



SkillsUSA Maryland  
2019 State Championship  
**Sample Questions**  
(similar to 2019 tie-breaker)



Mark the correct answer for each question on the answer sheet provided. If you choose to change an answer, be sure to erase your first option completely. Items marked on this sheet will not be graded.

Part 1: SkillsUSA Framework: **Personal Skills** including Integrity, Work Ethic, Professionalism, Responsibility, Adaptability/Flexibility and Self-Motivation

1.	Integrity	<p>Terry works in physical therapy in a senior citizen assisted living facility and has been employed for a little over a year. Recently, Terry found a very expensive piece of jewelry in her tote bag and realized it was placed there by a lady who is a resident where she works. Her company has a policy against accepting gifts from the residents. What should Terry do?</p> <p>A. Graciously accept the gift from the lady and proudly wear the item. B. *Thank the lady and tell her that she cannot accept such a special gift. C. Accept the gift and make sure she never wears it when working. D. Ask the lady to give her cash instead.</p>
2.	Work Ethic	<p>Bill is a carpenter who works for a small construction company. Yesterday, he saw Jim, a co-worker and friend, take a set of expensive tools and put them into the cab of his truck as he was about to leave for the day. Bill knows that Jim has been taking private jobs in the evenings. He has a lot of bills because his baby daughter is very sick. What should Bill do?</p> <p>A. Immediately tell the manager he saw Jim take the money. B. Call the police. C. Nothing. D. *Speak privately with Jim to convince him to return the money.</p>
3.	Flexibility	<p>Gracie is the manager of a unit at a local business. Terry is a very valuable member of her unit who is also responsible for her elderly mother who has several health issues. As a result, Terry often has to leave during the day to take care of her Mom. How should Gracie deal with Terry?</p> <p>A. *Establish a schedule that allows staff to flex work. B. Tell Terry she has to do all her Mom's care during her lunch. C. Gossip about Terry with her co-workers. D. Suggest that Terry's best option is to find another job.</p>
4.	Personal Skills	<p>Which of the following is considered a Personal Skill?</p> <p>A. Teamwork B. Ignoring a co-worker who is of another religion than you. C. *Self-Motivation D. Arriving late for work</p>

5.	Work Ethic	You are an auto tech working in a small privately owned garage. The owner had to leave the site for a meeting. The other two techs on the job are brand new and are very unsure of what to do and there are a dozen jobs waiting to be completed. How would you deal with your co-workers? A. *Call them together and together decide who will do which tasks. B. Ignore them. C. Tell them you have work to do and they are on their own. D. Tell them they should know what to do.
6.	Self-Motivation	Goals focusing on your appearance, personality, family or friends are examples of what kind of goals? A. Education goals B. Salary Goals C. *Personal Goals D. Career Goals
7.	Professionalism	Who is responsible for your choice of clothing make-up and jewelry when you go to work and thus the impression you give of yourself to co-workers, supervisors and customers? A. *Your parents B. Your teachers C. Your friends D. *Yourself
8.	Integrity	Which of the options below does NOT demonstrate integrity? A. Hypocrisy B. Honesty C. *Truthfulness D. Accuracy of your actions
9.	Responsibility	When visiting local employers to survey for future opportunities, which of the following is neither a good practice nor necessary? A. Making an appointment in advance. B. Knowing the title and position of the person you will meet. C. Dressing casually. D. Knowing basic information about the company.
10.	Work Ethic	Which of the following is an acceptable trait in school or the workplace? A. Cheating B. *Dependability C. Tardiness D. Theft
11.	Professionalism	Which of the following is a characteristic of a positive image? A. Chewing gum B. Wearing fad clothing C. Slouching posture D. *Being on time

*Part 2: SkillsUSA Framework: **Workplace Skills** including Communications, Decision Making, Teamwork, Multicultural Sensitivity and Awareness, Planning, Organizing and Management, Leadership*

12.	Communications	When a TV newscaster is reporting the news you are able to watch and listen, but not question the person speaking. What type of communications is demonstrated in this situation? A. *One Way Communications B. Two Way Communications C. Written Communications D. Group Communications
13.	Communications	Charts are often used to communicate messages and plans. What kind of chart includes ovals, rectangles, diamonds, circles and arrows? A. Pie Chart B. Bar Chart C. *Flow Chart D. Scatter Diagram
14.	Planning Organizing and Management	Someone with whom you work who assigns you tasks and develops your evaluation and directs your work and performance is called your: A. Partner B. Friend C. *Supervisor D. Vice President
15.	Leadership	A strong leader can be defined as someone who: A. Organizes activities and people B. *Mentors others C. Supports other members D. All of the above
16.	Communications	What are methods of paying attention to sounds; or skills allowing an individual to give thoughtful attention? A. Speaking skills B. Writing skills C. Environmental issues D. *Listening skills
17.	Teamwork	How can one learn and demonstrate teamwork skills? A. By being controversial B. By insisting upon your own way or methods C. By being a good student D. *By becoming active in SkillsUSA
18.	Decision Making	When your SkillsUSA chapter needs to make a decision what can you do to help make a good decision? A. Keep your ideas to yourself B. Argue your point of view no matter what C. *Focus on the goals your chapter has set D. Criticize what you do not like

*Part 3: SkillsUSA Framework: **Technical Skills Grounded in Academics** including Computer and Technology Literacy, Job–Specific Skills, Safety and Health, Service Orientation, Professional Development*

19.	Health and Safety	Which color normally designates safety? A. Blue B. *Green C. Red D. Black
20.	Professional Development	Which is a good example of a chapter Professional Development activity? A. *Field trip to an employer’s workplace B. Community Service C. Chapter meeting D. SkillsUSA Championships
21.	Computer and Technology Literacy	Which of the following is not an example of social media? A. *Facebook B. Linkedin C. *Jump into STEM! D. Pinterest
22.	Computer and Technology Literacy	Which type of software would you use to maintain the financial records of a business A. Spreadsheet B. Word processing C. *Data base D. Presentation
23.	Computer and Technology Literacy	Which type of software would you use to keep records of your chapter’s membership? A. *Spreadsheet B. Word processing C. Data base D. Presentation
24.	Computer and Technology Literacy	Which type of software would you use to invoice a customer for service provided? A. *Spreadsheet B. Word processing C. Data base D. Presentation
25.	Safety and Health	Which federal agency deals with matters health and prescription medications? A. FAA B. FBI C. IRS D. *FDA
26.	Safety and Health	Which office in a company deals with employee’s health insurance? A. President’s office B. Human Resources C. *Accounting D. Billing