

## Tie Breaking Questions for SkillsUSA

1. Which term describes a person's income before any deductions?
  - a. Interest
  - b. GROSS**
  - c. Net
  - d. Viability
2. How many categories of motions are recognized by *Roberts Rules of Order, Newly Revised*?
  - a. 5
  - b. 4**
  - c. 3
  - d. 2
3. What is the familiar form of data collection that is used in the workplace? You can use it to study or inspect something in detail or design a set of questions to ask a certain audience and then analyze their response.
  - a. Statistics
  - b. Researching
  - c. Surveying**
  - d. Asking questions
4. Which SkillsUSA program is designed to help students make the transition from school to work?
  - a. SkillsUSA Leadership Training
  - b. SkillsUSA Championships
  - c. Professional Development Program**
  - d. Total Quality Curriculum
5. How many motions may be on the floor at any one time?
  - a. 1**
  - b. 2
  - c. 3
  - d. 4
6. What is the web address of SkillsUSA?
  - a. [www.skillsusavica.com](http://www.skillsusavica.com)
  - b. www.skillsusa.org**
  - c. [www.skillsusa.com](http://www.skillsusa.com)
  - d. [www.skillsusa.edu](http://www.skillsusa.edu)
7. If a goal describes your plans for retirement, what kind of goal is it?
  - a. Personal
  - b. Business
  - c. Short term
  - d. Long term**
8. What is the term given to an unpaid experience in which you observe and participate in a specific occupation?
  - a. Co-op
  - b. Internship
  - c. Apprenticeship

- d. Shadowing**
9. 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
10. According to the Leadership Handbook, a public speech should be broken down into what three basic parts?
- a. Instruction, speech and summary
  - b. Opening, examples, and review
  - c. **Introduction, body, and closing**
  - d. Review, evidence and thank-you
11. In the Professional Development Program, the highest possible degree one may earn is
- a. American Degree
  - b. **International Degree**
  - c. Master Degree
  - d. Leader Degree
12. Public Relations is the responsibility of which officer?
- a. President
  - b. **Reporter**
  - c. Secretary
  - d. Historian
13. Which of the following would probably not be included in your portfolio?
- a. Work experience
  - b. Reference letters
  - c. **Job application**
  - d. Examples of your work
14. After you have been hired by a company and before you can be paid, you will have to complete a federal form that tells the employer how many deductions you will claim for taxes. What is the name of this form?
- a. **W-4**
  - b. W-2
  - c. 1040
  - d. 1040A
15. What name is given for the summary of ones personal history and employment experience?
- a. Application
  - b. Transcript
  - c. Portfolio
  - d. **Resume**
16. What term describes the forms and practices of correct behavior?
- a. **Etiquette**
  - b. Competitive Spirit
  - c. Resume

- d. Mores
17. What does the acronym PDP represent?
- a. Personal Development Properties
  - b. Professional Development Program**
  - c. People Doing Program
  - d. Proper Development Program
18. Preparing for Leadership in the World of Work is:
- a. SkillsUSA Motto**
  - b. SkillsUSA Pledge
  - c. SkillsUSA Creed
  - d. SkillsUSA Purpose
19. Who would you ask to write a letter of reference?
- a. Boyfriend/girlfriend
  - b. Parents
  - c. Teachers/employers**
  - d. Relatives other than parents
20. Each year by January 31, your employer is required to provide a record of earnings to you. By what name is this federal form known?
- a. W-4
  - b. W-2**
  - c. 1040
  - d. 1040a
21. Taking hotel souvenirs such as ashtrays, towels, and glasses is:
- a. Fun
  - b. Expected
  - c. Stealing**
  - d. A challenge
22. What is/are the minimum essential officer(s) necessary to conduct business?
- a. President
  - b. President and Secretary**
  - c. President and Vice President
  - d. Vice President and Secretary
23. What is the name given to the written record of what is done during a meeting?
- a. Treasurer's Report
  - b. Officer's Report
  - c. Committee Report
  - d. Minutes**
24. What is the accepted gratuity for good service in a restaurant?
- a. 10%
  - b. 15%**
  - c. 20%
  - d. 25%
25. What is the written statement from a person in authority that acts as an endorsement of your positive attributes?

