

**Majoring in the Rest of Your Life**  
**Chapter 1: Write Your Own Success Story**  
**Quiz**

**True or False**

1. *Majoring in the Rest of Your Life* is designed to be an adviser during college.  
True                      False
2. Not everyone has their own set of skills, abilities, passions, and unique talents.  
True                      False
3. A good starting point on your path to success is assessing your shortcomings and strengths.  
True                      False
4. Striking a good balance during college is not important.  
True                      False
5. Dreaming is the only way to reach your goals.  
True                      False

**Fill in the Blank**

1. While exploring this book, you will discover new things about your world and your \_\_\_\_\_.
2. Analyzing past \_\_\_\_\_ will provide a clearer notion of what you do and don't want in the future.
3. Committing yourself to take \_\_\_\_\_ will lead you to what might be your best careers.
4. When \_\_\_\_\_, you must accept the world the way it is.
5. While you can't change the hand you were dealt, you can \_\_\_\_\_ it as wisely as possible.

**Multiple Choice**

1. The author's brother taught her that in order to maximize her options upon graduation she must:
  - a. learn as much as possible from classes, books, professors, and others
  - b. participate in extracurricular activities
  - c. gain real-world experience
  - d. all of the above

2. To help strike a good balance during college, ask all of the following **except**:
  - a. what pleased you in high school
  - b. what could you have done better in high school
  - c. what should you avoid
  - d. what do you want to improve on in the future
  
3. Business owner, Joe Cirulli, believes his secret to success is:
  - a. letting other people do the work
  - b. giving 100 percent of himself
  - c. avoiding contact with employees
  - d. taking the easy road
  
4. A skill this book aims to teach is:
  - a. how to be result-oriented
  - b. to treat setbacks as steppingstones
  - c. utilizing only external resources
  - d. both A and B
  
5. When disappointed by the outcome of a mistake we should:
  - a. maintain a positive attitude
  - b. log the information
  - c. keep going
  - d. all of the above

### **Essay**

1. What do you consider to be your shortcomings? What are your strengths? Why is it important to recognize and learn from our shortcomings?
  
2. Why is a good balance important during college and life? How do your past experiences factor into finding a balance?

### **Oral Review**

1. What does Joe Cirulli teach us about “making it happen?” How did he turn his frustrations into life lessons?
  
2. Why should planning be based on more than dreams? What do you consider to be a happy medium between dreaming and reality?

**Majoring in the Rest of Your Life**  
**Chapter 2: Discover Who You Are**  
**Quiz**

**True or False**

1. You can make informed decisions without knowing yourself.  
True                  False
2. Being enthusiastic about your job means you will enjoy it and do it well.  
True                  False
3. The first step toward choosing the right career is listening to other people.  
True                  False
4. Simply drifting will help you achieve what you deem most important in college.  
True                  False
5. Self-discovery requires continual reexamination.  
True                  False

**Fill in the Blank**

1. The subject that can make or break your college experience is \_\_\_\_\_.
2. A \_\_\_\_\_ has great plans for the future but can't always realize them.
3. Don't be \_\_\_\_\_ and accept everything you read and hear.
4. \_\_\_\_\_ intelligence is knowing what you and others are feeling *and* handling these feelings skillfully.
5. Without \_\_\_\_\_, almost nothing would get done.

**Multiple Choice**

1. Each of the following is one of the "three Ds" **except**:
  - a. drifters
  - b. definers
  - c. dreamers
  - d. doers
2. To help find a balance between the "three Ds" you can:
  - a. keep a journal
  - b. survey yourself
  - c. overcome obstacles
  - d. all of the above

3. One of the most pressing concerns of our time is:
  - a. homework
  - b. balance
  - c. stress
  - d. failure
  
4. When dealing with negative emotions, it's important to:
  - a. suppress them
  - b. realize they provide a foundation for developing coping mechanisms
  - c. deny them
  - d. none of the above
  
5. One of the most difficult emotions to contend with is:
  - a. stress
  - b. happiness
  - c. sadness
  - d. anger

### **Essay**

1. Why is the role of motivation important when it comes to positive change? What motivates you?
  
2. What do you find most stressful in life right now? How can you cope with these stressors?

### **Oral Review**

1. What role does self-discovery play in success? Why do we need to keep reexamining ourselves in order to continue discovering?
  
