

PART 3

TESTS AND ANSWER KEYS

CHAPTER 1**Q U I Z****A. MATCHING**

Match each definition in the left column with the correct term in the right column. Write the letter of the term in the space provided.

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| _____ 1. The sense of being a unique, conscious being. | a. behavior |
| _____ 2. Anything that people think, feel, or do. | b. cognition |
| _____ 3. A set of norms that define how males and females are supposed to behave. | c. culture |
| _____ 4. How a person chooses to define him- or herself to the world. | d. emotion |
| _____ 5. Lifetime fulfillment that comes from creating a sense of meaning in your work and personal life. | e. gender role |
| _____ 6. Mental processing of information in any form. | f. happiness |
| _____ 7. The scientific study of human behavior. | g. identity |
| _____ 8. A subjective feeling that is accompanied by physical and behavioral changes. | h. psychology |
| _____ 9. The behaviors, ideas, attitudes, and traditions shared by a large social group and transmitted from one generation to the next. | i. self |
| _____ 10. A state of well-being that comes from having a positive evaluation of your life. | j. success |

B. SHORT ANSWER

Write a paragraph in response to one of the following questions.

- 11a. What are the ingredients of lifelong success? How do they contribute to a person's success in life?
- 11b. What does it mean to have a complex self-image? Is it desirable to have a complex self-image? Explain your answer.

CHAPTER 1**T E S T****A. COMPLETION**

Complete the following sentences using the correct term from the list below.

success	role model	social role
self-image	self-direction	nervous system
happiness	self-presentation	psychology
identity		

1. Humans are biological beings, with a complex _____ that regulates thoughts, feelings, and actions.
2. A _____ is a person who has the qualities you would like to have.
3. Our _____ defines how we are supposed to act in a social position or setting.
4. In this book, _____ means a lifetime of personal fulfillment that comes from creating a sense of meaning in your work and life.
5. How we choose to define ourselves to the world makes up our _____.
6. _____ is one of the ingredients of success and is the ability to set a well-defined goal and work toward it.
7. Altering our behavior to make a good impression on others is known as _____.
8. The word _____ comes from two Greek words meaning “mind” or “self” and “science” or “study.”
9. _____ is the natural experience of winning your self-respect and the respect of others.
10. Our _____ is all the beliefs we have about ourselves.

B. MULTIPLE CHOICE

Identify the letter of the choice that best completes the statement or answers the question.

11. All of the following have little effect on happiness EXCEPT _____.
 - a. being married
 - b. owning a BMW
 - c. getting to know yourself better
 - d. having a Ph.D.

12. _____ is the ability to use your knowledge and experience to make sound decisions.
- a. Courage
 - b. Wisdom
 - c. Optimism
 - d. Work ethic
13. A major goal of psychology is to _____ human behavior.
- a. describe
 - b. explain
 - c. change
 - d. all of the above
14. The part of the brain that stores the emotions and sensations of which we are not quite aware is called the _____.
- a. nervous system
 - b. conscious mind
 - c. subconscious mind
 - d. paraconscious mind
15. Cognition refers to the functions of processing information and includes activities such as _____.
- a. loving
 - b. recognizing
 - c. being angry
 - d. all of the above
16. Your _____ is the sum of all the social roles you play and the social groups to which you belong.
- a. collective identity
 - b. familial identity
 - c. individual identity
 - d. relational identity
17. Your _____ is made up of the personal characteristics that distinguish you from other people.
- a. collective identity
 - b. familial identity
 - c. individual identity
 - d. relational identity
18. Your _____ refers to how you identify yourself in relation to the important people in your life, such as your parents, siblings, close friends, children, and partner.
- a. collective identity
 - b. familial identity
 - c. individual identity
 - d. relational identity
19. Culture consists of the _____ shared by a large social group and transmitted from one generation to the next.
- a. behaviors
 - b. ideas
 - c. traditions
 - d. all of the above
20. As children grow up and develop an identity, they are powerfully affected by _____, which tell them how males and females are supposed to behave.
- a. television commercials
 - b. gender roles
 - c. social roles
 - d. cultural roles

C. SHORT ANSWER

Write a paragraph in response to each of the following questions.

21. Do you agree with this statement? "Happiness should not be confused with indulging yourself or seeking pleasure." Give your reasons.

22. Name three positive personal qualities you especially admire in others and explain how they can contribute to personal happiness.

23. Explain the concept of self-image. How can a positive self-image contribute to personal success?

CHAPTER 2**Q U I Z****A. MATCHING**

Match each definition in the left column with the correct term in the right column. Write the letter of the term in the space provided.

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| _____ 1. The principles you use to define acceptable behavior and decide what is right and wrong. | a. emotional awareness |
| _____ 2. The ability to do something specific as a result of learning and practice. | b. ethics |
| _____ 3. The process of paying attention to yourself. | c. intelligence |
| _____ 4. The process of recognizing, identifying, and accepting your emotions. | d. interests |
| _____ 5. An understanding of facts or principles in a particular subject area. | e. knowledge |
| _____ 6. A set of abilities that enables you to solve certain types of real-world problems. | f. self-awareness |
| _____ 7. The ability to see your strengths and weaknesses clearly and realistically. | g. self-consciousness |
| _____ 8. The beliefs and principles you choose to live by. | h. self-honesty |
| _____ 9. Personal preferences for specific topics or activities. | i. skill |
| _____ 10. The tendency to frequently think about and observe yourself. | j. values |

B. SHORT ANSWER

Write a paragraph in response to one of the following questions.

11a. What are the benefits of self-awareness?

11b. Explain the relationship between knowledge, skills, and interests.

CHAPTER 2**T E S T****A. COMPLETION**

Complete the following sentences using the correct term from the list below.

self-awareness	trait	self-honesty
skill	emotional awareness	knowledge
self-consciousness	intelligence	personality
interests		

1. With _____, you can see both what you have to offer and what you need to do to become the person you want to be.
2. A _____ is an individual's pattern of emotions (feelings), cognitions (thoughts), and actions.
3. Another useful way to understand skills is to see them as ways of using _____.
4. _____ is the process of paying attention to yourself—your thoughts, feelings, attitudes, motivations, and actions.
5. _____ involves observing yourself, recognizing a feeling as it happens, and seeing the links between your thoughts, feelings, and actions.
6. A _____ is a disposition to behave in a certain way regardless of the situation.
7. _____ is the ability to do something specific as a result of learning and practice.
8. _____ is an understanding of facts or principles in a particular subject area.
9. Psychologists often distinguish between private and public _____.
10. People who ignore their _____ often end up in careers they don't enjoy.

B. MULTIPLE CHOICE

Identify the letter of the choice that best completes the statement or answers the question.

11. _____ is the tendency to frequently think about and observe oneself.

a. self-awareness	c. self-consciousness
b. self-absorption	d. self-centeredness

12. The tendency to be aware of the aspects of yourself that are on display in social situations is called _____.
a. self-consciousness c. public self-consciousness
b. private self-consciousness d. social self-consciousness
13. Which of the following is NOT a benefit of self-awareness?
a. It helps you appreciate your unique personality, skills, and interests.
b. It helps you be swayed by what other people say or do.
c. It helps you act in accordance with your personal values.
d. It helps you identify what you are really feeling and thinking inside.
14. Which of the following questions should you ask yourself in order to become more emotionally aware?
a. Can I put a specific name to this emotion?
b. How is my body feeling?
c. What happened right before I started to experience this emotion?
d. all of the above
15. An aspiration, a hope, or a vision of the future is known as _____.
a. a dream c. having a goal
b. having a purpose d. being a visionary
16. Personality traits include all of the following except:
a. beautiful c. loyal
b. cheerful d. strong-minded
17. Skills are often expressed as _____.
a. nouns c. gerunds
b. adjectives d. verbs
18. A person who is able to follow complex lines of reasoning probably has _____ intelligence.
a. naturalistic c. logical/mathematical
b. bodily/kinesthetic d. verbal/linguistic
19. In order to develop your interpersonal intelligence, you could _____.
a. attend concerts and musicals c. visit a planetarium or aquarium
b. join a volunteer or service group d. all of the above
20. According to John Holland's personality type theory, _____ people are persuaders who enjoy using their verbal skills.
a. investigative c. conventional
b. realistic d. enterprising

C. SHORT ANSWER

Write a paragraph in response to each of the following questions.

21. How does having a dream affect the progress of your life?

22. Why do you think the word “pretty” is not listed in Activity 9 as a personality trait?

23. What is the difference between transferable skills and job-specific skills? Is one type more important than the other? Why or why not?

