

Question	Option1	Option2	Option3	Option4	Answer
What does a person need to succeed in life?	Money	Qualities	Power	Intelligence	Qualities
The quality of taking decisions on your own, after thinking carefully is:	Self-Awareness	Self-Belief	Independence	Grit	Independence
The quality of knowing who you are and what you want to do is:	Self-Awareness	Self-Belief	Independence	Grit	Self-Awareness
The quality of working hard to achieve your goals without giving up is called:	Self-Awareness	Self-Belief	Independence	Grit	Grit
The quality of believing that you can achieve whatever you set your mind to is:	Self-Awareness	Self-Belief	Independence	Grit	Self-Belief
Seema takes orders going door to door and does tailoring work for women's daily work wear. Seema is a:	Wage employee	Entrepreneur	Worker	Manager	Entrepreneur
S in SWOT stands for	Smile	Strength	Success	Smart	Strength
W in SWOT stands for	Wealth	War	Weakness	Willingness	Weakness
O in SWOT stands for	Opportunity	Organized	Order	Ownership	Opportunity
T in SWOT stands for	Talent	Terror	Trust	Threat	Threat
Entrepreneurs come up with different and unique ideas for their business to work and grow. This skill of the entrepreneur is being:	Ambitious	Creative	A Leader	Hardworking	Creative
An entrepreneur who isn't afraid of taking calculated and informed risks to make their business better is:	A Leader	Ambitious	A risk taker	Goal focussed	A risk taker
An entrepreneur who works hard to achieve his/her goals:	Hardworking	A leader	Ambitious	Goal focussed	Hardworking
Entrepreneurs who guide and support their employees to grow the business and be a role model for others are:	A leader	A risk taker	Creative	Ambitious	A leader
An entrepreneur who keeps thinking of new ways to make the business bigger and better is:	Goal focussed	Creative	Ambitious	Hardworking	Ambitious
An entrepreneur who knows the targets that they are working towards.	Hardworking	Creative	Goal focussed	Ambitious	Goal focussed
The Value-based decision making cycle is "values - decisions - ", which is:	Mission	Vision	Actions	Goal	Actions
The business idea should:	Satisfy only my needs	Solve someone's problem	Save the world	None of the above	Solve someone's problem
Complete the loop: people - - business idea	Thoughts	Problems	Experiences	Laws	Problems
I have to come up with a completely new product idea, for it to be successful.	True	False			False
A business idea for a problem that I have, cannot solve anyone else's problems.	True	False			True
When I am selecting my final idea, I should map them to my:	SWOT and values	Thoughts and feelings	Needs and wants	Personality	SWOT and values
The full form of NIC is	Need, Interest, Concern	National Institute of Corruption	Need, Impact, Connect	News, Interest, Communication	Need, Interest, Concern
What is the most important element in understanding a customer?	Making a connection	Talking to people I know	Asking a lot of questions	Talking to as many people as possible	Talking to as many people as possible
What is a good quality method to figure out what customers want?	Advertise in the newspaper	WhatsApp messages	Talking to them and taking a survey	Contest form	Talking to them and taking a survey
The full form of UVP is:	Unique Variety Proposition	Unique Value Price	Unique Value Proposition	Ultra Value Price	Unique Value Proposition
"S" in SMART Goals stands for	Science	Smart	Specific	Some	Specific
"M" in SMART Goals stands for	Measurable	Mark	Monthly	More	Measurable
"A" in SMART Goals stands for	Accurate	Achievable	Around	Amazing	Achievable
"R" in SMART Goals stands for	Realistic	Right	Round	Responsible	Realistic
"T" in SMART Goals stands for	Timely	Tactful	Tangible	Tentative	Timely
Accounting means	Opening accounts	Keeping track of money	Recalling something	Spending money	Keeping track of money

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Purchases are	Amount spent on paying for labour	Amount collected by selling	Amount spent on purchasing material	Money remaining	Amount spent on purchasing material
Sales is	Amount collected by selling the product/service	Monetary value of unsold products	Money remaining	Total purchases	Amount collected by selling the product/service
Inventory Value is	Total sales	Money remaining	Monetary value of unsold products	Amount spent on paying rent	Monetary value of unsold products
The full form of COGS is	Cost of gas sales	Cost of goods sold	Cost of goods saved	Cost of goods spoiled	Cost of goods sold
The formula for COGS is	Total sales – COGS	Money remaining + sales	Total purchases – inventory at the end of the month	Opening balance – expenses	Total purchases – inventory at the end of the month
What are the missing elements of a good story? (_____, Initial days, Characters and _____)	Introduction, challenge	Family, Challenge	Introduction, Ending	Friends, Money Made	Introduction, challenge

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Self-awareness is not important while planning one's career.	True	False			False
Which of the following does not constitute your identity?	Opinions	Values	Likes	Career plan	Career plan
Self-awareness is a lifelong process.	True	False			True
I need to build my career based on the demands of the market and not focus on my own identity, likes and dislikes.	True	False			False
Education is a part of one's background.	True	False			True
Identity is the set of behavioural or personal characteristics by which an individual is recognized as a member of a group.	True	False			False
Background refers to a person's experiences, training and education.	True	False			True
Identify the one that does not constitute background among the given options.	Experiences	Training	Interests	Education	Interests
It is important for me to reflect on the different roles that I play in my life.	True	False			True
Each person has the same set of beliefs and values.	True	False			False
Knowing about our personal strengths and weakness will help in performing well in the interview.	True	False			True
Personal strengths make you grow well in life and career.	True	False			True
Personal strengths and weaknesses are built naturally and through life experiences.	True	False			True
If we observe ourselves well, we can identify our weakness.	True	False			True
Addiction to alcohol, drugs or cigarettes is a strength.	True	False			False
Short-term goals can help achieve your long-term goal.	True	False			True
A goal is a realistic and practical dream that you set for yourself.	True	False			True
Goals are of 2 types	Super and bad goals	Long-term and short-term goals	Rich and poor goals	Fixed-term and non-fixed term goals	Long-term and short-term goals
Many people find it hard to identify their strengths and weaknesses.	True	False			True
Each person has strengths and weaknesses. Knowing them will help in setting personal goals.	True	False			True
What is stress?	feeling of joy	feeling of surprise	feeling of delight	feeling of frustration / disappointment	feeling of frustration / disappointment
Which of these is a sign of good stress?	Prevents you from pursuing your goals.	Makes you doubt your ability to perform at a given task.	Does not lead to long-term loss of sleep and appetite.	Makes you physically ill or causes pain.	Does not lead to long-term loss of sleep and appetite.
Which of these cannot be a cause of stress?	Pressure to perform in exams.	Conflict among friends.	Long commute from home to work.	Self.	Self.
We cannot deal with stress. We must wait for stress to go away on its own.	True	False			False
Which of the following is not a stress buster?	Spending long hours thinking about the problem.	Going to bed on time.	Listening to music.	Gardening.	Spending long hours thinking about the problem.
What is mindfulness?	It is the technique of not minding anything.	It is about sharpening your brain.	It is the ability to be fully present in a moment.	It is the word used to describe people who are full of thoughts.	It is the ability to be fully present in a moment.
Which of these is an essential step in the problem solving process?	To follow your instinct	To think deeply about the problem	To gather and analyze data	To report the problem to authority figures	To gather and analyze data

Which of these should be considered while making a decision?	Your mood	The choices of your friends	The rules of your community	Your personal priorities	Your personal priorities
Which of these is the full form of SWOT?	Special Wellness Organization Theme	Speak Work Openly Together	Strong World Olympic Team	Strength Weakness Opportunity Threat	Strength Weakness Opportunity Threat
What is pomodoro technique used for?	dicing tomatoes.	managing time and staying focused on one task for longer.	strengthening our resolve to build a habit.	to express respect for elders.	managing time and staying focused on one task for longer.
How many days does it take to form a habit?	10	11	15	21	21
What is procrastination?	Tendency to seek challenges.	Tendency to learn about other nations.	Tendency to be a professional in all nations.	Tendency to put off / avoid completing planned tasks.	Tendency to put off / avoid completing planned tasks.
Money Management helps us build savings. Wants are things we buy to feel extra comfortable. Income is money that flows out from us as spending. The 3 stages of Money Management are Saving, Investing and When spending money, last priority should be given to	True True True Spending Wants	False False False Income Needs	Expenditure Desires		True True False Spending Desires
An example of desires is	Books and pen	An expensive bike	Mobile recharge	Uniform	An expensive bike
An example of needs is	Food and clothing	Mobile			Food and clothing
Fixed expenditure is	Income that is same every month	Spending that changes every month	Spending that is same every month	Income that is change every month	Spending that is same every month
A monthly Money Management plan helps to _____	Spend well so that there is enough money for all needs.	Spend more money to buy luxury goods.			Spend well so that there is enough money for all needs.
Money Management is necessary for	Personal Life	Professional life	Both Personal and Professional life		Both Personal and Professional life
What is a comfort zone?	It is a place where we go to sleep.	It is a place where children live.	Our familiar lifestyle and behaviour is our comfort zone.	A place designed in airport for resting.	Our familiar lifestyle and behaviour is our comfort zone.
Which among these are not good plane manners?	We should recline our seat immediately and sleep.	We should be polite to fellow passengers and staff.	We should follow the instructions of the cabin manager.	We should speak in a low voice.	We should recline our seat immediately and sleep.
Which of these is a website for searching Paying Guest facility or flats for rent?	RedBus.com	IRCTC.com	Twitter.com	Olx.com	Olx.com
Which of these websites can help us book train tickets?	IRCTC.com	Redbus.com	Facebook.com	Instagram.com	IRCTC.com
Which of these websites can help us apply for passport?	Skill India	NSDC	Ministry of Health and Family Welfare	Passport Seva	Passport Seva

Which of these documents are not compulsorily required for international travel? (a) ID proof (Any one) (b) Passport (c) Visa (d) Phone bill	abc	acd	bcd	only d	only d
Which of these documents are not compulsorily required for domestic travel? (a) ID proof (Any one) (b) Passport (c) Visa (d) Phone bill	bcd	abc	acd	abd	bcd
Which of these expenses are incurred when we move to a new city?	Buying new clothes	Buying books	Buying shoes	Rent of a PG	Rent of a PG
Which of these statements is false?	All jobs are available in all cities.	Some cities have more opportunities than others for certain job roles.	Salary in metro cities is always higher than small towns	All cities have some kind of job opportunities	All jobs are available in all cities.
Which of these is not a method of saving?	JD	FD	RD	PPF	JD
Which of these should be taken in account while moving to a new city for work?	We should think about our food preferences.	We should think about the difference between our salary and expected expenses.	We should think about the language differences.	We should think about how much we will miss the comfort of our home.	We should think about the difference between our salary and expected expenses.

