



SkillsUSA

I L L I N O I S

State Qualifying Exams

Professional Development Tiebreaker

Exam Study Guide

1. Which term describes a person's income before any deductions?
 - a. Interest
 - b. **Gross**
 - c. Net
 - d. Viability
2. How many categories of motions are recognized by *Roberts Rules of Order, Newly Revised*?
 - a. 5
 - b. **4**
 - c. 3
 - d. 2
3. According to the PDP, what do we call an association of merchants and business people for the promotion of commercial interest within the community?
 - a. Business Roundtable
 - b. Better Business Bureau
 - c. Convention and Visitors Bureau
 - d. **Chamber of Commerce**
4. What is the familiar form of data collection that is used in the workplace? You can use it to study or inspect something in detail or design a set of questions to ask a certain audience and then analyze their response.
 - a. Statistics
 - b. Researching
 - c. **Surveying**
 - d. Asking questions
5. When reciting the SkillsUSA pledge, you are making a promise to _____ to prepare as a productive worker and citizen.
 - a. Your instructors
 - b. **Yourself**
 - c. Your chapter president
 - d. Your local chapter
6. Which SkillsUSA program is designed to help students make the transition from school to work?
 - a. SkillsUSA Leadership Training
 - b. SkillsUSA Championships
 - c. **Professional Development Program**
 - d. Total Quality Curriculum

7. How many motions may be on the floor at any one time?
 - a. 1
 - b. 2
 - c. 3
 - d. 4
8. A goal is a statement of:
 - a. What is going to happen
 - b. When it will happen
 - c. How it will happen
 - d. **All of the above**
9. What is the web address of SkillsUSA?
 - a. www.skillsusavica.com
 - b. **www.skillsusa.org**
 - c. www.skillsusa.com
 - d. www.skillsusa.edu
10. When did the organization's name change to SkillsUSA-VICA?
 - a. July 4, 1999
 - b. September 1, 1999
 - c. January 1, 2000
 - d. June 1, 2000
11. Who has the right to speak first on a motion?
 - a. The President
 - b. **The maker of the motion**
 - c. A member in favor of the motion
 - d. A member opposed to the motion
12. If a goal describes your plans for retirement, what kind of goal is it?
 - a. Personal
 - b. Business
 - c. Short term
 - d. **Long term**
13. What is the term given to an unpaid experience in which you observe and participate in a specific occupation?
 - a. Co-op
 - b. Internship
 - c. Apprenticeship
 - d. **Shadowing**

14. The officer that calls attention to errors in procedure during a meeting is the:
- President
 - Parliamentarian**
 - Vice President
 - Reporter
15. Which officer is responsible for advising the president about the agenda during a meeting?
- Secretary**
 - Treasurer
 - Vice President
 - Reporter
16. When presenting an award, which is the proper way to pass it?
- From right hand to right hand
 - From right hand to left hand
 - From left hand to right hand
 - From left hand to left hand**
17. Which SkillsUSA document says you will "prepare myself by diligent study and ardent practice"?
- SkillsUSA Pledge**
 - SkillsUSA Creed
 - SkillsUSA Motto
 - SkillsUSA Theme
18. According to the Leadership Handbook, a public speech should be broken down into what three basic parts?
- Instruction, speech and summary
 - Opening, examples, and review
 - Introduction, body, and closing**
 - Review, evidence and thank-you
19. In the Professional Development Program, the highest possible degree one may earn is
- American Degree
 - International Degree**
 - Master Degree
 - Leader Degree
20. Public Relations is the responsibility of which officer?
- President
 - Reporter**
 - Secretary
 - Historian

21. Which of the following would probably not be included in your portfolio?
- Work experience
 - Reference letters
 - Job application
 - Examples of your work
22. After you have been hired by a company and before you can be paid, you will have to complete a federal form that tells the employer how many deductions you will claim for taxes. What is the name of this form?
- W-4
 - W-2
 - 1040
 - 1040A
23. Which committee is not considered to be a standing committee?
- Parliamentary Procedure
 - Public Relations
 - Ways and Means
 - SkillsUSA Championship
24. Which term listed is not a correct item for a business meeting agenda?
- Committee Reports
 - New Business
 - Unfinished business
 - Old Business
25. Who can offer an amendment to a main motion?
- Only the President
 - Any member
 - Only the person who made the motion
 - Only the person who seconded the motion
26. What name is given for the summary of ones personal history and employment experience?
- Application
 - Transcript
 - Portfolio
 - Resume
27. What term describes wise, mature, experienced person who helps take steps toward being all that you can be?
- Friend
 - Sage
 - Mentor
 - Relative

28. What term describes the forms and practices of correct behavior?
- Etiquette
 - Competitive Spirit
 - Resume
 - Mores
29. What term describes the exchange of ideas, messages or information?
- Brainstorming
 - Problem Solving
 - Communications
 - Teaming
30. If you lose your job, you should:
- Prepare a personal budget
 - Express your anger or sadness to your supervisor
 - Ask your supervisors about benefits for exiting employees
 - Sign up for welfare
31. What does the acronym PDP represent?
- Personal Development Properties
 - Professional Development Program
 - People Doing Program
 - Proper Development Program
32. What is the web address of Illinois SkillsUSA?
- www.skillsusavica.org
 - www.illinoisskillsusa.org
 - www.ilskillsusa.org
 - www.skillsusaillinois.org
33. Preparing for Leadership in the World of Work is:
- SkillsUSA Motto
 - SkillsUSA Pledge
 - SkillsUSA Creed
 - SkillsUSA Purpose
34. Who would you ask to write a letter of reference?
- Boyfriend/girlfriend
 - Parents
 - Teachers/employers
 - Relatives other than parents
35. In what year was VICA founded?
- 1965
 - 1970
 - 1975
 - 1976

