

1. What does the Shield represent on the SkillsUSA emblem?
 - A. Democracy
 - B. Liberty
 - C. Patriotism
 - D. The United States of America

2. The SkillsUSA creed lists the following:
 - A. Dignity of Work
 - B. The American way of Life
 - C. Education
 - D. All of the above

3. To make a motion at a meeting, you must begin the statement of your motion by saying:
 - A. "I feel we should"
 - B. "I make a motion that"
 - C. "If we could please do this"
 - D. "I move that"

4. The SkillsUSA motto is:
 - A. Preparing for Leadership in the School
 - B. Preparing for Leadership in the Community
 - C. Preparing for Leadership in the World of Work
 - D. Preparing for Leadership in the Future World

5. In what year was SkillsUSA established in Arizona?
 - A. 1965
 - B. 1963
 - C. 1967
 - D. 1969

6. With official SkillsUSA attire, what type of slacks is acceptable?
 - A. Blue jeans
 - B. Tan slacks
 - C. Black slacks
 - D. Red slacks

7. All the following are benefits of a Community Service Project except:
 - A. Leadership development
 - B. Seeing people worse off than you
 - C. Pride in quality of work
 - D. Recognition for students and programs

8. There are _____ negative behaviors to cope with stress?
 - A. Four
 - B. Five
 - C. Six
 - D. Seven

9. There are _____ positive behaviors to cope with stress?
 - A. Eight
 - B. Nine
 - C. Ten
 - D. Eleven

10. Stress is *not*:
 - A. Chemical
 - B. Mental
 - C. Physical
 - D. All of the above are a part of stress

11. When traveling, it is expected to tip what percentage of your bill to waiters and waitresses?
 - A. 15%
 - B. 20%
 - C. 10%
 - D. 11%

12. Taking items from the hotels is:
 - A. Allowed
 - B. Gratuity
 - C. Stealing
 - D. Showing you liked the place

13. When meeting a professional for the first time in a business setting, you could:
 - A. Offer your hand for a handshake
 - C. Give them a kiss
 - D. Comment on what they are wearing
 - E. Ignore them

14. 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

15. When giving a presentation, you should:
 - A. Know what the purpose is
 - B. Know what you are talking about
 - C. Know why it is important
 - D. All of the above

16. How many applications should you ask for?
 - A. One
 - B. Two
 - C. Three
 - D. Four

17. When preparing to give a presentation, you should:
 - A. Assume you are the expert or they would not be asking you to give it
 - B. Wing it
 - C. Practice, practice, practice
 - D. All of the above

18. In a meeting when a motion is made, you:
- A. Begin to discuss it
 - B. Get up and leave if you don't like it
 - C. Vote on it immediately
 - D. Need a second to discuss it
19. When assembling your portfolio for employment in your profession, which of the following should not be included in your portfolio?
- A. Resume
 - B. Letter of Recommendation
 - C. Job Application
 - D. Samples of a person's best work
20. The current SkillsUSA theme is:
- A. Preparing for Leadership in the World of Work
 - B. Champions at Work: Connecting the Opportunities
 - C. Preparing for Leadership in the 21st Century
 - D. None of the above
21. A good goal statement usually has _____ parts.
- A. One
 - B. Two
 - C. Three
 - D. Four
22. A basic rule of business meeting is:
- A. Rules enforced by membership.
 - B. A maximum of two subjects can be discussed at a time
 - C. Rights of the majority are protected
 - D. Each member may express opinions
23. "Preparing for Leadership in the World of Work" is:
- A. The SkillsUSA-VICA Theme
 - B. The SkillsUSA-VICA Motto
 - C. The SkillsUSA-VICA Creed
 - D. The SkillsUSA-VICA Purpose
24. In what year was SkillsUSA founded?
- A. 1997
 - B. 1950
 - C. 1970
 - D. 1965
25. The color blue represents the:
- A. Individual
 - B. Youth
 - C. Common union of the states and chapters
 - D. Gavel color

