Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quiz Chapter 2 – Skills

**True/False**

1. Serving as secretary of an Honors Club is an example of an extracurricular activity.
2. Leisure activities are formalized experiences that allow you to have fun while gaining critical job skills.
3. Transferable skills are not applicable to career-specific industries.
4. A “can-do” attitude combined with a creative and task-oriented skill set will demonstrate your professionalism to an employer.
5. The 4 C’s & 3 R’s are two types of transferable skill sets that can only be acquired in the workplace.
6. Network development support and skills development support are two benefits of “group affiliation.”
7. People who serve in the military have very little “real-world” experience to put on a résumé.
8. Reviewing course descriptions in a college catalog and job announcements are good ways to identify skills you might have used in the past.
9. You have to enjoy doing something for it to be considered a “skill.”
10. Digital literacy can facilitate the career exploration process by helping you to evaluate online information.

**Multiple Choice**

1. Employment is defined as:
	1. Any paid part-time/full-time, short-term/long-term, temporary/permanent work experience
	2. Any unpaid part-time/full-time, short-term/long-term, temporary/permanent work experience
	3. Any experience where you acquire transferable skills
	4. A series of paid or unpaid tasks that lead to career growth
2. Which of the following is not an experiential learning experience:
	1. Paid federal internship
	2. Business management class
	3. Unpaid internship with the Girl Scouts of America
	4. Red Cross volunteer
3. The following is an example of a career-specific or technical skill set:
	1. Oral communication
	2. Blueprint reading
	3. Organization
	4. Teamwork
4. The 4 C’s describe those transferable skills that are valuable to an employer. They are:
	1. Confidence, control, compassion, collaboration
	2. Critical thinking, communication, collaboration, creativity
	3. Creativity, concern, contemplation, critical thinking
	4. Collaboration, compassion, confidence, constancy
5. An individual who commits to the concept of “lifelong learning”:
	1. Is also known as a “professional student”
	2. Will be viewed unfavorably by employers
	3. Will take additional courses to prepare for a new career field or career advancement
	4. Is probably unwilling to commit to a personal relationship
6. Someone who is skilled in “interviewing for information” can:
	1. Draw out subjects with incisive questioning
	2. Do well in an interview
	3. Multitask successfully
	4. Define goals and objectives
7. Someone who can achieve results by assigning tasks to others is skilled in:
	1. Initiating change
	2. Monitoring
	3. Delegating
	4. Making decisions

1. Someone who can sketch, draw, illustrate, and photograph, has the ability to:
	1. Write
	2. Portray images
	3. Synthesize
	4. Generate ideas
2. A growth mindset:
	1. Can limit opportunities for growth
	2. Is a term that describes technological growth
	3. Enables an individual to learn from challenges
	4. Can inhibit a fixed mindset

**Short Answer**

1. Identify three skills that can be developed by participating in a college debate team.
2. Identify three skills that one can acquire by overcoming adversity, such as being raised in a gang-infested neighborhood and then going on to graduate from college.
3. The ability to synthesize and transmit ideas in both written and oral form describes which of the 4 C’s?

**Completion**

1. Despite a high unemployment rate nationwide, many employers are still having difficulty hiring employees due to a(n)\_\_\_\_\_\_\_\_\_\_\_gap.
2. Knowing how to manage and utilize information, media, and technology successfully is known as
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.