CHAPTER 3**Q U I Z****A. MATCHING**

Match each definition in the left column with the correct term in the right column. Write the letter of the term in the space provided.

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|-----------------------------------------------------------------------------------------------|---------------------------|
| _____ 1. Being flexible and open to change. | a. adapting |
| _____ 2. Physical and psychological reactions to the demands of life. | b. aggression |
| _____ 3. Behaviors that help you deal productively with stress. | c. anger |
| _____ 4. An outcome you want to achieve and toward which you direct your effort. | d. assertiveness |
| _____ 5. A strong feeling of displeasure, resentment, or hostility. | e. coping skills |
| _____ 6. A goal with a specific plan of action to accomplish within the coming year. | f. goal |
| _____ 7. Behavior intended to harm or injure a person or object. | g. long-term goal |
| _____ 8. Any barrier that prevents you from achieving your goals. | h. obstacle |
| _____ 9. Standing up for your rights without threatening the self-esteem of the other person. | i. short-term goal |
| _____ 10. A goal you plan to achieve in the more distant future. | j. stress |

B. SHORT ANSWER

Write a paragraph in response to one of the following questions.

11a. What is the first step toward conquering anger, and why is it the first step?

11b. What are goal cards, and how can using them help you reach your goals?

CHAPTER 3**T E S T****A. COMPLETION**

Complete the following sentences with the correct term below.

assertiveness

anger

obstacle

denial

perfectionism

aggression

escape response

adapt

stress

goal

1. It is normal to experience _____ when faced with hassles, the small stressors of everyday life.
2. A(n) _____ is a signpost to the future, telling you which way to go.
3. Rather than resisting change, you can _____, or be flexible and open to change.
4. While _____ is a basic human emotion and a normal response to aggravating situations, it steals our energy and sidetracks us from achieving our goals.
5. A(n) _____ is any barrier that hinders us from achieving our goals.
6. When people respond to stressful situations with _____, they are refusing to accept painful thoughts and feelings.
7. Saying “no” to unreasonable requests and dealing with minor irritations before they become anger-provoking situations are two ways of demonstrating _____.
8. The belief that you are only worthy as a person if you do everything perfectly is known as _____.
9. A(n) _____ is a behavior that helps get your mind off your troubles and that can be either positive or negative.
10. Angry behavior intended to harm or injure a person or object is called _____.

B. MULTIPLE CHOICE

Identify the letter of the choice that best completes the statement or answers the question.

11. The “A” in SMART goals stands for _____.
 - a. assertive
 - b. aggressive
 - c. achievable
 - d. artistic
12. Which of the following is NOT an obstacle to achieving a goal?
 - a. choosing a goal to please yourself
 - b. not really wanting it
 - c. going it alone
 - d. resisting change
13. Each person has his or her own _____, or causes of stress.
 - a. eustress
 - b. distresses
 - c. internal naggers
 - d. stressors
14. Good stress, the kind you feel when playing a sport or going on a date, is called _____.
 - a. eustress
 - b. distress
 - c. stressors
 - d. technostress
15. In the ABC model, the “B” stands for _____.
 - a. bridge
 - b. belief
 - c. build
 - d. beyond
16. When we experience stress, a response is triggered from the ANS, or the _____.
 - a. autoimmune nervous system
 - b. automatic nervous system
 - c. autonomic nervous system
 - d. autonomic nervous stressor
17. Behaviors that help you deal productively with stress are known as _____.
 - a. escape responses
 - b. relaxation responses
 - c. stressor responses
 - d. coping skills
18. All of the following can assist with stress management EXCEPT _____.
 - a. physical exercise
 - b. avoiding responsibilities
 - c. engaging in hobbies
 - d. keeping your sense of humor
19. Suppressed anger can lead to _____, a way of dealing with emotional conflict by indirectly expressing aggression toward others.
 - a. depression
 - b. sarcasm
 - c. passive-aggression
 - d. cynicism
20. Anger can be used constructively to _____.
 - a. enhance your self-esteem
 - b. enhance aggression tendencies
 - c. further your ambitions
 - d. further your self-awareness

C. SHORT ANSWER

Write a paragraph in response to each of the following questions.

21. What does the ABC model demonstrate? Explain how understanding this formula can help you deal with stress.

22. Name the three core characteristics of people who handle stress effectively, and describe strategies for developing each one.

23. Now that you have read this chapter, do you agree that setting goals is important? Why or why not?

CHAPTER 4**Q U I Z****A. MATCHING**

Match each definition in the left column with the correct term in the right column. Write the letter of the term in the space provided.

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| _____ 1. Recognition and acceptance of what is true about yourself. | a. accomplishment |
| _____ 2. Confidence in and respect for yourself. | b. anxiety |
| _____ 3. A generalized feeling of worry and nervousness that does not have any specific cause. | c. affirmation |
| _____ 4. Anything completed through effort, skill, or persistence. | d. criticism |
| _____ 5. The person we want to be or feel we ought to be. | e. ideal self |
| _____ 6. Any remark that contains a judgment, evaluation, or statement of fault. | f. self-acceptance |
| _____ 7. A positive self-statement that helps a person think of him- or herself in a positive, caring, and accepting way. | g. self-esteem |
| _____ 8. Words and actions from other people that help a person feel valued, cared for, and connected to a community. | h. self-expectancy |
| _____ 9. The belief that you are able to achieve what you want in life. | i. social comparison |
| _____ 10. The practice of comparing your traits and accomplishments with those of others. | j. social support |

B. SHORT ANSWER

Write a paragraph in response to one of the following questions.

11a. How can you overcome loneliness?

11b. How does self-acceptance relate to self-esteem?

CHAPTER 4**T E S T****A. COMPLETION**

Complete the following sentences using the correct term from the list below.

self-esteem

inner critic

self-expectancy

avoidance

self-acceptance

criticism

coping

social comparison

probing

label

1. _____ reduces short-term discomfort, but leaves you with the feeling that you are incapable of dealing with the situation.
2. The voice that bombards you with constant negative self-talk is known as your _____.
3. When you have healthy _____, you appreciate your worth and importance, but you also realize that no one is any more or less worthy or important than you are.
4. When destructive criticism is vague and general, you can use a technique called _____ to get more specific information from the critic.
5. When you enjoy _____, you recognize that you are good enough just the way you are.
6. _____ means facing up to threatening situations, such as a problem in a relationship, a bad habit, or anything else that you are putting off because it is unpleasant or painful.
7. Many of us are addicted to _____, comparing our traits and accomplishments with those of other people.
8. _____ is not about what you really can accomplish but what you think you can accomplish.
9. A(n) _____ is a simplistic statement that we use to define who we are.
10. Some _____ is constructive, designed to help us improve ourselves, but it can also be destructive and cripple our self-esteem.

B. MULTIPLE CHOICE

Identify the letter of the choice that best completes the statement or answers the question.

11. Children and adolescents who receive _____ usually develop healthy self-esteem.
a. conditional positive regard c. unconditional positive regard
b. conditional negative regard d. unconditional negative regard
12. Parents who give their children _____ give love and acceptance on the condition that they behave in a certain way.
a. conditional positive regard c. unconditional positive regard
b. conditional negative regard d. unconditional negative regard
13. Sadness about being alone is usually called _____.
a. anxiety c. avoidance
b. loneliness d. negative self-acceptance
14. Social support comes in two basic forms: _____.
a. emotional and instrumental c. conditional and unconditional
b. emotional and monetary d. conditional and emotional
15. It's not what you can't do that holds you back—it's _____.
a. people who don't believe in you c. what you *think* you can't do
b. a lack of monetary resources d. your personal physical limitations
16. The person you might realistically become in the future is your _____.
a. ideal self c. real self
b. possible self d. composite self
17. The person you want to be or feel you ought to be is known as your _____.
a. ideal self c. real self
b. possible self d. composite self
18. _____ is (are) a tool for developing newer, healthier visions of ourselves.
a. Criticisms c. Self-talk
b. Negative self-talk d. Affirmations
19. The first step in responding to both constructive and destructive criticism is to _____.
a. assert yourself c. restate the criticism
b. listen carefully d. probe
20. Which of the following reactions to criticism is the most effective?
a. Directly confront the critic.
b. Acknowledge the criticism as true and apologize.
c. Agree with the specific part of the criticism you can acknowledge to be true.
d. Pretend to acknowledge the criticism and then get even.

