



# INDIAN SCHOOL AL WADI AL KABIR

Class: IX	Department: Computer Science	Date: 27-04-2025
Worksheet No: 2	<b>EMPLOYABILITY SKILLS</b>	

## PART-A SELF MANAGEMENT SKILLS

### A. OBJECTIVE QUESTIONS:

1. Grooming is a term associated with

- (a) time management
- (b) problem solving
- (c) neat and clean appearance
- (d) self-management

**Answer: (d) self-management**

2. What steps should one take to build confidence?

- (a) Set goals in life
- (b) Appreciate oneself for all the achievements
- (c) Always think positively
- (d) All the above.

**Answer: All the above.**

3. Which of the following is a quality of a self-confident person?

- (a) impatient
- (b) Compassionate
- (c) Committed
- (d) Passionate

**Answer: (c) Committed**

4. What is the best way to start our day positively?

- (a) Think about all that can go wrong.
- (b) Think about the difficult test you will face during the day.
- (c) Think about all your accomplishment so far and feel good about it.
- (d) Think about the traffic on the road and feel stressed.

**Answer: (c) Think about all your accomplishment so far and feel good about it.**

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.

**Answer: (d) Rahul learns from the feedback and makes his project work better.**

6. 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

**Answer: (a) Meditate to calm down and feel positive.**

7. 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

**Answer: (a) No, irrespective of the climate, one should take a bath regularly.**

8. Radha wants to grow her hair and she applies a lot of hair oil. She does not wash her hair for days and sometimes it smells bad too. What would be your suggestion to her?

- (a) She can leave the oil in her hair, after all it helps her hair to grow.
- (b) She can leave it on at night and wash her hair every day before leaving home.
- (c) She should not apply the oil at all.
- (d) She can apply the oil and pour a little water on her hair before leaving home to reduce the smell.

**Answer: (b) She can leave it on at night and wash her hair every day before leaving home.**

9. Dressing and grooming are important because they help us to look \_\_\_\_\_.

- (a) smart
- (b) untidy
- (c) shabby
- (d) All of the above

**Answer: (d) All of the above**

10. Self-management, also known as \_\_\_\_\_, is the ability to effectively control one's emotions, behavior and thoughts.

- Self – control
- Self – innovative
- Self – Design
- None of the above

**Ans: a. Self – control**

11. In self – management skills you can improve yourself in various skills like \_\_\_\_\_.

- Discipline
- Timeliness
- Goal-setting
- All of the above

**Ans: d. All of the above**

## B. SUBJECTIVE QUESTIONS AND ANSWERS

1. What do you mean by Self-management?

**Ans. Self-management, also referred to as 'self-control,' is the ability to control one's emotions, thoughts and behavior effectively in different situations.**

2. Write four qualities of those person who work independently.

**Ans. Four qualities are:**

- They are self-aware, self-monitored and self-correcting.
- They take the initiative rather than being told what to do.
- They have the ability to learn continuously.
- They recognize their own mistakes.

3. What do you mean by emotional intelligence?

**Ans. Emotional intelligence is the ability to identify and manage one's own emotions, as well as the emotions of others.**

4. Write three steps to manage emotional intelligence.

**Ans. Three steps to manage emotional intelligence are :**

- 1 Understand your emotions: Observe your behavior and then work on the things you need to improve.**
- 2. Rationalize: Do not take decisions abruptly; be rational in your thinking.**
- 3. Practice: Do meditation and yoga to keep yourself calm.**

5. What do you mean by Self-awareness?

**Ans. Self-awareness means knowing your inner strengths, hidden talents, skills and even weaknesses.**

6. Differentiate between Interests and Abilities.

**Ans.**

Interests	Abilities
Things that you like to do in your free time that make you happy.	An acquired or natural capacity
Things you are curious to do even if no one asked you to do it.	Enable you to perform a particular task with proficiency

7. What do you mean by Self-motivation?

**Ans. Self-motivation is an internal force that pushes us to achieve our goals, feel happy and improve our quality of life.**

8. Write four Qualities of Self-motivated people.

**Ans. Four Qualities of Self-motivated People are:**

- 1 They know what they want from life.
2. They are focused.
3. They know what is important for them.
4. They are dedicated to fulfill their dreams.

