



Employability Skills Question Bank for Year 1 CTS Students

(In accordance with Employability
Skills curriculum 2022)

Employability Skills Question Bank Index

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Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Introduction to Employability Skills	1	Which of the following options is an Employability Skill?	Good Interview Skills	Good Communication Skills	Digital Skills	All of these	D
	2	An employee is someone who _____.	Goes to school to study	Does not work	Works for a salary	Goes to play	C
	3	Which are the two skills needed for good career growth?	Watching TV & Making friends	Traveling & Shopping	Playing video games & cooking skills	Technical Skills & Employability Skills	D
	4	Gopi is always willing to learn and improve in his work. He has a_____.	Fixed mindset	Certificate	Growth mindset	Marksheet	C
	5	What are Employability Skills?	Skills used only in sports	Skills needed to be successfully employed	Skills for good communication	Skills for playing video games	B
Learning Employability Skills Online	6	When we learn something online, it is called _____.	Classroom learning	Teaching	E-learning	Digital marketing	C
	7	Which of these is an advantage of learning online?	Learn anytime & anywhere	Make friends with classmates	No need to study	Have shorter classes	A
	8	Which of these is an e-learning portal?	ASEEM	Bharat Skills Portal	NAPS portal	Netflix	B
	9	Ram works as a fitter in a company. He wants to upgrade his trade skills and employability skills in his free time. What should he do?	Play sports	Watch news	Find courses: online or offline	Quit job	C
	10	Zeena wants to enroll for an e-learning course. The most important thing she needs is a_____.	Book	Pen	Mobile phone or Computer	Library card	C

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Future of Work	11	In today's world, _____ have become a basic skill requirement in many jobs.	Acting skills	Digital skills	Painting skills	Dancing skills	B
	12	_____ jobs help to reduce pollution, preserve the environment and the planet.	Software	Hardware	Green	Part-time	C
	13	Green Jobs are important because _____.	they help protect the environment	they harm the environment	they pay more money	they require no skill	A
	14	Geetha has just completed her education. She joined a basic English course to improve her _____ skills.	Technical	Digital	Communication	Problem solving	C
	15	Ram wants to start his own business. He is considering two options - opening an audio cassette shop or starting an online retail business. Which of these options would you suggest?	Online retail	Audio cassette shop	Anything is fine	Video rental store	A

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My Values and Ethics	1	Values and ethics help us build good _____.	games	behavior	studies	rent	B
	2	Values decide the _____ of a person.	character	laptop	home	system	A
	3	It is not good to forward _____ on social media.	fake news	messages	greetings	songs	A
	4	A person who respects and follows the law of a country is a _____.	Businessman	Bad Employee	Responsible Citizen	Small Kid	C
	5	Rita found someone's wallet in the office. She gives it to the office manager. This shows that she is _____.	open-minded	honest & responsible	kind	non - judgemental	B
Our Constitution: Guiding Principles	6	The Constitution Of India is also called as _____.	Bharatiya Academy	Bhartiya Samvidhan	Novel	Newspaper	B
	7	India is a Sovereign country. That means it can make its own _____.	Money	State	Election	Rules and Decisions	D
	8	Indian constitution is a set of _____ of our country.	Laws and rules	Keys	Tools	Languages	A
	9	Mr. Johnson wants to employ an 8 year old girl for household work. In India, which fundamental right would not allow it?	Right to equality	Right to freedom of religion	Right against exploitation	Right to information	C
	10	Which fundamental right allows us to freely visit a temple, church, or mosque for prayer?	Right to equality	Right to education	Right against exploitation	Right to freedom of religion	D

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Protecting Our Environment	11	Addition of harmful smoke, gases and chemicals to the environment in large quantities is called ____.	Air	Pollution	Wind	Storm	B
	12	Cutting down of trees for farming and housing purposes is called ____.	Reforestation	Deforestation	Afforestation	Forestation	B
	13	Releasing chemicals, waste, plastics into the water is called ____.	Sound pollution	Land pollution	Water Pollution	Air pollution	C
	14	Scientists are warning us that the rise in earth's temperature causes ____.	Deforestation	Land sliding	Pollution	Global warming	D
	15	Shyam avoids the use of plastic and chemical fertilizers. He is practising a ____.	Green lifestyle	Modern lifestyle	Busy lifestyle	Unhealthy lifestyle	A

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21st Century Employability Skills	1	Major changes took place in the manufacturing world with _____.	Green revolution	Milk revolution	Industrial revolution	White revolution	C
	2	The process of manufacturing has changed due to technology and _____ development.	Training	Scientific	Teaching	Facilitation	B
	3	Regular assessment of skills is necessary for the growth of _____.	Career	Interview	Job	Skill	A
	4	Neetu has excellent story telling skills. What type of intelligence is it?	Picture Smart	Logic Smart	Body Smart	Word Smart	D
	5	Swaraj is looking for internet-based/data entry jobs. What is the most important skill he needs?	Basic computer skills	Entrepreneurial skills	Beautician skills	Wood cutting skills	A
Know Yourself	6	Which of the following is not a part of one's personality?	Strengths	Weaknesses	Beliefs	Skin colour	D
	7	Things that one is good at doing are _____.	Concerns	Interests	Abilities	Passion	C
	8	Inability to do something well is one's _____.	Weakness	Aspiration	Strength	Value	A
	9	Meena likes to learn music in her free time. It is one of her _____ to improve.	Logics	Interests	Value	Weakness	B
	10	Bijo is not good at MS excel. With his hard work, he learns to overcome weaknesses and turn them into a _____.	Belief	Value	Leader	Strength	D

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Behaviour and Attitude	11	The way we interact, manage and deal with our external environment is known as _____skills.	Behavioural	Technical	Musical	Teaching	A
	12	_____ is one of the behavioral skills that is required to organize work efficiently and complete it on time.	Painting	Cooking	Time Management	Dancing	C
	13	The way we manage/solve the problem is called _____.	Positive attitude	Conflict resolution	Negative attitude	Passion	B
	14	Rehana faced a problem with her project. She is dealing with a problem with the right attitude. This is an example of-	Negative attitude	Technical skill	Scientific skill	Positive attitude	D
	15	Alpan does yoga in the morning. He follows Youtube classes to motivate himself. This is an example of _____.	Self-motivation	Time Management	Decision-Making	Problem-Solving	A
Critical Thinking & Decision Making	16	_____is a way of thinking to solve a problem.	Critical thinking	Self confidence	Negative attitude	Time Management	A
	17	Choosing between two or more options is known as_____process.	Manufacturing	Decision-making	Scientific	Technical	B
	18	Which of the following is not a part of decision-making?	Identify problem	Generate options	Implement decision	Performance	D
	19	Manu thinks about a problem well before making any decision. This is an example of;	Self-motivation	Critical thinking	Time Management	Logical thinking	B
	20	Revathi got a job offer out of her town. She decided to refuse the offer after listing the pros and cons. She followed_____process.	Decision-making	Positive attitude	Conflict resolution	Negative attitude	A

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Time Management in the Workplace	21	What are the advantages of time management?	Complete tasks on time	Achieve daily goals	Reduce stress	All of these	D
	22	Good time management helps in improving _____ at work.	Weakness	Performance	Stress	Pressure	B
	23	The time blocked for work is called a _____ technique.	Doro	Pomo	Pomodoro	Domo	C
	24	Rahim learns MS Office during his lunch break. This is an example of -	Time Management	Over thinking	Online job	Logical thinking	A
	25	Bhanu creates 25 minutes task planner and never gets distracted during the blocked time. Which method does she follow?	Pomodoro	Timing	Blocktime	Calendar	A
Problem Solving	26	Finding a solution to any problem is known as _____ skill.	Over thinking	Critical thinking	Decision-making	Problem solving	D
	27	Which of the following is not a step in problem solving?	Identify the problem	Divide problem into parts	Set timer	Find solutions	C
	28	If one is capable of finding solutions to problems, one will get better at _____.	Self-motivation	Problem-solving	Career	Painting	B
	29	Soni is trying to fix the download problem on the laptop. She did not succeed on the first attempt. What should she do?	Try another way	Quit the task	Never solve the problem	Quit the job	A
	30	Steve's mother told him that the mixer grinder is not working. What should be his first step in order to solve the problem?	Complain	Identify the problem	Sell the mixer	Throw it	B

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Naming Words	1	English is a _____ language.	Common	Day	Night	Evening	A
	2	Using Internet is easy if we learn _____.	Sports	English	Maths	Science	B
	3	We can learn English by _____.	Cooking	Playing	Reading newspaper	None of these	C
	4	Tom tries to read the name boards, advertisements and posters that are in English. This helps him to _____.	Play	Friends	See	Improve his English	D
	5	When people from different states/ countries meet officially, _____ is the commonly used language to communicate with each other.	Latin	English	Newspaper	Action	B
	6	Words that are used to name people, places, animals and things are _____.	Person	Table	Naming words	Key	C
	7	Naming words are also called ____.	Nouns	Verbs	Action	Pronouns	A
	8	Bats fly during the night. In this sentence the word Bat is _____	A boring word	An action word	A cool word	A Naming Word	D
	9	Ram was asked to measure his cupboard. It was 4 feet tall. Here feet means ____.	Taste	Hand	Leg	Measurement	D
	10	John was travelling by bus to his village. He noted the names of places that he could see on his journey. What are these words called as?	Naming words	His	That	See	A

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Naming words - Singular and Plural	11	Cats is an example of ____ word.	Words	Plural	Singular	Opposite	B
	12	Singular naming words are used when ____ person, place or thing is present.	Many	Few	One	More	C
	13	Plural form of child is__.	Person	Infant	Kid	Children	D
	14	A child was working in the computer lab which had many computers. The word “computers” is in the____ form.	Less	Plural	Minimum	Maximum	B
	15	Vinay visited the dentist because he was suffering from tooth ache. Dentist treats our teeth problems. In this sentence, which is the plural word?	Teeth	Tooth	Vinay	Dentist	A
Pronouns	16	Pronouns (ex: he, she, her) can be used in the place of _____.	Spellings	Adjective	Verb	Naming words	D
	17	They' is used when we want to refer to ____.	He	She	Many people	Our	C
	18	The pronoun “I” is used for ____.	Many	Myself	Other	That	B
	19	Ramesh is working in Chennai. ____ likes the office environment.	He	It	That	What	A
	20	Sita and I are friends. ____ stays in Gandhi Bazar.	What	She	A	And	B