2. Why is overcoming obstacles so important? Why do people tend to avoid facing obstacles and fears?

**Majoring in the Rest of Your Life**  
**Chapter 3: Futures and Options**  
**Quiz**

**True or False**

1. Most placement centers offer interest surveys.  
True                      False
2. All students are confident they will find a job upon graduation.  
True                      False
3. You'll feel more confident if you can back up your claims.  
True                      False
4. The key to choosing career options is a willingness to explore.  
True                      False
5. Specific goals are not that important in college, a general idea will suffice.  
True                      False

**Fill in the Blank**

1. Don't be afraid to investigate your \_\_\_\_\_ .
2. You can't become \_\_\_\_\_ at something if you don't know what to improve.
3. To \_\_\_\_\_ is to understand underlying motives and logic of beliefs.
4. A \_\_\_\_\_ decision is better than no decision at all.
5. It is crucial to think about what kinds of \_\_\_\_\_ you have for life as a whole.

**Multiple Choice**

1. You should focus on finding a job that will incorporate your:
  - a. interests
  - b. skills
  - c. goals
  - d. all of the above
2. As part of her planning strategy, former professor Lynn Troyka suggests:
  - a. a procrastination phase
  - b. a planning phase
  - c. a projection phase
  - d. both B and C

3. In college you should strive to balance:
  - a. academics, sleep, and work
  - b. extracurricular activities, work, and partying
  - c. academics, extracurricular activities, and work
  - d. sleep, academics, and partying
  
4. Your first five steps in college should include:
  - a. striking a balance
  - b. setting goals
  - c. being decisive
  - d. all of the above
  
5. "Going for it" involves:
  - a. shying away from responsibility
  - b. believing in yourself and convincing others of your abilities
  - c. letting your fears prevent you from taking chances
  - d. letting wrong decisions discourage you

### **Essay**

1. When have you accepted at face value something you read or heard, only to find out it was false? What were the repercussions of this? How will reasoning bring you closer to reaching your goals?
  
2. Which careers do you find most interesting? How can you learn more about them? What skills will you need to succeed in them?

### **Oral Review**

1. Why are social, material, professional and personal growth important areas in which to set goals? How do each of these relate to choosing a career?
  
2. Can someone be happy if they do not find a balance in life? Why or why not?

**Majoring in the Rest of Your Life**  
**Chapter 4: Take the Plunge**  
**Quiz**

**True or False**

1. Scholastic success in college differs greatly from succeeding in other life areas.  
True                  False
2. You should take more, not fewer, courses during your first semester.  
True                  False
3. Just showing up for class will help you do better.  
True                  False
4. Getting to know your professors is a valuable resource in itself.  
True                  False
5. Good writing is a natural skill, not something that improves with practice.  
True                  False

**Fill in the Blank**

1. Memory experts say \_\_\_\_\_ are one of the best forms of brain work.
2. Taking charge of your \_\_\_\_\_ will help you achieve your personal best.
3. Mastering your \_\_\_\_\_ skills is important in college and life.
4. \_\_\_\_\_ technology touches every possible field and job.
5. Get \_\_\_\_\_ fast if you are struggling in any area of college.

**Multiple Choice**

1. In order to gain knowledge in a variety of areas you should:
  - a. take at least one elective each semester
  - b. think of your status as “exploring” rather than “undecided”
  - c. resist specializing in something your first two years
  - d. all of the above
2. Each of the following is a skill good students possess **except**:
  - a. lack of priorities
  - b. good studying habits
  - c. active learning
  - d. time management

3. Achieving your personal best involves:
  - a. getting to know your professors
  - b. mastering communication skills
  - c. avoiding difficult subjects
  - d. both A and B
  
4. All of the following steps can help you overcome technology fears **except**:
  - a. not letting yourself be snowed by technology
  - b. not revealing your insecurities
  - c. asking for help
  - d. diving right in
  
5. Most people improve through:
  - a. dwelling on defeats
  - b. refusing help
  - c. avoidance
  - d. time

### **Essay**

1. What do you fear most about either starting or completing college? Do you think other people share these fears? How can you convert these fears into positive actions?
  