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What all does the world of work include?	Finding a job	Moving up in the job	Learning to be better at a job	All of the above	All of the above
A career is not based on which of the following:	strengths	goals and aspirations	home address	qualifications	home address
A career could include many jobs.	True	False			True
Which of these do not form a part of your personal life:	Leisure time	Career	Entertainment	Health and fitness	Career
Prioritize your work tasks based on how urgent and important they are.	True	False			True
You do not need to try to improve your skills once you start working.	True	False			False
It is important to separate your personal and professional life.	True	False			True
Career is the connection between multiple jobs.	True	False			True
Which of these is not a way to separate your personal and professional life?	Have a specific time for work	Take rests to recharge yourself	Start and finish work at different times on different days	Know your distractions, and minimize them when working	Start and finish work at different times on different days
We need to learn about the world of work so that:	We can stay up-to-date about the different skills	We can stay up-to-date about technologies	We know the different opportunities that we have	All of the above	All of the above
Which statement is not correct?	Career Pathways can help you in finding your way among the thousands of different occupations.	Following a career pathway makes it easier for you to identify career choices.	Career pathways help you calculate how much wealth you will acquire through your career.	Career pathways can help you develop a plan on how to prepare for your chosen career interest area.	Career pathways help you calculate how much wealth you will acquire through your career.
Career Pathways are broad groupings of careers that share similar characteristics and whose employment requirements call for many common interests, strengths and competencies.	True	False			True
To know which career pathway is best suited for you, try to align your:	personal interests	abilities	skills	All of the above	All of the above
Which of these are not an entry level job after ITI for interior designers?	Specialist	Interns	Junior interior designer	Design assistant	Specialist
Which are some of the preferred skills for an interior designer?	Creativity	Detail oriented	Artistic ability	All of the above	All of the above
Which are not some of the technical skills required for a fashion designer?	Tally	CorelDraw	3D Max	Freehand sketching	Tally
What are the benefits of planning your career path?	You can make decisions faster.	You can transition to the next logical job more easily.	You will have a broader skill base that will make you attractive to more employers.	All of the above	All of the above
It is important to take time out each year to re-evaluate how you are doing in terms of meeting your career goal.	True	False			True
Which industry is not among the largest employers of draftspersons?	Manufacturing	Transport	Construction	Architecture and Engineering	Transport
Which of the following is not one of the upskilling required for Stenographers?	Tally	Accounts	Modern office management	Freehand drawing	Freehand drawing

Market Scan is a process by which we can understand the trends and changes in the world of work.	True	False			True
Discussion with professionals is a method of collecting information about a career.	True	False			True
What are the different sources of information to understand a career?	Newspapers	Career guidance agencies	Discussion with professionals	All of the above	All of the above
Which of the following websites are not popular for finding jobs?	LinkedIn	Sheroes	Naukri	Instagram	Instagram
A Career Card is a consolidation of information of a particular career in one place.	True	False			True
What are some of the things that you can ask professionals to know more about a career?	What kind of tasks they do on a typical day?	The challenges that they face in their work.	What do they find most exciting about their work?	All of the above	All of the above
All information available on the internet regarding careers is reliable.	True	False			False
What are some kinds of information that you can collect about a career?	Educational qualifications required	Growth prospects	Compensation that can be expected as a fresher	All of the above	All of the above
Education magazines and newspapers publish weekly or monthly supplements that focus on career information.	True	False			True
It is not important to know the world of work before making a career decision.	True	False			False
A person cannot have the same interest and ability.	True	False			True
Nida is completing COPA in an ITI in Bangalore. She loves to write code for computer program. She is very good at organizing events in her institute. What is Nida's interest?	Coding	Organizing events	Studying	All of the above	Coding
We can have abilities that we are not fully aware of.	True	False			True
We can develop our abilities in a particular area, if we have interest in it.	True	False			True
Interest is something that makes us happy.	True	False			True
I need to keep my interest and ability in mind, while choosing a career for myself.	True	False			True
My interest will remain the same throughout my life.	True	False			False
Why is it important to align your interests and abilities to the work that you do?	It helps to be really happy and successful.	It helps to enjoy career more	It helps to feel more satisfied.	All of the above.	All of the above.
Many a times the activities that we are good at may not give us joy.	True	False			True
Nita is very interested in dancing. She goes for auditions for many dance shows and competitions. But she does not get through. She feels depressed and instead decides to build a career as an architect. Now, dancing becomes only a hobby. She enrolls into an Architecture course. She does extremely well in her course and gets the top rank in her college. Which of the following statements are true about Nita?	Nita's interest is Architecture.	Dancing is Nita's ability.	Architecture is Nita's ability.	None of the above.	Architecture is Nita's ability.
SMART goals are vague and difficult to understand.	True	False			False
If we have SMART goals, it will help us achieve important things in life.	True	False			True
SMART means	Specific, Measurable, Achievable, Relevant, Timed	Small, Measurable, Achievable, Relevant, Timed	Specific, Memorable, Achievable, Relevant, Timed	Specific, Measurable, Actual, Relevant, Timed	Specific, Measurable, Achievable, Relevant, Timed

SWOT helps in identifying one's strengths and weaknesses.	True	False			True
SWOT analysis helps to work on one's weaknesses and convert it into strength.	True	False			True
Resume is	an impressive information rich document of one's skills, abilities, qualifications and experience.	a document that includes all imaginary information about an individual.	a document used to provide any information one likes to employers.	none of the above.	an impressive information rich document of one's skills, abilities, qualifications and experience.
A well-written factual resume helps to create a good impression about a candidate to the employer.	True	False			True
Information like date of birth, permanent address form a part of one's _____ in the resume.	Career objectives	Personal details	Achievements	Qualifications	Personal details
Key skills and strengths in a resume include _____	Achievements	Qualifications	Communication, positive thinking and technical skills	all of the above.	Communication, positive thinking and technical skills
Landmarks can be mentioned in the address section of the resume.	True	False			True
Writing vague skills like hard work, friendly nature, honesty, etc., is to be avoided.	True	False			True
While providing information about internships in resumes, it is important to give details on the name of the institute, project details, reporting head's designation and duration.	True	False			True
You may list many things as your hobby in your resume. You don't have to be able to talk about it during the interview.	True	False			False
Search engines help to browse the internet when you search for jobs online.	True	False			False
One can find jobs advertised online in job portals like naukri.com.	True	False			True
Job roles describe the specified types of tasks one has to perform in the workplace.	True	False			True
Job role differs from trade to trade. For example, piping designer has to be efficient to help transport fluid in different industries. Electrical technicians should be able to structure cables, carry out inspections, repair and maintenance in electrical lines.	True	False			True
naukri.com, timesjobs.com are examples of _____	online job portals	marketing sites	online newspapers	none of the above	online job portals
Job roles include qualifications, role and responsibility, salary and work experience.	True	False			True
Interview helps an employee end a job.	True	False			False
Interview can be face-to-face as well as in groups.	True	False			True
Interview is a way for the employer and candidate to get to know each other.	True	False			True
The 3 stages of Interview Preparation are Before, During and After.	True	False			True
We should not eat or rest well before an interview.	True	False			False
A candidate must listen well to the interviewer before answering the questions.	True	False			True
You can wear any kind of clothing you want for an interview:	True	False			False

When an interviewer asks you to tell more about yourself you can say:	Details about your family	Details about your education and qualification	Your interest and hobbies	All of the above	All of the above
It is important to ask the employer questions about the company.	True	False			False
You should take more than one copy of your resume to the interview.	True	False			True

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The ability to be employed is _____	Employability	Mobility	Possibility	Exclamatory	Employability
Employability skill includes all the skills that can help a trainee succeed in any job.	True	False			True
In the 21st century, success belongs to those who have the confidence and ability to learn new things.	True	False			True
Employ + Ability = Employability.	True	False			True
Together, we can keep each other motivated and make learning fun.	True	False			True
Our Ethics and Values form the pillars of our character.	True	False			True
one of the following is not included in Six pillars of character.	Trustworthiness	Respect	Carelessness	Responsibility	Carelessness
which of the following is not a good behaviour.	Take care of elders	Be Disciplined	Be Honest	Do gossip or spread rumours	Do gossip or spread rumours
which of the following is not a good manner.	speak loudly on the phone in restaurants and corridors of colleges.	give up their seats for elderly or women on public transports like train, metro or bus.	throw food wrapper and other waste on the road or in a river or lake.	spit tobacco on the road.	give up their seats for elderly or women on public transports like train, metro or bus.
If we choose the right role models in life, we can learn confidence, communication, professionalism, English and really any skill we want.	True	False			True