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Action Words	21	Action words are also called ____.	Center	Are	Verbs	Is	C
	22	Verbs tell the action of the ____.	Cow	Change	Act	Naming words	D
	23	Kim fell from her bike yesterday. The action in the sentence is in _____ tense.	Future	Past	Present	Clear	B
	24	“It is going to be a sunny day tomorrow”. The action in this sentence is in _____ tense.	Future	Past	Date	Day	A
	25	Arun travels to school by bus. The action word in the sentence is ____.	bus	travels	school	Arun	B
Describing Objects, Surroundings and Processes	26	Adjectives are ____ words.	Sound	Finish	Describing	Neutral	C
	27	Describing words add more information to the ____.	Naming words	Bad	Sad	Numbers	A
	28	It is a ____ knife. Fill in the correct adjective.	this	sharp	and	there	B
	29	“The sea is blue”. In this sentence ____ is an adjective.	sea	the	is	blue	D
	30	“Arjun filled water into a large pot”. In this sentence the describing word is ____.	large	Arjun	water	into	A

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Introduction to Punctuation	31	The punctuation in a sentence makes the meaning _____ to understand.	ambiguous	unclear	think	clear	D
	32	The beginning of a sentence should start with _____ letter	Capital	Small	Cursive	Italics	A
	33	Comma is used to show a ____ within the sentence.	Full stop	Pair	Break	Capital letter	C
	34	Sita wanted to ask Nina about her summer plan. Choose the correct answer.	Nina is your plan.	Nina, what is your summer plan?	What Nina asked?	None of these	B
	35	Add comma wherever it is necessary. After the meeting we will go out.	After, the meeting, we will go out.	After the meeting, we will go out.	After the, meeting we will go, out.	After the meeting we will go out.	B
Kinds of Sentences- Introduction	36	Sentences are _____.	group of words with complete meaning	Verbs	Nouns	Letters	A
	37	A declarative sentence tells us some information or explanation. It ends with _____.	Comma (,)	Question mark (?)	Full stop (.)	Exclamatory mark (!)	C
	38	An exclamatory sentence ends with the ____.	Full stop (.)	Comma (,)	Question mark (?)	Exclamatory mark (!)	D
	39	Wow! The flowers in the park are beautiful. This is a _____ sentence.	Declarative (.)	Exclamatory (!)	Imperative	Interrogative (?)	B
	40	The police were questioning about his crime. What type of sentence is it?	Declarative (.)	Interrogative (?)	Exclamatory (!)	None of these	A

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Writing Simple Sentences	41	Every complete sentence has ____.	1 part	2 parts	3 parts	4 parts	C
	42	The _____ is what or whom a sentence is about.	Subject	Predicate	Object	Verb	A
	43	The correct order for a sentence is _____.	Subject, Verb, Object	Subject, Verb	Verb, Object, Subject	Verb, Verb, Subject	A
	44	Radha has learnt how to write a sentence. Which is the subject in this sentence?	Learnt	How	Sentence	Radha	D
	45	Choose the correct sentence.	The road runs on cat.	The cat runs on the road.	Cat road runs.	Runs on the road cat.	B
Reading Activity	46	The most effective way to get information is by	Writing	Talking	Reading	Activity	C
	47	A poster presents information by using _____.	Novel	Story	Images and colours	Exercise for practice	C
	48	Symbols gives us information through ____.	Colours	Images	Words	Posters	B
	49	Yash bought a bag which had recycle symbol. What should he do when the bag is old?	Burn	Throw it in the river	Put it in soil	Should dispose it in recyclable items	D
	50	Raj was driving towards Mysore. On the way he found few arrows marked next to Mysore on the board. What does it suggest ?	Direction	Map	Way	None of these	A

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Speaking	51	People can hear the emotions and see our facial expression when we ____.	Speak	Listen	Taste	See	A
	52	____ contact with the people we are speaking help us to communicate confidently.	Nose	Eye	Ear	Skin	B
	53	Emotions can be expressed through your ____.	Height	Weight	Voice	Situation	C
	54	Sudha says, "I feel that these lights are too bright". What is she communicating?	Question	Answer	Idiom	Opinion Phrase	D
	55	John does not agree with his coworker about a task. How should he communicate his disagreement?	You don't know anything.	I respectfully disagree with what you are saying.	You are wrong!	I will just do it my way.	B
Listening	56	Effective communication is to both ____.	speak and listen well	speak well	see well	learn well	A
	57	We should ____ instructions in the classroom.	learn	listen to	forget	ignore	B
	58	Listening is important to ____ the information given.	forget	overcome	understand	disobey	C
	59	Rahul spends 30 minutes everyday watching news. He writes down few sentences about what is said. What is he trying to do?	Practicing listening	Practicing News	Practicing Movements	None of these	A
	60	Teacher Meena advised her students to write down 2 or 3 sentences when she explains the lesson. How does it help the students?	Speak	Recollect what she said	Write	Read	B

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Talking about Likes and Dislikes	61	Things or activities that we enjoy are ____.	Dislikes	Negative	Emotions	Likes	D
	62	Dislikes are things towards which we have ____.	Negative emotion	Positive emotion	Likes	Interests	A
	63	'I adore' phrase is used to express ____ of something.	A dislike	A bad feeling	A strong admiration	A poor admiration	C
	64	Naveen is fond of dogs, but Sheetal hates dogs. In this sentence who likes dogs?	Sheetal	Naveen	Both Sheetal and Naveen	Dog	B
	65	Smith! Would you like playing cricket or football this evening? If Smith likes to play both how will he answer? ____ playing any of them.	I don't mind	I hate	I want	I won't	A
Greetings and Self- Introduction	66	Formal greetings are used in ____.	Family	Workplace	House	Friends	B
	67	____ greetings are used while speaking to friends and family.	Formal	Due	Informal	No	C
	68	Which of these is an informal greeting?	Good day	Good morning	Good evening	Hey	D
	69	Malini is attending her new school today. She introduces herself as ____.	Good bye	Hello everyone!	What's up guys	Longtime everyone	B
	70	Sanju met her cousin Keerti accidentally in a mall. How should she greet her?	Long time, no see!	What are you doing here?	Thank you!	Take care!	A

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Asking and Responding to Questions	71	When you ask someone something it is ____.	Answer	Blank	Question	Response	C
	72	Question always end with a ____.	Comma ,	Question mark ?	Exclamation mark !	Full stop .	B
	73	____questions give clear indication of the information the person wants to know.	Wh-	Yes or No	No	Closed questions	A
	74	Vinutha was questioned whether she has completed her degree in an interview. How should she respond stating that she has completed?	Yes	No	Yes, I have completed my degree	Completed my degree	C
	75	Tutor asked his student whether he knew to use Windows? How should the student answer?	Done	Yes, I know how to use Windows	Yup	I will know	B
Group Discussion on Simple Topics	76	When two or more people give their thoughts and views on a topic. It is called a____.	Speaking	Listening	Reading	Group discussion	D
	77	Group discussion helps us ____.	argue	have fun	create problems	learn more and solve big problems	D
	78	Which of these should not be used to express your opinion in a group discussion?	It seems to me that	Listen to me	In my opinion	I don't quite agree	B
	79	Mahesh and his team discussed about the steps to be followed to complete the project at the earliest. He was happy with the suggestions given by his teammates and granted to follow the same. How would he convey it?	I agree with your plan of action	You must follow what I tell you	Don't come here to talk	I don't agree with your plan	A
	80	Rita had to attend a group discussion on behalf of her company. What is she supposed to do before the meeting?	Attend party	Attend classes	Be prepared about the topic	Take leave	C

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Telephone Skills	81	A person who makes a call _____	Keypad	Caller	Phase	Contacts	B
	82	Receiver is a person who ____ the call.	Blocks	Dials	Receives	Rejects	C
	83	Phone call has ____ phases	End	Middle	Different	Three	D
	84	Bindu receives a call from JJ company promoting a discount sale. She couldn't clearly hear the details. How is she supposed to ask the person to repeat the information?	What is it?	Could you please repeat?	Speak loud	I don't know	B
	85	Harish made a call to the Senior manager in a company. How is he supposed to start the conversation.?	Greet the person	Purpose of call	Thank the person	Good bye	A
Reading and Understanding Job Descriptions	86	Document which has details of a job is ____.	Letter	Resume	Job Description	Report	C
	87	Job title is the name of ____.	Company name	Role you join	Company Job	Summary	B
	88	Location for the job means ____.	Title	Description	Name	Place	D
	89	Ravi read job description which specified "Familiarity with MS office". What should he know?	How to write an email	How to get certification	How to use MS Office	How to study	C
	90	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?	Ram	Shyam	Both of them	None of them	B

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Speak and Share Information about Workplace	91	If you work in a large & popular company, what type of information is good to share about the workplace?	Type of job & Company name	Name of the workplace alone	Location	None of these	A
	92	Which of these is not a positive word about your work?	Fun	Exciting	Boring	Interesting	C
	93	A person who works with us is called a ____.	Friend	Coworker	Family	Relative	B
	94	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?	Yes, he should blame his team-mates for all the problems.	No, he should avoid speaking negatively about his teammates.	Yes, he should discuss all the arguments in detail.	Yes, why not!	B
	95	Ryan wants to speak to HR about his work. He should specify the name of his job, place of work and ____.	Team mates	Senior name	His needs	Some information about his responsibilities	D
Writing Applications & Cover Letters	96	Most of the government job calls will be in ____ format.	Paper format	Direct	Indirect	In person	A
	97	An introduction letter is a ____.	E-mail	Cover letter	Leave Letter	Resume	B
	98	When you are interested in working for a company, you will write _____ letter	an Application	a Referral	a Leave	a Prospecting	D
	99	Latha's uncle works at the company where she has applied for a job. He offered to refer her for the position. What type of cover letter should Latha write to increase her chances of being considered for the job?	Referral Cover Letter	Letter of interest	Leave letter	Letter of absence	A
	100	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?	Shilpa - Age	Shilpa - Job Position	Education qualification	Pervious experience	B

