

Quizlet

Employability, Leadership & Safety Skills

95 terms M ASkillsUSA TEACHER

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1. What is a document that many employers use to identify worker applicants' qualifications for employment?

- A) Ethics
- B) Customer Service
- C) Employment Portfolio
- D) Résumé

D) Résumé



2. What color ink should be used when completing a job application?

- A) Reliability
- B) Trade Show
- C) Black
- D) Priority

C) Black



3. What term defines an organized display of materials, equipment and services by a group of business and industry partners?

- A) Priority
- B) Perseverance

D) Trade Show



C) Cultural Diversity

D) Trade Show

4. The diagram or chart that shows how a company or business is organized is called a/an?

A) Organizational Chart

B) Résumé

C) Compromise

D) Black

A) Organizational Chart



5. Which of the following is an appropriate question an employer can ask in an interview?

A) Customer Service

B) Start with most current job

C) Where would you like to be in 5 years?

D) Time Management

C) Where would you like to be in 5 years?



6. What is the term for a settlement of differences between opposing sides in which each makes concessions?

A) Reliability

B) Compromise

C) Competency

D) Ethics

B) Compromise



7. Who is someone who organizes, operates and assumes the risk of a business venture?

A) Entrepreneur

B) Employment Portfolio

C) Trade Show

D) Gross

A) Entrepreneur



<p>8. The process of directing or controlling activities with regard to use of time is called:</p> <ul style="list-style-type: none">A) Trade ShowB) CompetencyC) Time ManagementD) Reliability	<p>C) Time Management</p> <p style="text-align: right;">☆</p>
<p>9. Conduct or attitudes toward work or a philosophy dealing with rules of right or proper conduct is referred to as:</p> <ul style="list-style-type: none">A) BlackB) EthicsC) Start with most current jobD) Compromise	<p>B) Ethics</p> <p style="text-align: right;">☆</p>
<p>10. An item or task that merits first line of action is a/an:</p> <ul style="list-style-type: none">A) RésuméB) Customer ServiceC) ShadowingD) Priority	<p>D) Priority</p> <p style="text-align: right;">☆</p>
<p>11. A worker who continues difficult tasks until they are completed is said to have:</p> <ul style="list-style-type: none">A) PerverseranceB) EthicsC) Teacher/EmployerD) Cultural Diversity	<p>A) Perverserance</p> <p style="text-align: right;">☆</p>
<p>12. A worker who can be counted on to complete assigned tasks without constant supervision is said to have:</p> <ul style="list-style-type: none">A) ShadowingB) Black	<p>C) Reliability</p> <p style="text-align: right;">☆</p>

C) Reliability

D) Priority

13. What term defines a task performed to business and industry standards that is developed through repeated successful attempts?

A) Ethics

B) Priority

C) Black

D) Competency

D) Competency



14. Which term defines a collection of work representing education, self-development and career information about you?

A) Trade Show

B) Employment Portfolio

C) Ethics

D) Résumé

B) Employment Portfolio



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?

A) Cultural Diversity

B) Customer Service

C) Gross

D) Reliability

A) Cultural Diversity



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

D) Gross



<p>A) Entrepreneur B) Trade Show C) Time Management D) Gross</p>	
<p>17. What are you doing if you are observing someone you respect during his or her job? A) Employment Portfolio B) Black C) Shadowing D) Compromise</p>	<p>C) Shadowing ☆</p>
<p>18. Who would you ask to write you a letter of recommendation? A) Start with most current job B) Teacher/Employer C) Competency D) Gross</p>	<p>B) Teacher/Employer ☆</p>
<p>19. When you consistently meet or exceed your customer's expectations you are said to have or provided good: A) Trade Show B) Time Management C) Organizational Chart D) Customer Service</p>	<p>D) Customer Service ☆</p>
<p>20. When completing the past employment section on an application, in what order should jobs be listed? A) Start with most current job B) Entrepreneur C) Where would you like to be in 5 years? D) Compromise</p>	<p>A) Start with most current job ☆</p>
<p>21. What term defines the</p>	<p>B) Etiquette ☆</p>

prescribed forms and practices of appropriate behavior?

