



SkillsUSA Professional Development Test Study Guide General Information

- The following document is a study guide for the student to use in studying for the SkillsUSA
- Professional Development Test that will be given to each competitor at the Louisiana SkillsUSA Championships.
- There are five parts of the study guide and all competitors need to study each part.
- This study guide can be used to prepare for the SkillsUSA Professional Development Test that will be given at the National Competition in June.
- The score that is achieved on this test will be used as a tiebreaker should there be a tie in any contest area. In previous years, the score on this test has been used many times to determine the winner of a contest.
- The last page of the document includes the answers to the

questions!

GOOD LUCK



TEST #1 - SKILLSUSA KNOWLEDGE

1. THE OFFICIAL SKILLSUSA COLORS ARE RED, WHITE, GOLD, AND
A: SILVER
B: YELLOW
C: BRONZE
D: BLUE
2. THE COLOR GOLD IN THE SKILLSUSA EMBLEM REPRESENTS THE
A: INDIVIDUAL STATES AND CHAPTERS
B: COMMON UNION OF STATES AND CHAPTERS
C: TREASURER
D: INDIVIDUAL
3. WHICH OF THE SKILLSUSA COLORS REPRESENTS THE COMMON UNION OF THE STATES AND CHAPTERS?
A: WHITE
B: RED
C: GOLD
D: BLUE
4. A _____ IS A STATEMENT OF PRINCIPLES THAT REPRESENTS THE BELIEFS OF AN ORGANIZATION.
A: PLEDGE
B: CREED
C: MOTTO
D: PURPOSE
5. THERE ARE _____ POINTS TO THE SKILLSUSA CREED.
A: SIX
B: FIVE
C: SEVEN
D: FOUR
6. WHICH OF THE FOLLOWING STATEMENTS IS PART OF THE SKILLSUSA CREED?
A: I BELIEVE IN GOD.
B: I BELIEVE GOOD WORK SHOULD BE REWARDED.
C: I BELIEVE IN HIGH MORAL AND SPIRITUAL STANDARDS.
D: I BELIEVE IN GOOD WORK.

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

- A: PURPOSES
- B: PLEDGE
- C: CREED
- D: MOTTO

8. OFFICIAL SKILLSUSA DRESS ALWAYS INCLUDES:

- A: A SKILLSUSA BLAZER
- B: A SKILLSUSA SWEATER
- C: A SKILLSUSA WINDBREAKER
- D: ANY ONE OF THE ABOVE

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

- A: BLACK SHOES
- B: BLUE TIE
- C: WHITE SHOES
- D: WHITE SOCKS

10. SKILLSUSA IS THE ONLY NATIONAL ORGANIZATION DESIGNED EXCLUSIVELY FOR TRADE, TECHNICAL, INDUSTRIAL AND _____ STUDENTS.

- A: HOME ECONOMICS
- B: AGRICULTURE
- C: HEALTH OCCUPATIONS
- D: MARKETING

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

THE _____

- A: LEADER
- B: CHAIRPERSON
- C: ORGANIZER
- D: TEACHER

12. TRAINING IN THE OPENING AND CLOSING CEREMONIES DEVELOPS

- A: POISE
- B: TEAMWORK
- C: VOICE CONTROL
- D: ALL OF THE ABOVE

13. TO PARTICIPATE IN THE SKILLSUSA MEMBER INITIATION CEREMONY, EACH PROSPECTIVE MEMBER MUST:
A: BE ENROLLED IN A TRADE, INDUSTRIAL, TECHNICAL OR HEALTH OCCUPATIONS PROGRAM
B: KNOW THE SKILLSUSA MOTTO AND PLEDGE
C: BE IN GOOD STANDING IN THE TRAINING PROGRAM
D: ALL OF THE ABOVE

14. THE OFFICER INSTALLATION CEREMONY IS USED TO INSTALL:
A: LOCAL SKILLSUSA OFFICERS
B: STATE SKILLSUSA OFFICERS
C: DISTRICT OR REGIONAL SKILLSUSA OFFICERS
D: ALL OF THE ABOVE

15. THE SKILLSUSA CREED STATES, "I BELIEVE IN:"
A: THE AMERICAN WAY OF LIFE
B: FAIR PLAY
C: EDUCATION
D: ALL OF THE ABOVE

16. THE SKILLSUSA CREED STATES, "I BELIEVE IN":
A: A GOOD ATTITUDE AT WORK
B: HONESTY AT WORK
C: THE DIGNITY OF WORK
D: ALL OF THE ABOVE

17. THE OFFICIAL SKILLSUSA DRESS FOR WOMEN INCLUDES:
A: BLACK SKIRT OR BLACK DRESS SLACKS
B: WHITE COLLARLESS BLOUSE
C: CLEAR SEAMLESS NYLONS
D: ALL OF THE ABOVE

18. THE OFFICIAL SKILLSUSA DRESS FOR MEN INCLUDES:
A: RED SKILLSUSA BLAZER, SWEATER, OR WINDBREAKER
B: BLACK SOCKS
C: BLACK BELT
D: ALL OF THE ABOVE

19. THE PURPOSES OF SKILLSUSA ARE SYMBOLIZED BY ITS:
A: MEMBERSHIP
B: ADVISORS
C: EMBLEM
D: FUTURE

20. THE GEAR REPRESENTS THE:

- A: PATRIOTS
- B: YOUTH
- C: KNOWLEDGE
- D: INDUSTRIAL SOCIETY

21. WHEN RECITING THE SKILLSUSA PLEDGE, YOU ARE MAKING A PROMISE TO _____ TO FULLY PREPARE AS A PRODUCTIVE WORKER AND CITIZEN.

- A: YOUR INSTRUCTORS
- B: YOURSELF
- C: YOUR CHAPTER PRESIDENT
- D: YOUR LOCAL CHAPTER

22. IN COMPLETING THE PDP PROGRAM, YOU CAN PROGRESS THROUGH _____ LEVELS OF PROFESSIONAL DEVELOPMENT.

- A: 2
- B: 4
- C: 5
- D: 6

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

- A: INTERNATIONAL SKILLSUSA DEGREE
- B: MASTER DEGREE
- C: LEADER DEGREE
- D: AMERICAN SKILLSUSA DEGREE

24. WHICH OF THE FOLLOWING STATEMENTS IS A PART OF THE SKILLSUSA CREED?

- A: "I BELIEVE IN ME."
- B: "I BELIEVE IN HIGH MORAL AND SPIRITUAL STANDARDS."
- C: "I BELIEVE REWARD IS THE MOST IMPORTANT ELEMENT."
- D: "I BELIEVE IN GOD."

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

- A: GEAR
- B: HANDS
- C: TORCH
- D: "SKILLSUSA"

26. SKILLSUSA MEETINGS CAN BE HELD:

- A: MORNINGS
- B: DURING SCHOOL
- C: EVENINGS

D: ANYTIME

27. COMMUNITY SERVICE PROJECTS ARE DESIGNED TO:

- A: HELP PEOPLE
- B: IMPROVE THE COMMUNITY
- C: PROMOTE THE SKILLSUSA GOALS
- D: ALL OF THE ABOVE

28. VISITING NURSING HOME RESIDENTS AND COLLECTING AND DELIVERING

GOODS TO A NEEDY FAMILY ARE EXAMPLES OF:

- A: FUND-RAISING PROJECTS
- B: COMMUNITY SERVICE PROJECTS
- C: SOCIAL ACTIVITIES
- D: LEADERSHIP PROJECTS

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

- A: 4
- B: 5
- C: 6
- D: 7

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

- A: SKILLSUSA U.S. SKILLS CHAMPIONSHIPS
- B: POSTSECONDARY SKILLSUSA U.S. SKILLS CHAMPIONSHIPS
- C: INTERNATIONAL YOUTH SKILL CHAMPIONSHIPS
- D: WORLD CUP SKILL CHAMPIONSHIPS

31. _____ IS A NATIONAL SKILLSUSA PROGRAM DESIGNED TO BRING TOGETHER EMPLOYERS AND SKILLSUSA CHAPTERS.