2. Where do you think your communication skills can stand to improve? How can you get help in these areas?

### **Oral Review**

1. Why do so many students avoid communicating with their college professors? How can you reach out to your college professors? How will doing so help maximize your academic experience?
  
2. Why is communicating such an important skill to master? How important is communication during college, while job seeking, and in your career?



**Majoring in the Rest of Your Life**  
**Chapter 5: Finances for College Students**  
**Quiz**

**True or False**

1. Financial planning is something you only need to worry about when living on your own.  
True                      False
2. Creating a budget requires complex planning and often has to be done by a financial professional.  
True                      False
3. Some banks are affiliated with colleges and provide benefits for students.  
True                      False
4. Going to college means making great financial sacrifices.  
True                      False
5. In today's economy, getting a credit card is a bad idea.  
True                      False

**Fill in the Blank**

1. The three steps to creating an effective budget are assessing your income, assessing what's outgoing and assessing the gap.
2. Once you have created a budget and chosen a bank, set aside \$200.00 in a savings account.
3. It is a good idea to have one credit card to use for emergencies.
4. Loans that give you cash up front, but have the highest interest rates are called payday loans.
5. When con artists prey on people by stealing information such as social security numbers, credit card numbers, etc. and use it to make purchases and establish lines of credit, it is called identity theft.

**Multiple Choice**

1. Which of the following is NOT one of the things scam artists can use to steal your identity?
  - a. paperwork from the trash
  - b. computer databases
  - c. home addresses
  - d. social security numbers

2. The three categories of education loans are: student loans, parent loans and \_\_\_\_\_.
  - a. federal loans
  - b. parent loans
  - c. PLUS loans
  - d. bargain loans
  
3. In order to make repayment of loans less intimidating, you should:
  - a. Borrow only what you need and understand the full extent of your responsibility upfront.
  - b. Have confidence that after you graduate from college, you will have more money to pay off loans.
  - c. Borrow more than you think you will need, but make sure the loan comes with a low interest rate.
  - d. Consult with friends and family on how to deal with debt.
  
4. What is default?
  - a. Reverting back to a lower interest rate on a loan after making several payments above the minimum
  - b. Declination of further loans
  - c. Withholding of state and federal tax refunds
  - d. Failure to pay loans back according to the terms outlined in your promissory note
  
5. Some of the perks of loan consolidation are:
  - a. All loan payments are pooled into one lower monthly bill
  - b. In the end, you pay less for each loan
  - c. Lenders grant benefits to students who consolidate loan payments
  - d. You make payments over a shorter period of time

### **Essay**

1. Identify the misconceptions you had about finances before reading this chapter. Do you feel that many people your age have the same misconceptions? How do you plan on using your new knowledge in the future?
  
2. How do you plan on paying for college? What kinds of financial aid will you seek and what are the advantages and disadvantages of receiving that kind of financial aid?

### **Oral Review**

1. How does Chelsey Emmelhainz' story teach you about money and time management? How can you apply this lesson when you go to college?
  
2. What is your personal definition of a want and a need? How do you determine what you must spend money on and what you should avoid spending money on? What are some ways you could save money on needs like food, gas and utilities?

**Majoring in the Rest of Your Life**  
**Chapter 6: The Technology Age**  
**Quiz**

**True or False**

1. Having a laptop is an advantage for all college students.  
True                      False
2. Most computer labs on college campuses are open 24/7.  
True                      False
3. Online classes are a good option for students with very little time to go to class.  
True                      False
4. Message boards and blogs are great resources for solid research  
True                      False
5. The consequences for plagiarism can include lawsuits, failing grades, suspension from school and even expulsion from a program.  
True                      False

**Fill in the Blank**

1. Microsoft Office is one of the most widely used computer programs and has features such as a word processor, a program for designing slide presentations, and a spreadsheet document program.
2. Two examples of course management software used to build structure to online classes are Web CT and Blackboard.
3. A combination between a classroom course and Internet course is called a hybrid course.
4. The term used to define the guidelines of cyberspace communication is netiquette.
5. When it comes to cell phones, you should never text or talk on your phone during class.

