

Information for competitors on the National SkillsUSA Knowledge Test

The SkillsUSA Knowledge Test that all competitors will have to take is based on the information in the Leadership Handbook, Websites, Professional Development Program curriculum.

- **This test will be given IMMEDIATELY after the Orientation Meeting during the State Delegation Meeting! All Student competitors will be required to take this test.**

Establish short-term goals

Goals provide direction in life and a way to measure your successes. They can be long-range or short-range. To set well-defined achievable goals you must: Make your goals specific and reasonable; Make a list of activities that will enable you to reach a goal; visualize what it will be like when you have reached your goal. A goal statement has three parts: what is going to happen; when it will happen; and how it will happen.

Define the old acronym VICA Vocational Industrial Clubs of America

(NOTE: July 4, 1999 VICA adopted a new name - SkillsUSA-VICA. VICA no longer stands alone as Vocational Industrial Clubs of America. The acronym is attached to the new name to allow recognition of the previous name.) **EFFECTIVE – September 1, 2004 the organization officially became “SkillsUSA”.**

Demonstrate knowledge of the SkillsUSA motto and current theme

Motto: Preparing for Leadership in the World of Work
Theme: SkillsUSA: “Champions at Work”
The topic to be addressed by contestants in these events is how our theme SkillsUSA: Champions at Work relates to our national program of work in the area of **“Prepared with the skills America needs”.**

Demonstrate knowledge of the SkillsUSA colors

Red and White: represents the individual states and chapters that make up the organization
Blue: represents the common union of the states and chapters
Gold: represents the individual

Demonstrate knowledge of the SkillsUSA creed

The six points of the creed are:
I believe in the dignity of work
I believe in the American way of life
I believe in education
I believe in fair play
I believe satisfaction is achieved by good work
I believe in high moral and spiritual standards

Demonstrate knowledge of SkillsUSA history

VICA was established in 1965. Additional information on VICA history can be found in the Leadership Handbook.

Demonstrate knowledge of official SkillsUSA dress

For women: Red SkillsUSA blazer, sweater or windbreaker.
White collarless blouse or small-collared blouse or white turtleneck.
(collar must not extend over the blazer lapel or the sweater or windbreaker)
Black skirt (knee length) or black dress slacks.
Clear seamless nylons.
Black shoes.

For men: Red SkillsUSA blazer, sweater or windbreaker.
White dress shirt. Plain Solid Black tie (tied in four-in-hand knot).
Black slacks. Black socks and black dress shoes.

SkillsUSA Pledge

Upon my honor, I pledge:

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.

To base my expectations of reward upon the solid foundation of service.

To honor and respect my vocation in such a way as to bring repute to myself.

And further, to spare no effort in upholding the ideals of SkillsUSA.

Demonstrate knowledge of the responsibilities of SkillsUSA officers

President's duties include:

Presiding over and conducting orderly meetings

Knowing proper parliamentary procedure

Delegating responsibilities and checking on the progress being made by other officers or appointed people

Vice President's duties include:

Assisting the president and presiding over meetings in the president's absence

Working with all committees and seeing that all chapter programs are implemented

Knowing proper parliamentary procedure

Secretary's duties include:

Preparing and presenting the minutes of each chapter meeting

Providing the president with a list of business to be presented at each meeting

Handling all correspondence and communications for the chapter

Assisting with meetings

Treasurer's duties include:

Receiving all chapter funds in a safe and businesslike manner and maintaining a record of all income and expenses

Assisting the president and other officers in setting up an annual budget

Assisting with meetings

Reporter's duties include:

Handling all chapter publicity with school or local newspapers

Assisting with meetings

Parliamentarian's duties include:

Serving as a consultant to the president on procedural matters

Having a working knowledge of parliamentary procedure

Describe the procedure for becoming a SkillsUSA officer

The typical procedure for becoming an officer includes, but is not limited to the following steps:

- Meeting candidate criteria such as applications and attendance
- Declaring candidacy by submitting forms and attending a meeting
- Screening candidates with applications and a SkillsUSA Knowledge Test
- Campaigning for office by making posters, flyers and shaking hands
- Giving speeches
- Voting

Create a SkillsUSA program of work and yearly calendar

All SkillsUSA programs are in some way related to seven major goal areas. Each chapter should create a program of work with activities for the total development of the individual. The seven goal areas are:

- Professional Development
- Community Service
- Employment
- Ways and Means
- SkillsUSA Championships
- Public Relations
- Social Activities

Attend a local SkillsUSA meeting

Every school, college, company, and professional association holds meetings for the people served by the particular organization. One purpose of SkillsUSA is to prepare you to participate in these activities. Regular meetings are necessary for your SkillsUSA chapter. The chapter should plan an annual program of work that will outline major activities of the group. Meetings are held to conduct business, never just for the sake of having a meeting. SkillsUSA meetings may be held

early in the morning, during the school day, or in the evening. Length of the meeting will depend on items being discussed and program planned for the meeting.

Evaluate your local meetings. These are suggestions only. They may give you some assistance in planning better local meetings. There's always room for improvement!