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Importance of Communication	1	We can share our thoughts, ideas and feelings through ____.	Communication	Reading	Watching	Hearing	A
	2	Effective communication needs to be -	Simple	Clear	Complete	All of these	D
	3	Which among these is a type of communication?	Verbal	Non-Verbal	Visual	All of these	D
	4	Nitya wanted to discuss an issue with her teammates. What type of communication is it?	Written	Verbal	Image	Video	B
	5	The way we sit, our facial expression and body language show _____ communication.	non- verbal	verbal	informal	written	A
Verbal communication: Speaking	6	Verbal communication is the use of ____.	Sign	Words	Maths	Images	B
	7	Forms of verbal communication are ____.	Making eye contact	Thinking	Writing and Speaking	Dancing	C
	8	Clear communication leads to ____.	Different work	Opposite work	Slow work	Faster work	D
	9	Seetha is speaking to her customers to understand how to improve her business. What type of communication is this?	Verbal Communication	Non-Verbal Communication	No Communication	Written communication	A
	10	Raj and Tej talk to each other only on the phone. What type of communication is this?	Sign communication	Non-Verbal Communication	Verbal Communication	Written communication	C

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Verbal communication: Writing	11	Letter is a form of _____ communication.	Non-verbal	Spoken	Written	Telephone	C
	12	A formal letter can be used for _____ purposes.	Boring	Official	Friendship	Fighting	B
	13	“Reg” in the letter means ____.	Regarding	Subject	Greetings	Body	A
	14	Tom received a letter, but it did not have any details of who sent it. The letter was missing the _____ address.	Receiver’s	Sender’s	Greetings	Subject	B
	15	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.	Brochure	Leave	Formal	Resume	D
Non-Verbal Communication	16	Which is not a type of non-verbal communication ?	E-mail	Eye-contact	Hand movements	Facial expression	A
	17	Shouting shows we are angry. Talking very slowly shows we are tired or sleepy. What part of non-verbal communication helps us understand this?	Smile	Hand movements	Tone of voice	Eye movements	C
	18	Distance between yourself and the other person is called _____.	Spatial distance	Relationship	Informal	Close	A
	19	When talking to our co-workers, we should not stand or sit _____ to them.	too close	opposite	In front of	next to	A
	20	Cherry is going for an interview. What should she not do?	Wear formal dress	Apply too much makeup or perfume	Take her resume	Wear clean clothes	B

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Practicing Effective Communication	21	You can speak to your friend_____.	Formally	Informally	By reading their mind	By dancing	B
	22	Which is not a type of communication?	Verbal	Non-verbal	Written	Driving	D
	23	Formal communication is used at ____.	Friend	House	Party	Workplace	D
	24	Vinod met his new manager at his workplace. He had to _____ himself first.	Thank	Introduce	Appreciate	Praise	B
	25	Whenever we are communicating we have to be dressed appropriately, maintain our body language and maintain ____.	a very loud volume	make up	eye contact	silence	C
Workplace communication: Introduction	26	Exchange of ideas happen through ____.	Communication	Listening	Watching	Singing	A
	27	At workplace, communication must follow the ____.	Ideas	Text	6Cs	Close	C
	28	Organizations communicate mainly through ____.	Letters	E-mails	Project	Unfamiliar words	B
	29	In a meeting, Surya speaks in Hindi. Some of his team members understand both English & Hindi, while others only know English. What should Surya do?	Speak in Hindi	Scold people	Stop talking	Speak in English	D
	30	Which communication method should be used to share confidential information and documents in the workplace?	WhatsApp	Email	Instagram	Phone	B

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Workplace communication: Introduction	31	What can make it difficult to communicate in the workplace?	Language differences	Use of unfamiliar words	Differences in communication styles	All of these	D
	32	The concept of ____ best describes importance of teamwork.	Conflict	Synergy	Team	Group	B
	33	Sharing will help everyone feel involved and ____.	Happy	Sad	Motivated	Close	C
	34	Ram, Vinay and Sandeep are working as a team to finish the geography project. Vinay is sharing his thoughts. What are Vinay and Sandeep supposed to do?	Listen actively	Play	Go around the school	None of these	A
	35	Tina and Lyra's team are working together to finish the school painting project. What should both the teams do to finish the project?	Resist	Share responsibility	Fight	Argue	B
Managing Conflicts	36	Argument or disagreement between two groups of people is called ____.	Teamwork	Conflict	Happiness	Fun	B
	37	Conflict usually creates ____.	Negative emotions	Positive emotions	Happy emotions	Enjoyment	A
	38	Conflict in workplace affects ____.	ability to work	salary	environment	weather	A
	39	James had to meet his team members Suraj, Reena and Nagma on Friday. James called Suraj and Reena. But he did not inform Nagma. This is an example of ____.	Poor communication	Typing error	Stress	Poor listening	A
	40	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?	Quit the job	Find different ways to solve the problem	Ignore each other	File a police complaint	B

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Handling Criticism	41	Negative comments made about our action or performance is called ____.	Appreciation	Congratulations	Criticism	Reward	C
	42	If a person receives harsh, unfair and very negative criticism, they feel very unhappy. What type of criticism is this?	Helpful criticism	Fair criticism	Unfair criticism	Positive criticism	C
	43	During criticism we must remain ____ and ____ to the person.	happy and joyful	calm and listen	shout and cry	fight and cry	B
	44	Priya received constructive (helpful) criticism from her manager about her latest project. What should she do?	Listen	Understand	Thank her manager	All of these	D
	45	Kishore's manager gave him positive and negative feedback. Kishore is feeling confused. What should he do next?	Calm down and think	Try to understand the positive points given by his manager	Try to understand the negative points given by the manager	All of these	D
Assessing Your Communication Ability	46	We start communicating when we are ____.	Adults	Parents	Children	Old	C
	47	Rita talks to her customers. But she is unable to understand what they say. What should she do?	Improve her listening skills	Stop talking to them	Fight with customers	Stop her business	A
	48	You are unable to share your message properly in an email. Which skill should you improve?	Written communication	Speaking	Reading	Playing	A
	49	You are scared to communicate with others. What are some ways to solve this problem?	Find your strengths about communication	Find your weakness about communication	Find ways to improve & learn more about your weakness	All of these	D
	50	How should you respond to constructive feedback from someone?	Listen and understand	Argue with the person	Feel nervous	Ignore the feedback	A

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Introduction to Digital Skills	1	If one can use a computer and the internet comfortably. It is called _____.	Sports Literacy	Digital Literacy	Cultural Literacy	Language Literacy	B
	2	In which of the following tasks, do we need digital literacy?	Finding information online	Creating a Resume	Communication through emails	All of these	D
	3	Which of the following can be done without the help of internet?	Painting a wall	Searching for jobs online	Watching videos online	Creating a Digital Resume	A
	4	Krishna is a teacher, he wants to conduct classes online. Which of these devices can he use?	Computer	Laptop	Tablet	All of these	D
	5	Saleem needs to talk about digital skills that are required at work. Which of these works needs digital skills?	Communicating through emails and chat	Creating and editing documents and worksheets	Creating and editing worksheets	All of these	D
Basics of Computers	6	Which of the following is not a part of a desktop Computer?	Monitor	Antenna	Web Camera	Mouse	B
	7	What does CPU stand for?	Cost per unit	Central power unit	Central Processing Unit	Cutting power unit	C
	8	_____ is called as the brain of the computer.	Web Camera	Trackpad	Monitor	Central Processing Unit	D
	9	Safeena wants to talk to her friend on a video call. Which of the following is necessary for a video call on a desktop computer?	Trackpad	Remote	Printer	Web Camera	D
	10	Rashmi recently bought a new laptop after her old computer stopped working. Which part of the laptop works like a mouse?	Trackpad	Speakers	Keyboard	Desktop	A

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Exploring a Computer	11	Where is the power button located on a desktop computer?	On the Keyboard	On the CPU	On the Speaker	On the Mouse	B
	12	_____ is the most commonly used word for switching off a computer.	Hang Up	Switch On	Shut Down	Power On	C
	13	Which of the following devices can be connected using bluetooth?	Mouse	Earphones	Speakers	All of these	D
	14	Sonu wants to connect a device wirelessly to a computer. What technology can he use?	Bluetooth	Wire	Switch	USB	A
	15	Rajesh does not know how to connect to earphones using Bluetooth. What should he do?	Use Google search	Throw away the earphones	Purchase new earphones	Sell the earphones	A
Exploring Windows Operating System	16	_____ is the software that is put in a computer so that one can use it.	Operating System	Software	App Store	Settings	A
	17	Which of the following is the most common operating system?	Printer	MS Office	Router	Windows	D
	18	Full form for OS is_____.	Operating System	Opening Screen	Opening Software	Original System	A
	19	Riya does not know which version of windows is installed on her laptop. How can she identify the version?	By uninstalling the windows	By looking at the opening screen	By shutting down the computer	By reinstalling the windows	B
	20	Nayan wants to search for a file quickly on his computer. What should he do?	Click on 'Type here to search'	Search on Play Store	Restart the computer	Use Bluetooth	A

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Creating and Saving Files	21	On a computer, a file can be created using which of these applications?	MS Word	MS Excel	MS Powerpoint	All of these	D
	22	What is the shortcut key to save a file?	Ctrl+S	Ctrl+X	Ctrl+V	Ctrl+P	A
	23	What is the shortcut key to copy a file?	Ctrl+C	Ctrl+X	Ctrl+S	Ctrl+P	A
	24	Nimal wants to transfer files from one location to another on her laptop. Which of the following actions can she take to do so?	Click on power off button	Select the file, press Ctrl X to cut and Ctrl V to paste it	Click on escape button	Click on backspace button	B
	25	Krupa wants to safeguard the information on her system. Which of the following is the correct way to store information safely on a computer?	Set a strong password for your computer.	Always close/ lock your computer when you are not using it	Save the files with a clear name.	All of these	D
Basics of MS Word	26	Which of these is the short cut for making the text bold?	Ctrl+S	Ctrl+B	Ctrl+U	Ctrl+I	B
	27	_____is at the top of the MS Word screen.	Menu Bar	Taskbar	Space Bar	Scroll bar	A
	28	The _____ tab helps to change the type of page. (portrait or landscape)	Layout	Insert	Design	Review	A
	29	Joseph wants to make the letters in the words slant to one side. Which option should he use?	Bold	Italic	Underline	Numbered List	B
	30	Amira wants to underline the title of her document. Which shortcut key should she use?	Ctrl+S	Ctrl+B	Ctrl+U	Ctrl+I	C

