

BECOMING PROFESSIONAL IN THE 21ST CENTURY

Q. ID: ITISKILL232605

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Question Paper

Duration: 60 Mins

Total Marks: 30

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Student Name: _____ Roll No: _____

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

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

2. What are the advantages of time management?

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

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

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

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

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

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

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

6. 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) Strength
- D) Value

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

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

8. 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

9. _____ is one of the behavioral skills that is required to

organize work efficiently and complete it on time.

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

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

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

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

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

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

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

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

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

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

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

15. 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) Negative attitude
- C) Conflict resolution
- D) Positive attitude

16. 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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

25. 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

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

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

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

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

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

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

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

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

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

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