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1. Which of the following is NOT a people skill required in a workplace?

- A) Listening B) Being kind
C) Technical skills (Correct) D) Supporting coworkers

2. Which of the following ways can help you work well with people?

- A) Staying calm, even in challenging situations B) Accepting your mistakes
C) Paying close attention to what people say **D) All of these (Correct)**

3. Amit's team is feeling low because of a failed project. As a leader, what should he do?

- A) Blame them for the failure **B) Encourage learning from mistakes (Correct)**
C) Scold them D) Ignore his team members

4. What does working well together mean?

- A) Sharing ideas and listening B) Finding solutions together
C) Offering to help when someone needs it **D) All of these (Correct)**

5. Simi is always trying out new ways to reuse the waste materials. She is the ___?

- A) Planner B) Doer (Incorrect)
C) Idea Person D) Peacekeeper

6. Which of the following is a self-management skill?

- A) Honesty and Integrity B) Commitment
C) Adaptability and Flexibility **D) All of these (Correct)**

7. You are working on something difficult, but it's not going well. What should you do?

- A) Keep trying and look for another way.** B) Take a break and give up.
C) Ask someone else to do it for you. (Incorrect) D) Get upset and quit trying.

8. Which of the following are good work habits?

- A) Staying calm when work is challenging (Incorrect) B) Following workplace rules
C) Not giving up when something goes wrong **D) All of the above**

9. Why is it important to think of new ways to solve problems?

- A) New ideas can make work easier or faster. (Correct)** B) It is fun to try new things.
C) To waste time D) It is unnecessary to try new things.

10. What are some resource related problems in a workplace?

- A) Shortage of Materials B) Machine Problems
C) Not Enough Space **D) All of these (Correct)**