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Creating Documents on MS Word	31	In MS Word, you can change the text in the document to look different. This process is called _____.	Printing	Saving	Deleting	Formatting	D
	32	What is the shortcut key for Undo?	Ctrl+Z	Ctrl+B	Ctrl+U	Ctrl+I	A
	33	What is the shortcut key for Print?	Ctrl+Z	Ctrl+B	Ctrl+U	Ctrl+P	D
	34	Krish made a typing mistake and wants to go back to the previous sentence. Which option should he use?	Save	Print	Undo	Cut	C
	35	Paul is saving his Word document for a project. Which layout format should he use for official documents?	Portrait	Landscape	Cut	Undo	A
Basics of MS Excel	36	_____ is a tool to organize a large amount of data in an easy and understandable way.	Excel	Chrome	Paint	Print	A
	37	Which of the following can be done using Excel?	Save the document	Make complicated calculations with numbers	Print the document	All of these	D
	38	Each new page in the excel worksheet is called a _____.	Sheet	Row	Column	Cell	A
	39	Harsha has selected a single line of cells from top to bottom. She has selected a _____.	Page	Row	Column	Cell	C
	40	Mohit wants to move from one cell to another. He can do that by using the _____ on the keyboard.	Ctrl+Z	Arrow keys	Ctrl+B	A1,B1.C1 ...	B

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Simple Functions on MS Excel	41	What happens when we use this function? =SUM(B4:G4)	The numbers in cells from B4 to G4 are added	The number in B4 is deleted	The number from B4 will be copied	The number from G4 will be copied	A
	42	What happens when we use this function? =AVERAGE(B4:G4)	The average of numbers in cells from B4 to G4 is calculated	The number in B4 is deleted	The number from B4 will be copied	The number from G4 will be copied	A
	43	Which of the following is the symbol of AutoSum?	Σ	Z	X	Y	A
	44	Vanaja wants to save her excel workbook. How can she do it?	By closing the sheet	By pressing Ctrl and S on the keyboard	By deleting it	By writing it	B
	45	Trisha entered a number in E column and row 5. What is the name of that cell?	E1	E	E5	5	C
Introduction to the Internet	46	Which of the following are the ways to connect your device to the internet?	Use a mouse	Using a wifi or mobile data connection	Use a printer	Use bluetooth	B
	47	Which of the following tasks can be done using the internet?	Finding Information about job openings	Create a digital resume and forward it to different companies	Learning new skills	All of these	D
	48	Which of the following are the top benefits of using the internet?	Speed of communication	Safety	Access to information	All of these	D
	49	Jerry wants to use his mobile data to get the internet on other devices. Which devices can use mobile data?	Tablet	Washing machine	Gas oven	Landline phone	A
	50	Ram wants to use the Wi-Fi connection. What should he do?	Connect to a Wi-Fi network he is familiar with	Connect to any WiFi network available	Do not connect to any Wifi network that needs a password. It may not be safe.	Connect to any WiFi network shared by a stranger.	A

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Using Search Engines	51	_____ is called the library of internet.	Software	Search Engine	Hardware	Mouse	B
	52	We need an _____ and a search engine to access the information on the web.	Internet connection	Mouse	Data cable	Key board	A
	53	It is very important to use the correct words to tell the search engine what to look for. These are called _____.	Keywords	Web page	Website	Internet	A
	54	Maya wants to find the capital of Germany, Which of the following search engines can she use to find the information?	Google	Bing	Yahoo	All of these	D
	55	Jyothi learned that all the information is stored in 'web pages'. What is the role of web pages?	'Web pages' act as a search engine	'Web pages' act as a library	'Web pages' act as internet	None of these	B
Searching for the right information online	56	Which of the following is a universal ID card?	Bank Credit card	PAN Card	Aadhaar Card	Employers ID card	C
	57	Which website to use to book the train tickets	http://www . india.gov.in/	https:/ myaadhaar.uidai. gov.in	http:/ www .irctc. co.in	http:/ www . igod.gov.in	C
	58	_____ website can be used to find information on schemes and initiatives across all sectors, from tourism to employment to agriculture.	http://www . india.gov.in	http://www . swayam.gov.in /	http:/ www . igod.gov.in	http://www . education.gov. in/	C
	59	Anju wants to upskill herself in designing and stitching, which of the following portals will be relevant for the same?	http://www . swayam.gov.in /	http:/ www . igod.gov.in	http://www . india.gov.in/	None of these	A
	60	Priya wants to apply for her Aadhaar Card as its an important document to be submitted while joining a new job. Which of the following government portals will be helpful for her?	http://www . india.gov.in/	https:/ myaadhaar.uidai. gov.in	http://www . swayam.gov.in/	All of these	B

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Social Media	61	Which of the following is not a social media app?	Instagram	WhatsApp	LinkedIn	Amazon	D
	62	Which of the following app is not used for chatting, video calls and group calls	Instagram	WhatsApp	Telegram	None of these	D
	63	_____ is a profile that can show your education qualifications, your skills and your experience.	Google mail	LinkedIn	WhatsApp	Telegram	B
	64	Naina wants to take a few safety Measures on Social media. What does that refers to?	Do not share information with unknown people	Do not share personal information	Do not send a rude or mean comment	All of these	D
	65	Ridhima wants to post something on her social media. What should she do to stay safe on social media?	Avoid sharing any password	Avoid sharing address	Avoid sharing locations	All of these	D
Social Media for Professional Development	66	Before sharing the information on social media THINK questions to be asked by oneself;	Is it True?	Is it Necessary?	Is it Helpful?	All of these	D
	67	Which of the following is not an example of using social media and internet in an impactful and successful way?	Sharing Jokes on a particular religion	Encouraging people to donate money for the social cause	Mentoring and supporting people	Sharing verified news	A
	68	_____ is an organisation that uses digital technology to help people in rural India.	Digital Empowerment (DE)	Digital Empowerment Foundation (DEF)	Digital Education Foundation (DEF)	Digital Education Fund (DEF)	B
	69	Rama has started using Social Media, as a responsible user what are the things she should not do?	Posting personal information publicly	Connecting with professionals from her field	Searching jobs online	Use social media to find the latest information.	A
	70	Radha wants to use social media for her professional growth. She could join groups according to her _____.	mood	qualification	career or subject interests	age	C

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Internet Safety	71	Laws related to activities on the internet are called _____.	Labour laws	Cyber laws	Environment protection laws	Criminal laws	B
	72	What does SMART tips for internet safety stands for?	Stay Simple Manageable Attractive Reasonable Timely	Stay Safe Don't Meet up Accepting Files Reliable Tell Someone	Stay Simple Meet Up Acceptable Reachable Tell about yourself	None of these	B
	73	_____ is a tool that blocks unsafe pages when you are using a search engine.	Telegram	Google	Safe search	Web page	C
	74	The safe search tool can be switched on and off for any search engine by changing the _____.	Settings	Web page	Computer/ Device	View Mode	A
	75	Ritika received a message about a bank transaction she did not make. Her friends told her to report it as cybercrime. Which portal can she use to file her complaint?	www. cybercrime.gov. in	www.ccrime. gov.in	www. indiacybercrime. gov.in	www. cybercrimeindia. gov.in	A
Communication using Email	76	Which of the following is a correct Gmail id?	xyz@gmail	xyz@gmail.com	xyz@outlook.gmail	gmail@xyz	B
	77	Which of the following is used to send a copy of an email to another person without the main receiver of the email knowing?	Attach file	Subject	CC(Carbon Copy)	BCC (Blind Carbon Copy)	D
	78	While creating a Gmail account 'Create an account for myself' option will be chosen to _____.	Create a bussiness account	Create a Personal account	Create a company account	None of these	B
	79	The _____ is a few words that quickly tell what the email is about.	Compose	Subject	Inbox	ID	B
	80	Azim has received a new mail from his teacher. Where can he check the mail received?	Inbox	Sent	Draft	Compose	A

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Introduction to Mobile Applications	81	A mobile application or App is a software that is made to be used on a ____.	Calculator	Washing machine	smart device like a smartphone or tablet	All of these	C
	82	_____ are the most convenient way to do something online.	Mobile apps	Desktop	Monitor	Keypad	A
	83	Choose the mobile app form the following options.	Linkedin	YouTube	Facebook	All of these	D
	84	Preeti wants to find a video on pasta recipe. Which of the following mobile apps can she use for the same?	Whatsapp	Email	YouTube	Mobile Banking	C
	85	Kirti attended a guest lecture. How can she use her mobile phone to understand the difficult words?	Shopping app	Use a dictionary app	Grocery app	Cosmetics store app	B
Internet of Things(IoT)	86	Which of the following is a smart device?	Smart Watch	Smart Phone	Smart TV	All of these	D
	87	Alexa is a ____ assistant.	Digital voice controlled	Office Assistant	Home Assistant	None of these	A
	88	Which of the following tasks can be performed by Alexa?	Check the weather	Call phones	Play music	All of these	D
	89	Which of the following is a voice-controlled digital assistant?	Alexa	Siri	Google Assistant	All of these	D
	90	Komal wants to regularly monitor her body conditions like temperature and heartbeat. Which of the following device can help her?	Mobile Phone	Calculator	Siri	Smart watch	D

