

# Preparatory Exam - 06-Jun-2026

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Employability Skills

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Trinity ITI udyavara

Question Paper

Student: Afia

Score: 58/60 (96.67%)

Code: 1561

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 (Correct)  
C) Passion  
B) Interests  
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  
C) Weakness  
B) Strengths (Correct)  
D) Workplace

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

- A) Interests  
C) Decision  
B) Abilities (Correct)  
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 (Correct)  
C) Watching  
B) Reading  
D) Hearing

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  
B) Verbal (Correct)  
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  
C) Writing and Speaking (Correct)  
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)  
B) Non-Verbal Communication

C) No Communication      D) Written communication

19. Letter is a form of \_\_\_\_\_ communication.

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

20. A formal letter can be used for \_\_\_\_\_ purposes.

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

21. 'Reg' in the letter means \_\_\_\_.

- A) Regarding (Correct)**      B) Subject  
C) Greetings      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  
**C) Unhappy customer (Correct)**      D) Old customer

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

- A) Probing      **B) Cross selling (Correct)**  
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 (Correct)**      B) Name Board  
C) Food Items      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      B) Employee  
**C) Entrepreneur**      D) Employer (Incorrect)

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

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

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

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

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 (Correct)**      D) Power On

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 (Correct)

B) Hello

C) Hey

D) Hi

41. The word □ when □ denotes \_\_\_\_\_. | whe(ಛಾವಾಗ)□ ಎಂಬ ಪದವು \_\_\_\_\_ ಅನ್ನು ಸೂಚಿಸುತ್ತದೆ

A) place | ಸ್ಥಳ

B) thing | ವಿಷಯ

C) person | ವ್ಯಕ್ತಿ

D) time | ಸಮಯ (Correct)

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 ತುಂಬಿಸಿ. "She made this cake \_\_\_\_\_"

A) itself

B) myself

C) herself (Correct)

D) himself

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

A) Send application letter | ಅರ್ಜಿ ಪತ್ರ ಕಳುಹಿಸಿ

B) Prepare the resume | ಪುನರಾರಂಭವನ್ನು ತಯಾರಿಸಿ

C) Appear at interview | ಸಂದರ್ಶನದಲ್ಲಿ ಕಾಣಿಸಿಕೊಳ್ಳಿ (Correct)

D) Send resume | ಪುನರಾರಂಭವನ್ನು ಕಳುಹಿಸಿ

45. Fill in the blank with comparative adjective. "Your pencil is \_\_\_\_\_ than mine". | ತುಲನಾತ್ಮಕ ವಿಶೇಷಣದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿಸಿ. "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 ತುಂಬಿರಿ "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! (Correct)

B) It is a beautiful house.

C) Is it a beautiful house?

D) Your house is beautiful.

48. Fill in the blank with proper interrogative adjective. \_\_\_\_\_ are you going | ಸರಿಯಾದ ಪ್ರಶ್ನಾರ್ಹ ವಿಶೇಷಣದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿರಿ. \_\_\_\_\_ 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 (Correct)

C) resume | ಪುನರಾರಂಭ

D) job application | ಕೆಲಸದ ಅರ್ಜಿ

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 ಆಡಗಿಕೊಂಡು 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 ತುಂಬಿಸಿ. "My house is \_\_\_\_\_ the third floor"

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

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

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

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)  
B) , (comma)  
C) . (full stop)  
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  
B) When  
C) Why (Incorrect)  
D) Who

57. Fill in the blank with proper pronoun. "I made this cake

\_\_\_\_\_". | ಸರಿಯಾದ ಸರ್ವನಾಮದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿಸಿ. "I made this cake \_\_\_\_\_"

- A) myself (Correct)  
B) yourself  
C) himself  
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  
B) am learning  
C) will learn  
D) had learnt (Correct)

59. 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) went  
B) are going  
C) had gone  
D) will go (Correct)

60. Fill in the blank with present progressive tense of the verb. "The train \_\_\_\_\_ through the tunnel". | ಕ್ರಿಯಾಪದದ ಪ್ರಸ್ತುತ ಪ್ರಗತಿಯ ಉದ್ವಿಗ್ನತೆಯೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿರಿ. "The train \_\_\_\_\_ through the tunnel"

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