Question	Option1	Option2	Option3	Option4	Answer
Sending emails to communicate information is a form of _____	spoken communication	written communication	oral communication	voice communication	written communication
Which one of the following is not a challenge in learning a language?	lack of vocabulary	lack of confidence	lack of motivation	lack of companion	lack of companion
Which of the following statements is true?	Using mother-tongue to learn English can be helpful.	Mother-tongue interference is bad.	English cannot be learnt through one's mother-tongue.	You should not use mother tongue while learning English.	Using mother-tongue to learn English can be helpful.
Of the strategies listed below, which one can help you in setting a goal to learn English?	planning short-term for a week	planning short-term for a month	planning short-term for a week, a month and a year	you can do it without any planning	planning short-term for a week, a month and a year
What is the first step in learning a language?	planning	setting a goal	sticking to the plan	buying books	setting a goal
What can one should not do to overcome shyness?	Try to talk to friends often.	Share feelings.	Identify strengths and be confident.	Avoid meeting friends.	Avoid meeting friends.
We read and type in English whenever we _____	book tickets for trains or movies	go out to the beach	work in lathe	measure objects	book tickets for trains or movies
Developing one's vocabulary can be done through _____ words state the name of a person place, thing or an idea.	reading newspapers	watching related videos	listening to talks	all of the above	all of the above
Which words describe a state, an action and when it happened?	Naming words	Action words	Describing words	Pronouns	Naming words
Which words describe naming words according to colour, shape, size, quantity, feel, sound?	Naming words	Action words	Describing words	Pronouns	Describing words
_____ are words used in the place of naming words.	Naming words	Action words	Describing words	Pronouns	Pronouns
Choose the describing word in the sentence "The instrument has a smooth finish".	the	instrument	smooth	finish	smooth
'Kumar is pasting stickers on the box. He is busy.' The pronoun here is _____	Kumar	pasting	box	He	He
Find the odd word in the following options.	Plumber	Welder	Fixing	Fitter	Fixing
'Round, many, blue, rough, brown' are examples of _____	naming words	action words	describing words	pronouns	describing words
'Sara is late today. _____ must have missed the bus.' Which word will complete the sentence?	He	Her	She	It	She
'Organizational, hazardous, sanitary, skilled' are examples of _____ words are used to refer to persons, places, things or ideas.	naming words	action words	describing words	pronouns	describing words
Pick the naming word that refers to a place.	Truth	Gujarat	Feel	They	Gujarat
Pick the naming word that refers to an idea.	Harry	Tester	Honesty	Chennai	Honesty
Pick the naming word that refers to a thing.	Screw-driver	Swim	Susan	Switzerland	Screw-driver
Which word is an odd one in the given list?	Delhi	Mumbai	Kolkata	Experiment	Experiment
Which word is an odd one in the given list?	Equality	Mumbai	Gratitude	Friendship	Mumbai
Which word is an odd one in the given list?	Mahatma Gandhi	Vallabhai Patel	Kolkata	Pandit Nehru	Kolkata
Which word refers to both 'a tree's outer layer and the sound a dog makes?'	park	bark	barn	bite	bark
I help to insert or remove screws. Who am I?	Hammer	Screw-driver	Ammeter	Pipette	Screw-driver
Screen, popcorn, projector, air conditioning are all words related to _____	cinema theatre	school	bus-stand	police-station	cinema theatre
To convert a singular noun into plural, which of the following rule cannot be used?	Singular noun +s	Singular noun +es	Singular noun +ez	Singular noun +ies	Singular noun +ez
The plural noun for 'furniture' is _____	furnitures	furnitures	furniturez	furniture	furnitures
The plural form for 'equipment' is _____	equipment	equipments	equipmentes	equipmenties	equipments
The singular form of 'lenses' is _____	lens	len	lense	lenses	lense
The plural form of 'quiz' is _____	quizzez	quizes	quizzes	quiziz	quizzes
The plural form of 'lady' is _____	ladys	ladies	lady	ladiez	ladies

The plural form of 'tool' is _____	tool	tooles	tools	toolls	tools
The singular form of 'devices' is _____	devic	device	devices	devicies	device
The plural for 'apparatus' is _____	apparatus	apparatuses	apparatusses	apparatusies	apparatuses
The plural form of 'laboratory' is _____	laboratorys	lab	laboratories	laboratores	laboratories
Identify the action word in this sentence - 'They wrote the exam.'	wrote	exam	they	the	wrote
Which is the action word in the sentence - 'The buildings are tall.'	the	buildings	are	tall	are
Complete the sentence with the appropriate action word. 'The plumber is _____ the tap.'	fighting	fitting	flowing	freeing	fitting
Complete the sentence with the appropriate action word.. 'The metal _____ too hot to handle.'	is	are	were	be	is
Complete the sentence with the appropriate action word. . 'The screw _____ by him.'	was fixed	are fixed	were fixed	was fixing	was fixed
Complete the sentence with the appropriate action word.'The company _____ him for his talent.'	recruit	recruited	was recruited	are recruiting	recruited
Complete the sentence with the appropriate action word. 'Surface Mount Technology _____ used to mount components in electronic devices.'	is	are	were	none of the above	is
Complete the sentence with the appropriate action word. 'The instructor _____ the trainees to wear appropriate PPE.'	pleased	warned	said	warning	warned
Complete the sentence with the appropriate action word. 'Where _____ the tools?'	is	are	have	has	are
Complete the sentence with the appropriate action word. 'The trainees _____ to attend the seminar without fail.'	are said	were said	were asked	is asked	are said
The announcement _____ yesterday was unnecessary.	make	is making	made	was making	made
The electrical wires _____ and it is dangerous.	is hanging	are hanging	hanged	hang	are hanging
The watchman _____ all the laboratories every day.	locks	is locking	locked	was locking	locks
Plastics _____ to be processed before its industrial use.	need	is needing	needed	was needing	need
The new apprentices _____ for the training last week.	join	joined	was joining	are joining	joined
The new machine _____ well when compared to the old.	is working	will worked	was working	work	is working
The trainees _____ useful industry-specific skills.	learned	was learning	are learning	learns	are learning
The trainees _____ their course successfully last month.	complete	completed	are completing	was completing	completed
Experts _____ new techniques in welding metals for construction these days.	recommends	recommending	are recommending	will recommended	are recommending
The plumber _____ the taps only now.	fit	are fitting	is fitting	was fitting	is fitting
Her hair is long and _____	curly	happy	slim	late	curly
He drives a bright red sports car. It's very _____	wild	shallow	fast	tall	fast
Today, the weather's going to be _____	hopeful	warm	blue	urgent	warm
This house is _____ and old.	young	electric	large	fat	large
I'm feeling really _____ today.	late	long	happy	round	happy
The food at this supermarket is always _____	gentle	hopeful	empty	fresh	fresh
Which word is an adjective?	after	pretty	taste	bank	pretty
Which word is an adjective?	dirty	ran	away	boy	dirty
Which word is an adjective?	eat	hot	mend	soup	hot
Which word is an adjective?	beautiful	park	wave	sea	beautiful
Which of the following expressions can be used to make requests?	I hope	Please repeat	I believe	Maybe	Please repeat
Which of the following expressions can be used to make an enquiry?	I'm sorry	Can you tell me ...?	Is it so?	Thank you	Can you tell me ...?
Which one of the following is a short response?	Oh, I see	I have never thought about it this way	Please repeat	Sorry	Oh, I see
Which of the following phrases can be used to share information?	Thanks	It is about ...	Sorry	I see	It is about ...
The phrase 'Could you give me some idea of ...' is used for _____	Thanking someone	Introducing someone	Asking for information	Giving information	Asking for information

What will be the response to the statement 'How was class today?'	It was fine. We learned many new things	Oh, I see	Thank you	Is it so?	It was fine. We learned many new things
What will you say if someone asks 'How do you go to the library from here?'	Not coming	Please take the next right and go straight.	I think I borrowed the book last week	Yes, the library is open.	Please take the next right and go straight.
What will be the apt response for 'I've got some news for you'?	What is it?	I don't know	I'm thankful for this	Where is it?	What is it?
Your friend wants you to accompany him for a job fair but you can't go. How will you decline politely?	I am not coming.	I don't want to come.	I'm sorry I can't come.	I will come.	I'm sorry I can't come.
Your instructor has asked you to inform the class to assemble in the workshop at 9 a.m. How will you share this information with your class?	We all must go at 9 a.m.	We need to assemble in the workshop	We need to assemble in the workshop at 9 a.m.	We must go at 10 a.m.	We need to assemble in the workshop at 9 a.m.
Which of the following is used to begin a sentence?	Lower case letters	Full stop	Capital letters	Comma	Capital letters
What punctuation marks can end a sentence?	Full stop and comma	Comma and question mark	Comma	Full stop and question mark	Full stop and question mark
The punctuation mark used to make a list is _____	period	comma	question mark	none of the above	comma
Which punctuation mark is always curious and wants to know something?	Comma	Question mark	Full stop	Capital Letter	Question mark
Pick the correctly punctuated sentence.	The wrench is a useful instrument	the wrench is a useful instrument	The wrench is a useful instrument.	the wrench is a useful, instrument.	The wrench is a useful instrument.
Pick the correctly punctuated sentence.	Where is the generator?	where is the generator?	Where is the generator.	where is the Generator.	Where is the generator?
Pick the correctly punctuated sentence.	We need some more screws, nuts and bolts	We need some more screws nuts and bolts	We need some more screws, nuts and bolts.	We need some more screws, nuts and bolts?	We need some more screws, nuts and bolts.
Pick the correctly punctuated sentence.	The Ganges is a holy river	the Ganges is a holy river	The Ganges is a holy river,	The Ganges is a holy river.	The Ganges is a holy river.
Pick the correctly punctuated sentence.	Who is the new instructor	who is the new instructor	Who is the new instructor?	who is the new instructor?	Who is the new instructor?
Pick the correctly punctuated sentence.	The United States of America is near Canada	The United States of America is near Canada.	The United States of america is near Canada	The united states of america is near Canada	The United States of America is near Canada.
A pencil is a _____	thin, long, wooden object used to write	thick, flat, wooden thing used to write	thin, long, glass thing object to write	thick, short, metallic thing used to write	thin, long, wooden object used to write
A college is a _____	ground with small buildings for playing	campus containing many buildings and big playgrounds where trainees learn	campus with many hospitals treating patients	ground with open spaces for birds and animals	campus containing many buildings and big playgrounds where trainees learn
A SIM card is _____	A big, heavy, round object inserted in mobile phones	A small, thin, rectangular object inserted in mobile phones	A small, round, thick object used in television	A small, thin, rectangular object inserted in transistors	A small, thin, rectangular object inserted in mobile phones
A needle is a _____	thin, small object with a sharp point	thick, big object with a blunt point	thin, small object with a blunt point	thin, big object with a sharp point	thin, small object with a sharp point

