

Duration: 60 Mins

Total Marks: 102

ID: ITISKILL9885PL

Student Name: _____ Roll No: _____

1. A good business idea for a young or new entrepreneur should be sustainable. This means_____.

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

2. A formal letter can be used for _____purposes.

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

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

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

4. The beginning of a sentence should start with _____letter

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

5. 'The sea is blue'. In this sentence _____is an adjective.

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

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

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

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

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

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

9. 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 want B) I don?t mind
 C) I hate D) I won?t

10. Pratibha wants to start a Biryani Hotel. What will she need first?

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

11. 'Reg' in the letter means ____.

- A) Body B) Regarding
 C) Subject D) Greetings

12. We should _____?instructions in the classroom.

- A) listen to B) learn
 C) ignore D) forget

13. 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) He will get a lot of success
 C) No one else can use the same product name D) He can take many loans and not repay

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

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

15. A poster presents information by using_____.

- A) Exercise for practice B) Images and colours
 C) Story D) Novel

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

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

17. Ryan wants to speak to HR about his work. He should specify the name of his job, place of work and ___?.

- A) Team mates
C) Some information about his responsibilities
- B) Senior name
D) His needs

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

- A) Burn
C) Throw it in the river
- B) Put it in soil
D) Should dispose it in recyclable items

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

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

20. Ethics means _____. | ನೀತಿಶಾಸ್ತ್ರ ಎಂದರೆ _____

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

21. Most of the government job calls will be in ___format.

- A) In person
C) Paper format
- B) Indirect
D) Direct

22. Choose the correct sentence.

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

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

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

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

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

25. A business idea should_____?.

- A) Satisfy only my needs
C) None of these
- B) Fulfill customer needs or solve their problems
D) Save the world

26. ___questions give clear indication of the information the person wants to know.

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

27. Singular naming words are used when ____person, place or thing is present.

- A) More
C) Many
- B) One
D) Few

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

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

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

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

30. Ram was asked to measure his cupboard. It was 4 feet tall. Here feet means ____.

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

31. ____contact with the people we are speaking help us to communicate confidently.

- A) Nose
C) Eye
- B) Skin
D) Ear

32. Malini is attending her new school today. She introduces herself as ____.

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

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

- A) The total amount of money a business makes from selling goods or services.
C) The money a business owner spends on personal expenses.
- B) The total amount of money a business earns before paying taxes.
D) The revenue or earnings which remain with the business owner, after all the costs are paid.

34. 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
C) None of these
- B) Practicing News
D) Practicing listening

35. When you ask someone something it is ____.

- A) Answer
C) Blank
- B) Response
D) Question

36. It is a ____?knife. Fill in the correct adjective.

- A) sharp
C) and

- B) this
D) there

- C) Description

- D) Title

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

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

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

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

39. Document which has details of a job is ___?

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

40. Raj and Tej talk to each other only on the phone. What type of communication is this?

- A) Non-Verbal Communication
C) Written communication
B) Sign communication
D) Verbal Communication

41. Verbs tell the action of the _____.

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

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

- A) STD booth | STD ಬೂತ್
C) swiggy | ಸ್ವಿಗ್ಗಿ
B) ola | ಓಲ
D) uber | ಉಬರ್

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

- A) Discount
C) Probing techniques
B) Opening techniques
D) Closing Techniques

44. Organizations communicate mainly through _____.

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

45. Product is an object that can be _____.

- A) Used
C) Seen
B) Seen, Touched and Used
D) Touched

46. Location for the job means _____?

- A) Place
B) Name

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

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

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

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

49. Who can support Entrepreneurs by providing business schemes and loans at low interest rates?

- A) Startup Investors
C) Banks
B) Friends
D) Customers

50. The _____ is what or whom a sentence is about.

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

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

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

52. Naming words are also called _____?

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

53. Sentences are _____.

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

54. Receiver is a person who _____ the call.

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

55. Symbols gives us information through _____.

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

56. A person who makes a call _____

- A) Caller
B) Contacts

C) Phase

D) Keypad

57. Which among these is a type of communication?

A) All of these

B) Non-Verbal

C) Verbal

D) Visual

58. Words that are used to name people, places, animals and things are _____.

A) Person

B) Naming words

C) Table

D) Key

59. A person with a growth mindset is always willing to _____. | ಬೆಳವಣಿಗೆಯ ಮನಸ್ಸಿ ಹೊಂದಿರುವ ವ್ಯಕ್ತಿಯು ಯಾವಾಗಲೂ _____ ಸಿದ್ಧರಿದ್ದಾರೆ.

