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GOVT ITI CHINCHOLI

Answer Key

Duration: 30 Mins

Total Marks: 10

Q.ID: ITISKILL6494KA

1. 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) None of these
C) Adaptability D) Conflict management

Answer: C) Adaptability

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

- A) Respecting different viewpoints B) Willingness to help others
C) Taking credit for others' work D) Listening to teammates' ideas

Answer: C) Taking credit for others' work

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

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

Answer: B) All of these

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

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

Answer: D) Encourage learning from mistakes

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

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

Answer: D) Technical skills

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

Answer: C) Help and support them to finish their work.

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

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

Answer: A) All of these

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

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

Answer: B) A group sharing ideas and listening to each other

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

Answer: C) Ask other team members for help and complete your coworker's task

10. What does working well together mean?

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

Answer: D) All of these