GUYS! This is the stuff that you NEED TO STUDY!

These are the answers to the questions that you missed! You know all of the other information, but you need to know this stuff—it will be the deal breaker for us!

Membership

1. 300,000 students and advisors
2. 17,000 classrooms (member sections) in more than 3,700 public schools (chapters)
3. All 50 states, DC, and three U.S territories
4. TOTAL number of people impacted is 330,000
5. Founded in 1965—has served more than 10.9 million members since Mission

A. To empower its members to become world-class workers, leaders and responsible citizens

B. Skills USA prepares workers for public career and technical programs.

1. Provides quality education in: leadership, teamwork, citizenship and character development
2. Fosters self-confidence, work attitudes, and communication skills

"total quality of work" ie. high ethical standards, superior work skills, life-long education, and pride in dignity of work.

C. Promotes understanding of free-enterprise system and involvement in community service.

D. 130 trade, technical, and skilled service occupational titles are represented

1. Construction
2. Manufacturing Transportation
3. Health services
4. Information technology
5. Communication
6. Personal services
7. Hospitality
8. Public safety
9. Engineering technology industries Partners
10. In 2012: more than 15,500 teachers and school administrators served as members and advisors
11. In 2012: more than 1,100 business, industry, and labor sponsors actively supported Skills USA

IV. Programs

A. Local, State, and National competitions

1. Students demonstrate occupational and leadership skills
2. Nationals: over 5,600 students compete in 94 areas

B. SkillsUSA is recognized and cited by the US Department of Education and US Department of Labor as "a
successful model of employer-driven youth development training program".

C. "Work Force Ready System": tool to help students document entry-level skills as defined by industry

policy. Developed under a W.K. Kellogg Foundation Grant, and it features 47 industry-driven assessments.

D. Professional Development Program (PDP): teaches 84 workplace skill competencies in a series of hands-on self-paced lessons

E. Career Skills Education Program (CSEP): 49 online lessons teaching basic employment and life skills to
college/postsecondary students

1. Student2Student Mentoring: high school students mentor younger students in the area of career development
2. CareerSafe: 10 hour online training program developed with OSHA to provide knowledge about safety in the job market

V. SkillsUSA Attire

A. Women

1. Red SkillsUSA jacket
2. White collared blouse

Black knee-length skirt or black dres slacks

iv. Black shoes

**B. Men**

I. Red SkillsUSA Jacket

II. White collared dress shirt

1. Plain, solid back tie
2. Black dress slacks
3. Black dress shoes

\*\*\*Exceptions to this rule are applied when a competition has a specific dress code (ie. construction)

VI. SkillsUSA Colors

1. Red and White: represent the individual states and chapters
2. Blue: represents the common union of the states and of the chapters
3. Gold: represents the individual, the most important element of the organization

VII. Symbolism of the Skills USA Emblem

1. Shield: represents patriotism
2. Gear: represents industrial society
3. Torch: represents knowledge
4. Orbital Circles: represent technology
5. Hands: represent the individual

VIIL. SkillsUSA Creed

 I BELIEVE

1. The dignity of work
2. The American way of life
3. Education
4. Fair Play
5. Satisfaction is achieved by good work
6. High moral and spiritual standards

IX. SkillsUSA Pledge

**"Upon my honor,** I pledge: **1. To prepare myself by diligent study and ardent practice to become a worker whose services will be recognized as honorable by my employer and fellow workers. 2. To base my expectations of reward upon the solid foundation of service. 3. To honor and respect my vocation in such a way as to bring repute to myself. 3. And further, to spare no effort in upholding the** ideals of SkillsUSA."

X. SkillsUSA Motto

**"Preparing for leadership in the world of work."**

XI. SkillsUSA Theme

**"SkillsUSA: Champions at Work—Prepared with the skills America Needs"**

**TEST #1- SKILLSUSA KNOWLEDGE**

**1. THE OFFICIAL SKILLSUSA COLORS ARE RED, WHITE, GOLD, AND**

1. SILVER
2. YELLOW
3. BRONZE
4. BLUE

**2. THE COLOR GOLD IN THE SKILLSUSA EMBLEM REPRESENTS THE**

1. INDIVIDUAL STATES AND CHAPTERS
2. COMMON UNION OF STATES AND CHAPTERS
3. TREASURER
4. INDIVIDUAL

**3. WHICH OF THE SKILLSUSA COLORS REPRESENTS THE COMMON UNIONOF THE STATES AND CHAPTERS?**

1. WHITE
2. RED
3. GOLD
4. BLUE

**4. A IS A STATEMENT OF PRINCIPLES THAT REPRESENTS THE**

**BELIEFS OF AN ORGANIZATION.**

1. PLEDGE
2. CREED
3. MOTTO
4. PURPOSE

**5. THERE ARE POINTS TO THE SKILLSUSA CREED.**

1. SIX
2. FIVE
3. SEVEN
4. FOUR

**6. WHICH OF THE FOLLOWING STATEMENTS IS PART OF THE SKILLSUSA CREED?**

1. I BELIEVE IN GOD.
2. I BELIEVE GOOD WORK SHOULD BE REWARDED.
3. I BELIEVE IN HIGH MORAL AND SPIRITUAL STANDARDS.
4. I BELIEVE IN GOOD WORK.

**7. "I BELIEVE IN THE AMERICAN WAY OF LIFE" IS PART OF THE SKILLSUSA:**

1. PURPOSES
2. PLEDGE
3. CREED
4. MOTTO

**8. OFFICIAL SKILLSUSA DRESS ALWAYS INCLUDES:**

1. A SKILLSUSA BLAZER
2. A SKILLSUSA SWEATER
3. A SKILLSUSA WINDBREAKER
4. ANY ONE OF THE ABOVE

**9. MALE SKILLSUSA MEMBERS MUST ALWAYS WEAR WHICH OF THE** FOLLOWING WHEN WEARING OFFICIAL DRESS:

1. BLACK SHOES
2. BLUE TIE
3. WHITE SHOES
4. WHITE SOCKS

**10. SKILLSUSA IS THE ONLY NATIONAL ORGANIZATION DESIGNED**

**EXCLUSIVELY FOR TRADE, TECHNICAL, INDUSTRIAL AND**

**STUDENTS.**

1. HOME ECONOMICS
2. AGRICULTURE
3. HEALTH OCCUPATIONS
4. MARKETING

**11. TO START A NEW SKILLSUSA CHAPTER, INTERESTED STUDENTS FORM AN ORGANIZING COMMITTEE. THE PERSON IN CHARGE OF THE COMMITTEE IS**

**THE**

1. LEADER
2. CHAIRPERSON
3. ORGANIZER
4. TEACHER

**12. TRAINING IN THE OPENING AND CLOSING CEREMONIES DEVELOPS** A: POISE

B TEAMWORK

1. VOICE CONTROL
2. ALL OF THE ABOVE

**13. TO PARTICIPATE IN THE SKILLSUSA MEMBER INITIATION CEREMONY, EACH PROSPECTIVE MEMBER MUST:**

1. BE ENROLLED IN A TRADE, INDUSTRIAL, TECHNICAL OR HEALTH OCCU PATIONS PROGRAM
2. KNOW THE SKILLSUSA MOTTO AND PLEDGE
3. BE IN GOOD STANDING IN THE TRAINING PROGRAM
4. ALL OF THE ABOVE

**14. THE OFFICER INSTALLATION CEREMONY IS USED TO INSTALL:**

1. LOCAL SKILLSUSA OFFICERS
2. STATE SKILLSUSA OFFICERS
3. DISTRICT OR REGIONAL SKILLSUSA OFFICERS
4. ALL OF THE ABOVE

**15. THE SKILLSUSA CREED STATES, "I BELIEVE IN:"**

1. THE AMERICAN WAY OF LIFE
2. FAIR PLAY
3. EDUCATION
4. ALL OF THE ABOVE

**16. THE SKILLSUSA CREED STATES, "I BELIEVE IN":**

1. A GOOD ATTITUDE AT WORK
2. HONESTY AT WORK
3. THE DIGNITY OF WORK
4. ALL OF THE ABOVE

**17. THE OFFICIAL SKILLSUSA DRESS FOR WOMEN INCLUDES:**

1. BLACK SKIRT OR BLACK DRESS SLACKS
2. WHITE COLLARLESS BLOUSE
3. CLEAR SEAMLESS NYLONS
4. ALL OF THE ABOVE

**18. THE OFFICIAL SKILLSUSA DRESS FOR MEN INCLUDES:**

1. RED SKILLSUSA BLAZER, SWEATER, OR WINDBREAKER
2. BLACK SOCKS
3. BLACK BELT
4. ALL OF THE ABOVE

**19. THE PURPOSES OF SKILLSUSA ARE SYMBOLIZED BY ITS:**

1. MEMBERSHIP
2. ADVISORS
3. EMBLEM
4. FUTURE

**20. THE GEAR REPRESENTS THE:**

1. PATRIOTS
2. YOUTH
3. KNOWLEDGE
4. INDUSTRIAL SOCIETY

**21. WHEN RECITING THE SKILLSUSA PLEDGE, YOU ARE MAKING A**

**PROMISE TO TO FULLY PREPARE AS A PRODUCTIVE WORKER
AND CITIZEN.**

1. YOUR INSTRUCTORS
2. YOURSELF
3. YOUR CHAPTER PRESIDENT
4. YOUR LOCAL CHAPTER

**22. IN COMPLETING THE PDP PROGRAM, YOU CAN PROGRESS**

**THROUGH LEVELS OF PROFESSIONAL DEVELOPMENT.**

A: 2 B:4 C:?

1. 6

**23. IN THE SKILLSUSA PROFESSIONAL DEVELOPMENT PROGRAM THE HIGHEST POSSIBLE DEGREE ONE MAY EARN IS THE:**

1. INTERNATIONAL SKILLSUSA DEGREE
2. MASTER DEGREE
3. LEADER DEGREE
4. AMERICAN SKILLSUSA DEGREE

**24. WHICH OF THE FOLLOWING STATEMENTS ISA PART OF THE SKILLSUSA CREED?**

1. "I BELIEVE IN ME."
2. "I BELIEVE IN HIGH MORAL AND SPIRITUAL STANDARDS."
3. "I BELIEVE REWARD IS THE MOST IMPORTANT ELEMENT."
4. "I BELIEVE IN GOD."

