SkillsUSA Maryland State Officer Test - 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.

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) harassment
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.
   (b) handling all correspondence and communications for the chapter.
   (c) assisting the president and other officers in setting up an annual chapter budget.
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 is 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?
   (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?
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