- a. Application
  - b. Resume
  - c. **Letter of Recommendation**
  - d. Portfolio
26. In which document should the quorum of an organization be established?
- a. Constitution
  - b. **By-Laws**
  - c. Minutes
  - d. Committee Report
27. In which class of fire would you find ordinary combustibles (paper, rages, wood, etc.)?
- a. **Class A**
  - b. Class B
  - c. Class C
  - d. Class D
28. A good goal statement usually has \_\_\_\_\_ parts.
- a. One
  - b. Two
  - c. **Three**
  - d. Four
29. A basic rule of business meetings is:
- a. Rules are enforced by the 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**
30. Which colors of SkillsUSA represent the individual states and chapters?
- a. **Red and White**
  - b. Blue
  - c. Gold
  - d. Green
31. The color blue represents the:
- a. Individual
  - b. Youth
  - c. **Common union of the states and chapters**
  - d. Gavel color
32. "To create enthusiasm for learning" is part of the:
- a. SkillsUSA Creed
  - b. **SkillsUSA Purposes**
  - c. SkillsUSA Motto
  - d. SkillsUSA Pledge
33. The officer responsible for preparing minutes is:
- a. The treasurer
  - b. The parliamentarian
  - c. **The secretary**
  - d. The vice president
34. The officer responsible for presiding over meetings is:

- a. **The President**
  - b. The secretary
  - c. The treasurer
  - d. The vice president
35. Which officer is the authority on procedural matters?
- a. Secretary
  - b. Treasurer
  - c. Reporter
  - d. **Parliamentarian**
36. 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
37. Motivating factors can be \_\_\_\_\_ or \_\_\_\_\_.
- a. New/old
  - b. Written/spoken
  - c. **Internal/external**
  - d. Inside/outside
38. A group of people joined in a cooperative activity is defined as a/an \_\_\_\_\_.
- a. **Team**
  - b. Work force
  - c. Educators
  - d. None of the Above
39. Every state in the U.S. has state \_\_\_\_\_ elected to serve on a legislated body that develops policies and laws.
- a. **Legislators**
  - b. Police
  - c. Judges
  - d. Attorneys
40. In a business meeting, how many people 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. Taxi drivers should receive \_\_\_\_\_ of the fare, plus 50 cents per bag if they handle your luggage for a tip.
- a. None
  - b. **15%-20%**

- c. 50%
  - d. 5%
43. 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**
44. What color of pen should be used when filling out a job application?
- a. Pencil
  - b. **Blue or Black**
  - c. Red
  - d. Green
45. 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"
46. 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**
47. 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**
48. 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 opinion if they do not vote
  - d. **Every member has a right to express ideas or opinions**
49. Two types of goals are \_\_\_\_\_ and \_\_\_\_\_.
- a. Defined/reasonable
  - b. Measurable/visual
  - c. **Short term/long term**
  - d. Personal/measurable
50. The two kinds of listening skills are \_\_\_\_\_ and \_\_\_\_\_.
- a. Reflecting/clarifying
  - b. Active/critical
  - c. Restating/summarizing
  - d. **Passive/active**
51. SkillsUSA has two active divisions which are:
- a. Active and alumni
  - b. Student and professional

