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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Employability skills and people skills are two different sets of skills.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

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| --- | --- |
| *ANSWER:* | False |

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| 2. If a technician possesses many employability skills, that technician’s technical ability is far less important.

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| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

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| --- | --- |
| *ANSWER:* | False |

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| 3. Geometric dimensioning is often referred to as a soft skill.

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| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

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| --- | --- |
| *ANSWER:* | False |

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| 4. While computer technology continues to progress, the human element of organizations is still a big priority.

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| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

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| --- | --- |
| *ANSWER:* | True |

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| 5. Employees with good people skills, working well together, can help their companies win competitive contracts.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

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| *ANSWER:* | True |

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| 6. Employers generally look for employees who tell the truth most of the time, but are willing to lie when necessary.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

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| --- | --- |
| *ANSWER:* | False |

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| 7. ​Having a positive work ethic can help a technician develop and possess many of the employability skills necessary for drafting and design technicians.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

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| --- | --- |
| *ANSWER:* | True |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 8. Taking pride in one’s work, and striving to complete work properly and on time are aspects of a positive work ethic.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

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| --- | --- |
| *ANSWER:* | True |

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| 9. While quality interviewing skills are nice to have, they are not as necessary for those who can create an effective resume.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

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| --- | --- |
| *ANSWER:* | False |

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| 10. A resume should be brief, and easy to read.

|  |  |  |
| --- | --- | --- |
|   | a.  | True |
|   | b.  | False |

|  |  |
| --- | --- |
| *ANSWER:* | True |

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| 11. Employability skills are also often referred to as:

|  |  |  |
| --- | --- | --- |
|   | a.  | interactive skills |
|   | b.  | soft skills |
|   | c.  | human resource skills |
|   | d.  | every day skills |

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| --- | --- |
| *ANSWER:* | b |

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| 12. Which of the following is not an employability skill?

|  |  |  |
| --- | --- | --- |
|   | a.  | communication |
|   | b.  | attitude |
|   | c.  | tolerancing |
|   | d.  | workplace safety |

|  |  |
| --- | --- |
| *ANSWER:* | c |

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| 13. Which of the following employability skills best reflects trustworthiness?

|  |  |  |
| --- | --- | --- |
|   | a.  | information management |
|   | b.  | personal values |
|   | c.  | teamwork/project work |
|   | d.  | continual improvement |

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| --- | --- |
| *ANSWER:* | b |

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| 14. Which employability skill is most important when employees utilize email, texting, voice mail, and social networking applications on the job?

|  |  |  |
| --- | --- | --- |
|   | a.  | communication |
|   | b.  | information management |
|   | c.  | flexibility and adaptability |
|   | d.  | teamwork/project work |

|  |  |
| --- | --- |
| *ANSWER:* | a |

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| 15. Which employability skill can best come in handy when attempting to evaluate another employee’s point of view regarding a project, or big decision?

|  |  |  |
| --- | --- | --- |
|   | a.  | communication |
|   | b.  | flexibility and adaptability |
|   | c.  | responsibility and accountability |
|   | d.  | critical thinking and problem solving |

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| --- | --- |
| *ANSWER:* | d |

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| 16. Today’s fast-paced global work environment requires employees who are open to change and can react quickly. Which employability skill can be most helpful in doing so?

|  |  |  |
| --- | --- | --- |
|   | a.  | critical thinking and problem solving |
|   | b.  | responsibility and accountability |
|   | c.  | teamwork and project work |
|   | d.  | flexibility and adaptability |

|  |  |
| --- | --- |
| *ANSWER:* | d |

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| 17. Those employees who focus on solutions rather than what they can’t do can best be described as having:

|  |  |  |
| --- | --- | --- |
|   | a.  | flexibility |
|   | b.  | critical thinking skills  |
|   | c.  | a positive attitude |
|   | d.  | unrealistic expectations |

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| *ANSWER:* | c |

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| 18. In an effort to survive over the long-term, organizations require drafting and design technicians who:

|  |  |  |
| --- | --- | --- |
|   | a.  | continuously get better |
|   | b.  | peak early in their careers |
|   | c.  | remain consistent |
|   | d.  | are happy with “good enough” |

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| --- | --- |
| *ANSWER:* | a |