36. Each year by January 31, your employer is required to provide a record of earnings to you. By what name is this federal form known?
- W-4
 - W-2
 - 1040
 - 1040a
37. Who decides ultimately whether you succeed or fail?
- Your teacher
 - Your advisor
 - Your friends
 - You and you alone
38. Taking hotel souvenirs such as ashtrays, towels, and glasses is:
- Fun
 - Expected
 - Stealing
 - A challenge
39. Which color is the standard recommended for identifying danger?
- Blue
 - White
 - Red
 - Green
40. What is/are the minimum essential officer(s) necessary to conduct business?
- President
 - President and Secretary
 - President and Vice President
 - Vice President and Secretary
41. What is the name given to the written record of what is done during a meeting?
- Treasurer's Report
 - Officer's Report
 - Committee Report
 - Minutes
42. What is the accepted gratuity for good service in a restaurant?
- 10%
 - 15%
 - 20%
 - 25%

43. What does taking roll mean?
- Taking a vote
 - Taking attendance**
 - Entering debate
 - Brainstorming
44. What term describes the smaller in number of groups in populations?
- Majority
 - Minimum
 - Minority**
 - Plurality
45. What is the written statement from a person in authority that acts as an endorsement of your positive attributes?
- Application
 - Resume
 - Letter of Recommendation**
 - Portfolio
46. In which document should the quorum of an organization be established?
- Constitution
 - By-Laws**
 - Minutes
 - Committee Report
47. In which class of fire would you find ordinary combustibles (paper, rages, wood, etc.)?
- Class A**
 - Class B
 - Class C
 - Class D
48. An auditory learner:
- Learns best by seeing diagrams and directions
 - Learns best by using the actual tools
 - Learns best by working alone
 - Learns best when someone explains to them**
49. A good goal statement usually has _____ parts.
- One
 - Two
 - Three**
 - Four

50. A basic rule of business meetings is:
- Rules are enforced by the membership
 - A maximum of two subjects can be discussed at a time
 - Rights of the majority are protected
 - Each member may express opinions**
51. When making introductions:
- A man's name comes first
 - Adult men are introduced to adult women
 - Adult women are introduced to adult men**
 - Do not repeat the person's name
52. It is healthy to balance your time between:
- Leisure activities and work activities
 - Your family and day-to-day activities
 - All of the above**
 - None of the above
53. The words "foster" and "create" can be found in the:
- SkillsUSA Pledge
 - SkillsUSA Creed
 - SkillsUSA Purposes**
 - SkillsUSA Motto
54. Which colors of SkillsUSA represent the individual states and chapters?
- Red and White**
 - Blue
 - Gold
 - Green
55. The color blue represents the:
- Individual
 - Youth
 - Common union of the states and chapters**
 - Gavel color
56. "To create enthusiasm for learning" is part of the:
- SkillsUSA Creed
 - SkillsUSA Purposes**
 - SkillsUSA Motto
 - SkillsUSA Pledge
57. The officer responsible for preparing minutes is:
- The treasurer
 - The parliamentarian
 - The secretary**
 - The vice president

58. The officer responsible for presiding over meetings is:
- The President**
 - The secretary
 - The treasurer
 - The vice president
59. Which officer is the authority on procedural matters?
- Secretary
 - Treasurer
 - Reporter
 - Parliamentarian**
60. The SkillsUSA Creed includes:
- Preparing for leadership
 - High moral and spiritual standards**
 - The Professional Development Program
 - A member's right to express ideas
61. One way to help you identify effective work skills and behaviors is to _____ someone employed in your perspective occupation.
- Marry
 - Ask
 - Judge
 - Shadow**
62. Communication skills include _____, _____ and writing.
- Speaking, listening**
 - Speaking, writing
 - Talking, speaking
 - Reflecting, reading
63. _____ setting is an important factor in being successful.
- Time
 - Goal**
 - Assignment
 - Home
64. Motivating factors can be _____ or _____.
- New/old
 - Written/spoken
 - Internal/external**
 - Inside/outside

65. _____ refers to the mixing and blending of many people from different cultures who are involved in a like activity or setting.
- Cultural diversity
 - Time sharing
 - Respect
 - Harassment
66. A group of people joined in a cooperative activity is defined as a/an _____.
- Team
 - Work force
 - Educators
 - None of the Above
67. Receiving all chapter funds in a safe and businesslike manner and maintaining a record of all income and expenses is the job of the _____.
- President
 - Secretary
 - Treasurer
 - Parliamentarian
68. _____ stress could lead to physical or emotional problems.
- No
 - Muscle
 - Excessive
 - All of the Above
69. Remember, you never get a second chance to make a _____ impression
- Second
 - Last
 - First
 - Respectful
70. Every state in the U.S. has state _____ elected to serve on a legislated body that develops policies and laws.
- Legislators
 - Police
 - Judges
 - Attorneys
71. Professional development activities assist students in making a smooth transition from education into the _____.
- World of Work
 - Professional Society
 - Management world
 - Both B and C

