

**Overview**

This event honors outstanding FBLA members who have demonstrated leadership qualities, participation in FBLA, and evidence of knowledge and skills essential for successful careers in business.

**Competencies**

The topics listed below are prioritized, listing first the most important content areas of the tests.

**Objective Test Competencies**

- General business concepts and knowledge (e.g., accounting, economics, law, communications, math, technology, business procedures, economics, marketing, international business)
- FBLA-PBL history, programs, and bylaws
- Parliamentary procedure

**Performance Competencies**

- Letter and resume complete
- Ability to answer questions effectively
- Demonstrates self-confidence, initiative, and assertiveness
- Ability to communicate career knowledge and plans
- Participation in school, community, and leadership activities

**Procedures/Tips**

- Review the event guidelines in the *CMH* since guidelines may change.
- Review the Competitive Events Tips in the front of the book.

**Web Site Resources**

- <http://www.academictips.org>
- [http://www.quintcareers.com/interview\\_question\\_database/interview\\_questions.html](http://www.quintcareers.com/interview_question_database/interview_questions.html)
- <http://www.soyouwanna.com/site/syws/aceinterview/aceinterview.html>
- <http://www.collegegrad.com/intv/>
- [http://www.jobweb.com/Resumes\\_Interviews/default.htm](http://www.jobweb.com/Resumes_Interviews/default.htm)
- <http://www.collegegrad.com/resumes/index.shtml>
- <http://resume.monster.com/archives/samples/>

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### Future Business Leaders Sample Questions

1. The study of cultural and personal use of space is known as
  - a. ergonomics.
  - b. prostatics.
  - c. economics.
  - d. proxemics.
2. What is a defined contribution plan for employees of private companies?
  - a. 401 (k)
  - b. 501 (k)
  - c. 401 (b)
  - d. 403 (b)
3. A pricing strategy that is based on what the competition does is called:
  - a. deceptive advertising
  - b. comparative advertising
  - c. counter advertising
  - d. cooperative advertising
4. What is the official currency for Mexico?
  - a. Pesos
  - b. Yen
  - c. Mexican dollar
  - d. Pesetas
5. Which of the following factors constitutes fair use of copyrighted materials?
  - a. the purpose and character of use
  - b. the type of media being used
  - c. the length of time the material will be used
  - d. the publication date of the material being used
6. The primary purpose of Adobe Photoshop is to allow the user to
  - a. to create and modify graphics.
  - b. to design a Web page.
  - c. create and modify desktop publishing documents.
  - d. to create and modify spreadsheets.
7. If the terms "2/10, n/30" appear on an invoice, what does this mean to the buyer?
  - a. The buyer will receive a 30 percent discount if they pay the invoice within 10 days.
  - b. The buyer will receive a 2 percent discount if they pay the invoice within 10 days. The invoice must be paid within 30 days.
  - c. The buyer will receive a 10 percent discount if they pay the invoice within two days. The invoice must be paid within 30 days.
  - d. The buyer must pay the invoice within 10 days and will be charged a late fee after 30 days.
8. How many bytes of information are in a megabyte?
  - a. 1,048,577
  - b. 1,048,578
  - c. 1,048,579
  - d. 1,048,576

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9. The value of one currency in terms of another is known as the
    - a. exchange ratio.
    - b. international rate.
    - c. exchange rate.
    - d. monetary rate.
  10. The financial statement that summarizes revenues and expenses is the
    - a. income statement.
    - b. balance sheet.
    - c. statement of revenue and profit.
    - d. statement of owner's equity.
  11. Dora Fisher, store manager of A-Plus Electronics, does not know how to price a computer that costs the store \$700. Dora knows that her boss wants a 48% markup on cost. What would be an appropriate selling price for the computer?
    - a. \$1,036
    - b. \$ 336
    - c. \$ 748
    - d. \$1,045
  12. When using Microsoft Access, what is the default field size for a text field?
    - a. 30
    - b. 50
    - c. 60
    - d. 40
  13. Why is protectionism policies such as tariffs and quotas used?
    - a. government wants to make it harder for the companies in other countries to compete with the local companies
    - b. countries need additional revenue and expenses
    - c. consumers need additional revenue
    - d. none of the answers are correct
  14. John earns a salary of \$2,574 per work week. He also earns a 20% commission based on sales. His sales for this week were \$14,700. What is his total earning for the week?
    - a. \$ 735
    - b. \$3,309
    - c. \$5,514
    - d. \$2,940
  15. In the business office, the abbreviation "cpm" stands for
    - a. computer primary memory.
    - b. computer processing per minute.
    - c. copier performance monitor.
    - d. copies per minute.
  16. NAFTA is a free trade agreement between:
    - a. France, China, and the United States
    - b. Canada and the United States
    - c. Mexico an the United States
    - d. Canada, Mexico, and the United States

