollution | ಹಸಿರು ಮಾಲಿನ್ಯ

331. 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) Argue
C) Resist
- B) Fight
D) Share responsibility

332. SMART stands for _____.

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

333. Which of the following should be avoided while facing an interview?

- A) Use mobile
C) Listening

- B) Answering questions
D) Speaking

- C) A special or different idea for a business
D) A new customer for the business

334. Sita and I are friends. ____stays in Gandhi Bazar.

- A) What
C) And
- B) She
D) A

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

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

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

344. _____is a way of thinking to solve a problem.

- A) Critical thinking
C) Negative attitude
- B) Time Management
D) Self confidence

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

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

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

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

337. Which of these is NOT a platform for finding platform-based jobs?

- A) Uber
C) Government office
- B) Urban Company
D) Swiggy

346. What are the duties of an entrepreneur?

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

338. When you are interested in working for a company, you will write _____letter

- A) a Leave
C) an Application
- B) a Referral
D) a Prospecting

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

- A) Belief
C) Strength
- B) Leader
D) Value

339. _____is called as the brain of the computer.

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

348. Action words are also called _____.

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

340. 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
C) There are more babies in Bangalore
- B) Good customer relationship in Bangalore shop
D) No reasons

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

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

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

350. Nitya wanted to discuss an issue with her teammates. What type of communication is it?

- A) Verbal
C) Image
- B) Written
D) Video

342. Unique Selling Proposition or USP of a business plan refers to_____.

- A) An old business is updated
B) A special budget for the business

351. Something that is not accepted by someone is called _____.

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

352. Shreyas is going for an interview . He has picked a shirt from the cupboard. He must _____before wearing it.

- A) color
C) tear

- B) soak
D) iron

- A) swiggy | ಸ್ವಿಗ್ಗಿ
C) ola | ಓಲಾ

- B) STD booth | STD ಬೂತ್
D) uber | ಉಬರ್

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

354. Conflict usually creates _____?

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

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

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

356. _____ is the software that is put in a computer so that one can use it.

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

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

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

358. Sales person tells the customer 'the offer exists today only'. This sales technique is called _____.

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

359. Which of the following is a universal ID card?

- A) PAN Card
C) Employers ID card
- B) Bank Credit card
D) Aadhaar Card

360. Which website to use to book the train tickets

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

361. Meena is using google meet for the first time. She can use the same login account details as her _____.

- A) Gmail account
C) Zoho account
- B) Bank account
D) Amazon account

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

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

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

364. Ridhima wants to post something on her social media. What should she do to stay safe on social media?

- A) Avoid sharing locations
C) Avoid sharing any password
- B) All of these
D) Avoid sharing address

365. In MS Word, you can change the text in the document to look different. This process is called _____?

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

366. Who can be in your professional network?

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

367. Equality means in the same situation, people have the _____.

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

368. 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
C) Get angry with the customer
- B) Make sure the customer is happy
D) Say sorry to the customer

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

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

370. Effective communication is to both _____.

- A) speak well
C) learn well
- B) see well
D) speak and listen well

371. Low investment business plan means _____

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

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

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

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

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

374. 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) Display Participants contact number
C) Everyone can turn on the camera on their own devices D) Everyone can speak to each other and hear each other.

375. 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) is passing B) passed
C) had passed D) was passing

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

- A) Stress can be managed | ಒತ್ತಡವನ್ನು ನಿಭಾಯಿಸಬಹುದು B) All of the above | ಮೇಲಿನ ಎಲ್ಲವೂ
C) Stress can not be decreased | ಒತ್ತಡವನ್ನು ಕಡಿಮೆ ಮಾಡಲು ಸಾಧ್ಯವಿಲ್ಲ D) Stress cannot be controlled | ಒತ್ತಡವನ್ನು ನಿಯಂತ್ರಿಸಲಾಗುವುದಿಲ್ಲ

377. Raghu's father had a typewriting press/shop. Now, he is replacing typewriters with_____.

- A) Phones B) Radio
C) TV D) Computers

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

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

379. A mock interview is a _____ job interview.

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

380. Forms of verbal communication are _____.

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

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

- A) Industry visit B) Mock interview
C) Interview D) Failure

382. Emotions can be expressed through your _____.

- A) Height B) Weight
C) Voice D) Situation

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

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

384. During the industrial visit I will _____ about the company/ industry that I visit.

- A) have fun with friends B) do sight seeing
C) learn about the company/industry that is being visited D) enjoy all the benefits from the company