C. SHORT ANSWER

Write a paragraph in response to each of the following questions.

21. What is self-expectancy, and why is it important?

22. How can you mend a negative self-image?

23. Explain the difference between constructive criticism and destructive criticism. Give examples.

CHAPTER 5**Q U I Z****A. MATCHING**

Match each definition in the left column with the correct term in the right column. Write the letter of the term in the space provided.

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|---------------------------------------------------------------------------------------------------------|----------------------------|
| _____ 1. Focusing on the flaws and problems in ourselves, other people, and the world around us. | a. complaint |
| _____ 2. Distress caused by contemplating worst-case scenarios. | b. depression |
| _____ 3. An illness characterized by profound feelings of sadness, hopelessness, and helplessness. | c. irrational belief |
| _____ 4. A negative attitude about ourselves that dooms us to failure. | d. judgmentalism |
| _____ 5. The tendency to expect the best possible outcome. | e. negative thinking |
| _____ 6. A distorted, self-destructive idea or assumption. | f. optimism |
| _____ 7. The tendency to expect the worst possible outcome. | g. pessimism |
| _____ 8. Focusing on what is good about ourselves, other people, and the world around us. | h. positive thinking |
| _____ 9. The habit of condemning people or things because they are not the way we think they should be. | i. self-defeating attitude |
| _____ 10. The sharing of distress, discomfort, or worry with another person. | j. worry |

B. SHORT ANSWER

Write a paragraph in response to one of the following questions.

11a. Compare the effect of positive thinking on feelings and actions with the effect of a self-defeating attitude on feelings and actions.

11b. How does attitude affect health?

CHAPTER 5**T E S T****A. COMPLETION**

Complete the following sentences using the correct term from the list below.

positive thinking	depression	optimism
self-defeating attitude	attitude	vicious cycle
negative thinking	cognitive distortion	pessimism
ABCDE method		

1. A(n) _____ is a belief or opinion that predisposes us to act in a certain way.
2. People with a negative self-image develop a(n) _____ in which they see themselves failing before they even try.
3. People with _____ focus their energy on making their goals happen, rather than on bracing for the worst.
4. Using the _____, we can challenge our irrational beliefs to create positive new emotional outcomes for ourselves.
5. _____ dampens our mood and blocks us from taking risks, making changes, and expressing our real selves.
6. People with _____ find signs of failure and disaster everywhere they go.
7. Self-defeating attitudes create a(n) _____, a chain of events in which one negative event causes another negative event.
8. _____ gives you the drive to work hard to make good things happen. It does not promise success, but there is no success without it.
9. A(n) _____ is a self-critical, illogical pattern of thought.
10. An illness characterized by profound feelings of sadness, hopelessness, and helplessness, _____ affects 20 million people each year in the United States and Canada.

B. MULTIPLE CHOICE

Identify the letter of the choice that best completes the statement or answers the question.

11. Which of the following is NOT a positive habit?
 - a. Be judgmental.
 - b. Don't worry.
 - c. Choose your words.
 - d. Look for the good.

12. Which of following is myth about worrying, not a reality?
- a. Caring and worrying are not the same.
 - b. Worrying helps me deal with my problems.
 - c. Worrying drains your energy.
 - d. None of the above.
13. Positive thinkers are healthier than negative thinkers because _____.
- a. they are less vulnerable to depression
 - b. they are more likely to practice positive health behaviors
 - c. positive thoughts and feelings stimulate endorphins
 - d. all of the above
14. MyPyramid is not designed to _____.
- a. take into account factors such as age, sex, and physical activity
 - b. help you create a plan to achieve a healthy weight
 - c. critique commercial weight loss programs
 - d. utilize online technology
15. Strategies for good health include all of the following EXCEPT _____.
- a. try to be physically active for at least 20 minutes each week
 - b. vary your activities
 - c. set SMART exercise goals for yourself
 - d. eat when you are hungry and stop when you are nearly full
16. Self-defeating attitudes are based on _____.
- a. facts
 - b. negative, distorted perceptions of ourselves
 - c. negative, realistic perceptions of ourselves
 - d. positive, distorted perceptions of ourselves
17. Drawing broad negative conclusions based on limited evidence is a cognitive distortion called _____.
- a. filtering
 - b. emotional reasoning
 - c. overgeneralizing
 - d. catastrophizing
18. Dramatically exaggerating the negative consequences of events is known as _____.
- a. filtering
 - b. emotional reasoning
 - c. overgeneralizing
 - d. catastrophizing
19. Albert Ellis calls distorted, self-destructive assumptions _____.
- a. helpless thinking
 - b. irrational beliefs
 - c. self-blame
 - d. none of the above
20. The C in the ABCDE method refers to _____.
- a. character
 - b. challenge
 - c. criticize
 - d. consequences

C. SHORT ANSWER

Write a paragraph in response to each of the following questions.

21. Give an example of a self-defeating attitude and how you could overcome it.

22. Name the six important positive habits of thought and action. Choose one of the habits that you have and explain how you know you have it. Choose one that you do not have and explain what you need to do to cultivate it.

23. What is an irrational belief? How does the ABCDE method help you overcome irrational beliefs?

M I D T E R M**E X A M****SHORT ANSWER**

Write a paragraph in response to each of the following questions.

1. How can being self-aware make it easier to choose a satisfying job or career? Explain.

2. Explain why it is important to have goals and describe the characteristics of a well-set goal.

3. Define self-expectancy and self-acceptance and describe one specific strategy you can use to increase each quality.

Name

Date

4. Consider this statement: “I should never make mistakes.” What is this statement an example of, and what method can you use to change this kind of thinking? Explain.

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5. Which strategies covered in Chapters 1 through 5 have been most helpful for you? Why?

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CHAPTER 6**Q U I Z****A. MATCHING**

Match each definition in the left column with the correct term in the right column. Write the letter of the term in the space provided.

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| _____ 1. The ability to go on despite opposition, setbacks, and occasional doubts. | a. consequences |
| _____ 2. A behavior that has become automatic through repetition. | b. critical thinking |
| _____ 3. Active, self-reflective thinking. | c. decision |
| _____ 4. The process of teaching yourself to do what is necessary to reach your goals, without becoming sidetracked by bad habits. | d. decision-making process |
| _____ 5. Determining the path your life travels. | e. habit |
| _____ 6. A reasoned choice among several options. | f. impulse |
| _____ 7. A sudden wish that can lead to unwise actions. | g. persistence |
| _____ 8. A logical series of steps to identify and evaluate options and to arrive at a good choice. | h. responsibility |
| _____ 9. The ability to make independent, proactive decisions and to accept the consequences of them. | i. self-determination |
| _____ 10. The logical effects of an action. | j. self-discipline |

B. SHORT ANSWER

Write a paragraph in response to one of the following questions.

11a. What are the three steps to controlling impulses? Give an example.

11b. Are you a critical thinker? Why or why not? Explain.

CHAPTER 6**T E S T****A. COMPLETION**

Complete the following sentences using the correct term from the list below.

self-discipline	habit	self-determination
impulse	persistence	regret
responsibility	mistake	critical thinking
decision		

1. People who believe that fate, luck, or some other force outside their control shapes the outcome of their lives are demonstrating a lack of _____.
2. People who have poor _____ control may end up with problems such as gambling, drug addiction, or compulsive spending.
3. People who have the quality of _____ put in effort, again and again, until they reach their goal.
4. A(n) _____ is an important opportunity to intervene in the flow of your life and create a new future for yourself.
5. People who are in control of their lives display _____, the ability to make independent decisions and to accept the consequences of them.
6. People who fear a(n) _____ have trouble making decisions for fear of doing the wrong thing.
7. People who feel _____ wish they had decided something differently.
8. You rely on _____ to get up when the alarm rings in the morning.
9. People who practice _____ are able to look at an issue from all sides before coming to a conclusion.
10. You know a(n) _____ is causing you problems if it is making you unhappy or draining your energy.

B. MULTIPLE CHOICE

Identify the letter of the choice that best completes the statement or answers the question.

