

SkillsUSA
2008 Contest Projects

Graphic Communications

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Digital Workflow [DW]


Instructions

Sample

Completed sample

Scoring sheet

You work in the pre-press department in a printing company. You are responsible to preflight all customer's art work to prepare for ripping to a computer-to-plate imaging system. At the computer you will find a read only CD and a hard copy, both provided by the SkillsUSA customer. The customer has marked up changes to be made in a green marker. Details of the job ticket are provided below.

| Job Ticket Information | |  |
|------------------------|---|---|
| Job: | SkillsUSA Flyers | |
| Finish Size: | 8.5 x 7.5 | |
| Quantity: | 1000 copies | |
| Stock: | 8.5 x 11 60# White | |
| Ink: | CMYK | |
| Press: | Heidelberg PM46-2 | |
| Platebend: | 1 inch | |
| Gripper: | 1/4 inch | |
| Bleed: | 1/8 inch on all sides | |
| Special Instructions: | | |
| | Correct known problems (also see customer's markups in green marker on hard copy) | |
| | <ul style="list-style-type: none">• Use only Optima font family• Heidelberg logo needs to be the following process color: Pantone coated #301 (Blue)• Remove the white box around the SkillsUSA logo. | |
| | In addition to correcting the known problems submitted by the customer, your job is to verify that the entire document is corrected and ready for process color output. | |
| | <ul style="list-style-type: none">• Make a Press Quality PDF having crop marks and colorbars showing | |

The CD will be returned to the customer. Therefore, the flyer you have corrected for a four color job and the necessary supporting files (links) must be saved in a new folder on the desktop for future use. Name the Folder: SkillsUSA Contestant #. Save the document as: Flyer Contestant #. The customer has also requested a print ready PDF, which should be saved within your Contestant # folder (same name as the document).

After completing your preflighting tasks, open your PDF. If time permits, make needed corrections to the document and create a new PDF.

C
M
Y
K

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HEIDELBERG

DO YOU HAVE WHAT IT TAKES TO BE A LEADER?

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Printing & Imaging
A Division of...
THE HEIDELBERG GROUP



"Life sinks or expands in proportion to one's courage."

