

WORKPLACE

Complete Questions 1 thru 20 using the provided Word Bank. All words in the Word Bank will be used and no words will be used more than once.

WORD BANK

Where would you like to be in 5 years?	Ethics	Start with most current job	Employment Portfolio	Shadowing
Time Management	Entrepreneur	Competency	Compromise	Priority
Teacher/Employer	Trade Show	Customer Service	Perseverance	Organizational Chart
Reliability	Gross	Black	Resumé	Cultural Diversity

1. What is a document that many employers use to identify worker applicants' qualifications for employment?
2. What color ink should be used when completing a job application?
3. What term defines an organized display of materials, equipment and services by a group of business and industry partners?
4. The diagram or chart that shows how a company or business is organized is called a/an?
5. Which of the following is an appropriate question an employer can ask in an interview?
6. What is the term for a settlement of differences between opposing sides in which each makes concessions?
7. Who is someone who organizes, operates and assumes the risk of a business venture?
8. The process of directing or controlling activities with regard to use of time is called:
9. Conduct or attitudes toward work or a philosophy dealing with rules of right or proper conduct is referred to as:
10. An item or task that merits first line of action is a/an:
11. A worker who continues difficult tasks until they are completed is said to have:
12. A worker who can be counted on to complete assigned tasks without constant supervision is said to have:
13. What term defines a task performed to business and industry standards that is developed through repeated successful attempts?
14. Which term defines a collection of work representing education, self-development and career information about you?
15. It is important for us to be aware of others' feelings and the individual differences within a school, community, organization or workplace. What term defines the mixing and blending of many people of different cultures who are involved in a similar activity or setting?
16. Which term describes a person's income before any deductions?
17. What are you doing if you are observing someone you respect during his or her job?
18. Who would you ask to write you a letter of recommendation?
19. When you consistently meet or exceed your customer's expectations you are said to have or provided good:
20. When completing the past employment section on an application, in what order should jobs be listed?

PERSONAL/GENERAL

Complete Questions 21 thru 39 using the provided Word Bank. All words in the Word Bank will be used and no words will be used more than once.

WORD BANK

Communications Skills	Competency	Establish a plan	Role Model	Service Learning
Brainstorming	Goal	Introduction, body, closing	Social-people style	Interpersonal
Long-term	Question and test style	Confidence	Emotions and values style	Comprehension
Communication	Etiquette	Survey	Listening	

21. What term defines the prescribed forms and practices of appropriate behavior?
22. What term defines a person of quality character who others try to emulate?
23. _____ refers to the skills or knowledge that lead to superior performance. Measurable skills, abilities and personality traits that identify successful employees.
24. To be successful as a person and an employee, you should have positive goals. If you set a goal for yourself, what would be your next step to reach that goal?
25. What term describes a study to evaluate something in detail using a set of questions aimed to a specific group of people?
26. What has these three parts: What is going to happen? When will it happen? How will it happen?
27. If a goal describes your plans for retirement, what kind of goal is it?
28. What are considered the three basic parts of a speech?
29. Volunteering in your school or community is a positive activity for students. When you take the concept of volunteering a step farther and tie the volunteerism to what you are learning in school, what is it called?
30. What is defined as the sudden unrestrained offering of ideas by all members of a group to seek solutions to problems?
31. Someone who learns by focusing on ideas and abstract thoughts; likes to reason and test things and likes evidence to evaluate learns in which style?
32. Someone who learns new ideas through feelings and feeds on originality and images learns in which style?
33. Someone who learns information in a concrete manner, but prefers to learn through and with others, and considers learning valuable as if it is helping others, learns though what style?
34. A process that includes a sender and a receiver each giving feedback to the other is called?
35. Active and critical are two varieties of what kind of skill?
36. Confidence, reliability, loyalty, cooperation and leadership are all examples of what kind of competency?
37. What skill is an individual said to have who believes in and respects himself or herself?
38. What skill is an individual said to have who has developed and understanding of ideas and procedures?
39. Being able to give accurate and concise reports, follow oral directions or instructions, speak distinctly and give clear instructions or directions are examples of what kind of skills?