A container truck is a _____	small, industrial vehicle used to carry goods	large, industrial vehicle used to carry goods	large, passenger vehicle used to carry people	small, industrial vehicle used to carry water	large, industrial vehicle used to carry goods
A helmet is a _____	hard, round protective gear	soft, long gear for motorists	hard, rectangular protection wear	soft, triangular protective gear for motorists	hard, round protective gear
A godown is a _____	small, narrow space for walking	large, open space for playing	large, empty space for storing goods	small, busy place for selling goods	large, empty space for storing goods
An email is a _____	chatting feature on phones without internet	virtual message exchanged between people using the internet	mail posted in a post office	speed post sent through the post office	virtual message exchanged between people using the internet
A computer keyboard is a _____	flat, square-shaped board with black and white keys	circular board with numeric keys	flat, rectangular board with alphanumeric and special keys	spherical object with colourful keys	flat, rectangular board with alphanumeric and special keys
Rearrange the words to form a sentence. (a) its best (b) is simply (c) science (d) common sense at	abdc	dbac	bcda	cbda	cbda
Rearrange the words to form a sentence. (a) he came (b) some sugar (c) from her house (d) to borrow	bcda	bcad	adbc	abcd	adbc
Rearrange the words to form a sentence. (a) I wanted (b) to tell her (c) to listen (d) to me.	abcd	abdc	adbc	bcad	abcd
Rearrange the words to form a sentence. (a) The CEO (b) made (c) right decision (d) the	abcd	abdc	acbd	bcda	abdc
Rearrange the words to form a sentence. (a) She wondered (b) how (c) was so rich (d) he	abcd	abdc	acbd	bcda	abdc
Rearrange the words to form a sentence. (a) She danced with joy (b) that she had topped (c) when she found out (d) the board examination	abcd	abdc	acbd	bcda	acbd
Rearrange the words to form a sentence. (a) She was (b) looking for jobs (c) browsing (d) a website	abcd	abdc	acdb	bcda	acdb
Rearrange the words to form a sentence. (a) I was certain (b) the management meeting (c) be allowed to attend (d) that subordinates would not	abcd	abdc	adcb	bcda	adcb
Rearrange the words to form a sentence. (a) The managing director (b) in listening to her (c) was not interested (d) explanation	abcd	abdc	acbd	bcda	acbd
Rearrange the words to form a sentence. (a) We were (b) on a tour (c) to Goa (d) going	adbc	adcb	acbd	bcda	adbc
Identify the correct sentence type. AC mechanics are in great demand now.	Imperative	Declarative	Interrogative	Exclamatory	Declarative
Identify the correct sentence type. Wear your safety gear while welding.	Imperative	Declarative	Interrogative	Exclamatory	Imperative
Identify the correct sentence type. You are hired.	Imperative	Declarative	Interrogative	Exclamatory	Declarative
Identify the correct sentence type. Did you apply for the apprenticeship program?	Imperative	Declarative	Interrogative	Exclamatory	Interrogative
Identify the correct sentence type. What a beautiful place this is!	Imperative	Declarative	Interrogative	Exclamatory	Exclamatory
Identify the correct sentence type. Leave the room immediately.	Imperative	Declarative	Interrogative	Exclamatory	Imperative
Identify the correct sentence type. Is it safe to conduct the experiment here?	Imperative	Declarative	Interrogative	Exclamatory	Interrogative
Identify the correct sentence type. Chennai is an upcoming technology hub.	Imperative	Declarative	Interrogative	Exclamatory	Declarative
Identify the correct sentence type. Use the appropriate machine tools for the job.	Imperative	Declarative	Interrogative	Exclamatory	Imperative
Identify the correct sentence type. The results are out.	Imperative	Declarative	Interrogative	Exclamatory	Declarative
Saran: "I'd like to _____ you to Mary. Mary this is Helen." Helen: "How do you ."	point...do	introduce...do	show...go	give...be	introduce...do

Helen: "It's _____ to meet you." Mary: "It's my _____."	nice...pleasure	good...pleasure	great...pleasure	All of the answers are correct	All of the answers are correct
Jamal: "I'm going home now. See you _____." Paul: "_____!"	tomorrow...ok	later...ok	soon...sounds good!	All of the answers are correct	soon...sounds good!
Rani: "Hey Mala. What's _____?" Mala: "Not much. I'm _____ watching TV."	on...trying	home...sitting	going...not	up...just	up...just
Hey there, Jai, What's _____?	going on	in the way	on	Hi, how's life?	going on
Hey, come and join us. To whom will you say this?	Teacher	Friend	Parent	Superior	Friend
Hello, this is Janaki from Nagpur. This sentence can be used for _____	apologising	welcoming	thanking	introducing	introducing
Can I please finish the job tomorrow, Sir? To whom will you say this?	Father	Friend	Parent	Supervisor	Supervisor
Hello Ms. Anita. How are you today? To whom will you say this?	Teacher	Colleague	Postman	Classmate	Teacher
It was a pleasure seeing you. This statement is a _____	formal welcome	informal welcome	formal departing	informal departing	formal departing
What will be the best response to the question 'Are you coming to the picnic tomorrow?'	Yes	I wrote it well.	It was good.	Great	Yes
When are you going to London, then?	Yes	On Tuesday	No	Maybe	On Tuesday
Will you be doing some shopping?	Last week	Congratulations	I certainly will.	Yes, I'd submitted.	I certainly will.
Has Malliga called us for the party?	She will go.	Yes, she has.	I will certainly.	On Monday	Yes, she has.
Was Ajay crying?	No, he wasn't.	Yes, they were.	I left it.	Congratulations	No, he wasn't.
Can we leave early?	We'll go tomorrow.	Yes, you can.	He's okay now.	I met him.	Yes, you can.
Should I be doing this differently?	Please don't sit.	Yes, you should.	He's not here.	Thank you	Yes, you should.
The date is wrong on the letter.	I wrote it.	Oh, yes it is.	I told the teacher.	I did not inform him.	Oh, yes it is.
So we have to be here by eight o'clock, not nine o'clock.	Who's that?	Okay, fine.	Yes, yesterday.	I met him.	Okay, fine.
I've had a headache all day.	Poor you! I hate headaches.	That's fantastic.	Congratulations	Thank you	Poor you! I hate headaches.
The statement 'Can you please take me to the lathe?' can be used for	making request	sharing information	none	giving opinion	making request
The statement 'Do you know about the seminar?' can be used for	none	sharing information	making enquiry	giving opinion	making enquiry
The statement 'I think this job is very easy' can be used for	making request	none	making enquiry	giving opinion	giving opinion
The statement 'Is this the way to the library?' can be used for	none	sharing information	making enquiry	giving opinion	making enquiry
The statement 'I feel we need to help him' can be used for	making request	none	making enquiry	giving opinion	giving opinion
The statement 'Are you going to the workshop?' can be used for	making request	none	making enquiry	giving opinion	making enquiry
The statement 'Please help me finish this' can be used for	making request	none	making enquiry	giving opinion	making request
The statement 'May I know your mobile number please?' can be used for	making request	none	making enquiry	giving opinion	making request
The statement 'This is the schedule for tomorrow's conference' can be used for	making request	sharing information	none	giving opinion	sharing information
The statement 'I feel you shouldn't have spoken so harshly' can be used for	making request	none	making enquiry	giving opinion	giving opinion
I work in an IT Company. I am a _____	teacher	software engineer	doctor	lawyer	software engineer
I take care of people's need to look pretty or handsome. I am a _____	beautician	plumber	welder	typist	beautician
I join metal parts together. I am a _____	plumber	welder	mechanic	software engineer	welder
I repair vehicles and change spare parts of machines. I am a _____	nurse	mechanic	welder	plumber	mechanic
I help in designing and building houses. I am _____	a fitter	an architectural assistant	a turner	a machinist	an architectural assistant
I work with wood designing doors and windows. I am a _____	fireman	carpenter	draughtsman	beautician	carpenter
I specialise in the design and manufacture of shoes. I am a _____	footwear maker	foot doctor	paediatrician	shoe mender	footwear maker
I am a rubber technician. I work in an industry that manufactures _____	medicines	tyres	pencils	soft-drinks	tyres