26. "To create enthusiasm for learning" is part of the:
- A. SkillsUSA Creed
 - B. Purposes of SkillsUSA
 - C. SkillsUSA Motto
 - D. SkillsUSA Pledge
27. The officer responsible for preparing minutes:
- A. The treasurer
 - B. The parliamentarian
 - C. The secretary
 - D. The vice president
28. Which officer is the authority on procedural matters?
- A. Secretary
 - B. Treasurer
 - C. Reporter
 - D. Parliamentarian
29. The SkillsUSA Creed includes:
- A. Preparing for leadership
 - B. High moral and spiritual standards
 - C. The Professional Development Program
 - D. A member's right to express ideas
30. Who do you want to write letters of reference?
- A. Boyfriends/girlfriends
 - B. Teachers, mentors, supervisors, and employers*
 - C. Parents
 - D. Grandparents
31. Communication skills include _____, _____ and writing.
- A. Speaking, listening
 - B. Speaking, writing
 - C. Talking, speaking
 - D. Reflecting, reading
32. Who decides ultimately whether you succeed or fail?
- A. Your teacher
 - B. Your parents
 - C. Your friends
 - D. You and you alone
33. Motivating factors can be _____ or _____.
- A. New/old
 - B. Written/spoken
 - C. Internal/External
 - D. Inside/Outside
34. _____ refers to the mixing and blending of many people from different cultures who are involved within a similar activity or setting.
- A. Cultural diversity
 - B. Time sharing
 - C. Respect
 - D. Harassment

35. A _____ is a collection of work representing education, self-development, and career information.
- A. Job application
 - B. Reward
 - C. Portfolio
 - D. Resume
36. Receiving all chapter funds in a safe and businesslike manner and maintaining a record of all income and expenses is the job of the _____.
- A. President
 - B. Secretary
 - C. Treasurer
 - D. Parliamentarian
37. A method of creating a lot of ideas in a short period of time, and expanding your thinking, is called _____.
- A. Teaming
 - B. Reading
 - C. Developing
 - D. Brainstorming
38. _____ stress could lead to physical or emotional problems.
- A. No
 - B. Muscle
 - C. Excessive
 - D. All of the above
39. Professional development activities assist students in making a smooth transition from education into the _____.
- A. World of work
 - B. Professional society
 - C. Management world
 - D. Both b and c
40. In a business meeting, how many people can preside at one given time?
- A. 1
 - B. 2
 - C. 0
 - D. All of the members
41. A written list of the order of business that will take place during the meeting is known as a/an _____.
- A. Main motion
 - B. Agenda
 - C. Role-play
 - D. Script
42. Filling out a/an _____ is often the first step when applying for a job.
- A. Employment preference
 - B. Resume
 - C. W-2 form
 - D. Job application

43. What color of pen should be used when filling out a job application?
- A. Pencil
 - B. Blue or black
 - C. Red
 - D. Green
44. The SkillsUSA officer responsible for presiding over and conducting meetings in the absence of the president is the _____.
- A. Secretary
 - B. President
 - C. Vice president
 - D. Sergeant-at-arms
45. The vice president's job includes the following:
- A. Is responsible for program planning
 - B. Prepares a year-end report
 - C. Secures guest speakers
 - D. All of the above
46. When using parliamentary procedure during a regular meeting, the following can be used when taking a vote.
- A. Voice
 - B. Hand
 - C. Standing
 - D. All of the above
47. If there is no second to a motion, the motion is _____.
- A. Passed
 - B. Carried
 - C. Tabled to the next meeting
 - D. Lost
48. Which officer is responsible for roll call?
- A. President
 - B. Secretary
 - C. Treasurer
 - D. Vice President
49. Official SkillsUSA dress always includes:
- A. SkillsUSA Blazer
 - B. SkillsUSA Sweater
 - C. SkillsUSA Windbreaker
 - D. Any of the Above
50. The symbol of the emblem that represents the industrial society is:
- A. Shield
 - B. Flaming Torch
 - C. Gear
 - D. Orbital circles

Answer Sheet

1. C
2. D
3. D
4. C
5. C
6. C
7. B
8. B
9. C
10. D
11. A
12. C
13. A
14. D
15. D
16. B
17. C
18. D
19. C
20. B
21. C
22. C
23. B
24. D
25. C
26. B
27. C
28. D
29. B
30. B
31. A
32. D
33. C
34. A
35. C
36. C
37. D
38. C
39. A
40. A
41. B
42. D
43. B
44. C
45. D
46. D
47. D
48. B
49. D
50. C