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Started on Tuesday, 6 April 2021, 10:52 AM

State Finished

Completed on Tuesday, 6 April 2021, 11:01 AM

Time taken 9 mins

Grade **100.00** out of 100.00

Question 1

Correct

Mark 4.00 out of 4.00

From this following job ad, it can be concluded that _____.



Select one:

- ☐ a. You have to come to the museum to apply for the job.
- ☐ b. One of the requirements of the job is you should have an experience in the same field before.
- ☒ c. The ad offers a job in a shop. ✓
- ☐ d. The museum is closed on Sunday.

Your answer is correct.

Question 2

Correct

Mark 4.00 out of 4.00

What personality character is being described?

This person is able to cope with last minute changes.

Select one:

- ☐ a. Persuasive
- ☐ b. Organized
- ☒ c. Flexible ✓
- ☐ d. Reliable

Your answer is correct.

Question 3

Correct

Mark 4.00 out of 4.00

When you write a job application letter, you should consider the following persons (who would probably read your letter), **except**:

Select one:

- ☐ a. the company's managers
- ☒ b. the company's medical practitioners ✓
- ☐ c. the business oriented people
- ☐ d. the technical people you are going to work with

Your answer is correct.

Question 4

Correct

Mark 4.00 out of 4.00

Which skills does this person have?

"I am good at working cooperatively. I am good at working and communicating within a team to achieve goals. I am a good listener."

Select one:

- ☐ a. Negotiation Skills
- ☒ b. Interpersonal Skills ✓
- ☐ c. Analytical skills
- ☐ d. Communication Skills

Your answer is correct.

Question 5

Correct

Mark 4.00 out of 4.00

What personality character is being described?

This person is good at getting other people to agree with him/her.

Select one:

- ☐ a. Decisive
- ☐ b. Organized
- ☐ c. Flexible
- ☒ d. Persuasive ✓

Your answer is correct.

Question 6

Correct

Mark 4.00 out of 4.00

Look at this sentence found in a company profile:

Est. in Western Jakarta, this company has already developed itself into a reputable company all over Indonesia.

What does "Est." mean?

Select one:

- ☐ a. estate
- ☒ b. established ✓
- ☐ c. eastern
- ☐ d. estimated

Your answer is correct.

Question 7

Correct

Mark 4.00 out of 4.00

Which skills does this person have?

"I am good at data analysis. I am excellent at interpreting data to see cause and effect and able to use this information to make effective decisions."

Select one:

- ☐ a. Interpersonal Skills
- ☐ b. Negotiation Skills
- ☐ c. Communication Skills
- ☒ d. Analytical skills ✓

Your answer is correct.

Question 8

Correct

Mark 4.00 out of 4.00

Complete this dialog:

 Interviewer: I understand. _____?

Sam: My colleagues describe me as a people's person. I just love connecting with the public and making their day by giving them the best experience that I can.

Select one:

- ☒ a. What was your greatest strength in your last job? ✓
- ☐ b. Why did you decide to leave?
- ☐ c. Where have you been working?
- ☐ d. How about your greatest weakness?

Your answer is correct.

Question 9

Correct

Mark 4.00 out of 4.00

Which skills does this person have?

"I actively seek feedback on my performance and carefully consider feedback. I demonstrate an interest in and understanding of my own and other cultures. I understand my own strengths and limitations."

Select one:

- ☐ a. Self-Confidence
- ☐ b. Creativity
- ☒ c. Self-Awareness ✓
- ☐ d. Independence

Your answer is correct.

Question 10

Correct

Mark 4.00 out of 4.00

Unlike job application letter, CV can be written in 2 or more pages.

Select one:

- ☐ a. False
- ☒ b. True ✓

Your answer is correct.

Question 11

Correct

Mark 4.00 out of 4.00

Complete this dialog:

**Interviewer:** Thanks, Sam! One more question. _____?**Sam:** I was responsible for changing the layout of the store to showcase some products that weren't getting the attention they deserved. Our sales went up 20% in the next quarter!

Select one:

- ☐ a. How about your greatest weakness?
- ☐ b. What was your greatest strength in your last job?
- ☐ c. Why did you decide to leave?
- ☒ d. What was your greatest achievement in your last job? ✓

Your answer is correct.

Question 12

Correct

Mark 4.00 out of 4.00

Which skills does this person have?

"I am able to formulate new ideas to solve problems. I am able to think ahead to spot and create opportunities. I set aside thinking time to come up with alternative ways of getting things done more efficiently."

Select one:

- ☐ a. Independence
- ☐ b. Self-Confidence
- ☐ c. Self-Awareness
- ☒ d. Creativity ✓

Your answer is correct.

Question 13

Correct

Mark 4.00 out of 4.00

What personality character is being described?

This person is able to plan ahead successfully.

