

1. The SkillsUSA officer whose actions are the key to success of the entire SkillsUSA chapter is the:
  - a) Treasurer
  - b) President
  - c) Parliamentarian
  - d) Reporter
  
2. The shield in the Opening and Closing Ceremonies is handled by the:
  - a) Parliamentarian
  - b) Reporter
  - c) Vice President
  - d) Secretary
  
3. “The gear represents the industrial society.” This part of the Opening and Closing Ceremony is performed by the:
  - a) Parliamentarian
  - b) Reporter
  - c) Vice President
  - d) Secretary
  
4. The Vice President’s duties include:
  - a) Assisting the president and presiding over meetings in the president’s absence
  - b) Working with all committees and seeing that all chapter programs are carried out
  - c) Knowing proper parliamentary procedure
  - d) All of the above

5. The Parliamentarian's duties include:
- a) Working with all committees and seeing that all chapter programs are carried out
  - b) Handling all correspondence and communications for the chapter
  - c) Having a working knowledge of parliamentary procedure
  - d) All of the above
6. The Sergeant-at-Arm's duties may include:
- a) Arranging the meeting room and distributing chapter materials.
  - b) Helping to plan special programs or arranging for guest speakers.
  - c) Assisting with meetings.
  - d) All of the above.
7. Which of the following is not an elected officer?
- a) Parliamentarian
  - b) Advisor
  - c) Reporter
  - d) Treasurer
8. During the installation ceremony, the President who has completed his or her term will:
- a) Lead the new officers into the room
  - b) Make a farewell speech
  - c) Take part in the Opening Ceremony
  - d) Both a and c

9. From the officers' perspective, when setting up the meeting room, the emblem should be placed:
- a) To the left of the officers
  - b) In front of the officers
  - c) To the right of the officers
  - d) Both a and b
10. 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
11. Which of the following standing committees should the president appoint?
- a) Professional Development
  - b) Community Service
  - c) Public Relations
  - d) All of the above
12. A listing of "personalized" meeting events written in a logical sequence is called a (an):
- a) Agenda
  - b) Order of Business
  - c) Committee report form
  - d) Program of work

13. Surveys of employers show that one of the most important traits of a good employee is the ability to work:

- a) Alone
- b) At home
- c) Sparingly
- d) With others

14. You should not chew gum when “on duty” for SkillsUSA or whenever you want to look \_\_\_\_\_.

- a) Intelligent
- b) Professional
- c) Important
- d) Classy

15. When representing SkillsUSA, your \_\_\_\_\_ gives an important first impression.

- a) Skill
- b) Manners
- c) Voice
- d) Appearance

16. Conducting an employment opportunities survey includes:

- a) Completing a job application
- b) Interviewing your advisor
- c) Developing a resume
- d) Making appointments with employers

17. The chief executive officer of a state is the:

- a) Governor
- b) State Attorney
- c) Treasurer
- d) Senator.

18. A resume should contain how many references:

- a) Five
- b) Three
- c) One
- d) Six

19. Job applications should be filled out:

- a) In writing
- b) In pencil
- c) Printed neatly
- d) In red ink

20. When completing a job application, use:

- a) A pencil
- b) A red ink pen
- c) A dark ink pen
- d) Any color of ink pen

<b>1. B</b>	<b>11. D</b>
<b>2. A</b>	<b>12. A</b>
<b>3. B</b>	<b>13. D</b>
<b>4. D</b>	<b>14. B</b>
<b>5. C</b>	<b>15. D</b>
<b>6. D</b>	<b>16. D</b>
<b>7. B</b>	<b>17. A</b>
<b>8. B</b>	<b>18. B</b>
<b>9. D</b>	<b>19. C</b>
<b>10. A</b>	<b>20. C</b>