72. Business meetings represent _____ in action.
- Nothing
 - People
 - Democracy
 - None of the above
73. In a business meeting, how many people preside at one given time?
- 1
 - 2
 - 0
 - All of the members
74. A written list of the order of business that will take place during the meeting is known as a/an _____.
- Main motion
 - Agenda
 - Role-play
 - Script
75. Develop a _____ handshake so a person's first impression of you will be a good one.
- Bone crushing
 - Firm
 - Limp
 - Dead fish
76. Taxi drivers should receive _____ of the fare, plus 50 cents per bag if they handle your luggage for a tip.
- None
 - 15%-20%
 - 50%
 - 5%
77. A _____ journal is a publication directly related to a profession.
- Sports
 - Wall Street
 - Literature
 - Professional
78. Filling out a/an _____ is often the first step when applying for a job.
- Employment preference
 - Resume
 - W-2 form
 - Job application

79. What color of pen should be used when filling out a job application?
- Pencil
 - Blue or Black**
 - Red
 - Green
80. To make a motion at a meeting, you must state your motion by saying:
- "I state that"
 - "I move that"**
 - "I make the motion that"
 - "I observe that"
81. The Skills USA officer responsible for presiding over and conducting meetings in the absence of the president is the _____.
- Secretary
 - President
 - Vice President**
 - Sergeant-at-arms
82. The vice president's job includes the following:
- Is responsible for program planning
 - Prepares a year-end report
 - Secures guest speakers
 - All of the above**
83. When using parliamentary procedure during a regular meeting, the following can be used when taking a vote:
- Voice
 - Hand
 - Standing
 - All of the above**
84. If there is no second to a motion, the motion is _____.
- Passed
 - Carried
 - Tabled to the next meeting
 - Lost**
85. Which officer is responsible for roll call?
- President
 - Secretary**
 - Treasurer
 - Vice President

86. According to basic parliamentary procedure:
- Only second year members may vote
 - Only members completing the PDP may vote
 - Students can only express opinion if they do not vote
 - Every member has a right to express ideas or opinions**
87. In the closing of a speech, it is important to:
- Briefly review your topic
 - Challenge the audience
 - Thank the audience
 - All of the above**
88. Which of the following belongs in a portfolio?
- Photos or videos of your projects
 - Letters of recommendation
 - Documentation of community service
 - All of the above**
89. Two types of goals are _____ and _____.
- Defined/reasonable
 - Measurable/visual
 - Short term/long term**
 - Personal/measurable
90. The two kinds of listening skills are _____ and _____.
- Reflecting/clarifying
 - Active/critical
 - Restating/summarizing
 - Passive/active**
91. SkillsUSA has two active divisions which are:
- Active and alumni
 - Student and professional
 - High School and college/postsecondary**
 - Active and professional
92. Which color of SkillsUSA Emblem represents the individual?
- Red
 - Blue
 - Gold**
 - White

93. Which one is false parliamentary procedure rule?
- One person presides to enforce the rules
 - Only one question (subject) can be discussed at a time
 - The decision of the minority of members must be followed**
 - Each member should have an opportunity to express an idea or opinion
94. In family-style dinners, the salt and pepper should be passed:
- Separately
 - Together**
 - Salt before pepper
 - Pepper before salt
95. Minutes are a record of:
- What was said in a meeting**
 - The opinion of the secretary
 - The opinion of the president
 - All of the above
96. A training program with an advisor, officers and a program of activities is called:
- A chapter**
 - An association
 - A section
 - A council
97. Which information should NOT be included in a resume?
- Religious beliefs**
 - Full legal name
 - Awards
 - Former employers
98. When staying in a private home as a guest, you should
- Respect your host's customs for meals and bedtime
 - Pitch in with the housework and clean up after yourself
 - Pay for any telephone calls or other expense you have incurred
 - All of the above**
99. If your work means getting dirty on the job, you should arrive:
- In yesterday's clothing
 - In old clothing
 - In soiled clothing
 - In clean clothing each day**

100. How many statesman awards should be worn on the SkillsUSA blazer?
- Three
 - One
 - Two
 - As many as you have
101. A good goal statement has three parts
- Start, middle and end
 - First, second and third
 - Beginning, body and conclusion
 - What, when and how
102. When seeking employment, you should:
- Know what the company does
 - Know the name of the person you are meeting
 - Have an appointment in advance
 - All of the above
103. "To Honor and respect my vocation in such a way as to bring repute to myself" is part of the:
- SkillsUSA Motto
 - SkillsUSA Creed
 - SkillsUSA Pledge
 - SkillsUSA Theme
104. The official SkillsUSA dress does NOT include:
- Black skirt or black dress slacks
 - White dress shirt
 - White dress socks
 - Clear seamless nylons
105. When greeting someone you should use a:
- Loose handshake
 - Firm handshake
 - Limp handshake
 - Flaccid handshake
106. When completing the past employment section on an application, in what order should jobs be listed?
- Start with your current or most recent job
 - The order is not important
 - Start with your first job
 - Start with the job most related to your career objective

107. As a committee member, you are responsible for:
- Treating other people's opinions and ideas with respect
 - Expressing ideas
 - Keeping an open mind
 - All of the above**
108. Which of the following would not normally be found in a trade journal?
- Listing of trade shows or educational seminars related to your trade
 - Articles by experts in the field
 - Short stories written by novelists from selected entertainment sectors**
 - New concept, trends, products, and equipment in your occupational field
109. What is a resume?
- A summary to help you sell yourself to a prospective employer**
 - A long document listing your life history
 - A handwritten document given to an employer during an interview
 - A list of your extracurricular activities
110. The United States is divided into _____ SkillsUSA regions.
- Six
 - Five**
 - Four
 - Three
111. What does the shield on the SkillsUSA emblem represent?
- Democracy
 - Liberty
 - Patriotism**
 - The U.S.A.
112. What is an important point to remember when making a presentation?
- Good eye contact
 - Good posture
 - To speak slowly and clearly
 - All of the above**

