

Welcome to Success

Employability Study Guide

Fill in the blank. Use complete sentences whenever possible.

1. A statement that explains how a company does business is called a _____.
2. Before starting a business an entrepreneur, must _____ business.
3. Critical thinking skills allow you to _____ such problems effectively. (Identifying the options and alternatives)
4. Barriers to effective problem solving : _____, _____, _____.
5. The first step to solving job related problems: _____.
6. If five steps don't work, _____.
7. Another name for a PDA is _____.
8. Pictures can be copied into an electronic format by using a _____.
9. What is a CPU _____.
10. What is a database?
11. What is desktop publishing?
12. _____ allows you to communicate with other computers without a telephone line or other physical connections.
13. _____ are used to cut and form parts that cannot be easily handled by other types of machines.
14. Is a company address confidential? _____

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15. Two of the most common problems supervisor's faces on the job are

_____ and _____.

16. What's the first step in resolving a conflict with your teammate?

17. What's the first step in resolving a conflict with your supervisor?

_____.

18. When giving constructive criticism to a teammate, what shouldn't you do?

19. What is proper initiative? _____

20. What class of drugs does alcohol fall in? _____