- A) Role Model
- B) Etiquette
- C) Goal
- D) Competency

22. What term defines a person of quality character who others try to emulate?

- A) Long-term
- B) Brainstorming
- C) Survey
- D) Role Model

D) Role Model



23. _____ refers to the skills or knowledge that lead to superior performance. Measurable skills, abilities and personality traits that identify successful employees.

- A) Ethics
- B) Competency
- C) Perseverance
- D) Trade show

B) Competency



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?

- A) Interpersonal
- B) Service Learning
- C) Establish a Plan
- D) Confidence

C) Establish a Plan



25. What term describes a study to evaluate something in detail

D) Survey



using a set of questions aimed to a specific group of people?

- A) Goal
- B) Social-people style
- C) Long-term
- D) Survey

26. What has these three parts: What is going to happen? When will it happen? How will it happen?

- A) Goal
- B) Confidence
- C) Role Model
- D) Competency

A) Goal



27. If a goal describes your plans for retirement, what kind of goal is it?

- A) Interpersonal
- B) Emotions and values style
- C) Communication skills
- D) Long-term

D) Long-term



28. What are considered the three basic parts of a speech?

- A) Comprehension
- B) Listening
- C) Introduction, body, closing
- D) Role Model

C) Introduction, body, closing



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?

D) Service Learning



- A) Goal
- B) Communication
- C) Etiquette
- D) Service Learning

30. What is defined as the sudden unrestrained offering of ideas by all members of a group to seek solutions to problems?

- A) Brainstorming
- B) Question and test style
- C) Survey
- D) Listening

A) Brainstorming



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?

- A) Survey
- B) Question and test style
- C) Emotions and values style
- D) Interpersonal

B) Question and test style



32. Someone who learns new ideas through feelings and feeds on originality and images learns in which style?

- A) Service Learning
- B) Brainstorming
- C) Goal
- D) Emotions and values style

D) Emotions and values 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

B) Social-people style



what style?

- A) Communicaiton Skills
- B) Social-people style
- C) Establish a plan
- D) Confidence

34. A process that includes a sender and a receiver each giving feedback to the other is called?

- A) Survey
- B) Service Learning
- C) Communication
- D) Brainstorming

C) Communication



35. Active and critical are two varieties of what kind of skill?

- A) Learning
- B) Question and test style
- C) Introduction, body, closing
- D) Interpersonal

A) Learning



36. Confidence, reliability, loyalty, cooperation and leadership are all examples of what kind of competency?

- A) Interpersonal
- B) Confidence
- C) Role Model
- D) Establish a plan

A) Interpersonal



37. What skill is an individual said to have who believes in and respects himself or herself?

- A) Establish a plan
- B) Confidence
- C) Survey
- D) Interpersonal

B) Confidence



38. What skill is an individual

C) Comprehension



said to have who has developed an understanding of ideas and procedures?

- A) Brainstorming
- B) Emotions and values style
- C) Comprehension
- D) Listening

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?

- A) Listening
- B) Communication skills
- C) Role model
- D) Question and test style

B) Communication skills



40. What is the written list of the business that will take place during a meeting called?

- A) "I move that..."
- B) One
- C) The maker of the motion
- D) Agenda

D) Agenda



41. What process would you use in a formal business meeting if you had an idea you wanted the group to consider?

- A) Main Motion
- B) Provide an agenda
- C) Every member has a right to express ideas or opinions
- D) Business transacted

A) Main Motion



42. Who is allowed to speak first when debating a motion in a

B) The maker of the motion



formal business meeting?

- A) The decision of the minority of members must be followed
- B) The maker of the motion
- C) "I move that..."
- D) Main Motion

43. People who become members of a committee, are responsible for what?

- A) The maker of the motion
- B) One
- C) Business transacted
- D) Treating others with respect, expressing ideas, keeping an open mind

D) Treating others with respect, expressing ideas, keeping an open mind



44. Which of the following is a good basic rule of a business meeting?

- A) Provide an agenda
- B) Main Motion
- C) Agenda
- D) "I move that..."

A) Provide an agenda



45. This is NOT a parliamentary procedure rule?

- A) Every member has a right to express ideas or opinions
- B) The decision of the minority of members must be followed
- C) Business transacted
- D) One

B) The decision of the minority of members must be followed



46. To make a motion at a meeting, you must state your motion by saying

- A) "I move that..."
- B) Agenda

A) "I move that..."