**25. WHICH PART OF THE SKILLSUSA EMBLEM REPRESENTS A SEARCH FOR KNOWLEDGE AND THE DESIRE TO ACQUIRE A SKILL?**

1. GEAR
2. HANDS
3. TORCH
4. "SKILLSUSA"

**26. SKILLSUSA MEETINGS CAN BEHELD:**

1. MORNINGS
2. DURING SCHOOL
3. EVENINGS

D: ANYTIME

**27. COMMUNITY SERVICE PROJECTS ARE DESIGNED TO:**

1. **HELP PEOPLE**
2. IMPROVE THE COMMUNITY
3. PROMOTE THE SKILLSUSA GOALS
4. ALL OF THE ABOVE

**28. VISITING NURSING HOME RESIDENTS AND COLLECTING AND DELIVERING**

**GOODS TO A NEEDY** FAMILY ARE EXAMPLES OF:

1. FUND-RAISING PROJECTS
2. COMMUNITY SERVICE PROJECTS
3. SOCIAL ACTIVITIES
4. LEADERSHIP PROJECTS

**29. HOW MANY PROFESSIONAL DEVELOPMENT PROGRAM DEGREES MAY A SKILLSUSA MEMBER EARN DURING A ONE-YEAR OR TWO-YEAR TRAINING PROGRAM?**

1. 4
2. 5
3. 6
4. 7

**30. THE HIGHEST LEVEL OF SKILL COMPETITION FOR SKILLSUSA COMPETITORS IS:**

1. SKILLSUSA U.S. SKILL OLYMPICS
2. POSTSECONDARY SKILLSUSA U.S. SKILL OLYMPICS
3. INTERNATIONAL YOUTH SKILL OLYMPICS
4. WORLD CUP SKILL OLYMPICS

31 IS **A NATIONAL SKILLSUSA PROGRAM DESIGNED TO BRING**

**TOGETHER EMPLOYERS AND SKILLSUSA CHAPTERS.**

1. SKILLSUSA PDP
2. SKILLSUSA WORK FAIR
3. SKILLSUSA EMPLOYMENT NETWORK
4. SKILLSUSA LEADERSHIP CONFERENCE

**32. THE BASIC UNIT OF THE SKILLSUSA ORGANIZATION IS THE:**

1. CHAPTER
2. STATE
3. SCHOOL
4. SECTION

**33. STUDENTS ENROLLED IN INDUSTRIAL, TECHNICAL AND HEALTH OCCUPATIONS ARE ELIGIBLE TO BE:**

1. ASSOCIATE MEMBERS OF SKILLSUSA
2. ACTIVE MEMBERS OF SKILLSUSA
3. PROFESSIONAL MEMBERS OF SKILLSUSA
4. DIRECT MEMBERS OF SKILLSUSA

**34. OFFICIAL MEMBERSHIP IN SKILLSUSA RUNS FROM:**

1. JANUARY 1 THROUGH DECEMBER 31
2. JULY I THROUGH JUNE 30
3. SEPTEMBER 1 THROUGH AUGUST 31
4. OCTOBER 1 THROUGH SEPTEMBER 30

**35. THIS SKILLSUSA EMPLOYMENT SKILLS PROGRAM IS DESIGNED TO HELP STUDENTS MAKE THE TRANSITION FROM SCHOOL TO WORK:**

1. V ICA LEADERSHIP TRAINING
2. UNITED STATES SKILL OLYMPICS

C SKILLSUSA AMERICAN SPIRIT AWARD

D: PROFESSIONAL DEVELOPMENT PROGRAM

**36. COMPETITIVE EVENTS ORGANIZED AND RUN THROUGH A PARTNERSHIP OF INDUSTRY, LABOR, EDUCATION AND SIULLSUSA ARE THE:**

1. SKILLSUSA CHAMPIONSHIPS
2. SKILLSUSA COMPETITIVE EVENTS
3. SKILLSUSA NATIONAL OLYMPICS
4. SKILLSUSA NATIONAL COMPETITIVE EVENTS

**37. THE SKILLSUSA LEADERSHIP DEVELOPMENT PUBLICATION PUBLISHED QUARTERLY FOR SKILLSUSA STUDENTS IS** THE:

1. CHAMPIONS
2. VP: SKILLSUSA PROFESSIONAL
3. SKILLSUSA LEADERSHIP HANDBOOK
4. THE SKILLSUSA MAGAZINE

**38. THE SKILLSUSA AMERICAN SPIRIT AWARD IS SPONSORED ANNUALLY BY THE:**

1. U.S. ARMY
2. U.S. AIR FORCE
3. U.S. NAVY
4. U.S. MARINES

**39. TRAINING PROGRAMS THAT ENROLL EVERY STUDENT IN SKILLSUSA ARE:**

1. RECOGNIZED AS AMERICAN SPIRIT CHAPTERS
2. RECOGNIZED AS SKILLSUSA GOLD PENNANT CHAPTERS
3. RECOGNIZED AS SKILLSUSA NETWORK CHAPTERS
4. RECOGNIZED AS 100 PERCENT CHAPTERS

**40. NATIONAL SKILLSUSA PROGRAMS INCLUDE:**

1. LEADERSHIP TRAINING AND PDP
2. U.S. SKILL OLYMPICS
3. NATIONAL SKILLSUSA WEEK AND 100 PERCENT CHAPTERS
4. ALL OF THE ABOVE

**41. SKILLSUSA IS A NATIONAL ORGANIZATION FOR STUDENTS TRAINING IN:**

1. TRADE AND INDUSTRIAL EDUCATION
2. TECHNICAL EDUCATION
3. HEALTH OCCUPATIONS EDUCATION
4. ALL OF THE ABOVE

**42. SKILLSUSA, INC. POLICIES AND PROCEDURES ARE ESTABLISHED BY:**

1. AN EXECUTIVE DIRECTOR
2. A BOARD OF DIRECTORS
3. A HOUSE OF DELEGATES
4. NONE OF THE ABOVE

**43. SIULLSUSA'S ACTIVE MEMBERSHIP STATUS IS INCLUDED IN THE:**

1. SECONDARY AND POSTSECONDARY DIVISIONS
2. HIGH SCHOOL AND COLLEGIATE DIVISIONS
3. HONORARY LIFE AND ALUMNI DIVISIONS
4. PROFESSIONAL AND ASSOCIATE DIVISIONS

44. A **TRAINING PROGRAM WITH AN ADVISOR, OFFICERS, AND A PROGRAM OF ACTIVITIES IS CALLED:**

1. A CHAPTER
2. AN ASSOCIATION

CA SECTION D: A COUNCIL

**45. SECTION ADVISORS, TEACHER EDUCATORS, AND SUPERVISORS**

**SHOULD BE SKILLSUSA MEMBERS.**

1. ACTIVE
2. ASSOCIATE C PROFESSIONAL D: ALUMNI

**46. FORMER ACTIVE SKILLSUSA MEMBERS NO LONGER ENROLLED IN**

**VOCATIONAL TECHNICAL PROGRAMS MAY BE SKILLSUSA
MEMBERS.**

1. ASSOCIATE
2. PROFESSIONAL
3. ALUMNI
4. ALL OF THE ABOVE

**Questions 47.50 will not be on test.**

47. "V" IN THE OFFICI kl SKII SkNk NIE STANDS FOR:

1. VOCATIONAL
2. VICTORIOUS
3. VOTING
4. VOCATION

48. "I" IN THE OFFICIAL SKILLSUSA NAME STANDS FOR:

1. INDIVIDUAL
2. INDUSTRY
3. INDUSTRIAL
4. INDEPENDENT

49. "C" IN THE OFFICIAL SKILLSUSA NAME STANDS FOR:

1. CHAPTERS
2. CHARTERS
3. CLUBS
4. CHALLENGES

50. 'A' IN THE OFFICIAL SKILLSUSA NAME STANDS FOR:

1. ASSOCIATIONS
2. AMERICA
3. ASSISTANT
4. AMERICAN

51. SKILLSUSA BEGAN IN THE UNITED STATES IN:

1. 1960
2. 1965
3. 1970
4. 1975

52. SKILLSUSA PREPARES STUDENTS TO BE LEADERS IN THEIR OCCUPATIONS BY HELPING THEM DEVELOP:

1. TECHNICAL KNOWLEDGE
2. TECHNICAL SKILL C. POSITIVE WORK ATTITUDES

D: ALL OF THE ABOVE

**53. SKILLSUSA IS THE STUDENT ORGANIZATION FOR STUDENTS**

**ENROLLED IN AND HEALTH RELATED OCCUPATIONS.**

1. AGRICULTURE
2. TRADE, INDUSTRIAL, AND TECHNICAL
3. BUSINESS
4. MARKETING

**54. THERE ARE 11 PURPOSES OF V1CA. ONE STATES THAT SICILLSUSA'S PURPOSE IS TO FOSTER A DEEP RESPECT FOR:**

1. A PURPOSEFUL LIFE
2. REALISTIC VOCATIONAL GOALS
3. THE DIGNITY OF WORK
4. ENTHUSIASM OF LEARNING

**55. WHICH COLOR OF SKILLSUSA REPRESENTS THE INDIVIDUAL STATES AND CHAPTERS?**

1. RED
2. GOLD
3. WHITE
4. BOTH A & C

**56. ONLY ONE STATESMAN'S AWARD AND ONE PDP PIN SHOULD BE WORN ON A**

BLAZER AT ONE TIME. WHERE SHOULD THEY BE PLACED?

1. JUST BELOW THE SKILLSUSA EMBLEM
2. CENTER OF LEFT LAPEL
3. SIDE BY SIDE 1/4" ABOVE SKILLSUSA EMBLEM & POCKET
4. ON RIGHT LAPEL

**57. YOUR SKILLSUSA MEMBERSHIP AS A STUDENT IN TRADE, INDUSTRIAL, TECHNICAL AND HEALTH OCCUPATIONS AT EITHER THE**

**SECONDARY OR POSTSECONDARY LEVEL WOULD BE
MEMBERSHIP.**

1. A PROFESSIONAL
2. AN ACTIVE
3. A DIRECT
4. NONE OFTHE ABOVE

**58. WHEN SETTING UP A MEETING ROOM, THE SKILLSUSA EMBLEM IS PLACED ON ITS EASEL FACING THE AUDIENCE:**

1. TO THE RIGHT OF THE ROSTRUM
2. IN FRONT OF THE ROSTRUM
3. TO THE LEFT OF THE ROSTRUM
4. NONE OFTHE ABOVE

**59. WHICH CEREMONY REINFORCES BASIC SKILLSUSA BELIEFS AND PROVIDES FOR ORDERLY AND EFFECTIVE BUSINESS MEETINGS?**

1. OPENING AND CLOSING CEREMONY
2. MEMBER INITIATION CEREMONY
3. OFFICER INSTALLATION CEREMONY
4. ALL OF THE ABOVE

**60. LEVEL ONE OF THE PROFESSIONAL DEVELOPMENT PROGRAM IS**

**THE DEGREE.**

1. PROFESSIONAL
2. TRAINEE
3. LEADER
4. NONE OF THE ABOVE

**61. SERVING ON A SKILLSUSA COMMITTEE, MAKING A FIVE-MINUTE PRESENTATION, AND COMPLETING A JOB APPLICATION ARE PART OF WHICH PDP PROGRAM?**