113. Which part of the SkillsUSA emblem represents the challenge of modern technology?
- a. Hands
 - b. Orbital Circles
 - c. Gear
 - d. Shield
114. The official SkillsUSA attire for women includes:
- a. Black skirt or black slacks
 - b. White collarless blouse
 - c. Clear seamless nylons
 - d. All of the above
115. Parliamentary procedures are followed when:
- a. Everyone talks
 - b. Only one question or subject can be discussed at a time
 - c. Many topics are discussed at once
 - d. None of the above
116. According to basic parliamentary procedure:
- a. Decisions are made when the subcommittee on the topic agrees to the motion
 - b. Decisions are made when the majority of the members agree
 - c. Decisions are made only when the executive committee and the majority of the members agree
 - d. Decisions are made when the executive committee agrees
117. The SkillsUSA officer responsible for preparing and presenting chapter minutes is:
- a. Parliamentarian
 - b. President
 - c. Secretary
 - d. Sergeant-at-arms
118. Conducting an employment opportunities survey includes:
- a. Completing a job application
 - b. Interviewing your advisor
 - c. Developing a resume
 - d. Making appointments with employers

119. The following membership allows students to serve as national voting delegates, hold national office and compete in contests:
- Active membership**
 - Professional membership
 - Direct membership
 - Associate membership
120. When leaving a gratuity at a restaurant, good service warrants:
- 5% of the bill
 - 10% of the bill
 - 15% of the bill**
 - What you think is warrant
121. The basic rules of a society are contained in:
- Standing rules
 - Bylaws
 - Rules of order
 - None of the above**
122. Community service projects are designed to:
- Help people
 - Improve the community
 - Promote the SkillsUSA goals
 - All of the above**
123. Before surveying employment opportunities in the local community, you should:
- Talk with your advisor
 - Consider questions to ask
 - Decide what to wear
 - All of the above**
124. When reciting the SkillsUSA Pledge you are making a promise to ____ to fully prepare as a productive worker and citizen.
- Your instructor
 - Yourself**
 - Your chapter resident
 - Your local chapter
125. The purposes of SkillsUSA include:
- To create enthusiasm for learning
 - To foster a deep respect for the dignity of work
 - To help students attain a purposeful life
 - All of the above**

126. Males must always wear which of the following when wearing official attire:
- Black shoes**
 - Blue tie
 - White shoes
 - White socks
127. A listing of "Typical" meeting events that helps members know what to expect during a SkillsUSA meeting is called a(an):
- Agenda**
 - Order of business
 - Committee report form
 - Program of work
128. For each meeting, the chapter president and secretary will write out a specific _____ that shows exactly what business the chapter will conduct.
- Call to order
 - Plan of attack
 - Attendance sheet
 - Agenda**
129. "I believe satisfaction is achieved by good work" is a statement from the:
- SkillsUSA Motto
 - SkillsUSA Pledge
 - SkillsUSA Creed**
 - Program of work
130. The seven committees which reflect SkillsUSA's programs of work are called:
- Ad Hoc committees
 - Standing committees**
 - Professional development committees
 - Ways and means committees
131. A leader is someone who accepts life's challenges with ideas, ambition, and determination to:
- Work alone
 - Clown around
 - Get things done**
 - None of the above
132. When delivering a speech to a group:
- Have the entire speech before you
 - Have key points of your speech on note cards**
 - Read the speech
 - Do not look at the audience

133. Your SkillsUSA membership as students in trade, industrial, technical and health occupations at either the high school or college/post-secondary level would be a _____ membership.
- Professional
 - Active**
 - Direct
 - None of the above
134. Officers are selected to lead their chapters for:
- 9 months
 - 2 years
 - 1 year**
 - Until defeated
135. It is not considered necessary to use opening and closing ceremonies for:
- Chapter meetings
 - Committee meetings**
 - Sections meetings
 - School-wide meetings
136. The SkillsUSA creed is:
- A list of occupational goals
 - A statement of six principles that represents the beliefs of SkillsUSA**
 - A description of the SkillsUSA emblem
 - A statement of officer duties
137. To bring up an 8item of business at a meeting, you need to go through the steps of processing a _____.
- Privileged motion
 - Subsidiary motion
 - Main motion**
 - Incidental motion
138. Presiding over the meeting, and making sure it begins on time, are responsibilities of the:
- President**
 - Parliamentarian
 - Vice-President
 - Treasurer
139. Dressing for success will include:
- Shoes shined
 - Properly fitting clothing
 - Clean fingernails
 - All of the above**

