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SUB- IT

AUTUMN HOLIDAY HOMWWORK

1. Self-Management skills refers to
	* always keep busy to oneself
	* live life with positive attitude
	* controls the anger
	* motivating oneself and setting goals
2. Ms. Hiral started a career as fresher in IT Company. She wants to perform well at work and life in general. Which of the following skills shee need to improve?
	* Discipline
	* Timeliness
	* professionalism
	* All of the above
3. Mr. Bhupesh done a project very well. Now he is collecting feedback, insights of his work-specific proficiencies. This is called:
	* Self-Awareness
	* Responsibility
	* Time-Management
	* Adaptability
4. Ms. Neha was appointed as a head girl of school. Now needs to prepare a team for different houses. But she couldn’t prepare it on time and she reported to the CCA in charge of the school to improve her skills. Here Ms. Neha shown
	* Self-Awareness
	* Responsibility
	* Time-Management
	* Adaptability
5. Smit has prepared a time table to achieve his goal. This skills is known as
	* Self-Awareness
	* Responsibility
	* Time-Management
	* Adaptability
6. Mr. Chirag is very adaptable. It means that he is
	* prioritising his things to do effectively
	* taking responsibility
	* stick with best practices and ready for new changes
	* thinking about daily interactions
7. If someone is worried that he or she will not perform well in exam or career, feel pressurised and have a fear of failure in life. This situations give birth to
	* stress
	* fear
	* fever
	* negative emotions
8. Stress leads to
	* happiness
	* positive thinking
	* firmness
	* mental troubles
9. The demands to threats which causes emotional or mental or physical as well as social reactions are known as
	* stressors
	* positive thoughts
	* attitude
	* behaviour
10. Term 1 exam is approaching near by. Mr. Rehan is feeling unprepared. This situation causes
	* confidence
	* stress
	* positiveness
	* strong beliefs
11. Check the following statements:
	* Statement A:Stress can motivate you to finish the assignment on time
	* Statement B:Stress can be helpful in many instances
		+ Statement A is correct
		+ Statement B is correct
		+ Statement A and Statement B – Both are correct
		+ Statement A and Statement B – Both are incorrect
12. Which of the following are consequences of stress?
	* limit ability to function well
	* harm emotional and physical health
	* causes something dangers if excess
	* all of these
13. The ABC of stress management refer to
	* Adversity, beliefs, Consequences
	* Accelerator, Break, Clutch
	* Action, Behaviour, Confidence
	* Attitude, Boldness, Creativity
14. Which of the following is one of signs of stress
	* tiredness
	* headache
	* feeling low
	* all of these
15. Arrange the steps of stress management in proper order
	* (A) Be aware you have stress
	* (B) Identify the causes
	* (C) Apply stress management techniques
	* (D) Feel Relaxed
		+ (D),(C),(B),(A)
		+ (A),(B),(C),(D)
		+ (A),(C),(D),(B)
		+ (B),(A),(C),(D)
16. Which of the following activity does not reduce the stress?
	* Time Management
	* Physical Exercise
	* Feeling Worried
	* Healthy Diet
17. Which of the following stress management technique will help to become more active?
	* Time Management
	* Physical Exercise
	* Positivity
	* Healthy Diet
18. Priyank is doing his work very efficiently. He is following a stress management technique which help him to give the strength. Which of the of the technique he is following?
	* Time Management
	* Physical Exercise
	* Positivity
	* Healthy Diet
19. Mahek got less marks in Maths. Instead of feeling worried she has started thinking to improve next time where she did mistakes. Here which technique she has followed?
	* Time Management
	* Physical Exercise
	* Positivity
	* Healthy Diet
20. Becoming self-aware, self-monitoring and self correcting refers to
	* work independently
	* emotional intelligence
	* self confident
	* positive thinking
21. Applying emotions to tasks like thinking and problem solving is known as
	* emotional awareness
	* harnessing emotions
	* managing emotions
	* controlling emotions
22. Managing emotions refers to
	* identify and name one’s own emotions
	* apply emotions to tasks like thinking and problem solving
	* regulate one’s emotions when necessary and help others to do the same
	* knowing what to do
23. Arrange the steps for building self-motivation in proper order:
	* (A) Set and focus on goals
	* (B) Stay loyal to goals
	* (C) develop plan to achieve the goal
	* (D) find out the strengths
		+ (A) -> (B) -> (C) -> D
		+ (D) -> (C) -> (B) -> (A)
		+ (D) -> (A) -> (C) -> (B)
		+ (B) -> (A) -> (D) – (C)
24. What makes you complete work or studies without others cheering you?
	* Self-confidence
	* Communication
	* Self-motivation
	* Self-esteem
25. Which of the following are types of motivation?
	* (a) Internal
	* (b) Intermediate
	* (c) External
	* (d) Extensive
		+ (a) and (c)
		+ (a) and (b)
		+ (b) and (c)
		+ (c) and (d)
26. The process of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in your life helps you decide on how to live your life, where you want to be, and how you want to be in the future.
