

## ACTION SKILLS



### PURPOSE

To evaluate each contestant's ability to demonstrate and explain an entry-level skill used in the occupational area for which he or she is training.

First, refer to General Regulations, Page 9.

### CLOTHING REQUIREMENT

Contestants may wear SkillsUSA official attire OR official attire for the occupational area of the demonstration.

**Official attire for men:** Official red blazer, windbreaker-style jacket or sweater; black dress slacks; white dress shirt; plain black tie with no pattern or SkillsUSA black tie from Midwest Trophy; black socks and black shoes.

**Official attire for women:** Official red blazer, windbreaker-style jacket or sweater; black dress slacks or skirt with businesslike white, collarless blouse or white blouse with small, plain collar that may not extend onto the lapels of the blazer; black sheer or skin-tone hose and black shoes.

These regulations refer to clothing items that are pictured and described at: [www.skillsusastore.org](http://www.skillsusastore.org). If you have questions about clothing or other logo items, call 800-401-1560 or 703-956-3723.

**Note:** Contestants must wear their official contest clothing to the contest orientation meeting.

### ELIGIBILITY

Open to active SkillsUSA members enrolled in career and technical programs with entry-level job skills as the occupational objective. A letter from the appropriate school official on school letterhead stating that the contestant is classified under the provisions of Public Law 105-17, Individuals with Disabilities Education Act, 1997, is required for participation. State associations having restrictions on the release

of this information may submit a letter on school letterhead of eligibility, which simply states: "I certify that (student name) meets the eligibility requirements for the SkillsUSA Championships Action Skills contest. Signed, (school official)." The eligibility letter is to be presented to the contest chair at the contestant orientation meeting.

### EQUIPMENT AND MATERIALS

1. Supplied by the technical committee:
  - a. Time keeper
  - b. All necessary information and furnishings for judges and technical committee
2. Supplied by the contestant:
  - a. All materials and equipment needed for the demonstration to be completed two times, once for the preliminaries and again for the finals, if required.
  - b. All competitors must create a one-page résumé using a word processor and submit the résumé electronically at: [www.skillsusa.org/compete/updates.shtml](http://www.skillsusa.org/compete/updates.shtml). Check the Web site for further instructions.

### SCOPE OF THE CONTEST

#### Knowledge Performance

There is no written knowledge test required in this contest.

#### Skill Performance

The demonstration is a presentation of an occupational skill accompanied by a clear explanation of the topic through the use of examples, experiments, displays or practical operations.

#### Contest Guidelines

1. Any skill may be demonstrated if it is related to the occupational program of the contestant.
2. The contestant will present a 3"x5" card indicating the topic and purpose of the demonstration, as well as the contestant's training program, to the technical committee chair at the beginning of the contest.
3. The demonstration shall be at least five minutes in length, but shall not exceed

seven minutes. Penalty: Five points will be deducted for each 30 seconds (or fraction thereof) under five minutes or for each 30 seconds (or fraction thereof) over seven minutes.

4. Time limit: Time will be started when the demonstration begins. The time keeper will signal the speaker at five minutes, six minutes and seven minutes.
5. Contestants will be allowed three minutes to set up the demonstration and three minutes to clear the demonstration room. Penalty: Five points will be deducted for each 30 seconds (or fraction thereof) over the three-minute allowance.
6. An 8'x12' space with one 110-volt (15 amp) electrical outlet and one 30"x96" table will be provided.
7. Any visual aids (signs, charts, transparencies, slides or diagrams) are to be prepared by contestants. Professionally prepared visual materials are not permitted. No sound devices of any kind may be used to transmit audible words. No compressed air or gas will be permitted. No material or apparatus that in any way poses a threat of fire or explosion may be used. No pressurized aerosol cans of any kind are permitted.
8. The contestant will not mention his or her name, school, city or state.
9. The demonstration is an individual performance; however, an assistant may be used to set up and dismantle the demonstration or may be used as a prop or model, but in no way can assist with the presentation. Any presentation assistance, coaching or signaling will disqualify the contestant. An advisor may not serve as an assistant. The presentation assistant/model/helper must be a SkillsUSA student member.
10. The contestant's advisor/instructor must attend the mandatory orientation meeting with the contestant.
11. Contestants will not take the skills-related written or Professional Development Test as outlined in the general regulations.
12. The presentation assistant/model/helper must attend the contestant orientation meeting.