**Multiple Choice**

1. Because technology is constantly and quickly changing, it is important to:
  - a. Buy a laptop or computer
  - b. Stay current on changes, adapt and commit to learning
  - c. Take a few Information Technology classes
  - d. Only pay attentions to the changes that matter

2. Microsoft Office provides several computer programs including:
  - a. Microsoft Word
  - b. Outlook
  - c. Access
  - d. All of the above
  
3. Adobe InDesign and Quark Xpress are examples of:
  - a. Social networking sites
  - b. Word processors
  - c. Desktop publishing programs
  - d. Technology magazines
  
4. Which of the following is NOT a credible online source for a research paper?
  - a. Google documents
  - b. Lexis Nexis
  - c. Library databases
  - d. Message boards
  
5. What purposes do blogs and social networking sites serve for businesses?
  - a. To post advertisements and promotions, reach consumer audiences, garner feedback and develop loyalty
  - b. To keep an eye on employees by tracking their social networking profiles
  - c. Businesses do not use blogs or social networking sites, they are strictly designed for individual use only
  - d. To get ideas from competitors on how to improve business

### **Essay**

1. Why is it important to research the availability of technology on your campus and what are some of the questions you should ask about the school's services before planning to buy a computer?
  
2. What are some of the dangers of socializing with technology and what precautions should you take when using technology to communicate?

### **Oral Review**

1. Why is technology such a vital tool for college students? How does it affect your learning environment, potential career and life?
  
2. In what way does interpersonal communication make you stand out? What benefits are there in speaking face to face as opposed to through email or over the phone?

**Majoring in the Rest of Your Life**  
**Chapter 7: Be On Your Own**  
**Quiz**

**True or False**

1. The responsibilities that accompany freedom are easy to handle.  
True                      False
2. Saving 10 percent of what you make is a good habit to form.  
True                      False
3. Credit cards are never helpful.  
True                      False
4. One in every five college females will experience some form of dating violence.  
True                      False
5. There are always alternative routes to achieving the same goal.  
True                      False

**Fill in the Blank**

1. Living in a \_\_\_\_\_ \_\_\_\_\_ can ease the transition from your parents' home to being on your own.
2. \_\_\_\_\_ problems are stressful but avoidable.
3. College students face \_\_\_\_\_ of all kinds.
4. \_\_\_\_\_ can often provide support or resources to get through problems.
5. \_\_\_\_\_ feelings can hinder you from advancing.

**Multiple Choice**

1. The following can help you budget:
  - a. shopping frequently
  - b. using many credit cards
  - c. computer software programs
  - d. not factoring in basic needs
2. When using a credit card you should:
  - a. buy on impulse
  - b. create a budget and stick to it
  - c. spend as much as you want
  - d. make luxuries a priority

3. A challenge you may face in college is:
  - a. academics
  - b. emotional problems
  - c. psychological problems
  - d. all of the above
  
4. One reason for taking a year off school is:
  - a. not wanting to face a challenge
  - b. feeling overwhelmed despite pursuing every avenue for help
  - c. wanting more time for partying
  - d. none of the above
  
5. We can begin to overcome prejudice by:
  - a. reading about people who have succeeded despite racism
  - b. learning about yourself
  - c. sticking with what is familiar to us
  - d. both A and B

### **Essay**

1. What are your fears about living on your own? If you are already on your own, what problems have you encountered? What can you do to ease this transition or the problems you have experienced?
  
2. At what point might you consider taking time off of college? How could you stay focused on the bigger picture despite this detour?

### **Oral Review**

1. Why is it critical to establish a budget? What are the risks of failing to do so? How can you use credit cards responsibly?
  
2. How do racism and prejudice affect everyone? Why is it important for those who may not experience a high degree of prejudice to join the fight against it? How can this be done?