<p>C) The maker of the motion D) Main Motion</p>	
<p>47. According to basic parliamentary procedure; every member has the right to do what? A) One B) Agenda C) Every member has a right to express ideas or opinions D) Provide an agenda</p>	<p>C) Every member has a right to express ideas or opinions ☆</p>
<p>48. In a business meeting, how many people can be considered the presiding officer at one time? A) One B) The maker of the motion C) Agenda D) "I move that..."</p>	<p>A) One ☆</p>
<p>49. Minutes of a meeting are a record of what? A) One B) Agenda C) Treating others with respect, expressing ideas, keeping an open mind D) Business transacted</p>	<p>D) Business transacted ☆</p>
<p>50. What is the SkillsUSA Theme for the current school year? A) Professional Development Program B) Chapter Excellence Program C) Blue D) SkillsUSA: Champions at Work - Preparing America's Skilled Workforce</p>	<p>D) SkillsUSA: Champions at Work - Preparing America's Skilled Workforce ☆</p>

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?

- A) The SkillsUSA Motto
- B) Community Service
- C) Total Participation Plan
- D) Personal Skills

B) Community Service



52. SkillsUSA is a student organization for students enrolled in career technical classes; what is the acronym for career and technical student organizations?

- A) Common language
- B) SkillsUSA Pledge
- C) CTSO
- D) Workplace Skills

C) CTSO



53. There are _____ points to the SkillsUSA Creed.

- A) Six
- B) Community Service
- C) Blue
- D) Technology

A) Six



54. The official SkillsUSA colors are red, white, _____ and gold.

- A) Personal Skills, Workplace Skills, Technical Skills
- B) Timothy W. Lawrence
- C) Purposes
- D) Blue

D) Blue



55. "To create enthusiasm for learning" is part of the SkillsUSA _____?

- A) CTSO
- B) Purposes
- C) The common union of the states and chapters
- D) Total Participation Plan

B) Purposes



56. In the SkillsUSA emblem, the orbital circles represent _____?

- A) The SkillsUSA Moto
- B) Chapter Excellence Program
- C) Technology
- D) Quality Chapter, Chapter of Distinction (Bronze & Silver), Chapter of Distinction (Gold), Models of Excellence

C) Technology



57. The purposes of SkillsUSA include the following _____.

- A) Create enthusiasm for learning, Foster a deep respect for the dignity of work, Help students attain a purposeful life
- B) Six
- C) The common union of the states and chapters
- D) Personal skills

A) Create enthusiasm for learning, Foster a deep respect for the dignity of work, Help students attain a purposeful life



58. As part of the SkillsUSA emblem, what do the hands represent?

- A) Professional Development Program
- B) Workplace Skills

C) The Individual



C) The Individual

D) Blue

59. What does the color blue represent in the SkillsUSA emblem?

A) CTSO

B) Community Service

C) Timothy W. Lawrence

D) The common union of the states and chapters

D) The common union of the states and chapters



60. Within SkillsUSA's curriculum offerings, the premier employability skills development program is the PDP. What does PDP stand for?

A) Purposes

B) Professional Development Program

C) SkillsUSA: Champions at Work - Preparing America's Skilled Workforce

D) Common language

B) Professional Development Program



61. "To honor and respect my vocation in such a way as to bring repute to myself" is part of the?

A) Personal Skills

B) Quality Chapter, Chapter of Distinction (Bronze & Silver), Chapter of Distinction (Gold), Models of Excellence

C) SkillsUSA Pledge

D) The Individual

C) SkillsUSA Pledge



62. Who is the National Executive Director of SkillsUSA?

B) Timothy W. Lawrence



- A) Personal Skills, Workplace Skills, Technical Skills
- B) Timothy W. Lawrence
- C) Professional Development Program
- D) Blue

63. Within SkillsUSA's membership affiliation programs, the whole school membership program is the TPP. What does TPP stand for?

