

COMPETITIVE EVENT GUIDELINES

for **WORDS IN THE WORKPLACE**

DESCRIPTION

Individual Jobs for Montana’s Graduates (JMG) students will demonstrate commitment to the JMG program and his or her Montana Career Association (MCA) by completing a written test using basic written comprehension of workplace vocabulary. The test will consist of:

- Match word to proper definition
- Write definition of identified words
- Fill in the blank
- Proper word context through completion of an essay using provided words

PURPOSE

Provide JMG students an opportunity to showcase their understanding of basic business, economic, and professional terminology.

KEY LEARNING OBJECTIVES

The key learning objectives for students participating in this event are:

- Clear understanding of the terms through definitions and uses in context
- Competitors can contextually use the terms through written communication
- Use proper grammar and language structures common to the workplace vocabulary

ELIGIBILITY

JMG students grades 9 and 10, currently enrolled in the MCA, with up-to-date Jobs for America’s Graduates eNDMS roster as verified by JMG state staff.

ENTRIES

A maximum of two entries per grade (9 & 10), for a total of four possible entries per chapter.

OBSERVERS

Observers are not allowed for this competitive event

COMPETITIVE EVENT TIMELINE

- The Words in the Workplace event begins at 11:15 AM and ends at 12:15 PM on Day 1 of IGNITE.

Each competitor will follow the time segments below:

INSTRUCTIONS **10 MINUTES**

TESTING **50 MINUTES**

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EVENT RULES

1. The competitor will report directly to the Words in the Workplace competition room at the scheduled event time.
2. The competitive event coordinator will provide competitors pencils along with the test.
3. The competitive event coordinator will provide an orientation with a brief explanation of instructions, answer any questions, and then the test will begin. Once the test begins, the competitive event coordinator cannot answer any questions, except for word pronunciation.
4. Competitors will have 50 minutes to complete the test. Time warnings will be given at the halfway mark and when 5 minutes remain.
5. No competitors will be admitted once the test has been handed out; competitors will not be allowed to leave and return to the Words in the Workplace competition room.
6. Competitors will complete the test and hand the test with answer sheet back to the competitive event coordinator.
7. Once all of the tests have been handed in, the competitive event coordinator will provide the scoring committee chairperson all of the answer sheets.
8. Judges' decisions are final.

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WORDS IN THE WORKPLACE VOCABULARY LIST

- Absenteeism
- Account payable
- Account receivable
- Americans with Disabilities Act (ADA)
- Application
- Apprenticeship
- Background Check
- Benefits
- Bonus
- Career Plan
- Collective Bargaining
- Commission
- Commute
- Consensus
- Corporation
- Co-Worker
- Customer Service
- Deductible
- Demoted
- Dependents
- Direct Deposit
- Disability
- Disciplinary Action
- Discrimination
- Employee
- Employer
- Employment Agency
- Entrepreneur
- Entry-Level Position
- Equal Employment Opportunity Act
- Extracurricular
- FICA
- Felony
- Fringe Benefit
- Grievance Procedure
- Gross Pay
- Hiring Freeze
- Hourly Rate
- Income Tax
- Inflation
- Insurance
- Internal Revenue Service (IRS)
- Interview
- Inventory
- Job Description
- Job Posting
- Job Shadow
- Labor Market
- Layoff
- Leave of Absence
- Minimum Wage
- Misdemeanor
- Net Pay
- Networking
- On-the-Job Training
- Organizational Chart
- Overtime
- Payroll Deductions
- Payroll Period
- Pay Stub
- Pension
- Retirement Plan
- Performance Appraisal
- Post-Secondary Education
- Personnel Office
- Probationary Period
- Profit-Sharing Plan
- Promotion
- References
- Resignation
- Resume
- Retraining
- Salary
- Schedule
- Seasonal Work
- Self-Employed
- Severance Pay
- Shift Differential
- Supervisor
- Telecommute
- Temporary Employment
- Terminated
- Trade School
- Transferable Skills
- Unemployment Insurance
- Union
- Veteran
- Voluntary Deductions
- Workforce
- W-2 Form
- W-4 Form
- Wage
- Withholding Tax
- Worker's Compensation Insurance