



INDIAN SCHOOL AL WADI AL KABIR

Class: IX	Department: Commerce
Subject: Marketing and Sales	Part I– Employability Skills
	Chapter 2: Self-Management Skills

Q.No.	
1.	Dressing in a prim proper way for school, friend's place or for playground is an element of one of the self-management skills. Name it. (Grooming)
2.	Self-Reliance means _____. a) Ability to Work Independently b) Complete the task effectively c) Both of the above d) None of the above
3.	Which of the following is not a self-management skill? (a) Problem solving (b) Bargaining (c) Understanding self (d) Confidence building
4.	Do you think people living in hill stations can skip taking a bath for many days? (a) No, irrespective of the climate, one should take a bath regularly. (b) Yes, not taking bath for many days is acceptable for people staying in cold climate. (c) Yes, if they wipe themselves with a wet cloth, then it is fine. (d) None of the above
5.	Rahul gets feedback on his project work from his class teacher. Which of these options demonstrates positive attitude in this situation? (a) Rahul ignores the feedback. (b) Rahul takes the feedback but does not use it. (c) Rahul tells others that the teacher is wrong. (d) Rahul learns from the feedback and makes his project work better.
6.	The feeling of self-awareness enhances our _____. a) Self-confidence b) Self-monitoring c) Self-Regulation d) All of the above
7.	Priya is a marketing intern who frequently misses deadlines for her projects because she often underestimates the time needed for each task. Name the self-management skill Priya should focus on improving. (Time Management)
8.	Grooming is a term associated with (a) time management (b) problem solving (c) neat and clean appearance (d) self-management
9.	What can you do to get rid of negative thoughts or feelings? (a) Meditate to calm down and feel positive. (b) Ignore them and move on in life.

	(c) Act based on the negative thoughts or feelings. (d) Talk to a friend and share all your negative feelings.										
10.	Aria spends her weekends painting and loves exploring different art styles. Does this describe Aria's Interest or Ability? (Interest)										
11.	Rohan tends to get anxious in social situations and often avoids interacting with colleagues during breaks, affecting his networking opportunities. What aspect of self-management should Rohan work on to improve his interactions? a) Personal Hygiene b) Self-Confidence c) Time Management d) Financial Management										
12.	Rahul is great at analyzing data and creating insightful reports, which has helped his team make informed decisions. This describes Rahul's _____ in analysing data. (Ability)										
13.	<p>Match the Type of self-management skills given in column I with their definition in column II</p> <table border="1"> <thead> <tr> <th>Column I</th><th>Column II</th></tr> </thead> <tbody> <tr> <td>1. Time Management</td><td>(i) Ability to control your behaviour, discipline, etc.</td></tr> <tr> <td>2. Personal hygiene and grooming</td><td>(ii) Understanding a problem and finding a solution using step-by-step method</td></tr> <tr> <td>3. Problem solving</td><td>(iii) Keeping oneself clean, healthy and smart.</td></tr> <tr> <td>4. Self-control</td><td>(iv) Achieving tasks on time and according to the plan.</td></tr> </tbody> </table> <p>Choose the Correct option from the Following:</p> <p>a. 1-(i),2-(ii),3-(iii),4-(iv) b. 1-(iii),2-(i),3-(iv),4-(ii) c. 1-(iv),2-(iii),3-(ii),4-(i) d. 1-(ii),2-(iv),3-(i),4-(iii)</p>	Column I	Column II	1. Time Management	(i) Ability to control your behaviour, discipline, etc.	2. Personal hygiene and grooming	(ii) Understanding a problem and finding a solution using step-by-step method	3. Problem solving	(iii) Keeping oneself clean, healthy and smart.	4. Self-control	(iv) Achieving tasks on time and according to the plan.
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14.	<p>Which of the following is a quality of a self-confident person?</p> <p>(a) Patient (b) Compassionate c) Committed (d) Passionate</p>										
15.	<p>Name the Type of the self management skill illustrated in the following situations:</p> <p>1. Rohan receives feedback that he needs to improve his presentation skills, so he decides to enroll in a public speaking workshop. Goal setting</p> <p>2. Maya has trouble sticking to her budget and often makes impulse purchases. She starts tracking her spending to control her finances better. Self-control</p> <p>3. During a stressful sales week, Priya practices deep breathing and takes short breaks to maintain her focus and composure.. Stress management</p>										
16.	Assertion: Maintaining good personal hygiene and grooming is essential for making a positive impression in a professional setting.										