- c. **High School and college/postsecondary**
  - d. Active and professional
52. Which color of SkillsUSA Emblem represents the individual?
- a. Red
  - b. Blue
  - c. **Gold**
  - d. White
53. In family-style dinners, the salt and pepper should be passed:
- a. Separately
  - b. **Together**
  - c. Salt before pepper
  - d. Pepper before salt
54. Minutes are a record of:
- a. **What was said in a meeting**
  - b. The opinion of the secretary
  - c. The opinion of the president
  - d. All of the above
55. 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
56. A good goal statement has three parts
- a. Start, middle and end
  - b. First, second and third
  - c. Beginning, body and conclusion
  - d. **What, when and how**
57. 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**
58. "To Honor and respect my vocation in such a way as to bring repute to myself" is part of the:
- a. SkillsUSA Motto
  - b. SkillsUSA Creed
  - c. **SkillsUSA Pledge**
  - d. SkillsUSA Theme
59. The official SkillsUSA dress does NOT include:
- a. Black skirt or black dress slacks
  - b. White dress shirt
  - c. **White dress socks**
  - d. Clear seamless nylons
60. 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**
61. What is a resume?
- a. **A summary to help you sell yourself to a prospective employer**
  - b. A long document listing your life history
  - c. A handwritten document given to an employer during an interview
  - d. A list of your extracurricular activities
62. The United States is divided into \_\_\_\_\_ SkillsUSA regions.
- a. Six
  - b. **Five**
  - c. Four
  - d. Three
63. What does the shield on the SkillsUSA emblem represent?
- a. Democracy
  - b. Liberty
  - c. **Patriotism**
  - d. The U.S.A.
64. Which part of the SkillsUSA emblem represents the challenge of modern technology?
- a. Hands
  - b. **Orbital Circles**
  - c. Gear
  - d. Shield
65. When leaving a gratuity at a restaurant, good service warrants:
- a. 5% of the bill
  - b. 10% of the bill
  - c. **15% of the bill**
  - d. What you think is warrant
66. The purposes of SkillsUSA include:
- a. To create enthusiasm for learning
  - b. To foster a deep respect for the dignity of work
  - c. To help students attain a purposeful life
  - d. **All of the above**
67. "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
68. The seven committees which reflect SkillsUSA's programs of work are called:
- a. Ad Hoc committees
  - b. **Standing committees**
  - c. Professional development committees
  - d. Ways and means committees
69. Officers are selected to lead their chapters for:



- a. 9 months
  - b. 2 years
  - c. **1 year**
  - d. Until defeated
70. 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
71. To bring up an item of business at a meeting, you need to go through the steps of processing a \_\_\_\_\_.
- a. Privileged motion
  - b. Subsidiary motion
  - c. **Main motion**
  - d. Incidental motion
72. Dressing for success will include:
- a. Shoes shined
  - b. Properly fitting clothing
  - c. Clean fingernails
  - d. **All of the above**
73. In the SkillsUSA order of business, what occurs last?
- a. **Unfinished business**
  - b. Program
  - c. Entertainment
  - d. Closing ceremony
74. When you have finished eating, placing your utensils \_\_\_\_ will signal the wait staff.
- 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
75. An example of a proper complimentary closing for a business letter may be:
- a. "Dear \_\_\_\_\_"
  - b. **"Respectfully"**
  - c. Your name
  - d. "Thanks"
76. 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
77. 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**
78. How many applications should you ask for?
- a. One
  - b. **Two**
  - c. Three
  - d. Four
79. 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 the motion to discuss it**
80. In a business meeting:
- a. Each member has the right to express ideas
  - b. The decision of the majority must be followed
  - c. The rights of the minority are protected
  - d. **All of the above**
81. Effective communication is:
- a. Speaking
  - b. Listening
  - c. **Both Speaking and Listening**
  - d. None of the above
82. A collection of work representing education, self-development and career information is:
- a. **Portfolio**
  - b. Resume
  - c. Job Application
  - d. A scrap book
83. "Preparing for Leadership in the World of Work" is:
- a. The SkillsUSA Theme
  - b. **The SkillsUSA Motto**
  - c. The SkillsUSA Creed
  - d. The SkillsUSA Purposes
84. 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
85. Business asks which questions to determine customer satisfaction:
- a. Are you satisfied
  - b. How are we doing
  - c. Where can we improve
  - d. **All of the above**
86. A goal is a statement of:
- a. When it will happen

