

**Preparing for Life and Career © 2013**

**Chapter 11: Preparing for Job Success—Interactive Quiz Questions**

- \_\_\_\_\_ 1. The basic skills you need to get, keep, and succeed on a job are called \_\_\_\_\_ skills.
- A. employability
  - B. academic
  - C. thinking
  - D. communication
- \_\_\_\_\_ 2. Practices used to examine a problem, research possible solutions, and analyze potential outcomes are referred to as \_\_\_\_\_.
- A. evaluations
  - B. scientific principles
  - C. CAD programs
  - D. technology
- \_\_\_\_\_ 3. Looking at all sides of an issue to analyze the situation and solve problems is called \_\_\_\_\_.
- A. leadership
  - B. a CAD program
  - C. teamwork
  - D. critical thinking
- \_\_\_\_\_ 4. Which of the following is *not* a positive way to be an effective leader?
- A. Lead without input from other members.
  - B. Motivate members.
  - C. Encourage participation.
  - D. Work with committees.
- \_\_\_\_\_ 5. Feeling the need or desire to do something is called \_\_\_\_\_.
- A. ambition
  - B. motivation
  - C. cooperation
  - D. teamwork
- \_\_\_\_\_ 6. Working well with others is \_\_\_\_\_.
- A. motivation
  - B. career and technical student organizations
  - C. cooperation
  - D. a committee

- \_\_\_\_\_ 7. When a few group members have a problem, which of the following is the best way to resolve the issue?
- A. Use the decision-making process.
  - B. Have the leader make all of the decisions.
  - C. Ignore the issue and assume that the problem will resolve itself.
  - D. Discuss the issue with people who are not concerned.
- \_\_\_\_\_ 8. To be \_\_\_\_\_ is to be careful not to offend or upset other people when instructing others or giving criticism.
- A. trustworthy
  - B. dependable
  - C. punctual
  - D. tactful
- \_\_\_\_\_ 9. Which of the following is *not* a quality of a good employee?
- A. Positive work ethic.
  - B. Laziness.
  - C. Dependability.
  - D. Can learn from criticism.
- \_\_\_\_\_ 10. A person's belief about work based on his or her values is a person's \_\_\_\_\_.
- A. punctuality
  - B. self-concept
  - C. work ethic
  - D. trustworthiness