BUSINESS/PARLIAMENTARY PROCEDURE

Complete Questions 40 thru 49 using the provided Word Bank. All words in the Word Bank will be used and no words will be used more than once.

WORD BANK

Main Motion	One	The maker of the motion	business transacted	"I move that..."
Provide an agenda	Agenda	The decision of the minority of members must be followed	Every member has a right to express ideas or opinions	Treating Others with respect, expressing ideas, keeping an open mind.

40. What is the written list of the business that will take place during a meeting called?
41. What process would you use in a formal business meeting if you had an idea you wanted the group to consider?
42. Who is allowed to speak first when debating a motion in a formal business meeting?
43. People who become members of a committee, are responsible for what?
44. Which of the following is a good basic rule of a business meeting?
45. This is **NOT** a parliamentary procedure rule?
46. To make a motion at a meeting, you must state your motion by saying.
47. According to basic parliamentary procedure; every member has the right to do what?
48. In a business meeting, how many people can be considered the presiding officer at one time?
49. Minutes of a meeting are a record of what?

SkillsUSA KNOWLEDGE

Complete Questions 50 thru 70 using the provided Word Bank. All words in the Word Bank will be used and no words will be used more than once.

WORD BANK

Six	Community Service	Professional Development Program	Total Participation Plan	Purposes
Blue	Timothy W. Lawrence	Common language	Workplace Skills	Chapter Excellence Program
CTSO	The individual	The SkillsUSA Motto	The common union of the states and chapters	Personal Skills
Technology	SkillsUSA Pledge	SkillsUSA: Champions at Work – Preparing America’s Skilled Workforce	Create enthusiasm for learning, Foster a deep respect for the dignity of work, Help students attain a purposeful life	Quality Chapter, Chapter of Distinction (Bronze & Silver), Chapter of Distinction (Gold), Models of Excellence
Personal Skills, Workplace Skills, Technical Skills				

50. What is the SkillsUSA Theme for the current school year?
51. A volunteer is someone who provides services to others without expecting anything in return.
Which component of the SkillsUSA Program of Work focuses volunteer work?
52. SkillsUSA is a student organization for students enrolled in career technical classes; what is the acronym for career and technical student organizations?
53. There are _____ points to the SkillsUSA Creed.

54. The official SkillsUSA colors are red, white, _____ and gold.
55. "To create enthusiasm for learning" is part of the SkillsUSA _____?
56. In the SkillsUSA emblem, the orbital circles represent _____?
57. The purposes of SkillsUSA include the following _____.
58. As part of the SkillsUSA emblem, what do the hands represent?
59. What does the color blue represent in the SkillsUSA emblem?
60. Within SkillsUSA's curriculum offerings, the premier employability skills development program is the PDP.
What does PDP stand for?
61. "To honor and respect my vocation in such a way as to bring repute to myself" is part of the?
62. Who is the National Executive Director of SkillsUSA?
63. Within SkillsUSA's membership affiliation programs, the whole school membership program is the TPP.
What does TPP stand for?
64. What 3 elements make up the SkillsUSA Framework?
65. Under which element of the SkillsUSA Framework would you find the following skills?
(Communications, Decision Making, Teamwork, Multi-Cultural Sensitivity & Awareness, Planning, Organizing & Management, Leadership)
66. Under which element of the SkillsUSA Framework would you find the following skills?
(Integrity, Work Ethic, Professionalism, Responsibility, Adaptability/Flexibility, Self-Motivated)
67. The SkillsUSA Framework provides a(n) _____ for students to articulate what they gain from SkillsUSA participation to employers, school administrators, parents and other students.
68. Through the SkillsUSA Chapter Excellence Program (CEP) chapters can earn different levels of distinction.
What are the 4 levels of distinction?
69. Which SkillsUSA program allows chapter to document their quality activities and achievements and be recognized on the state and national level?
70. Preparing for Leadership in the World of Work is the SkillsUSA _____.