1. MASTER
2. LEADER

C TRAINEE

D: PROFESSIONAL

**62. THERE ARE LEVELS TEACHING 59 SEPARATE SKILLS AND**

**LEADERSHIP ASSIGNMENTS, IN THE PROFESSIONAL DEVELOPMENT PROGRAM.**

1. 6
2. 7
3. 5
4. 9

**63. TO EARN THE INTERNATIONAL SKILLSUSA DEGREE, YOU MUST HAVE GRADUATED FROM YOUR VOCATIONAL TRAINING PROGRAM, HAVE**

**WORKED AT LEAST SIX MONTHS AND HAVE VERIFIED HOURS OF
EMPLOYMENT.**

1. 480
2. 1,152
3. 960
4. NONE OF THE ABOVE

**64. A STATE IS NOT ELIGIBLE TO PROVIDE A CANDIDATE FOR NATIONAL**

**SKILLSUSA PRESIDENT FOR CONSECUTIVE YEARS.**

1. ONE
2. TWO
3. THREE
4. FOUR

**65. VOTING ON NATIONAL OFFICERS AND HONORARY POSITIONS SHALL BE DONE BY:**

1. SHOW OF HANDS
2. OPEN BALLOT
3. SECRET BALLOT
4. AS DECIDED BY THE PRESIDENT

**66. THE ORBITAL CIRCLES OF THE SKILLSUSA EMBLEM REPRESENT:**

1. YOUTH
2. KNOWLEDGE
3. THE INDUSTRIAL SOCIETY
4. TECHNOLOGY

**67. THE OFFICIAL RED GARMENT WORN BY SKILLSUSA MEMBERS IS:**

1. SKILLSUSA BLAZER
2. SKILLSUSA WINDBREAKER
3. SKILLSUSA SWEATER
4. ALL OF THE ABOVE

**68. THE OFFICIAL SKILLSUSA DRESS INCLUDES.**

1. BROWN SHOES
2. BLACK SHOES
3. SEAMED NYLON STOCKINGS
4. BOTH C AND B

**69. THE COLOR THAT REPRESENTS THE "MOST IMPORTANT ELEMENTS OF THE SKILLSUSA ORGANIZATION' IS:**

1. GOLD
2. BLUE
3. RED
4. WHITE

**70. THE COMMON UNION BETWEEN THE CHAPTERS AND STATES IS REPRESENTED**

BY THE COLOR:

1. GOLD
2. BLUE
3. RED
4. WHITE

**71. A STATEMENT OF PRINCIPLES THAT REPRESENTS THE BELIEF OF AN ORGANIZATION IS KNOWN AS ITS:**

1. PLEDGE
2. CREED
3. PURPOSES
4. CONSTITUTION

**72. UNITY AND A COMMON BOND AMONG MEMBERS IS VISIBLY SEEN BY:**

1. THE OFFICIAL SKILLSUSA DRESS
2. THE CREED
3. THE MEMBERSHIP DRIVE
4. THE PLEDGE

**73. THE SKILLSUSA CREED STATES: "I BELIEVE IN..**

1. **COMMON BOND OF MEMBERS**
2. **EDUCATION**
3. **DIGNITY OF WORK**
4. **BOTH B AND C**

**74. "SATISFACTION IS ACHIEVED BY GOOD WORK. IS A STATEMENT FROM THE:**

1. **SKILLSUSA CREED**
2. **SKILLSUSA PLEDGE**
3. SKILLSUSA **PURPOSES**
4. **SKILLSUSA EMBLEM**

**75. AFTER OFFICERS HAVE BEEN ELECTED, THE FOLLOWING CEREMONY IS USED TO OFFICIALLY BEGIN THEIR TERMS OF OFFICE:**

1. **INITIATION**
2. **INSTALLATION**
3. **BOTH** A AND **B**
4. **NONE OFTHE ABOVE**

**76. A SPECIAL COMMITTEE CHOSEN TO CONSIDER A SINGLE TOPIC OR EVENT IS CALLED A (AN):**

1. **AD HOC COMMITTEE**
2. **PROGRAM COMMITTEE**
3. **STANDING COMMITTEE**
4. **WAYS AND MEANS COMMITTEE**

**77. THE SEVEN COMMITTEES WHICH REFLECT SKILLSUSA'S PROGRAM OF WORK ARE CALLED**

**A AD HOC COMMITTEES**

1. **STANDING COMMITTEES**
2. **PROFESSIONAL** DEVELOPMENT **COMMITTEES**
3. **WAYS AND MEANS COMMITTEES**

**78. WHICH IS NOT CONSIDERED ONE OF SKILLSUSA'S STANDING COMMITTEES?**

1. **COMMUNITY SERVICE**
2. **EMPLOYMENT**
3. **PROFESSIONAL DEVELOPMENT**
4. **RECRUITMENT**

79. **WHICH 1S NOT CONSIDERED ONE OF SKILLSUSA'S STANDING COMMITTEES:**

1. PARLIAMENTARY
2. PUBLIC RELATIONS
3. SKILL OLYMPICS
4. WAYS AND MEANS

**80. THE OPENING CEREMONY MAY NOT NECESSARILY BE USED TO BEGIN:**

1. CHAPTER MEETINGS
2. COMMITTEE MEETINGS
3. CONFERENCES
4. SCHOOL-WIDE MEETINGS

**81. STANDARD CHAPTER EQUIPMENT THAT SHOULD BE IN PLACE FOR A SKILLSUSA MEETING INCLUDES ALL BUT THE:**

1. CHARTER (FRAMED)
2. GAVEL
3. PROFESSIONAL DEVELOPMENT PROGRAM
4. SKILLSUSA LEADERSHIP HANDBOOK

**82. STANDARD CHAPTER EQUIPMENT THAT SHOULD BE IN PLACE FOR A SKILLSUSA MEETING INCLUDES ALL BUT THE:**

1. MEETINGS KIT
2. NATION'S FLAG
3. ROBERT'S RULES OF ORDER, NEWLY REVISED
4. SKILLSUSA BANNER

**83. CANDIDATES FOR SECONDARY NATIONAL OFFICE SHALL HAVE:**

1. ACTIVE MEMBERSHIP STATUS AND THE ENDORSEMENT OF THEIR STATEASSOCIATION
2. ACTIVE MEMBERSHIP STATUS
3. ACTIVE MEMBERSHIP STATUS AND AT LEAST TWO FULL SECONDARY SCHOOL YEARS REMAINING
4. ACTIVE MEMBERSHIP STATUS, ENDORSEMENT OF THE STATE ASSOCIATION AND AT LEAST ONE FULL SECONDARY SCHOOL YEAR REMAINING

**84. ADVISORY COUNCIL MEMBERS, COOPERATIVE EDUCATION EMPLOYERS AND INDIVIDUALS CONTRIBUTING TO THE IMPROVEMENT OF VOCATIONAL EDUCATION MAY HOLD THE FOLLOWING SKILLSUSA MEMBERSHIP:**

1. ASSOCIATE
2. HONORARY C. ACTIVE

D: BOTH A AND C

**85. POLICIES OF THE SKILLSUSA ORGANIZATION ARE DETERMINED BY:**

1. THE STATE SKILLSUSA DIRECTORS
2. THE BOARD OF DIRECTORS OF SKILLSUSA, INC.
3. THE NATIONAL EXECUTIVE COUNCIL
4. BOTH B AND C

**86. THE PURPOSES OF SKILLSUSA INCLUDE:**

1. CREATING ENTHUSIASM FOR LEARNING
2. FOSTERING A DEEP RESPECT FOR THE DIGNITY OF WORK
3. HELPING STUDENTS ATTAIN A PURPOSEFUL LIFE
4. ALL OF THE ABOVE

**87. THE PURPOSE OF SIULLSUSAS NATIONAL PROGRAM OF WORK IS TO:**

1. SET THE PACE FOR SKILLSUSA NATIONWIDE
2. PROVIDE SEVEN GOALS FOR EACH SKILLSUSA CHAPTER TO FOLLOW
3. ESTABLISH EXPECTATIONS FOR V I CA CHAPTERS
4. ALL OF THE ABOVE

**88. WHICH OF THE FOLLOWING IS A PROGRAM OFFERED BY SKILLSUSA IN WHICH EVERY SKILLSUSA MEMBER IS ELIGIBLE TO PARTICIPATE?**

1. ANNUAL NATIONAL LEADERSHIP CONFERENCE
2. WASHINGTON LEADERSHIP TRAINING INSTITUTE
3. PROFESSIONAL DEVELOPMENT PROGRAM
4. SKILLS USA CHAMPIONSHIPS

**89. SKILLSUSA'S LEADERSHIP COMPETITIONS INCLUDE:**

1. PUBLIC SPEAKING
2. GOOD GROOMING
3. ETIQUETTE AND TABLE MANNERS
4. ESSAYS

**90. SKILLSUSA IS THE ONLY ORGANIZATION WHOSE PURPOSE IS TO SERVE STUDENTS IN:**

1. TRADE & INDUSTRIAL OCCUPATIONS
2. TECHNICAL OCCUPATIONS
3. HEALTH OCCUPATIONS
4. ALL OF THE ABOVE

**91. THE FOLLOWING MEMBERSHIP ALLOWS STUDENTS TO SERVE AS NATIONAL VOTING DELEGATES, HOLD NATIONAL OFFICE AND COMPETE IN CONTESTS:**

1. ACTIVE MEMBERSHIP
2. PROFESSIONAL MEMBERSHIP
3. DIRECT MEMBERSHIP
4. ASSOCIATE MEMBERSHIP

**84. ADVISORY COUNCIL MEMBERS, COOPERATIVE EDUCATION EMPLOYERS AND INDIVIDUALS CONTRIBUTING TO THE IMPROVEMENT OF VOCATIONAL EDUCATION MAY HOLD THE FOLLOWING SKILLSUSA MEMBERSHIP:**

1. ASSOCIATE
2. HONORARY

C. ACTIVE

D: BOTH A AND C

**85. POLICIES OF THE SKILLSUSA ORGANIZATION ARE DETERMINED BY:**

1. THE STATE SKILLSUSA DIRECTORS
2. THE BOARD OF DIRECTORS OF SKILLSUSA, INC.
3. THE NATIONAL EXECUTIVE COUNCIL
4. BOTH B AND C

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1. CREATING ENTHUSIASM FOR LEARNING
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3. HELPING STUDENTS ATTAIN A PURPOSEFUL LIFE
4. ALL OF THE ABOVE

**87. THE PURPOSE OF SKILLSUSAS NATIONAL PROGRAM OF WORK IS TO:**

1. SET THE PACE FOR SKILLSUSA NATIONWIDE
2. PROVIDE SEVEN GOALS FOR EACH SKILLSUSA CHAPTER TO FOLLOW
3. ESTABLISH EXPECTATIONS FOR V1CA CHAPTERS
4. ALL OF THE ABOVE

**88. WHICH OF THE FOLLOWING IS A PROGRAM OFFERED BY V1CA IN WHICH EVERY SKILLSUSA MEMBER IS ELIGIBLE TO PARTICIPATE?**

1. ANNUAL NATIONAL LEADERSHIP CONFERENCE
2. WASHINGTON LEADERSHIP TRAINING INSTITUTE
3. PROFESSIONAL DEVELOPMENT PROGRAM
4. SKILLSUSA U.S. SKILL OLYMPICS

**89. SKILLSUSA'S LEADERSHIP COMPETITIONS INCLUDE:**

1. PUBLIC SPEAKING
2. GOOD GROOMING
3. ETIQUETTE AND TABLE MANNERS
4. ESSAYS

**90. SKILLSUSA IS THE ONLY ORGANIZATION WHOSE PURPOSE IS TO SERVE STUDENTS IN:**

1. TRADE & INDUSTRIAL OCCUPATIONS
2. TECHNICAL OCCUPATIONS
3. HEALTH OCCUPATIONS
4. ALL OF THE ABOVE

**91. THE FOLLOWING MEMBERSHIP ALLOWS STUDENTS TO SERVE AS NATIONAL VOTING DELEGATES, HOLD NATIONAL OFFICE AND COMPETE IN CONTESTS:**

