



## PURPOSE

To evaluate each competitor's ability to demonstrate and explain an entry-level skill used in the occupational training area.

First, download and review the General Regulations at: <http://updates.skillsusa.org>.

## ELIGIBILITY

Open to active SkillsUSA members enrolled in career and technical education programs with entry-level job skills as an occupational objective. Each state may send one middle school, one high-school, and one college/postsecondary entry.

A letter from the appropriate school official on school letterhead stating that the competitor 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 competition. Signed, [school official]."

The eligibility letter is to be presented to the competition chair at the competitor orientation meeting.

## CLOTHING REQUIREMENTS

Competitors may wear SkillsUSA official Class A attire or other official competition dress appropriate for the occupational area of the demonstration, which includes SkillsUSA Class B through I official attire.

### **Class A: SkillsUSA Official Attire**

- Official SkillsUSA red blazer or official SkillsUSA red jacket

- Button-up, collared, white dress shirt (accompanied by a plain, solid black tie or SkillsUSA black tie), white shirt (collarless or small-collared) or white turtleneck, with any collar not to extend into the lapel area of the blazer, sweater, windbreaker, or jacket
- Black dress slacks or black dress skirt (knee-length at minimum)
- Black closed-toe dress shoes

**Note:** The official SkillsUSA windbreaker, sweater, and black Carhartt jacket are no longer available for purchase in the SkillsUSA Store. However, these clothing items are grandfathered in as previous official SkillsUSA clothing and can be worn in SkillsUSA competitions as directed in this document.

**Note:** Wearing socks or hose is no longer required. If worn, socks must be black dress socks and hose must be either black or skin-tone and seamless/nonpattern.

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 1-888-501-2183.

**Note:** Competitors must wear their official competition clothing to the competition orientation meeting.

## EQUIPMENT AND MATERIALS

1. Supplied by the technical committee:
  - a. Timekeeper
  - b. All necessary information and furnishings for judges and technical committee
  - c. Access to power with an extension cord, table, chair, and easel.
2. Supplied by the competitor:
  - a. All materials and equipment needed for the demonstration to be completed two times, once for the preliminaries\*, and again for the finals.
  - b. A letter from the appropriate school official on school letterhead stating that the competitor is classified under the provisions of Public Law 105-17, Individuals with Disabilities Education Act, 1997.
  - c. All competitors must create a one-page resume. See “Resume Requirement” below for guidelines. Middle school students are exempt from the resume requirement.

**\*Note:** A preliminary round will be conducted only when registrations exceed the capacity of the competition area(s). If conducted, the preliminary round will serve as an eliminator, and a finals competition will be conducted.

## RESUME REQUIREMENT

Competitors must create a one-page resume to submit online. SkillsUSA national competitors should submit their resume by the deadline published on the competition updates page of our website. The deadline and link for resume submission will be published on <http://updates.skillsusa.org>. Failure to submit a resume will result in a 10-point penalty.

**Your resume must be saved as a PDF file type using file name format of “Last Name\_First Name.”** For example, “Amanda Smith” would save her resume as **Smith\_Amanda**. If you need assistance with saving your file as a PDF, visit [the Adobe website](http://updates.skillsusa.org) for more information.

**Note:** Check the Competition Guidelines and/or the updates page on the SkillsUSA website at <http://updates.skillsusa.org>.

## **PROHIBITED DEVICES**

Cellphones, electronic watches and/or other electronic devices not approved by a competition’s national technical committee are **NOT** allowed in the competition area. Please follow the guidelines in each technical standard for approved exceptions. Technical committee members may also approve exceptions onsite during the SkillsUSA Championships if deemed appropriate.

### **Penalties for Prohibited Devices**

If a competitor’s electronic device makes noise or if the competitor is seen using it at any time during the competition, an official report will be documented for review by the Director of the SkillsUSA Championships. If confirmed that the competitor used the device in a manner which compromised the integrity of the competition, the competitor’s scores may be removed.

## **ONLINE SUBMISSION REQUIREMENTS**

Competitors must also submit electronic copies of the following items saved as PDFs (portable document format). Link for online submission will be posted on the competition updates webpage at: <http://updates.skillsusa.org>. SkillsUSA national competitors should submit the following documents by the deadline published on updates website. Failure to submit any of the required documents will result in a penalty.

