

Name _____

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Class _____

Date _____

Chapter 1 Employability Skills for Drafting and Design Technicians

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

- a. True
- b. False

ANSWER:

False

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

- a. True
- b. False

ANSWER:

False

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

- a. True
- b. False

ANSWER:

False

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

- a. True
- b. False

ANSWER:

True

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

- a. True
- b. False

ANSWER:

True

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

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

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

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

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- a. True
- b. False

ANSWER: False

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

- a. True
- b. False

ANSWER: True

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

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

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

ANSWER: c

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

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

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

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- d. critical thinking and problem solving

ANSWER:

d

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

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

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

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

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

21. A resume could be described as:

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

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- d. an opportunity

ANSWER:

c

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

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

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

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

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

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

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- c. in loud, confident tones
- d. as if the interviewer is a good friend

ANSWER:

b

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

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

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