1. ACTIVE MEMBERSHIP
2. PROFESSIONAL MEMBERSHIP
3. DIRECT MEMBERSHIP
4. ASSOCIATE MEMBERSHIP

**92. ALUMNI MEMBERS:**

1. ARE FORMER ACTIVE MEMBERS WHO ARE NO LONGER ENROLLED IN VOCATIONAL TECHNICAL EDUCATION
2. MAY PARTICIPATE AT THE NATIONAL LEVEL THROUGH THE YOUTH DEVELOPMENT FOUNDATION OF SKILLSUSA, INC.
3. SUPPORT VARIOUS IMPORTANT PROJECTS FOR ACTIVE SKILLSUSA MEMBERS
4. ALL OF THE ABOVE

**93. INDIVIDUALS WHO HAVE MADE SIGNIFICANT CONTRIBUTIONS TO THE DEVELOPMENT OF SKILLSUSA AND AREAS OF VOCATIONAL EDUCATION SKILLSUSA SERVES MAY BE ELIGIBLE FOR WHAT TYPE OF SKH.,LSUSA MEMBERSHIP?**

1. PROFESSIONAL MEMBERSHIP
2. ASSOCIATE MEMBERSHIP
3. HONORARY LIFE MEMBERSHIP
4. ALL OF THE ABOVE

**94. WHICH MEMBERSHIP DOES NOT REQUIRE DUES?**

1. HONORARY LIFE
2. COLLEGIATE
3. ALUMNI
4. ASSOCIATE

**95. MEMBERS SHOULD SUBMIT THEIR DUES:**

1. ANNUALLY, AT THE BEGINNING OF SCHOOL YEAR
2. ANNUALLY, IN THE SPRING BEFORE CONTEST
3. TWICE A YEAR, AT THE BEGINNING OF EACH SEMESTER
4. MONTHLY, DEPENDING ON CHAPTER ACTIVITIES

**96. A CHAPTER SECTION IS ONE OCCUPATIONAL** PROGRAM OR **COOPERATIVE CLASS IN WHICH:**

1. A TEACHER SERVES AS AN ADVISOR
2. A SET OF OFFICERS IS ELECTED
3. A SKILLSUSA CALENDAR OF ACTIVITIES TAKES PLACE AS AN INTEGRAL PART OF THE INSTRUCTIONAL PROGRAM
4. ALL OF THE ABOVE

**97. SCHOOLS WITH MANY SECTIONS ARE REFERRED TO AS:**

1. CHAPTER ADVISORY COUNCILS
2. EMPLOYMENT NETWORK
3. STATE ASSOCIATIONS
4. MULTIPLE SECTION CHAPTERS

**98. RED AND WHITE IN THE SKILLSUSA EMBLEM:**

1. REPRESENT THE INDIVIDUAL STATES AND CHAPTERS
2. REPRESENT PATRIOTISM
3. REPRESENT THE INDIVIDUAL
4. REPRESENT THE PARLIAMENTARIAN

**99. THE SKILLSUSA CREED IS:**

1. A LIST OF OCCUPATIONAL GOALS
2. A STATEMENT OF SIX PRINCIPLES THAT REPRESENTS THE BELIEFS OF SKILLSUSA
3. A DESCRIPTION OF THE SKILLSUSA EMBLEM
4. A STATEMENT OF OFFICER DUTIES

**100..1 BELIEVE SATISFACTION IS ACHIEVED BY GOOD WORK' IS A STATEMENT FROM THE:**

1. SKILLSUSA MOTTO
2. SKILLSUSA PLEDGE
3. SKILLSUSA CREED
4. PROGRAM OF WORK

**101. THE COLOR BLUE IN THE SKILLSUSA EMBLEM REPRESENTS:**

1. TECHNOLOGY
2. SERVICE
3. COMMON UNION OF THE STATES AND CHAPTERS
4. PATRIOTISM IN THE SKILLSUSA CHAPTER

**102. THE MOST IMPORTANT ELEMENT OF THE VOCATIONAL INDUSTRIAL CLUBS OF AMERICA 18 REPRESENTED BY THE COLOR:**

1. RED
2. WHITE
3. GOLD
4. BLUE

**103. "I BELIEVE IN THE DIGNITY OF WORK" IS PART OF THE SKILLSUSA**

1. CREED
2. MOTTO
3. EMBLEM
4. PLEDGE

**104. THE SKILLSUSA CREED INCLUDES:**

1. PREPARING FOR LEADERSHIP
2. HIGH MORAL AND SPIRITUAL STANDARDS
3. THE PROFESSIONAL DEVELOPMENT PROGRAM
4. A MEMBERS RIGHT TO EXPRESS IDEAS

105. **THE SHIELD REPRESENTS:**

1. KNOWLEDGE
2. PATRIOTISM
3. BLUE
4. A BELIEF IN FAIR PLAY

106. **THE PARTS OF THE EMBLEM ARE:**

1. SHIELD, GEAR, FLAMING TORCH, ORBITAL CIRCLES, HANDS AND THE LETTERS SKILLSUSA
2. SHIELD, GEAR, SQUARE, FLAMING TORCH, ORBITAL CIRCLES, HANDS AND THE LETTERS SKILLSUSA
3. GEAR, FLAMING TORCH, ORBITAL CIRCLES, HANDS AND LETTERS SKILLSUSA
4. SHIELD, COMPASS, FLAMING TORCH, ORBITAL CIRCLES, HANDS AND LETTERS SKILLSUSA

**107. KNOWLEDGE IS REPRESENTED IN THE SKILLSUSA EMBLEM BY THE SYMBOL:**

1. HANDS
2. BOOK
3. TORCH
4. SHIELD

**108. WHEN YOU ARE RECITING THE SKILLSUSA PLEDGE, YOU ARE:**

1. BECOMING A TRAINED WORKER
2. PROMISING TO PREPARE YOURSELF AS A PRODUCTIVE WORKER AND CITIZEN
3. MAKING YOUR ADVISOR PROUD
4. HELPING THE FUTURE OF AMERICA

**109. "TO BASE MY EXPECTATIONS OF REWARD UPON THE SOLID FOUNDATION OF SERVICE...' IS A STATEMENT FROM THE SKILLSUSA:**

1. CREED
2. PLEDGE
3. MOTTO
4. PROGRAM OF WORK

**110. SKILLSUSA BRINGS TOGETHER STUDENTS WITH COMMON INTERESTS SO THEY CAN:**

1. EXCHANGE IDEAS
2. DISCUSS PROBLEMS
3. SHARE COMMON GOALS
4. ALL OF THE ABOVE

**111. WHEN SEEKING TO FORM A NEW SKILLSUSA CHAPTER, WHAT SHOULD OCCUR FIRST?**

1. INFORMATION IS SECURED FROM THE STATE SKILLSUSA DIRECTOR
2. A CONSTITUTION IS DRAFTED
3. A PETITION FOR CHARTER IS COMPLETED
4. SCHOOL ADMINISTRATION APPROVAL IS RECEIVED

**112. IN THE OPENING AND CLOSING CEREMONY THE PRESIDENT SIGNALS FOR THE OFFICERS TO BE SEATED WITH:**

1. ONE RAP OF THE GAVEL
2. TWO RAPS OF THE GAVEL
3. THREE RAPS OF THE GAVEL
4. A VERBAL COMMAND

**113. IN THE OPENING AND CLOSING CEREMONY THE PRESIDENT PRESENTS:**

1. THE GAVEL
2. THE LETTERS SKILLSUSA
3. THE HANDS
4. THE TORCH

**114. WHAT IS THE SKILLSUSA MOTTO?**

1. QUALITY AT WORK
2. FOSTERING A DEEP RESPECT FOR THE DIGNITY OF WORK
3. PREPARING FOR LEADERSHIP IN THE WORLD OF WORK
4. NONE OF THE ABOVE

**115. WHAT PART OF THE SKILLSUSA EMBLEM DENOTES THE INTERDEPENDENCE AND COOPERATION OF THE INDIVIDUAL WORIUNG TOGETHER WITH LABOR AND MANAGEMENT?**

1. HANDS
2. SKILLSUSA
3. GEAR
4. TORCH

**116. HOWMANY PARTS ARE THERE TO THE SKILLSUSA CREED?**

1. 7
2. 5
3. 6
4. NONE OF THE ABOVE

**117. "I BELIEVE IN FAIR PLAY"** IS PART OF:

1. THE MOTTO
2. THE PLEDGE
3. THE CREED
4. ALL OF THE ABOVE

**118. WHAT COLOR REPRESENTS THE INDIVIDUAL?**

1. RED
2. BLUE
3. GOLD
4. WHITE

**119. THE SKILLSUSA MEMBERSHIP YEAR IS:**

1. SEPTEMBER 1 THROUGH JUNE 30
2. AUGUST 1 THROUGH JUNE 1
3. SEPTEMBER 1 THROUGH AUGUST 31
4. AUGUST 1 THROUGH JULY 30

**120. NEW TECHNOLOGY AND RESEARCH ARE REPRESENTED IN THE EMBLEM BY THE:**

1. FLAMING TORCH
2. GEAR
3. ORBITAL CIRCLES
4. EAGLE

**121. SERVICE PROJECTS ARE CARRIED OUT BY SKILLSUSA CHAPTERS TO HELP IMPROVE THE:**

1. COMMUNITY
2. SCHOOL
3. CHAPTER
4. ALL OF THE ABOVE

**122. THE CONSTITUTION ESTABLISHING SKILLSUSA (FORMERLY THE VOCATIONAL INDUSTRIAL CLUBS OF AMERICA) WAS ADOPTED IN:**

1. 1960
2. 1962
3. 1965
4. 1968

**123. SKILLSUSA WAS FOUNDED IN:**

1. 1961
2. 1963
3. 1965
4. 1967

**TEST #2- PARLIAMENTARY PROCEDURES**

**1. TO MAKE A MOTION AT A MEETING, YOU MUST STATE YOUR MOTION BY**

SAYING: •

1. "I STATE THAT'
2. **'1** MOVE THAT"
3. "I MAKE THE MOTION THAT'
4. "I OBSERVE THAT'

**2. MINUTES ARE A RECORD OF:**

1. WHAT WAS SAID
2. THE OPINION OF THE SECRETARY
3. BUSINESS TRANSACTED
4. ALL OF THE ABOVE

**3. TO BRING UP AN ITEM OF BUSINESS, YOU MUST GO THROUGH THE STEPS OF PROCESSING A. (AN):**

1. PRIVILEGED MOTION
2. SUBSIDIARY MOTION
3. MAIN MOTION
4. INCIDENTAL MOTION

**4. PARLIAMENTARY PROCEDURES ARE FOLLOWED WHEN:**

1. EVERYONE TALKS
2. ONLY ONE QUESTION OR SUBJECT CAN BE DISCUSSED AT A TIME
3. MANY TOPICS ARE DISCUSSED AT ONCE
4. NONE OF THE ABOVE

