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

**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.
Answer:
Any of the following: critical thinking, presentation skills, time management, organizational skills, communication, analytical thinking, teamwork, leadership
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.
Answer:
Any of the following: decision-making, goal-setting, persistence, task-orientation, responsibility, perseverance
3. The ability to synthesize and transmit ideas in both written and oral form describes which of the 4 C’s?Answer:
Communication

**Completion**

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