

APPLIED COMMUNICATIONS

GENERAL CONTEST RULES:

This contest will be an individual event. **The contestant must be a current 11th or 12th grade student.**

The students will compete as follows:

- Complete a 50-item multiple-choice written examination covering grammar and spelling.
- Complete a response to a HELP WANTED AD by the contestant writing a letter of application requesting an interview (the letter is hand written). The letter will be in block format and will include the following seven parts:
 1. Heading (will be provided)
 2. Date
 3. Inside address
 4. Salutation or greeting
 5. The body—to include: why you are writing, where you learned about the job, what skills you possess that would qualify you for the job, and a request for an interview
 6. Complimentary closing
 7. Signature

All contestants will take the PDP test and this score will be used in the event of a tie.

All contestants will submit a resume.

PURPOSE:

To test student's competency and accuracy in using basic grammar and spelling skills. To test student's skill in using written expression.

ELIGIBILITY:

Open to one active 11th or 12th grade SkillsUSA member per chapter.

SUBMISSION:

Contestant will take an onsite test.

CLOTHING REQUIREMENTS:

For Men:

Official red blazer or jacket, black dress slacks, white dress shirt, plain black tie with no pattern or SkillsUSA black tie, black socks, and black shoes OR Professional/Business Dress.

For Women:

Official red blazer or jacket, black dress slacks or skirt, with businesslike white, collarless blouse or white blouse with small, plain collar that may not extend onto the lapels of the blazer, black sheer or skin-tone hose, and black shoes OR Professional/Business Dress.

AWARDS:

Gold, Silver and Bronze medals will be awarded for 1st, 2nd, and 3rd place. The winner of this contest does not advance to the National SkillsUSA Leadership and Skills Conference.

EVALUATION CRITERIA:

1. Written Test – 50%

2. Application Letter – 50%

SAMPLE QUESTIONS:

1. *The following groups of words contain **three** misspelled words. Mark the letter of the word with the **correct** spelling.*

(A) liesure (B) removeable (C) accomodate (D) deceit

2. *Choose the correct words to complete the sentences.*

The two friends _____ the time pleasantly reading _____ books.

- (A) passed, there
- (B) passed, their
- (C) past, they're
- (D) past, their

3. *For each group of sentences, choose the sentence with correct punctuation.*

- (A) Liechtenstein a country not quite as large as Washington, D.C. is one of the smallest countries in Europe.
- (B) Liechtenstein, a country not quite as large as Washington, D.C., is one of the smallest countries in Europe.
- (C) Liechtenstein, a country not quite as large as Washington, D C, is one of the smallest countries in Europe.

4. *Mark the letter of the verb that correctly completes the sentence.*

_____ Liang and his sister born in Taiwan?

- (A) Were
- (B) Was

5. *Mark the letter of the modifier that correctly completes the sentence.*

Which twin is _____, Marcus or Jim?

- (A) taller
- (B) tallest
- (C) most tall
- (D) more tall

APPLIED COMMUNICATIONS

Items Evaluated	Possible Points																	
Written Test																		
A 50 item written examination over grammar and spelling	50																	
Business Letter																		
Heading	2																	
Date	2																	
Inside Address	2																	
Salutation	2																	
Body (<i>Did the contestant state the following in the letter?</i>)																		
Where they learned the job	5																	
Used their skills to promote themselves	5																	
Request an interview	5																	
Give information on how they could be reached	5																	
Use block form	5																	
Overall appearance, grammar and spelling	17																	
Subtotal Points	100																	
Point Deduction																		
Dress Code Violation	-25																	
Total Points																		