I am a plastic processing operator. I work with _____	steel	polymeric materials	laptops	robots	polymeric materials
I use water hoses, ladders and other extinguishers for my job. I am a _____	plumber	fireman	welder	machinist	fireman
The instructor advised the trainees that they should wear their shoes compulsorily inside the workshop. This sentence means _____	trainees cannot enter the workshop if they do not wear shoes	trainees will be asked to wait outside the workshop	trainees can wear socks and enter the workshop	trainees may wear shoes if they want	trainees cannot enter the workshop if they do not wear shoes
Embroidery courses are a great opportunity for enhancing one's employability skills. This sentence means _____	you may find it difficult to get a job if you learn embroidery	learning embroidery increases the chances of getting a job	embroidery is a very difficult course	embroidery courses are not useful	learning embroidery increases the chances of getting a job
Maintaining tools in good condition is the duty of every worker. This sentence means _____	workers need to keep their tools with them wherever they go	tools must be well taken care of	workers should buy expensive tools	tools help workmen in their work	tools must be well taken care of
Fire alarms alert that the inmates should evacuate the building immediately. This sentence means _____	people can move to a different room	you need to run out of the building	you must try and put off the fire first	wait till the fire disappears	you need to run out of the building
Apprenticeship exposes learners to real-life situations they can encounter in industries later. This sentence means _____	apprenticeships teach theoretical aspects clearly	you can learn more practical aspects when you are an apprentice	apprenticeships are expensive and time-consuming	apprenticeship lessons are not useful in jobs	you can learn more practical aspects when you are an apprentice
Hotel management is a _____	hospitality course	mechanical trade	engineering trade	training to be a driver	hospitality course
Find the odd one out in the list:	keyboard	CPU	monitor	charger	charger
Find the odd one out in the list:	helmet	glove	varnish	shoes	varnish
Find the odd one out in the list:	running	walking	swimming	stitching	stitching
Find the odd one out in the list:	sim card	charger	display	hammer	hammer
The phrase 'Let's discuss' is used for _____	diverting from the main topic	apologising	starting a discussion topic	disagreeing	starting a discussion topic
The phrase 'In my opinion' is used for _____	diverting from the main topic	apologising	expressing personal view	disagreeing	expressing personal view
The phrase 'That's true' is used for _____	diverting from the main topic	agreeing	starting a discussion topic	disagreeing	agreeing
The phrase 'Can you please clarify ...?' is used for _____	elaborating	apologising	starting a discussion topic	disagreeing	elaborating
The phrase 'I'm not sure, but ...?' is used for _____	elaborating	apologising	mild disagreeing	total disagreeing	mild disagreeing
The phrase 'While I agree with you ...?' is used for _____	elaborating	apologising	starting a discussion topic	disagreeing	apologising
The phrase 'Generally, it is considered ...?' is used for _____	elaborating	making a common statement	starting a discussion topic	disagreeing	making a common statement
The phrase 'Can we now summarise?' is used for _____	summarising	apologising	starting a discussion topic	disagreeing	summarising
The phrase 'May I explain what I mean, ...?' is used for _____	elaborating	apologising	agreeing	disagreeing	elaborating
Vimla was leaning throughout the group discussion. Which aspect of discussion was she missing out on?	impressive beginning	posture	smile	loud and dominating voice	loud and dominating voice
Rajan was looking at his shoes during the group discussion. What mistake did he do?	gestures	no proper eyecontact	poor dressing	dominating the discussion	no proper eye contact

Which question the person answering the phone may ask you, when you call a company.	What do you want?	Who's calling please?	Why are you calling?	Who are you?	Why are you calling?
You say 'hang on' means _____	to put an end to a conversation	to say you are waiting.	to mean you are bored	to keep a telephone connection open	to say you are waiting.
Please _____ and I'll put you through.	stop	stay	remain	hold	hold
What is the expression used to connect two people on the telephone?	I'm talking you through	I'm putting you through	I'm sending you through	I'm telling you through	I'm putting you through
Hang on for _____	a second	an hour	sometimes	always	a second
Just a second. I _____ if he is in!	would see	should see	will see	must see	will see
Please hold and I'll _____ you through	give	let	put	have	put
Who _____ I say is calling?	shall	did	should	can	shall
You 've _____ the Finance Department.	reached	got	had	achieved	reached
I speak to Mr Lokesh?	Should	Can	Must	Need	Can
When you answer the phone you need to say your name and _____ ?	The name of the company	"Hello!"	"How are you today?"	Address	The name of the company
Why are telephone greetings so important?	It is the first impression	It shows that you are happy.	It shows that you are polite.	It helps in knowing who's speaking.	It is the first impression
What is important about your voice?	the volume	the speed	the tone	all of the above	all of the above
When putting a caller on hold, what do you need to say or ask?	ask if it is ok to put the caller on hold	"Would you like to be put on hold?"	"I apologise for the inconvenience"	"I will put you on hold"	ask if it is ok to put the caller on hold
When talking to a caller after putting him/her on hold, what should you say?	"Nice that you have no other work."	"Thank you for holding"	"I told you it was not going to be long"	None of the above	"Thank you for holding"
Who should end the phone call first?	the person who answered	the person who called	it doesn't matter	none of the above	the person who called
What item (s) listed below are appropriate while answering the phone?	chewing gum	listening to the low music in the background	smoking	you shouldn't have any distractions of any kind	you shouldn't have any distractions of any kind
Besides having a paper and pencil ready, why would you ask the caller for their phone number?	In case, the call gets discontinued	to show the caller, you are polite and considerate	In case the caller is rude, this way you can call him back	use it to draw while bored	In case, the call gets discontinued
When you leave a message in someone's voicemail, what is most important?	say the date and time	say your telephone number	just because it is available	say who you are and the purpose of the call and ask to call back	say your telephone number
You are having a conversation with your colleague and the phone rings. What do you do?	Get the caller's phone number and tell him/her that you will call him / her back.	Tell your colleague to wait.	Answer the phone and put the caller on hold.	Just ignore the call	Tell your colleague to wait.
Rahul enjoys _____ with his pet dog.	playing	writing	reading	washing	playing
The company _____ goods to Vietnam.	buys	exports	falls	goes	exports
She said that she was _____ in the proposal.	forgot	interested	writing	gave	interested
I was quite _____ with his performance.	differed	given	wrote	impressed	impressed
Please do not _____ on the grass.	step	feel	cut	see	step
Father cooks _____ pasta every evening.	delicious	painful	wondering	hastily	delicious

My brother _____ to be an astronaut.	sees	looks	wants	speaks	wants
Maintaining tools in good condition is _____ .	unnecessary	essential	equal	formal	essential
Shouting at the top of his _____ , the man demanded admission.	voice	mouth	breath	nose	voice
Where have you been all these _____ ?	while	during	days	always	days

Question	Option1	Option2	Option3	Option4	Answer
Communication is important for everyone in which of the following situations?	While studying in a college	While talking to friends	While attending interviews	All of the above	All of the above
Renu thinks about expressing her thanks to her friend Rita for helping her before exams. Which of the following options will best suit the situation?	Rita I'm so sorry	Rita, thank you for all your help.	Rita, I'll see you later	Rita, thanks	Rita, thank you for all your help.
Your friend makes a mistake and you want to point out to him. Which of the following options will best suit the situation?	I need to talk to you about something.	I'm sorry.	You are a bad person.	Can we eat something?	I need to talk to you about something.
'Excuse me sir, may I come in?' is a _____	Friendly way of apologizing	Formal way of asking permission	Friendly way of thanking	Formal way of apologizing	Formal way of asking permission
The teacher said, "Write the topic of the experiment on the top right corner of the page" is _____	A clearly communicated instruction.	A friendly request	Not clear to understand.	An apology to a friend	A clearly communicated instruction.
Misunderstanding in communication can lead to _____	Good relationships	Effective results	Problems in understanding	Successful projects	Problems in understanding
A good communicator will always use _____	Short and simple language	Long sentences	Rude words	Complex language	Short and simple language
In effective communication, one has to _____	Keep listening always.	Keep speaking always.	Listen carefully and speak usefully.	Listen and speak carelessly.	Listen carefully and speak usefully.
When one has to express some difficult situation, it is important to _____	Communicate everything clearly.	Do not say anything.	Say just a few aspects of the problem.	Use complicated words.	Communicate everything clearly.
When the communicator uses harsh words to point out errors, it will _____	Be well received.	Lead to more problems.	Solve the issue.	Help the receiver.	Help the receiver.
When we communicate with one another which of the following helps in making more meaning?	Words	Body language	The language we use.	None of the above	Body language
An angry person's body language will be _____	Calm and composed	Friendly and smiling	Nervous and aggressive	Relaxed and soothing	Nervous and aggressive
When you speak to someone who uses a language you don't know, you guess the meaning using _____	Facial expressions and gestures	Grammar of the language	Sounds of the language	Voice of the person	Facial expressions and gestures
When you say "I've topped the class this year!" your voice will sound _____	Sad and depressed	Doubtful and down	Excited and confident	Arrogant and proud	Excited and confident
When you give a speech, it is always better to _____	Stand fixed.	Stand slouching and bent.	Walk fast from place to place.	Stand straight and walk a little on the stage casually.	Stand straight and walk a little on the stage casually.
People who read news on television need to maintain proper levels of _____	Voice	posture	eye contact	all of the above	all of the above
One way of improving your communication skills is _____	Practising alone	Reject any feedback given.	Practising with friends and getting feedback	Keep observing others.	Practising with friends and getting feedback