- A) Total Participation Plan
- B) Create enthusiasm for learning, Foster a deep respect for the dignity of work, Help students attain a purposeful life
- C) The common union of the states and chapters
- D) Purposes

A) Total Participation Plan



64. What 3 elements make up the SkillsUSA Framework?

- A) Technology
- B) Personal Skills, Workplace Skills, Technical Skills
- C) The Individual
- D) Workplace Skills

B) Personal Skills, Workplace Skills, Technical Skills



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)

- A) Six
- B) Community Service

D) Workplace Skills



<p>C) Common language D) Workplace Skills</p>	
<p>66. Under which element of the SkillsUSA Framework would you find the following skills? (Integrity, Work Ethic, Professionalism, Responsibility, Adaptability/Flexibility, Self-Motivated)</p> <p>A) Personal Skills B) Blue C) CTSO D) The SkillsUSA Motto</p>	<p>A) Personal Skills ☆</p>
<p>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.</p> <p>A) Total Participation Plan B) Purposes C) Common language D) Technology</p>	<p>C) Common language ☆</p>
<p>68. Through the SkillsUSA Chapter Excellence Program (CEP) chapters can earn different levels of distinction. What are the 4 levels of distinction?</p> <p>A) Blue B) The SkillsUSA Pledge C) The Individual D) Quality Chapter, Chapter of Distinction (Bronze & Silver),</p>	<p>D) Quality Chapter, Chapter of Distinction (Bronze & Silver), Chapter of Distinction (Gold), Models of Excellence ☆</p>

Chapter of Distinction (Gold),
Models of Excellence

<p>69. Which SkillsUSA program allows chapters to document their quality activities and achievements and be recognized on the state and national level?</p> <p>A) Professional Development Program</p> <p>B) Chapter Excellence Program</p> <p>C) Workplace Skills</p> <p>D) Timothy W. Lawrence</p>	<p>B) Chapter Excellence Program</p> <p>☆</p>
<p>70. Preparing for Leadership in the World of Work is the SkillsUSA _____ .</p> <p>A) SkillsUSA Motto</p> <p>B) Common language</p> <p>C) Community Service</p> <p>D) Purposes</p>	<p>A) SkillsUSA Motto</p> <p>☆</p>
<p>71. What are safe work practices that will prevent a fall while working from ladders?</p> <p>A) Falls</p> <p>B) Keep your body centered, face the ladder, maintain three points of contact</p> <p>C) True</p> <p>D) Eight</p>	<p>B) Keep your body centered, face the ladder, maintain three points of contact</p> <p>☆</p>
<p>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.</p> <p>A) Following the OSHA Act's</p>	<p>D) True</p> <p>☆</p>

"General Duty Clause"

- B) Occupation Health and Safety Administration
- C) Danger
- D) True

73. When OSHA has finished their inspection of a workplace and an OSHA violation is discovered, what happens next?

- A) Personal Protective Equipment
- B) The employer is sent a certified letter detailing violations
- C) Injuries and Illness
- D) Consultation with employees, inspections, and discussions of possible corrective actions

B) The employer is sent a certified letter detailing violations



74. What is a container of chemicals that will put out a small fire?

- A) Fire Extinguisher
- B) The Employer
- C) Hazard
- D) Working Conditions

A) Fire Extinguisher



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.

- A) Covers & Guardrails
- B) Material Safety Data Sheet (MSDS)
- C) Federal Employees, self-employed farm families, mine workers fire fighters, police and

A) Covers and Guardrails



atomic energy workers

D) File a complaint

76. Poor _____ can cause stress and injuries.

A) Scaffolding

B) Eight

C) Working conditions

D) Material Safety Data Sheet (MSDS)

C) Working conditions



77. This is not the responsibility of employees working for a business regulated by OSHA?

A) Maintaining records of work-related illness and injuries on the job

B) The Employer

C) Personal Protective Equipment

D) Food & Drug Industry

A) Maintaining records of work-related illness and injuries on the job



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?

