

BECOMING PROFESSIONAL IN THE 21ST CENTURY

Q. ID: ITISKILL232605

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Answer Key

Duration: 60 Mins

Total Marks: 30

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

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

Answer: D) Time Management

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

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

Answer: C) Abilities

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

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

Answer: B) Interests

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

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

Answer: C) Skin colour

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

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

Answer: B) Time Management

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

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

Answer: C) Pomodoro

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

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

Answer: A) Problem solving

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

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

Answer: D) Word Smart

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

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

Answer: C) Strength

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

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

Answer: B) Set timer

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

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

Answer: A) Career

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

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

Answer: A) Performance

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

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

Answer: A) Behavioural

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

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

Answer: B) Critical thinking

15. 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

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

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

Answer: C) Pomodoro

17. Inability to do something well is one's ____.

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

Answer: C) Weakness

18. The way we manage/solve the problem is called ____.

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

Answer: C) Conflict resolution

19. What are the advantages of time management?

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

Answer: A) All of these

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

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

Answer: A) Performance

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

Answer: A) Decision- making

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

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

Answer: C) Basic computer skills

23. Major changes took place in the manufacturing world with ____.

- A) White revolution
- B) Industrial revolution

C) Milk revolution

D) Green revolution

Answer: B) Industrial revolution

24. Choosing between two or more options is known as ____ process.

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

Answer: C) Decision-making

25. The process of manufacturing has changed due to technology and ____ development.

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

Answer: A) Scientific

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

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

Answer: B) Try another way

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

Answer: B) Identify the problem

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

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

Answer: B) Positive attitude

29. ____ is a way of thinking to solve a problem.

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

Answer: B) Critical thinking

30. 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

Answer: C) Self-motivation