**5. DURING CHAPTER MEETINGS, WORDS SUCH AS "MOVE" OR "OFFER" SHOW THAT THE CHAPTER MEMBERS AND OFFICERS ARE:**

1. ASKING FOR SOME TYPE OF ACTION
2. USING PARLIAMENTARY PROCEDURES
3. MAKING CHANGES
4. BOTH A AND B

**6. A LISTING OF "PERSONALIZED" MEETING EVENTS WRITT'EN IN A LOGICAL SEQUENCE IS CALLED A (AN):**

1. AGENDA
2. ORDER OF BUSINESS
3. COMMITTEE REPORT FORM
4. PROGRAM OF WORK

7. **A PRACTICAL TOOL DESIGNED SPECIFICALLY TO HELP SKILLSUSA MEMBERS AND OFFICERS LEARN PARLIAMENTARY PROCEDURE IS CALLED:**

1. THE MEETINGS KIT
2. TEACHER'S TOOL KIT
3. ROBERT'S RULES OF ORDER, NEWLY REVISED
4. SKILLSUSA LEADERSHIP HANDBOOK

**8. A LISTING OF 'TYPICAL" MEETING EVENTS THAT HELPS MEMBERS KNOW WHAT TO EXPECT DURING A SKILLSUSA MEETING IS CALLED A (AN).**

1. FORMAT
2. ORDER OF BUSINESS
3. COMMITTEE REPORT FORM
4. PROGRAM OF WORK

**9. THE SUGGESTED ORDER OF BUSINESS FOR A TYPICAL MEETING DOES NOT INCLUDE:**

1. CALL TO ORDER
2. NEW BUSINESS
3. OLD BUSINESS
4. UNFINISHED BUSINESS

**10. EXAMPLES OF A TYPICAL COMMITTEE ACTIVITY INCLUDE ALL BUT:**

1. HAVING A PRESIDING MEMBER
2. HOLDING REGULAR MEETINGS
3. USING AN AGENDA
4. USING 'STRICT OR OFFICIAL" PARLIAMENTARY PROCEDURES

**11. ACCORDING TO PARLIAMENTARY PROCEDURE:**

1. DECISIONS ARE MADE WHEN THE SUBCOMMITTEE ON THE TOPIC AGREES TO THE MOTION
2. DECISIONS ARE MADE WHEN THE MAJORITY OF THE MEMBERS AGREE
3. DECISIONS ARE MADE ONLY WHEN THE EXECUTIVE COMMITTEE AND THE MAJORITY OF THE MEMBERS AGREE
4. DECISIONS ARE MADE WHEN THE EXECUTIVE COMMITTEE AGREES

**12. ONE OF THE RULES OF PARLIAMENTARY PROCEDURE IS THAT THEPRESIDING OFFICER:**

1. CALLS ROLL
2. MAKES MOTIONS
3. ENFORCES THE RULES
4. GIVES TREASURER'S REPORT

**13. ACCORDING TO BASIC PARLIAMENTARY PROCEDURE:**

1. ONLY STUDENTS WHO HAVE BEEN MEMBERS FOR A MINIMUM OF 30 DAYS MAY EXPRESS IDEAS OR OPINIONS IN A CHAPTER MEETING
2. ONLY MEMBERS HAVING COMPLETED THE PDP HAVE A RIGHT TO EXPRESS THEIR IDEAS OR OPINIONS
3. STUDENTS MAY EXPRESS THEIR OPINIONS IF THEY HAVE INDICATED A DESIRE TO BECOME A MEMBER
4. EVERY MEMBER HAS A RIGHT TO EXPRESS IDEAS OR OPINIONS

**14. TO BRING UP AN ITEM OF BUSINESS AT A MEETING BY PROCESSING A MAIN MOTION:**

1. STAND AND SAY "I CALL THAT..
2. STAND AND SAY "I MOVE THAT..
3. STAND AND SAY "I VOTE THAT.. D. STAND AND SAY "I SECOND THAT..

15. A **MAIN MOTION MUST BE SECONDED. THE SECOND INDICATES THAT:**

1. MORE THAN ONE PERSON WISHES TO DISCUSS OR DEBATE THE MOTION
2. A VOTE ON THE MOTION MUST OCCUR IMMEDIATELY C IT IS A GOOD MOTION

D: TWO PERSONS MADE THE MOTION

**16. WHILE USING PARLIAMENTARY PROCEDURES DURING A REGULAR MEETING THE FOLLOWING CAN BE USED WHEN TAKING A VOTE:**

1. VOICE
2. HAND
3. STANDING
4. ALL OF THE ABOVE

**17. "THE RIGHTS OF THE MINORITY ARE PROTECTED" IS:**

1. PART OF THE MEETING AGENDA
2. A BASIC RULE OF PARLIAMENTARY PROCEDURE
3. PART OF A RESUME
4. THE DUTY OF THE REPORTER

**18. THE FOLLOWING IS AN EXAMPLE OF A SKILLSUSA STANDING COMMITEE:**

1. COMMUNITY SERVICE
2. WAYS AND MEANS
3. NEITHER A OR B
4. BOTH A AND B

**19. AN EXAMPLE OF A SKILLSUSA AD HOC COMMITTEE IS:**

1. SKILL OLYMPICS
2. MEMBERSHIP SURVEY
3. WAYS AND MEANS
4. BOTH A AND B

**20. IN THE SKILLSUSA ORDER OF BUSINESS, WHAT OCCURS LAST?**

1. UNFINISHED BUSINESS
2. PROGRAM
3. ENTERTAINMENT
4. CLOSING CEREMONY

**21. IS A COMPLETE GUIDE TO PARLIAMENTARY**

**PROCEDURE.**

1. THE COMPLETE GUIDE TO PARLIAMENTARY PROCEDURE
2. ROBERT'S RULES OF ORDER, NEWLY REVISED
3. THE SKILLSUSA LEADERSHIP HANDBOOK
4. RANDY'S RIGHT WAYS TO PARLY PRO

**TEST #3- ETIQUETTE**

**1. WHEN INTRODUCING A MAN *AND* A WOMAN TO ONE ANOTHER,**

 **SHOULD BE INTRODUCED FIRST.**

1. THE MAN
2. THE WOMAN
3. THE ELDER OF THE TWO
4. THE YOUNGER OF THE TWO

**2. WHEN LEAVING A GRATUITY AT A RSTAURANT, GOOD SERVICE WARRANTS:**

1. 5 PERCENT OF THE BILL
2. 10 PERCENT OF THE BILL
3. 15 PERCENT OF THE BILL
4. WHAT YOU THINK IS WARRANTED

3. **IN FAMILY STYLE DINNERS, THE SALT AND PEPPER SHOULD BE PASSED:**

1. SEPARATELY
2. TOGETHER
3. SALT BEFORE PEPPER
4. PEPPER BEFORE SALT

**4. KNIVES, FORKS AND SPOONS ARE SET NEXT TO THE PLATE OR BOWL**

**WITH THE UTENSILS TO BE USED FIRST ON THE**

1. SERVING TRAY
2. RIGHT SIDE OF THE DISH OR BOWL
3. INSIDE
4. OUTSIDE

**5. WHEN NOT IN USE A SPOON OR FORK SHOULD BE RESTED**

A: AT THE RIGHT SIDE OF THE PLATE B AT THE LEFT SIDE OF THE PLATE

1. IN THE MIDDLE OF THE PLATE
2. IN YOUR LEFT HAND

**6. WHEN FINISHED WITH YOUR MEAL, PLACE YOUR NAPKIN, LOOSELY BUT NEATLY FOLDED,**

1. ON YOUR PLATE
2. UNDER YOUR COFFEE CUP
3. AROUND YOUR UTENSILS
4. IN ITS ORIGINAL POSITION BESIDE YOUR PLATE

7. **AN EXAMPLE OF A PROPER COMPLIMENTARY CLOSING FOR A BUSINESS**

**LETTER MAY BE:**

1. "DEAR
2. (YOUR NAME)
3. "RESPECTFULLY"
4. "THANKS"

**8. THE LETTERS "CC. THAT ARE TYPED TWO OR THREE LINES BELOW THE SIGNATURE, STAND FOR:**

1. "CLOSED CAPTIONED"
2. "CARBON COPY"
3. "COLOR COPY"
4. "CONDENSED COPY"

9. **WHEN YOU HAVE FINISHED EATING PLACING YOUR UTENSILS WILL SIGNAL THE WAITER OR WAITRESS.**

1. AT THE RIGHT SIDE OF YOUR PLATE
2. AT THE LEFT SIDE OF YOUR PLATE
3. AT THE 10 O'CLOCK OR 2 O'CLOCK POSITION ON THE PLATE
4. IN THEIR ORIGINAL POSITIONS BESIDE THE PLATE

**10. BEING NEAT, CLEAN AND DRESSING TO SUIT THE OCCASION IS THE PRIDE YOU SHOW IN YOUR**

1. OCCUPATION
2. PARENTS
3. APPEARANCE
4. JOB

**11. PROFESSIONAL ETIQUETTE IS DISPLAYED IN:**

1. THE FIRMNESS OF YOUR HANDSHAKE
2. YOUR ABILITY TO LISTEN
3. YOUR POISE IN AN UNFAMILIAR SITUATION
4. ALL OF THE ABOVE

**12. WHEN ADDRESSING SOMEONE THROUGH WRITTEN CORRESPONDENCE IT IS IMPORTANT TO REMEMBER:**

1. THAT JUST AS PEOPLE FORM QUICK IMPRESSIONS BY YOUR APPEARANCE, THEY ALSO PICK UP STRONG CLUES FROM YOUR LETTER WRITING
2. THAT THIS IS ONLY A FORMALITY
3. THAT QUANTITY, NOT QUALITY. WORKS BEST
4. TO FOCUS ON YOUR ACCOMPLISHMENTS AND NOT THE PERSON YOU ARE ADDRESSING

**13. WHEN INTRODUCING A GUEST, IT IS PROPER TO:**

1. STATE THE GUESTS NAME FIRST
2. GIVE SOME BACKGROUND INFORMATION ABOUT THE PEOPLE YOU ARE INTRODUCING
3. STATE THE NAME OF THE PERSON YOU ARE INTRODUCING THE GUEST TO FIRST
4. LET THE INDIVIDUALS INTRODUCE THEMSELVES

**14. WHEN STAYING IN A PRIVATE HOME AS A GUEST, YOU SHOULD:**

1. RESPECT YOUR HOSTS CUSTOMS FOR MEALS AND BEDTIME
2. PITCH IN WITH THE HOUSE WORK AND CLEAN UP AFTER YOURSELF
3. PAY FOR ANY TELEPHONE CALLS OR OTHER EXPENSES YOU HAVE INCURRED
4. ALL OF THE ABOVE