385. All financial activity can be done through a _____.

- A) Bank B) School
C) Workplace D) College

386. Conflict in workplace affects _____.

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

387. Loyal Customers are those who _____.

- A) Buy a product/a service for the first time B) Ask for more discount
C) Hate the shop D) Keep coming back to the same shop

388. Ganesh greets his co-workers every day. He is trying to maintain _____ at work.

- A) power B) good relationships
C) frustration D) his authority

389. _____ is a profile that can show your education qualifications, your skills and your experience.

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

390. 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) 2 to 3 mins
C) 1 min
- B) 15 mins
D) 10 mins

391. _____ part of a business plan has details of money related details of the whole business.

- A) Business Succession Plan
C) Product Details
- B) Costing
D) Customer Analysis

392. Negative comments made about our action or performance is called _____.

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

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

- A) 100
C) 50
- B) 500
D) 6000

394. 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) ! (exclamation)
C) , (comma)
- B) ? (question mark)
D) . (full stop)

395. Money borrowed from bank or a person is called _____.

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

396. A diverse workplace increases _____.

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

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

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

398. Whenever we are communicating we have to be dressed appropriately, maintain our body language and maintain _____.

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

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

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

400. Values are _____. | ಮೌಲ್ಯಗಳು _____

- A) all have same value | ಎಲ್ಲಾ ಒಂದೇ ಮೌಲ್ಯವನ್ನು ಹೊಂದಿವೆ
B) very costly | ಬಹಳ ದುಬಾರಿ

C) not punctual | ಸಮಯಪ್ರಜ್ಞೆಯಿಲ್ಲ

D) motivates our attitude and action | ನಮ್ಮ ವರ್ತನೆ ಮತ್ತು ಕ್ರಿಯೆಯನ್ನು ಪ್ರೇರೇಪಿಸುತ್ತದೆ

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

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

402. The main purpose of mock interviews is to _____?

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

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

A) Opportunities | ಅವಕಾಶಗಳು
B) Threats | ಬೆದರಿಕೆಗಳು

C) Personal strengths | ವೈಯಕ್ತಿಕ ಸಾಮರ್ಥ್ಯಗಳು
D) Personal weaknesses | ವೈಯಕ್ತಿಕ ದೌರ್ಬಲ್ಯಗಳು

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

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

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

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

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

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

407. What is stress? | ಒತ್ತಡ ಎಂದರೇನು?

- A) Feeling of joy | ಸಂತೋಷದ ಭಾವನೆ
C) Feeling of surprise | ಆಶ್ಚರ್ಯದ ಭಾವನೆ
- B) Feeling of frustration / disappointment | ಹತಾಶೆ / ನಿರಾಶೆಯ ಭಾವನೆ
D) Feeling of delight | ಆನಂದದ ಭಾವನೆ

408. Inclusion in a workplace happens when every member of the company gets the same _____ at work.

- A) Age
C) Chances
- B) Nutrition
D) Culture

409. Post-covid we adopted the virtual world. Meeting that happens online through the internet are called

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

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

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

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

431. Wow! The flowers in the park are beautiful. This is a_____?sentence.

- A) Imperative
B) Declarative (.)
C) Exclamatory (!)
D) Interrogative (?)

432. Ram just finished his training course. Which portal can he use to look for jobs as a fresher?

- A) Swiggy
B) Urban Company
C) Freshersworld
D) Myntra

433. 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

434. The job interview is a discussion between ____and ____for mutual benefit.

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

435. 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) Online retail
D) Video rental store

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

- A) Differences in communication styles
B) Use of unfamiliar words
C) Language differences
D) All of these

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

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

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

C) Speak in a low voice | ಕಡಿಮೆ ಧ್ವನಿಯಲ್ಲಿ ಮಾತನಾಡಿ

D) Follow the instructions of the cabin manager | ಕ್ಯಾಬಿನ್ ವ್ಯವಸ್ಥಾಪಕರ ಸೂಚನೆಗಳನ್ನು ಅನುಸರಿಸಿ