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Using Online Meeting Tools for Interviews	91	For online meetings, you can share ____for the people to join the meeting.	Personal mobile number	Location	email id	Meeting Link or ID	D
	92	Which of the following feature in not available in online meeting tools?	Display Participants contact number	Everyone can speak to each other and hear each other.	Everyone can turn on the camera on their own devices	After the meeting, the online meeting can be closed and ended.	A
	93	To find list of Participants in a Zoom meeting, click on participants option on ____ of the screen.	Top	Bottom	Left Side	Right Side	B
	94	Post-covid we adopted the virtual world. Meeting that happens online through the internet are called as_____.	Online meeting	Physical Meeting	Offline Meeting	None of these	A
	95	Meena is using google meet for the first time. She can use the same login account details as her _____.	Amazon account	Bank account	Gmail account	Zoho account	C
Explore Popular Sites for Learning and Career Growth	96	Which of the following websites is helpful to learn new languages for free?	LinkedIn	Duolingo	Codecademy	All of these	B
	97	Which of the following websites is helpful in learning and career growth?	Codecademy	Khan Academy	Coursera	All of these	D
	98	Sam wants to learn computer coding skills for free and his friend has recommended____ website for the same.	Duolingo	Khan Academy	NPTEL	Codecademy	D
	99	Khan Academy is the most recommended website for_____.	free online material on school subjects like economics, physics, algebra,etc.	Online meetings	learning a new language for free	Job search	A
	100	Internet is the best place to be a _____.	Life long learner	Self learner	Continuous learner	All of these	D

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Introduction to Money Management	1	Financial literacy is understanding the way money is _____.	saved	spent	invested	saved, spent & invested	D
	2	Costly things that are not essential for our survival are _____.	Needs	Money	Luxuries	Savings	C
	3	Things that are needed for survival are _____.	Wants	Needs	Savings	Expenses	B
	4	Sunitha earns Rs.10,000 every month. After setting a monthly budget amount, she is able to save Rs. 2000 every month. She will use this money in case of _____.	emergencies	party	bills	travel	A
	5	Gopi spends his salary on movies, groceries, house rent and clothes. Where can he reduce his expenses to save some money?	Clothes	House rent	Movies	Groceries	C
Basics of Banking	6	All financial activity can be done through a _____.	Bank	School	College	Workplace	A
	7	Institution licensed by the government to keep money safe is _____.	Hospital	Bank	Panchayat	Assembly	B
	8	When a person deposits a fixed sum of money every over a fixed period of time, it is a _____ account.	Recurring Deposit	Saving Account	Current Account	Fixed Deposit	A
	9	Arya has joined a new company. They want him to open a _____ so that they can credit his salary.	Fixed deposit	Recurring deposit	Salary account	Current account	C
	10	Avinash needs to know about his transactions from the last month. How can he get these details?	Passbook	Debit Card	Credit card	Cheque book	A

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Online Banking And Digital Transactions	11	Online banking is also called ____.	Home banking	Office banking	Net banking	Self banking	C
	12	What can you do with online banking?	Send money to someone	Open a bank account	Get details of all the transactions	All of these	D
	13	Disha wants to repay her loan. How can she do it without going to the bank?	Online transfer	Open bank account	Close account	Withdraw from ATM	A
	14	Indu booked her railway ticket from the website and paid using online banking. What type of transaction is it?	Cash Payment	Digital transaction	Cheque payment	Credit	B
	15	Which of the following are ways to conduct a digital transaction?	Digital Wallet	UPI Payment	Credit Card	All of these	D
Mobile Banking Apps	16	Net banking is done on a computer through a _____.	Relative	Friend	Cashier	Bank website	D
	17	We can use _____ to do mobile banking on a smartphone.	Gaming app	Mobile banking app	Weather app	Passbook	B
	18	What can we use net banking for?	Checking bank statement	Transferring funds	Paying bills	All of these	D
	19	Jaya used her friend's laptop to log into her bank account. What should she do before giving the laptop back?	Close the laptop	Stay logged in	Log out of her bank account	Close the website	C
	20	Pragathi downloaded the bank app on her mobile. What should she not share with anyone?	Password	MPIN	OTP	All of these	D

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Online Payments	21	What is an easy and quick way to make online payments?	Digital wallets	Cheque payment	Cash on delivery	Going to the bank	A
	22	Which among these is NOT a digital wallet?	MobiKwik	Paytm	PhonePe	Internet explorer	D
	23	A _____ is a square, black and white code that you can scan with the camera and use.	QR Code	Password	OTP	User ID	A
	24	On a bank holiday, which of these methods cannot be used by Shahab for money transfer?	BHIM app	Google pay	Deposit at the bank branch	Amazon pay	C
	25	Sam opened a new shop. Which of these methods can he use to receive payments into his account?	Movie ticket	QR code	Library card	Gift card	B
Salary	26	Regular payment made by the employer to the employee is ____.	Appraisal	Debt	Loan	Salary	D
	27	Deductions should be paid from the ____.	Gross salary	Net Salary	Earnings	Basic Salary	A
	28	The government collects ____ from the citizens.	Loan	Tax	Deductions	Conveyance	B
	29	Karthik has joined a new company. His salary is Rs. 3 lakhs per year. This is his ____ salary.	Monthly	Basic	Net	Gross	D
	30	Simon's company calculated the income tax and paid on behalf of him. This is called ____.	House rent allowance	Interest	TDS	NPS	C

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Savings	31	The amount put aside without being spent is ____.	Savings	Bill	Tax	Deductions	A
	32	Money put aside for a big expense many years from now is ____ savings.	Long term	Goal	Emergency	Short term	A
	33	Which saving option would you choose to buy an expensive bike you have always wanted?	Long term savings	Goal savings	Emergency savings	None of these	B
	34	Rajesh wants to save Rs. 6000 every year for his old age. How much should he save every month?	100	500	50	6000	B
	35	Abhi wants to teach his 10-year-old daughter to save money from the pocket money she receives every month. Which option is the best?	Fixed Deposit	Salary Account	Piggy Bank	None of these	C
Loans and Insurance	36	Money borrowed from bank or a person is called ____.	Tax	Gift	Interest	Loan	D
	37	What is the benefit of paying money regularly for an insurance plan?	It provides free entertainment.	It covers travel expenses.	It helps us manage emergency situations.	It increases monthly savings.	C
	38	The extra amount we pay for borrowing money is ____.	Loan	Interest	Hidden charges	Processing charges	B
	39	Rita wants to complete her higher education from a good university. Which loan should she apply for?	Home loan	Personal loan	Education loan	Auto loan	C
	40	Priya wants to purchase a bike. Which loan should she apply for?	Home loan	Personal loan	Education loan	Auto loan	D

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Legal Literacy	41	Knowledge and awareness of laws is called ____.	Digital literacy	Legal literacy	Financial literacy	English literacy	B
	42	RTI means_____.	Road Transport Institute	Right to Insurance	Right to Inform	Right to Information	D
	43	Online portal set up by the government to make any government related complaints is ____.	Public grievances portal	Place grievances portal	Public informing portal	Public information portal	A
	44	Sudha just delivered a baby. For how long is she entitled to take a maternity leave as an employee?	2 months	5 months	26 weeks	One year	C
	45	Paul just got hired and received his employment letter. He is supposed to read it carefully and sign as it is a ____.	Certificate	Legal binding document	Marks card	Poster	B

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Gender Stereotypes	1	Physical body and the sexual organs that we are born with refers to person's_____.	Gender	Sex	Age	Biodata	B
	2	_____ is a belief/idea which may not be true.	Sex	Gender	Stereotype	Feminine	C
	3	People who are born in one sex, but they know that they belong to another sex are_____.	Transpersons	Stereotypical	Males	Females	A
	4	Even though Roopa is highly efficient at her job, her manager gives most of the field/travel related projects to Ramesh. This can be an example of_____	Stereotype	Trust	Diversity	Equality	A
	5	Azim wants to learn dancing and challenge the gender stereotype that only women should learn dancing. It is completely _____.	wrong	Impossible	funny	okay	D
Understanding Gender Based Discrimination	6	_____ can lead to division of people, communities and families.	Gender equality	Respecting all people	Gender discrimination	Same rights	C
	7	When discrimination is done to help someone in need, that is called_____ discrimination.	situational	gender	positive	negative	C
	8	John wasn't selected for a job because he is a man. What type of discrimination is this?	Age discrimination	Color discrimination	Gender discrimination	Education discrimination	C
	9	In India, the number of boys/men who can get education is much higher than girls/women. What type of discrimination is this?	Color discrimination	Religion based discrimination	Age discrimination	Gender discrimination	D
	10	Which of the following could be possible reasons for gender based discrimination?	Social Norms	Lack of Education	Lack of Awareness	All of these	D

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Gender Equality	11	Equality means in the same situation, people have the _____.	Same rights	Same age	Same color	Same height	A
	12	Irrespective of their gender identities, all people must have the same rights. This is called _____.	Gender equality	Gender Stereotype	Gender Discrimination	Gender rights	A
	13	Women and men are often not paid the same salary for the same job. This is known as _____.	Gender gap	Gender pay gap	Learning gap	Nutrition gap	B
	14	Neena is born as a differently-abled person. Her teachers must treat her _____.	Rudely	Strictly	Equally with care	Unfairly	C
	15	Anita and her partner are paid the same salary for the same job. This is a good example of _____.	Jealousy	Gender equality	Discrimination	Stereotype	B
Diversity in Workplace	16	Workplace is a place where employees from different backgrounds are hired. They work in a safe and respectful environment. This is an example of _____.	Diversity	Workplace bullying	Discrimination	Bad workplace management	A
	17	People of different sex, gender, caste, class, culture, age, physical appearance, education, abilities must feel____.	Unsafe and worried	Safe and respected	Unsafe and bullied	Threatened and policed	B
	18	A diverse workplace increases _____.	Productivity	Workload	Stress	Tension	A
	19	Tanvi's team has many barriers to having a diverse workforce. This may lead to _____.	Better communication	Conflicts affecting work	Good teamwork	Increased productivity	B
	20	Meena is not comfortable talking to her colleagues in English. This is an example of _____.	Caste barrier	Cultural barrier	Communication barrier	Gender barrier	C