**TEST #4- DUTIES OF OFFICERS**

**1. THE SIULLSUSA OFFICER WHOSE ACTIONS ARE THE KEY TO THE SUCCESS OF THE ENTIRE SIULLSUSA CHAPTER IS THE:**

1. TREASURER
2. PRESIDENT
3. PARLIAMENTARIAN
4. REPORTER

**2. WHICH OFFICER IS RESPONSIBLE FOR ASSISTING THE PRESIDENT IN THE PLANNING OF CHAPTER MEETINGS?**

1. PARLIAMENTARIAN
2. SECRETARY
3. VICE PRESIDENT
4. TREASURER

3. **WHICH OFFICER IS RESPONSIBLE FOR ADVISING THE PRESIDENT ABOUT THE AGENDA DURING THE MEETING?**

1. VICE PRESIDENT
2. TREASURER
3. REPORTER
4. SECRETARY

**4. WHICH OFFICER IS THE AUTHORITY AND CONSULTANT TO THE PRESIDENT ON PROCEDURAL MATTERS?**

1. SECRETARY
2. PARLIAMENTARIAN
3. VICE PRESIDENT
4. HISTORIAN

**5. THE SHIELD IN THE OPENING AND CLOSING CEREMONIES IS HANDLED BY THE:**

1. PARLIAMENTARIAN
2. REPORTER
3. VICE PRESIDENT
4. SECRETARY

**6. THE GEAR REPRESENTS THE INDUSTRIAL SOCIETY. THIS PART OF THE OPENING AND CLOSING CEREMONY IS PERFORMED BY THE:**

1. PARLIAMENTARIAN
2. REPORTER
3. VICE PRESIDENT 0: SECRETARY

7. **THE PRESIDENT'S DUTIES INCLUDE:**

1. DELEGATING RESPONSIBILITIES AND CHECKING ON THE PROGRESS BEING MADE BY OTHER OFFICERS OR APPOINTED MEMBERS
2. PREPARING AND PRESENTING THE MINUTES OF EACH CHAPTER MEETING
3. HANDLING ALL CHAPTER PUBLICITY WITH SCHOOL OR LOCAL NEWSPAPERS
4. RECEIVING ALL CHAPTER FUNDS IN A SAFE AND BUSINESS-LIKE MANNER AND MAINTAINING A RECORD OF ALL INCOME AND EXPENSES

**8. THE VICE PRESIDENT'S DUTIES INCLUDE:**

1. ASSISTING THE PRESIDENT AND PRESIDING OVER MEETINGS IN THE PRESIDENT'S ABSENCE
2. WORKING WITH ALL COMMITTEES AND SEEING THAT ALL CHAPTER PROGRAMS ARE CARRIED OUT
3. KNOWING PROPER PARLIAMENTARY PROCEDURE
4. ALL OF THE ABOVE

**9. THE SECRETARY'S DUTIES INCLUDE:**

1. PRESIDING OVER AND CONDUCTING ORDERLY MEETINGS
2. PROVIDING THE PRESIDENT WITH A LIST OF BUSINESS TO BE PRESENTED AT EACH MEETING
3. ARRANGING THE MEETING ROOM AND DISTRIBUTING CHAPTER MATERIALS
4. BOTH B AND C

**10. THE TREASURER'S DUTIES INCLUDE:**

1. SERVING AS A CONSULTANT TO THE PRESIDENT ON PROCEDURAL MATTERS
2. HANDLING ALL CORRESPONDENCE AND COMMUNICATIONS FOR THE CHAPTER
3. ASSISTING THE PRESIDENT AND OTHER OFFICERS IN SETTTNG UP AN ANNUAL CHAPTER BUDGET
4. ALL OF THE ABOVE

**11. THE REPORTER'S DUTIES INCLUDE:**

1. HELPING TO PLAN SPECIAL PROGRAMS OR ARRANGING FOR GUEST SPEAKERS
2. HANDLING ALL CHAPTER PUBLICITY WITH SCHOOL OR LOCAL NEWSPAPERS
3. ASSISTING WITH MEETINGS
4. BOTH B AND C

**12. THE PARLIAMENTARIAN'S DUTIES INCLUDE:**

1. WORKING WITH ALL COMMITTEES AND SEEING THAT ALL CHAPTER PROGRAMS ARE CARRIED OUT
2. HANDLING ALL CORRESPONDENCE AND COMMUNICATIONS FOR THE CHAPTER
3. HAVING A WORKING KNOWLEDGE OF PARLIAMENTARY PROCEDURE
4. ALL OF THE ABOVE

**13. THE SERGEANT-AT-ARMS'S DUTIES MAY INCLUDE:**

1. ARRANGING THE MEETING ROOM AND DISTRIBUTING CHAPTER MATERIALS.
2. HELPING TO PLAN SPECIAL PROGRAMS OR ARRANGING FOR GUEST SPEAKERS.
3. ASSISTING WITH MEETINGS.
4. ALL OF THE ABOVE.

**14. FOR EACH MEETING, THE CHAPTER PRESIDENT AND SECRETARY WILL WRITE**

OUT A SPECIFIC THAT SHOWS EXACTLY WHAT BUSINESS THE
CHAPTER

WILL CONDUCT.

1. CALL TO ORDER
2. PLAN OF ATTACK
3. ATTENDANCE SHEET
4. AGENDA

**15. WHICH OF THE FOLLOWING IS NOT AN ELECTED OFFICER-**

1. **PARLIAMENTARIAN**
2. ADVISOR
3. REPORTER
4. TREASURER

**16. ONE OF THE DUTIES OF THE IS TO KEEP THE SICILLSUSA**

**CONSTITUTION AND BYLAWS AT EACH MEETING FOR USE AS A REFERENCE.** A: REPORTER B PARLIAMENTARIAN

1. SECRETARY
2. VICE PRESIDENT

**17. DURING THE INSTALLATION CEREMONY, THE PRESIDENT WHO HAS COMPLETED HIS OR HER TERM WILL:**

1. LEAD THE NEW OFFICERS INTO THE ROOM
2. MAKE A FAREWELL SPEECH
3. TAKE PART IN THE OPENING CEREMONY
4. BOTH A AND C

**18. PRESIDING OVER MEETINGS AND MAKING SURE THEY BEGIN ON TIME ARE:**

RESPONSIBILITIES OF THE:

1. PRESIDENT
2. PARLIAMENTARIAN
3. VICE PRESIDENT
4. TREASURER

**19. THE OFFICER THAT CALLS ATTENTION TO ERRORS IN PROCEDURE DURING THE MEETING IS THE:**

1. PRESIDENT
2. PARLIAMENTARIAN
3. VICE PRESIDENT
4. HISTORIAN

**20. WRITING STORIES AND PUBLICIZING THE CHAPTER ACTIVITIES ARE THE RESPONSIBILITIES OF THE:**

1. SECRETARY
2. PRESIDENT
3. HISTORIAN
4. REPORTER

**21. THE RESPONSIBILITY BELONGS TO THE TO MAKE HIS OR HER**

**LEADERSHIP STRONG AND EFFECTIVE AND TO ENSURE THE CHAPTER'S SUCCESS.**

1. PRESIDENT
2. VICE PRESIDENT
3. SECRETARY
4. ALL OF THE ABOVE

**22. THE KEY TO BEING A GOOD IS BEING ABLE TO WORK**

**WITH PEOPLE AND ENCOURAGE THEM TO WORK FOR THE CHAPTER'S BENEFIT.**

1. PRESIDENT
2. TREASURER
3. SECRETARY
4. PARLIAMENTARIAN

**23. PLANNING THE AGENDA FOR THE MEETING IS THE JOB OF THE**

1. SECRETARY AND REPORTER
2. PARLIAMENTARIAN AND TREASURER
3. REPORTER AND VICE PRESIDENT
4. PRESIDENT AND SECRETARY

**24. THE CHAPTERS “AUTHORTTY" ON PROCEDURAL MATTERS IS THE**

1. PARLIAMENTARIAN
2. HISTORIAN
3. PRESIDENT
4. TREASURER

**25. FROM THE OFFICERS' PERSPECTIVE, WHEN SETTING UP THE MEETING ROOM, THE EMBLEM SHOULD BE PLACED:**

1. TO THE LEFT CF THE OFFICERS
2. IN FRONT CF THE OFFICERS
3. TO THE RIGHT OF THE OFFICERS
4. BOTH A AND B

**26. RECORDING AND MAINTAINING INFORMATION ON OFFICIAL CHAPTER BUSINESS AND ACTIVITIES IS THE JOB OF THE:**

1. REPORTER
2. TREASURER
3. SECRETARY
4. PARLIAMENTARIAN

**27. THE SIULLSUSA OFFICER RESPONSIBLE FOR ALL CHAPTER PUBLICITY IS:**

1. PRESIDENT
2. REPORTER
3. SERGEANT-AT-ARMS
4. VICE PRESIDENT

**28. THE SIULLSUSA OFFICER RESPONSIBLE FOR ASSISTING THE PRESIDENT AND PRESIDING IN TIIE PRESIDENT'S ABSENCE IS:**

1. PARLIAMENTARIAN
2. REPORTER
3. SERGEANT-AT-ARMS D. VICE PRESIDENT

**29. THE SIULLSUSA OFFICER RESPONSIBLE** FOR **PRESIDING OVER AND CONDUCTING MEETINGS IS:**

1. PRESIDENT
2. PARLIAMENTARIAN
3. SERGEANT-AT-ARMS
4. VICE PRESIDENT

**30. THE SIULLSUSA OFFICER RESPONSIBLE FOR PREPARING AND PRESENTING CHAPTER**

**MINUTES IS:**

1. PARLIAMENTARIAN
2. PRESIDENT
3. SECRETARY
4. SERGEANT-AT-ARMS

**39. THE DUTIES OF THE SECRETARY INCLUDE:**

1. PREPARING AND PRESENTING THE MINUTES
2. DELEGATING RESPONSIBILITIES
3. PRESIDING OVER MEETINGS
4. COLLECTING THE DUES

**40. THE DUTIES OF THE TREASURER INCLUDE:**

1. RECEIVE CHAPTER FUNDS
2. MAINTAIN ACCURATE RECORDS
3. ASSIST IN SETTING UP A BUDGET
4. ALL OF THE ABOVE

**41. WHICH OF THE FOLLOWING STANDING COMMITTEES SHOULD THE PRESIDENT APPOINT?**

1. PROFESSIONAL DEVELOPMENT
2. COMMUNITY SERVICE
3. PUBLIC RELATIONS
4. ALL OF THE ABOVE

**42. OFFICERS ARE SELECTED TO LEAD THEIR CHAPTERS FOR:**

1. NINE MONTHS
2. TWO YEARS
3. ONE YEAR
4. UNTIL DEFEATED

**43. THE PRESIDENT:**

1. OFFERS OPINIONS AT MEETINGS
2. PLANS THE PROGRAM
3. IS RESPONSIBLE FOR ARRANGEMENT OF MEETING ROOM
4. CON DUCTS MEETINGS FOLLOWING CORRECT PARLIAMENTARY PROCEDURE

**44. THE VICE PRESIDENT:**

1. IS RESPONSIBLE FOR PROGRAM PLANNING
2. PREPARES A YEAR END REPORT
3. SECURES GUEST SPEAKERS
4. ALL OF THE ABOVE

**45. THE SECRETARY:**

1. ADVISES THE PRESIDENT ABOUT THE AGENDA DURING MEETINGS
2. SENDS MEMBERSHIP RECORDS TO THE STATE AND NATIONAL OFFICES
3. MAINTAINS AN INVENTORY OF CHAPTER EQUIPMENT
4. ALL OF THE ABOVE

**46. THE TREASURER:**

1. ASSISTS IN DEVELOPING AN ANNUAL BUDGET
2. CHAIRS THE MEMBERSHIP COMMITTEE
3. SEEKS PUBLICITY FOR THE CHAPTER
4. ALL OF THE ABOVE

