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Employability Skills

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Trinity ITI udyavara

Question Paper

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Score: 32/60 (53.33%)

Code: 5007

1. An occupation undertaken for a long period and with opportunities for progress is called

- A) Job
C) Work
B) **Career (Correct)**
D) Hobby

2. Everything that we do outside work is ____.

- A) **Personal life (Correct)**
C) Tuition
B) Professional life
D) Dislikes

3. Siddhu is planning to start his career. He should have ____.

- A) Education
C) Resume
B) Career plan
D) **All of these (Correct)**

4. Activities that one is good at and can do well are called ____.

- A) **Abilities**
C) Passion
B) Interests (Incorrect)
D) Sports

5. Things that one loves to do are called ____.

- A) Abilities
C) **Interests (Correct)**
B) Job
D) Work

6. We should choose our career based on our ____?.

- A) Disadvantages (Incorrect)
C) Weakness
B) **Strengths**
D) Workplace

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

- A) Interests (Incorrect)
C) Decision
B) **Abilities**
D) Mood

8. One must choose the career path based on the changing ____.

- A) Interests
C) Cities
B) Abilities
D) **Market demands (Correct)**

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

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

10. Raghu's father had a typewriting press/shop. Now, he is replacing typewriters with ____.

- A) Phones
C) TV
B) **Computers (Correct)**
D) Radio

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

- A) **Communication**
C) Watching
B) Reading
D) Hearing (Incorrect)

12. Effective communication needs to be -

- A) Simple
C) Complete
B) Clear
D) **All of these (Correct)**

13. Which among these is a type of communication?

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

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

- A) Written
C) Image (Incorrect)
B) **Verbal**
D) Video

15. The way we sit, our facial expression and body language show ____ communication.

- A) **non- verbal (Correct)**
C) informal
B) verbal
D) written

16. Verbal communication is the use of ____.

- A) Sign
C) Maths
B) **Words (Correct)**
D) Images

17. Forms of verbal communication are ____.

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

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

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

19. Letter is a form of _____ communication.

- A) Non-verbal
B) Spoken
C) **Written**
D) Telephone (Incorrect)

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

- A) Boring (Incorrect)
B) **Official**
C) Friendship
D) Fighting

21. 'Reg' in the letter means ____.

- A) **Regarding**
B) Subject
C) Greetings (Incorrect)
D) Body

22. Tom received a letter, but it did not have any details of who sent it. The letter was missing the _____ address.

- A) Receiver?s
B) **Sender?s (Correct)**
C) Greetings
D) Subject

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

- A) Student
B) **Customer (Correct)**
C) Seller
D) Servicer

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

- A) **Customer service (Correct)**
B) Auto Service
C) Management Service
D) None of these

25. 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) Increase the cost
B) **Give better customer service (Correct)**
C) Stop the business
D) Change the business

26. A dissatisfied customer means _____.

- A) Happy customer
B) Beautiful customer (Incorrect)
C) **Unhappy customer**
D) Old customer

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

- A) Probing (Incorrect)
B) **Cross selling**
C) FAB
D) Lying

28. Entrepreneurship means ____?.

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

29. Pratibha wants to start a Biryani Hotel. What will she

need first?

- A) **Business plan**
B) Name Board
C) Food Items (Incorrect)
D) Kitchen Equipments

30. An Entrepreneur can help the society by _____.

- A) Seeking new opportunities
B) Marketing the product
C) Working with a team
D) **Creating job opportunities (Correct)**

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

- A) Self -Employed (Incorrect)
B) Employee
C) **Entrepreneur**
D) Employer

32. Vidya is single-handedly selling homemade pickles to her neighbors. Vidya is a/an _____.

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

33. If one can use a computer and the internet comfortably. It is called _____?.

- A) Sports Literacy
B) **Digital Literacy**
C) Cultural Literacy
D) Language Literacy (Incorrect)

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

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

35. What does CPU stand for?

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

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

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

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

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

38. A resume should be _____. | ಪುನರಾರಂಭವು
ಆಗಿರಬೇಕು

- A) **short and precise | ಸಣ್ಣ ಮತ್ತು ನಿಖರ (Correct)**
B) fancy and colourful | ಅಲಂಕಾರಿಕ ಮತ್ತು ವರ್ಣಮಯ

C) having long and detailed information | ದೀರ್ಘ ಮತ್ತು ವಿವರವಾದ ಮಾಹಿತಿಯನ್ನು ಹೊಂದಿದೆ

D) having acronyms and abbreviation | ಸಂಕ್ಷಿಪ್ತ ರೂಪಗಳು ಮತ್ತು ಸಂಕ್ಷೇಪಣವನ್ನು ಹೊಂದಿದೆ