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

A) Send application letter | ಅರ್ಜಿ ಪತ್ರ ಕಳುಹಿಸಿ

B) Appear at interview | ಸಂದರ್ಶನದಲ್ಲಿ ಕಾಣಿಸಿಕೊಳ್ಳಿ

C) Send resume | ಪುನರಾರಂಭವನ್ನು ಕಳುಹಿಸಿ

D) Prepare the resume | ಪುನರಾರಂಭವನ್ನು ತಯಾರಿಸಿ

440. Anju wants to upskill herself in designing and stitching, which of the following portals will be relevant for the same?

A) [http://www . india.gov.in/](http://www.india.gov.in/)

B) [http://www . swayam.gov.in /](http://www.swayam.gov.in/)

C) None of these

D) [http: /www . igod.gov.in](http://www.igod.gov.in/)

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

A) Close account

B) Open bank account

C) Withdraw from ATM

D) Online transfer

442. Meena likes to learn music in her free time. It is one of her ____to improve.

A) Logics

B) Interests

C) Value

D) Weakness

443. Raju wants to start a Textile shop. What should he do first?

A) Rent a Shop

B) Hire Staff

C) Prepare a Business Plan

D) Purchase New Fabrics

444. ____is called the library of internet.

A) Mouse

B) Hardware

C) Software

D) Search Engine

445. Plural form of child is_____.

A) Kid

B) Person

C) Children

D) Infant

446. 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) None of these

B) Salary Account

C) Piggy Bank

D) Fixed Deposit

447. 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) Throw it

B) Identify the problem

C) Sell the mixer

D) Complain

448. Knowledge and awareness of laws is called ___?

A) Legal literacy

B) English literacy

C) Financial literacy

D) Digital literacy

449. Customers sharing their experience and opinion about a product is called ____.

A) Customer Feedback

B) Customer Support

C) Customer ID

D) Customer Probing

450. 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) Hating Karthik

C) Sharing good words about the shop

D) Watching the shop

451. Which of these is NOT a question to ask during an industrial visit?

A) What is your favourite hobby?

B) What are the main products made here?

C) How does your production line work?

D) How do you keep things safe and high quality?

452. What is an easy and quick way to make online payments?

A) Cheque payment

B) Digital wallets

C) Going to the bank

D) Cash on delivery

453. A customer who buys a product for the first time is a ___?

A) Bargaining customer

B) Researching customer

C) New customer

D) Vendor

454. A ____ is a new business, which later grows into a big company

A) Start Up

B) Parlours

C) Hotels

D) NSIC

455. The ____ is a few words that quickly tell what the email is about.

A) Inbox

B) Subject

C) ID

D) Compose

456. A person who respects and follows the law of a country is a ____.

A) Bad Employee

B) Small Kid

C) Businessman

D) Responsible Citizen

457. Most of the government job calls will be in ___ format.

A) In person

B) Paper format

C) Direct

D) Indirect

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

A) Makes you physically ill or causes pain | ನಿಮ್ಮನ್ನು ದೈಹಿಕವಾಗಿ ಅಸ್ವಸ್ಥರನ್ನಾಗಿ ಮಾಡುತ್ತದೆ

B) It makes you doubt yourself | ಇದು ನಿಮ್ಮನ್ನು ಅನುಮಾನಿಸುತ್ತದೆ

ಅಥವಾ ನೋವನ್ನು ಉಂಟುಮಾಡುತ್ತದೆ

ಅನುಮಾನಿಸುತ್ತದೆ

C) Does not lead to long-term tension, loss of sleep | ದೀರ್ಘಾವಧಿಯ ಒತ್ತಡ, ನಿದ್ರೆಯ ನಷ್ಟಕ್ಕೆ ಕಾರಣವಾಗುವುದಿಲ್ಲ

D) It prevents you from pursuing your goals | ಇದು ನಿಮ್ಮ ಗುರಿಗಳನ್ನು ಅನುಸರಿಸುವುದನ್ನು ತಡೆಯುತ್ತದೆ

459. ____ is a serious issue that affects an individual's mental, emotional, physical wellbeing in the workplace.