A) The torso

B) File a complaint

C) Workers compensation

D) The Employer

D) The Employer



79. According to OSHA standards, signs in RED represent what?

A) Following the OSHA Act's

C) Danger



<p>"General Duty Clause"</p> <p>B) Assistance with avoiding or negotiating penalties</p> <p>C) Danger</p> <p>D) Eight</p>	
<p>80. This industry is NOT covered subject to OSHA standards?</p> <p>A) Working Conditions</p> <p>B) Federal Employees, self-employed farm families, mine workers fire fighters, police and atomic energy workers</p> <p>C) Food & Drug Industry</p> <p>D) Danger</p>	<p>C) Food & Drug Industry</p> <p>☆</p>
<p>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 record keeping regulations under 29 CFR Part 1904.</p> <p>A) Covers & Guardrails</p> <p>B) Consultation with employees, inspections, and discussions of possible corrective actions</p> <p>C) The torso</p> <p>D) Eight hours</p>	<p>D) Eight hours</p> <p>☆</p>
<p>82. What benefit will pay part of your wages if you have to miss work because you were injured on the job.</p> <p>A) Occupational Safety & Health Administration</p> <p>B) Workers Compensation</p> <p>C) Following the OSHA Act's</p>	<p>B) Workers compensation</p> <p>☆</p>

"General Duty Clause"

D) Danger

83. Bruises, carpal tunnel syndrome, and sprains are examples of work related _____.

- A) Injuries and illness
- B) True
- C) Material Safety Data Sheet (MSDS)
- D) Consultation with employees, inspections, and discussions of possible corrective actions

A) Injuries and illness



84. OSHA offers compliance assistance to businesses. Which of the following activities is not part of the assistance offered?

- A) Food & Drug Industry
- B) Hazard
- C) Personal Protective Equipment
- D) Assistance with avoiding or negotiating penalties

D) Assistance with avoiding or negotiating penalties



85. What does the acronym OSHA stand for?

- A) Occupational Safety & Health Administration
- B) Eight
- C) Working conditions
- D) Keep your body centered, face the ladder, maintain three points of contact

A) Occupational Safety & Health Administration



86. The proper position at a computer workstation calls for the head to be level or bent slightly forward, forward facing

B) The torso



and balanced. Generally it is in-line with _____.

- A) Scaffolding
- B) The torso
- C) Injuries and illness
- D) Keep your body centered, face the ladder, maintain three points of contact

87. According to OSHA, 15% of all accidental deaths are caused by _____.

- A) Danger
- B) Consultation with employees, inspections, and discussions of possible corrective actions
- C) Falls
- D) Following the OSHA Act's "General Duty Clause"

C) Falls



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)?

- A) Assistance with avoiding or negotiating penalties
- B) Working Conditions
- C) Consultation with employees, inspections, and discussions of possible corrective actions
- D) Fire Extinguisher

C) Consultation with employees, inspections, and discussions of possible corrective actions



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

A) Scaffolding



boards?

- A) Scaffolding
- B) Personal Protective Equipment
- C) Hazard
- D) The employer is sent a certified letter detailing violations

90. Hardhats, goggles, gloves, and respirators are examples of what?

- A) Personal Protective Equipment
- B) Following the OSHA Act's "General Duty Clause"
- C) Maintaining records of work-related illness and injuries on the job
- D) Eight

A) Personal Protective Equipment



91. Which groups of people are protected by OSHA standards?

- A) Federal Employees, self-employed farm families, mine workers fire fighters, police and atomic energy workers
- B) The Employer
- C) Covers & Guardrails
- D) Injuries and illness

A) Federal Employees, self-employed farm families, mine workers fire fighters, police and atomic energy workers



92. Something that might harm someone is called a _____.

- A) The employer is sent a certified letter detailing violations
- B) Hazard
- C) Consultation with employees, inspections, and discussions of possible corrective actions
- D) Falls

B) Hazard



93. Where OSHA has not developed specific standards, employers are responsible for _____.

- A) Eight
- B) Following the OSHA Act's "General Duty Clause"
- C) Working Conditions
- D) The employer is sent a certified letter detailing violations

B) Following the OSHA Act's "General Duty Clause"



94. If you suspect a hazardous work situation you have the right to _____ with OSHA without fear of losing your job.

- A) Material Safety Data Sheet (MSDS)
- B) Consultation with employees, inspections, and discussions of possible corrective actions
- C) Danger
- D) File a complaint

D) File a complaint



95. A _____

describes a chemical and how it should be handled?

- A) Occupational Safety & Health Administration
- B) Fire Extinguisher
- C) Material Safety Data Sheet (MSDS)
- D) Keep your body centered, face the ladder, maintain three points of contact

C) Material Safety Data Sheet (MSDS)