140. The treasurer's duties include:
- Serving as a consultant to the president on procedural matters
 - Handling all correspondence and communications for the chapter
 - Assisting the president and other officers in setting up an annual chapter budget
 - All of the above
141. In the SkillsUSA order of business, what occurs last?
- Unfinished business
 - Program
 - Entertainment
 - Closing ceremony
142. When you have finished eating, placing your utensils ___ will signal the wait staff.
- At the right side of your plate
 - At the left side of your plate
 - At the 10 o'clock or 2 o'clock position on the plate
 - In their original positions beside the plate
143. The vice president's duties include:
- Assisting the president and presiding over meetings in the president's absence
 - Working with all committees and seeing that all club programs are carried out
 - Know proper parliamentary procedure
 - All of the above
144. An example of a proper complimentary closing for a business letter may be:
- "Dear _____"
 - "Respectfully"
 - Your name
 - "Thanks"
145. To achieve your goals, do not wait until the end of your plan to measure your progress. Keep track of your achievements by using a:
- Stopwatch
 - Time log
 - Barometer
 - Time clock

146. What does the Shield represent of the SkillsUSA emblem?
- Democracy
 - Liberty
 - Patriotism
 - The United States of America
147. The SkillsUSA creed lists the following:
- Dignity of Work
 - The American Way of Life
 - Education
 - All the above
148. The two types of listening skills are _____ and _____.
- Restating/Summarizing
 - Argumentative/Boisterous
 - Reflective/Clarifying
 - Active/Critical
149. To make a motion at a meeting, you must begin the statement of your motion by saying:
- "I feel we should"
 - "I make the motion that"
 - "Yo, I wanna do this"
 - "I move that"
150. The SkillsUSA motto is:
- Preparing for Leadership in the School
 - Preparing for Leadership in the Community
 - Preparing for Leadership in the World of Work
 - Preparing for Leadership in the Future World
151. In what year was VICA established?
- 1963
 - 1971
 - 1965
 - 1969
152. What does the color blue represent to SkillsUSA?
- The union of the States and Chapters
 - The union of all the individuals
 - The individual State and Chapters
 - None of the above

153. With official SkillsUSA attire, what type of slacks is acceptable?
- Blue jeans
 - Tan slacks
 - Black slacks**
 - Red Slacks
154. Orbital circles represent:
- Long meeting
 - Knowledge
 - Industrial Society
 - Technology**
155. In goal setting, there are how many parts to a goal statement?
- One
 - Two
 - Three**
 - Four
156. Some behaviors that would not be directly related to cultural diversity are:
- Holidays celebrated
 - Type of food they eat
 - The way they look
 - The way we harass them**
157. All of the following are benefits of a Community Service Project except:
- Leadership development
 - Seeing people worse off than me**
 - Pride in quality of work
 - Recognition for students and programs
158. There are _____ negative behaviors to cope with stress.
- Four
 - Five
 - Six**
 - Seven
159. There are _____ positive behaviors to cope with stress.
- Eight
 - Nine
 - Ten**
 - Eleven
160. Stress is NOT:
- Chemical
 - Organic**
 - Physical
 - Mental

161. When traveling, it is expected to tip what percentage of your bill to the wait staff?
- a. 15%
 - b. 20%
 - c. 10%
 - d. 11%
162. Taking items from a hotel is:
- a. Souvenir
 - b. Gratuity
 - c. Stealing
 - d. Showing you like the place
163. In business meetings, how many people preside at one time?
- a. One
 - b. Two
 - c. Three
 - d. Four
164. When meeting a female for the first time in a business meeting, you could:
- a. Offer your hand for a handshake
 - b. Give her a kiss
 - c. Comment on what she is wearing
 - d. Ignore her
165. When seeking employment, you should:
- a. Know what the company does
 - b. Know the name of the person you are meeting
 - c. Have an appointment in advance
 - d. All of the above
166. In filling out an application, you should use a:
- a. #2 pencil
 - b. Ink pen, dark blue or black ink
 - c. Crayon
 - d. Dark blue or black marker
167. How many applications should you ask for?
- a. One
 - b. Two
 - c. Three
 - d. Four

168. A mentor should not be:
- Counselor
 - Teacher
 - Your pet**
 - Advisor
169. When giving a presentation, you should:
- Know what the purpose is
 - Know what you are talking about
 - Know why it is important
 - All of the above**
170. When preparing to give a presentation, you should:
- Assume you are the expert or they would not be asking you to give it
 - Wing it
 - Practice with a tape recorder**
 - All of the above
171. In a meeting when a motion is made, you
- Begin to discuss it
 - Get up and leave if you don't like it
 - Vote on it immediately
 - Need a second to the motion to discuss it**
172. In a business meeting:
- Each member has the right to express ideas
 - The decision of the majority must be followed
 - The rights of the minority are protected
 - All of the above**
173. When greeting someone, you should use a:
- Flaccid handshake
 - Loose handshake
 - Firm handshake**
 - All the above are acceptable
174. Which is not true in parliamentary procedure rules?
- One person presides to enforce the rules
 - Only one question (subject) can be discussed at a time
 - The vote of the minority of the members is followed**
 - None of the above

175. A good goal statement has how many parts?
- One
 - Two
 - Three**
 - Four
176. Time management skills are used for:
- Work Time
 - Leisure time
 - Party time
 - All of the above**
177. If you wanted to find out about welding, you should:
- Ask your friend who says "do you want fries with that" at their job
 - Reference the DOT book**
 - Ask your principle
 - None of the above
178. Effective communication is:
- Speaking
 - Listening
 - Both Speaking and Listening**
 - None of the above
179. The two types of listening skills are:
- Active and critical
 - Quiet and loud
 - Passive and loud
 - Active and passive**
180. Which of the following does NOT belong in a portfolio?
- Photos or videos of your project
 - Letters of recommendations
 - Pictures of your vacation**
 - All of the above
181. Which part of the SkillsUSA emblem represents the individual?
- The hands**
 - The flaming torch
 - The shield
 - The words "SkillsUSA"

