

# MONTHLY TEST FOR THE MONTH OF MARCH-2026

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Question Paper

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Score: 18/25 (72.00%)

Code: 3540

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

- A) Listening (Incorrect)      B) Being kind  
C) **Technical skills**      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. Venu is a fabric cutter. His team made a mistake in cutting cloth. What's a good way to handle it?

- A) Blame the person who cut the cloth (Incorrect)      B) Wait for someone else to solve it  
C) **Discuss and find a way to fix it**      D) Get angry and scold his team

4. While working with your team on a project, one of your coworkers is finding it difficult to finish their job. What should you do in this situation?

- A) Finish their work for them.      B) Ignore their problem and focus on your own work.  
C) Complain about them to the boss.      D) **Help and support them to finish their work. (Correct)**

5. 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

6. 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)**

7. Which of the following behaviors is NOT a characteristic of a team player?

- A) **Taking credit for others' work (Correct)**      B) Listening to teammates' ideas

- C) Respecting different viewpoints      D) Willingness to help others

8. In a team where members have different ideas, and there is a disagreement in the team, what should be done?

- A) Let them argue      B) Choose one idea without discussion (Incorrect)  
C) **Discuss both ideas and find a way to make everyone agree**      D) Ask someone else to decide

9. Simi is always trying out new ways to reuse the waste materials. She is the \_\_\_\_?

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

10. Which of these situations shows people working well together as a team?

- A) Two people arguing and not agreeing      B) **A group sharing ideas and listening to each other (Correct)**  
C) One person doing all the work without any help from team members      D) None of these

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

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

12. Priya works at a factory where she operates a packaging machine. When the machine suddenly stops working, Priya quickly finds another way to do her work. Which self-management skill does Priya use?

- A) Honesty and Integrity      B) **Adaptability (Correct)**  
C) Conflict management      D) None of these

13. You are working on a team project with tight deadlines. Your coworker falls ill, leaving their portion of the work incomplete. What should you do?

- A) Criticise your coworker for not completing his work      B) Keep working on your own tasks  
C) **Ask other team members for help and complete your coworker's task (Correct)**      D) Complain your supervisor about the incomplete work

14. You discover a mistake in your work that caused delays in the project. What should you do?

- A) Blame team members for the delay  
B) Wait for someone else to find out your mistake  
**C) Tell your boss about the mistake (Correct)**  
D) Ignore the mistake and continue working

15. Which of the following are good work habits?

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

16. Priyanka found a faster way to pack products at the factory. What should she do?

- A) Pack products faster than her coworkers  
B) Continue packing the way the team has been doing  
**C) Share the faster packing method with her team (Correct)**  
D) None of these

17. Savita works at a factory. A new machine she hasn't used before stops working. What should she do?

- A) Ignore it.  
B) **Try again and believe in her ability to fix it. (Correct)**  
C) Blame someone else.  
D) Hide the machine.

18. 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.

19. What should you do before making a choice at work?

- A) Look at all the details  
B) Listen to others' ideas and ask questions (Incorrect)  
C) Take time to think and then choose  
**D) All of these**

20. When thinking of new ideas, why is it important to share ideas with others, even if they are not perfect?

- A) To make others feel included.  
B) To show off your knowledge. (Incorrect)  
**C) Talking can help make ideas better.**  
D) To impress others.

21. 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)**

22. Raj works as a factory manager. He has a big order to deliver but there aren't enough workers. What should Raj do?

- A) Stop working  
B) **Request workers to work extra hours (Correct)**  
C) Ignore the problem  
D) Cancel the orders

23. What are the different steps in Design Thinking?

- A) Imagine, Plan and Try  
B) Try, Create and Decide  
**C) Listen, Choose, Plan, Try, Ask**  
D) Imagine, Decide, Create and Try (Incorrect)

24. Rohan has come up with an idea to improve his work using Design Thinking. What must he do next?

- A) Write down his idea and keep it safe  
B) **Apply and test if it works (Correct)**  
C) Tell everyone about it  
D) Think of another idea

25. Your community wants to reduce plastic waste. How can you use Design Thinking to find new ideas to solve this problem?

- A) Ignore the problem because it's too difficult to solve.  
B) **Work together with shops and people nearby to find ways to use less plastic. (Correct)**  
C) Make more things with plastic because they're easy to use.  
D) Blame others for the plastic waste issue.