**Majoring in the Rest of Your Life**  
**Chapter 8: Stand Up and Be Counted**  
**Quiz**

**True or False**

1. Extracurricular activities can help expand your world.  
True                  False
2. Leadership skills will help you in only a few careers.  
True                  False
3. There are few opportunities to volunteer.  
True                  False
4. Not getting into an organization means you have failed.  
True                  False
5. Part of developing your judgment is recognizing when it's good to change your mind.  
True                  False

**Fill in the Blank**

1. One of the greatest aspects of joining an \_\_\_\_\_ is meeting interesting people.
2. A \_\_\_\_\_ motivates, teaches, trains, and organizes others.
3. \_\_\_\_\_ offers a chance to build leadership and team-building skills.
4. It is important to set \_\_\_\_\_ on the time that you donate.
5. How you deal with \_\_\_\_\_ says a lot about your character.

**Multiple Choice**

1. Extracurricular activities show college recruiters:
  - a. a lack of career-related experience
  - b. that you're a self-starter
  - c. that you can't be a team player
  - d. a lack of motivation
2. All of the following make you a good participant **except**:
  - a. contributing ideas
  - b. organizing events
  - c. following through on commitments
  - d. failing to volunteer

3. A good leader:
  - a. makes decisions
  - b. shares credit
  - c. acts diplomatically
  - d. all of the above
  
4. Something that relieves stress by taking you out of yourself is:
  - a. volunteering
  - b. studying
  - c. skipping class
  - d. leading others
  
5. Temporary setbacks should be viewed as a:
  - a. failure
  - b. way to learn
  - c. disappointment
  - d. none of the above

### **Essay**

1. What types of organizations might be of interest to you? Where can you seek out more information on these clubs? What if your campus does not have such a group?
  
2. How can you improve your leadership skills? What makes a leader effective?

### **Oral Review**

1. Why is it important to set limits? What can happen if you fail to set limits?
  
2. How can experiencing defeat make us stronger? Why will learning to graciously deal with defeat serve as preparation for a career?



**Majoring in the Rest of Your Life**  
**Chapter 9: The Real World**  
**Quiz**

**True or False**

1. Gaining work experience in college is one of the best ways to prepare for the future.  
True                  False
2. Only certain jobs in college will have benefits far greater than financial ones.  
True                  False
3. A cooperative program is one way to get real-world experience.  
True                  False
4. Many colleges have job placement centers right on campus.  
True                  False
5. Foregoing traditional jobs during college leaves you with no other job options.  
True                  False

**Fill in the Blank**

1. Working during college will teach you how to \_\_\_\_\_ yourself.
2. Getting a job through a placement center may introduce you to \_\_\_\_\_ you might not be exposed to in your major.
3. \_\_\_\_\_ jobs are designed to give students work experience while they are taking classes.
4. Follow up your interviews with a \_\_\_\_\_ letter.
5. Any part-time job will help you sustain a sense of \_\_\_\_\_.

**Multiple Choice**

1. All of the following are considered basic areas of work **except**:
  - a. working with people
  - b. working with ideas
  - c. working with objects
  - d. working with information
2. People-related skills include:
  - a. serving
  - b. monitoring
  - c. comparing
  - d. repairing

3. Information-related skills include:
  - a. persuading
  - b. advising
  - c. analyzing
  - d. using tools
  
4. Object-related skills include:
  - a. precision working
  - b. evaluating
  - c. visualizing
  - d. supervising
  
5. Holding a job during college will:
  - a. lead to a well-rounded education
  - b. promote independence
  - c. provide motivation
  - d. all of the above

### **Essay**

1. Which of the three basic areas of work seems to appeal most to you? What career fields fall into this category? What type of part-time job would this area encompass?
  
2. How would you convince an employer to hire you for a nontraditional part-time job during college? What skills or abilities could you showcase to help in this process?

### **Oral Review**

1. How did Jenny Harris, business news producer at CNN, take advantage of part-time work and internships? How did this put her ahead of other graduates?
  
