

BECOMING PROFESSIONAL IN THE 21ST CENTURY

Q. ID: ITISKILL0046FW

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Answer Key

Duration: 60 Mins

Total Marks: 30

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1. Choosing between two or more options is known as _____ process.

- A) Manufacturing
- B) Scientific
- C) Decision-making
- D) Technical

Answer: C) Decision-making

2. Neetu has excellent story telling skills. What type of intelligence is it?

- A) Body Smart
- B) Picture Smart
- C) Word Smart
- D) Logic Smart

Answer: C) Word Smart

3. Finding a solution to any problem is known as _____ skill.

- A) Critical thinking
- B) Decision-making
- C) Over thinking
- D) Problem solving

Answer: D) Problem solving

4. Swaraj is looking for internet-based/data entry jobs. What is the most important skill he needs?

- A) Entrepreneuria I skills
- B) Beautician skills
- C) Basic computer skills
- D) Wood cutting skills

Answer: C) Basic computer skills

5. Inability to do something well is one's _____.

- A) Aspiration
- B) Strength
- C) Weakness
- D) Value

Answer: C) Weakness

6. The time blocked for work is called a _____ technique.

- A) Doro
- B) Pomo
- C) Pomodoro
- D) Domo

Answer: C) Pomodoro

7. Which of the following is not a part of one's personality?

- A) Beliefs
- B) Skin colour
- C) Weaknesses
- D) Strengths

Answer: B) Skin colour

8. Good time management helps in improving _____ at work.

- A) Performance
- B) Weakness
- C) Pressure
- D) Stress

Answer: A) Performance

9. Rahim learns MS Office during his lunch break. This is an example of -

- A) Logical thinking
- B) Over thinking
- C) Time Management
- D) Online job

Answer: C) Time Management

10. What are the advantages of time management?

- A) Reduce stress
- B) All of these
- C) Complete tasks on time
- D) Achieve daily goals

Answer: B) All of these

11. If one is capable of finding solutions to problems, one will get better at _____.

- A) Career
- B) Self-motivation
- C) Painting
- D) Problem-solving

Answer: D) Problem-solving

12. Regular assessment of skills is necessary for the growth of _____.

- A) Job
- B) Skill
- C) Interview
- D) Career

Answer: D) Career

13. Meena likes to learn music in her free time. It is one of her _____ to improve.

- A) Interests
- B) Weakness
- C) Value
- D) Logics

Answer: A) Interests

14. _____ is a way of thinking to solve a problem.

- A) Critical thinking
- B) Self confidence
- C) Negative attitude
- D) Time Management

Answer: A) Critical thinking

15. Bijo is not good at MS excel. With his hard work, he learns to overcome weaknesses and turn them into a _____.

- A) Value
- B) Strength
- C) Leader
- D) Belief

Answer: B) Strength

16. Alpan does yoga in the morning. He follows Youtube classes to motivate himself. This is an example of _____.

- A) Problem- Solving
- B) Time Management
- C) Decision-Making
- D) Self-motivation

Answer: D) Self-motivation

17. _____ is one of the behavioral skills that is required to organize work efficiently and complete it on time.

- A) Cooking
- B) Painting
- C) Time Management
- D) Dancing

Answer: C) Time Management

18. Steve's mother told him that the mixer grinder is not working. What should be his first step in order to solve the problem?

- A) Throw it
- B) Complain
- C) Sell the mixer
- D) Identify the problem

Answer: D) Identify the problem

19. Manu thinks about a problem well before making any decision. This is an example of;

- A) Critical thinking
- B) Logical thinking
- C) Time Management
- D) Self-motivation

Answer: A) Critical thinking

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.

- A) Negative attitude
- B) Conflict resolution
- C) Decision- making
- D) Positive attitude

Answer: C) Decision- making

21. Rehana faced a problem with her project. She is dealing with a problem with the right attitude. This is an example of-

- A) Positive attitude
- B) Negative attitude
- C) Scientific skill
- D) Technical skill

Answer: A) Positive attitude

22. Bhanu creates 25 minutes task planner and never gets distracted during the blocked time. Which method does she follow?

- A) Timing
- B) Pomodoro
- C) Blocktime
- D) Calendar

Answer: B) Pomodoro

23. The process of manufacturing has changed due to technology and _____ development.

- A) Scientific
- B) Facilitation
- C) Teaching
- D) Training

Answer: A) Scientific

24. Which of the following is not a step in problem solving?

- A) Divide problem into parts
- B) Find solutions
- C) Identify the problem
- D) Set timer

Answer: D) Set timer

25. Soni is trying to fix the download problem on the laptop. She did not succeed on the first attempt. What should she do?

- A) Try another way
- B) Quit the job
- C) Never solve the problem
- D) Quit the task

Answer: A) Try another way

26. Major changes took place in the manufacturing world with _____.

- A) White revolution
- B) Industrial revolution
- C) Green revolution
- D) Milk revolution

Answer: B) Industrial revolution

27. Which of the following is not a part of decision-making?

- A) Generate options
- B) Identify problem
- C) Implement decision
- D) Performance

Answer: D) Performance

28. The way we manage/solve the problem is called _____.

- A) Passion
- B) Conflict resolution
- C) Positive attitude
- D) Negative attitude

Answer: B) Conflict resolution

29. Things that one is good at doing are _____.

- A) Concerns
- B) Passion
- C) Abilities
- D) Interests

Answer: C) Abilities

30. The way we interact, manage and deal with our external environment is known as _____ skills.

- A) Musical
- B) Technical
- C) Behavioural
- D) Teaching

Answer: C) Behavioural