

1. What does PDP stand for?
  - A. Personal Development Properties
  - B. Passive Deterrent People
  - C. People Doing Program
  - D. Professional Development Program
  
2. What does the color blue represent to SkillsUSA?
  - A. The union of the States and the Chapters
  - B. The union of all the Individuals
  - C. The individual States and Chapters
  - D. The past national officers
  
3. Which SkillsUSA document says you will “prepare myself by diligent study and ardent practice?”
  - A. SkillsUSA Pledge
  - B. SkillsUSA Creed
  - C. SkillsUSA Motto
  - D. SkillsUSA Theme
  
4. Minutes are a record of:
  - A. What was said
  - B. The opinion of the secretary
  - C. Business transacted
  - D. All of the above
  
5. Which one is a false parliamentary procedure rule?
  - A. One person presides to enforce the rules
  - B. Only one question (subject) can be discussed at a time
  - C. The decision of the minority of members must be followed
  - D. Each member should have an opportunity to express an idea or opinion
  
6. Which of the following is an important point to remember when making a presentation?
  - A. Good eye contact
  - B. Good posture
  - C. Speak slowly and clearly
  - D. All of the above
  
7. In what year was SkillsUSA established in Arizona?
  - A. 1965
  - B. 1963
  - C. 1967
  - D. 1969

8. The official SkillsUSA colors are red, white, \_\_\_\_\_ and gold.
- A. Silver
  - B. Yellow
  - C. Bronze
  - D. Blue
9. To make a motion at a meeting, you must bring 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"
10. In proper dinner setting placement the dinner fork goes where?
- A. The left side of the entrée plate
  - B. The right side of the entrée plate
  - C. On top of the bread plate
  - D. In front of the entrée plate
11. 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
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 type of job I'm seeking in about 5 years?
  - D. What additional training should I consider?
13. Who is the National Executive Director?
- A. Stephen Denby
  - B. Tim Lawrence
  - C. Heidi Balch
  - D. Joe Campbell
14. A leader motivates others and makes others 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

15. In filling out an application, you should use a:
- A. A #2 pencil
  - B. Ink pen, dark blue or black ink
  - C. A crayon
  - D. A dark blue or black marker
16. There are \_\_\_\_\_ negative behaviors to cope with stress?
- A. Four
  - B. Five
  - C. Six
  - D. Seven
17. According to the Leadership Handbook, a public speech should have what three basic parts:
- A. Introduction, body and closing
  - B. Instruction, speech and review
  - C. Review, evidence and thank you
  - D. Discussion, examples and summary
18. There are \_\_\_\_\_ positive behaviors to cope with stress?
- A. Eight
  - B. Nine
  - C. Ten
  - D. Eleven
19. According to basic parliamentary procedure:
- A. Only second year members may vote
  - B. Only members completing the PDP may vote
  - C. Students can only express their opinion if they do not vote
  - D. Every member has a right to express ideas or opinions
20. Which of the following does NOT belong in a portfolio?
- A. Photos of a project
  - B. Letters of recommendations
  - C. Pictures of your vacation
  - D. All of the above
21. 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

22. Some behaviors that would not be directly related to cultural diversity are:
- A. Celebrated holidays
  - B. Type of food they eat
  - C. The country of origin
  - D. All of the above are related
23. 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
24. "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
25. Which officer is the authority and consultant to the president on procedural matters?
- A. Secretary
  - B. Parliamentarian
  - C. Vice President
  - D. Historian
26. Official SkillsUSA dress always includes:
- A. A SkillsUSA blazer
  - B. A SkillsUSA sweater
  - C. A SkillsUSA windbreaker
  - D. Any of the above
27. Who is the Arizona State Director?
- A. Ann Wick
  - B. Carrie O'Grady
  - C. Scott Soldat
  - D. Tim Lawrence
28. When completing the past employment section on an application, in what order should jobs be listed?
- 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

29. The purposes of SkillsUSA are symbolized by its:
- A. Membership
  - B. Advisors
  - C. Emblem
  - D. Future
30. 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
31. 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
32. When traveling, it is expected to tip what percentage of your bill to waiters and waitresses?
- A. 15%
  - B. 20%
  - C. 10%
  - D. 11%
33. Which officer is responsible for roll call?
- A. President
  - B. Secretary
  - C. Treasurer
  - D. Vice president
34. The purposes of SkillsUSA include:
- A. Creating enthusiasm for learning
  - D. Fostering a deep respect for the dignity of work
  - C. Helping students attain a purposeful life
  - D. All of the above
35. If there is no second to a motion, the motion is said to be:
- A. Passed
  - B. Forgotten
  - C. Lost
  - D. Tabled

36. A method of creating a lot of ideas in a short period of time and expanding your thinking is called:
- A. Reading
  - B. Brainstorming
  - C. Developing
  - D. Teaming
37. Effective communications is
- A. Speaking
  - B. Listening
  - C. Both speaking and listening
  - D. None of the above
38. When is the State Officer Team elected?
- A. Fall Leadership Conference
  - B. Leadership Training Camp
  - C. State Championships
  - D. National Leadership Conference
39. There are \_\_\_\_\_ points to the SkillsUSA Creed.
- A. Six
  - B. Five
  - C. Seven
  - D. Four
40. When greeting someone, you should use a:
- A. A flaccid handshake
  - B. A loose handshake
  - C. A firm handshake
  - D. All of the above are acceptable
41. The SkillsUSA officer responsible for preparing and presenting chapter minutes is:
- A. President
  - B. Vice-president
  - C. Secretary
  - D. Parliamentarian
42. A mentor should not be:
- A. Counselor
  - B. Teacher
  - C. A peer
  - D. Advisor

43. Which of the following would be satisfactory in a professional email?
- A. LOL
  - B. BTW
  - C. BRB
  - D. None of the above
44. Stress is *not*:
- A. Chemical
  - B. Mental
  - C. Physical
  - D. All of the above are a part of stress
45. In business meetings, how many people preside at one time?
- A. One
  - B. Two
  - C. Three
  - D. Four
46. What is the written statement from a person in authority who acts as an endorsement of your positive attributes?
- A. Application
  - B. Letter of reference
  - C. Affidavit
  - D. Portfolio
47. When using parliamentary procedure during a meeting, the following can be used when voting:
- A. Voice
  - B. Hand
  - C. Standing
  - D. All of the above
48. 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
49. With official SkillsUSA attire, what type of slacks is acceptable?
- A. Blue jeans
  - B. Tan slacks
  - C. Black slacks
  - D. Red slacks

50. Orbital circles represent:
- A. Long meeting
  - B. Knowledge
  - C. Industrial Society
  - D. Technology



Answer Key

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