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| 19. Which of the following is *not* typically an aspect of having a positive work ethic?

|  |  |  |
| --- | --- | --- |
|   | a.  | punctuality |
|   | b.  | striving for improvement |
|   | c.  | analyzing information |
|   | d.  | giving best effort |

|  |  |
| --- | --- |
| *ANSWER:* | c |

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| 20. The ability to set aside your own personal agenda for the overall good of the organization will most help you when:

|  |  |  |
| --- | --- | --- |
|   | a.  | improving your skills |
|   | b.  | working on team projects |
|   | c.  | remaining positive |
|   | d.  | thinking critically |

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| *ANSWER:* | b |

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| 21. A resume could be described as:

|  |  |  |
| --- | --- | --- |
|   | a.  | a list of job references |
|   | b.  | an introduction |
|   | c.  | a marketing pamphlet |
|   | d.  | an opportunity |

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| *ANSWER:* | c |

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| 22. Which of the following is *not* an element that you would typically include in a cover letter?

|  |  |  |
| --- | --- | --- |
|   | a.  | list of hobbies and interests |
|   | b.  | reference to the job you are interested in |
|   | c.  | ​references to resume that relate specifically to the job |
|   | d.  | your up-to-date contact information |

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| --- | --- |
| *ANSWER:* | a |

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| 23. Which person would likely serve as the best reference?

|  |  |  |
| --- | --- | --- |
|   | a.  | a personal friend from your neighborhood |
|   | b.  | a former, long-time direct supervisor |
|   | c.  | an uncle who works at the company to which you are applying |
|   | d.  | a former colleague who once worked with you on a project |

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| --- | --- |
| *ANSWER:* | b |

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| 24. When deciding what to wear to an interview, which of the following is *not* something you are typically looking to convey?

|  |  |  |
| --- | --- | --- |
|   | a.  | our respect for the interviewer |
|   | b.  | the interview is important to you |
|   | c.  | you really need the job to support your family |
|   | d.  | you care enough to make a good impression |

|  |  |
| --- | --- |
| *ANSWER:* | c |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 25. Researching the company you want to work for prior to your interview can help the interviewer determine what about you? :

|  |  |  |
| --- | --- | --- |
|   | a.  | your “fit” within the organization |
|   | b.  | your ability to retain knowledge |
|   | c.  | your communication skills |
|   | d.  | your work ethic |

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| --- | --- |
| *ANSWER:* | a |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 26. Your posture, how you shake hands, how you dress, and your facial expressions during an interview are examples of:

|  |  |  |
| --- | --- | --- |
|   | a.  | personality |
|   | b.  | your personal wealth |
|   | c.  | nonverbal cues |
|   | d.  | health indicators |

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| --- | --- |
| *ANSWER:* | c |

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| 27. During your interview, which is the best way to speak?

|  |  |  |
| --- | --- | --- |
|   | a.  | faster than normal, in an effort to convey as much information as possible |
|   | b.  | using a relaxed and measured rate |
|   | c.  | in loud, confident tones |
|   | d.  | as if the interviewer is a good friend |

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| --- | --- |
| *ANSWER:* | b |

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| 28. When seeking out references, which is one of the more important things to do before adding them to a list you submit to a potential employer?

|  |  |  |
| --- | --- | --- |
|   | a.  | buy them a gift |
|   | b.  | ask them first |
|   | c.  | invite them to lunch |
|   | d.  | offer them a reward if you get the job |

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| --- | --- |
| *ANSWER:* | b |

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| 29. What is one strategy for ensuring that an employer will fully review your resume, rather than throwing it away?

|  |  |  |
| --- | --- | --- |
|   | a.  | ask a friend who works at the company to check |
|   | b.  | send your resume at least five times |
|   | c.  | include a quality cover letter |
|   | d.  | call the hiring manager in regular intervals until you know for certain |

|  |  |
| --- | --- |
| *ANSWER:* | c |

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| 30. Which of the following is *not* a skill that is typically necessary to secure a quality position with a drafting and design organization?

|  |  |  |
| --- | --- | --- |
|   | a.  | identify job openings |
|   | b.  | ability to garner favors |
|   | c.  | develop a letter of introduction |
|   | d.  | interview effectively |

|  |  |
| --- | --- |
| *ANSWER:* | b |

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