11. The first step in controlling impulses is to _____.
 - a. think
 - b. decide
 - c. stop
 - d. relate

12. The two key ingredients of self-discipline are _____.
a. persistence and responsibility
b. persistence and self-awareness
c. self-awareness and self-control
d. persistence and self-determination
13. In the concept of embracing change, hidden resistance refers to _____.
a. physical factors
b. psychological factors
c. environmental factors
d. sociological factors
14. In the contemplation stage in Step 1 of conquering bad habits, you _____ the behavior.
a. still have no intention of changing
b. begin thinking about changing
c. edge closer to making a serious effort to change
d. decide it is time to change
15. The critical thinking standard of _____ means that the fact or idea has a direct connection to the subject being discussed.
a. logic
b. clarity
c. accuracy
d. relevance
16. The critical thinking standard of _____ means that a given statement has factual truth.
a. logic
b. clarity
c. accuracy
d. relevance
17. The critical thinking standard of _____ means that a thought digs below the surface to consider the substance of the issue.
a. depth
b. breadth
c. relevance
d. logic
18. The first step in the decision-making process is to _____.
a. act
b. gather information
c. define the decision you need to make
d. assess the consequences of each option relative to your values and goals
19. The final step in the decision-making process is to _____.
a. define the decision
b. evaluate your progress
c. assess each option
d. act
20. Listing all possible options is the _____ step in the decision-making process.
a. second
b. third
c. sixth
d. seventh

C. SHORT ANSWER

Write a paragraph in response to each of the following questions.

21. How does self-discipline help you achieve your goals? Give one specific example of how self-discipline could or does help you achieve your goals.

22. How can positive self-talk help you change a bad habit? How does this work psychologically?

23. Think about a major decision you have made in the past several years. Explain the process you used to make the decision and compare it to the decision-making process described in the text.

CHAPTER 7**Q U I Z****A. MATCHING**

Match each definition in the left column with the correct term in the right column. Write the letter of the term in the space provided.

- | | |
|--------------------------------------------------------------------------------------------------|------------------|
| _____ 1. Freedom of choice, independence, and the chance to exercise independent judgment. | a. autonomy |
| _____ 2. A conscious drive to attain a satisfying goal. | b. desire |
| _____ 3. An unwanted outcome. | c. failure |
| _____ 4. The force that moves us to action. | d. fear |
| _____ 5. The process of creating detailed mental pictures of the behavior you wish to carry out. | e. imagination |
| _____ 6. A reward offered in order to motivate a person to do something. | f. incentive |
| _____ 7. The creative power of the mind. | g. motivation |
| _____ 8. Something we can survive and thrive without. | h. need |
| _____ 9. An unpleasant feeling of anxiety caused by the anticipation of danger. | i. visualization |
| _____ 10. Something we must have in order to survive and thrive. | j. want |

B. SHORT ANSWER

Write a paragraph in response to one of the following questions.

- 11a. Define *positive motivation*, *negative motivation*, *extrinsic motivation*, and *intrinsic motivation* and explain how they are alike and how they are different.
- 11b. Define *relatedness*, *competence*, and *autonomy*, and explain where they belong on the hierarchy of needs.

CHAPTER 7**T E S T****A. COMPLETION**

Complete the following sentences using the correct term from the list below.

motivation	autonomy	hierarchy of needs
comfort zone	relatedness	failure
competence	visualization	self-actualization
imagination		

- _____ is feedback that lets you know where you need to work to improve.
- _____ means reaching one's full potential and achieving long-term personal growth.
- When we lack _____, we feel like powerless participants in a game controlled by others.
- _____ is the force that moves us to action.
- Each time you accept a new challenge, you expand the _____.
- _____ helps you stay positive by allowing you to create a mental image of you achieving your goals.
- The _____ depicts the five central human needs.
- The need for _____ can be fulfilled through romance, friendship, family ties, or the camaraderie of school or the workplace.
- Napoleon once said, "_____ rules the world."
- The ability to reach our goals and cope with the challenges of life is key to self-esteem.
Because of this, we all have a deep need to feel a sense of _____ in the important areas of our lives.

B. MULTIPLE CHOICE

Identify the letter of the choice that best completes the statement or answers the question.

- When we are driven away from failure, we experience _____.
 - positive motivation
 - negative motivation
 - intrinsic motivation
 - extrinsic motivation

12. When we are driven to do things that we enjoy and that allow us to grow as a person, we experience _____.
a. positive motivation c. intrinsic motivation
b. negative motivation d. extrinsic motivation
13. When we are driven to do things not because we really want to but because they are a means to an end, we experience _____.
a. positive motivation c. intrinsic motivation
b. negative motivation d. extrinsic motivation
14. When we are driven toward success, we experience _____.
a. positive motivation c. intrinsic motivation
b. negative motivation d. extrinsic motivation
15. The need to be free from physical harm is a(n) _____ need.
a. esteem c. security
b. social d. physical
16. The need to feel valuable and worthwhile as an individual is a(n) _____ need.
a. esteem c. security
b. social d. physical
17. Fear is _____.
a. the opposite of desire
b. caused by the anticipation of danger
c. an unpleasant feeling
d. all of the above
18. Intrinsic goals include all of the following EXCEPT _____.
a. receiving recognition from the community
b. building meaningful relationships
c. growing as a person
d. giving to the community
19. It doesn't matter how many times you have failed in the past. It only matters that _____.
a. you know when to quit c. you are willing to try again
b. others don't see you as a failure d. you quit with grace and poise
20. The key to visualization is focusing on _____.
a. one image at a time c. your fears and anxieties
b. the outcome you want to achieve d. none of the above

C. SHORT ANSWER

Write a paragraph in response to each of the following questions.

21. What are incentives? When are they successful? When do they fail? Give examples.

22. Explain Maslow's hierarchy of needs. Name the five levels in order and describe each one.

23. What is the difference between the fear of failure and the fear of success? Describe one way to overcome each type of fear.

CHAPTER 8**Q U I Z****A. MATCHING**

Match each definition in the left column with the correct term in the right column. Write the letter of the term in the space provided.

- | | |
|------------------------------------------------------------------------------------------|----------------------------|
| _____ 1. The intelligent use of money to achieve your goals. | a. budget |
| _____ 2. The habit of putting off tasks until the last minute. | b. credit |
| _____ 3. A sum of money a person can use before having to pay back the lender. | c. finances |
| _____ 4. The planned, efficient use of time. | d. income |
| _____ 5. A checklist of tasks to be completed. | e. money |
| _____ 6. A convenient medium of exchange used to pay for goods and services. | f. money management |
| _____ 7. A plan that specifies how you will spend your money during a particular period. | g. procrastination |
| _____ 8. All the money you receive during a fixed period of time. | h. schedule |
| _____ 9. A chart showing dates and times when tasks must be completed. | i. time management |
| _____ 10. Monetary resources. | j. to-do list |

B. SHORT ANSWER

Write a paragraph in response to one of the following questions.

11a. How can you manage your time, and what are the benefits of doing so?

11b. What is the basic recipe for financial fitness? What can happen if you do not follow this basic recipe?

CHAPTER 8**T E S T****A. COMPLETION**

Complete the following sentences using the correct term from the list below.

time management	money	to-do list
budget	schedule	impulse buying
procrastination	credit	money management
credit record		

1. Basic _____ involves three steps: 1. Analyze how you use your money; 2. Prioritize your expenses; and 3. Create a plan for your money.
2. Advantages to using a _____ include not having to worry about forgetting a task or getting sidetracked.
3. _____ can stem from self-handicapping, perfectionism, or a lack of self-motivation.
4. The third step in money management is to make a _____.
5. When you use _____, you are really taking out a loan.
6. To establish a good _____, it's important to pay all bills promptly, avoid large debts, and not bounce checks.
7. Basic _____ involves figuring out where your time goes, determining where you want it to go, and creating a plan to make that happen.
8. While we all have feelings about _____, the most useful attitude toward it is a practical one. Look at it as a tool.
9. Many people overspend because they engage in _____ and recreational shopping.
10. Writing all your activities and do-by dates on a _____ provides a graphical reminder of what you have coming up over the following week.

B. MULTIPLE CHOICE

Identify the letter of the choice that best completes the statement or answers the question.

