

Duration: 30 Mins

Total Marks: 10

Q.ID: ITISKILL7508BF

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

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

Answer: C) Request workers to work extra hours

2. What are some people related problems in a workplace?

- A) Workers don't know the tasks
- B) Not enough workers
- C) Communication problems
- D) All of these

Answer: D) All of these

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

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

Answer: B) Encourage learning from mistakes

4. Why is it important to think of new ways to solve problems?

- A) It is fun to try new things.
- B) To waste time
- C) It is unnecessary to try new things.
- D) New ideas can make work easier or faster.

Answer: D) New ideas can make work easier or faster.

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

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

Answer: D) Technical skills

6. Which of the following best describes the self-management skill of reliability?

- A) Ignoring the needs of others
- B) Not being honest with coworkers
- C) Not completing tasks on time
- D) People always trust you to do your job well

Answer: D) People always trust you to do your job well

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

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

Answer: B) Taking credit for others' work

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

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

Answer: B) All of these

9. If your first design doesn't work, what should you do?

- A) None of these
- B) Ask for feedback and try to improve
- C) Give up on it
- D) Make something else

Answer: B) Ask for feedback and try to improve

10. Shreeja made a new bag design and showed it to 5 different people for feedback. Why is it important to listen to different users and not just one?

- A) Because it's fun
- B) To understand the common problems from different users
- C) To get a lot of ideas
- D) To get a lot of appreciation for her work

Answer: B) To understand the common problems from different users