

Attachment: < Multiple Choice Test >

Number of methodological Tool	EUPANEXT_LO_099_M_001_Att_1
Work Area Code and Title	WA17-Business Environment
Unit Code and Title	UNIT 1: Demonstrate Multi –tasking skills

Questions and Answers

1. Multitasking can:

- A. Increase sales
- B. Reduce costs
- C. Reduce productivity

2. Prioritizing of activities must be done in terms of:

- A. Urgency and importance
- B. Cost and Revenue
- C. Income and expenses

3. An urgent and important task:

- A. Must be done first
- B. Can be planned for another day
- C. Can be dropped

4. An urgent, but not important task:

- A. Must be done first

B. Can be planned for another day

C. Can be rescheduled

5. The management team should:

A. Identify critical tasks

B. Differentiate between urgent and important and eliminate unimportant and unrealistic tasks

C. Both

6. When Prioritizing is finished:

A. A meeting must be set

B. A timetable must be created

C. Both

7. Outlook.com can give assistance in :

A. Budgeting

B. Time scheduling, set up meetings, sharing timetable

C. Accounting

8. Google drive is:

A. An accounting assistant

B. Text editing software

C. A "cloud" storage and file backup for photos and documents



9. Effective dealing of Multi - tasking helps:

- A. Management to achieve predefined results within the timeframe and budget
- B. Marketing to release a new campaign
- C. Both

10. How does common software contribute to work organizing:

- A. In creating timetable and share it with colleagues
- B. Save files to “cloud” and make them easy to recover
- C. Both

ANSWERS:

1,C – 2,A – 3,A – 4,C – 5,C – 6,B – 7,B – 8,C – 9,A – 10,C