2. What does Jeff Colquhoun's experience teach us about the value of a part-time job?

**Majoring in the Rest of Your Life**  
**Chapter 10: Intern We Trust**  
**Quiz**

**True or False**

1. Internships rarely open the door for full-time work after graduation.  
True                  False
2. Summer internships show employers that you have initiative.  
True                  False
3. You should refuse to work an unpaid internship.  
True                  False
4. Through your internships, you'll meet people who can be your teachers.  
True                  False
5. Some internships are better organized than others.  
True                  False

**Fill in the Blank**

1. Intern work seldom provides a \_\_\_\_\_.
2. Choose two or three people at your internship to be your \_\_\_\_\_.
3. Internships provide an opportunity to develop a professional \_\_\_\_\_.
4. If you're not making \_\_\_\_\_, you're probably not trying hard enough.
5. Some organizations have formal \_\_\_\_\_.

**Multiple Choice**

1. You should ask mentors:
  - a. how you can do your job better
  - b. what their toughest challenges are
  - c. where is the growth potential
  - d. all of the above
2. All of the following are steps in getting an internship **except**:
  - a. obtain a current internship directory
  - b. don't worry about your qualifications
  - c. make a list of internships that interest you
  - d. take stock of your qualifications

3. You should send the following to potential internships:
  - a. a resume
  - b. a cover letter
  - c. your transcripts
  - d. both A and B
  
4. If you mess up on the job you should:
  - a. try to hide your mistake
  - b. admit it and correct the mistake
  - c. quit
  - d. none of the above
  
5. If things aren't going as expected at your internship you should **first**:
  - a. ask your supervisor for feedback
  - b. clarify expectations with you supervisor
  - c. set up a time to meet with your supervisor
  - d. talk to coworkers

### **Essay**

1. What strengths do you have that could help you obtain an internship? How can you relay these strengths to potential employers?
  
2. Who would be able to assist you with a letter of recommendation? Who could you use as a reference? How would you approach these people to request this?

### **Oral Review**

1. How does having internship experience increase your chances of getting a job after graduation? Will not working an internship affect your ability to get hired?
  
2. What do Jim Cochran's experiences with internships teach us? What doors did they open for him? How did he benefit from them?

**Majoring in the Rest of Your Life**  
**Chapter 11: Windows on the World**  
**Quiz**

**True or False**

1. Experiencing the world offers many personal, but few professional, rewards.  
True                  False
2. World travel can jump-start a career that you'll love.  
True                  False
3. Most importantly, travel teaches you about other people.  
True                  False
4. There aren't really any low-cost options for travel.  
True                  False
5. Some types of foreign travel do not require a passport.  
True                  False

**Fill in the Blank**

1. \_\_\_\_\_ has become the buzzword of the twenty-first century job market.
2. Immersing yourself in another culture develops \_\_\_\_\_ .
3. Spending time in another country can help clarify your \_\_\_\_\_ goals.
4. Check with your doctor to see if you will need \_\_\_\_\_ before leaving.
5. Travel doesn't have to be \_\_\_\_\_ to be valuable.

**Multiple Choice**

1. A way to gather information about where to travel is:
  - a. talking to friends who've traveled
  - b. guessing
  - c. talking to professors
  - d. both A and C
2. All of the following are low-cost travel options **except**:
  - a. working as an au pair
  - b. studying abroad
  - c. joining the Peace Corps without the two-year commitment
  - d. taking a year off college to work, then traveling

3. A search strategy for information on traveling abroad is:
  - a. international education offices
  - b. the Internet
  - c. travel agencies
  - d. all of the above
  
4. Travel essentials do not include:
  - a. a passport
  - b. a visa for some countries
  - c. immunizations for certain countries
  - d. travel brochures
  
5. You can gather local world experience by:
  - a. volunteering to be an English tutor
  - b. working in an ethnic restaurant
  - c. contacting AmeriCorps
  - d. all of the above

### **Essay**

1. Which countries or locations peak your interest? Why? Where can you gather more information on them?
  
2. How can spending time in another country help clarify your career goals? How can it help you learn about yourself?

### **Oral Review**

1. What are local opportunities, specific to your community or campus, that could provide international experience?
  
2. How was the author's life enriched by traveling to Spain? What was most influential to her and why?

**Majoring in the Rest of Your Life**  
**Chapter 12: Networking**  
**Quiz**

**True or False**

1. Networking involves all the activities that result in contacts.  
True                  False
2. In some fields, connections mean everything.  
True                  False
3. A mentor rarely helps someone define their career path.  
True                  False
4. Within every company or industry, there are key people.  
True                  False
5. Networking only involves meeting people and gathering information.  
True                  False

**Fill in the Blank**

1. At the core of networking is a \_\_\_\_\_ to develop good relationships.
2. Much of your success in work will involve the \_\_\_\_\_ you have with other people.
3. Networking also includes \_\_\_\_\_ relationships with people behind the scenes.
4. Good \_\_\_\_\_ relations will help you in any job.
5. Networking is a \_\_\_\_\_ street.