A) become rich |
ಶ್ರೀಮಂತರಾಗುತ್ತಾರೆ

B) grow, change, learn |
ಬೆಳೆಯಿರಿ, ಬದಲಿಸಿ, ಕಲಿಯಿರಿ

C) relax | ವಿಶ್ರಾಂತಿ

D) keep quiet | ಮೌನವಾಗಿರಿ

60. When you are interested in working for a company, you will write _____ letter

A) a Referral

B) a Leave

C) an Application

D) a Prospecting

61. 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) Yes, he should discuss all the arguments in detail.

B) Yes, he should blame his team-mates for all the problems.

C) Yes, why not!

D) No, he should avoid speaking negatively about his teammates.

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

A) Helpful criticism

B) Fair criticism

C) Unfair criticism

D) Positive criticism

63. Entrepreneurship means _____?

A) Supporting a business person

B) Running your own business

C) Managing career

D) Starting a new career

64. Kim fell from her bike yesterday. The action in the sentence is in _____ tense.

A) Present

B) Clear

C) Past

D) Future

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

A) Care for keys

B) Care for customers at their home

C) Care for what customers want

D) Care for customers when they are sick

66. 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) Tone of voice

B) Hand movements

C) Smile

D) Eye movements

67. Which is not a type of communication?

A) Driving

B) Written

C) Non-verbal

D) Verbal

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

A) How to get certification

B) How to study

C) How to write an email

D) How to use MS Office

69. Cats is an example of _____ word.

A) Singular

B) Opposite

C) Plural

D) Words

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

A) Language differences

B) Use of unfamiliar words

C) All of these

D) Differences in communication styles

71. You are unable to share your message properly in an email. Which skill should you improve?

A) Playing

B) Speaking

C) Reading

D) Written communication

72. 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) File a police complaint

C) Find different ways to solve the problem

D) Quit the job

73. Vinod met his new manager at his workplace. He had to _____ himself first.

A) Introduce

B) Appreciate

C) Praise

D) Thank

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

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

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

76. Comma is used to show a ____ within the sentence.

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

77. Product and service are two things that can be sold. Product is what can be seen, touched and used. Service is what we ____?.

- A) Feel, Experience and Enjoy B) Do not enjoy
C) Pay with Gpay D) Buy from vegetable shop

78. Price is an important part of marketing. Price means _____

- A) Rate of a product in rupees B) Promotion
C) Marketing D) Raw Materials

79. The police were questioning about his crime. What type of sentence is it?

- A) None of these B) Exclamatory (!)
C) Interrogative (?) D) Declarative (.)

80. The correct order for a sentence is _____.

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

81. Marketing helps the customer to learn about

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

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

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

83. An exclamatory sentence ends with the ____.

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

84. 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) Shyam B) Ram
C) None of them D) Both of them

85. You can speak to your friend _____.

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

86. Why is it important to use selling techniques?

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

87. Formal communication is used at ____?.

- A) Friend B) House
C) Workplace D) Party

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

- A) Rent a Shop B) Purchase New Fabrics
C) Prepare a Business Plan D) Hire Staff

89. Listening is important to ____? the information given.

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

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

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

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

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

92. Verbal communication is the use of ____.

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

93. An Entrepreneur can help the society by _____.

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

94. Meena sells milk packets. One day, she got a dissatisfied (unhappy) customer because the milk was spoilt. What should Meena NOT do now?

- A) Say sorry to the customer
B) Quickly give another packet of milk
C) Make sure the customer is happy
D) Get angry with the customer

95. Values are _____. | ಮೌಲ್ಯಗಳು _____

- A) motivates our attitude and action | ನಮ್ಮ ವರ್ತನೆ ಮತ್ತು ಕ್ರಿಯೆಯನ್ನು ಪ್ರೇರೇಪಿಸುತ್ತದೆ
B) not punctual | ಸಮಯಪ್ರಜ್ಞೆಯಿಲ್ಲ
C) very costly | ಬಹಳ ದುಬಾರಿ
D) all have same value | ಎಲ್ಲಾ ಒಂದೇ ಮೌಲ್ಯವನ್ನು ಹೊಂದಿವೆ

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

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

97. 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) Purpose of call
D) Good bye

98. Argument or disagreement between two groups of people is called _____.

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

99. What are the duties of an entrepreneur?

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

100. The concept of ____ best describes importance of teamwork.

- A) Synergy
B) Conflict
C) Team
D) Group

101. Forms of verbal communication are ____.

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

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

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