

Duration: 30 Mins

Total Marks: 30

ID: ITISKILL3618E9

Student Name: _____	Roll No: _____
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1. \_\_\_\_\_ is a way of thinking to solve a problem.
 

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

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

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

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

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

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

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

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5. 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) Complain
C) Identify the problem	D) Throw it

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

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

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

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

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

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

A) Decision-making	B) Manufacturing
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10. 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) Technical skill
C) Positive attitude	D) Scientific skill

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

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

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12. 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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

25. 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) Decision- making
- C) Conflict resolution
- D) Positive attitude

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

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

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

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

28. 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

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

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

30. What are the advantages of time management?

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