

NALANDA COLLEGE - COLOMBO 10

Unit Test

Grade 09 **CIVIC Education** **Unit 06 – World of work**

❖ Answer all questions.

01. Write 5 importance of maintaining a personal file.

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02. Write the various fields of occupations available in the world of work.

Occupations in the state and private sector	state or private sector jobs	Self employment
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.
8.	8.	8.
9.	9.	9.
10.	10.	10.

03. Write 3 ways you can plan your pathways. Explain them, giving examples.

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Agaram.LK - Keep your dreams alive!

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04. What facts should be considered when selecting grade 10 basket subjects?

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05. What are the benefits gained when selecting subject of Civic education.

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06. Write the jobs or professions available in the following Advanced Level subject streams.

- (i). Science stream -
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- (ii). Mathematical stream -
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- (iii). Commerce stream -
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- (iv). Technical subject stream -
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- (v). Art stream -
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07. Write the academic and professional qualifications required in the selection of a job.

- (i). Academic qualifications -
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- (ii). Professional qualifications -
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08. Name the various institutions and various courses that have been introduced for formal and in-service job training in Sri Lanka.

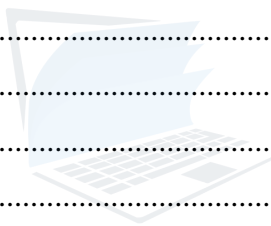
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09. Name the institutions that can be established in Sri Lanka to get information on professional courses.

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10. What are the other Medias that you can obtain information on professional courses?

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11. Write 3 main ways to respond to a job advertisement.

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12. Mention the special academic qualifications required for following occupations/professions.

Profession	Academic qualifications
1. Medical profession
2. Engineering
3. Teaching
4. Architect

13. Write 3 ways to respond a job advertisement.

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14. Prepare your own curriculum vitae.

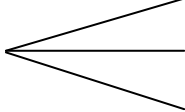
15. Write 5 factors to be included in a curriculum vitae.

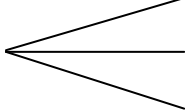
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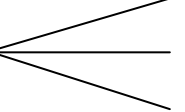
16. Write 5 factors to be considered when filling in an application.

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22. Write 3 factors that should be considered when appearing for an interview.

Personal appearance 

Attention and interest 

Use of language 

23. Write 5 qualities to be developed for a success of job.

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24. Mention 5 importance of time management.

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25. Write 5 successful methods for time management.

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26. What are the most important factors to be considered by the employers?

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27. Mention the 4 factors to be considered on employer productivity and efficiency.

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28. Write 5 characteristics of meticulous personal conduct/behaviour.

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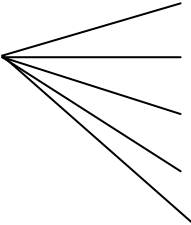
29. Write 5 behavioural patterns to be followed by the employees.

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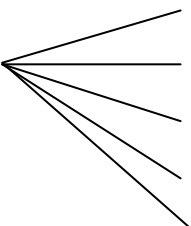
30. Mention the 5 successful ways of spending money and explain them.

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31. Write 5 advantages and disadvantage of using credit card.

Advantages 

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Disadvantages 

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32. What is the main problem that may have to face when using credit card.

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33. Explain the importance of keep a balance between work and personal life.

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