A) Travel leave

B) Meeting with the manager

C) Company rules

D) Sexual harassment

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

A) Budget

B) Marketing Strategy

C) Customer Analysis

D) Weather Report

461. Words that are used to name people, places, animals and things are ____.

A) Key

B) Person

C) Table

D) Naming words

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

A) We become more popular.

B) We feel happier.

C) Our health improves.

D) We can get sick easily.

463. 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) Beauty Parlours

B) Tailoring shops

C) Restaurants

D) Packaging companies

464. 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

B) Scold people

C) Speak in Hindi D) Stop talking

465. What can you do with online banking?

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

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

- A) rich and poor goals | ಶ್ರೀಮಂತ ಮತ್ತು ಕಳಪೆ ಗುರಿಗಳು
B) fixed-term and non-fixed term goals | ಸ್ಥಿರ-ಅವಧಿಯ ಮತ್ತು ಸಿರವಲ್ಲದ ಅವಧಿಯ ಗುರಿಗಳು
C) long-term and short-term goals | ದೀರ್ಘಕಾಲೀನ ಮತ್ತು ಅಲ್ಪಾವಧಿಯ ಗುರಿಗಳು
D) good and bad goals | ಒಳ್ಳೆಯ ಮತ್ತು ಕೆಟ್ಟ ಗುರಿಗಳು

467. 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) litigation | ವ್ಯಾಜ್ಯ
B) migration | ವಲಸೆ
C) mitigation | ತಗ್ಗಿಸುವಿಕೆ
D) irrigation | ನೀರಾವರಿ

468. Arunima has completed an apprenticeship training on NAPS. She will be getting a _____ on completion.

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

469. Sentences are _____.

- A) group of words with complete meaning
B) Letters
C) Verbs
D) Nouns

470. Gopi is always willing to learn and improve in his work. He has a _____?

- A) Marksheet
B) Growth mindset
C) Fixed mindset
D) Certificate

471. 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
B) had gone
C) are going
D) went

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

- A) Play
B) Friends
C) See
D) Improve his English

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

- A) Plan and Marketing
B) Profit and Loss
C) Customer and Quality
D) Money, Resources, and Mentoring Support

474. 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) myth | ಪುರಾಣ
B) belief | ನಂಬಿಕೆ
C) self awareness | ಸ್ವಯಂ ಅರಿವು
D) threat | ಬೆದರಿಕೆ

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

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

476. Indian constitution is a set of _____ of our country.

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

477. When a person deposits a fixed sum of money every over a fixed period of time, it is a _____ account.

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

478. Which of the following will the interviewer expect from the candidates?

- A) Cooking skills
B) Singing skills
C) Good soft skills
D) Painting skills

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

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

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

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

481. _____ is about the competition in the online or offline market.

- A) Budget plan
B) People Analysis

C) Competitor Analysis D) Customer Analysis

482. What are Employability Skills?

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

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

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

484. Closing sales technique is an essential skill for a ____.

- A) Child B) Clerk
C) Sales person D) Manager

485. Select the example of a product from the options.

- A) Bike repair B) Parlour service
C) Home painting D) Shirt

486. Alpan does yoga in the morning. He follows Youtube classes to motivate himself. This is an example of ____.

- A) Self-motivation B) Time Management
C) Problem- Solving D) Decision-Making

487. Why is it important to use selling techniques?

- A) To make friends with customers B) To look confident
C) To connect with customers & make sure they make a purchase D) To have fun

488. Institution licensed by the government to keep money safe is ____.

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

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

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

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

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

491. Prem wants to start a shop. He can apply for ____ loan

to have benefits.

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

492. A _____ is a short and effective presentation to describe the business.

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

493. 'The sea is blue'. In this sentence ____ is an adjective.

- A) blue B) is
C) the D) sea

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

- A) No Communication B) Non-Verbal Communication
C) Verbal Communication D) Written communication

495. 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.