182. The SkillsUSA officer responsible for preparing and presenting chapter minutes is:
- President
 - Vice-President
 - Secretary**
 - Parliamentarian
183. A collection of work representing education, self-development and career information is:
- Portfolio**
 - Resume
 - Job Application
 - A scrap book
184. What is the written statement form a person in authority that acts as an endorsement of your positive attributes?
- Application
 - Letter of recommendation**
 - Affidavit
 - Portfolio
185. "Preparing for Leadership in the World of Work" is:
- The SkillsUSA Theme
 - The SkillsUSA Motto**
 - The SkillsUSA Creed
 - The SkillsUSA Purposes
186. A method of creating a lot of ideas in a short period of time and expanding your thinking is called:
- Reading
 - Brainstorming**
 - Developing
 - Teaming
187. "To honor and respect my vocation in such a way as to bring repute to myself" is part of the :
- SkillsUSA Motto
 - SkillsUSA Creed
 - SkillsUSA Pledge**
 - SkillsUSA Theme
188. What does the acronym PDP stand for?
- Personal Development Program
 - Professional Development Program**
 - Professionals developing people
 - None of the above

189. When using parliamentary procedure during a meeting, the following can be used when voting:
- Voice
 - Hand
 - Standing
 - All of the above**
190. "I believe in the American way of life" is a part of:
- SkillsUSA Motto
 - SkillsUSA Creed**
 - SkillsUSA Pledge
 - SkillsUSA Theme
191. According to the Leadership Handbook, a public speech should be broken down into what three basic parts?
- Introduction, body and closing**
 - Opening, examples and review
 - Instruction, speech and summary
 - Review, evidence and thank you
192. If there is no second to a motion, the motion is said to be:
- Passed
 - Forgotten
 - Lost**
 - Tabled
193. The symbol of the emblem that represents the industrial society is:
- The shield
 - The gear**
 - The flaming torch
 - The orbital circles
194. When you speak or meet other people you should:
- Make the best possible impression
 - Take the initiative to introduce yourself
 - Use good manners
 - All of the above**
195. Business asks which questions to determine customer satisfaction:
- Are you satisfied
 - How are we doing
 - Where can we improve
 - All of the above**

196. Which term describes a person's income before any deductions?
- Viability
 - Interest
 - Net
 - Gross**
197. How many main motions may be on the floor at any one time?
- 4
 - 3
 - 2
 - 1**
198. Which SkillsUSA program is designed to help students make the transition from school to work?
- SkillsUSA Championship
 - Total Quality Curriculum
 - SkillsUSA leadership Training
 - Professional Development Program**
199. A goal is a statement of:
- When it will happen
 - How it will happen
 - What is going to happen
 - All of the above**
200. Who has the right to speak first on a motion?
- The president
 - A member in favor of the motion
 - A member opposed to the motion
 - The make of the motion**
201. What is the web address of SkillsUSA?
- www.skillsusa.org**
 - www.skillsusa.com**
 - www.skillsusavica.org**
 - www.skillsusa.edu**
202. If a goal describes your plans for retirement, what kind of goal is it:
- Short term
 - Long term**
 - Business
 - Personal

203. When did the organization's name change to SkillsUSA-VICA?
- September 1, 1999
 - July 4, 1999
 - June 1, 2000
 - January 1, 2000
204. How many categories of motions are recognized by *Roberts Rules of Order, Newly Revised*?
- 2
 - 3
 - 4
 - 5
205. What is the term given to an unpaid experience in which you observe and participate in a specific occupation?
- Internship
 - Shadowing
 - Co-op
 - Apprenticeship
206. When reciting the SkillsUSA pledge, you are making a promise to _____ to prepare as a productive worker and citizen.
- Your instructors
 - Yourself
 - Your chapter president
 - Your local chapter
207. Which officer is responsible for advising the president about the agenda during a meeting?
- Secretary
 - Treasurer
 - Vice President
 - Reporter
208. Which SkillsUSA document says you will "prepare myself by diligent study and ardent practice"?
- SkillsUSA Pledge
 - SkillsUSA Creed
 - SkillsUSA Motto
 - SkillsUSA Theme
209. The officer that calls attention to errors in procedure during a meeting is the:
- Parliamentarian
 - President
 - Reporter
 - Vice President

210. According to the Leadership Handbook, a public speech should be broken down into what three basic parts?
- Instruction, speech and summary
 - Opening, examples and review
 - Introduction, body and closing
 - Review, evidence and thank-you
211. Public Relations is the responsibility of which officer?
- President
 - Reporter
 - Secretary
 - Historian
212. Which of the following would probably not be included in your portfolio?
- Work experience
 - Reference letters
 - Job application
 - Examples of your work
213. Who can offer an amendment to a main motion?
- Only the President
 - Any member
 - Only the person who made the motion
 - Only the person who seconded the motion
214. What name is given for the summary of ones personal history and employment experience?
- Application
 - Transcript
 - Portfolio
 - Resume
215. When presenting an award, which is the proper way to pass it?
- From right hand to left hand
 - From left hand to left hand
 - From right hand to right hand
 - From left hand to right hand
216. What term describes a wise, mature, experience person who helps take steps toward being all that you can be?
- Friend
 - Sage
 - Mentor
 - Relative