1. ***Who conducted your local meeting?***
This is a student organization. Students should be conducting the meetings.
2. ***Were the officers in official dress?***
This is an additional expense if dress is not available. It does set a good tone for meetings and should be at least considered especially if a guest speaker is part of your meeting.
3. ***Was there an agenda for the meeting?***
Any necessary meeting should have a printed agenda that includes all of the items of business
4. ***Did the meeting start on time?***
Promptness is important for all meetings.
5. ***Did the meeting begin with the official Opening Ceremony?***
This is a good time to rehearse your opening ceremony and make more of your members aware of the ceremony before they attend a state conference.
6. ***Were minutes of the last meeting read? By whom?***
Your secretary should be taking minutes of all business conducted. These records will assist in remembering what action the chapter has decided on.
7. ***What was the balance in the chapter treasury?***
As members of your organization you should be aware of what your financial status is so you can plan ahead for necessary expenditures.
8. ***What items were discussed during the meeting?***
This is your chance for all members to be heard. Everyone should be able to voice their opinion and discuss items of business.
9. ***What items were presented to the membership for a vote?***
The chance to vote is a right you have in determining the direction your chapter will go.
10. ***Was there a special program as part of the meeting?***
(speaker, film, group activity, etc.)
You, as students should have the opportunity to be part of a special program. Inviting a speaker, previewing a film, planning a group activity are all learning experiences that can benefit you.
11. ***Was the official Closing Ceremony used at the end of the meeting?***
If the Opening Ceremony is used, the meeting should close with the Closing Ceremony.
12. ***How successful was the meeting?***
Since this is a student organization, you as students are responsible for how well run your meetings will be. Did you follow your agenda?

Demonstrate knowledge of the purposes of SkillsUSA

The purposes of the organization are:

- To unite in common bond all students in trade, industrial, technical and health occupations education
- To develop leadership abilities through participation in educational, vocational, civic, recreational and social activities
- To foster a deep respect for the dignity of work
- To assist students in establishing realistic occupational goals
- To help students attain a purposeful life
- To create enthusiasm for learning
- To promote high standards in trade ethics, workmanship, scholarship and safety
- To develop the ability of students to plan together, organize and carry out worthy activities and projects through the use of the democratic process
- To foster a wholesome understanding of the functions of labor and management organizations and a recognition of the mutual interdependence
- To create among students, faculty members, school patrons and those in business and labor, a sincere esteem for trade, industrial, technical and health occupations
- To develop patriotism through a knowledge of our nation's heritage and the practice of democracy

Many of the test questions will focus on professional etiquette, parliamentary procedure, and manners when meeting people, dining in public, etc.

45 Sample PDP Test Questions / Study Guide

(Answers are in bold print)

1. A written list of the order of business that will take place during a meeting is known as a(n):

- (a) main motion. **⌘ (b) agenda.** (c) role-play. (d) script.

2. When completing the past employment section on an application, in what order should jobs be listed:

⌘ (a) start with current or most recent job.

(b) order is not important.

(c) start with your first job.

(d) start with the job most related to your career objective.

3. The SkillsUSA officer whose actions are key to the success of the entire SkillsUSA chapter is the:

- (a) treasurer. **⌘ (b) president.** (c) parliamentarian. (d) reporter.

4. Which of the following is a good behavior to show during an interview?

(a) nail biting

(b) unusual, memorable clothing

⌘ (c) smiling

(d) expressing your personal opinion on politics, social issues, and religion

5. Which of the following is a collection of a work representing education, self-development, and career information?

- (a) job application (b) reward **⌘ (c) portfolio** (d) resume

6. The orbital circles of the SkillsUSA emblem represent:

- (a) youth. (b) knowledge. (c) the industrial society. **⌘ (d) technology.**

7. The official SkillsUSA colors are red, white, gold, and: (a) silver. (b) yellow. (c) bronze. **⌘ (d) blue.**

8. What type of stress could lead to physical or emotional problems?

- (a) no (b) muscle **⌘ (c) excessive** (d) all of the above

9. As a committee member, you are responsible for:

(a) treating other people's opinions and ideas with respect.

(b) expressing ideas.

(c) keeping an open mind.

⌘ (d) all of the above.

10. "Preparing for Leadership in the World of Work" is:

(a) the SkillsUSA Theme. **✗ (b) the SkillsUSA Motto.** (c) the SkillsUSA Creed. (d) the SkillsUSA Purpose.

11. A good goal statement has how many parts? (a) one (b) two **✗ (c) three** (d) four

12. Which of the following questions would **NOT** be appropriate to ask during an employment survey interview?

✗ (a) How much are you paying now?

(b) What kind of skills and experiences would I need to work here?

(c) Will there be openings for the job type I'm seeking here in about % years?

(d) What additional training should I consider?

13. According to the leadership handbook, a public speech should have three basic parts:

✗ (a) introduction, body, closing.

(b) instruction, speech, review.

(c) review, evidence, thank you.

(d) discussion, examples, summary.