- A: SKILLSUSA PDP
- B: SKILLSUSA WORK FAIR
- C: SKILLSUSA EMPLOYMENT NETWORK
- D: SKILLSUSA LEADERSHIP CONFERENCE

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

- A: CHAPTER
- B: STATE
- C: SCHOOL
- D: SECTION

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

A: ASSOCIATE MEMBERS OF SKILLSUSA

B: ACTIVE MEMBERS OF SKILLSUSA

C: PROFESSIONAL MEMBERS OF SKILLSUSA D: DIRECT MEMBERS OF SKILLSUSA

34. OFFICIAL MEMBERSHIP IN SKILLSUSA RUNS FROM:

A: JANUARY 1 THROUGH DECEMBER 31

B: JULY 1 THROUGH JUNE 30

C: SEPTEMBER 1 THROUGH AUGUST 31

D: OCTOBER 1 THROUGH SEPTEMBER 30

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

A: SKILLSUSA LEADERSHIP TRAINING

B: UNITED STATES SKILL CHAMPIONSHIPS

C SKILLSUSA AMERICAN SPIRIT AWARD

D: PROFESSIONAL DEVELOPMENT PROGRAM

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

A: SKILLSUSA CHAMPIONSHIPS

B: SKILLSUSA COMPETITIVE EVENTS

C: SKILLSUSA NATIONAL CHAMPIONSHIPS

D: SKILLSUSA NATIONAL COMPETITIVE EVENTS

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

A: CHAMPIONS

B: VP: SKILLSUSA PROFESSIONAL

C: SKILLSUSA LEADERSHIP HANDBOOK

D: THE SKILLSUSA MAGAZINE

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

A: U.S. ARMY

B: U.S. AIR

FORCE C: U.S. NAVY

D: U.S. MARINES

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

- A: RECOGNIZED AS AMERICAN SPIRIT CHAPTERS
- B: RECOGNIZED AS SKILLSUSA GOLD PENNANT CHAPTERS
- C: RECOGNIZED AS SKILLSUSA NETWORK CHAPTERS
- D: RECOGNIZED AS 100 PERCENT CHAPTERS

40. NATIONAL SKILLSUSA PROGRAMS INCLUDE:

- A: LEADERSHIP TRAINING AND PDP
- B: U.S. SKILL CHAMPIONSHIPS
- C: NATIONAL SKILLSUSA WEEK AND 100 PERCENT CHAPTERS
- D: ALL OF THE ABOVE

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

- A: TRADE AND INDUSTRIAL EDUCATION
- B: TECHNICAL EDUCATION
- C: HEALTH OCCUPATIONS EDUCATION
- D: ALL OF THE ABOVE

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

- A: AN EXECUTIVE DIRECTOR
- B: A BOARD OF DIRECTORS
- C: A HOUSE OF DELEGATES
- D: NONE OF THE ABOVE

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

- A: SECONDARY AND POSTSECONDARY DIVISIONS
- B: HIGH SCHOOL AND COLLEGIATE DIVISIONS
- C: HONORARY LIFE AND ALUMNI DIVISIONS
- D: PROFESSIONAL AND ASSOCIATE DIVISIONS

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

- A: A CHAPTER
- B: AN ASSOCIATION
- C: A SECTION
- D: A COUNCIL

45. SECTION ADVISORS, TEACHER EDUCATORS, AND SUPERVISORS SHOULD BE _____ SKILLSUSA MEMBERS.

- A: ACTIVE
- B: ASSOCIATE
- C: PROFESSIONAL
- D: ALUMNI

46. FORMER ACTIVE SKILLSUSA MEMBERS NO LONGER ENROLLED IN VOCATIONAL TECHNICAL PROGRAMS MAY BE _____ SKILLSUSA MEMBERS.

A: ASSOCIATE

B:

PROFESSIONAL

C: ALUMNI

D: ALL OF THE ABOVE

47. SKILLSUSA BEGAN IN THE UNITED STATES IN:

A: 1960

B: 1965

C: 1970

D: 1975

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

A: TECHNICAL KNOWLEDGE

B: TECHNICAL SKILL

C. POSITIVE WORK ATTITUDES

D: ALL OF THE ABOVE

49. SKILLSUSA IS THE STUDENT ORGANIZATION FOR STUDENTS ENROLLED IN _____ AND HEALTH RELATED OCCUPATIONS. A: AGRICULTURE
B: TRADE, INDUSTRIAL, AND TECHNICAL
C: BUSINESS
D: MARKETING
50. THERE ARE 11 PURPOSES OF V1CA. ONE STATES THAT SKILLSUSA'S PURPOSE IS TO FOSTER A DEEP RESPECT FOR:
A: A PURPOSEFUL LIFE
B: REALISTIC VOCATIONAL GOALS
C: THE DIGNITY OF WORK
D: ENTHUSIASM OF LEARNING
51. WHICH COLOR OF SKILLSUSA REPRESENTS THE INDIVIDUAL STATES AND CHAPTERS?
A: RED
B: GOLD
C: WHITE
D: BOTH A & C
52. ONLY ONE STATESMAN'S AWARD AND ONE PDP PIN SHOULD BE WORN ON A BLAZER AT ONE TIME. WHERE SHOULD THEY BE PLACED?
A: JUST BELOW THE SKILLSUSA EMBLEM
B: CENTER OF LEFT LAPEL
C: SIDE BY SIDE 1/4" ABOVE SKILLSUSA EMBLEM & POCKET D: ON RIGHT LAPEL
53. YOUR SKILLSUSA MEMBERSHIP AS A STUDENT IN TRADE, INDUSTRIAL, TECHNICAL AND HEALTH OCCUPATIONS AT EITHER THE SECONDARY OR POSTSECONDARY LEVEL WOULD BE _____ MEMBERSHIP.
A: A PROFESSIONAL
B: AN ACTIVE
C: A DIRECT
D: NONE OF THE ABOVE
54. WHEN SETTING UP A MEETING ROOM, THE SKILLSUSA EMBLEM IS PLACED ON ITS EASEL FACING THE AUDIENCE:
A: TO THE RIGHT OF THE ROSTRUM
B: IN FRONT OF THE ROSTRUM
C: TO THE LEFT OF THE ROSTRUM
D: NONE OF THE ABOVE

55. WHICH CEREMONY REINFORCES BASIC SKILLSUSA BELIEFS AND PROVIDES FOR ORDERLY AND EFFECTIVE BUSINESS MEETINGS?
A: OPENING AND CLOSING CEREMONY
B: MEMBER INITIATION CEREMONY
C: OFFICER INSTALLATION CEREMONY
D: ALL OF THE ABOVE
56. LEVEL ONE OF THE PROFESSIONAL DEVELOPMENT PROGRAM IS THE ___DEGREE.
A: PROFESSIONAL
B: TRAINEE
C: LEADER
D: NONE OF THE ABOVE
57. SERVING ON A SKILLSUSA COMMITTEE, MAKING A FIVE-MINUTE PRESENTATION, AND COMPLETING A JOB APPLICATION ARE PART OF WHICH PDP PROGRAM?
A:
MASTER
B: LEADER
C TRAINEE
D: PROFESSIONAL
58. THERE ARE _____LEVELS TEACHING 59 SEPARATE SKILLS AND LEADERSHIP ASSIGNMENTS, IN THE PROFESSIONAL DEVELOPMENT PROGRAM.
A: 6
B: 7
C: 5
D: 9
59. 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.
A: 480
B: 1,152
C: 960
D: NONE OF THE ABOVE
60. A STATE IS NOT ELIGIBLE TO PROVIDE A CANDIDATE FOR NATIONAL SKILLSUSA PRESIDENT FOR _____CONSECUTIVE YEARS.
A: ONE
B: TWO
C:
THREE
D: FOUR