1. ADA Eligibility letter
2. Resume

## **OBSERVER RULE**

3. If approved by the technical committee, observers may be permitted in the competition area.
4. Observers will not be allowed to talk or gesture to competitors.
5. Judges may disqualify competitors who receive assistance from observers.
6. No videos, pictures, or note-taking are allowed during the competition.
7. All electronic devices must be turned off, or competitors will be penalized.
8. No observer may enter or exit the competition area while the competitor is presenting.
9. Action Skills competitors are not allowed to observe other Action Skills competitors during the preliminary and/or final round.
10. Any judge, timekeeper, or doorkeeper has the right to ask an observer to leave if they are a distraction for any competitor.

## SCOPE OF THE COMPETITION

### KNOWLEDGE PERFORMANCE

There is no written knowledge test required in this competition. Competitors in this event are also exempt from the Professional Development Test.

### SKILL PERFORMANCE

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

### COMPETITION GUIDELINES

1. An actual technical skill must be performed as opposed to an illustrated talk.
2. Notecards and other reference materials are not permitted.
3. Any skill may be demonstrated if it is related to the occupational program of the competitor.
4. The competitor will present a 3"x5" card to the chair upon entering the competition area and prior to the competitor's demonstration. This 3"x5" card will contain the following three items:
  - a. The competitor's number
  - b. The topic or purpose of the demonstration
  - c. The competitor's training program
5. The demonstration shall be at least five minutes in length but shall not exceed seven minutes.

**Penalty:** 50 points will be deducted for each 30 seconds (or fraction thereof) under the five minutes or for each 30 seconds (or fraction thereof) over the seven minutes.
6. Competitors will be allowed three minutes to set up the demonstration and three minutes to clear the demonstration area (8'x12') box.

**Penalty:** 50 points will be deducted for each 30 seconds (or fraction thereof) over the three-minute allowance.

**Note:** The demonstration area/box will be marked by an 8'x12' taped area on the floor.
7. Demonstration time (limit) will start when the demonstration begins. The timekeeper will signal the speaker at five minutes, six minutes and seven minutes.

**Note:** The presenter and his or her demonstration material must remain within the 8'x12' demonstration area/box. Points will be deducted for any violation of demonstration materials, easel, presenter, model and/or model's chair that are outside the 8'x12' demonstration area/box.
8. Any visual aids (signs, charts, transparencies, slides or diagrams) are to be prepared by competitors. No sound devices of any kind may be used to transmit audible words, sound, or music. 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.
9. Basic safety practices related to the skill performed must be followed. Safety violations will be subject to penalties. Judges may interrupt the demonstration for serious violations.
10. The competitor will not mention or display his or her name, school, city, or state.
11. 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, and/or signaling will disqualify the competitor. An advisor may not serve as an assistant. The presentation assistant/model/helper must be a SkillsUSA student member, and in official dress.

12. The competitor's advisor/instructor must attend the mandatory orientation meeting with the competitor.
13. The presentation assistant/model/helper must attend the competitor orientation meeting.
14. The competitor will not have any interaction with the judges or timekeeper.
15. Tiebreaker — Highest score based on the following criteria:
  - a. Explanation is complete
  - b. Demonstration is interesting
  - c. Demonstration is organized

## **STANDARDS AND COMPETENCIES**

### **AS 1.0 — Design 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 demonstration within the time limits set by competition requirements
- 2.15. Deliver an interesting and informative demonstration

### **AS 3.0 — Wear appropriate national competition clothing for the occupational area of the demonstration**

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

## AS 4.0 — SkillsUSA Framework

The SkillsUSA Framework is used to pinpoint the Essential Elements found in Personal Skills, Workplace Skills and Technical Skills Grounded in Academics. Students will be expected to display or explain how they used some of these Essential Elements. Please reference the graphic, as you may be scored on specific elements applied to your project. For more, visit: [www.skillsusa.org/who-we-are/skillsusa-framework/](http://www.skillsusa.org/who-we-are/skillsusa-framework/).



## COMMITTEE-IDENTIFIED ACADEMIC SKILLS

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

### 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. For more information, visit: [www.nctm.org](http://www.nctm.org).*

### Science Standards

None Identified

*Source: McREL compendium of national science standards. To view and search the compendium, visit: <http://www2.mcrel.org/compendium/>.*

### 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.ncte.org/standards](http://www.ncte.org/standards).*