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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Employability skills and people skills are two different sets of skills.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | |

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| 2. If a technician possesses many employability skills, that technician’s technical ability is far less important.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | |

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| 3. Geometric dimensioning is often referred to as a soft skill.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *ANSWER:* | False | |

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| 4. While computer technology continues to progress, the human element of organizations is still a big priority.   |  |  |  | | --- | --- | --- | |  | a. | True | |  | b. | False |  |  |  | | --- | --- | | *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 |  |  |  | | --- | --- | | *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 |  |  |  | | --- | --- | | *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 |  |  |  | | --- | --- | | *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 |  |  |  | | --- | --- | | *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 |  |  |  | | --- | --- | | *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 |  |  |  | | --- | --- | | *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 |  |  |  | | --- | --- | | *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 |  |  |  | | --- | --- | | *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 |  |  |  | | --- | --- | | *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” |  |  |  | | --- | --- | | *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 |  |  |  | | --- | --- | | *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 |  |  |  | | --- | --- | | *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 |  |  |  | | --- | --- | | *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 |  |  |  | | --- | --- | | *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 |  |  |  | | --- | --- | | *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 |  |  |  | | --- | --- | | *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 |  |  |  | | --- | --- | | *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 |  |  |  | | --- | --- | | *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 | |