61. VOTING ON NATIONAL OFFICERS AND HONORARY POSITIONS SHALL BE DONE BY:
A: SHOW OF HANDS
B: OPEN BALLOT
C: SECRET BALLOT
D: AS DECIDED BY THE PRESIDENT
62. THE ORBITAL CIRCLES OF THE SKILLSUSA EMBLEM REPRESENT:
A: YOUTH
B: KNOWLEDGE
C: THE INDUSTRIAL SOCIETY
D: TECHNOLOGY
63. THE OFFICIAL RED GARMENT WORN BY SKILLSUSA MEMBERS IS:
A: SKILLSUSA BLAZER
B: SKILLSUSA WINDBREAKER
C: SKILLSUSA SWEATER
D: ALL OF THE ABOVE
64. THE OFFICIAL SKILLSUSA DRESS INCLUDES.
A: BROWN SHOES
B: BLACK SHOES
C: SEAMED NYLON STOCKINGS
D: BOTH C AND B
65. THE COLOR THAT REPRESENTS THE "MOST IMPORTANT ELEMENTS OF THE SKILLSUSA ORGANIZATION" IS:
A: GOLD
B: BLUE
C: RED
D: WHITE
66. THE COMMON UNION BETWEEN THE CHAPTERS AND STATES IS REPRESENTED BY THE COLOR:
A: GOLD
B: BLUE
C: RED
D: WHITE
67. A STATEMENT OF PRINCIPLES THAT REPRESENTS THE BELIEF OF AN ORGANIZATION IS KNOWN AS ITS:
A: PLEDGE
B: CREED
C: PURPOSES
D: CONSTITUTION

68. UNITY AND A COMMON BOND AMONG MEMBERS IS VISIBLY SEEN BY:
A: THE OFFICIAL SKILLSUSA DRESS
B: THE CREED
C: THE MEMBERSHIP DRIVE
D: THE PLEDGE
69. THE SKILLSUSA CREED STATES: "I BELIEVE IN..
A: COMMON BOND OF MEMBERS
B: EDUCATION
C: DIGNITY OF WORK
D: BOTH B AND C
70. "SATISFACTION IS ACHIEVED BY GOOD WORK" IS A STATEMENT FROM THE:
A: SKILLSUSA CREED
B: SKILLSUSA PLEDGE
C: SKILLSUSA PURPOSES
D: SKILLSUSA EMBLEM
71. AFTER OFFICERS HAVE BEEN ELECTED, THE FOLLOWING CEREMONY IS USED TO OFFICIALLY BEGIN THEIR TERMS OF OFFICE:
A: INITIATION
B: INSTALLATION
C: BOTH A AND B
D: NONE OF THE ABOVE
72. A SPECIAL COMMITTEE CHOSEN TO CONSIDER A SINGLE TOPIC OR EVENT IS CALLED A (AN):
A: AD HOC COMMITTEE
B: PROGRAM COMMITTEE
C: STANDING COMMITTEE
D: WAYS AND MEANS COMMITTEE
73. THE SEVEN COMMITTEES WHICH REFLECT SKILLSUSA'S PROGRAM OF WORK ARE CALLED
A: AD HOC COMMITTEES
B: STANDING COMMITTEES
C: PROFESSIONAL DEVELOPMENT COMMITTEES
D: WAYS AND MEANS COMMITTEES
74. WHICH IS NOT CONSIDERED ONE OF SKILLSUSA'S STANDING COMMITTEES?
A: COMMUNITY SERVICE
B: EMPLOYMENT
C: PROFESSIONAL DEVELOPMENT
D: RECRUITMENT

75. WHICH IS NOT CONSIDERED ONE OF SKILLSUSA'S STANDING COMMITTEES:
A: PARLIAMENTARY
B: PUBLIC RELATIONS
C: SKILL CHAMPIONSHIPS
D: WAYS AND MEANS
76. THE OPENING CEREMONY MAY NOT NECESSARILY BE USED TO BEGIN:
A: CHAPTER MEETINGS
B: COMMITTEE MEETINGS
C: CONFERENCES
D: SCHOOL-WIDE MEETINGS
77. STANDARD CHAPTER EQUIPMENT THAT SHOULD BE IN PLACE FOR A SKILLSUSA MEETING INCLUDES ALL BUT THE:
A: CHARTER (FRAMED)
B: GAVEL
C: PROFESSIONAL DEVELOPMENT PROGRAM
D: SKILLSUSA LEADERSHIP HANDBOOK
78. STANDARD CHAPTER EQUIPMENT THAT SHOULD BE IN PLACE FOR A SKILLSUSA MEETING INCLUDES ALL BUT THE:
A: MEETINGS KIT
B: NATION'S FLAG
C: ROBERT'S RULES OF ORDER, NEWLY REVISED
D: SKILLSUSA BANNER
79. CANDIDATES FOR SECONDARY NATIONAL OFFICE SHALL HAVE: A:
ACTIVE MEMBERSHIP STATUS AND THE ENDORSEMENT OF THEIR STATE ASSOCIATION
B: ACTIVE MEMBERSHIP STATUS
C: ACTIVE MEMBERSHIP STATUS AND AT LEAST TWO FULL SECONDARY SCHOOL YEARS REMAINING
D: ACTIVE MEMBERSHIP STATUS, ENDORSEMENT OF THE STATE ASSOCIATION AND AT LEAST ONE FULL SECONDARY SCHOOL YEAR REMAINING
80. ADVISORY COUNCIL MEMBERS, COOPERATIVE EDUCATION EMPLOYERS AND INDIVIDUALS CONTRIBUTING TO THE IMPROVEMENT OF VOCATIONAL EDUCATION MAY HOLD THE FOLLOWING SKILLSUSA MEMBERSHIP:
A: ASSOCIATE
B: HONORARY
C. ACTIVE
D: BOTH A AND C

81. POLICIES OF THE SKILLSUSA ORGANIZATION ARE DETERMINED BY:
A: THE STATE SKILLSUSA DIRECTORS
B: THE BOARD OF DIRECTORS OF SKILLSUSA,
INC. C: THE NATIONAL EXECUTIVE COUNCIL
D: BOTH B AND C
82. THE PURPOSES OF SKILLSUSA INCLUDE:
A: CREATING ENTHUSIASM FOR LEARNING
B: FOSTERING A DEEP RESPECT FOR THE DIGNITY OF
WORK C: HELPING STUDENTS ATTAIN A PURPOSEFUL LIFE
D: ALL OF THE ABOVE
83. THE PURPOSE OF SKILLSUSAS NATIONAL PROGRAM OF WORK IS TO:
A: SET THE PACE FOR SKILLSUSA NATIONWIDE
B: PROVIDE SEVEN GOALS FOR EACH SKILLSUSA CHAPTER TO
FOLLOW C: ESTABLISH EXPECTATIONS FOR V1CA CHAPTERS
D: ALL OF THE ABOVE
84. WHICH OF THE FOLLOWING IS A PROGRAM OFFERED BY SKILLSUSA IN
WHICH EVERY SKILLSUSA MEMBER IS ELIGIBLE TO PARTICIPATE?
A: ANNUAL NATIONAL LEADERSHIP CONFERENCE
B: WASHINGTON LEADERSHIP TRAINING
INSTITUTE C: PROFESSIONAL DEVELOPMENT
PROGRAM
D: SKILLS USA CHAMPIONSHIPS
85. SKILLSUSA'S LEADERSHIP COMPETITIONS INCLUDE:
A: PUBLIC SPEAKING
B: GOOD GROOMING
C: ETIQUETTE AND TABLE MANNERS
D: ESSAYS
86. SKILLSUSA IS THE ONLY ORGANIZATION WHOSE PURPOSE IS TO
SERVE STUDENTS IN:
A: TRADE & INDUSTRIAL OCCUPATIONS
B: TECHNICAL OCCUPATIONS
C: HEALTH OCCUPATIONS
D: ALL OF THE ABOVE
87. THE FOLLOWING MEMBERSHIP ALLOWS STUDENTS TO SERVE AS
NATIONAL VOTING DELEGATES, HOLD NATIONAL OFFICE AND COMPETE IN
CONTESTS:
A: ACTIVE MEMBERSHIP
B: PROFESSIONAL
MEMBERSHIP C: DIRECT
MEMBERSHIP
D: ASSOCIATE MEMBERSHIP