217. What term describes the forms and practices of correct behavior?
- Etiquette**
 - Competitive Sprit
 - Resume
 - Mores
218. Which term listed is not a correct item for a business meeting agenda?
- Old Business**
 - New business
 - Unfinished Business
 - Committee Reports
219. If you loose your job, you should:
- Prepare a personal budget**
 - Express your anger or sadness to your supervisor
 - Ask your supervisors about benefits for exiting employees
 - Sign up for welfare
220. What does the acronym PDP represent?
- Personal Development Program
 - Professional Development Program**
 - Professionals developing people
 - None of the above
221. Which committee is not considered to be a standing committee?
- Public Relations
 - SkillsUSA Championships
 - Parliamentary Procedure**
 - Ways and Means
222. A method of creating a lot of
- Teaming
 - Brainstorming**
 - Developing
 - Networking
223. What company has often sponsored the NLSC Opening General Session?
- General Motors
 - DeWalt Tools**
 - Snap-on Tools
 - American Honda

224. What is the familiar form of data collection that is used in the workplace?
You can use it to study or inspect something in detail or design a set of questions to ask a certain audience and then analyze their response.
- Statistics
 - Researching
 - Surveying
 - Asking Questions
225. Preparing for Leadership in the World of Work is:
- SkillsUSA Motto
 - SkillsUSA Pledge
 - SkillsUSA Creed
 - SkillsUSA Purpose
226. What term describes the exchange of ideas, messages or information?
- Problem Solving
 - Communications
 - Brainstorming
 - Teaming
227. Each year by January 31st, your employer is required to provide a record to you. By what name is this federal form known?
- W-4
 - W-2
 - 1040
 - 1040A
228. Who decides ultimately whether you succeed or fail?
- Your teacher
 - Your advisor
 - Your friends
 - Your and you alone
229. Taking hotel souvenirs such as ashtrays, towels and glasses is:
- Fun
 - Expected
 - Stealing
 - A challenge
230. What color is the standard recommended for identifying danger?
- Blue
 - White
 - Red
 - Green

231. Who would you ask to write a letter of reference?
- a. Boyfriend/Girlfriend
 - b. Teachers/employers
 - c. Relatives other than parents
 - d. Parents
232. What is/are the minimum essential officers necessary to conduct business?
- a. President
 - b. President and Secretary
 - c. President and Vice President
 - d. Vice President and Secretary
233. What is the accepted gratuity for good service in a restaurant?
- a. 10%
 - b. 15%
 - c. 20%
 - d. 25%
234. What does taking roll mean?
- a. Taking a vote
 - b. Taking attendance
 - c. Entering debate
 - d. Brainstorming
235. After you have been hired by a company and before you can be paid, you will have to complete a federal form that tells the employer how many deductions you will claim for taxes. What is the name of this form?
- a. W-2
 - b. 1040A
 - c. W-4
 - d. 1040
236. What term describes the smaller in number of groups in populations?
- a. Majority
 - b. Minimum
 - c. Minority
 - d. Plurality
237. In which document should the quorum of an organization be established?
- a. Constitution
 - b. By-Laws
 - c. Minutes
 - d. Committee Report

238. In which class of fire would you find ordinary combustibles (paper, rags, wood, etc.)?
- Class A
 - Class B
 - Class C
 - Class D
239. What is the name given to the written record of what is done during a meeting?
- Officer's report
 - Treasurer's report
 - Minutes
 - Committee report
240. An auditory learner:
- Learns best by seeing diagrams and directions
 - Learns best by using the actual tools
 - Learns best by working alone
 - Learns best when someone explains to them
241. A basic rule of business meetings is:
- Rules are enforced by the membership
 - A maximum of two subjects can be discussed at a time
 - Rights of the majority are protected
 - Each member may express opinions
242. It is healthy to balance your time between:
- Leisure activities and work activities
 - Your family and day-to-day activities
 - All of the above
 - None of the above
243. One way to help you identify effective work skills and behaviors is to _____ someone employed in your perspective occupation.
- Marry
 - Ask
 - Judge
 - Shadow
244. Communication skills include _____, _____ and writing.
- Speaking, listening
 - Speaking, writing
 - Talking, speaking
 - Reflecting, reading

245. When making introductions:
- Adult men are introduced to adult women
 - Adult women are introduced to adult men**
 - A man's name comes first
 - Do not repeat the person's name
246. _____ setting is an important factor in being successful.
- Time**
 - Goal**
 - Assignment
 - Home
247. Motivating factors can be _____ or _____.
- New/old
 - Written/spoken
 - Internal/external**
 - Inside/outside
248. _____ refers to the mixing and blending of many people from different cultures who are involved in a like activity or setting.
- Cultural diversity**
 - Time sharing
 - Respect
 - Harassment
249. A group of people joined in a cooperative activity is defined as a/an _____.
- Team**
 - Work force
 - Educators
 - None of the above
250. Receiving all chapter funds in a safe and businesslike manner and maintaining a record of all income and expenses is the job of the _____.
- President
 - Secretary
 - Treasurer**
 - Parliamentarian
251. Remember, you never get a second chance to make a _____ impression.
- Second
 - Last
 - First**
 - Respectful