11. The time you spend taking care of yourself and your surroundings is called _____.
 - a. committed time
 - b. maintenance time
 - c. priority time
 - d. discretionary time

12. The time that you can use to do whatever you wish is called _____.
 - a. committed time
 - b. maintenance time
 - c. priority time
 - d. discretionary time
13. The time you devote to school, work, family, volunteering, and other activities that relate to your short-term and long-term goals is called _____.
 - a. committed time
 - b. maintenance time
 - c. priority time
 - d. discretionary time
14. The 80/20 rule states that _____.
 - a. the relationship between input and output, or effort and results, is not balanced
 - b. most people spend 80 percent of their time on activities that produce 20 percent of their progress
 - c. we get 80 percent of our work done during 20 percent of our working hours
 - d. all of the above
15. Creating obstacles to your success in order to have an easy excuse for doing poorly is known as _____.
 - a. self-denial
 - b. self-acrimony
 - c. self-handicapping
 - d. self-serving
16. One way to analyze your spending is to assign expenses to the categories of _____.
 - a. fixed, flexible, or designated
 - b. committed, flexible, or discretionary
 - c. committed fixed, committed flexible, or designated
 - d. committed fixed, committed flexible, or discretionary
17. When making a budget, most people look at _____ as their fixed period of time.
 - a. one year
 - b. a fiscal quarter
 - c. a month
 - d. none of the above
18. An effective budget meets all of the following criteria EXCEPT _____.
 - a. it is realistic and accurate
 - b. it centers around your goals and values
 - c. it provides for savings
 - d. it is balanced, with income equal to or less than expenses
19. Which of the following is NOT a question to ask yourself before buying anything?
 - a. Do I really want this item?
 - b. Do I really need this item?
 - c. Have I allowed for this item in my budget?
 - d. Is this the best time to buy?
20. You probably overuse credit if you use it to _____.
 - a. buy items that cost less than \$5.00
 - b. pay overdue bills
 - c. pay for a vacation
 - d. all of the above

C. SHORT ANSWER

Write a paragraph in response to each of the following questions.

21. Explain the steps you can take and the tools you can use to take control of your time.

22. What is procrastination and what are three sources for it? How does procrastination affect a person's ability to achieve his or her goals?

23. What is the relationship between wealth and well-being? Why should you concern yourself with money management?

CHAPTER 9**Q U I Z****A. MATCHING**

Match each definition in the left column with the correct term in the right column. Write the letter of the term in the space provided.

- | | |
|-------------------------------------------------------------------------------------------------------------------|--------------------------------|
| _____ 1. Disagreement that occurs when individuals or groups clash over needs, values, emotions, or power. | a. active listening |
| _____ 2. The process of giving or exchanging messages without words. | b. body language |
| _____ 3. Listening with understanding and paying close attention to what is being said. | c. communication |
| _____ 4. A meaningful connection with another human being. | d. conflict |
| _____ 5. A set of oversimplified beliefs about the attributes of a groups and its members. | e. interpersonal communication |
| _____ 6. A relationship between two people. | f. interpersonal relationship |
| _____ 7. One-on-one, usually face-to-face communication. | g. nonverbal communication |
| _____ 8. Facial expressions, posture, and gestures. | h. prejudice |
| _____ 9. A negative feeling or attitude toward a group that results from oversimplified beliefs about that group. | i. relationship |
| _____ 10. The process of giving or exchanging messages. | j. stereotype |

B. SHORT ANSWER

Write a paragraph in response to one of the following questions.

11a. Name and describe the six elements of communication.

11b. What is the relationship between communication and conflict? Explain.

CHAPTER 9**T E S T****A. COMPLETION**

Complete the following sentences using the correct term from the list below.

communication relationships channel
groups context empathy
nonverbal communication interpersonal relationships active listening
self-disclosure

1. The _____ is the medium in which a message is delivered.
2. _____ requires three skills: encouraging, attending, and responding.
3. People need _____ because they satisfy our basic need to belong.
4. The most important function of _____ is to create and maintain bonds between people.
5. _____ means seeing life through other people's eyes—experiencing their pain, curiosity, hopes, and fears.
6. People with healthy _____ are happier and suffer less stress and illness than people who have destructive relationships or who suffer loneliness.
7. _____ means letting other people see the real you.
8. _____ is the time and place of communication.
9. Healthy _____ require self-awareness, empathy, and good communication.
10. The most frequent functions of _____ are managing conversations, providing feedback, and clarifying verbal messages.

MULTIPLE CHOICE

Identify the letter of the choice that best completes the statement or answers the question.

11. The most obvious roadblocks to communication are _____, which include background noise, being too warm or too cool, an unpleasant tone of voice, and even the speaker's appearance.
 - a. physical barriers
 - b. emotional barriers
 - c. language and cultural barriers
 - d. psychosomatic barriers

12. One example of _____ is the misunderstanding that would arise if you nodded your head to signal “yes” to a person from Bulgaria.
- a. physical barriers
 - b. emotional barriers
 - c. language and cultural barriers
 - d. psychosomatic barriers
13. The acronym EAR stands for _____.
- a. Eagerly Attend and Respond
 - b. Enthusiasm, Attention, and Respect
 - c. Encouraging, Attending, and Responding
 - d. Easy, Appropriate, and Ready
14. Paraphrasing is _____.
- a. restating the factual content of the message
 - b. one way of giving constructive feedback
 - c. a way to show that you are an active listener.
 - d. all of the above
15. Reflecting is _____.
- a. restating the factual content of the message
 - b. restating the emotional content of the message
 - c. a strategy for becoming an effective speaker
 - d. all of the above
16. The flip side of conformity is _____.
- a. groupthink
 - b. diversity
 - c. cohesiveness
 - d. conflict
17. Which of the following may not be necessary in an intimate relationship?
- a. emotional support
 - b. physical attraction
 - c. sharing
 - d. sociability
18. Empathy is _____.
- a. awareness of and sensitivity to the feelings, thoughts, and experiences of others
 - b. a sense of closeness, caring, and mutual acceptance
 - c. communicating your real thoughts, desires, and feelings
 - d. none of the above
19. Intimacy is _____.
- a. awareness of and sensitivity to the feelings, thoughts, and experiences of others
 - b. a sense of closeness, caring, and mutual acceptance
 - c. communicating your real thoughts, desires, and feelings
 - d. none of the above
20. Which of the following is NOT a strategy for resolving conflict?
- a. use self-expectancy
 - b. listen actively
 - c. state your needs
 - d. be flexible and open-minded

C. SHORT ANSWER

Write a paragraph in response to each of the following questions.

21. Define interpersonal communication, and describe the types of barriers that can affect it.

22. Name three characteristics of a good speaker, and explain two strategies that can help you develop these characteristics.

23. What is intimacy? How can you develop it in a relationship? Give an example.

FINAL**E X A M****SHORT ANSWER**

Write a paragraph in response to each of the following questions.

1. What are the seven ingredients of success, and which of these ingredients do you think is (or are) most important? Support your opinion with specific examples.

2. Explain why the following statement is true: "Self-esteem is one of the most important basic qualities of a successful human being."

3. What is the relationship between self-esteem and positive thinking? Give examples.

Name _____

Date _____

4. Explain how self-discipline and self-motivation help you accomplish your goals.

5. How does managing time and money help you attain success? Explain and give examples.

6. Describe good communication and explain why it is important in interpersonal relationships. Give as many reasons as you can.

7. Which strategies covered in Chapters 6 through 9 have been most helpful for you? Why?

ANSWER KEYS

Chapter 1 Answer Key

Chapter 1 Quiz

A. MATCHING

1. i
2. a
3. e
4. g
5. j
6. b
7. h
8. d
9. c
10. f

B. SHORT ANSWER

11a. The ingredients of success are self-awareness, which allows you to know what you want out of life; self-esteem, which helps you to keep going when others are critical; positive thinking, which helps you to focus on future possibilities instead of setbacks from the past; self-discipline, which helps you to put your plans into action and to do what you need to do to reach your goals; self-motivation, which allows you to focus on goals that have personal meaning for you and stay motivated; and positive relationships, because no one ever succeeds without the help, ideas, and emotional support of others.

11b. Having a complex self-image means having a variety of positive ways of seeing yourself. People who have a complex self-image are less likely to suffer from psychological troubles such as stress, anxiety, and depression. When they suffer a setback or difficulty in one area of their life, they can fall back on the knowledge that they have many other positive roles to play in life. Having a complex self-image, therefore, is desirable and positive.

Chapter 1 Test

A. COMPLETION

1. nervous system
2. role model
3. social role
4. success
5. identity
6. self-direction
7. self-presentation
8. psychology
9. Happiness
10. self-image

B. MULTIPLE CHOICE

11. c
12. b
13. d
14. c
15. b
16. a
17. c
18. d
19. d
20. b

C. SHORT ANSWER

- 21.** Answers will vary but should recognize that indulging yourself and seeking pleasure do not necessarily contribute to a positive evaluation of your life or to the sense of well-being that comes from a positive self-evaluation.
- 22.** Positive qualities will vary but should include three of the following: ability to love, vocation, courage, trust, optimism, future-mindedness, social skill, aesthetic sensibility, work ethic, honesty, emotional awareness, persistence, forgiveness, creative thinking, spirituality, self-esteem, and wisdom. Answers should reflect the understanding that building these qualities can contribute to personal happiness because they help you remain physically and emotionally healthy, enjoy strong friendships and

family relationships, derive satisfaction from a committed romantic relationship, be an effective and loving parent, find satisfaction in work, and feel good about yourself.