	<p>Reason: Good hygiene and grooming contribute to increased self-confidence and can enhance interpersonal interactions with colleagues and clients.</p> <p>a. Assertion and Reason both are correct, and reason is correct explanation of assertion.</p> <p>b. Assertion and Reason both are correct, but reason is not the correct explanation of assertion.</p> <p>c. Assertion is correct, but reason is not correct.</p> <p>d. Assertion and Reason both are not correct.</p>
	SHORT QUESTIONS and Long Questions
1.	<p>Define Strengths and Weaknesses.</p> <p>Strengths are the skills, traits, or characteristics that contribute to a person's success in tasks, roles, or goals. Strengths are what we do well and are good at.</p> <p>Weaknesses are areas where a person may struggle or lack proficiency. Also known as 'areas of improvement' are what we do not do well and are not good at.</p>
2.	<p>State any two positive impacts of self-management.</p> <p>Self-management can help in:</p> <ul style="list-style-type: none"> • developing good habits • overcoming bad habits • reaching your goals • overcoming challenges and difficulties
3.	<p>What do you mean by self – management skills?</p> <p>Your ability to regulate and control your actions, feelings, and thoughts is referred to as self-management skills. It also helps to improve personal and academic goals.</p> <p>Self-management can also help in the following areas:-</p> <ul style="list-style-type: none"> • Reaching your goals • Developing good habits • Overcoming challenges and difficulties • Overcoming bad habits
4.	<p>List any five self-management skills.</p> <p>Self-awareness, Self-confidence, Personal hygiene and grooming, Positive thinking and Time management.</p>
5.	<p>List any two things you will do for personal grooming in each of CARE, WASH and AVOID to keep clean.</p>

	<div> <div> CARE <ul style="list-style-type: none"> • Keep your hair free of dandruff • Rub oil/cream to take care of your skin • Brush your teeth daily • Change your toothbrush as soon as it reshapes • Cut your nails every week </div> <div> WASH <ul style="list-style-type: none"> • Wash your hands frequently • Take bath every day • Wash your clothes regularly • Wash your hair at least every second day • Wash your feet often </div> <div> AVOID <ul style="list-style-type: none"> • Blow your nose/cough into a handkerchief to avoid spreading germs • Keep your feet dry and change your socks every day </div> </div>
6.	What are the steps to build self – confidence? <ol style="list-style-type: none"> 1. Appreciate achievements and accept failures. 2. Have a goal and take steps towards it. 3. Always look at the good side and be happy.
7.	What is the importance of personal hygiene? Personal hygiene is very important in our daily life because it helps us <ul style="list-style-type: none"> • Create a good image of ourselves • Stay healthy • Avoid feeling ashamed in public due to our bad breath, body odour, etc.
8.	What is the importance of Grooming? The act of putting on clothes is known as dressing. Grooming is the act of making oneself appear neat, orderly, and smart. Benefits of Dressing and grooming in daily life <ul style="list-style-type: none"> • Look smart • Make a good impression of ourselves • Feel confident about ourselves
9.	What is the importance of positive thinking? A person's attitude can be 'positive' or 'negative'. Positive thinking helps to be successful in life because positive people are always improving themselves, but negative people are always worrying and looking for the bad in things, they never try to overcome the challenges. Positive thinking produces positive outcomes for you, such as <ul style="list-style-type: none"> • Overcoming challenges • Always be energetic • Helping others will help you to overcome the challenge of the work. • Be happy and make others happy.

10.

Differentiate between interests and abilities.

BASIS FOR COMPARISON	INTERESTS	ABILITIES
Meaning	Interests refer to what a person enjoys doing or is passionate about. They are the activities or subjects that capture an individual's attention and motivate them to engage.	Abilities are the skills or competencies that a person possesses, which enable them to perform tasks effectively. Abilities can be natural or developed through training and experience.
Example	A student may like reading mystery novels.	A person may have the ability to speak confidently in front of an audience, engaging listeners and conveying messages clearly.