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Inclusion in the Workplace	21	The practice of including people within any group or social setting with respect and empathy is called _____.	Inclusion	Conflict	Gender based discrimination	Gender stereotype	A
	22	An inclusive environment is needed for happiness and _____ at work.	Ideas	Growth	Wage gap	Stereotype	B
	23	Inclusion in a workplace happens when every member of the company gets the same _____ at work.	Chances	Culture	Nutrition	Age	A
	24	You and your coworker, David are going for lunch. David uses a wheelchair. What should you keep in mind when selecting a restaurant?	Choose any restaurant	Selecting the most expensive restaurant	Choose a restaurant with a wheelchair ramp and accessible facilities	Go alone	C
	25	Subir wants to celebrate all festivals at his workplace. This shows that he is _____.	Inclusive	Productive	Disciplined	Silent	A
Sexual Harassment in the Workplace: POSH Act	26	_____ is a serious issue that affects an individual's mental, emotional, physical wellbeing in the workplace.	Company rules	Meeting with the manager	Sexual harassment	Travel leave	C
	27	The Indian government passed the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act in 2013. In simpler terms, it is also called _____.	SOS	SHWW	PPR	POSH	D
	28	As per the POSH Act, any workplace that has 10 or more employees must constitute an _____.	Internal Committee (IC).	Employees	Police Station	Help desk	A
	29	Sarah notices a colleague, John, making unwelcome jokes about someone's clothes at the office party. What should Sarah do according to the POSH Act?	Ignore it, John might be joking	Tell John directly to stop	Report the incident to Internal Committee (IC)	Make a sarcastic comment back at John	C
	30	Prachi goes to a Government ITI in the morning and then comes to office in a company cab to attend an online meeting with an employer. Which of the following are considered as a workplace?	Office space	Government ITI	Online meeting	All of these	D

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Introduction to Entrepreneurship	1	Entrepreneurship means _____.	Starting a new career	Managing career	Running your own business	Supporting a business person	C
	2	What are the duties of an entrepreneur?	Talking to customers	Managing finances and budgets	Managing the business	All of these	D
	3	Which of the following is the BEST definition of profit?	The total amount of money a business makes from selling goods or services.	The money a business owner spends on personal expenses.	The revenue or earnings which remain with the business owner, after all the costs are paid.	The total amount of money a business earns before paying taxes.	C
	4	Pratibha wants to start a Biryani Hotel. What will she need first?	Business plan	Name Board	Food Items	Kitchen Equipments	A
	5	Shaheen wants good chefs to work in her hotel. What is an effective way to hire them?	By reaching out other hotel staffs	By advertising the job	By asking his relatives	None of these	B
Entrepreneurial Mindset	6	What is the most important skill needed to be a successful entrepreneur?	Earning money	Giving up on failure	Having an Entrepreneurial Mindset	Expanding markets	C
	7	An Entrepreneur can help the society by_____.	Seeking new opportunities	Marketing the product	Working with a team	Creating job opportunities	D
	8	What are some of the qualities of a strong entrepreneur?	Learning from failures	Building relationship with customers	Working hard	All of these	D
	9	Pooja started a food court that was very successful with many customers. After a year, the number of customers decreased. What should Pooja do to solve this problem?	Change the Cooking Style	Collect the Feedback from the Customers	Close the Food court	Change her business	B
	10	Raju wants to start a Textile shop. What should he do first?	Rent a Shop	Purchase New Fabrics	Prepare a Business Plan	Hire Staff	C

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Difference between Self-Employment and Entrepreneurship	11	Self - Employment means ____.	Working for an employer at a fixed monthly income	Freelancing or running a business rather than working for an employer	Selling food items	Only focusing on earning profits	B
	12	A person who hires other people for their business is an _____.	Self -Employed	Employee	Entrepreneur	Employer	C
	13	What are the qualities of an entrepreneur that a self-employed person also needs to have?	Creative Thinking	Problem Solving	Customer Service	All of these	D
	14	Vidya is single-handedly selling homemade pickles to her neighbors. Vidya is a/an_____.	Seller	Self-employed person	Entrepreneur	Distributor	B
	15	Pawan operates a small AC service business with three employees, offering AC installation and repair. Over the next five years, he plans to expand the business to another city. Pawan is a / an____.	Entrepreneur	Contractor	Intern	Self-employed person	A
Market Scan: Exploring the Market	16	How does Market Scan help with running a business?	Gives an idea about the customers	Helps understand about other similar business	Helps in making the business plan	All of these	D
	17	You want to sell toys. What should you do before starting your business?	Design the toys	Find out what children like	Build a factory	Hire salespeople	B
	18	Why is a market scan conducted?	To understand customer needs	To explore how to grow the business	To check what the competitors are offering	All of these	D
	19	Geetha wants to start a tailoring shop (boutique). Her trainer asked her to do a market scan. Geetha should do the market scan of _____.	Restaurants	Beauty Parlours	Tailoring shops	Packaging companies	C
	20	Lakshmi plans to start a beauty parlour. What kind of information should she NOT collect in the Market Scan?	Information on clothes and shoes	Information on types of customers	Information on cost of materials for the beauty parlour	Information on shop location and rent	A

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Understanding Customer Needs	21	Customers' needs can be understood through _____.	Customer Survey	Selling	Talking to our family	Customer service	A
	22	An Entrepreneur needs to maintain good _____ with his customers.	Communication	Relationship	Behavior	Friendship	B
	23	Why do customers like a product or service?	Good Price	Good Quality	Feel of the product or service	All of these	D
	24	Shilpa wants to start a soap-making company. What kind of questions should she NOT ask her customers?	Which types of soaps do you buy?	Do you like to eat chats?	How much do you pay for soap?	Do you use soap?	B
	25	Roopa wants to start a new business. But she is not sure which product she should choose to start her business. What will be her basic research to finalize her product?	Loan from Banks	Buying products from others	Search how to advertise the product	Reserach on products & services that customers are currently using	D
Selecting a Type of Business: Product or Service	26	Product and service are two things that can be sold. Product is what can be seen, touched and used. Service is what we _____.	Buy from vegetable shop	Feel, Experience and Enjoy	Pay with Gpay	Do not enjoy	B
	27	Product is an object that can be_____.	Seen	Touched	Seen, Touched and Used	Used	C
	28	Sharvan serves as a delivery agent delivering tomatoes from a farmer to a company that makes tomato sauce. What is Sharvan's job?	Seller	Service Provider	Buyer	Distributor	B
	29	Select the example of a service from the options.	Masala Dosa	Mobile Repair	Water Bottle	Chicken Kebab	B
	30	Select the example of a product from the options.	Home painting	Parlour service	Shirt	Bike repair	C

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
My Final Business Idea	31	A business idea should _____ .	Satisfy only my needs	Fulfill customer needs or solve their problems	Save the world	None of these	B
	32	A good business idea for a young or new entrepreneur should be sustainable. This means _____.	It is easy to use	It has many details	It has budget	It is planned for the present and future business growth	D
	33	A good business idea should be_____.	very common	a short term plan	very expensive to start a business	unique, sustainable & low on investment	D
	34	Low investment business plan means _____	The plan is a new idea	The plan needs a small amount to start a business	The plan should be simple	The plan should start immediately	B
	35	Unique Selling Proposition or USP of a business plan refers to _____.	A special budget for the business	A new customer for the business	A special or different idea for a business	An old business is updated	C

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Building your Business Plan	36	A _____ is a document with complete strategy for the business.	Strategy Report	Action Plan	Business plan	Stakeholder Report	C
	37	_____ is not a part of a good business plan.	Weather Report	Marketing Strategy	Customer Analysis	Budget	A
	38	_____ is about the competition in the online or offline market.	People Analysis	Competitor Analysis	Customer Analysis	Budget plan	B
	39	How can we understand what customers want?	By doing research on customer needs	By advertising the business	Selling a new product	By moving to a new business	A
	40	_____ part of a business plan has details of money related details of the whole business.	Product Details	Customer Analysis	Business Succession Plan	Costing	D
Pitching for your Business	41	A _____ is a short and effective presentation to describe the business.	Customer Analysis	Communication	Return on Investment	Business Pitch	D
	42	A business pitch is presented to investors who helps us with _____, _____, and _____.	Customer and Quality	Money, Resources, and Mentoring Support	Plan and Marketing	Profit and Loss	B
	43	Who can support Entrepreneurs by providing business schemes and loans at low interest rates?	Customers	Startup Investors	Banks	Friends	C
	44	Shyna wants to start a masala powder business. She is presenting a business pitch to the bank manager. How long should her business pitch be?	2 to 3 mins	10 mins	15 mins	1 min	A
	45	In a business, the money involved in building a product is called_____.	Cost	Profit	Price	Discount	A

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Basic Legal Functions needed for any Business	46	A small business run by a single person is called as _____.	Multinational Unit	Partnership	Sole Proprietorship	Private Limited	C
	47	Bindu has started a small auto repair shop. She is the only person managing the business. Which kind of business it is?	Partnership	Private Limited	Multinational Unit	Sole Proprietorship	D
	48	_____ is the ministry in the Govt. of India that forms and implements the rules and regulations for enterprises in India.	MSDE	MSME	NIMI	DGT	B
	49	Which document is not required to complete UDYAM/MSME registration?	PAN Card	Aadhar Card	Income Tax Return	Blood Certificate	D
	50	Rahim is filing tax for the first time for his business. Which of these elements are NOT needed for filing tax?	Birth Certificate	PAN Card	Aadhar Card	Income Tax Return	D
Marketing in the 21st Century	51	Price is an important part of marketing. Price means _____	Marketing	Rate of a product in rupees	Promotion	Raw Materials	B
	52	Sahil is giving festival offers, free samples and price discounts at the opening of his business. This is called _____.	Market scan	Packaging	Promotion	Selling	C
	53	Marketing helps the customer to learn about	Price	Availability	Special Discounts	All of these	D
	54	Which among the following is not a part of 7P's of marketing.	Product	Packaging	Price	Pickles	D
	55	Tom wants to start a shop for selling books, pens etc. Which is the best location to have his shop?	Near college and schools	Near the river	At his house	Near fish market	A