- b. How it will happen
  - c. What is going to happen
  - d. **All of the above**
87. How many categories of motions are recognized by *Roberts Rules of Order, Newly Revised*?
- a. 2
  - b. 3
  - c. **4**
  - d. 5
88. Which of the following would probably not be included in your portfolio?
- a. Work experience
  - b. Reference letters
  - c. **Job application**
  - d. Examples of your work
89. Who decides ultimately whether you succeed or fail?
- a. Your teacher
  - b. Your advisor
  - c. Your friends
  - d. **Your and you alone**
90. Motivating factors can be \_\_\_\_\_ or \_\_\_\_\_.
- a. New/old
  - b. Written/spoken
  - c. **Internal/external**
  - d. Inside/outside
91. The number of articles in a basic constitution is:
- a. Six
  - b. Nine
  - c. Ten
  - d. **Twelve**
92. How many amendments may be pending at one time?
- a. One
  - b. Three
  - c. **Two**
  - d. None of the above
93. Silverware is set with pieces used first on the \_\_\_\_\_.
- a. Serving tray
  - b. Inside
  - c. Right side of the dish or bowl
  - d. **Outside**
94. When not in use, a spoon or fork should be rested \_\_\_\_\_.
- a. **At the right side of the plate**
  - b. In the middle of the plate
  - c. At the left side of the plate
  - d. In its original position beside your plate
95. When finished with your meal, place your napkin, loosely but neatly folded, \_\_\_\_\_.

- a. On your plate
  - b. Around your utensils
  - c. Under your coffee cup
  - d. **In its original position beside your plate**
96. The letters "CC" that are typed two or three lines below the signature, stand for:
- a. "Closed Captioned"
  - b. "Color Copy"
  - c. **"Carbon Copy"**
  - d. "Condensed Copy"
97. Being neat and clean and dressing to suit the occasion is the pride you show in your \_\_\_\_\_.
- a. Occupation
  - b. **Appearance**
  - c. Parents
  - d. Job
98. When speaking publicly on a precise topic, it is important to:
- a. Offer supporting evidence
  - b. Make comparisons
  - c. Always state your source of statistics
  - d. **All of the above**
99. A leader motivates others and makes them want to join in an endeavor. To become a good leader, you must develop the following quality:
- a. Be a pessimist
  - b. **Be willing to accept responsibility**
  - c. Constantly argue
  - d. Possess a stubborn attitude
100. Often long-term goals are reached by accomplishing a series of:
- a. Textbooks
  - b. Study guides
  - c. References
  - d. **Short-term goals**
101. Surveys of employers show that one of the most important traits of a good employee is the ability to work:
- a. Alone
  - b. Sparingly
  - c. At home
  - d. **With others**
102. Posture can make a world of difference in our:
- a. Attitude
  - b. Mental well being
  - c. **Appearance**
  - d. None of the above
103. When seeking employment, you should:
- a. Know what the company does
  - b. Know the name of the person your are meeting

- c. Have an appointment in advance
- d. **All of the above**

The **Career Skills Education Program (CSEP)** provides an easy way for college/postsecondary instructors to ensure that their students learn the basic employment and life skills that lead to career success. CSEP is grouped into five modules

- Personal Growth
- Communication and Technology
- Career Focus
- Professional Growth
- Portfolio Development

The **CareerSafe®** Online program includes both classroom and Web-based training at little or no cost to students and educators. Reaching beyond the classroom to promote the importance of safety in all situations, the CareerSafe® program benefits everyone:

- Students
- Teachers
- School Administrators
- Employers
- Families
- Communities

2014 Keynote Speaker: More than 10 years ago, Chris Fischer set a course to become the voice of the world's oceans and to bring the seas into people's homes, creating awareness and appreciation for marine environments on a global scale. Through OCEARCH, he not only became that voice, but also generated a way to advance STEM education through a dynamic, shark-based curriculum. From 2002 to 2009, Fischer hosted the Emmy-Award-winning "Offshore Adventures," America's most-watched outdoor TV show of its kind, capturing a life at sea while fishing, freediving and promoting conservation. The National Geographic Channel, History channel, The New York Times, CNN, TIME Kids and virtually every major news media organization in more than 180 countries have chronicled Fischer in four TV series and more than 7,500 media stories. He has worked on conservation policy with presidents of foreign countries as well as the United States.

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