496. Job search engines are also called ____.

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

497. During criticism we must remain ____ and ____ to the person.

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

498. The pronoun 'I' is used for ____.

- A) Myself B) That
C) Many D) Other

499. Choose the correct tense of the verb. "I _____ music when I was child". |ಕ್ರಿಯಾಪದದ ಸರಿಯಾದ ಉದ್ಧೃತಿಯನ್ನು ಆರಿಸಿ. "I _____ music when I was child"

- A) learn B) will learn
C) am learning D) had learnt

500. 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 B) Log out of her bank account
C) Stay logged in D) Close the laptop

501. The most effective way to get information is by

- A) Writing
B) Activity
C) Reading
D) Talking

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

- A) Duolingo
B) Khan Academy
C) Codecademy
D) NPTEL

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

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

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

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

505. A _____ is something you really want in life. You plan and take the right actions to make it happen.

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

506. If one is capable of finding solutions to problems, one will get better at _____.

- A) Self-motivation
B) Career
C) Painting
D) Problem-solving

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

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

508. 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) Referral Cover Letter
C) Leave letter
D) Letter of absence

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

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

510. 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) she worked 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) worked she as a school teacher | ಅವಳು ಶಾಲಾ ಶಿಕ್ಷಕಿಯಾಗಿ ಕೆಲಸ ಮಾಡುತ್ತಿದ್ದಳು

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

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

512. What can be the source of information for a market scan?

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

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

- A) Choose any restaurant
B) Go alone
C) Choose a restaurant with a wheelchair ramp and accessible facilities
D) Selecting the most expensive restaurant

514. A person who hires other people for their business is an _____.

- A) Entrepreneur
B) Self -Employed
C) Employer
D) Employee

515. Letter is a form of _____ communication.

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

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

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

517. 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) Brochure
B) Resume
C) Formal
D) Leave

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

- A) Long term savings
B) None of these

C) Emergency savings D) Goal savings

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

519. 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) Service statement
C) Financial statement D) Bill

520. Which is not a type of communication?

A) Written B) Non-verbal
C) Verbal D) Driving

521. Naveen is fond of dogs, but Sheetal hates dogs. In this sentence who likes dogs?

A) Both Sheetal and Naveen B) Sheetal
C) Dog D) Naveen

522. 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. cybercrime.gov. in B) www.ccrime. gov.in
C) www. indiacybercrime. gov.in D) www. cybercrimeindia. gov.in

523. Money put aside for a big expense many years from now is ___savings.

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

524. 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) CC(Carbon Copy)
C) BCC (Blind Carbon Copy) D) Attach file

525. 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) Play B) Listen actively
C) None of these D) Go around the school

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

A) non - judgemental B) open-minded
C) kind D) honest & responsible

527. What is the shortcut key for Undo?

A) Ctrl+I B) Ctrl+Z
C) Ctrl+U D) Ctrl+B

528. A person who makes a call_____

529. The goal that someone plans to achieve within a year is called a_____.

A) Milestone B) Long term goal
C) Desire D) Steps

530. 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) Find courses: online or offline B) Quit job
C) Play sports D) Watch news

531. 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) Creating and editing worksheets D) Communicating through emails and chat

532. Which of the following could be possible reasons for gender based discrimination?

A) All of these B) Lack of Awareness
C) Social Norms D) Lack of Education

533. Question always end with a ___?

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

534. 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 B) Hello
C) Good morning D) Hey

535. 1st industrial revolution started in _____. | 1 ನೇ ಕೈಗಾರಿಕಾ ಕ್ರಾಂತಿ ಪ್ರಾರಂಭವಾಯಿತು _____

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

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

A) Raw Materials B) Promotion
C) Marketing D) Rate of a product in rupees

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

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

538. Which one is a "Don't" of discussion etiquette? | ಮುಕ್ತ ಮನಸ್ಸಿನವರಾಗಿರಿ?

- A) Argue unnecessary | ಅನಗತ್ಯವಾದ
B) Listen to others | ಇತರರ ಮಾತುಗಳನ್ನು ಕೇಳಿ
C) Be open minded | ಮುಕ್ತ ಮನಸ್ಸಿನವರಾಗಿರಿ
D) Use moderate tone | ಮಧ್ಯಮ ಸ್ವರವನ್ನು ಬಳಸಿ