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Accounting for Business	56	Total cost is equal to ?	Variable Cost + Discount	Investment + Fixed Cost	Variable Cost + Fixed cost	Fixed Salary + ROI	C
	57	_____ cost increases or decreases depending on how much we produce or sell.	Variable	Fixed	Total	Maintenance	A
	58	Preeti is renting a kitchen to run a Paratha Shop, The rent of the kitchen is _____ cost?	Variable	Total	Fixed	Admin	C
	59	_____ is the money we invest in producing a product or service.	Business revenue	Product Cost	Product Price	Business Pitch	B
	60	Mani is a painter and he buys new brushes and tins for painting. What type of cost it is?	Total Cost	Fixed Cost	Variable Cost	Maintenance	B
Funding for Your Business	61	The word funding means _____.	Money for shopping	Saving and Spending	Money to start a business	Bank account	C
	62	A _____ is a new business, which later grows into a big company	NSIC	Parlours	Hotels	Start Up	D
	63	_____ supports entrepreneurs to get loans under several schemes in district level.	National small industries corporation (NSIC)	District Industry Centres (DIC)	SIDO	SSLC	B
	64	Prem wants to start a shop. He can apply for _____ loan to have benefits.	Home	MUDRA	Education	Car	B
	65	Seema plans to open a hotel and has applied for a MUDRA Loan. What must she submit as part of her loan MUDRA loan application?	Her resume	A business plan	Vacation plan	An essay	B

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Business Stories: Learning from Successes and Failures	66	A product name that has been officially registered with the Trademark Registry of India is _____.	Marked	Trademark	Approved	Token	B
	67	Entrepreneurs learn from their success as well as their _____.	Failures	Friends	Profit	Business Pitch	A
	68	The secret to growing your business is to choose the right _____ to support your growth	Clothes	Family	Friends	Team	D
	69	Wahid wants to register his product under a trademark. What is the benefit of getting a trademark for your product?	He can sell it at higher rate	No one else can use the same product name	He will get a lot of success	He can take many loans and not repay	B
	70	Joy started a homemade pickle business. He has not been able to get profit in the first 2 months. What should he do?	End his business	Borrow money	Find reasons for his failure & learn from them	Get angry	C

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Introduction to the World of Work	1	An occupation undertaken for a long period and with opportunities for progress is called	Job	Career	Work	Hobby	B
	2	Everything that we do outside work is ____.	Personal life	Professional life	Tuition	Dislikes	A
	3	Balance in _____ is important to have a healthy and happy life.	Career demand	Job satisfaction	Work-life	Salary	C
	4	Siddhu is planning to start his career. He should have ____.	Education	Career plan	Resume	All of these	D
	5	Sarah is a teacher at a school for one year. After that, she becomes a trainer for new teachers and then a principal. What does this job progression show?	Sarah's job	Sarah's hobby	Sarah's career	Sarah's education	C
My Interests and Abilities	6	Activities that one is good at and can do well are called ____.	Abilities	Interests	Passion	Sports	A
	7	Things that one loves to do are called ____.	Abilities	Job	Interests	Work	C
	8	We should choose our career based on our ____.	Disadvantages	Strengths	Weakness	Workplace	B
	9	Nisha loves cooking and she is good at dancing. Her ability is ____.	Cooking	Dancing	Painting	Singing	B
	10	Jack is very good at MS Excel. He must apply for a job based on his ____.	Interests	Abilities	Decision	Mood	B

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Building My Career Pathway	11	A ____ path is a series of jobs to help you progress towards your goals.	Career	Foot	Unsatisfying	Work	A
	12	One must choose the career path based on the changing_____.	Interests	Abilities	Cities	Market demands	D
	13	How can creating career pathway posters help you plan your career?	By teaching unrelated skills	By ignoring market demands	By providing clarity on your future goals	By limiting your career growth	C
	14	Suraj has finished his ITI course. He can create a career path that helps him progress towards his ____and ____.	Cooking and painting	Goals and Objectives	Strengths and weakness	Singing and dancing	B
	15	Prem has completed his fashion design course. Which of the following he must consider when choosing a career path?	Demands	Trends	Ability	All of these	D
Job Market Research	16	What does a market scan help us do?	Learn new hobbies	Get better at sports	Identify different career pathways	None of these	C
	17	Which is NOT a proper way to collect data about a career?	Listening to gossips	Career magazines	Career guidance agencies	News papers	A
	18	What can be the source of information for a market scan?	Internet	Industry visits	Alumni	All of these	D
	19	Latha is planning to join a beauty salon. But she is not very sure about this profession. Who should she speak with to get a better understanding of the profession?	Professionals	Parents	Classmates	Strangers	A
	20	Raghu's father had a typewriting press/shop. Now, he is replacing typewriters with_____.	Phones	Computers	TV	Radio	B

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Goal Setting for your Career	21	A _____ is something you really want in life. You plan and take the right actions to make it happen.	Dream	Desire	Goal	None of these	C
	22	The goal that someone plans to achieve within a year is called a_____.	Long term goal	Steps	Milestone	Desire	C
	23	SMART stands for _____.	Specific, Measurable, Achievable, Relevant, and Time-Bound.	Specific, Measurable, Archive, Relevant, and Time-Bound.	Specific, Measurable, Achievable, Relevant, and Trim	Specific, Memorable, Achievable, Relevant, and Time-Bound.	A
	24	Nithya aims to achieve a score of 75% in her 10th-grade exams by the end of the academic year. This is a _____goal.	SMART	STAR	Great	Life-time	A
	25	Ramesh wanted to collect 50 stamps in 6 months. So, he started by collecting two stamps every week. This is a _____goal.	Short-term	Life-time	Long-term	Unrealistic	A

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Customer Service and Relationship Building	1	A person who buys a product is a ____.	Student	Customer	Seller	Servicer	B
	2	What is the service given to the customer before, during or after a purchase called?	Customer service	Auto Service	Management Service	None of these	A
	3	What does the growth of a business depend on?	How you talk to customers	How you take feedback from customers	How you help customers	All of these	D
	4	Harish has taken up his family business of ironing clothes. His customers are not happy with the service. What should Harish do to make his business better?	Increase the cost	Give better customer service	Stop the business	Change the business	B
	5	Pushpa and Kavya have opened a shop for baby clothes in Bangalore and Chennai. Bangalore outlet is gaining more popularity and profit? What might be the reason?	Good customer relationship in Bangalore shop	Chennai is very hot	There are more babies in Bangalore	No reasons	A
Types of Customers	6	A dissatisfied customer means ____.	Happy customer	Beautiful customer	Unhappy customer	Old customer	C
	7	A customer who buys a product for the first time is a ____.	Bargaining customer	Vendor	New customer	Researching customer	C
	8	Loyal Customers are those who ____.	Keep coming back to the same shop	Hate the shop	Buy a product/a service for the first time	Ask for more discount	A
	9	Ravi has a customer who bargains a lot. The customer wants to buy a dress that costs 500 rupees but only wants to pay 300 rupees. What should Ravi do?	Tell the customer to go away	Give the dress for 300 rupees	Talk to the customer and sell the dress for 400 rupees	Do nothing	C
	10	Meena sells milk packets. One day, she got a dissatisfied (unhappy) customer because the milk was spoilt. What should Meena NOT do now?	Say sorry to the customer	Quickly give another packet of milk	Make sure the customer is happy	Get angry with the customer	D

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Probing to Identify Customer Needs	11	Probing for customer needs means _____.	To celebrate with customers	Get angry with the customer	To ask customers what they need	To give discount	C
	12	Caring for customers is key to growing your business. What does this mean?	Care for what customers want	Care for customers when they are sick	Care for customers at their home	Care for keys	A
	13	___ is a way to understand the customer's needs and emotions by asking questions.	Apologising	Probing	Explaining	Assuming	B
	14	Tapsi is at a clothes shop to buy a gift for her friend. She can't decide which clothes to pick. How can the salesperson help Tapsi?	By asking open questions	By asking probing questions	By asking closed questions	By asking open, probing and closed questions	D
	15	Sudha buys vegetables from Karthik's shop. She is happy with the quality and prices. She can help Karthik's business improve by _____.	Sharing good words about the shop	Watching the shop	Hating Karthik	Buying vegetables from other shop	A
Simple Techniques for Communicating with Customers	16	Why is it important to use selling techniques?	To look confident	To make friends with customers	To have fun	To connect with customers & make sure they make a purchase	D
	17	_____ is a sales technique that aims to market additional products to the customers.	Probing	Cross selling	FAB	Lying	B
	18	FAB means _____	Features, Advantages, Benefits	Features, Advices, Benefits	Five, Advertisements, Boards	Festival, Adventure, Behalf	A
	19	Swati needs to sell a laptop. She can use the _____ technique to sell it.	FAB	TAB	Cross selling	Probing	A
	20	Smitha needs to sell a mobile phone. She is writing down the advantages and benefits of the different phones. She is writing a _____.	Financial statement	Service statement	FAB statement	Bill	C

Lesson Name	Q. No	Question	Option A	Option B	Option C	Option D	Correct Answer
Closing Sales and Customer Feedback	21	Customers sharing their experience and opinion about a product is called ____.	Customer Support	Customer Feedback	Customer Probing	Customer ID	B
	22	Closing sales technique is an essential skill for a ____.	Sales person	Child	Manager	Clerk	A
	23	Now or never close, summary close and question close are 3 important ____.	Opening techniques	Probing techniques	Closing Techniques	Discount	C
	24	A hotel asked its customer's to fill customer satisfaction survey. What are they trying to do?	Sell more hotels	Collect customer feedback	Advertise their hotel	Promote their hotel	B
	25	Sales person tells the customer "the offer exists today only". This sales technique is called ____.	Now or never close	Summary close	Question close	Opening technique	A

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Positive Work Environment	1	Which of these is a bad practice in a workplace?	Open and honest communication	Opportunity to grow in the company	Good work-life balance	No trust between co-workers	D
	2	Good, professional relationship with co-workers can give the feeling of _____.	Job satisfaction	Fear	Confusion	Negative energy	A
	3	How can we save resources on our planet?	Use less electricity	Create less pollution	Use less plastic	All of these	D
	4	Ganesh greets his co-workers every day. He is trying to maintain _____ at work.	his authority	good relationships	frustration	power	B
	5	Kim has a habit of switching off her desktop and PC when not in use. This helps to _____ energy at the workplace.	Spend	Waste	Conserve (Save)	Practice	C
Personal Grooming and Hygiene	6	_____ is the process of taking steps to look neat and presentable.	Grooming	Brooming	Caring	Uniform	A
	7	Why is personal grooming important?	It creates a positive first impression.	It helps you feel confident.	It shows self-discipline.	All of these	D
	8	During an industrial visit or an interview we have to dress _____.	formally	dirty	in pajamas	casually	A
	9	What happens If we do not maintain good personal hygiene (cleanliness)?	We become more popular.	We feel happier.	We can get sick easily.	Our health improves.	C
	10	Shreyas is going for an interview . He has picked a shirt from the cupboard. He must _____ before wearing it.	soak	color	tear	iron	D

