

# BECOMING PROFESSIONAL IN THE 21ST CENTURY

Q. ID: ITISKILL0046FW

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Question Paper

Duration: 60 Mins

Total Marks: 30

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Student Name: \_\_\_\_\_ Roll No: \_\_\_\_\_

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

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

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

2. The way we interact, manage and deal with our external environment is known as \_\_\_\_\_ skills.

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

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

3. The time blocked for work is called a \_\_\_\_\_ technique.

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

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

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

4. What are the advantages of time management?

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

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

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

5. Alpan does yoga in the morning. He follows Youtube classes to motivate himself. This is an example of \_\_\_\_\_.

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

13. Finding a solution to any problem is known as \_\_\_\_\_ skill.

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

6. If one is capable of finding solutions to problems, one will get better at \_\_\_\_\_.

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

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

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

7. \_\_\_\_\_ is one of the behavioral skills that is required to organize work efficiently and complete it on time.

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

15. Meena likes to learn music in her free time. It is one of her \_\_\_\_\_ to improve.

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

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

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

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

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

9. Good time management helps in improving \_\_\_\_\_ at work.

17. Major changes took place in the manufacturing world with \_\_\_\_\_.

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

18. Regular assessment of skills is necessary for the growth of \_\_\_\_\_.

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

19. \_\_\_\_\_ is a way of thinking to solve a problem.

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

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

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

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

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

22. Inability to do something well is one's \_\_\_\_\_.

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

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

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

24. Neetu has excellent story telling skills. What type of

intelligence is it?

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

25. The way we manage/solve the problem is called \_\_\_\_\_.

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

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

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

27. Choosing between two or more options is known as \_\_\_\_\_ process.

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

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

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

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

30. Things that one is good at doing are \_\_\_\_\_.

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