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

- A: ASSOCIATE
- B: HONORARY
- C. ACTIVE
- D: BOTH A AND C

85. POLICIES OF THE SKILLSUSA ORGANIZATION ARE DETERMINED BY:

- A: THE STATE SKILLSUSA DIRECTORS
- B: THE BOARD OF DIRECTORS OF SKILLSUSA, INC. C: THE NATIONAL EXECUTIVE COUNCIL
- D: BOTH B AND C

86. THE PURPOSES OF SKILLSUSA INCLUDE:

- A: CREATING ENTHUSIASM FOR LEARNING
- B: FOSTERING A DEEP RESPECT FOR THE DIGNITY OF WORK C: HELPING STUDENTS ATTAIN A PURPOSEFUL LIFE
- D: ALL OF THE ABOVE

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

- A: SET THE PACE FOR SKILLSUSA NATIONWIDE
- B: PROVIDE SEVEN GOALS FOR EACH SKILLSUSA CHAPTER TO FOLLOW C: ESTABLISH EXPECTATIONS FOR V1CA CHAPTERS
- D: ALL OF THE ABOVE

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

- ANNUAL NATIONAL LEADERSHIP CONFERENCE
- B: WASHINGTON LEADERSHIP TRAINING INSTITUTE
- C: PROFESSIONAL DEVELOPMENT PROGRAM
- D: SKILLSUSA U.S. SKILL CHAMPIONSHIPS

89. SKILLSUSA'S LEADERSHIP COMPETITIONS INCLUDE:

- A: PUBLIC SPEAKING
- B: GOOD GROOMING
- C: ETIQUETTE AND TABLE MANNERS
- D: ESSAYS

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

- A: TRADE & INDUSTRIAL OCCUPATIONS
- B: TECHNICAL OCCUPATIONS
- C: HEALTH OCCUPATIONS
- D: ALL OF THE ABOVE

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

- A: ACTIVE MEMBERSHIP
- B: PROFESSIONAL MEMBERSHIP
- C: DIRECT MEMBERSHIP
- D: ASSOCIATE MEMBERSHIP

92. ALUMNI MEMBERS:

- A: ARE FORMER ACTIVE MEMBERS WHO ARE NO LONGER ENROLLED IN VOCATIONAL TECHNICAL EDUCATION
- B: MAY PARTICIPATE AT THE NATIONAL LEVEL THROUGH THE YOUTH DEVELOPMENT FOUNDATION OF SKILLSUSA, INC.
- C: SUPPORT VARIOUS IMPORTANT PROJECTS FOR ACTIVE SKILLSUSA MEMBERS
- D: 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 SKILLSUSA MEMBERSHIP?

- A: PROFESSIONAL MEMBERSHIP
- B: ASSOCIATE MEMBERSHIP
- C: HONORARY LIFE MEMBERSHIP
- D: ALL OF THE ABOVE

94. WHICH MEMBERSHIP DOES NOT REQUIRE DUES?

- A: HONORARY LIFE
- B: COLLEGIATE
- C: ALUMNI
- D: ASSOCIATE

95. MEMBERS SHOULD SUBMIT THEIR DUES:

- A: ANNUALLY, AT THE BEGINNING OF SCHOOL YEAR
- B: ANNUALLY, IN THE SPRING BEFORE CONTEST
- C: TWICE A YEAR, AT THE BEGINNING OF EACH SEMESTER
- D: MONTHLY, DEPENDING ON CHAPTER ACTIVITIES

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

- A: A TEACHER SERVES AS AN ADVISOR
- B: A SET OF OFFICERS IS ELECTED
- C: A SKILLSUSA CALENDAR OF ACTIVITIES TAKES PLACE AS AN INTEGRAL PART OF THE INSTRUCTIONAL PROGRAM
- D: ALL OF THE ABOVE

97. SCHOOLS WITH MANY SECTIONS ARE REFERRED TO AS:

- A: CHAPTER ADVISORY COUNCILS
- B: EMPLOYMENT NETWORK
- C: STATE ASSOCIATIONS
- D: MULTIPLE SECTION CHAPTERS

98. RED AND WHITE IN THE SKILLSUSA EMBLEM:

- A: REPRESENT THE INDIVIDUAL STATES AND CHAPTERS
- B: REPRESENT PATRIOTISM
- C: REPRESENT THE INDIVIDUAL
- D: REPRESENT THE PARLIAMENTARIAN

99. THE SKILLSUSA CREED IS:

- A: A LIST OF OCCUPATIONAL GOALS
- B: A STATEMENT OF SIX PRINCIPLES THAT REPRESENTS THE BELIEFS OF SKILLSUSA
- C: A DESCRIPTION OF THE SKILLSUSA EMBLEM
- D: A STATEMENT OF OFFICER DUTIES

100. "I BELIEVE SATISFACTION IS ACHIEVED BY GOOD WORK" IS A STATEMENT FROM THE:

- A: SKILLSUSA MOTTO
- B: SKILLSUSA PLEDGE
- C: SKILLSUSA CREED
- D: PROGRAM OF WORK

101. THE COLOR BLUE IN THE SKILLSUSA EMBLEM REPRESENTS:

- A: TECHNOLOGY
- B: SERVICE
- C: COMMON UNION OF THE STATES AND CHAPTERS
- D: PATRIOTISM IN THE SKILLSUSA CHAPTER

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

- A: RED
- B: WHITE
- C: GOLD
- D: BLUE

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

- A: CREED
- B: MOTTO
- C: EMBLEM
- D: PLEDGE

104. THE SKILLSUSA CREED INCLUDES:
A: PREPARING FOR LEADERSHIP
B: HIGH MORAL AND SPIRITUAL STANDARDS
C: THE PROFESSIONAL DEVELOPMENT
PROGRAM D: A MEMBERS RIGHT TO EXPRESS
IDEAS

105. THE SHIELD REPRESENTS:
A: KNOWLEDGE
B: PATRIOTISM
C: BLUE
D: A BELIEF IN FAIR PLAY

106. THE PARTS OF THE EMBLEM ARE:
A: SHIELD, GEAR, FLAMING TORCH, ORBITAL CIRCLES, HANDS AND THE
LETTERS SKILLSUSA
B: SHIELD, GEAR, SQUARE, FLAMING TORCH, ORBITAL CIRCLES, HANDS
AND THE LETTERS SKILLSUSA
C: GEAR, FLAMING TORCH, ORBITAL CIRCLES, HANDS AND LETTERS
SKILLSUSA
D: SHIELD, COMPASS, FLAMING TORCH, ORBITAL CIRCLES, HANDS AND
LETTERS SKILLSUSA

**107. KNOWLEDGE IS REPRESENTED IN THE SKILLSUSA EMBLEM BY THE
SYMBOL:**
A: HANDS
B: BOOK
C: TORCH
D: SHIELD

108. WHEN YOU ARE RECITING THE SKILLSUSA PLEDGE, YOU ARE:
A: BECOMING A TRAINED WORKER
B: PROMISING TO PREPARE YOURSELF AS A PRODUCTIVE WORKER AND
CITIZEN
C: MAKING YOUR ADVISOR PROUD
D: HELPING THE FUTURE OF AMERICA

**109. "TO BASE MY EXPECTATIONS OF REWARD UPON THE SOLID
FOUNDATION OF SERVICE.. ." IS A STATEMENT FROM THE SKILLSUSA :**
A: CREED
B: PLEDGE
C: MOTTO
D: PROGRAM OF WORK

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

- A: EXCHANGE IDEAS
- B: DISCUSS PROBLEMS
- C: SHARE COMMON GOALS
- D: ALL OF THE ABOVE

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

- A: INFORMATION IS SECURED FROM THE STATE SKILLSUSA DIRECTOR
- B: A CONSTITUTION IS DRAFTED
- C: A PETITION FOR CHARTER IS COMPLETED
- D: SCHOOL ADMINISTRATION APPROVAL IS RECEIVED