When you mumble while giving a speech you will be understood as _____	Confused and not confident	Confident and aggressive	Arrogant	Knowledgeable	Confused and not confident
Which of the following should be avoided while speaking before a group?	Maintaining eye contact	Memorizing the speech	Feel energetic	Stand rigidly	Stand rigidly
Preparing outline and notes is crucial for beginners before delivering a speech.	Yes	Maybe	No	Depends on the topic	Yes
Introducing ourselves effectively helps in creating a good impression among _____	Future friends	Future employers	Teachers	All of the above	All of the above
'Hey, I am Saran. I am from Ahmedabad. I am really fond of running and travelling!' is a _____	Formal introduction	Informal introduction	Both of the above	None of the above	Informal introduction
When you are in a formal situation, your facial expression needs to be _____	Smile but not laugh.	Laugh but not smile.	Keep laughing.	Don't smile.	Smile but not laugh.
Casual clothes is a good choice for _____	Meeting interviewers	Meeting friends	Business meeting	Formal occasion	Meeting friends
Details of place of study, branch and specialization should be communicated elaborately during _____	An interview	Friendly chat	Group discussion	Debate	An interview
Introducing ourselves is a key component in communication because _____	First impressions are lasting.	Everyone will know our good qualities.	We get a chance to talk.	We can say anything about ourselves.	First impressions are lasting.
When you shake hands with an interviewer, it has to be _____	Tight and firm	Firm and confident	Loose and quick	Sweaty and long	Firm and confident
When you chat with new friends, you can speak about your _____	Technical skills	Hobbies	Financial issues	qualifications	Hobbies
While we communicate, it is important to pay attention to _____	Our verbal expression	Both verbal and non-verbal expression	Our non-verbal expression	Neither verbal nor non-verbal expression	Both verbal and non-verbal expression
Non-verbal expressions include which of the following aspects?	Good eye contact	Standing or sitting position	Smile	All of the above	All of the above
If someone is open minded and willing to change a viewpoint based on the valid opinion of others, they are _____	Good communicators	Rigid communicators	Poor communicators	Difficult communicators	Good communicators
It is important to always choose words to suit the person(s) you are talking to because _____	It shows you are not interested in communicating with them.	You need to show off your word knowledge.	The other person needs to understand your message.	Communication is always difficult.	The other person needs to understand your message.
When you want to make a quick point it is better to be _____	Clear and long	Clear and concise	Concise and confusing	Concise and slow	Clear and concise
While the other person is talking, a good communicator will always _____	Listen carefully.	Plan the response.	Ask too many questions.	Be impatient.	Listen carefully.
Why should you match your body language to the content of your talk?	Because communication is verbal	Because communication is both verbal and visual	Because communication is visual	None of the above	Because communication is both verbal and visual
When a group discussion gets heated, it is better to _____	Raise our voice.	Quarrel with other participants.	Be calm and express our opinion.	Complain to the panelist.	Be calm and express our opinion.

When a participant is quiet during a group discussion _____	I will encourage him/her to participate.	Forget their presence.	Use the chance to speak.	Speak for their sake.	I will encourage him/her to participate.
One way of showing interest when you have a conversation is _____	Summarizing their ideas at the end	Fall asleep as they talk	Interfere as they speak	Speaking your point of view when not asked	Summarizing their ideas at the end
Recording oneself speak in a smart phone can be useful for _____	Looking at it whenever you are free	Showing to friends	Assessing strengths and weaknesses in one's communication	Posting it on facebook	Assessing strengths and weaknesses in one's communication
The top communication skills that can help in one's career are _____	Listening and confidence	Non-verbal communication	Friendliness and open-mindedness	All of the above	All of the above
"To call someone back" means _____	to wait on the phone	to connect it to someone	to return a phone call	none of the above	to return a phone call
What does "hold on" during telephone call mean?	to hold the phone well	to wait for a short time	to put the phone down	to switch on a phone	to wait for a short time
Which one of these phrases is not related to a telephone call?	make up	pick up	hold on	call back	make up
It is necessary to be polite while speaking on the phone.	True	False			True
What would you do if someone gives messages during a telephone call?	refuse to note down if you don't want to pass the message	request to wait till you get pen and paper to take down	ask the caller to talk later	none of the above	request to wait till you get pen and paper to take down
When you are not able to repair an equipment in time. What you will do?	you can tell the customer to wait for one more week as you have other jobs	you can request the customer to give you one more week	you can ask the customer to go to another company if he/she wants	you can hide yourself when the customer comes	you can request the customer to give you one more week
You must ask the callers before you put them on hold.	True	False			True
Slang words and impolite words are not prevented in formal phone calls.	True	False			False
To 'hang up' means to end the telephone call by disconnecting the line.	True	False			True
Rasheed picked up the phone means _____	he took a phone that was lying down	he kept the phone up in the table	he answered the phone	none of the above	he answered the phone
A well-written letter of application and resume help in creating a good first impression.	True	False			True
Resume is a brief description of one's qualifications, skills and experience.	True	False			True
Leave letters written to the instructor and principal are informal letters, as you meet them in your institute almost every day.	True	False			False
I will convey my instructor about my availing leave through my friend. No leave letter is needed.	True	False			False

NCVT means	National Centre for Vocational Training	National Council for Vocational Training	National Centre for Vocational Teaching	National Council for Vocational Teaching	National Council for Vocational Training
Resumes introduce applicants to employers.	True	False			True
We can write anything in resumes. We do not have to prove everything.	True	False			False
Non-verbal communication includes spatial distance, bodily movements, appearance, eye contact and facial expressions.	True	False			True
Appropriate body language and neat appearance help achieve success in interviews as they give confidence.	True	False			True
Looking into the speaker's eyes while listening and listener's eyes while speaking shows one as a confident person.	True	False			True
Having an upright back is the best posture.	True	False			True
How should one greet people?	with a sad face	with a pleasant smile	with an angry face	with fear	with a pleasant smile
Personal hygiene includes	shiny teeth, clean hair & nails	stained teeth, clean hair & nails	stained teeth, dirty hair & clean nails	stained teeth, dirty hair & nails	shiny teeth, clean hair & nails
Every day ITI trainees should wear shoes, tucked in and buttoned shirt, have clean hair and nails.	True	False			True
Crossing your arm over your chest signifies to a listener that you agree with him / her.	True	False			False
Playing with phone or other objects while listening to someone is good behavior.	True	False			False
Nodding the head is an important visual sign to show that you are listening.	True	False			True
Lack of awareness of the difference between good and bad touch leads to unwanted experiences.	True	False			True
Which one of the following is an example of bad touch?	pat from the teacher	dad giving bath to you as a small child	brother pulling your cheeks	stranger touching you when you are alone	stranger touching you when you are alone
Bad touch is when someone I don't know touches me or hits me.	True	False			True
When someone you do not know touches you, it is good to _____	shout 'NO' loudly	go away from that person/place	tell an elder or someone trusted	all of the above	all of the above
I feel bad, hurt, sad and scared, when I experience a bad touch.	True	False			True
I feel good, happy, loved and protected, when I experience a good touch.	True	False			True
Most interviews have the question "Tell me about yourself" Why?	The interviewer expects to know about the family of the candidate.	The interviewer expects a short and quick introduction of the candidate.	The interviewer wishes to know the name of the candidate.	The interviewer wants to know where the candidate studied.	The interviewer expects a short and quick introduction of the candidate.
When one starts looking for the job the first step is to _____	Identify the right job for you	Check for pay scales of the job	Apply for all the jobs	Go for interviews	Identify the right job for you
If an interview is scheduled at 10 am in the morning, it is better to reach the venue at _____	10 a.m.	10.30 a.m.	9.30 a.m.	7 a.m.	9.30 a.m.
The folder for interview preparation should contain _____	resume	identity cards	marksheets	all of the above	all of the above

If you are not selected at the end of an interview it is good to _____	reply thanking the employer for this opportunity	discourage other candidates	leave the place immediately	ask the reason for not being selected	reply thanking the employer for this opportunity
As part of grooming, which of the following are essential for attending interviews?	casual clothes	formal clothes	strong perfumes	expensive shoes	formal clothes
When you asked about your interests other than academics, your answer should be _____	genuine	imaginary	irrelevant	funny	genuine
While testing your subject knowledge in the interview, you should _____	answer precisely and completely	avoid the question	answer very shortly	give descriptive answers	answer precisely and completely
When you are speaking about your strength, it can effective if you include a _____	story	example	lie	song	example
The Curriculum Vitae should be written containing _____	facts	opinions	false statements	none of the above	facts
Pick the don't when participating in the group discussion.	maintain eye contact while speaking	speak clearly and sensibly	allow others to speak	listen to others carelessly	listen to others carelessly
When you disagree with a person's opinion, you can say _____	I have a different opinion about this.	I think so.	Yes, you are right.	See you again.	I have a different opinion about this.
Pick the best way to respond to the question 'Shall we start the discussion?'	To conclude	But, don't you think?	Yes, let's start.	To sum up	Yes, let's start.
When you want to conclude a discussion, it is better to say _____	let's conclude ...	let's finish ...	in conclusion ...	to sum up ...	let's conclude ...
When you speak to a person, you need to _____	Look at the person in a friendly manner.	Stare at the person.	Look away from the person.	Look at the floor.	Look at the person in a friendly manner.
When a person disagrees with our opinion, we should _____	Argue strongly.	Fight with the person.	Listen to his/her view.	Keep quiet.	Listen to his/her view.
Pick the phrase you should use when somebody asks you, 'Can you tell me more about this?'	You are most welcome.	Thanks a lot.	Of course.	Really?	Of course.
When members get diverted and speak different ideas not related to a given topic, what would you do?	Tell them that they do not know the rules of a discussion.	You keep talking only about the topic.	Alert them and bring them back on track.	Leave the discussion.	Alert them and bring them back on track.
What can be done to avoid repeating the ideas that others have already told?	We should express our idea even if it is the same.	We should listen carefully to avoid repetition.	We should apologise for repetition.	We can listen randomly.	We should listen carefully to avoid repetition.
How do you ask for clarification?	That's true.	Can you please clarify...?	Oh, I see.	Thank you for your help.	Can you please clarify...?
You apply for an apprenticeship to your dream company but you receive a rejection mail. How will you handle the situation?	You get depressed.	You feel worthless.	You thank them and move on.	You send them an angry mail.	You thank them and move on.