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17. A company vision is best defined as:
- the bylaws of the company
  - the ethical code of the company
  - the philosophy of the company
  - long-term aims and aspirations
18. Carla's checkbook balance at the beginning of the month is \$565.78. During the month she makes four deposits totaling \$1,257.84. She also wrote 12 checks totaling \$894.46. What is Carla's checkbook balance at the end of the month?
- \$ 692.06
  - \$ 929.16
  - \$2,718.08
  - \$ 363.38
19. Which of the following is **not** allowed in the Public Speaking II event?
- hand gestures and movement
  - the use of note cards
  - the use of visual aids
  - the use of a lectern
20. A recession caused by too little aggregate demand would require which of the following policies?
- environmental policy
  - concretionary monetary policy
  - protectionist policy
  - expansionary fiscal policy
21. The FBLA headquarters is located in:
- Alexandria, Virginia
  - New York, New York
  - New Orleans, Louisiana
  - Reston, Virginia
22. What is the national publication for FBLA advisers?
- The FBLA Adviser*
  - The Professional Edge*
  - FBLA Adviser's Hotline*
  - Future Business Leader*
23. What are the current national dues for FBLA members?
- \$8
  - \$6
  - \$5
  - \$7
24. If the FBLA National Council decides to have members vote on an item of business by mail, by what majority would the action pass?
- a two-thirds vote of members eligible to vote
  - at least a two-thirds vote of members and advisers
  - at least one half of active FBLA members
  - a three-fourths vote of members eligible to vote
25. What is the fiscal year for FBLA-PBL, Inc.?
- June 1 to May 31
  - July 1 to June 30
  - August 1 to July 31
  - September 1 to August 30

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26. Baud is defined as:
- the number of times per second a T1 line adjusts its signal frequency
  - the processing speed of a server
  - the number of times per second a modem adjusts its signal frequency
  - the number of times per second a T3 line adjusts its signal frequency
27. You are completing a general journal. Your company paid \$4,500 on account to a wholesaler. How would this transaction be recorded into the journal?
- cash will be debited and the wholesaler account will be credited
  - cash will be credited and the wholesaler account will be debited
  - cash will be credited and owner's equity will be debited
  - cash will be debited and owner's equity will be credited
28. Which motion is not debatable but is amendable?
- consider informally
  - recess
  - nominations
  - postpone indefinitely
29. What is the appropriate way to state a motion to adjourn a meeting?
- "I think we should adjourn the meeting at this time."
  - "I move that we adjourn the meeting."
  - "I motion that we adjourn the meeting."
  - "May I make a motion to adjourn the meeting?"
30. Which of the following is a correct order of business for a meeting?
- reading of the minutes, officer reports, unfinished business, new business
  - reading of the minutes, officer reports, new business, unfinished business
  - officer reports, reading of the minutes, unfinished business, new business
  - officer reports, new business, unfinished business, reading of the minutes

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**FBLA Principles & Procedure Answer Key**

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|-------|-------|-------|
| 1) A  | 11) D | 21) D |
| 2) C  | 12) D | 22) A |
| 3) D  | 13) C | 23) B |
| 4) B  | 14) A | 24) A |
| 5) C  | 15) B | 25) B |
| 6) B  | 16) D | 26) D |
| 7) B  | 17) B | 27) D |
| 8) C  | 18) C | 28) D |
| 9) B  | 19) D | 29) D |
| 10) D | 20) B | 30) B |

**Future Business Leader Answer Key**

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|-------|-------|-------|
| 1) A  | 11) A | 21) D |
| 2) A  | 12) B | 22) C |
| 3) B  | 13) A | 23) B |
| 4) A  | 14) C | 24) D |
| 5) A  | 15) D | 25) B |
| 6) A  | 16) D | 26) C |
| 7) B  | 17) D | 27) B |
| 8) D  | 18) B | 28) B |
| 9) C  | 19) C | 29) B |
| 10) A | 20) D | 30) C |

**Global Business Answer Key**

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|-------|-------|-------|
| 1) A  | 11) D | 21) B |
| 2) C  | 12) C | 22) A |
| 3) C  | 13) A | 23) A |
| 4) D  | 14) D | 24) A |
| 5) B  | 15) A | 25) D |
| 6) D  | 16) B | 26) C |
| 7) D  | 17) A | 27) B |
| 8) B  | 18) A | 28) B |
| 9) B  | 19) C | 29) B |
| 10) C | 20) C | 30) D |

**Help Desk Answer Key**

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|-------|-------|-------|
| 1) D  | 11) D | 21) C |
| 2) A  | 12) B | 22) C |
| 3) D  | 13) C | 23) C |
| 4) C  | 14) A | 24) C |
| 5) D  | 15) A | 25) A |
| 6) A  | 16) B | 26) A |
| 7) D  | 17) B | 27) A |
| 8) C  | 18) D | 28) B |
| 9) B  | 19) A | 29) C |
| 10) A | 20) A | 30) C |

**Introduction to Business Answer Key**

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|-------|-------|-------|
| 1) D  | 11) B | 21) B |
| 2) B  | 12) B | 22) D |
| 3) C  | 13) D | 23) C |
| 4) C  | 14) C | 24) B |
| 5) D  | 15) D | 25) B |
| 6) A  | 16) A | 26) B |
| 7) A  | 17) B | 27) A |
| 8) D  | 18) D | 28) D |
| 9) C  | 19) A | 29) B |
| 10) B | 20) D | 30) D |