252. Every state in the U.S. has state _____ elected to serve on a legislated body that develops policies and laws.
- Legislators
 - Police
 - Judges
 - Attorneys
253. When did the organization's name change to SkillsUSA?
- May 8, 1965
 - July 4, 1999
 - September 1, 2004
 - January 1, 20003
254. Professional development activities assist students in making a smooth transition from education into the _____.
- World of Work
 - Professional society
 - Management word
 - Both b and c
255. Business meetings represent _____ in action.
- Nothing
 - People
 - Democracy
 - None of the above
256. A written list of the order of business that will take place during the meeting is known as/an _____.
- Main motion
 - Agenda
 - Role-play
 - Script
257. Develop a _____ handshake so a person's first impression of you will be a good one.
- Bone crushing
 - Firm
 - Limp
 - Dead fish
258. Taxi drivers should receive _____ of the fare, plus 50 cents per bag if they handle your luggage for a tip.
- None
 - 15% to 20%
 - 50%
 - 5%

259. A _____ journal is a publication directly related to a profession.
- Sports
 - Wall Street
 - Literature
 - Professional**
260. What color of pen should be used when filling out a job application?
- Pencil
 - Blue or black**
 - Red
 - Green
261. The vice president's job includes the following:
- Is responsible for program planning
 - Prepares a year-end report
 - Secures guest speakers
 - All of the above**
262. If there is no second to a motion, the motion is _____.
- Passed
 - Carried
 - Tabled to the next meeting
 - Lost**
263. According to basic parliamentary procedure:
- Only second year members may vote
 - Only members completing the PDP may vote
 - Students can only express their opinion if they do not vote
 - Every member has a right to express ideas or opinions**
264. The number of articles in a basic constitution is:
- Six
 - Nine
 - Ten
 - Twelve**
265. How many amendments may be pending at one time?
- One
 - Three
 - Two**
 - None of the above
266. The basic rules of a society are contained in:
- Standing rules
 - Rules of order
 - Bylaws
 - None of the above**

267. In family style dinners, the salt and pepper should be passed:
- Separately
 - Salt before pepper
 - Together
 - Pepper before salt
268. Silverware is set with pieces used first on the _____.
- Serving tray
 - Inside
 - Right side of the dish or bowl
 - Outside
269. When not in use, a spoon or fork should be rested _____.
- At the right side of the plate
 - In the middle of the plate
 - At the left side of the plate
 - In its original position beside your plate
270. When finished with your meal, place your napkin, loosely but neatly folded, _____.
- On your plate
 - Around your utensils
 - Under your coffee cup
 - In its original position beside your plate
271. An example of a proper complimentary closing for a business letter may be:
- "Dear _____"
 - "Respectfully"
 - (Your name)
 - "Thanks"
272. The letters "CC" that are typed two or three lines below the signature, stand for:
- "Closed Captioned"
 - "Color Copy"
 - "Carbon Copy"
 - "Condensed Copy"
273. Being neat and clean and dressing to suit the occasion is the pride you show in your _____.
- Occupation
 - Appearance
 - Parents
 - Job

274. When speaking publicly on a precise topic, it is important to:
- Offer supporting evidence
 - Make comparisons
 - Always state your source of statistics
 - All of the above**
275. A leader motivates others and makes them want to join in an endeavor. To become a good leader, you must develop the following quality:
- Be a pessimist
 - Be willing to accept responsibility**
 - Constantly argue
 - Possess a stubborn attitude
276. Often long-term goals are reached by accomplishing a series of:
- Textbooks
 - Study guides
 - References
 - Short-term goals**
277. To achieve your goals, do not wait until the end of your plan to measure your progress. Keep track of your achievement by using a:
- Stop watch
 - Time log**
 - Barometer
 - Time clock
278. Surveys of employers show that one of the most important traits of a good employee is the ability to work:
- Alone
 - Sparingly
 - At home
 - With others**
279. If your work means getting dirty on the job, you should arrive:
- In yesterday's clothing
 - In soiled clothing
 - In old clothing
 - In clean clothing each day**
280. Posture can make a world of difference in our:
- Attitude
 - Mental well being
 - Appearance**
 - None of the above

281. Which term describes a person's income before any deductions?
- Net
 - Viability
 - Interest
 - Gross**
282. Which SkillsUSA document says you will "prepare myself by diligent study and ardent practice"?
- SkillsUSA Pledge**
 - SkillsUSA Creed
 - SkillsUSA Motto
 - SkillsUSA Theme
283. Which term listed is not a correct item for a business meeting agenda?
- Committee reports
 - New Business
 - Unfinished business
 - Old business**
284. SkillsUSA has two active divisions which are:
- Active and alumni
 - Student and professional
 - High School and college/postsecondary**
 - Active and professional
285. When seeking employment, you should:
- Know what the company does
 - Know the name of the person you are meeting
 - Have an appointment in advance
 - All of the above**
286. According to the PDP, what do we call an association of merchants and business people for the promotion of commercial interest within the community?
- Business Roundtable
 - Better Business Bureau
 - Convention and Visitors Bureau
 - Chamber of Commerce**
287. As a committee member, you are responsible for:
- Treating other people's opinions and ideas with respect
 - Expressing ideas
 - Keeping an open mind
 - All of the above**

288. When completing the past employment section on an application, in what order should jobs be listed?
- a. Start with your current or most recent job
 - b. The order is not important
 - c. Start with your first job
 - d. Start with the job most related to career objectives
289. What is an important point to remember when making a presentation?
- a. Good eye contact
 - b. Good posture
 - c. To speak slowly and clearly
 - d. All of the above
290. In the Professional Development Program, the highest possible degree one may earn is
- a. American Degree
 - b. Master Degree
 - c. Leader Degree
 - d. International Degree