539. Adjectives are ____ words.

- A) Finish
B) Sound
C) Describing
D) Neutral

540. 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) Click on power off button
B) Click on escape button
C) Click on backspace button
D) Select the file, press Ctrl X to cut and Ctrl V to paste it

541. Vanaja wants to save her excel workbook. How can she do it?

- A) By deleting it
B) By writing it
C) By closing the sheet
D) By pressing Ctrl and S on the keyboard

542. Group discussion helps us ____?

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

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

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

544. The concept of ____ best describes importance of teamwork.

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

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

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

546. To find list of Participants in a Zoom meeting, click on participants option on ____? of the screen.

- A) Top
B) Bottom
C) Left Side
D) Right Side

547. Good time management helps in improving ____ at work.

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

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

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

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

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

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

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

551. Choose the mobile app form the following options.

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

552. Product is an object that can be ____.

- A) Used
B) Seen
C) Seen, Touched and Used
D) Touched

553. Anita and her partner are paid the same salary for the same job. This is a good example of ____.

- A) Discrimination
B) Stereotype
C) Jealousy
D) Gender equality

554. Good, professional relationship with co-workers can give the feeling of ____.

- A) Fear
B) Job satisfaction
C) Confusion
D) Negative energy

555. Sundar's hotel business was under heavy loss. He had to close business. How can he learn from failure and achieve success?

- A) All of these
B) Don't give-up and try again

- C) Think about what happened in a systematic way
D) Stay positive to learn from failure

556. What is the shortcut key for Print?

- A) Ctrl+Z
C) Ctrl+P
B) Ctrl+U
D) Ctrl+B

557. Cats is an example of ____ word.

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

558. What is the benefit of paying money regularly for an insurance plan?

- A) It increases monthly savings.
C) It provides free entertainment.
B) It helps us manage emergency situations.
D) It covers travel expenses.

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

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

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

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

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

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

562. 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
C) Close the Food court
B) Collect the Feedback from the Customers
D) Change her business

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

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

564. Dislikes are things towards which we have ____?.

- A) Interests
C) Likes
B) Positive emotion
D) Negative emotion

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

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

566. 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) That
C) See
B) Naming words
D) His

567. 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) Both of them
C) Shyam
B) None of them
D) Ram

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

- A) Using a wifi or mobile data connection
C) Use a printer
B) Use bluetooth
D) Use a mouse

569. 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) Give the dress for 300 rupees
C) Do nothing
B) Tell the customer to go away
D) Talk to the customer and sell the dress for 400 rupees

570. Each new page in the excel worksheet is called a _____.

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

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

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

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

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

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

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

574. 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 about sharpening your brain | ಇದು ನಿಮ್ಮ ಮೆದುಳನ್ನು ಚುರುಕುಗೊಳಿಸುವುದಾಗಿದೆ
- C) It is the ability to be fully present in a moment | ಇದು ಒಂದು ಕ್ಷಣದಲ್ಲಿ ಸಂಪೂರ್ಣವಾಗಿ ಇರುವ ಸಾಮರ್ಥ್ಯ
- D) It is the technique of not minding anything | ಯಾವುದಕ್ಕೂ ತಲೆಕೆಡಿಸಿಕೊಳ್ಳದ ತಂತ್ರವಿದು.

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

- A) Interests B) Cities
C) Market demands D) Abilities

576. The lack of success in achieving a goal or completing a task is called _____.

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

577. 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) Going to bed on time | ಸಮಯಕ್ಕೆ ಸರಿಯಾಗಿ ಮಲಗುವುದು.
- B) Spending long hours thinking about the problem | ಸಮಸ್ಯೆಯ ಬಗ್ಗೆ ದೀರ್ಘಕಾಲ ಯೋಚಿಸುವುದು.
- C) Gardening | ತೋಟಗಾರಿಕೆ
- D) Listening to music | ಹಾಡು ಕೇಳುತ್ತಿದ್ದೇನೆ

578. Kirti attended a guest lecture. How can she use her mobile phone to understand the difficult words?

- A) Cosmetics store app B) Use a dictionary app
C) Grocery app D) Shopping app

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

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

580. Vinod met his new manager at his workplace. He had to _____ himself first.

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

581. _____ can lead to division of people, communities and families.