23. Answers will vary but should recognize that our self is our sense of being a unique, conscious being. It is the inner core of our being. It contains all of the traits, thoughts, feelings, actions, values, and beliefs that answer the question, "Who am I?" Having a firm sense of self helps us understand the world and make plans and decisions. It motivates us to achieve our goals and to improve ourselves. Having a firm sense of self also helps us build and maintain relationships with others.

Chapter 2 Answer Key

Chapter 2 Quiz

A. MATCHING

1. b
2. i
3. f
4. a
5. e
6. c
7. h
8. j
9. d
10. g

B. SHORT ANSWER

- 11a. Answers will vary but should recognize that self-awareness has many benefits. It helps you identify what you are really feeling and thinking inside. It helps you act in accordance with your values, rather than being swayed by what other people say or do. It helps you appreciate your unique traits, skills, and interests. When you are self-aware, you can make the choices that are right for you.

- 11b. Answers will vary but should reflect that knowledge is the understanding of facts or principles in a particular subject area, while skills are the result of knowledge combined with experience. Skills and interests usually overlap significantly, because people are usually skilled at the things they are interested in and interested in the things they are skilled at.

Chapter 2 Test

A. COMPLETION

1. self-honesty
2. personality
3. intelligence
4. self-awareness
5. emotional awareness
6. trait
7. skill
8. knowledge
9. self-consciousness
10. interests

B. MULTIPLE CHOICE

11. c
12. c
13. b
14. d
15. a
16. a
17. d
18. c
19. b
20. d

C. SHORT ANSWER

21. Answers will vary but should reflect the understanding that having a dream gives a person's life meaning, helps him or her make choices, and helps him or her persevere in the face of obstacles or hardship. Living without a dream, by contrast, can leave a person feeling adrift and unmotivated.

22. Answers will vary but should recognize that “pretty” describes a physical feature, not a personality trait, which is a disposition to behave in a certain way regardless of the situation. The traits listed in Exercise 2.3 describe ways of behaving, not ways of appearing.
23. Answers will vary but should recognize that a job-specific skill is the ability to do a specific task or job, while a transferable skill is an ability that can be transferred across a variety of tasks and jobs. Although it’s easy to think that job-specific skills are more important than transferable skills, transferable skills are the foundation of specific skills. Therefore, both types of skills are important.

real cause of the problem. This will help you better understand and control your anger.

- 11b. Answers will vary but should explain that goal cards are small cards on which you write your current short-term goals and the time frame for achieving each goal. By carrying these cards with you, you can review your goals as often as possible and adjust them as necessary. This helps keep you motivated and reminds you to stay focused. Model answers will also suggest that writing down your goals in clear statements and setting a time for achieving each goal helps to make the goal more concrete and therefore more attainable.

Chapter 3 Answer Key

Chapter 3 Quiz

A. MATCHING

1. a
2. j
3. e
4. f
5. c
6. i
7. b
8. h
9. d
10. g

B. SHORT ANSWER

- 11a. The first step toward conquering anger is to figure out what makes you angry and why. Answers will vary as to why it is the first step, but should recognize that anger usually arises when you feel something might happen to frighten, hurt, or threaten you or make you feel powerless. By figuring out what is causing you to feel this way, you can address the

Chapter 3 Test

A. COMPLETION

1. stress
2. goal
3. adapt
4. anger
5. obstacle
6. denial
7. assertiveness
8. perfectionism
9. escape response
10. aggression

B. MULTIPLE CHOICE

11. c
12. a
13. d
14. a
15. b
16. c
17. d
18. b
19. c
20. d

C. SHORT ANSWER

21. Answers will vary but should recognize that the ABC stress diagram describes that an activating event, A (any stress-causing situation), plus your belief, B (how you evaluate the situation), leads to certain consequences, C (emotional and behavioral outcome). In other words, the diagram explains how negative beliefs can create stress and lead to unwanted consequences. Answers should also explain that understanding this diagram can help you manage stress by showing that if you can control how you evaluate or react to a stressful situation, you can influence the outcome and have a more positive experience.
22. The three core characteristics of people who handle stress effectively are: 1. Seeing problems not as catastrophes but as challenges; 2. Having a sense of mission or purpose in life that helps put setbacks in perspective; and 3. Having a feeling of control over their own lives. Answers will vary as to how to cultivate a given characteristic. To cultivate the outlook that problems are really challenges, a student might write about a problem as it arises and break it down into smaller problems that are easier to solve. As he or she solves problems this way, he or she would develop better coping strategies and suffer less stress.
23. Answers will vary but should recognize that setting goals helps you achieve your dreams. They help you establish a plan and direct your abilities in the service of what you want most.

Chapter 4 Answer Key

Chapter 4 Quiz

A. MATCHING

1. f
2. g
3. b
4. a
5. e
6. d
7. c
8. j
9. h
10. i

B. SHORT ANSWER

- 11a. Answers will vary but should recognize that overcoming loneliness requires building and strengthening your social support network. Instead of waiting for others to take an interest in you, the first step is to reach out to others. You can also explore your interests by joining a school group, neighborhood club, or volunteer project. Finally, you can work on communication and relationship skills.
- 11b. Answers will vary but should reflect that people who accept themselves as they truly are realize that they have many more strengths than weaknesses, and that their weaknesses do not diminish their value. They therefore have higher self-esteem. People who do not accept themselves concentrate more on their weaknesses than their strengths. They therefore have lower self-esteem.

Chapter 4 Test

A. COMPLETION

1. avoidance
2. inner critic
3. self-esteem
4. probing
5. self-acceptance

6. coping
7. social comparison
8. self-expectancy
9. label
10. criticism

B. MULTIPLE CHOICE

11. c
12. a
13. b
14. a
15. c
16. b
17. a
18. d
19. b
20. c

C. SHORT ANSWER

21. Answers will vary but should define self-expectancy as the belief that you are able to achieve what you want in life. Self-expectancy is important because believing that you can achieve your goals will help you obtain them. Whatever you spend the most energy thinking about is what will come to pass, whether it is something you fear or something you desire. People with low self-esteem expect to fail, be in financial peril, suffer poor health, and have troubled relationships, and this is usually what comes true for them. People with high self-expectancy and self-esteem expect to succeed, have financial security, enjoy good health, and have happy relationships—and this is what usually comes true for them, too.
22. Answers will vary but should recognize that the first step to mending a negative self-image is to accept that it is distorted. This means recognizing that the truth you feel about yourself is really a figment of your imagination, and that you see yourself as far less worthy than you really are. The next step is to take a personal

inventory and reassess your strengths and weaknesses. After creating a personal inventory, you should have a much fairer and more accurate assessment of yourself. Reviewing this personal inventory will help you teach yourself to accept your flaws, affirm your positive qualities, and move on.

23. Answers will vary but should recognize that constructive criticism can help you improve yourself, that it addresses specific behavior, and that it does not attack you as a person. It also usually makes mention of your positive points and offers helpful suggestions for improvement. Destructive criticism, by contrast, can cripple your self-esteem. It is often general, addressing your attitude or some aspect of yourself rather than focusing on specific behavior. It is also usually entirely negative, without any helpful suggestion about how to do things differently. Examples will vary but may be similar to those given in the text.

Chapter 5 Answer Key

Chapter 5 Quiz

A. MATCHING

1. e
2. j
3. b
4. i
5. f
6. c
7. g
8. h
9. d
10. a

B. SHORT ANSWER

- 11a. Answers will vary but should reflect that both effects are cyclical. Positive thinking leads to positive feelings and actions, which lead to success, in turn

leading to more positive thinking and feelings. A self-defeating attitude leads to self-defeating behavior, which leads to a negative outcome, which strengthens the self-defeating attitude.

- 11b. Answers will vary but should recognize that the body's immune system, which fights infection and disease, is weakened by negative thoughts and feelings. Negative thoughts and feelings cause our bodies to produce fewer antibodies that fight illness. Positive thoughts and feelings, on the other hand, stimulate the production of morphine-like proteins called endorphins that reduce feelings of pain and cause a person to feel better.