**Multiple Choice**

1. Networking means making contacts who can do all of the following **except**:
  - a. hire you
  - b. prevent you from making more contacts
  - c. coach you in your career pursuit
  - d. provide inside information
2. You should begin networking by:
  - a. calling high school friends
  - b. talking to a career counselor
  - c. taking inventory of your part-time jobs and internships
  - d. talking to your professors

3. Each of the following is a basic principle for successful interaction **except**:
  - a. be a good listener
  - b. make the other person feel important
  - c. talk in terms of other people's interests
  - d. don't smile
  
4. The following question will help you on your quest for a mentor:
  - a. where would you most like to work
  - b. whom do you know who works in your field of interest
  - c. which professors inspire you
  - d. both B and C
  
5. You enter the narrowing phase of your career pursuit once you have:
  - a. visited a career center
  - b. talked to your favorite professor
  - c. completed several phone contacts and meetings
  - d. none of the above

### **Essay**

1. What connections do you already have in your career network? What connections would you like to establish? How can you go about doing this?
  
2. What is the role of human relations in a career search? Which of the six principles for successful interactions do you practice? How might you work on the ones you do not practice?

### **Oral Review**

1. How can key people be located within a company? How can face-to-face interactions with key people be maximized?
  
2. Why do you think networking is so crucial? Is it more important in some fields than others? Why or why not?



**Majoring in the Rest of Your Life**  
**Chapter 13: Paperwork That Lands the Job**  
**Quiz**

**True or False**

1. No one is ever excited about writing resumes.  
True                  False
2. Everything you study and explore now will contribute to your resume later.  
True                  False
3. You should be careful not to toot your own horn on your resume.  
True                  False
4. A cover letter is a personalized letter that accompanies your resume.  
True                  False
5. A job application does not need to be as well thought out as your cover letter.  
True                  False

**Fill in the Blank**

1. Writing a \_\_\_\_\_ is an essential component of a successful job search.
2. Your resume gives potential employers their first \_\_\_\_\_ of you.
3. A resume should always begin with your \_\_\_\_\_.
4. The \_\_\_\_\_ is the largest portion of a resume.
5. A cover letter helps you secure an \_\_\_\_\_.

**Multiple Choice**

1. The key to a successful job search is:
  - a. to know yourself
  - b. to know your market
  - c. to know how to market yourself effectively
  - d. all of the above
2. A resume should include all of the following **except**:
  - a. academic achievements
  - b. work experience
  - c. references
  - d. extracurricular activities

3. The job objective should:
  - a. always be stated
  - b. be stated in at least two sentences
  - c. be stated in one sentence
  - d. none of the above
  
4. The body of a resume should contain all of the following **except**:
  - a. education
  - b. job history
  - c. courses you have taken
  - d. achievements
  
5. A goal of a cover letter is to:
  - a. point out any connections you have to the company
  - b. express interest in the company and a specific position
  - c. network
  - d. none of the above

### **Essay**

1. What does it mean to promote yourself on paper? How will you do this?
  
2. What are some specific things you can include in your cover letter to sell yourself? What qualifications do you have that would be considered valuable in any job?

### **Oral Review**

1. How can you create the best possible first impression through your resume? What are some things that make a bad first impression?
  
2. How can tools of self-promotion (cover letters, the way you dress and speak, etc.) put you ahead of the game? What are some additional ways, beyond those in the text, to stand out in the career seeking process?