TEST #5- PROFESSIONAL DEVELOPMENT

**1. WHEN SPEAKING PUBLICLY ON A PRECISE TOPIC IT IS IMPORTANT TO:**

1. OFFER SUPPORTING EVIDENCE
2. ALWAYS STATE YOUR SOURCE OF STATISTICS
3. MAKE COMPARISONS
4. ALL OF THE ABOVE

**2. WHEN PRESENTING AN AWARD, IT IS IMPORTANT TO HAND IT FROM YOUR**

1. RIGHT HAND TO HIS/HER RIGHT HAND
2. RIGHT HAND TO HIS/HER LEFT HAND
3. LEFT HAND TO HIS/HER RIGHT HAND
4. LEFT HAND TO HIS/HER LEFT HAND

**3. A LEADER MOTIVATES OTHERS AND MAKES THEM WANT TO JOIN AN ENDEAVOR. TO BECOME A GOOD LEADER YOU MUST:**

1. BE A PESSIMIST
2. CONSTANTLY ARGUE
3. BE WILLING TO ACCEPT RESPONSIBILITY
4. DEVELOP A STUBBORN ATTITUDE

**4. OFTEN LONG-TERM GOALS ARE REACHED BY ACCOMPLISHING A SERIES OF:**

1. TEXTBOOKS
2. REFERENCES
3. STUDY GUIDES
4. SHORT TERM GOALS

**5. TO ACHIEVE YOUR GOAL, DO NOT WAIT UNTIL THE END OF YOUR PLAN TO MEASURE YOUR PROGRESS. KEEP TRACK OF YOUR ACHIEVEMENTS BY USING**

1. A STOPWATCH
2. A BAROMETER
3. A TIME LOG
4. A TIME CLOCK

6. **SURVEYS OF EMPLOYERS SHOW THAT ONE OF THE MOST IMPORTANT TRAITS**

OF A GOOD EMPLOYEE IS THE ABILITY TO WORK:

1. ALONE
2. AT HOME
3. SPARINGLY
4. WITI-I OTHERS

**7. THE RESPONSIBILITY FOR YOUR ACTIONS IS:**

1. YOUR PARENTS'
2. YOURS ALONE
3. YOUR ADVISOR'S
4. YOUR PRESIDENT'S

**8. IF YOUR WORK MEANS GETTING DIRTY ON THE JOB, YOU SHOULD ARRIVE:**

1. IN YESTERDAY'S CLOTHING
2. IN OLD CLOTHING
3. IN SOILED CLOTHING
4. IN CLEAN CLOTHING EACH DAY

**9. POSTURE CAN MAKE A WORLD OF DIFFERENCE IN YOUR:**

1. ATTITUDE
2. APPEARANCE
3. MENTAL WELL-BEING
4. VIEW OF LIFE

**10. YOU SHOULD NOT CHEW GUM WHEN "ON DUTY" FOR SKILLSUSA OR**

**WHENEVER YOU WANT TO LOOK**

1. INTELLIGENT
2. PROFESSIONAL
3. IMPORTANT
4. CLASSY

**11. SHOULD BE SPONTANEOUS AND FRIENDLY - NOT LIMP OR**

**"BONECRUNCHERS."**

1. GREETINGS
2. FIDGETING
3. HANDSHAKES
4. POSTURE

**12. YOUR OFTEN CONVEYS JUST AS MUCH AS WHAT YOU SAY.**

1. LAUGH
2. APPEARANCE
3. VOICE
4. ABILITY TO UNDERSTAND

**13. THE APPEARANCE THAT A YOUNG PROFESSIONAL SHOULD PRESENT IS**

1. **NEAT**
2. WELL-GROOMED
3. CLEAN
4. ALL OF THE ABOVE

**14. TO PRESENT A POSITIVE SELF-IMAGE:**

1. SHOW RESPECT
2. ARGUE CONSTANTLY
3. BE COURTEOUS
4. BOTH A & C

**15. A LEADER IS SOMEONE WHO ACCEPTS LIFE'S CHALLENGES WITH IDEAS, AMBITION AND DETERMINATION TO:**

1. WORK ALONE
2. CLOWN AROUND
3. GET THINGS DONE
4. NONE OFTHE ABOVE

**16. DRESSING FOR SUCCESS WILL INCLUDE:**

1. SHOES SHINED
2. PROPERLY FIT CLOTHING
3. CLEAN FINGERNAILS
4. ALL OF THE ABOVE

**17. NON-VERBAL COMMUNICATION REFLECTED BY YOUR FACIAL EXPRESSIONS AND BODY MOVEMENTS IS CALLED:**

1. MANNERS
2. BODY LANGUAGE
3. TACT
4. ALL OF THE ABOVE

**18. WHEN REPRESENTING SKILLSUSA, YOUR GIVES AN**

**IMPORTANT FIRST IMPRESSION.**

1. SKILL
2. MANNERS
3. VOICE
4. APPEARANCE

**19. THE ABILITY TO INSPIRE AND GUIDE OTHERS IS A TRAIT DEVELOPEDTHROUGH:**

1. SKILLSUSA LEADERSHIP TRAINING
2. SKILLSUSA CHAMPIONSHIPS
3. SKILLSUSA NETWORK
4. SKILLSUSA AMERICAN SPIRIT AWARD

**20. SKILLSUSA MEMBERS DEVELOP A SENSE OF PATRIOTISM, UNITY AND PURPOSE BY WORKING TOGETHEF3 ON?**

1. NATIONAL SKILLSUSA WEEK PROGRAMS
2. SKILLSUSA AMERICA SPIRIT AWARD
3. SKILLSUSA OUTSTANDING CHAPTER BOOK
4. ALL OF THE ABOVE

**21. BEFORE SEEKING EMPLOYMENT IN THE LOCAL COMMUNITY YOU SHOULD:**

1. TALK WITH YOUR ADVISOR
2. CONSIDER QUESTIONS TO ASK
3. DECIDE WHAT TO WEAR
4. ALL OF THE ABOVE

**22. CONDUCTING AN EMPLOYMENT OPPORTUNITIES SURVEY INCLUDE:**

1. COMPLETING A JOB APPLICATION
2. INTERVIEWING YOUR ADVISOR
3. DEVELOPING A RESUME
4. MAKING APPOINTMENTS WITH EMPLOYERS

**23. WHEN CORRESPONDING TO A COMPANY FOR WHOM YOU ARE NOT SURE TO**

ADDRESS THE LETTER, YOU CAN USE AS A LAST RESORT.

1. DEAR SIR OR MADAM
2. TO WHOM IT MAY CONCERN
3. DEAR S1R
4. BOTH A AND B

**24. WHEN SEEKING EMPLOYMENT, YOU SHOULD:**

1. KNOW WHAT THE COMPANY DOES
2. KNOW THE NAME OF THE PERSON YOU ARE MEETING
3. HAVE AN APPOINTMENT IN ADVANCE
4. ALL OF THE ABOVE

**25. A GOOD STATEMENT HAS THREE PARTS: WHAT IS GOING**

**TO HAPPEN,**

**WHEN IT WILL HAPPEN, AND HOW IT WILL HAPPEN.**

1. PROGRAM OF WORK
2. GOAL
3. MEMBERSHIP
4. NONE OF THE ABOVE

**26. TO DEVELOP LEADERSHIP SKILLS, SKILLSUSA MEMBERS SHOULD:**

1. SERVE ON A COMMITTEE
2. PARTICIPATE IN ACTIVITIES
3. ATTEND MEETINGS
4. ALL OF THE ABOVE

**27. THE CHIEF EXECUTIVE OFFICER OF A STATE IS THE:**

1. GOVERNOR
2. STATE ATTORNEY
3. TREASURER
4. SENATOR

**28. WHICH OF THE FOLLOWING WOULD NOT NORMALLY BE FOUND IN A TRADE JOURNAL:**

1. LISTINGS OF TRADE SHOWS OR EDUCATIONAL SEMINARS RELATED TO YOUR TRADE
2. ARTICLES BY EXPERTS IN THE FIELD
3. SHORT STORIES WRITTEN BY NOVELISTS FROM SELECTED ENTERTAINMENT SECTORS
4. NEW CONCEPTS, TRENDS, PRODUCTS AND EQUIPMENT IN YOUR OCCUPATIONAL FIELD

**29. A RESUME IS:**

1. A WAY TO SELL YOURSELF TO A PROSPECTIVE EMPLOYER
2. A LONG DOCUMENT LISTING YOUR LIFE HISTORY
3. A HAND WRITTEN DOCUMENT GIVEN TO AN EMPLOYER DURING AN INTERVIEW
4. A LIST OF YOUR EXTRA-CURRICULAR ACTIVITIES

**30. THE SECTION OF YOUR RESUME DEALING WITH EDUCATION SHOULD**

**INCLUDE:**

1. NAME AND ADDRESS OF YOUR GRADE SCHOOL
2. MMOR COURSE OF STUDY AND YOUR VOCATIONAL TRAINING
3. ALL THE SCHOOLS YOU ATTENDED PRIOR TO GRADUATION
4. NAME OF YOUR PRINCIPAL AND SHOP TEACHER

**31. WHEN SELECTING PEOPLE TO SUBMIT AS REFERENCES FOR YOUR RESUME, THE FOLLOWING PEOPLE SHOULD NOT BE CONSIDERED.**

1. TEACHERS
2. CHAPTER ADVISOR
3. BOY/GIRL FRIEND
4. FORMER EMPLOYER

32. **A RESUME SHOULD CONTAIN HOW MANY REFERENCES?**

1. FIVE
2. THREE
3. ONE
4. SIX

**33. JOB APPLICATIONS SHOULD BE FILLED OUT:**

1. IN WRITING
2. IN PENCIL
3. PRINTED NEATLY
4. IN RED INK

**35. WHEN COMPLETING THE PAST EMPLOYMENT SECTION ON AN APPLICATION:**

1. START WITH YOUR CURRENT OR MOST RECENT JOB
2. THE ORDER IS NOT IMPORTANT
3. START WITH YOUR FIRST JOB
4. START WITH THE JOB MOST RELATED TO YOUR CAREER OBJECTIVE

36. N/A **IS THE ABBREVIATION FOR:**

1. NOT AVAILABLE
2. NON APPLICABLE
3. NO ANSWER
4. NAME ABBREVIATION

**37. THE FOLLOWING INFORMATION SHOULD NOT BE INCLUDED IN A RESUME:**

1. RELIGIOUS BELIEFS
2. BIRTH PLACE
3. AWARDS
4. BOTHAANDB

**38. STUDENTS ENROLLED IN POSTSECONDARY VOCATIONAL COURSES OFFERED IN TRADE, INDUSTRIAL, TECHNICAL AND HEALTH OCCUPATIONS SHOULD HOLD WHICH CLASS OF SKILLSUSA MEMBERSHIP?**

1. ASSOCIATE
2. PROFESSIONAL
3. ACTIVE
4. ALUMNI

**39. WHEN COMPLETING A JOB APPLICATION, USE:**

1. A PENCIL
2. A RED INK PEN
3. A DARK INK PEN
4. ANY COLOR OF INK PEN

**40. WHEN DELIVERING A SPEECH TO A GROUP:**

1. HAVE THE ENTIRE SPEECH IN FRONT OF YOU
2. HAVE KEY POINTS OF YOUR SPEECH ON NOTE CARDS
3. READ THE SPEECH
4. DO NOT LOOK AT THE AUDIENCE