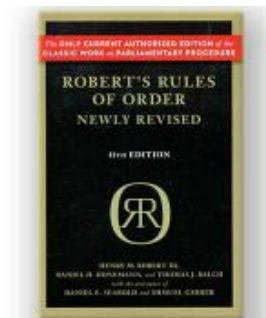
Other Resources:



The SkillsUSA Framework



SkillsUSA Leadership Handbook



Robert's Rules of Order



Available: February 1, 2017
 SkillsUSA Massachusetts
 Official Employability/Safety Quizlet:
 URL: <http://bit.ly/madistrictemp>



The Professional Development Program Levels 1&2 (print or on-line versions)

SAFETY (OSHA)

Complete Questions 71 thru 95 using the provided Word Bank. All words in the Word Bank will be used and no words will be used more than once.

WORD BANK

Personal Protective Equipment	Scaffolding	True	Injuries and illness	Eight
Falls	Occupational Safety & Health Administration	Food & Drug Industry	Danger	Consultation with employees, inspections, and discussions of possible corrective actions
Fire Extinguisher	The torso	Working Conditions	Assistance with avoiding or negotiating penalties	Covers & Guardrails
The Employer	Workers Compensation	The employer is sent a certified letter detailing violations	Keep your body centered, face the ladder, maintain three points of contact	Maintaining records of work-related illness and injuries on the job
Hazard	Federal Employees, self-employed farm families, mine workers fire fighters, police and atomic energy workers	Following the OSHA Act's "General Duty Clause"	File a complaint	Material Safety Data Sheet (MSDS)

71. What are safe work practice that will prevent a fall while working from ladders?
72. During an OSHA inspection, employees are allowed to be designated as company representatives if someone from management is unavailable at the time of inspection.
73. When OSHA has finished their inspection of a workplace and an OSHA violation is discovered, what happens next?
74. What is a container of chemicals that will put out a small fire?
75. According to OSHA, which of the following are to be provided to protect workers from falling into hazards such as pits, tanks, vats, and ditches.
76. Poor _____ can cause stress and injuries.
77. This is not the responsibility of employees working for a business regulated by OSHA?
78. When an employee brings his/her own personal tools, equipment, or personal protective equipment on the job, who is responsible for ensuring the safety of such tools, equipment or personal protective equipment?
79. According to OSHA standards, signs in RED represent what?
80. This industry is NOT covered subject to OSHA standards?
81. All employers covered under OSHA are to record and report any and all accidents that may result in fatality or hospitalization of employees within _____ of an accident and must keep recordkeeping regulations under 29 CFR Part 1904.
82. What benefit will pay part of your wages if you have to miss work because you were injured on the job.
83. Bruises, carpal tunnel syndrome, and sprains are examples of work related _____.
84. OSHA offers compliance assistance to businesses. Which of the following activities is not part of the assistance offered?
85. What does the acronym OSHA stand for?
86. The proper position at a computer workstation calls for the head to be level or bent slightly forward, forward facing and balanced. Generally it is in-line with _____.
87. According to OSHA, 15% of all accidental deaths are caused by _____.

88. When OSHA is conducting a "Walk-around Inspection" at your worksite. These things may occur according to the Compliance Safety and Health Officer (CSHO)?
89. This elevation aide must be capable of supporting four times the maximum intended load, be higher than 10 feet, and use guardrails, mid-rails, and toe boards?
90. Hardhats, goggles, gloves, and respirators are examples of what?
91. Which groups of people are protected by OSHA standards?
92. Something that might harm someone is called a _____.
93. Where OSHA has not developed specific standards, employers are responsible for _____.
94. If you suspect a hazardous work situation you have the right to _____ with OSHA without fear of losing your job.
95. A _____ describes a chemical and how it should be handled?

Other Resources:



Available: February 1, 2017
SkillsUSA Massachusetts
Official Employability/Safety Quizlet:
URL: <http://bit.ly/madistrictemp>

> **CareerSafe**[®]

CareerSafe Online:
<http://www.careersafeonline.com>