**Majoring in the Rest of Your Life**  
**Chapter 14: You're Hired**  
**Quiz**

**True or False**

1. After each interview, wait two weeks and then write a thank-you note.  
True                  False
2. Attending a dinner or lunch can be part of an interview.  
True                  False
3. Because jobs are difficult to find, you should take whatever is offered.  
True                  False
4. Employers often offer the highest salary right off the bat.  
True                  False
5. Accepting a job offer is your first official chance to bond with your new manager.  
True                  False

**Fill in the Blank**

1. Meeting \_\_\_\_\_ is a golden opportunity to learn about a company.
2. You may be asked to complete a \_\_\_\_\_ inventory as part of the hiring process.
3. Salary range and benefits are part of the \_\_\_\_\_ package.
4. Expressing \_\_\_\_\_ leaves all doors open for the future.
5. Be \_\_\_\_\_ with yourself when starting a new job.

**Multiple Choice**

1. All of the following may occur after a traditional interview **except**:
  - a. meeting again with the interviewer
  - b. spending two months in the office to get a feel for it
  - c. being flown to the home office
  - d. taking a series of tests
2. You should know the following before accepting a job offer:
  - a. starting salary
  - b. if travel is involved
  - c. if there is a retirement plan
  - d. all of the above

3. When considering whether or not to accept a job offer you should:
  - a. not take notes
  - b. not ask questions
  - c. make a list of pros and cons
  - d. none of the above
  
4. If you're offered a position on the spot you should:
  - a. accept immediately
  - b. accept only if you think it's a perfect fit
  - c. accept after negotiating salary for a few minutes
  - d. never accept
  
5. A courtesy after an interview can include:
  - a. calling those who gave you special attention
  - b. writing thank you notes only if offered the position
  - c. not following up
  - d. not writing thank you notes to companies you've turned down

### **Essay**

1. What do you find most important when considering whether to work for a company? What might you be willing to forgo? Why?
  
2. What are some of your personal bargaining powers for negotiating salaries? When should you not push for a higher salary?

### **Oral Review**

1. How will listing the pros and cons of an organization or job assist you in deciding whether or not to accept a job offer? Why is taking notes helpful in this process?
  
2. Why should you leave the door open for companies whose job offers you decline? How can you do this?

**Majoring in the Rest of Your Life**  
**Chapter 15: Outlooks and Insights**  
**Quiz**

**True or False**

1. No matter what your first job is after college, it marks a new beginning.  
True                  False
2. The way people measure success in the working world is very uniform.  
True                  False
3. One of the most overlooked qualities needed to succeed is *character*.  
True                  False
4. It's important to leave on good terms when you quit your job.  
True                  False
5. You should concentrate on overall happiness, not just job success.  
True                  False

**Fill in the Blank**

1. Many of the ways people measure success have to do with \_\_\_\_\_, not reality.
2. Satisfaction comes from knowing you took the \_\_\_\_\_ road.
3. Taking \_\_\_\_\_ risks can mean the difference between an outstanding career and an average one.
4. Character refers to the ability to be \_\_\_\_\_.
5. Making enemies can come back to haunt you through poor \_\_\_\_\_.

**Multiple Choice**

1. People may not always agree with you, especially if they feel threatened by your:
  - a. appearance
  - b. salary
  - c. abilities
  - d. position
2. You can develop inner resources by:
  - a. applying yourself academically
  - b. gaining work experience
  - c. keeping active in extracurricular activities
  - d. all of the above

3. A tip for bowing out of a job with style is:
  - a. be sure you want to leave
  - b. boast about your new job
  - c. bad mouth the company you're leaving
  - d. don't get the new offer in writing
  
4. It takes a strong commitment and hard work to maintain:
  - a. an interview
  - b. character
  - c. a job
  - d. a healthy balance
  
5. You can give the world something of what it has given you through your:
  - a. family
  - b. actions
  - c. activities
  - d. all of the above

### **Essay**

1. What constitutes overall happiness for you? How can you go about achieving this?
  
2. What makes up your personal character? What do you consider to be your most important morals? How does your character factor into becoming a good leader or having a successful career?

### **Oral Review**

1. What types of risks do you consider to be calculated? How does knowing your strengths and weaknesses help you determine this?
  
2. Why is happiness something you must work at to achieve? How can you work toward happiness in college? What about in the future?