	* managing time
	* goal setting
	* dealing people
	* understanding emotions
27. Which of the following refers to a set of dreams with a deadline to get them?
	* goals
	* strengths
	* weakness
	* confidence
28. Goals allows to
	* separate out what’s important
	* focus on the end result
	* successful in career and life
	* All of the above
29. To achieve goal you can follow
	* START Method
	* SMART method
	* STOP method
	* SHOW method
30. In SMART method
	* S refers to – Strong, Solid, Silence, Specific
	* M refers to – Management, Measurable, Manageablge, Maintainable
	* A refers to – Active, Attentive, Achievable, Accurate
	* R refers to – Realistic, Reliable, Relievable, Rational
	* T refers to – Tactful, Tangible, Time Bound, Teachable
31. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the how you spend the hours of your day well and do all that you want to do.
	* Stress Management
	* Work Management
	* Time Management
	* Event Management
32. Which of the following is a good example of time management?
	1. Ankit decide to finish his homework immediately after school
	2. Ankit decide to finish his homework at evening after dinner
	3. Ankit decide to not do his homework until teacher asks for checking
	4. Ankit decide to finish his homework done by his younger brother
33. Time management helps an individual in
	1. complete tasks on time
	2. not to waste time
	3. set future goals according to completion of tasks at regular interval
	4. all of these
34. Organize the time steps of time management in correct order:
	1. (A) Organize
	2. (B) Track
	3. (C) Control
	4. (D) Pritortise
		1. (A) -> (B) -> (C) -> (D)
		2. (A) -> (D) -> (C) -> (B)
		3. (B) -> (C) -> (D) -> (A)
		4. (D) -> (A) -> (B) -> (C)
35. Angira made a timetable to study to achieve good score. This is refers to which of the following time table management steps?
	1. Organize
	2. Track
	3. Control
	4. Pritortise
36. Making a to do list and assign them specific rank to finish is considered in which of the following time management steps?
	1. Organize
	2. Track
	3. Control
	4. Prioritise
37. Mitee is studying from Google Classroom. But after few minutes she is starting chats on whatsapp with her friends. Here which of the following time management step she is not following well?
	1. Organize
	2. Track
	3. Control
	4. Prioritise
38. Which of the following time management steps helps us to analyse that we have used our time effectively?
	1. Organize
	2. Track
	3. Control
	4. Prioritise
39. ICT stands for
	1. Information and Contact Technology
	2. Information and Connection Technology
	3. Information and Communication Technology
	4. Information and Call Technology
40. All the methods, tools, concepts related to storing, recording and sending digital information is called \_\_\_\_\_\_\_\_\_\_\_\_\_
	1. ICT
	2. IT
	3. ITC
	4. ITS
41. The information can be recorded or stored through
	1. handwritten on paper
	2. written using type writer
	3. soft copy on computer
	4. all of the above
42. Which of the following in one of the mobile operating system?
	1. Linux
	2. Unix
	3. Mac OS
	4. iOS
43. Recognize me:When the computer is started, I perform some basic processes/functions to check all the devices are running properly or not
	1. Power On Self Test
	2. Welcome Screen
	3. Desktop
	4. Login Screen
44. Enter your username and password, I allow to open your computer to work upon
	1. Power On Self Test
	2. Welcome Screen
	3. Desktop
	4. Login Screen
45. I am capable to store and display all icons available in PC
	1. Power On Self Test
	2. Welcome Screen
	3. Desktop
	4. Login Screen
46. What is responsible for performing the POST (Power On Self Test)?
	1. The User
	2. Operating System
	3. Desktop
	4. BIOS
47. Identify the operating system out of the following:
	1. Google Chrome
	2. Adobe Photoshop
	3. Microsoft Windows
	4. Adobe Dreamweaver
48. Which of the following item is not present on desktop?
	1. Folder
	2. Disk drive
	3. Icon
	4. Taskbar
49. The login screen appears after
	1. POST
	2. Welcome Screen
	3. Windows Start Screen
	4. BIOS Screen
50. The \_\_\_\_\_\_\_\_ function key is used to get help in most programs.
	1. F12
	2. F2
	3. F3
	4. F1