Chapter 5 Test

A. COMPLETION

1. attitude
2. self-defeating attitude
3. optimism
4. ABCDE method
5. negative thinking
6. pessimism
7. vicious cycle
8. positive thinking
9. cognitive distortion
10. depression

B. MULTIPLE CHOICE

11. a
12. b
13. d
14. c
15. c
16. b
17. c
18. d
19. b
20. d

C. SHORT ANSWER

21. Examples will vary but should recognize that overcoming a self-defeating attitude

is a two-step process of self-awareness and positive self-talk. The first step is to become aware of your self-defeating attitudes. The second step is to replace them with positive self-statements.

22. The six habits are 1. Look for the good; 2. Choose your words; 3. Surround yourself with positive people; 4. Accept, don't judge; 5. Limit complaints; and 6. don't worry. Students' choices of habits and explanations will vary.
23. Answers will vary but should recognize that an irrational belief is a distorted, self-destructive idea or assumption that interferes with rational thinking. The ABCDE method is based on the idea that we are more affected by how we view events than by the events themselves. ABC stands for Activating event, Belief, and Consequences. D and E stand for Dispute and Exchange. We can change our irrational beliefs by disputing them, which means confronting them with the facts of the situation. For example, when we have a negative, irrational, exaggerated thought, we can dispute our negative beliefs by asking questions such as, "Why? Who says so? Am I focusing on the negative?" Then we can exchange, or substitute, that irrational thought for a new, positive emotional and behavioral outcome. For example, instead of thinking "I'm a total failure" because a presentation doesn't go right, we can exchange that thought for a more rational thought such as, "Next time I will be more organized so that my presentation goes better."

Midterm Exam Answer Key

1. Students should explain that self-awareness helps people choose satisfying jobs and careers because it enables them to discover their dreams, goals,

personality traits, values, skills, and interests. People can then use this information about themselves to choose the jobs and careers that will prove the most interesting and satisfying to them.

2. Setting goals is important because goals give us direction and help us spend our time and effort on the activities that matter most. By setting long-term goals and then working backward to establish a series of related short-term goals, we can develop a step-by-step plan with deadlines to achieve what we want in life. Well-set goals have all five SMART factors: they are specific, measurable, achievable, realistic, and time-related.
3. Self-expectancy is a person's belief that he or she is able to achieve what he or she wants in life (i.e., to do what is necessary to achieve his or her goals). Self-acceptance is the recognition and acceptance of what is true about oneself. One strategy to increase self-expectancy is to set, and accomplish, a series of increasingly different goals in a certain life area. One strategy to increase self-acceptance is to take an honest personal inventory and then to rethink the negative items on that inventory in a realistic and compassionate way.
4. "I should never make mistakes" is an example of an irrational belief, a distorted, self-destructive idea or assumption that interferes with one's thinking. Students should refer to the ABCDE method and explain how it helps people dispute (D) their irrational beliefs (B) with the reality of the situation, exchanging the negative cognitive and emotional consequences (C) of the belief(s) for more positive consequences (E).
5. Answers will vary but should show an understanding of the concepts presented in Chapters 1-5 and a genuine effort to relate these concepts to real-life applications.

Chapter 6 Answer Key

Chapter 6 Quiz

A. MATCHING

1. g
2. e
3. b
4. j
5. i
6. c
7. f
8. d
9. h
10. a

B. SHORT ANSWER

- 11a.** The three steps in controlling impulses are: 1. Stop—Realize that you are about to act impulsively; 2. Think—What will I gain in the short term by acting on this impulse? What will I lose in the long term by acting on this impulse? 3. Decide—Given the short-term and long-term consequences, it is worth it? Examples will vary but should include an impulsive action, such as buying a pair of \$100 shoes on credit because you don't have the money. For example, 1. Stop—Realize that buying these shoes on credit is an impulsive action. 2. Think—Consider that if I buy these shoes, I will be happy with the way I look Saturday night, but I'll have \$100 less for the vacation I am planning. 3. Decide—Since I already have shoes that will be okay for Saturday, I would rather save for my vacation.
- 11b.** Answers will vary but should demonstrate an understanding that a critical thinker is an active self-reflective thinker. Answers should also show understanding of the seven standards: clarity, precision, accuracy, relevance, depth, breadth, and logic.

Chapter 6 Test

A. COMPLETION

1. self-determination
2. impulse
3. persistence
4. decision
5. responsibility
6. mistake
7. regret
8. self-discipline
9. critical thinking
10. habit

B. MULTIPLE CHOICE

11. c
12. d
13. b
14. b
15. d
16. c
17. a
18. c
19. b
20. a

C. SHORT ANSWER

21. Answers will vary but should reflect an understanding that self-discipline helps you to achieve your goals by strengthening your ability to control your destiny, persist in the face of setbacks, weigh the long-term consequences of your actions, make positive changes, break bad habits, think critically, and make effective decisions. Students' examples will vary but could include regular study habits that enable them to maintain good grades or a regular exercise program that helps them to maintain a healthy weight.
22. Answers will vary but should recognize that when you are trying to change a bad habit, you need to change your subconscious mind, as well as your conscious mind. Changing only at the conscious

level is just using willpower, and the change will only be temporary. Because self-talk has a powerful effect on your subconscious mind, you can use it to replace the information you have already stored in your subconscious mind with new thoughts. You can use positive self-talk to persuade your subconscious mind that a change in habit has already taken place. By thinking of yourself as someone who has a particular positive habit, you will start to see yourself this way, and this will help you substitute a good habit for a bad one.

23. Answers will vary but should reflect knowledge of the seven steps and awareness of the utility of a step-by-step decision-making process.

Chapter 7 Answer Key

Chapter 7 Quiz

A. MATCHING

1. a
2. b
3. c
4. g
5. i
6. f
7. e
8. j
9. d
10. h

B. SHORT ANSWER

- 11a. Positive motivation is the drive to do something because it will move us toward a goal. Negative motivation is the drive to do something in order to avoid negative consequences. Extrinsic motivation is motivation that comes from outside. Intrinsic motivation is motivation that comes from inside. Positive motivation and negative motivation often lead

you to the same goal, while extrinsic motivation and intrinsic motivation usually lead to different goals.

- 11b.** Relatedness refers to fulfilling relationships with others. The need for relatedness is a social need in Maslow's hierarchy of needs. Competence is the ability to do something well. The need for competence is part of the need for (self-)esteem, because we all need to feel that we can reach our goals and cope with the challenges of life. Autonomy is freedom of choice, independence, and the chance to exercise independent judgment. The need for autonomy is part of the need for self-actualization, because in order to achieve our full potential we need to have control over our own lives.

Chapter 7 Test

A. COMPLETION

1. failure
2. self-actualization
3. autonomy
4. motivation
5. comfort zone
6. visualization
7. hierarchy of needs
8. relatedness
9. imagination
10. competence

B. MULTIPLE CHOICE

11. b
12. c
13. d
14. a
15. c
16. a
17. d
18. a
19. c
20. a

C. SHORT ANSWER

21. Answers will vary but should recognize that incentives are rewards offered in order to motivate a person to do something. They are successful at motivating someone if they reinforce an intrinsic motivation that person already has. They are not successful when the incentive is that person's only basis for motivation. For example, an incentive is effective if a company offers a bonus to someone who likes his or her job, and the bonus makes working longer hours more attractive. The incentive is ineffective if the bonus is offered to an employee who doesn't like his or her job. He or she may try to work harder for a little while but will run out of enthusiasm fairly quickly.
22. Maslow's hierarchy of needs is a theory and a diagram that organizes people's five basic needs into a pyramid, from the most basic at the bottom to the most complex at the top. The first (bottom) level of needs is physical needs. These are the needs that support our biological health and survival, such as the need for food and water. The second level is security needs, the need to feel safe and secure, to be free from physical harm, and to live in a stable environment. The third level is social needs, the need to be with others and to feel that important others in our lives acknowledge, appreciate, and love us for who we truly are. The fourth level is esteem needs, the need to feel that we are valuable and worthwhile as individuals and that others see us as valuable and worthwhile as well. The fifth (top) level is self-actualization needs, the need to reach one's full potential and achieve long-term personal growth.
23. Answers will vary but should recognize that fear of failure is often based on irrational beliefs about the terrible conse-

quences of doing (or not doing) certain things. Fear of failure may be based on fear of the unknown, fear of rejection, or the fear of being inadequate. Fear of success, however, is based on low self-esteem. You cannot see your potential and what you can do. Ways to overcome the fear of failure include accepting your fear, expanding your comfort zone, rethinking failure, and seeing failure as part of success. For example, by rethinking failure, you might view failure as a tool—as feedback—that lets you know where you need to improve. In order to overcome the fear of success, you need to examine the thoughts and feelings that might be holding you back. For example, if you fear that as soon as you achieve success you'll blow it, you need to recognize that success is not an accident or a possession that can be taken away by someone else. You can work on building your self-esteem so that you don't see success as an accident, but rather as a result of your hard work and ability.