Select one:

- ☒ a. Organized ✓
- ☐ b. Reliable
- ☐ c. Persuasive
- ☐ d. Flexible

Your answer is correct.

Question 14

Correct

Mark 4.00 out of 4.00

Which skills does this person have?

"I am able to express myself efficiently. I am able to make my opinions totally clear and rarely misunderstood. I produce clear, well-written reports that can be easily understood."

Select one:

- ☐ a. Interpersonal Skills
- ☐ b. Analytical skills
- ☒ c. Communication Skills ✓
- ☐ d. Negotiation Skills

Your answer is correct.

Question 15

Correct

Mark 4.00 out of 4.00

Why is writing a job letter via email said to be fairer and more objective?

Select one:

- ☐ a. You can get the fast response.
- ☒ b. You are not judged by your handwriting. ✓
- ☐ c. The letter is received fast.
- ☐ d. You can edit what you have typed as many times as possible.

Your answer is correct.

Question 16

Correct

Mark 4.00 out of 4.00

Complete this dialog:

Interviewer: Ok, that's interesting. _____?

Sam: Well, I enjoy my work but I feel that it's time for a change. I've got so much experience now, and I think I'm ready for the next level of responsibility.

Select one:

- ☐ a. Where have you been working?
- ☐ b. What was your greatest strength in your last job?
- ☐ c. Why do you want to work here?
- ☒ d. Why did you decide to leave? ✓

Your answer is correct.

Question 17

Correct

Mark 4.00 out of 4.00

Which skills does this person have?

"I am good at getting a good deal. I am good at developing and managing relationship with others. I am able to persuade, convince, and gain support from others."

Select one:

- ☐ a. Analytical skills
- ☐ b. Communication Skills
- ☐ c. Interpersonal Skills
- ☒ d. Negotiation Skills ✓

Your answer is correct.

Question 18

Correct

Mark 4.00 out of 4.00

What personality character is being described?

This person always does what s/he say s/he will do.

Select one:

- ☒ a. Reliable ✓
- ☐ b. Persuasive
- ☐ c. Flexible
- ☐ d. Organized

Your answer is correct.

Question 19

Correct

Mark 4.00 out of 4.00

Below are questions that you should ask while reading a job advertisement, **except**:

Select one:

- ☒ a. identify the writer of the ad ✓
- ☐ b. identify the job requirements
- ☐ c. identify the job description
- ☐ d. identify the salary

Your answer is correct.

Question 20

Correct

Mark 4.00 out of 4.00

Which skills does this person have?

"I can work with sustained energy and determination on my own. I can find ways to overcome obstacles to set myself achieve goals. I strive towards my own target and refuse to settle for second best."

Select one:

- ☐ a. Self-Confidence
- ☐ b. Creativity
- ☐ c. Self- Awareness
- ☒ d. Independence ✓

Your answer is correct.

Question 21

Correct

Mark 4.00 out of 4.00

Look at this sentence found in a job advertisement.

"comp lit at least able to operate Ms Office".

What does "comp lit" means?

Select one:

- ☐ a. complex literature
- ☐ b. complexity literacy
- ☒ c. computer literate ✓
- ☐ d. comprehensive literature

Your answer is correct.

Question 22

Correct

Mark 4.00 out of 4.00

What job is likely suitable for these following qualifications:

minimum of 18 months commercial experience of web development;

knowledge of HTML, Java, ASP;

full portfolio of URLs as examples.

Select one:

- ☐ a. Project Manager
- ☐ b. E-commerce Consultant
- ☐ c. Network Support
- ☒ d. Web Developer ✓

Your answer is correct.

Question 23

Correct

Mark 4.00 out of 4.00

When you write a job application letter, you are suggested not to write uncommon abbreviations or acronyms.

Select one:

- ☐ a. False
- ☒ b. True ✓

Your answer is correct.

Question 24

Correct

Mark 4.00 out of 4.00

Complete this dialog:

 **Interviewer:** So, tell me a bit about yourself, Sam. _____?

Sam: Sure! I've been working at Ryan's Sporting Goods in Orlando. I'm an assistant store manager.

Select one:

- ☐ a. Why do you want to work here?
- ☐ b. What was your greatest strength in your last job?
- ☐ c. Why did you decide to leave?
- ☒ d. Where have you been working? ✓

Your answer is correct.

Question 25

Correct

Mark 4.00 out of 4.00

What job is likely suitable for these following qualifications:

experience of Windows OS, Exchange, Monitoring Software, SQL Server, Verta, TCP/IP;

solid Gasp of Networking;

2 to 5 years experience in a network environment.

Select one:

- ☒ a. IT Engineer (Network and Database) ✓
- ☐ b. Network Support
- ☐ c. Project Manager
- ☐ d. Web Developer

Your answer is correct.

◀ Meeting 8 MI 3A, 28 March 2021

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