

Name: _____

Date: _____

GLC20H – Career Studies Quiz #1

Read each of the following questions and provide a response that is clear and concise. Use examples to support to your responses where applicable.

Learning Goal: PM

1. Identify, for each category of skill listed below, one skill that you possess for each category. Explain how each skill will be useful to you as you pursue your career aspirations.

a. Technical skills (2 marks)

One mark for identifying a technical skill that you possess and one mark for explaining how it will help you with your career goals.

b. Transferrable skills (2 marks)

One mark for identifying a transferrable skill that you possess and one mark for explaining how it will help you with your career goals.

c. Personal skills (2 marks)

One mark for identifying a personal skill that you possess and one mark for explaining how it will help you with your career goals.

2. Discuss the importance of non-verbal communication skills and identify two specific scenarios where non-verbal communication skills are essential in the communication process. (3 marks)

The importance of non-verbal communication is to ensure that the entire message is understood, including emotion, emphasis on certain aspects of the message, help in understanding steps/instructions and gaining information beyond the words that are spoken by another individual. (1 mark for any variation of why non-verbal communication is important in general)

2 additional marks for 2 scenarios independent of one another that clearly identify non-verbal communication.

Example: waving at someone to come over to where you are in a crowded, loud room.

3. Provide two reasons why giving/receiving feedback is important. (2 marks)

- **Improving yourself, identifying strengths and weaknesses by receiving feedback.**
- **Demonstrating that you are actively listening to another person by giving feedback.**
- **Provides additional views and options to solving problems or dealing with situations.**

Any 2 clearly stated reasons would result in 2 marks.

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Learning Goal: EO

4. Choose two of the five job change factors that were discussed in class and provide an explanation as to how they affect employment opportunities. (4 marks)

2 marks for identifying 2 of the 5 job change factors: technology, environmental, personal initiative, downsizing, restructuring.

2 marks for explaining each of the 2 selected.

5. **Identify** the three categories of workplace injuries and **provide** one example of each. (3 marks)

Bodily – burns, cuts, bruises

Health related – viruses, mold, bacterial infection

Material spills – chemical spills, inhalation of chemicals

- $\frac{1}{2}$ mark for each category and each example

Learning Goal: TC

6. List one short term and one long term goal that you are currently working towards achieving. Identify three key steps you will have to take for each to ensure the most potential for success in the end. (8 marks)

1 mark for identifying 1 short term goal

3 marks for 3 steps for achieving that short term goal

1 mark for identifying 1 long term goal

3 marks for 3 steps for achieving that long term goal

7. Identify 3 internal and 3 external barriers to achieving success. (6 marks)

1 mark for each barrier identified

Internal (some options) – hygiene, health, exercise, finances, study habits, friends, injuries

External (some options) – weather, school schedule, work hours, injuries, competition, product costs

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