**41. WHEN DELIVERING A SPEECH DO NOT:**

1. SMILE AT THE AUDIENCE
2. TALK FAST
3. HAVE GOOD POSTURE
4. MAINTAIN EYE CONTACT

**42. THE FOLLOWING POINTS SHOULD BE CONSIDERED WHEN CONDUCTING AN EMPLOYMENT SURVEY:**

1. SURPRISE THE POTENTIAL EMPLOYER BY DROPPING BY HIS OR HER PLACE OF BUSINESS
2. BE POLITE AND TAKE NOTES
3. CRITICIZE THE EMPLOYER'S BUSINESS
4. NONE OF THE ABOVE

43 A **PUBLIC SPEECH CAN BE BROKEN DOWN INTO THREE BASIC PARTS:**

1. INSTRUCTION, SPEECH, SUMMARY
2. OPENING, EXAMPLES, REVIEW
3. INTRODUCTION, BODY, CLOSING
4. REVIEW, EVIDENCE, THANK-YOU

**44. DURING THE INTRODUCTION OF A SPEECH, IT IS PROPER TO:**

1. USE AN ATTENTION-GETTER
2. RECOGNIZE YOUR AUDIENCE
3. REVIEW YOUR MAIN POINTS
4. ALL OF THE ABOVE

**45 .THE BODY OF A SPEECH IS USED TO:**

1. TELL THE AUDIENCE WHAT YOU THINK
2. BRING GREETINGS FROM YOUR CHAPTER
3. GET THE AUDIENCE'S ATTENTION
4. REVIEW THE TOPIC

**46 IN THE CLOSING OF A SPEECH, IT IS IMPORTANT TO:**

1. BRIEFLY REVIEW YOUR TOPIC
2. CHALLENGE THE AUDIENCE WITH SOMETHING TO THINK ABOUT
3. THANK THE AUDIENCE
4. ALL OF THE ABOVE

**47 THE FIRST LEVEL IN THE PDP IS:**

1. PROFESSIONAL DEGREE
2. LEADER DEGREE
3. MASTER DEGREE
4. NONE OF THE ABOVE

**48. WHICH IS THE HIGHEST AWARD IN THE PDP?**

1. INTERNATIONAL SIULLSUSA DEGREE
2. AMERICAN SKILLSUSA DEGREE
3. MASTER DEGREE
4. PROFESSIONAL DEGREE

**49. WHEN SURVEYING EMPLOYMENT OPPORTUNITIES, YOU SHOULD:**

1. MAKE AN APPOINTMENT IN ADVANCE
2. DRESS APPROPRIATELY
3. TAKE NOTES
4. ALL OF THE ABOVE

**50. THE PROFESSIONAL DEVELOPMENT PROGRAM WILL HELP STUDENTS:**

1. PREPARE FOR THE WORLD OF WORK
2. BECOME BETTER STUDENTS
3. IDENTIFY WITH TEACHERS
4. ALL OF THE ABOVE

**51. THE FIRST LEVEL OF THE PROFESSIONAL DEVELOPMENT PROGRAM IS:**

1. MASTER
2. LEADER
3. APPRENTICE
4. TRAINEE

**ANSWER KEY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TEST I****SKILLS KNOWLEDGE**1. D | 53.54.55. | BCD |  107. C 108. B 109. B |  | 1. C
2. D
3. A
 | **TESTS PROFESSIONAL DEVELOPMENT** |
| 2. | D | 56. | C | 110. D |  | 13. B | 1. D |
| 3. | D | 57. | D | 111. A |  | 14. D | 2. D |
| 4. | B | 58. | C | 112. A |  |  | 3. C |
| 5. | A | 59. | A | 113. B |  | **TEST #4** | 4. D |
| 6. | C | 60. | B | 114. C |  | **OFFICER DUTIES** | 5. C |
| 7. | C | 61. | B | 115. C |  | 1. B | 6. D |
| 8. | *D* | 62. | A | 116. C |  | 2. B | 7. B |
| 9. | A | 63. | C | 117. C |  | 3. D | 8. D |
| 10. | C | 64. | B | 118. C |  | 4. B | 9. B |
| 11. | B | 65. | C | 119. C |  | 5. A | 10. B |
| 12. | D | 66. | D | 120. C |  | 6. B | 11. C |
| 13. | D | 67. | D | 121. D |  | 7. A | 12. C |
| 14. | D | 68. | B | 122. C |  | 8. D | 13. D |
| 15. | D | 69. | A | 123. C |  | 9. B | 14. D |
| 16. | C | 70. | B |  |  | 10. B | 15. C |
| 17. | D | 71. | B | **TEST #2** | **11.** D | 16. D |
| 18. | D. | 72. | A | **PARLIMENTARV PROCEDURE** | 12. C | 17. B |
| 19. | C | 73. | D |  |  | 13. D | 18. D |
| 20. | D | 74. | A | 1. | B | 14. D | 19. A |
| 21. | B | 75. | B | 2. | C | 15. B | 20. B |
| 22.23. | DA | 76. | A | 3. | C | 16. C | 21. D |
| 24. | B | 77. | B | 4. | B | 17. B | 22. D |
| 25. | B | 78. | D | 5. | D | 18. A | 23. B |
|  |  | 79. | A | 6. | A | 19. B | 24: D |
| 26. | D | 80. | B | 7. | A | 20. D | 25. B |
| 27. | D | 81. | C | 8. | B | 21. D | 26. D |
| 28. | B | 82. | A | 9. | C | 22. A | 27. A |
| 29. | B | 83. | D | 10. | D | 23. D | 28. C |
| 30. | C | 84. | A | 11. | B | 24. A | 29. A |
| 31. | C | 85. | B | 12. | C | 25. D | 30. B |
| 32. | D | 86. | D | 13. | D | 26. C | 31. C |
| 33. | B | 87. | D | 14. | B | 27. B | 32. B |
| 34. | C | 88. | C | 15. | A | 28. D | 33. C |
| 35. | D | 89. | A | 16. | D | 29. A | 34 **NO QUESTION** |
| 36. | A | 90. | D | 17. | B | 30. C | 35. A |
| 37. | A | 91. | A | 18. | D | 31. D | 36. B |
| 38. | B | 92. | D | 19. | B | 32. C | 37. D |
| 39. | D | 93. | C | 20. | C | 33. B | 38. C |
| 40. | D | 94. | A | 21. | B | 34. C | 39. C |
| 41. | D | 95. | A |  |  | 35. D | 40. B |
| 42. | B | 96. | D |  | **TEST****-3** | 36. D | 41. B |
| 43. | A | 97. | D | **ETIQUETTE** | 37. B | 42. B |
| 44. | C | 98. | A | 1. | B | 38. D | 43. C |
| 45. | C | 99. | B | 2. | C | 39. A | 44. D |
| 46. | C | 100. | C | 3. | B | 40. D | 45. A |
| 47. | A | 101. | C | 4. | D | 41. D | 46. D |
| 48. | C | 102. | C | 5. | A | 42. C | 47. D |
| 49. | C | 103. | A | 6. | D | 43. D | 48. A |
| 50. | D | 104. | B | 7. | C | 44. D | 49. D |
| 51. | B | 105. | B | 8. | B | 45. A | 50. A |
| 52. | D | 106. | A | 9. | C | 46. A | 51. D |

GUYS! This is the stuff that you NEED TO STUDY!

These are the answers to the questions that you missed! You know all of the other information, but you need to know this stuff—it will be the deal breaker for us!

Membership

1. 300,000 students and advisors
2. 17,000 classrooms (member sections) in more than 3,700 public schools (chapters)
3. All 50 states, DC, and three U.S territories
4. TOTAL number of people impacted is 330,000
5. Founded in 1965—has served more than 10.9 million members since Mission

A. To empower its members to become world-class workers, leaders and responsible citizens

B. Skills USA prepares workers for public career and technical programs.

1. Provides quality education in: leadership, teamwork, citizenship and character development
2. Fosters self-confidence, work attitudes, and communication skills

"total quality of work" ie. high ethical standards, superior work skills, life-long education, and pride in dignity of work.

C. Promotes understanding of free-enterprise system and involvement in community service.

D. 130 trade, technical, and skilled service occupational titles are represented

1. Construction
2. Manufacturing Transportation
3. Health services
4. Information technology
5. Communication
6. Personal services
7. Hospitality
8. Public safety
9. Engineering technology industries Partners
10. In 2012: more than 15,500 teachers and school administrators served as members and advisors
11. In 2012: more than 1,100 business, industry, and labor sponsors actively supported Skills USA

IV. Programs

A. Local, State, and National competitions

1. Students demonstrate occupational and leadership skills
2. Nationals: over 5,600 students compete in 94 areas

B. SkillsUSA is recognized and cited by the US Department of Education and US Department of Labor as "a
successful model of employer-driven youth development training program".

C. "Work Force Ready System": tool to help students document entry-level skills as defined by industry

policy. Developed under a W.K. Kellogg Foundation Grant, and it features 47 industry-driven assessments.

D. Professional Development Program (PDP): teaches 84 workplace skill competencies in a series of hands-on self-paced lessons

E. Career Skills Education Program (CSEP): 49 online lessons teaching basic employment and life skills to
college/postsecondary students

1. Student2Student Mentoring: high school students mentor younger students in the area of career development
2. CareerSafe: 10 hour online training program developed with OSHA to provide knowledge about safety in the job market

V. SkillsUSA Attire

A. Women

1. Red SkillsUSA jacket
2. White collared blouse

Black knee-length skirt or black dres slacks

iv. Black shoes

**B. Men**

I. Red SkillsUSA Jacket
White dress shirt

1. Plain, solid back tie
2. Black dress slacks
3. Black dress shoes

\*\*\*Exceptions to this rule are applied when a competition has a specific dress code (ie. construction)

VI. SkillsUSA Colors

1. Red and White: represent the individual states and chapters
2. Blue: represents the common union of the states and of the chapters
3. Gold: represents the individual, the most important element of the organization

VII. Symbolism of the Skills USA Emblem

1. Shield: represents patriotism
2. Gear: represents industrial society
3. Torch: represents knowledge
4. Orbital Circles: represent technology
5. Hands: represent the individual

VIII. SkillsUSA Creed
I BELIEVE

1. The dignity of work
2. The American way of life
3. Education
4. Fair Play
5. Satisfaction is achieved by good work
6. High moral and spiritual standards

IX. SkillsUSA Pledge

**"Upon my honor,** I pledge: **1. To prepare myself by diligent study and ardent practice to become a worker whose services will be recognized as honorable by my employer and fellow workers. 2. To base my expectations of reward upon the solid foundation of service. 3. To honor and respect my vocation in such a way as to bring repute to myself. 3. And further, to spare no effort in upholding the** ideals of SkillsUSA."

X. SkillsUSA Motto

**"Preparing for leadership in the world of work."**

XI. SkillsUSA Theme

**"SkillsUSA: Champions at Work—Prepared with the skills America Needs"**