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

- A: ONE RAP OF THE GAVEL
- B: TWO RAPS OF THE GAVEL
- C: THREE RAPS OF THE GAVEL
- D: A VERBAL COMMAND

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

- A: THE GAVEL
- B: THE LETTERS SKILLSUSA
- C: THE HANDS
- D: THE TORCH

114. WHAT IS THE SKILLSUSA MOTTO?

- A: QUALITY AT WORK
- B: FOSTERING A DEEP RESPECT FOR THE DIGNITY OF WORK
- C: PREPARING FOR LEADERSHIP IN THE WORLD OF WORK
- D: NONE OF THE ABOVE

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

- A: HANDS
- B: SKILLSUSA
- C: GEAR
- D: TORCH

116. HOW MANY PARTS ARE THERE TO THE SKILLSUSA CREED?

- A: 7
- B: 5
- C: 6
- D: NONE OF THE ABOVE

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

- A: THE MOTTO
- B: THE PLEDGE
- C: THE CREED
- D: ALL OF THE ABOVE

118. WHAT COLOR REPRESENTS THE INDIVIDUAL?

- A: RED
- B: BLUE
- C: GOLD
- D: WHITE

119. THE SKILLSUSA MEMBERSHIP YEAR IS:

- A: SEPTEMBER 1 THROUGH JUNE 30
- B: AUGUST 1 THROUGH JUNE 1
- C: SEPTEMBER 1 THROUGH AUGUST 31
- D: AUGUST 1 THROUGH JULY 30

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

- A: FLAMING TORCH
- B: GEAR
- C: ORBITAL CIRCLES
- D: EAGLE

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

- A: COMMUNITY
- B: SCHOOL
- C: CHAPTER
- D: ALL OF THE ABOVE

**122. THE CONSTITUTION ESTABLISHING SKILLSUSA (FORMERLY THE VOCATIONAL INDUSTRIAL CLUBS OF AMERICA) WAS ADOPTED IN: A: 1960
B: 1962
C: 1965
D: 1968**

**123. SKILLSUSA WAS FOUNDED IN:
A: 1961
B: 1963
C: 1965
D: 1967**

TEST #2- PARLIAMENTARY PROCEDURES

**1. TO MAKE A MOTION AT A MEETING, YOU MUST STATE YOUR MOTION BY SAYING:
A: "I STATE THAT"
B: "I MOVE THAT"
C: "I MAKE THE MOTION THAT"
D: "I OBSERVE THAT"**

**2. MINUTES ARE A RECORD OF:
A: WHAT WAS SAID
B: THE OPINION OF THE SECRETARY
C: BUSINESS TRANSACTED
D: ALL OF THE ABOVE**

**3. TO BRING UP AN ITEM OF BUSINESS, YOU MUST GO THROUGH THE STEPS OF PROCESSING A (AN):
A: PRIVILEGED MOTION
B: SUBSIDIARY MOTION
C: MAIN MOTION
D: INCIDENTAL MOTION**

**4. 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**

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

- A: ASKING FOR SOME TYPE OF ACTION
- B: USING PARLIAMENTARY PROCEDURES
- C: MAKING CHANGES
- D: BOTH A AND B

6. A LISTING OF “PERSONALIZED” MEETING EVENTS WRITTEN IN A LOGICAL SEQUENCE IS CALLED A (AN):

- A: AGENDA
- B: ORDER OF BUSINESS
- C: COMMITTEE REPORT FORM
- D: PROGRAM OF WORK

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

- A: THE MEETINGS KIT
- B: TEACHER’S TOOL KIT
- C: ROBERT’S RULES OF ORDER, NEWLY REVISED
- D: 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):

- A: FORMAT
- B: ORDER OF BUSINESS
- C: COMMITTEE REPORT FORM
- D: PROGRAM OF WORK

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

- A: CALL TO ORDER
- B: NEW BUSINESS
- C: OLD BUSINESS
- D: UNFINISHED BUSINESS

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

- A: HAVING A PRESIDING MEMBER
- B: HOLDING REGULAR MEETINGS
- C: USING AN AGENDA
- D: USING ‘STRICT OR OFFICIAL” PARLIAMENTARY PROCEDURES

11. ACCORDING TO 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

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

A: CALLS ROLL

B: MAKES MOTIONS

C: ENFORCES THE RULES

D: GIVES TREASURER'S REPORT

13. ACCORDING TO BASIC PARLIAMENTARY PROCEDURE:

A: ONLY STUDENTS WHO HAVE BEEN MEMBERS FOR A MINIMUM OF 30 DAYS MAY EXPRESS IDEAS OR OPINIONS IN A CHAPTER MEETING

B: ONLY MEMBERS HAVING COMPLETED THE PDP HAVE A RIGHT TO EXPRESS THEIR IDEAS OR OPINIONS

C: STUDENTS MAY EXPRESS THEIR OPINIONS IF THEY HAVE INDICATED A DESIRE TO BECOME A MEMBER

D: 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:

A: STAND AND SAY "I CALL THAT..

B: STAND AND SAY "I MOVE THAT..

C: STAND AND SAY "I VOTE THAT..

D. STAND AND SAY "I SECOND THAT..

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

A: MORE THAN ONE PERSON WISHES TO DISCUSS OR DEBATE THE MOTION

B: 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:

A: VOICE

B: HAND

C: STANDING

D: ALL OF THE ABOVE

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

A: PART OF THE MEETING AGENDA

B: A BASIC RULE OF PARLIAMENTARY PROCEDURE

C: PART OF A RESUMÉ

D: THE DUTY OF THE REPORTER

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

A: COMMUNITY SERVICE

B: WAYS AND MEANS

C: NEITHER A OR B

D: BOTH A AND B

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

A: SKILL

CHAMPIONSHIPS

B: MEMBERSHIP SURVEY

C: WAYS AND MEANS D:

BOTH A AND B

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

A: UNFINISHED

BUSINESS B: PROGRAM

C: ENTERTAINMENT

D: CLOSING CEREMONY

21. _____ IS A COMPLETE GUIDE TO PARLIAMENTARY PROCEDURE.

A: THE COMPLETE GUIDE TO PARLIAMENTARY PROCEDURE

B: ROBERT'S RULES OF ORDER, NEWLY REVISED

C: THE SKILLSUSA LEADERSHIP HANDBOOK

D: 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.

A: THE MAN

B: THE WOMAN

C: THE ELDER OF THE TWO

D: THE YOUNGER OF THE TWO

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

A: 5 PERCENT OF THE BILL

B: 10 PERCENT OF THE BILL

C: 15 PERCENT OF THE BILL

D: WHAT YOU THINK IS WARRANTED

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

A: SEPARATELY

B: TOGETHER

C: SALT BEFORE PEPPER

D: 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 _____

A: SERVING TRAY

B: RIGHT SIDE OF THE DISH OR BOWL

C: INSIDE

D: 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

C: IN THE MIDDLE OF THE PLATE

D: IN YOUR LEFT HAND

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

A: ON YOUR PLATE

B: UNDER YOUR COFFEE CUP

C: AROUND YOUR UTENSILS

D: IN ITS ORIGINAL POSITION BESIDE YOUR PLATE

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

LETTER MAY BE:

A: "DEAR _____"

B: (YOUR NAME)

C: "RESPECTFULLY"

D: "THANKS"

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

- A: "CLOSED CAPTIONED"
- B: "CARBON COPY"
- C: "COLOR COPY"
- D: "CONDENSED COPY"

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

- A: AT THE RIGHT SIDE OF YOUR PLATE
- B: AT THE LEFT SIDE OF YOUR PLATE
- C: AT THE 10 O'CLOCK OR 2 O'CLOCK POSITION ON THE PLATE
- D: IN THEIR ORIGINAL POSITIONS BESIDE THE PLATE

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

- A: OCCUPATION
- B: PARENTS
- C: APPEARANCE
- D: JOB

11. PROFESSIONAL ETIQUETTE IS DISPLAYED IN:

- A: THE FIRMNESS OF YOUR HANDSHAKE
- B: YOUR ABILITY TO LISTEN
- C: YOUR POISE IN AN UNFAMILIAR SITUATION
- D: ALL OF THE ABOVE

