

Professional Skills

1). How does design thinking help solve problems?

- (A) By following a strict process
- (B) By guessing solutions randomly
- (C) By understanding what people need and improving solutions
- (D) By trusting on personal assumptions

Correct Answer : C

2). What are the different steps in design thinking?

- (A) Imagine, Plan and Try
- (B) Try, Create and Decide
- (C) Listen, Choose, Plan, Try, Ask
- (D) Imagine, Decide, Create and Try

Correct Answer : C

3). While purchasing an equipment for your trade, how will you make decision?

- (A) Choose the cheapest machine available
- (B) Look at all the details, think carefully about the needs & budget and then make the choice
- (C) Pick the machine which you like
- (D) Choose the first machine you see

Correct Answer : B

4). When you do not know how to use a new machine, what will be your action?

- (A) Ask for help and learn how to use the machine
- (B) Take a break and do it later
- (C) Stay silent till someone teaches you
- (D) Leave the job

Correct Answer : A

5). What is work ethic?

- (A) Skills for work
- (B) Moral values at work
- (C) Physical labor
- (D) Measuring productivity

Correct Answer : B

6). A person's natural ability to do something is called _____

- (A) attitude
- (B) adaptability
- (C) aptitude
- (D) acceptance

Correct Answer : C

7). Which of the following best describes skills such as commitment, reliability, adaptability and flexibility?

- (A) Teamwork
- (B) Self-management
- (C) Business
- (D) Education

Correct Answer : B

8). If a factory manager gets a big order to deliver but there is a shortage of workers, the manager will _____

- (A) Stop working
- (B) Request workers to work extra hours
- (C) Ignore the problem
- (D) Cancel the orders

Correct Answer : B

9). Which of the following is a good work habit?

- (A) Getting tensed when work is challenging
- (B) Not following workplace rules
- (C) Choosing easy tasks
- (D) Not giving up when something goes wrong

Correct Answer : D

10). What is required for your career growth and sustainability?

- (A) Good behaviour
- (B) Degree
- (C) Opportunity
- (D) Build new skills

Correct Answer : D

11). While doing some difficult work, if it is not going on well, what we have to do?

- (A) Keep trying and look for another way
- (B) Take a break and give up
- (C) Ask someone else to do it for you
- (D) Get upset and quit trying

Correct Answer : A

12). A bag manufacturer designs a product and shows it to five different people for feedback. Why

is it important to listen to different users and not just one?

- (A) Because it's fun
- (B) To get a lot of ideas
- (C) To understand the common problems from different users
- (D) To get a lot of appreciation for her work

Correct Answer : C

13). Learning a new skill to do fundamentally the same nature of task is called _____

- (A) Reskilling
- (B) Upskilling
- (C) Semi-skilled
- (D) Technician

Correct Answer : B

14). What is a benefit of self-improvement?

- (A) Better relationships
- (B) Increased workload
- (C) Lower confidence
- (D) Stagnation

Correct Answer : A

15). Which of the following is a good working habit?

- (A) Complaining about coworkers
- (B) Arriving late to work
- (C) Dressing neatly
- (D) Ignoring tasks

Correct Answer : C

16). What are some resource related problems in a workplace?

- (A) Electricity
- (B) Less operators
- (C) More space for less machines
- (D) Shortage of materials and space

Correct Answer : D

17). When your team's project is unsuccessful, what will you do as a leader?

- (A) Blame the team for the failure
- (B) Encourage learning from mistakes
- (C) Scold them
- (D) Ignore the team members

Correct Answer : B

18). Why is a strong work ethic important?

- (A) More vacations
- (B) Slower work
- (C) Efficient productivity
- (D) Less teamwork

Correct Answer : C

19). _____ is always doing our work with dedication and to the best of our ability.

- (A) Self-management
- (B) Reliability
- (C) Commitment
- (D) Honesty

Correct Answer : C

20). If your first design of design thinking doesn't work, what should you do?

- (A) Give up on it
- (B) Ask for feedback and try to improve
- (C) Make something else
- (D) Purchase some other design

Correct Answer : B

21). While working with your team on a project, one of your coworkers is finding it difficult to finish their job. What should you do in this situation?

- (A) Finish their work for them.
- (B) Ignore their problem and focus on your own work.
- (C) Complain about them to the boss.
- (D) Help and support them to finish their work.

Correct Answer : D

22). What has drastically changed the world of work?

- (A) Environment
- (B) Technology
- (C) Investment
- (D) Workers

Correct Answer : B

23). While working on a project, you realized that you had made a mistake. What should you do?

- (A) Blame team members for the mistake

(B) Wait for someone else to find out about the mistake

(C) Tell your boss about the mistake

(D) Ignore the mistake and continue working

Correct Answer : C

24). Which of the following ways can help you work well with people?

(A) Technical skill

(B) Not doing any mistakes

(C) Not talking to coworkers

(D) Paying attention, staying calm in challenging situations

Correct Answer : D

25). Plan, Prepare, Perform is related to _____.

(A) your resume

(B) your work

(C) attending an interview

(D) your personality

Correct Answer : C

26). While working with a team, if we notice a co-worker struggling with their workload, what should we do?

(A) Ignore their struggles and focus on your own work.

(B) Offer to help them with their tasks.