14. Which of the following refers to the mixing and blending of many people from different cultures who are involved in a like activity or setting? **✗ (a) cultural diversity** (b) time sharing (c) respect (d) harrassment

15. The officer responsible for presiding over meetings is:

✗ (a) president. (b) secretary. (c) treasurer. (d) vice president.

16. Which of the following is a good basic rule of a business meeting?

✗ (a) distribute an agenda

(b) allow participants to conduct conversations among themselves

(c) handle all questions individually after the meeting

(d) avoid visual or printed support materials

17. Which of the following is **NOT** a benefit of doing a community service project?

(a) satisfaction providing needed help to some individual or cause

(b) valuable training in leadership or job related skills

✗ (c) opportunity to earn extra money

(d) opportunity to do what you enjoy for a good cause

18. The purposes of SkillsUSA are symbolized by its: (a) membership. (b) advisors. **✗ (c) emblem.** (d) future.

19. One way to help you identify effective work skills and behaviors is to do which of the following with someone employed in your perspective occupation? (a) marry (b) ask (c) judge **✗ (d) job shadow**

20. Which of the following is **NOT** a benefit of professional development activities?

(a) learning to work with others

(b) learning more about the job market in your chosen field

⌘ (c) learning "survivor" strategies of under cutting team members and winning special opportunities

(d) learning how to handle yourself in social situations

21. Which of the following is an example of cultural diversity?

⌘ (a) different rules for interaction between men and women

(b) the desire for meaningful well paid employment

(c) a belief in the importance of individual dignity

(d) a preference for science related jobs

22. The appearance that a young professional should present is:

(a) neat. (b) well groomed. (c) clean. **⌘ (d) all of the above.**

23. It is healthy to balance your time between:

(a) leisure activities and work activities.

(b) your family and day-to-day activities.

⌘ (c) all of the above.

(d) none of the above.

24. "To create enthusiasm for learning" is part of the:

(a) SkillsUSA Creed **⌘ (b) SkillsUSA Purposes** (c) SkillsUSA Motto (d) SkillsUSA Pledge

25. Job shadowing means:

⌘ (a) observing a respected person on the job.

(b) working behind a person in their shadow.

(c) mimicking a person's actions.

(d) to follow secretly.

26. When delivering a speech, do not:

(a) smile at the audience.

(c) have good posture.

⌘ (b) talk fast.

(d) maintain good eye contact.

27. Which of the following journals is a publication directly related to a profession?

(a) sports (b) Wall Street (c) literature **⌘ (d) professional**

28. There are how many points to the SkillsUSA Creed? (a) six (b) five (c) seven (d) four
29. Official SkillsUSA dress always includes:
(a) a SkillsUSA blazer. (b) a SkillsUSA sweater. (c) a SkillsUSA windbreaker. (d) any of the above.
30. 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.
31. Motivating factors can be:
(a) new or old. (b) written or spoken. (c) internal or external. (d) inside or outside.
32. 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.
33. As part of the SkillsUSA emblem, what do the "hands" represent?
(a) the knowledge a student should be striving for in his or her schoolwork
(b) patriotism, which is a love and a loyalty to one's country
(c) new technology and research in our occupational areas
 (d) the individual
34. The treasurer's duties include:
(a) serving as a consultant to the president on procedural matters. i
(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.
35. What does the Shield represent on the SkillsUSA emblem?
(a) democracy (b) liberty (c) patriotism (d) The United States of America

36. When seeking employment you should:

- (a) know what the company does. (c) have an appointment in advance.
(b) know the name of the person you are meeting. **⌘ (d) all of the above.**

37. The symbol of the emblem that represents the industrial society is:

- (a) the shield. **⌘ (b) the gear.** (c) the flaming torch. (d) the orbital circles.

38. Which of the following are part of the SkillsUSA creed?

- (a) dignity of work (b) The American Way of Life (c) education **⌘ (d) all of the above**

39. When applying for a job, the first step is filling out a/an:

- (a) employment preference. (b) resume. (c) W-2 form. **⌘ (d) job application.**

40. What does the color blue represent in the SkillsUSA emblem? i

- (a) the state of the union
(b) the union of all individuals
(c) the individual states and chapters

⌘ (d) the common union of the states and chapters

41. To make a motion at a meeting, you must state your motion by saying:

- (a) "I feel we should". **⌘ (b) "I move that".** (c) "I make the motion that". (d) "Yo, I wanna do this".

42. 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.

43. When traveling, what is the expected gratuity for good service in a restaurant?

- (a) 5-10% (b) 10-15% **⌘ (c) 15-20%** (d) 20-25%

43. When preparing to give a presentation you should:

- (a) become an expert on your topic.
(b) know your audience.
(c) practice, practice, practice.

⌘ (d) all of the above.

44. Which of the following does not belong in a portfolio?

- (a) photos of a project
(b) letters of recommendation

⌘ (c) pictures of your vacation

- (d) all of the above

45. Which officer is responsible for roll call? (a) president **⌘ (b) secretary** (c) treasurer (d) vice president