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

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

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

- A: STATE THE GUESTS NAME FIRST
- B: GIVE SOME BACKGROUND INFORMATION ABOUT THE PEOPLE YOU ARE INTRODUCING
- C: STATE THE NAME OF THE PERSON YOU ARE INTRODUCING THE GUEST TO FIRST
- D: LET THE INDIVIDUALS INTRODUCE THEMSELVES

14. WHEN STAYING IN A PRIVATE HOME AS A GUEST, YOU SHOULD:
A: RESPECT YOUR HOSTS CUSTOMS FOR MEALS AND BEDTIME
B: PITCH IN WITH THE HOUSE WORK AND CLEAN UP AFTER YOURSELF
C: PAY FOR ANY TELEPHONE CALLS OR OTHER EXPENSES YOU HAVE INCURRED
D: ALL OF THE ABOVE

TEST #4- DUTIES OF OFFICERS

1. THE SKILLSUSA OFFICER WHOSE ACTIONS ARE THE KEY TO THE SUCCESS OF THE ENTIRE SKILLSUSA CHAPTER IS THE:
A: TREASURER
B: PRESIDENT
C: PARLIAMENTARIAN
D: REPORTER
2. WHICH OFFICER IS RESPONSIBLE FOR ASSISTING THE PRESIDENT IN THE PLANNING OF CHAPTER MEETINGS?
A: PARLIAMENTARIAN
B: SECRETARY
C: VICE PRESIDENT
D: TREASURER
3. WHICH OFFICER IS RESPONSIBLE FOR ADVISING THE PRESIDENT ABOUT THE AGENDA DURING THE MEETING?
A: VICE PRESIDENT
B: TREASURER
C: REPORTER
D: SECRETARY
4. WHICH OFFICER IS THE AUTHORITY AND CONSULTANT TO THE PRESIDENT ON PROCEDURAL MATTERS?
A: SECRETARY
B: PARLIAMENTARIAN
C: VICE PRESIDENT
D: HISTORIAN
5. THE SHIELD IN THE OPENING AND CLOSING CEREMONIES IS HANDLED BY THE:
A: PARLIAMENTARIAN
B: REPORTER
C: VICE PRESIDENT
D: SECRETARY

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

- A: PARLIAMENTARIAN
- B: REPORTER
- C: VICE PRESIDENT
- D: SECRETARY

7. THE PRESIDENT'S DUTIES INCLUDE:

- A: DELEGATING RESPONSIBILITIES AND CHECKING ON THE PROGRESS BEING MADE BY OTHER OFFICERS OR APPOINTED MEMBERS
- B: PREPARING AND PRESENTING THE MINUTES OF EACH CHAPTER MEETING
- C: HANDLING ALL CHAPTER PUBLICITY WITH SCHOOL OR LOCAL NEWSPAPERS
- D: 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:

- A: ASSISTING THE PRESIDENT AND PRESIDING OVER MEETINGS IN THE PRESIDENT'S ABSENCE
- B: WORKING WITH ALL COMMITTEES AND SEEING THAT ALL CHAPTER PROGRAMS ARE CARRIED OUT
- C: KNOWING PROPER PARLIAMENTARY PROCEDURE
- D: ALL OF THE ABOVE

9. THE SECRETARY'S DUTIES INCLUDE:

- A: PRESIDING OVER AND CONDUCTING ORDERLY MEETINGS
- B: PROVIDING THE PRESIDENT WITH A LIST OF BUSINESS TO BE PRESENTED AT EACH MEETING
- C: ARRANGING THE MEETING ROOM AND DISTRIBUTING CHAPTER MATERIALS
- D: BOTH B AND C

10. THE TREASURER'S DUTIES INCLUDE:

- A: SERVING AS A CONSULTANT TO THE PRESIDENT ON PROCEDURAL MATTERS
- B: HANDLING ALL CORRESPONDENCE AND COMMUNICATIONS FOR THE CHAPTER
- C: ASSISTING THE PRESIDENT AND OTHER OFFICERS IN SETTING UP AN ANNUAL CHAPTER BUDGET
- D: ALL OF THE ABOVE

11. THE REPORTER'S DUTIES INCLUDE:

A: HELPING TO PLAN SPECIAL PROGRAMS OR ARRANGING FOR GUEST SPEAKERS

B: HANDLING ALL CHAPTER PUBLICITY WITH SCHOOL OR LOCAL NEWSPAPERS

C: ASSISTING WITH MEETINGS

D: BOTH B AND C

12. THE PARLIAMENTARIAN'S DUTIES INCLUDE:

A: WORKING WITH ALL COMMITTEES AND SEEING THAT ALL CHAPTER PROGRAMS ARE CARRIED OUT

B: HANDLING ALL CORRESPONDENCE AND COMMUNICATIONS FOR THE CHAPTER

C: HAVING A WORKING KNOWLEDGE OF PARLIAMENTARY PROCEDURE

D: ALL OF THE ABOVE

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

A: ARRANGING THE MEETING ROOM AND DISTRIBUTING CHAPTER MATERIALS.

B: HELPING TO PLAN SPECIAL PROGRAMS OR ARRANGING FOR GUEST SPEAKERS.

C: ASSISTING WITH MEETINGS.

D: 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.

A: CALL TO ORDER

B: PLAN OF ATTACK

C: ATTENDANCE

SHEET

D: AGENDA

15. WHICH OF THE FOLLOWING IS NOT AN ELECTED OFFICER~

A: PARLIAMENTARIAN

B: ADVISOR

C:

REPORTER

D: TREASURER

16. ONE OF THE DUTIES OF THE _____ IS TO KEEP THE SKILLSUSA CONSTITUTION AND BYLAWS AT EACH MEETING FOR USE AS A REFERENCE.

A: REPORTER

B PARLIAMENTARIAN

C: SECRETARY

D: VICE PRESIDENT

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

- A: LEAD THE NEW OFFICERS INTO THE ROOM
- B: MAKE A FAREWELL SPEECH
- C: TAKE PART IN THE OPENING CEREMONY
- D: BOTH A AND C

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

RESPONSIBILITIES OF THE:

- A: PRESIDENT
- B: PARLIAMENTARIAN
- C: VICE PRESIDENT
- D: TREASURER

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

- A: PRESIDENT
- B: PARLIAMENTARIAN
- C: VICE PRESIDENT
- D: HISTORIAN

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

- A: SECRETARY
- B: PRESIDENT
- C: HISTORIAN
- D: REPORTER

21. THE RESPONSIBILITY BELONGS TO THE _____ TO MAKE HIS OR HER LEADERSHIP STRONG AND EFFECTIVE AND TO ENSURE THE CHAPTER'S SUCCESS.

- A: PRESIDENT
- B: VICE PRESIDENT
- C: SECRETARY
- D: 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.