- Arriais Nin



MOTORCYCLE ON DISPLAY IN LOBBY G

remove white background

one's

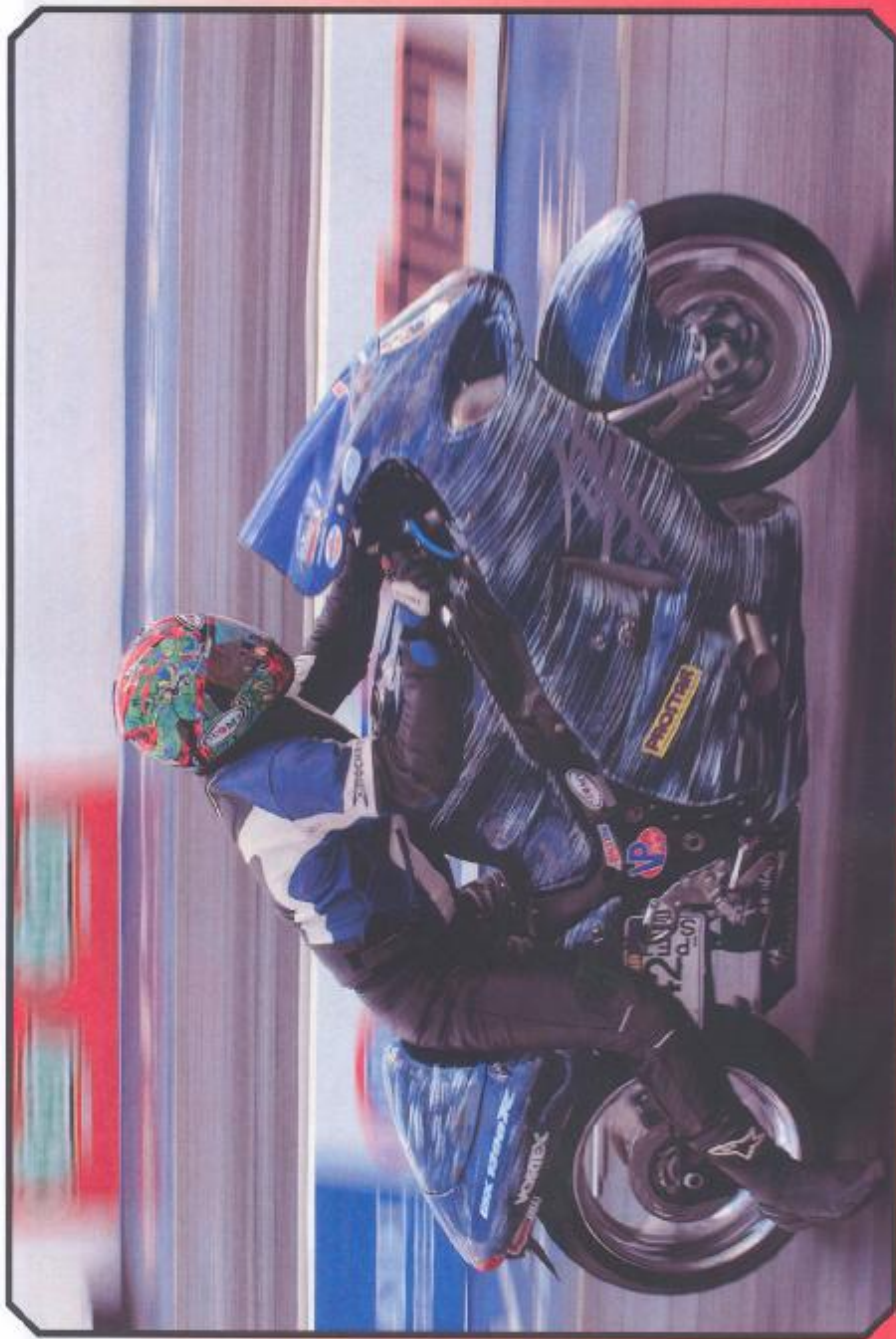


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"Life shrinks or expands in proportion to one's courage."

- Anais Nin



MOTORCYCLE ON DISPLAY IN LOBBY G

Saving / Packaging

- _____ (1pt) Created a folder on the desktop called: flyer Contestant #
- _____ (1pt) Saved the corrected document in new folder
- _____ (1pt) All Links used are in folder
- _____ (1pt) No additional links (unused links in folder)
- _____ (1pt) All fonts are copied (packaged) in folder
- _____ (1pt) Saved PDF in new folder
- _____ (1pt) No link or font errors occur when opening document in contestant # folder

PDF

- _____ (2pt) PDF has cropmarks
- _____ (3pt) PDF has colorbars

GAERF Logo

- _____ (3pt) GAERF Logo - Convert from RGB to CMYK (must be done in Photoshop) (verify: File>Preflight)

Heidelberg Logo

- _____ (1pt) Heidelberg Logo Convert from RGB to CMYK (verify: File>Preflight)
- _____ (1pt) Heidelberg logo Color is a process color (not spot)
- _____ (3pt) Heidelberg logo Color is the correct Pantone Coated #301 (either in InDesign or Photoshop)

Skills Logo

- _____ (4pt) SkillsUSA Logo - Clipping Path turned on (white background removed)

ColorBars

- _____ (2pt) Relinking colorbars - missing link

Bike

- _____ (2pt) Relinking Bike - missing link

Background

- _____ (1pt) Extend the bleed on three sides (any size)
- _____ (3pt) Bleed extended correct size of 1/8 inch
- _____ (3pt) Change color from spot to Process
- _____ (1pt) Change color from RGB to CMYK

Hint for Judges:

- Directly after opening Use File>Preflight (to view errors: links, RGB, fonts, colors)
- Use Windows>Output Preview>Separations (to view color separations for plates)

Not used on this test sample:

- Use Windows>Attributes>Non-printing (to print, not to print and overprint images/strokes.)

Life shrinks or expands in proportion to one's courage

- _____ (3pt) Correct Fonts (only use Optima family for all text including CMYK)
- _____ (2pt) Spell check "shrinks" not srinks
- _____ (2pt) Spell check "one's" not ones

MOTORCYCLE ON DISPLAY IN LOBBY G

- _____ (4pt) Change Motorcycle on Display... to Black
Note: text is register black. It will show up on all plates, if not corrected.
- _____ (1pt) Remove additional text under Lobby G "See it Today"

Additional Info

- _____ (2pt) Remove unused swatches (colors)
Swatches>Select all unused>trash

(50 Points Total)

Contestant Score _____

Electronic Prepress [EP]

Instructions

Sample

Scoring sheet

SKILLS USA 2008

Desktop Publishing (200 Total Points)

16

OBJECTIVE

To test your ability to prepare artwork using a computer and page layout software such as InDesign or QuarkXpress.

JUDGING

Your score will be determined by your ability to produce a flyer that closely matches the sample layout, including:

- Creating and specifying colors
- Working with type
- Using tools to create backgrounds and boxes
- Modifying, importing, sizing and positioning graphics
- Saving file into a specified location on the computer system

PLEASE NOTE! When finished, save file onto desktop with your competition number as file name.

INSTRUCTIONS

Create a one-sided flyer that matches the sample provided. The flyer is to print in 4-color process and Pantone 179. Follow these basic steps and the sample layout to complete the project. (You may write on this sheet, but do not remove it from testing area.)