9. Write four steps of Self-motivation.

**Ans. Four steps of Self-motivation are:**

- 1 Find out your strengths.
2. Focus on your goals.
3. Develop a plan to achieve your goals.
4. Stay loyal to your goals.

10. What do you mean by Goal and Goal Setting?

**Ans. Goals:** They are a set of dreams with a deadline to get them, for example, saving pocket money to buy a favorite mobile phone by a particular date.

**Goal setting:** It is all about finding and listing your goals and then planning on how to achieve them.

11. Ravi is using SMART method to set goals. What is SMART stands for?

**Ans. SMART stands for :**

**Specific**  
**Measurable**  
**Achievable**  
**Realistic**  
**Time bound**

12. What do you mean by Time management?

**Ans. Time management is the ability to plan and control how you spend your day well and do all that you want to do.**

13. Write the four steps for effective Time management.

**Ans. Four Steps for Effective Time Management are :**

- a. **Organise:** We should plan our day-to-day activities.
- b. **Prioritise** We should make our to-do-list
- c. **Control:** We should have a control over our activities and time.
- d. **Track:** We should identify and note where we have spent our time.

14. What do you mean by self – management skills?

**Ans** 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.

Self-management can also help in the following areas:-

- Reaching your goals
- Developing good habits
- Overcoming challenges and difficulties
- Overcoming bad habits

15. What are the different practices of self-management skills?

**Ans:** Self – management skills are –

- a. Self – awareness – Ability to control your values, likes, strengths, dislikes and weaknesses, etc.
- b. Self – control – Holding the ability to control your behavior, discipline, and so on.
- c. Self – confidence – Believe in yourself and don't be scared to take risks.
- d. Problem solving – Understanding a problem and finding the solution.
- e. Self-motivation – Try to complete your tasks without any external help.
- f. Personal hygiene – Be healthy, clean and smart
- g. Positive thinking – Expressing certainty or affirmation even in tough situations
- h. Teamwork – Work in team to complete the goals
- i. Time management – According to your plan, achieve the task on time.
- j. Goal setting – Plan and accomplish the goals within a timeframe.

16. Write a short note on the factors influencing self – management.

**Ans:** Factors influencing the self – management are patients, cognitive, mental, and behavioral ability to identify disease – related symptoms, seek treatment, and to identify physical, psychological and social changes.

17. Write Self – management skills strengths and weaknesses?

**Ans:** Self – management skills strengths and weaknesses

**Strengths –**

- Think that you are always good at
- Think about what you do well
- Think about what others appreciate about you

**Weaknesses –**

- Identify the areas where you struggle and what you find difficult to do
- Accept the feedback you receive from others
- Be positive with feedback and try to improve yourself.

18. Write difference between interests and abilities?

**Ans:** Interests are the things that we enjoy doing ability acquired or natural capacity that enable an individual to perform a particular task with considerable proficiency.

Interest may include –

Activities you like most to do at school or at home that make you happy.

Even if no one asks you to do the activity but you want to do it. Activities that you like to learn or do in the future.

**19. How to build self – confidence?**

**Ans: There are three steps to build self – confidence are as follows –**

- a. **Step 1: Appreciate achievements & accept failures.**
- b. **Step 2: Make a goal and try to achieve.**
- c. **Step 3: Always look on the positive side and be happy.**

**20. What are the factors that decrease self – confidence?**

**Ans: Some of the factors which decrease self – confidence**

- **When we think we are unable to complete a task.**
- **When you feel bad from the past mistakes, and unmotivated.**
- **After failure in the first attempt, do not try again to achieve the goal.**
- **When we are surrounded by people who have negative thought**