- A: PRESIDENT
- B: TREASURER
- C: SECRETARY
- D: PARLIAMENTARIAN

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

- A: SECRETARY AND REPORTER
- B: PARLIAMENTARIAN AND TREASURER
- C: REPORTER AND VICE PRESIDENT
- D: PRESIDENT AND SECRETARY

24. THE CHAPTERS "AUTHORITY" ON PROCEDURAL MATTERS IS THE

- A: PARLIAMENTARIAN
- B: HISTORIAN
- C: PRESIDENT
- D: TREASURER

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

- A: TO THE LEFT OF THE OFFICERS
- B: IN FRONT OF THE OFFICERS
- C: TO THE RIGHT OF THE OFFICERS
- D: BOTH A AND B

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

- A: REPORTER
- B: TREASURER
- C: SECRETARY
- D: PARLIAMENTARIAN

27. THE SKILLSUSA OFFICER RESPONSIBLE FOR ALL CHAPTER PUBLICITY IS:

- A: PRESIDENT
- B: REPORTER
- C: SERGEANT-AT-ARMS
- D: VICE PRESIDENT

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

- A: PARLIAMENTARIAN
- B: REPORTER
- C: SERGEANT-AT-ARMS
- D: VICE PRESIDENT

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

- A: PRESIDENT
- B: PARLIAMENTARIAN
- C: SERGEANT-AT-

ARMS
D: VICE PRESIDENT

30. THE SKILLSUSA OFFICER RESPONSIBLE FOR PREPARING AND PRESENTING CHAPTER

MINUTES IS:

- A: PARLIAMENTARIAN
- B: PRESIDENT
- C: SECRETARY
- D: SERGEANT-AT-ARMS

39. THE DUTIES OF THE SECRETARY INCLUDE:

- A: PREPARING AND PRESENTING THE MINUTES
- B: DELEGATING RESPONSIBILITIES
- C: PRESIDING OVER MEETINGS
- D: COLLECTING THE DUES

40. THE DUTIES OF THE TREASURER INCLUDE:

- A: RECEIVE CHAPTER FUNDS
- B: MAINTAIN ACCURATE RECORDS
- C: ASSIST IN SETTING UP A BUDGET
- D: ALL OF THE ABOVE

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

- A: PROFESSIONAL DEVELOPMENT
- B: COMMUNITY SERVICE
- C: PUBLIC RELATIONS
- D: ALL OF THE ABOVE

42. OFFICERS ARE SELECTED TO LEAD THEIR CHAPTERS FOR:

- A: NINE MONTHS
- B: TWO YEARS
- C: ONE YEAR
- D: UNTIL DEFEATED

43. THE PRESIDENT:

- A: OFFERS OPINIONS AT MEETINGS
- B: PLANS THE PROGRAM
- C: IS RESPONSIBLE FOR ARRANGEMENT OF MEETING ROOM
- D: CONDUCTS MEETINGS FOLLOWING CORRECT PARLIAMENTARY PROCEDURE

44. THE VICE PRESIDENT:

- A: IS RESPONSIBLE FOR PROGRAM PLANNING
- B: PREPARES A YEAR END REPORT
- C: SECURES GUEST SPEAKERS
- D: ALL OF THE ABOVE

45. THE SECRETARY:

- A: ADVISES THE PRESIDENT ABOUT THE AGENDA DURING MEETINGS
- B: SENDS MEMBERSHIP RECORDS TO THE STATE AND NATIONAL OFFICES
- C: MAINTAINS AN INVENTORY OF CHAPTER EQUIPMENT
- D: ALL OF THE ABOVE

46. THE TREASURER:

- A: ASSISTS IN DEVELOPING AN ANNUAL BUDGET
- B: CHAIRS THE MEMBERSHIP COMMITTEE
- C: SEEKS PUBLICITY FOR THE CHAPTER
- D: ALL OF THE ABOVE

TEST #5- PROFESSIONAL DEVELOPMENT

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

- A: OFFER SUPPORTING EVIDENCE
- B: ALWAYS STATE YOUR SOURCE OF STATISTICS
- C: MAKE COMPARISONS
- D: ALL OF THE ABOVE

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

- A: RIGHT HAND TO HIS/HER RIGHT HAND
- B: RIGHT HAND TO HIS/HER LEFT HAND
- C: LEFT HAND TO HIS/HER RIGHT HAND
- D: 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:

- A: BE A PESSIMIST
- B: CONSTANTLY ARGUE
- C: BE WILLING TO ACCEPT RESPONSIBILITY
- D: DEVELOP A STUBBORN ATTITUDE

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

- A: TEXTBOOKS
- B: REFERENCES
- C: STUDY GUIDES
- D: 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

- A: A
STOPWATCH
- B: A
BAROMETER
- C: A TIME LOG
- D: A TIME CLOCK

6. SURVEYS OF EMPLOYERS SHOW THAT ONE OF THE MOST IMPORTANT TRAITS OF A GOOD EMPLOYEE IS THE ABILITY TO

- WORK: A: ALONE
- B: AT HOME
- C:
SPARINGLY
- D: WITH OTHERS

7. THE RESPONSIBILITY FOR YOUR ACTIONS IS:

- A: YOUR PARENTS'
- B: YOURS ALONE
- C: YOUR ADVISOR'S
- D: YOUR
PRESIDENT'S

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

- A: IN YESTERDAY'S CLOTHING
- B: IN OLD CLOTHING
- C: IN SOILED CLOTHING
- D: IN CLEAN CLOTHING EACH DAY

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

- A: ATTITUDE
- B: APPEARANCE
- C: MENTAL WELL-BEING
- D: VIEW OF LIFE

10. YOU SHOULD NOT CHEW GUM WHEN "ON DUTY" FOR SKILLSUSA OR WHENEVER YOU WANT TO LOOK _____

- A: INTELLIGENT
- B:
PROFESSIONAL
- C: IMPORTANT
- D: CLASSY

11. _____ SHOULD BE SPONTANEOUS AND FRIENDLY - NOT LIMP OR "BONECRUNCHERS."

- A: GREETINGS
- B: FIDGETING
- C: HANDSHAKES
- D: POSTURE

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

- A: LAUGH
- B: APPEARANCE
- C: VOICE
- D: ABILITY TO UNDERSTAND

13. THE APPEARANCE THAT A YOUNG PROFESSIONAL SHOULD PRESENT IS

- A: NEAT
- B: WELL-GROOMED
- C: CLEAN
- D: ALL OF THE ABOVE

14. TO PRESENT A POSITIVE SELF-IMAGE:

- A: SHOW RESPECT
- B: ARGUE CONSTANTLY
- C: BE COURTEOUS
- D: BOTH A & C

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

- A: WORK ALONE
- B: CLOWN AROUND
- C: GET THINGS DONE
- D: NONE OF THE ABOVE

16. DRESSING FOR SUCCESS WILL INCLUDE:

- A: SHOES SHINED
- B: PROPERLY FIT CLOTHING
- C: CLEAN FINGERNAILS
- D: ALL OF THE ABOVE

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

- A: MANNERS
- B: BODY LANGUAGE
- C: TACT
- D: ALL OF THE ABOVE

18. WHEN REPRESENTING SKILLSUSA, YOUR _____ GIVES AN

IMPORTANT FIRST IMPRESSION.

- A: SKILL
- B: MANNERS
- C: VOICE
- D: APPEARANCE

19. THE ABILITY TO INSPIRE AND GUIDE OTHERS IS A TRAIT DEVELOPED THROUGH:

- A: SKILLSUSA LEADERSHIP TRAINING
- B: SKILLSUSA CHAMPIONSHIPS
- C: SKILLSUSA NETWORK
- D: SKILLSUSA AMERICAN SPIRIT AWARD

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

- A: NATIONAL SKILLSUSA WEEK PROGRAMS
- B: SKILLSUSA AMERICAN SPIRIT AWARD
- C: SKILLSUSA OUTSTANDING CHAPTER BOOK
- D: ALL OF THE ABOVE

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

- A: TALK WITH YOUR ADVISOR
- B: CONSIDER QUESTIONS TO ASK
- C: DECIDE WHAT TO WEAR
- D: ALL OF THE ABOVE

22. CONDUCTING AN EMPLOYMENT OPPORTUNITIES SURVEY INCLUDE:

- A: COMPLETING A JOB APPLICATION
- B: INTERVIEWING YOUR ADVISOR
- C: DEVELOPING A RESUMÉ
- D: 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. A: DEAR SIR OR MADAM
- B: TO WHOM IT MAY CONCERN
- C: DEAR SIR
- D: BOTH A AND B