You submit your resume for an interview for job A. You don't get that job, but they ask if you want to be considered for Job B.	You say, "Yes, I'd love to!" totally pretending to be excited.	You say, "No, thanks."	You say yes, but don't hold out much hope.	You accept it and try to learn job B	You accept it and try to learn job B
When you fail an exam, you had prepared well you _____	Feel you are unlucky.	Analyse what went wrong.	Lock yourself up in a room.	You complain to your friends.	Analyse what went wrong.
A famous company has made an open call for hiring freshers. What will you do?	Think you'll not make it anyway.	Prepare a good resume and apply.	Fear rejection.	Tell everyone that you are applying.	Prepare a good resume and apply.
When someone asks how much you value yourself, your answer will be _____	I don't know.	I am not valuable.	I value myself a lot.	None of the above	I value myself a lot.
When others say hurtful things about us we should _____	Value their words and believe it.	Ignore such ideas and believe in ourselves.	Talk hurtful things about them.	Behave according to their words.	Ignore such ideas and believe in ourselves.
If you are unable to continue your studies in school or college _____	You can learn from experience.	You become illiterate.	You cannot achieve anything.	You have to depend on others forever.	You can learn from experience.
How do successful people handle failure?	They learn from their mistakes.	They get demotivated.	They blame others.	They give up their ambitions.	They learn from their mistakes.
Identify the short term goal from the following.	Maintaining good health	Leading a happy life	Being helpful	Learning to drive a car	Learning to drive a car
Identify a long term goal from the following.	Mastering typing skills	Working for a reputed company	Using a computer	Learning a foreign language	Working for a reputed company
Once we enter a workplace, our communication has to be _____	personal	careless	professional	useless	professional
The people with whom you will have to communicate at the workplace include _____	mostly friends	supervisors and co-workers	family members	classmates	supervisors and co-workers
Which of the following should be avoided while communicating at the workplace?	Eye contact	Crossing arms	Smile	Speak clearly	Crossing arms
What is the basic need for people at workplace to communicate?	people have different understanding about their work	for a smooth operation of the work in hand	to help and encourage each other	all of the above	all of the above
What kind of emotional barriers can be overcome when people communicate?	fear	mistrust	jealousy	both a and b	both a and b
Men and women have different ways of communicating at the workplace. Understanding these differences relates to _____	cultural sensitivity	gender sensitivity	religious sensitivity	political sensitivity	gender sensitivity
When you need to explain a problem in your workplace, your communication has be _____	clear and elaborate	short and quick	vague and quick	long and boring	clear and elaborate
Which of the options below need to be followed strictly at the workplace?	requests of fellow workers	policies and safety manuals	choice of food	none of the above	policies and safety manuals
Which of the following skills is important while speaking to customers while handling sales?	problem-solving skills	persuasive skills	body language	listening skills	persuasive skills
When you check your watch frequently while speaking to a supervisor, he or she will get _____	excited	upset	irritated	surprised	irritated

Professional networking are extremely beneficial because _____	they make a large group of friends	it is fun to know many people	they can help us find good opportunities	they can solve all our problems	they can help us find good opportunities
Effective and easy ways to create a professional network are _____	join online networking websites like LinkedIn, etc.	attend job fairs organized by both government and private companies	keep in touch with your teachers and fellow students	all of the above	all of the above
It is useful to get recommendations and endorsements from _____	family members	friends	school teachers	former colleagues and friends	former colleagues and friends
One effective way to make our social presence felt is _____	create a page about us on social media	keep sending messages to people about our qualifications	keep sharing images and videos	maintain secrecy about ourselves	create a page about us on social media
Keeping our resume and contact card ready during networking events can help us find _____	good friends	job opportunities	unwanted companions	old friends	job opportunities
Why should we keep personal information private in social media?	our families will know about it otherwise	potential employers will do a background check	our friends will share it to others	social media will steal our information	social media will steal our information
Professional networking can be done through _____	online only	face-to-face communication	both online and face-to-face	none of the above	both online and face-to-face
Linkedin is a website that can be used to _____	meet new members of our profession	share photos and videos	watch movies	wish people on their birthdays	meet new members of our profession
Job fairs are great places for professional networking because _____	you can find like-minded people there	you can meet prospective employers there	you can learn about opportunities available in your field	all of the above	all of the above
How often will you contact people in your professional network?	whenever you need something	communicate only when they contact you	keep calling them everyday	maintain a regular and meaningful communication	maintain a regular and meaningful communication

Question	Option1	Option2	Option3	Option4	Answer
Home screen is called _____	operating system	desktop	motherboard	computer	desktop
The _____ is an element of an operating system located at the bottom of the screen.	search bar	task bar	time and date	notification bar	task bar
Task Bar allows you to see the programs that are _____	closed	currently open	corrupted	desktop	currently open
Starting a computer is also called _____	booting	scanning	operating	running	operating
Arrange the following in a sequence for connecting the phone to the computer. a. Locate the phone folder on the computer and transfer the files. b. "Turn On" both your phone and computer. c. Connect USB wire to your phone and the computer.	abc	bca	cba	bac	bca
The _____ serves as an interface between the computer and the user, helping the user give commands to the computer.	system operation	operating system	software	hardware	operating system
_____ is the heart of the computer system.	desktop	Central Processing Unit	window	keyboard	Central Processing Unit
Operating systems have a special language called _____	system code	binary code	reboot code	linux code	binary code
_____ is more stable than windows. It can run for 10 years without a single need to reboot.	Mac OS X	Safari	Linux	Google chrome	Linux
_____ is an operating system created by Apple.	Safari	Mac OS	Mac OS X	Mozilla Firefox	Mac OS
Mac OS comes preloaded on all new _____	Macintosh computers	Windows computers	Android	Windows 8	Macintosh computers
Modern operating systems do not allow multitasking.	True	False			False
Modern operating systems allow many processes to get active at the same time.	True	False			True
The operating system controls the behind the scene activities of the computer.	True	False			True
The operating system interferes with the functioning of the program.	True	False			False
When you login to windows 8, the first screen you see is new 'Start screen' also known as _____	apps	icons	metro	desktop	metro
If you cannot find a particular file, right click the mouse in the space at the _____ of the screen.	bottom	upper	center	right	bottom
Microsoft edge deputed windows 10 replacing _____ as the default web browser.	chrome	safari	internet explorer	mozillafirefox	internet explorer
Paint can enable 'painting' by _____ and using different types of artisticbrushes or pens that can give for example a watercolour or oil effect.	dragging the mouse	pressing ctrl button	shift + ctrl button	clicking the left click	dragging the mouse
Use the spray paint function in MS-Paint to add _____ leading to incredible depth in pictures, using just a few colours.	spray texture	color texture	pixel texture	paint texture	pixel texture
Windows 8 has start menu.	True	False			False
Windows 10 operating system is the latest one.	True	False			True
Microsoft released windows 10 as a followup to windows 8.	True	False			True
MS Paint is found in the Windows Start menu outside the Accessories Folder.	True	False			False
The simplest way to find the things we need is to _____ and _____ them well.	organize, store	collect, store	save, organise	organise, File	organize, store
A DVD stores only _____	videos	audios	images	files	videos
To place the disc in the tray, make sure the shiny side faces _____	Up	Down			Down
Once you connect the _____ to the computer, you can open the files inside USB.	card	folder	USB	internet	USB

Once you have entered a CD or DVD, if you don't see any buttons appear, search for windows media player of _____ to open your file.	computer	google chrome	paint	VLC media player	VLC media player
In the CPU of the computer, press start button on the disk drive. Place the CD or DVD outside the tray.	True	False			False
If it is a laptop, press the button on the side of the laptop and the tray opens up. Place the CD or DVD outside the tray.	True	False			True
Close the tray gently by pressing the enter key.	True	False			False
Primary storage devices are _____	DVD	CD	RAM, ROM	USD	RAM, ROM
Secondary storage Devices are _____	RAM, ROM	USB	hard disk	optical disk	hard disk
RAM allows the computer to read data quickly to run _____	applications	computer	processing	memory	applications
What is the Full form of RAM?	Random Access Memory	Recording Access Memory	Remove Access Memory	Redeemed Access Memory	Random Access Memory
What is the abbreviation of ROM ?	Random optical memory	Received organised memory	Read- Only Memory	Revise Only Memory	Read- Only Memory
ROM is also a form of data storage that can be easily altered or reprogrammed.	True	False			False
Hard disk speed is the speed at which content can be read and written on a hard disk.	True	False			True
Arrange the following in a sequence to Create a New Folder or File in Windows. a. Select Folder. b. Right-click on a blank space of the Desktop. Doing so opens a drop-down menu. c. Select New.	abc	bca	cba	bac	bca
Arrange the following in a sequence to save a document of MS word: a. Select This PC and location of the file. B. click on the File menu c. Give a name and click Save. d. select "Save As"	bdac	abcd	bdca	cabd	bdac
You must not enter a name for the file if you are saving a file for the first time.	True	False			False
Press CTRL+S on the keypad after finishing your typing. You have to press both the buttons together.	True	False			True
By default, Office will save the copy in the same location as the original.	True	False			True
The _____ in your document Indicates where you can enter text on the page.	blinking vertical line	arrow on the window	spacebar	Press enter	blinking vertical line
To add text ,place the _____ where you want to add the text.	cursor	space	text	line	cursor
_____ determines the position of the text within a section of a document relative to the top and bottom margins, and is often used to create a cover page.	alignment	vertical alignment	horizontal alignment	margins	vertical alignment
The _____ includes command buttons such as Save, Open, Copy, and Paste whereas, the formatting toolbar includes Bold, Italic, Underline, Numbering, and Bullets.	formatting toolbar, standard toolbar	standard toolbar, formatting toolbar	taskbar, control bar	insert tab, formatting toolbar	standard toolbar, formatting toolbar
When a new blank document opens, the insertion point or cursor will appear in the _____ corner of the _____ page.	top-left	top - right	bottom - left	bottom right	top-left
To find MS Word in your computer, _____	click on the computer	click the start button	click on the task view	click on the file explorer	click the start button