## Standards and Competencies

### **AS 1.0 — Design and write an effective presentation that demonstrates a job skill related to the field of training**

- 1.1 Prepare a demonstration of a job skill that lasts five to seven minutes
- 1.2 Organize demonstration in a logical and coherent manner

### **AS 2.0 — Deliver the presentation in a professional manner that meets the standards outlined by the technical committee**

- 2.1 Practice elements of informal conversation
- 2.2 Perform the actual skill in the presentation
- 2.3 Explain the topic through the use of experiments, displays or practical operations
- 2.4 Demonstrate an effective and pleasing delivery style
- 2.5 Use verbal illustrations and examples effectively
- 2.6 Make a formal and effective introduction to the presentation that clearly identifies the scope of the demonstration
- 2.7 Pronounce words in a clear and understandable manner if feasible
- 2.8 Use a variety of verbal techniques including: modulation of voice, changing volume, varied inflection, modifying tempo and verbal enthusiasm
- 2.9 Demonstrate poise and self-control while presenting
- 2.10 Use props and models to illustrate points
- 2.11 Demonstrate good platform development and personal confidence
- 2.12 Communicate the primary points of the speech in a compact and complete manner
- 2.13 Tie organizational elements together with an effective ending
- 2.14 Complete the speech within the time limits set by contest requirements
- 2.15 Deliver an interesting and informative demonstration

### **AS 3.0 — Wear appropriate clothing for the national contest**

- 3.1 Display clothing that meets national standards for competition
- 3.2 Demonstrate good grooming in dress and personal hygiene

## Committee Identified Academic Skills

The technical committee has identified that the following academic skills are embedded in this contest.

### Math Skills

None Identified

### Science Skills

None Identified

### Language Arts Skills

- Provide information in oral presentations
- Demonstrate use of verbal communication skills: choice, pitch, feeling, tone and voice
- Demonstrate use of nonverbal communication skills: eye contact, posture and gestures using interviewing techniques to gain information
- Identify words and phrases that signal an author's organizational pattern to aid comprehension
- Organize and synthesize information for use in written and oral presentations
- Demonstrate knowledge of appropriate reference materials
- Demonstrate understanding of skill

## Connections to National Standards

State-level academic curriculum specialists identified the following connections to national academic standards.

### Math Standards

None Identified

*Source:* NCTM Principles and Standards for School Mathematics. To view high school standards, visit: [standards.nctm.org/document/chapter7/index.htm](http://standards.nctm.org/document/chapter7/index.htm). Select "Standards" from menu.

### Science Standards

None Identified

*Source:* McREL compendium of national science standards. To view and search the compendium, visit: [www.mcrel.org/standards-benchmarks/](http://www.mcrel.org/standards-benchmarks/).

### Language Arts Standards

- Students adjust their use of spoken, written and visual language (e.g., conventions, style, vocabulary) to communicate

effectively with a variety of audiences and for different purposes

- Students employ a wide range of strategies as they write and use different writing process elements appropriately to communicate with different audiences for a variety of purposes
- Students use spoken, written and visual language to accomplish their own purposes (e.g., for learning, enjoyment, persuasion and the exchange of information)

*Source:* IRA/NCTE Standards for the English Language Arts. To view the standards, visit: [www.readwritethink.org/standards/index.html](http://www.readwritethink.org/standards/index.html).

# Action Skills Scorecard

Items Evaluated	Possible Points	Contestant Number						
		1	2	3	4	5	6	7
Introduction	100							
Demonstration is Organized	200							
Explanation is Complete	350							
Closing	100							
Demonstration is Interesting	250							
Resumé Penalty	0 or -50 only							
Clothing Penalty	Up to -50							
Safety Penalty	Up to -50							
Presentation Time Penalty	Up to -50							
Setup/Take-Down Time Penalty	Up to -50							
<b>Total Possible Points</b>	<b>1,000</b>							