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