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

A) Beginning of a sentence | ಒಂದು ವಾಕ್ಯದ ಆರಂಭ

B) Names of persons | ವ್ಯಕ್ತಿಗಳ ಹೆಸರುಗಳು

C) Names of places | ಸ್ಥಳಗಳ ಹೆಸರುಗಳು

D) All the above | ಮೇಲಿನ ಎಲ್ಲಾ (Correct)

40. 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) Good morning

B) Hello (Incorrect)

C) Hey

D) Hi

41. The word □ when □ denotes _____. | when (ಯಾವಾಗ) □ ಎಂಬ ಪದವು _____ ಅನ್ನು ಸೂಚಿಸುತ್ತದೆ

A) place | ಸ್ಥಳ (Incorrect)

B) thing | ವಿಷಯ

C) person | ವ್ಯಕ್ತಿ

D) time | ಸಮಯ

42. Which one is a "Don't" of discussion etiquette? | ಮುಕ್ತ ಮನಸ್ಸಿನವರಾಗಿರಿ?

A) Be open minded | ಮುಕ್ತ ಮನಸ್ಸಿನವರಾಗಿರಿ

B) Use moderate tone | ಮಧ್ಯಮ ಸ್ವರವನ್ನು ಬಳಸಿ

C) Listen to others | ಇತರರ ಮಾತುಗಳನ್ನು ಕೇಳಿ

D) Argue unnecessary | ಅನಗತ್ಯವಾದ (Correct)

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

A) itself

B) myself

C) herself

D) himself (Incorrect)

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

A) Send application letter | ಅರ್ಜಿ ಪತ್ರ ಕಳುಹಿಸಿ (Incorrect)

B) Prepare the resume | ಪುನರಾರಂಭವನ್ನು ತಯಾರಿಸಿ

C) Appear at interview | ಸಂದರ್ಶನದಲ್ಲಿ ಕಾಣಿಸಿಕೊಳ್ಳಿ

D) Send resume | ಪುನರಾರಂಭವನ್ನು ಕಳುಹಿಸಿ

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

A) sharp

B) sharper (Correct)

C) blunt

D) thick

46. Fill in the blank with suitable adjective for the given sentence "The little girl's _____ eyes revealed her mischief". | ಕೊಟ್ಟಿರುವ ವಾಕ್ಯಕ್ಕೆ ಸೂಕ್ತವಾದ ವಿಶೇಷಣದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿ "The little girl's _____ eyes revealed her mischief"

A) chubby

B) weak

C) short sighted

D) twinkling (Correct)

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

A) What a beautiful house it is!

B) It is a beautiful house.

C) Is it a beautiful house?

D) Your house is beautiful. (Incorrect)

48. Fill in the blank with proper interrogative adjective. _____ are you going | ಸರಿಯಾದ ಪ್ರಶ್ನಾರ್ಹ ವಿಶೇಷಣದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿ. _____ are you going?

A) Who

B) Where (Correct)

C) Which

D) What

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

A) Eat | ತಿನ್ನು

B) Repair | ದುರಸ್ತಿ

C) Hot | ಬಿಸಿ (Correct)

D) Soup | ಸೂಪ್

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

A) a

B) e

C) f (Correct)

D) i

51. 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) CV

B) job description | ಕೆಲಸದ ವಿವರ

C) resume | ಪುನರಾರಂಭ

D) job application | ಕೆಲಸದ ಅರ್ಜಿ (Incorrect)

52. 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) Comma (,) (Correct)

B) Period (.)

C) Slash (/)

D) Hyphen (-)

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

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

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

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

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

56. Fill in the correct question word. "_____ is the speaker at the function". | ಸರಿಯಾದ ಪ್ರಶ್ನೆ ಪದವನ್ನು ಭರ್ತಿ ಮಾಡಿ.

"_____ is the speaker at the function?"

- A) What (Incorrect)
C) Why
- B) When
D) Who

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

this cake _____"

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

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

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

59. Fill in the blank with correct future tense of verb. "We _____ to the zoo after Breakfast ". | ಭವಿಷ್ಯದ ಭವಿಷ್ಯದ ಕ್ರಿಯಾಪದದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿ. "We _____ to the zoo after Breakfast "

- A) went (Incorrect)
C) had gone
- B) are going
D) will go

60. Fill in the blank with present progressive tense of the verb. "The train _____ through the tunnel". | ಕ್ರಿಯಾಪದದ ಪ್ರಸ್ತುತ ಪ್ರಗತಿಶೀಲ ಉದ್ವಿಗ್ನತೆಯೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿ. "The train _____ through the tunnel"

- A) passed (Incorrect)
C) had passed
- B) is passing
D) was passing