(C) Laugh at their inability to manage their workload.

(D) Report their struggles to the supervisor.

Correct Answer : B

27). What should you do before making a choice at work?

(A) Don't think too much

(B) Look at the details, listen to others' ideas and choose

(C) Take immediate decision

(D) Don't discuss with others

Correct Answer : B

28). For career growth and _____ we need to build _____

(A) skills, sustainability

(B) skills, bridges

(C) sustainability, dams

(D) sustainability, new skills

Correct Answer : D

29). What is a good habit regarding your behavior towards coworkers?

(A) Ignore them

(B) Complain behind their backs

(C) Treat them with respect

(D) Avoid interaction

Correct Answer : C

30). Which of the following is a people skills required in a workplace?

(A) Driving skills

(B) **Being kind & Listening**

(C) Technical Skills

(D) Work alone

Correct Answer : B

31). Which is a good way to handle when some of your team member made a mistake?

(A) Blame the person who did the mistake

(B) Wait for someone else to solve it

(C) **Discuss and find a way to solve it**

(D) Get anger and scold the team

Correct Answer : C

32). What are some people related problems in a workplace?

(A) More staff in the workplace (B) More qualified workers (C) More experienced works

(D) **Workers do not communicate while facing the problem**

Correct Answer : D

33). What does working well together mean?

(A) Be friendly with all

(B) Not doing any mistakes

(C) Participate get-together

(D) **Sharing ideas, listening, finding solutions together**

Correct Answer : D

34). Your community wants to reduce plastic waste. How can you use design thinking to find new ideas to solve this problem?

(A) Ignore the problem because it's too difficult to solve

(B) Work together with shops or people nearby to find ways to use less plastic

- (C) Make more things with plastic because they're easy to use
- (D) Blame others for the plastic waste issue

Correct Answer : B

35). What does being punctual at work signify?

- (A) Carelessness
- (B) Professionalism**
- (C) Laziness
- (D) Disinterest

Correct Answer : B

36). Which of these situations show people working well together as a team?

- (A) Two people arguing and not agreeing
- (B) A group sharing ideas and listening to each other**
- (C) One person doing all the work without any help from team members
- (D) All are working without discussing each other

Correct Answer : B

37). _____ is a code of behaviour that is based on respect, values and professionalism.

- (A) Workplace etiquette**
- (B) Business
- (C) Education
- (D) Experience

Correct Answer : A

38). When a manufacturer is trying to make a better school bag using design thinking, what would be the next step after understanding the students' needs in a bag?

- (A) Plan different bag designs**
- (B) Ask students to test the bags
- (C) Choose the material for the bag
- (D) Choose the colour of the bag

Correct Answer : A

39). As a machine operator, if you find that your machine is not working properly, what should you do?

- (A) Ignore it

(B) Try to find the cause and remedies for the problem to solve it

- (C) Blame someone for the defect
- (D) Hide the machine

Correct Answer : B

40). A person can get promotions based on his _____ and _____

- (A) environment, experience
- (B) example, qualifications
- (C) qualifications, experience**
- (D) conduct, behaviour

Correct Answer : C

41). Which of the following best describes the self-management skill of reliability?

- (A) Not completing tasks on time
- (B) People always trust you to do your job well**
- (C) Ignoring the needs of others
- (D) Not being honest with colleagues

Correct Answer : B

42). What term describes a person who is always trying out new ways to reuse waste materials?

- (A) Planner
- (B) Doer
- (C) Idea Person**
- (D) Peacekeeper

Correct Answer : C

43). Which of the following behaviours is not a characteristic of a team player?

- (A) Taking credit for others' work**
- (B) Listening to teammates' ideas
- (C) Respecting different viewpoints
- (D) Willingness to help others

Correct Answer : A

44). What should you avoid in your appearance at work?

- (A) Wearing clean clothes
- (B) Wrinkled clothes**
- (C) Neat appearance
- (D) Proper uniform

Correct Answer : B

45). What will keep evolving there by making jobs undergo changes?

- (A) Time
- (B) Workforce
- (C) Technology**
- (D) Investment

Correct Answer : C

(A) Being respectful and polite in online communications

(B) Sharing someone's personal information without their permission

(C) Using appropriate language and avoiding offensive content

(D) Respecting others' privacy and digital boundaries

Correct Answer : B

46). In an organization where all workers are skilled and working systematically, the outcome will be _____.

- (A) Loss for the organisation
- (B) Confusion
- (C) Increased output and profit**
- (D) Less work gets done

Correct Answer : C

47). When we find a faster way to pack products at the factory, what should we do?

- (A) Pack products faster than our coworkers
- (B) Continue packing the way the team has been doing
- (C) Share the faster packing method with our team**
- (D) Keep the method as secret

Correct Answer : C



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48). When a machine operator suddenly faces a problem and quickly finds another way to do the work, it is called _____.

- (A) Honesty
- (B) Adaptability**
- (C) Sincerity
- (D) Integrity

Correct Answer : B

49). If you are making a new app for the people, why it is important to test it?

- (A) To show people how good you are at making apps
- (B) To check if people like the colors and pictures
- (C) Because it's fun to watch others try your app
- (D) To see how people use it and make it better**

Correct Answer : D

50). Which of the following is not an example of a good digital etiquette?