- A) Gender equality B) Gender discrimination
C) Same rights D) Respecting all people

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

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

583. 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) bills
C) travel D) emergencies

584. Siddhu is planning to start his career. He should have _____.

- A) Education B) Resume
C) Career plan D) All of these

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

- A) Criminal laws B) Labour laws
C) Environment protection laws D) Cyber laws

586. Things or activities that we enjoy are ____?.

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

587. An Entrepreneur can help the society by_____.

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

588. We can use_____to do mobile banking on a smartphone.

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

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

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

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

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

591. A business idea should_____?.

- A) None of these B) Save the world

- C) Fulfill customer needs or solve their problems
D) Satisfy only my needs

- A) Opening Screen
B) Opening Software
C) Original System
D) Operating System

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

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

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

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

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

- A) Zomato
B) Swiggy
C) Helpr
D) Ola

602. A hotel asked its customer's to fill customer satisfaction survey. What are they trying to do?

- A) Sell more hotels
B) Collect customer feedback
C) Advertise their hotel
D) Promote their hotel

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

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

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

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

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

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

604. Khan Academy is the most recommended website for_____.

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

596. We should _____instructions in the classroom.

- A) learn
B) listen to
C) ignore
D) forget

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

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

597. 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 description | ಕೆಲಸದ ವಿವರ
B) resume | ಪುನರಾರಂಭ
C) job application | ಕೆಲಸದ ಅರ್ಜಿ
D) CV

606. _____is the formal process of checking if the candidate is suitable for the job.

- A) Onboarding
B) Reading
C) Training
D) Interview

598. _____is an organisation that uses digital technology to help people in rural India.

- A) Digital Empowerment Foundation (DEF)
B) Digital Education Fund (DEF)
C) Digital Education Foundation (DEF)
D) Digital Empowerment (DE)

607. What are the advantages of time management?

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

599. Meena is not comfortable talking to her colleagues in English. This is an example of_____.

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

608. Green Jobs are important because_____.

- A) they pay more money
B) they help protect the environment
C) they harm the environment
D) they require no skill

600. Full form for OS is_____.

609. _____is at the top of the MS Word screen.

- A) Space Bar
B) Scroll bar
C) Taskbar
D) Menu Bar

610. Which of the following is the symbol of AutoSum?

- A) Y B) ?
C) Z D) X

611. What is the full form of NAPS?

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

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

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

613. Which of the following is not a social media app?

- A) Instagram B) Amazon
C) WhatsApp D) LinkedIn

614. 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) Stop the business B) Increase the cost
C) Change the business D) Give better customer service

615. _____ is a tool that blocks unsafe pages when you are using a search engine.

- A) Safe search B) Web page
C) Google D) Telegram

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

- A) Digital Literacy B) Sports Literacy
C) Language Literacy D) Cultural Literacy

617. Tom received a letter, but it did not have any details of who sent it. The letter was missing the _____ address.

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

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

- A) know yourself | ನಿನ್ನನ್ನು ನೀನು ತಿಳಿಯಿರಿ B) know your country | ನಿಮ್ಮ ದೇಶವನ್ನು ತಿಳಿಯಿರಿ
C) know your institute | ನಿಮ್ಮ ಸಂಸ್ಥೆಯನ್ನು ತಿಳಿಯಿರಿ D) know your office | ನಿಮ್ಮ ಕಛೇರಿ ತಿಳಿದಿದೆ

619. One needs to handle failure and rejection with a _____ attitude.

- A) Helpful B) Negative
C) Positive D) Rude

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

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

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

- A) Ctrl+X B) Ctrl+S
C) Ctrl+P D) Ctrl+C

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

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

623. For online meetings, you can share _____ for the people to join the meeting.

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

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

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

625. Phone call has _____ phases

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

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

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

627. Which among these is NOT a digital wallet?

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

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

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

629. Which of the following are the top benefits of using the internet?

- A) Safety B) Speed of communication
C) All of these D) Access to information

630. 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) Shopkeeper
- C) Her senior
- D) Her younger sister

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

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

632. People of different sex, gender, caste, class, culture, age, physical appearance, education, abilities must feel_____.

- A) Safe and respected
- B) Unsafe and bullied
- C) Unsafe and worried
- D) Threatened and policed