To save an MS word file, press _____ on the keyboard after finishing your typing.	CTRL+S	CTRL+N	CTRL+P	CTRL+V	CTRL+S
To save a file on the desktop, you need to click on the file and select save as then click on _____	downloads	documents	desktop	3d objects	desktop
Arrange the following in a sequence of printing a resume on MS word. a. Press Ctrl + P b. Select the number of pages you want to print and press the Print Tab. c. Open the document you want to print.	cba	cab	bca	abc	cab
Arrange the following in a sequence to have print preview: a. Click File menu b. click on "print" c. click on "print preview"	abc	bac	acb	bca	abc
There is one standard resume format only. No other format can be used.	True	False			False
Everything you put in your résumé should be truthful, because the employer can ask you questions on all the things mentioned in your resume.	True	False			True
Taking printout of a resume to the interview is very important. Without a printed copy of your resume, the interviewer may not even take your interview.	True	False			True
There is a limit to what you can do using the computer and internet.	True	False			False
A computer system consists of hardware and software components.	True	False			True
Hardware is the operating system and programmes installed in the computer.	True	False			False
The _____ performs all calculations and takes all decisions.	CPU	monitor	UPS	keyboard	CPU
_____ helps us select things on the screen to open, close, move, delete, etc.	CPU	mouse	monitor	software	mouse
_____ lets you type an uppercase letter or characters when used in combination with another.	shift	Alt	backspace	windows	shift
_____ allows a space to be indicated when pressed.	backspace	delete	space bar	shift	space bar
_____ provides higher contrast and better viewing angles than LCD monitor.	CRT	LED	projector	laptops	LED
_____ are often used in meetings and presentations so that everyone in the room can view the presentation.	LED	LCD	projector	CRT	projector
A row is a vertical arrangement of cells.	True	False			False
Which of the following functions can be performed with the help of spreadsheets?	doing calculations	searching for information	create documents	create videos	doing calculations
Where can you click to edit data?	on the worksheet	on the formula bar	inside the cell	cell address	inside the cell
What are spreadsheets?	a sheet that we can spread	an electronic programme that is used to compute data	a type of butter	a sheet used for printing documents	an electronic programme that is used to compute data
If you press _____, the Excel sheet gets ready for printing.	Tab	Ctrl+P	P	Alt+Enter+P	Ctrl+P
With which of the following all formulas in Excel start?	/	*	\$	=	=
What is the name of the addition formula on Excel?	add	sum	plus	together	sum
There are only two functions in Excel-addition and average.	True	False			False
What is the internet?	pizza stand	fisherman's net	world wide web	computers that are all linked together in a network	computers that are all linked together in a network

What is a website?	start a computer	where spiders live	house where the inventor of Internet lives	destination on the Internet to find information	destination on the Internet to find information
What does website address mean?	air well	a name to access a website on internet	a holiday destination	address of library	a name to access a website on internet
Which of the following is a true statement about the Internet and the library?	They both provide knowledge.	They both have strict rules about returning books.	They both close after hours.	They both are very expensive.	They both provide knowledge.
Choose the correct answer. Browser is _____	It helps you access web pages from websites	It's a brown colour page online.	It's an online site.	all of the above	It helps you access web pages from websites
Choose the correct answer. Key Words are _____	words with keys and links	a computer programme	describe what you are searching for online	key chain	describe what you are searching for online
Choose the correct answer. Search engine is _____	a software system used to search the internet.	an engine picture on the net.	automatically searches the internet.	diesel engine	a software system used to search the internet.
Benefit of search engine is _____	helps people who also don't know how to spell	useless one	helps people to design an engine	helps people in giving suggestions	helps people who also don't know how to spell
Where do you type the address when you are looking for a website?	address bar	anywhere on the computer	on Gmail	in LinkedIn	address bar
There is no fake news on the internet.	True	False			False
There is no way to protect ourselves from online predators.	True	False			False
An email cannot be sent to more than one person at a time.	True	False			False
Email is an electronic message transmitted over internet or computer network from one user to another.	True	False			True
You can attach pictures, documents, spreadsheets, audio files, video files, etc., in an email.	True	False			True
The recipient of email can open the email at his or her convenience.	True	False			True
Email addresses are long and difficult to remember.	True	False			False
Which of the following are points to be borne in mind while sending emails?	Check spellings, use full sentence structure and use proper grammar.	Have a nice greeting: Hi, Hello, etc.	Have a proper sign off: Thank you, Sincerely	All of the above.	All of the above.
Which of the following are email services?	Gmail.com	Hotstar.com	Cartoon Network	Hotcrossmail.com	Gmail.com

While shopping on the internet, you should:	visit sites that look good and have good products.	visit sites that have a good reputation as "trusted brands" or established brands.	visit as many sites as you can and download details.	none of these	visit sites that have a good reputation as "trusted brands" or established brands.
A stranger on an internet social site asks you if you want to meet up. What will you do?	say yes and meet up with them.	say no and log off the site.	say yes but go with your friends.	none of these	say no and log off the site.
What should you do if a random person in a chatroom asks for your picture?	Find a good photograph and send it to them.	Ask them to send their picture to you first.	Do not send your picture and tell an adult.	none of these	Do not send your picture and tell an adult.
Unwanted programmes can be harmful to the data stored in your computer or mobile device.	True	False			True
Special applications called anti-virus software are used to detect hackers.	True	False			False
You do not always need usernames and passwords to visit on most websites.	True	False			False
A strong password has:	more than 8 characters (the longer, the better)	contains numbers and symbols	contains upper and lower case alphabets	all of the above	all of the above
Using your date of birth and Name is a strong password.	True	False			False
People cannot send you emails to try and access your private information such as bank account or credit card details.	True	False			False
In Windows, you can lock your computer by pressing _____	CTRL+ALT+DEL	CTRL+ALT+D	ALT+D+Shift	CTRL+ALT+Fn	CTRL+ALT+DEL
When a computer is locked, it immediately hides the content of the screen.	True	False			True
To unlock a locked computer, you need to _____	create an account	enter any username	enter you email username and password	enter the correct username and password	enter the correct username and password
To implement user identification of a computer, you need to _____	set up password	set up account	choose an authorised name	reboot computer	set up password
You can protect your computer from viruses and spyware by _____	locking your computer	setting up a username and password	installing antivirus and antispyware software.	avoiding the use of external hard disk	installing antivirus and antispyware software.
What is a Protective Software?	a software to protect your password	a software to detect people hacking your computer	a software that keeps you away from receiving fraud emails	a software programme that detects and remove viruses and spyware present in your computer.	a software programme that detects and remove viruses and spyware present in your computer.

What are Spyware?	a Small programmes that get installed on the computer and transmit personal data to hackers.	a Small programmes that get installed to help you	a Small programmes that delete unwanted documents	a Small programmes that protect computers from virus	a Small programmes that get installed on the computer and transmit personal data to hackers.
You cannot block inappropriate sites in your computer and devices.	True	False			False
The Apprentices Act, 1961 was enacted for imparting _____	Entrepreneurship	Skill development	On-the-job training	Career development	On-the-job training
Which is the administrative ministry responsible for implementation of the Apprenticeship Act?	Ministry of Commerce and Industry.	Ministry of Communications and Information Technology.	Ministry of Heavy and Public Enterprises	Ministry of Skill Development and Entrepreneurship	Ministry of Skill Development and Entrepreneurship
Minimum age eligibility and requirements for apprentices is _____	18	17	14	21	14
Aadhar linked Bank Account is not mandatory to register for apprentices.	True	False			False
For ITI passouts the minimum duration of practical training/on-the-job training is 9 months and maximum is 3 years.	True	False			False
The largest government agency that helps the small entrepreneur is _____	Ministry of Skill Development and Entrepreneurship	Ministry of Micro, Small and Medium Enterprise	Ministry of Communications and Information Technology	Ministry of Finance	Ministry of Micro, Small and Medium Enterprise
(*) Fields marked are not mandatory fields to be filled by apprentices in the portal.	True	False			True
How many trade preferences can be made?	upto 5	only 1	upto 3	upto 2	upto 3
Which of the following is not the final step in registering in apprenticeship portal?	upload the passport photograph and scanned copy of valid birth certificate	click the home button	tick the checkbox () – Declaration which mentions that the information is correct.	click Submit	click the home button
Afer completing registration process on the Apprenticeship portal, An email will be sent in your inbox for _____	activating the account of your apprenticeship.	for submitting the registration	verifying your identity	accepting to terms and conditions	activating the account of your apprenticeship.