

# Leadership and Professional Skills Knowledge Test

1. When did the organization's name change from SkillsUSA-VICA to SkillsUSA?
  - a) July 4, 1999
  - b) September 1, 2004
  - c) January 1, 2000
  - d) June 1, 2000
  
2. In a business meeting, how many people preside at one time?
  - a) 1
  - b) 2
  - c) 3
  - d) 4
  
3. When using parliamentary procedure during a regular meeting, what kind of vote can be taken?
  - a) Voice
  - b) Hand
  - c) Standing
  - d) All of the above
  
4. "I Believe in the American Way of Life" is a part of the SkillsUSA:
  - a) Motto
  - b) Theme
  - c) Pledge
  - d) Creed
  
5. Minutes of a meeting are a record of:
  - a) What was said
  - b) The opinion of the secretary
  - c) Business transacted
  - d) All of the above
  
6. What is the current SkillsUSA theme?
  - a) Your Passport To Success
  - b) Quality at Work – Skills for the Future
  - c) SkillsUSA: Champions at Work
  - d) We Build the Skills That Make America Great
  
7. Which officer is the authority and consultant to the president on procedural matters?
  - a) Secretary
  - b) Parliamentarian
  - c) Vice President
  - d) Historian

8. What is a method of creating a lot of ideas in a short period of time to expand one's thinking?

- a) Teaming
- b) Reading
- c) Developing
- d) Brainstorming

9. What is NOT part of the official SkillsUSA dress code?

- a) Black skirt or black dress slacks
- b) White dress shirt
- c) Black dress shoes
- d) White socks

10. What 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

11. Which term describes a person's income before any deductions?

- a) Interest
- b) Gross
- c) Net
- d) Viability

12. An auditory learner:

- a) Learns best by seeing diagrams and directions
- b) Learns best by using the actual tools
- c) Learns best by working alone
- d) Learns best when someone explains to them

13. What is the term given to an unpaid experience in which you observe and participate in a specific occupation?

- a) Coop
- b) Internship
- c) Apprenticeship
- d) Job Shadowing

14. Training in the opening and closing ceremonies develops:

- a) Poise
- b) Teamwork
- c) Voice control
- d) All of the above

15. Public Relations is the responsibility of which officer?

- a) President
- b) Reporter
- c) Secretary
- d) Historian

16. What term describes the forms and practices of correct behavior?

- a) Etiquette
- b) Competitive Spirit
- c) Résumé
- d) Mores

17. If you lose your job, you should:

- a) Prepare a personal budget
- b) Express your anger or sadness to your supervisor
- c) Ask your supervisors about benefits for exiting employees
- d) Sign up for welfare

18. Who has the right to speak FIRST on a motion?

- a) President
- b) Person who made the motion
- c) Member in favor of the motion
- d) Member opposed to the motion

19. SkillsUSA prepares students to be leaders in their occupations by helping them develop:

- a) Technical knowledge
- b) Technical skill
- c) Positive work attitudes
- d) All of the above

20. What is the SkillsUSA motto:

- a) Quality at work
- b) Fostering a deep respect for the dignity of work
- c) Preparing for leadership in the world of work
- e) None of the above

21. The words "foster" and "create" can be found in the:

- a) SkillsUSA Pledge
- b) SkillsUSA Creed
- c) SkillsUSA Purposes
- d) SkillsUSA Motto

22. The color blue represents the:

- a) Individual
- b) Youth
- c) Common union of the states and chapters
- d) Gavel color

23. \_\_\_\_\_ setting is an important factor in being successful.

- a) Time
- b) Goal
- c) Assignment
- d) Home

24. Receiving all chapter funds in a safe and businesslike manner and maintaining a record of all income and expenses is the job of the \_\_\_\_\_.

- a) President
- b) Secretary
- c) Treasurer
- d) Parliamentarian

25. Remember, you never get a second chance to make a \_\_\_\_\_ impression.

- a) Second
- b) Last
- c) First
- d) Respectful

26. Professional development activities assist students in making a smooth transition from education into the \_\_\_\_\_.

- a) World of work
- b) Professional society
- c) Management world
- d) All of the above

27. Taking hotel "souvenirs" such as ashtrays, towels and glasses is \_\_\_\_\_.

- a) Fun
- b) Expected
- c) Unethical
- d) All of the above

28. What color of pen should be used when filling out a job application?

- a) Pencil
- b) Blue or black
- c) Red
- d) Green

29. 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

30. If there is no second to a motion, the motion is \_\_\_\_\_.

- a) Passed
- b) Carried
- c) Tabled to the next meeting
- d) Dies

31. When assembling your portfolio for employment in your profession, which of the following should NOT be included in your portfolio:

- a) Résumé
- b) Letters of recommendation
- c) Job application
- d) Samples of your best work

32. 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"

33. When reciting the SkillsUSA pledge, you are making a promise to prepare \_\_\_\_\_ as a productive worker and citizen.

- a) Your instructors
- b) Yourself
- c) Your chapter president
- d) Your local chapter

34. How many main motions may be on the floor at any one time?

- a) 1
- b) 2
- c) 3
- d) 4

35. Which information should NOT be included in a résumé?

- a) Religious beliefs
- b) Full legal name
- c) Awards
- d) Former employers

36. In family-style dinners, the salt and pepper should be passed:

- a) Separately
- b) Together
- c) Salt before pepper
- d) Pepper before salt

37. After a company has hired you 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

38. SkillsUSA has two active divisions, which are:

- a) Secondary and Postsecondary
- b) Student and Professional
- c) High School and College/Postsecondary
- d) Alumni and Professional

39. Who would you ask to write a letter of reference?

- a) Boyfriend/girlfriend
- b) Parents
- c) Teachers/employers
- d) Relatives other than parents

40. What is the accepted gratuity for good service in a restaurant?

- a) 5-10%
- b) 15-20%
- c) 25-50%
- d) 50-60%

41. 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

42. In what year was the SkillsUSA organization founded?

- a) 1997
- b) 1950
- c) 1970
- d) 1965

43. The officer responsible for preparing minutes is:

- a) The treasurer
- b) The parliamentarian
- c) The secretary
- d) The vice president

44. What is the Web address of SkillsUSA?

- a) [www.skillsusavica.org](http://www.skillsusavica.org)
- b) [www.skillsusa.org](http://www.skillsusa.org)
- c) [www.skillsusa.com](http://www.skillsusa.com)
- d) [www.skillsusa.edu](http://www.skillsusa.edu)

45. Who decides ultimately whether you succeed or fail?

- a) Your teacher
- b) Your parents
- c) Your friends
- d) You and you alone

46. What does the acronym PDP stand for?

- a) Personal Development Properties
- b) Passive Deterrent People
- c) People Doing Program
- d) Professional Development Program

47. Every state in the U.S. has state \_\_\_\_\_ elected to serve on a body that develops policies and laws.

- a) Legislators
- b) Police
- c) Judges
- d) Attorneys

48. Business meetings represent \_\_\_\_\_ in action.

- a) Nothing
- b) People
- c) Democracy
- d) None of the above

49. Develop a \_\_\_\_\_ handshake so a person's first impression of you will be a good one.

- a) Bone crushing
- b) Firm
- c) Limp
- d) Dead fish

50. A group of people joined in a cooperative activity is defined as a/an \_\_\_\_\_.

- a) Team
- b) Work force
- c) Educators
- e) None of the above

GOOD LUCK!

Professional Development Test  
- Answer Key -

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

- 45. D
- 46. D
- 47. A
- 48. C
- 49. B
- 50. A