24. 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

25. A GOOD _____ STATEMENT HAS THREE PARTS: WHAT IS GOING TO HAPPEN, WHEN IT WILL HAPPEN, AND HOW IT WILL HAPPEN.

- A: PROGRAM OF WORK
- B: GOAL
- C: MEMBERSHIP
- D: NONE OF THE ABOVE

26. TO DEVELOP LEADERSHIP SKILLS, SKILLSUSA MEMBERS SHOULD:

- A: SERVE ON A COMMITTEE
- B: PARTICIPATE IN ACTIVITIES
- C: ATTEND MEETINGS
- D: ALL OF THE ABOVE

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

- A: GOVERNOR
- B: STATE ATTORNEY
- C: TREASURER
- D: SENATOR

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

- A: LISTINGS OF TRADE SHOWS OR EDUCATIONAL SEMINARS RELATED TO YOUR TRADE
- B: ARTICLES BY EXPERTS IN THE FIELD
- C: SHORT STORIES WRITTEN BY NOVELISTS FROM SELECTED ENTERTAINMENT SECTORS
- D: NEW CONCEPTS, TRENDS, PRODUCTS AND EQUIPMENT IN YOUR OCCUPATIONAL FIELD

29. A RESUME IS:

- A: A WAY TO SELL YOURSELF TO A PROSPECTIVE EMPLOYER
- B: A LONG DOCUMENT LISTING YOUR LIFE HISTORY
- C: A HAND WRITTEN DOCUMENT GIVEN TO AN EMPLOYER DURING AN INTERVIEW
- D: A LIST OF YOUR EXTRA-CURRICULAR ACTIVITIES

30. THE SECTION OF YOUR RESUMÉ DEALING WITH EDUCATION SHOULD INCLUDE:

- A: NAME AND ADDRESS OF YOUR GRADE SCHOOL
- B: MAJOR COURSE OF STUDY AND YOUR VOCATIONAL TRAINING
- C: ALL THE SCHOOLS YOU ATTENDED PRIOR TO GRADUATION
- D: 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.

- A: TEACHERS
- B: CHAPTER ADVISOR
- C: BOY/GIRL FRIEND
- D: FORMER EMPLOYER

32. A RESUMÉ SHOULD CONTAIN HOW MANY REFERENCES?

- A: FIVE
- B: THREE
- C: ONE
- D: SIX

33. JOB APPLICATIONS SHOULD BE FILLED OUT:

- A: IN WRITING
- B: IN PENCIL
- C: PRINTED NEATLY
- D: IN RED INK

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

- 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 YOUR CAREER OBJECTIVE

36. N/A IS THE ABBREVIATION FOR:

- A: NOT AVAILABLE
- B: NON APPLICABLE
- C: NO ANSWER
- D: NAME ABBREVIATION

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

- A: RELIGIOUS BELIEFS
- B: BIRTH PLACE
- C: AWARDS
- D: BOTH A AND B

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

- A: ASSOCIATE
- B: PROFESSIONAL
- C: ACTIVE
- D: ALUMNI

39. WHEN COMPLETING A JOB APPLICATION, USE:

- A: A PENCIL
- B: A RED INK PEN
- C: A DARK INK PEN
- D: ANY COLOR OF INK PEN

40. WHEN DELIVERING A SPEECH TO A GROUP:

- A: HAVE THE ENTIRE SPEECH IN FRONT OF YOU
- B: HAVE KEY POINTS OF YOUR SPEECH ON NOTE CARDS
- C: READ THE SPEECH
- D: DO NOT LOOK AT THE AUDIENCE

41. WHEN DELIVERING A SPEECH DO NOT:

- A: SMILE AT THE AUDIENCE
- B: TALK FAST
- C: HAVE GOOD POSTURE
- D: MAINTAIN EYE CONTACT

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

- A: SURPRISE THE POTENTIAL EMPLOYER BY DROPPING BY HIS OR HER PLACE OF BUSINESS
- B: BE POLITE AND TAKE NOTES
- C: CRITICIZE THE EMPLOYER'S BUSINESS
- D: NONE OF THE ABOVE

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

- A: INSTRUCTION, SPEECH, SUMMARY
- B: OPENING, EXAMPLES, REVIEW
- C: INTRODUCTION, BODY, CLOSING
- D: REVIEW, EVIDENCE, THANK-YOU

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

- A: USE AN ATTENTION-GETTER
- B: RECOGNIZE YOUR AUDIENCE
- C: REVIEW YOUR MAIN POINTS
- D: ALL OF THE ABOVE

45 .THE BODY OF A SPEECH IS USED TO:

- A: TELL THE AUDIENCE WHAT YOU THINK
- B: BRING GREETINGS FROM YOUR CHAPTER
- C: GET THE AUDIENCE'S ATTENTION
- D: REVIEW THE TOPIC

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

A: BRIEFLY REVIEW YOUR TOPIC

B: CHALLENGE THE AUDIENCE WITH SOMETHING TO THINK ABOUT

C: THANK THE AUDIENCE

D: ALL OF THE ABOVE

47 THE FIRST LEVEL IN THE PDP IS:

A: PROFESSIONAL

DEGREE

B: LEADER DEGREE

C: MASTER DEGREE

D: NONE OF THE ABOVE

48. WHICH IS THE HIGHEST AWARD IN THE PDP?

A: INTERNATIONAL SKILLSUSA DEGREE

B: AMERICAN SKILLSUSA DEGREE

C: MASTER DEGREE

D: PROFESSIONAL DEGREE

49. WHEN SURVEYING EMPLOYMENT OPPORTUNITIES, YOU SHOULD:

A: MAKE AN APPOINTMENT IN ADVANCE

B: DRESS APPROPRIATELY

C: TAKE NOTES

D: ALL OF THE ABOVE

50. THE PROFESSIONAL DEVELOPMENT PROGRAM WILL HELP STUDENTS:

A: PREPARE FOR THE WORLD OF WORK

B: BECOME BETTER STUDENTS

C: IDENTIFY WITH TEACHERS

D: ALL OF THE ABOVE

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

A: MASTER

B: LEADER

C: APPRENTICE

D: TRAINEE

ANSWER KEY

TEST 1
SKILLS KNOWLEDGE

1. D
2. D
3. D
4. B
5. A
6. C
7. C
8. D
9. A
10. C
11. B
12. D
13. D
14. D
15. D
16. C
17. D
18. D.
19. C
20. D
21. B
22. D
23. A
24. B
25. B

26. D
27. D
28. B
29. B
30. C
31. C
32. D
33. B
34. C
35. D
36. A
37. A
38. B
39. D
40. D
41. D
42. B
43. A
44. C
45. C
46. C
47. A
48. C
49. C
50. D
51. B
52. D

53. B
54. C
55. D
56. C
57. D
58. C
59. A
60. B
61. B
62. A
63. C
64. B
65. C
66. D
67. D
68. B
69. A
70. B
71. B
72. A
73. D
74. A
75. B
76. A
77. B
78. D
79. A
80. B
81. C
82. A
83. D
84. A
85. B
86. D
87. D
88. C
89. A
90. D
91. A
92. D
93. C
94. A
95. A
96. D
97. D
98. A
99. B
100. C
101. C
102. C
103. A
104. B
105. B
106. A

107. C
108. B
109. B
110. D
111. A
112. A
113. B
114. C
115. C
116. C
117. C
118. C
119. C
120. C
121. D
122. C
123. C

TEST #2
PARLIMENTARY PROCEDURE

1. B
2. C
3. C
4. B
5. D
6. A
7. A
8. B
9. C
10. D
11. B
12. C
13. D
14. B
15. A
16. D
17. B
18. D
19. B
20. C
21. B

TEST -3
ETIQUETTE

1. B
2. C
3. B
4. D
5. A
6. D
7. C
8. B
9. C

10. C
11. D
12. A
13. B
14. D

TEST #4
OFFICER DUTIES

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

TEST 5
PROFESSIONAL
DEVELOPMENT

1. D
2. D
3. C
4. D
5. C
6. D
7. B
8. D
9. B
10. B
11. C
12. C
13. D
14. D
15. C
16. D
17. B
18. D
19. A
20. B
21. D

22. D
23. B
24. D
25. B
26. D
27. A
28. C
29. A
30. B
31. C
32. B
33. C
34. NO QUESTION
35. A
36. B
37. D
38. C
39. C
40. B
41. B
42. B
43. C
44. D
45. A
46. D
47. D
48. A
49. D
50. A
51. D