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Managing Stress in the Workplace	11	_____ can be a physical, mental, or emotional reaction, that makes us feel worried.	Stress	Food	Job	Action	A
	12	What kind of stress can lead to lifelong physical and mental health issues?	Short-term	Long-term	Mid-term	Good stress	B
	13	_____ stress can make us feel excited and motivated.	Bad	Good	Short-term	Long-term	B
	14	Tom feels very tensed and scared. He is unable to concentrate before his exams. He is sweating. What kind of stress is this?	Good	Small	Bad	Never	C
	15	Arjun focuses only on his work and does not get involved in workplace politics. He also makes sure he does not work after office-hours. He makes time for his family. What is he doing?	He is working a lot.	He is not working at all.	He is maintaining good work-life balance.	He is enjoying workplace politics.	C

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Building My Resume	16	A _____ is the first document an employer will look at when reviewing the job application.	Certificate	Resume	Ticket	Bank statement	B
	17	What are the key elements of a resume?	Personal information	Career objective	Education	All of these	D
	18	Which of the following is NOT a soft skill?	Time Management	Communication Skill	Carpentry	Goal Setting	C
	19	Vimal wanted to update his resume. Which of the following he should NOT include in his resume?	Salary expectations	Name	Qualification	Date of birth	A
	20	Harry has knowledge of circuits and wiring. He can apply as a/an _____ in a company.	Beautician	Plumber	Fitter	Electrician	D
Preparing for an Interview	21	_____ is the formal process of checking if the candidate is suitable for the job.	Interview	Onboarding	Training	Reading	A
	22	Which of the following is NOT an interview skill?	Clear communication	Painting	Active listening	Showing confidence	B
	23	Which of the following are good manners in an interview?	Not making eye contact	Speaking too fast	Being on time	Getting irritated	C
	24	The interviewer asked Rahul to wait for a few days. What can Rahul do after few days?	Follow up with the employer on phone call or email	Give up his hope	Never call	Meet his friends	A
	25	Seema is attending an interview. What is she is supposed to carry for the interview?	Resume	Certificates	ID cards	All of these	D

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Decoding Interview	26	Which of the following will the interviewer expect from the candidates?	Good soft skills	Cooking skills	Singing skills	Painting skills	A
	27	Which of the following should be avoided while facing an interview?	Use mobile	Speaking	Listening	Answering questions	A
	28	The job interview is a discussion between ____ and ____ for mutual benefit.	teacher and student	employee and employer	brother and sister	friends and relatives	B
	29	Nagma has an important job interview tomorrow. What should she do to prepare for her interview?	Arrive late to show she is busy	Wear casual clothes to feel comfortable	Talk only about her personal life	Research the company & prepare questions to ask	D
	30	Rita did not enjoy her work in her previous company. She is going for interview to another company. What should Rita NOT do?	Talk badly about her previous company	Communicate clearly	Take her resume	Be on time for the interview	A
Mock Interview	31	A mock interview is a ____ job interview.	fun	practice	virtual	difficult	B
	32	The main purpose of mock interviews is to ____.	give marks	judge people	give feedback	waste time	C
	33	Which of the following is an advantage of a mock interview?	Learning how to speak	Learning how to dress	Using proper body language	All of these	D
	34	Geetha wants to take a mock interview before attending the real one. Whom do you think she must choose as an interviewer?	A stranger	Her senior	Her younger sister	Shopkeeper	B
	35	Keith recorded his interview as a video to understand his performance. This is also one of the methods to receive ____.	feedback	wishes	compliments	Greetings	A

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Professional Networking	36	How can a professional network support your career growth?	By offering free travel discounts	By sharing knowledge and professional guidance	By organizing social parties	By giving financial loans	B
	37	Who can be in your professional network?	College professors	Classmates	Co-workers	All of these	D
	38	Where can you build a professional network?	Social events	Current job	Alumni clubs	All of these	D
	39	Rekha takes care of all water-pipe fittings in her company. Which professional network can she be a part of?	Plumbers	Carpenters	Tailors	Beauticians	A
	40	Saif's college professor guided him to choose the right career path. He must show ____ to his guide.	Gratitude	Anger	Fear	Arrogance	A
Handling Rejection and Failure	41	The lack of success in achieving a goal or completing a task is called ____.	Failure	Success	Boring	Satisfaction	A
	42	Something that is not accepted by someone is called ____.	Acceptance	Rejection	Failure	Success	B
	43	One needs to handle failure and rejection with a ____ attitude.	Negative	Helpful	Positive	Rude	C
	44	Sundar's hotel business was under heavy loss. He had to close business. How can he learn from failure and achieve success?	Think about what happened in a systematic way	Stay positive to learn from failure	Don't give-up and try again	All of these	D
	45	Sheela prepared for an interview for a week but got nervous and was rejected. What should she do to improve?	Keep thinking about her failure	Do not lose focus from her goals	Avoid future interviews	Ignore feedback from the interview	B

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Industry Visit 1 and 2	46	_____ helps in experiencing the real world of work.	Interview	Industry visit	Mock interview	Failure	B
	47	What is the advantage of an Industry visit?	Chance to talk to the family	Chance to talk to the friends	Chance to talk to the experts	Chance to talk to the teachers	C
	48	Raji is studying to be a Baker in a from an ITI. Which place is suitable for her to do industry visit?	Bread factory	Paint factory	Toy factory	Chemical factory	A
	49	During the industrial visit I will _____ about the company/ industry that I visit.	learn about the company/industry that is being visited	have fun with friends	do sight seeing	enjoy all the benefits from the company	A
	50	How can an industrial visit benefit students in career development?	By showing how real jobs are done and what different roles involve	By allowing them to skip regular classes	By offering them immediate employment	By giving them opportunities to relax and have fun	A
Reflection after Industry Visit	51	During an industry visit, an important thing to observe is _____.	Canteen food	Colors	Behaviour of workers	Generator	C
	52	_____ opportunities can also be found during industry visit.	Playing	Cooking	Painting	Internship	D
	53	After industry visit, how can you reflect on your experience?	Share your experience with classmates, teachers and family	Write a report about what you learned and observed	Review and think about any advice you received during the visit	All of these	D
	54	Which of these is NOT a question to ask during an industrial visit?	How do you keep things safe and high quality?	What are the main products made here?	What is your favourite hobby?	How does your production line work?	C
	55	Which of the following aspects did you focus on the most during your industrial visit?	The quality of food in the cafeteria	The types of machinery and technology used in manufacturing processes	The uniforms worn by employees	The decoration of the offices	B

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Guest Lecture by Alumni Or HR	56	A formal interaction between students and a guest speaker is known as _____.	Group meeting	Guest lecture	A casual chat	time pass	B
	57	Guest lectures act as a platform to talk to alumni about their _____	experience	hobbies	family life	travel plans	A
	58	Which of these is NOT a question to ask alumni during guest lecture?	How did you prepare yourself for a job/workplace?	What are your travel plans?	How did you convince your parents/family to work?	Did you relocate for your job? What were the main challenges?	B
	59	What is the most important thing to focus in a Guest Lecture?	YouTube Reels	Expectations of the workplace	Shopping centers near workplace	Holidays	B
	60	Farida met an ex-student of her institute. He/she can be called as an_____.	Alumni	Interviewer	Professor	Referee	A
Introduction to Platform - Based Jobs	61	_____ are jobs that you find by being part of a particular online platform or an app.	Platform-based jobs	Life time jobs	Railway platform jobs	None of these	A
	62	Which of these is NOT a platform for finding platform-based jobs?	Urban Company	Uber	Swiggy	Government office	D
	63	Which of these services can you find on platform-based job portals?	Home & Appliance Repair services	Beauty salon services	Cleaning services	All of these	D
	64	Shilpa wanted to get her house cleaned before Diwali. On which portal can she book this service?	Helpr	Swiggy	Zomato	Ola	A
	65	Chandu is sick and unable to cook food. From which platform can he order food?	Flipkart (product selling app)	Urban Company (home cleaning & repair services)	Swiggy (food delivery app)	Myntra (Shopping app)	C

Lesson Name	Q. No.	Question	Option A	Option B	Option C	Option D	Correct Answer
Applying for Jobs through Online Portals	66	Job search engines are also called ____.	Shopping platforms	Job portals	Resume Builder	Play store	B
	67	Which of the following is a specialized app or portal designed to find jobs?	Zomato	Myntra	Amazon	Naukri	D
	68	Creating profiles on multiple portals always helps in ____ reach.	Low	Wider/Vast	Limited	Small	B
	69	Ram just finished his training course. Which portal can he use to look for jobs as a fresher?	Freshersworld	Urban Company	Swiggy	Myntra	A
	70	A company is asking for money for applying for a job from Ruhi. She realized that it must be a ____ job.	good	real	fake	great	C
Enrolling for Apprenticeships	71	What is the full form of NAPS?	National Appraisal Promotion Scheme	National Apprenticeship Promotion Scheme	National Appreciation Pro Scheme	National Apparent Provident Scheme	B
	72	NAPS is a scheme by the Government of India to provide apprenticeship training through the ____.	Employers	Teachers	Trainers	Professors	A
	73	NAPS provides apprenticeship training opportunities for a student who has completed ____ years.	18	21	14	10	C
	74	Vibha wants to register on the NAPS portal. She should have ____ to register.	Diploma	ITI certificate	Degree	Masters degree	B
	75	Arunima has completed an apprenticeship training on NAPS. She will be getting a ____ on completion.	Certificate	Credit Card	Clothes	Scholarship	A