Chapter 8 Answer Key

Chapter 8 Quiz

A. MATCHING

1. f
2. g
3. b
4. i
5. j
6. e
7. a
8. d
9. h
10. c

B. SHORT ANSWER

- 11a. Answers will vary but should recognize that the three steps to time management are to 1. analyze how you use your time;

2. prioritize your activities; and 3. create a plan for your time. Answers should also explain that by managing your time and planning ahead, you can spend most of your time doing what you value most, not just taking care of the latest crisis. Managing your time allows you to make the most of your time, which, in turn, helps to improve your mood, decrease your stress level, and create a satisfying balance between work and life.

- 11b. Answers will vary but should recognize that the basic recipe for financial fitness is: Spend less than you earn. If you do not following this basic recipe, you will either have no savings because you spend all you earn, or you will be in debt because you spend more than you earn.

Chapter 8 Test

A. COMPLETION

1. money management
2. to-do list
3. procrastination
4. budget
5. credit
6. credit record
7. time management
8. money
9. impulse buying
10. schedule

B. MULTIPLE CHOICE

11. b
12. d
13. a
14. d
15. c
16. d
17. c
18. d
19. a
20. d

C. SHORT ANSWER

21. The three steps to time management are to: 1. analyze how you use your time; 2. prioritize your activities; and 3. create a plan for your time. When analyzing your time, you can assign each of your daily and weekly activities to one of three different categories: committed time, which is the time you devote to school, work, family, volunteering, and other activities that relate to your short-term and long-term goals; maintenance time, which is the time you spend taking care of yourself and your surroundings; and discretionary time, which is the time you can use to do whatever you wish. When you prioritize your time, you arrange your tasks and activities in order of importance. If your time is overcommitted, it is usually discretionary time that can be cut first. In order to make a plan for your time, you can make a to-do list and a schedule. A to-do list is a personal checklist of tasks and activities you need to complete over the course of a certain period. Once your to-do list is complete, you can create a schedule, a chart that shows dates and times when tasks must be completed.
22. Procrastination is the habit of putting off tasks until the last minute. One source of procrastination is self-handicapping, or creating obstacles to your own success in order to have an easy excuse for doing poorly. Two other sources are perfectionism and a lack of self-motivation. Procrastination can erode your self-determination and self-esteem, hindering your ability to achieve your goals.
23. Answers may vary but should recognize that while money can help us reach our goals, it doesn't buy happiness. Once our basic needs are met, more money cannot bring us happiness, and although money does allow for certain luxuries, it does

not eliminate life's challenges. Answers should also recognize that by managing your money wisely, you can avoid financial worries and setbacks and make sure that you have the financial freedom to pursue your dreams.

Chapter 9 Answer Key

Chapter 9 Quiz

A. MATCHING

1. d
2. g
3. a
4. i
5. j
6. f
7. e
8. b
9. h
10. c

B. SHORT ANSWER

- 11a. The six elements of communication are sender, message, receiver, channel, feedback, and context. The sender is the person who translates a thought or feeling into a message and then sends this message to another person. The message is the sender's expression of a thought or feeling. The channel is the medium in which the message is delivered. The receiver is the person who takes in, or receives, the sender's message. Feedback is the receiver's response to a message. Context is the time and place of communication.
- 11b. Answers will vary but should recognize that because effective communication is the foundation of successful relationships, it can help to resolve conflicts. Good communication helps resolve conflicts, while poor communication both creates conflicts and makes them worse.

Chapter 9 Test

A. COMPLETION

1. channel
2. active listening
3. groups
4. communication
5. empathy
6. interpersonal relationships
7. self-disclosure
8. context
9. relationships
10. nonverbal communication

B. MULTIPLE CHOICE

11. a
12. c
13. c
14. d
15. b
16. b
17. b
18. a
19. b
20. a

C. SHORT ANSWER

21. Answers will vary but should recognize that interpersonal communication is one-on-one, usually face-to-face communication. The three types of barriers discussed in the text are physical barriers, emotional barriers, and language and cultural barriers. Physical barriers, such as background noise or the speaker's appearance, can make it difficult for the listener to hear or pay attention to the speaker. Emotional barriers are created when strong emotions such as sadness or excitement make it difficult to pay attention, or when conflicting emotions make messages confusing. Language and cultural barriers occur when people from differing cultural groups or geographic areas use words, concepts, and/or non-

verbal cues that are unfamiliar or potentially offensive to the other person.

22. Answers will vary, but should include some of the characteristics mentioned in the text: speaking clearly, using a large and expressive vocabulary, telling the truth, welcoming feedback, and showing respect for others' feelings and points of view. Strategies to build these skills include building your vocabulary by reading widely and using the dictionary; being direct and honest, making eye contact, and avoiding conflicting messages; paying attention to the other person's reactions, both verbal and nonverbal, to show that you welcome feedback; and making a conscious effort to understand other people's points of view, even if you don't agree with them.
23. Answers will vary but should define intimacy as a sense of closeness, caring, and mutual acceptance that comes from sharing one's true inner self with another person. The primary way to build intimacy is self-disclosure, communicating your real thoughts, desires, and feelings. For example, a person might build intimacy with another by revealing his or her fears, dreams, hopes, or private feelings about something or someone.

Final Exam Answer Key

1. The seven ingredients of success (presented initially in Chapter 1) are self-awareness, self-direction, self-esteem, positive thinking, self-discipline, self-motivation, and positive relationships. Students' opinions will vary but should demonstrate critical thinking and be supported with thoughtful examples from their experience. Students may single out one particular quality or a group of qualities with particular importance for them.

2. This statement, “Self-esteem is one of the most important basic qualities of a successful human being,” is the first sentence of Chapter 4. Answers will vary but should mention some or all of the benefits of self-esteem discussed in Chapter 4: Self-esteem motivates people to work hard to succeed; to take necessary risks; to rebound from setbacks and failures; to accept their strengths and weaknesses; to express their true thoughts and feelings; to establish emotional connections to other people; to be able to give and receive compliments; to give and receive affection; to try out new ideas and experiences; to express their creativity; to stand up for themselves (assertiveness); to handle stress and anger calmly, and to think positively and see the future with optimism.
3. Answers will vary, although students should understand that positive thinking is inherently related to self-esteem because it involves focusing on what is good about oneself. Many of the distorted thought patterns that characterize negative thinking—cognitive distortions such as personalizing and self-blame as well as irrational beliefs such as “I must succeed at everything”—are self-attacking and erode self-expectancy and self-acceptance. There are many other specific links between positive thinking and self-esteem. For example, positive thinkers tend to choose positive friends, who are more likely to provide the emotional and instrumental support that is crucial for self-esteem.
4. Both self-discipline and self-motivation are crucial to accomplishing goals, but in different ways. Without motivation, the force that moves a person to action, a person would not take action toward his or her goals, or even set goals in the first place. Motivation, however, may not always be enough. A person also needs self-discipline, the ability to teach oneself to do what is necessary to reach important goals. Self-discipline allows one to overcome bad habits, make difficult changes, and use critical thinking and decision-making skills. If a person has self-discipline, he or she can continue making progress toward his or her goals despite flagging motivation, setbacks, fears, or other obstacles.
5. Managing time and money is crucial to success, no matter how success is defined. Managing time helps people dedicate maximum time, energy, and effort to their top priorities. Likewise, managing money helps people align their spending with their goals and values. It also helps them save for their long-term goals. Students’ examples will vary.
6. Good communication consists of effective speaking (speaking clearly, using a large and expressive vocabulary, using positive body language, telling the truth, welcoming verbal and nonverbal feedback, and showing respect for others) and active listening (encouraging, attending, and responding through paraphrasing and reflecting). Because communication is the way people develop and maintain bonds with one another, good communication is key to good relationships. Good communication helps people show respect and empathy, express feelings in “I”-statements, build intimacy through self-disclosure, resolve conflicts, and be assertive when necessary.
7. Answers will vary but should show an understanding of the concepts presented in Chapters 1–5 and a genuine effort to relate these concepts to real-life applications.

