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| **Multiple Choice or True/False--General** | | |
| **Subject** | **Questions** | **Answers** |
| Pre Test | Which of the following is not a stage of teams?   1. Forming 2. Joining 3. Norming 4. Performing | B |
| Pre Test | Communicating should not come \_\_\_\_\_\_\_\_\_\_\_\_\_the engineering ; it’s \_\_\_\_\_\_\_\_\_of the engineering.   1. before; part 2. after; part 3. before; whole 4. after; whole 5. during; part 6. during; whole | B |
| Pre Test | Which of the following is not a characteristic of good work ethic?   1. Attendance and punctuality 2. Goal Setting 3. Procrastination 4. Positive Attitude 5. Accomplishment | C |
| General | Which of these is a disadvantage of Teamwork?   1. More ideas may be generated 2. More resources are available 3. **More time is taken to perform the tasks** 4. More networking opportunities | C |

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| **Multiple Choice or True/False--Work Ethic, Teamwork, and Communication** | | |
| **Subject** | **Questions** | **Answers** |
| Teamwork | A challenging teammate would exhibit all of the following behavior(s) except:   1. Consideration 2. Rudeness 3. Domination 4. Irresponsibility 5. All of the above | A |
| Teamwork | Which of the following is not part of a constructive relationship?   1. Open exchange of ideas, opinions, and perspectives 2. Show mutual respect, develop trust and support 3. Mutually influence one another 4. One dominant personality influences others | D |
|  | Which of these is a disadvantage of Teamwork?  a) More ideas may be generated  b) More resources are available  c) More time is taken to perform the tasks  d) More networking opportunities | C |
| Teamwork | True or False. It is important to periodically set and review goals. | T |
| Teamwork | True or False. A team is two or more people engaging to work on a common goal. | T |
| Teamwork | If you are in charge of writing the introduction section of the lab report, you are the only one accountable for that section. | F |
| Communication | In developing a poster for presentation, images from the web rarely work because:   1. The web relies on the internet 2. Poster presentations are made on paper 3. A web image is of a lower standard than printing standard 4. It is impossible to stretch a web image on paper 5. None of the above | C |
| Communication | Posters are:   1. Audience-driven medium 2. Not a form of presentation 3. Known as “The Praise Sandwich” 4. Large format printers 5. None of the above | A |
| Communication | In preparing written report, you need to \_\_\_\_\_\_\_\_\_\_\_\_\_before you \_\_\_\_\_\_\_\_\_\_\_\_.   1. EDIT ; REVISE 2. REVISE; EDIT 3. SUBMIT; REVISE 4. SUBMIT;EDIT | B |
| Communication | Give the audience \_\_\_\_\_\_\_\_\_\_\_\_\_\_first, rather than presenting them with information in the order you will discuss your topic.   1. AGENDA 2. CONTEXT 3. SUMMARY 4. SYNOPSIS | B |
| Communication | Which of the following is not part of the rhetorical triangle?   1. Audience 2. Purpose 3. Credibility 4. Reliability | D |
| Communication | The rhetorical triangle is an illustration that shows the 3 considerations for wise planning of communication in any communication mode (written, spoken, visual, or technological communications). According to the rhetorical triangle, in order to make sound rhetorical decisions, the communicator must assess 3 aspects of communication: ethos (credibility), pathos (audience), and logos (message). For each, choose the answer that best defines these terms:  1. Ethos (credibility)  **a. Understanding what rules and conventions the communicator is expected to follow**  b. Understanding the audience’s interest level  c. Believing the veracity of your own information sources  d. All of the above  e. None of the above  2. Pathos (audience)  a. Understanding the audience’s ability to understand the subject matter  b. Understanding the audience’s interest level  c. Finding a way to make the audience want to hear your message  **d. All of the above**  e. None of the above  3. Logos (message)  a. Listening to the thoughts of others, including the audience  **b. Knowing exactly what it is you want to communicate to your audience**  c. Believing in the veracity of your message  d. All of the above  e. None of the above |  |
| Work Ethic | Having good work ethic is a requirement to be a successful engineer. | True |
| Work Ethic | Having good work ethic means:   1. Having passion and perseverance for very long-term goals 2. Having Stamina 3. Working really hard to make your future a reality 4. Letting others take charge but being supportive 5. Being on time 6. All of the above | F |
| Work Ethic | Every week, I will receive individual grade based on my work ethic in the class. | True |

Choose six.

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| **Fill in the Blank or Matching--Work Ethic, Teamwork, and Communication** | | |
| **Subject** | **Questions** | **Answers** |
| Teamwork | \_\_\_\_\_\_ and \_\_\_\_\_\_ are two traits exhibited by good teammates. | 1. Selflessness 2. Communication 3. Accountability 4. Competitiveness 5. Confidence 6. Be Respectful 7. Trusting 8. Positive Attitude 9. Dependability 10. Have Fun |
| Teamwork | \_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_ are two advantages of teamwork. | * Possibly answers: Large problems need more people to resolve * Where a range of specialist skills needed * More ideas generated * Teams can provide support * More resources available * Increased networking opportunity * Increased professional development |
| Teamwork | \_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_ are two disadvantages of teamwork. | Possibly answers:   * Split decisions may cause divisions or resentment * Costs – may take time and resources to get set up * Slowness - may take more time to make decisions * Groupthink – less open to new ideas * Conflict – may occur between team members * Compromise – may not be the best possible solution |
| Teamwork | \_\_\_\_\_\_\_\_\_\_\_ is the key to successful and effective teamwork. | Communication |
| Teamwork (counts as 4 of your 6) | Match the statement with the type of team.   1. A team of employees from same department who meet each week to discuss how to improve service quality. 2. A team of people who take on a project with autonomy from their Supervisor or Manager 3. Employees from same hierarchical level, but different work areas, who come together to accomplish a specific task. 4. Teams that use computer technology to tie together physically dispersed members to achieve a common goal. 5. Virtual 6. Cross-Functional 7. Problem-Solving 8. Self-Managed | 1-C  2-D  3-B  4-A |
| Communication | \_\_\_\_\_\_\_\_, audience, and purpose are the three parts of the rhetorical triangle. | Credibility |
| Communication | \_\_\_\_\_\_\_\_ is the first step in the writing process | Pre-Writing |
| Communication | \_\_\_\_\_\_\_\_ is the last step in the writing process | Polishing or editing |
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| **Free Response Question--Work Ethic, Teamwork, and Communication** | | |
| **Subject** | **Questions** | **Answers** |
| Teamwork | Explain how your team worked effectively during the teamwork problem. | Answers will vary |
| Teamwork | What was the most challenging aspect of the teamwork problem? Explain. | Answers will vary |
| Communication | List the three sides of the rhetorical triangle and explain how you use them to write an effective engineering lab report. | Ethos, pathos, logos--Purpose, Audience, Credibility |
| Work Ethic | Which trait is the most important to exhibit to have good work ethic? Explain why. | Answers will vary |