- Launch page layout application of your choice. Create new document, 12" wide by 8.75" high. (Page will be horizontal.) Do **not** check *Facing Pages*. Save your file using your competition number as the file name.
- Create new spot color: Pantone 179.
- Create CMYK color using 60C, 40M, 20Y, 100K. Call it Rich Black.
- Create horizontal bar .375" high. Color it Rich Black and position so top of bar is 2.5" from top of page. (Note: be sure to add .125" bleed where necessary when creating this flyer.)
- Use Place or Get Picture to import file *fourkids.eps*. Position as shown.
- Import file: *hut.tif*. Scale to 105% to match sample. Crop and position 6" from left edge as shown.
- Typeset the word *COMMUNITY*. Specify font and size as indicated on sample. Position and adjust kerning to match sample as closely as possible. Mark type colors as shown on sample.
- Import file: *toy.eps*. Position as shown.
- Typeset white text inside black bar. Specify font and size as indicated on sample. Position as shown.
- Import file: *happyboy.tif*. Scale to 89%. Crop and position to match sample.
- Import file: *girlcrayon.tif*. Scale to 113%. Use method of your choice to flip photo horizontally. Crop and position to match sample.
- Import file: *twogirls.tif*. Scale to 117%. Convert this photo from RGB to CMYK. Crop and position to match sample.
- Import file: *boybike.eps*. Scale to 106%. Crop and position as shown on sample. Typeset copy next to boy's head. Mark it 100% Pantone 179; style as indicated on sample. *Match line breaks to those on sample.*
- Create box for colored background on right half of page. Color it 40% Pantone 179. Position as shown, making sure left edge of background lines up with picture above it as on sample.
- Import file: *babygirl.tif*. Resize to 49%; crop and position in lower left corner as shown.
- Import file: *group.tif*. Position this photo in a 1.25" circular picture box and place on page as shown.
- Typeset heading (*The Healthcare Promoter Program*). Mark it 100% Pantone 179; specify font, size and color as shown.
- Import text file: *Dominican.txt*. Specify Baskerville Book Regular and Medium Italic as indicated; use size guide and sample to determine size, leading and spacing between paragraphs. (*Line breaks should closely match sample but do not have to match exactly.*) Mark colors to match sample. Use method of your choice to wrap text around *group.tif* and *babygirl.tif* as shown on sample.
- Run spellcheck and correct spelling as necessary (*hint: imported text contains three misspelled words*). Remember to proofread everything you typeset.
- Save file onto desktop with your competition number as the file name. (**Do not Collect for Output or Package.**)

Please do not remove this sheet, sample layout or size guide from testing area.

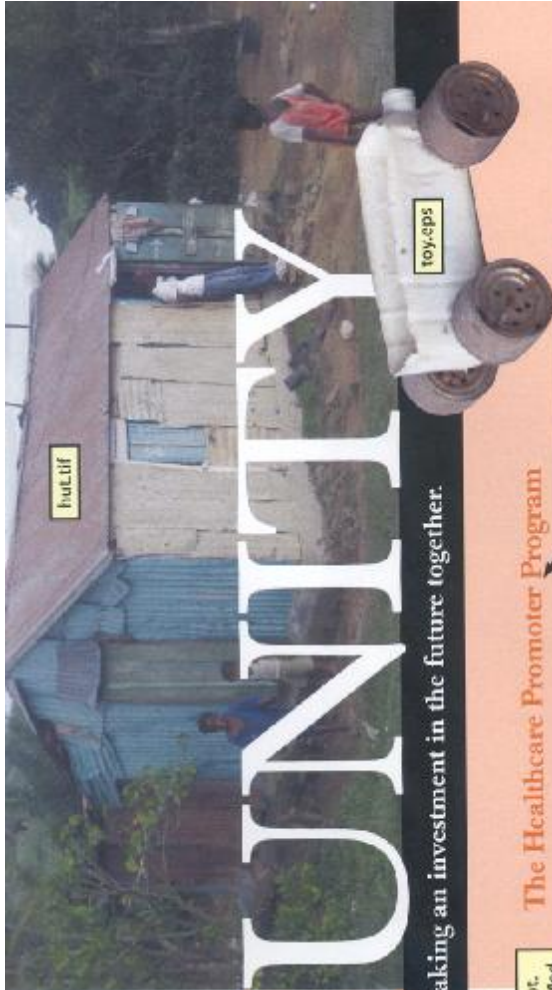
1st Sheet (H)



fourkids.eps

COMMUNITY

96 pt. Baskerville Book Reg.
Colors: 100% Pantone 179/White



hut.tif

Dominican Republic Medical Partnership: Making an investment in the future together.

type 9 pt.
Baskerville Book Med. Ital.
12 pt. leading



happyboy.eps



boybike.eps

The healthcare promoter program has made a huge difference in the lives of thousands of people for a very small investment.

White type: 11 pt.
Baskerville Book Med.

group.eps



The Healthcare Promoter Program

The cornerstone of our work in the Dominican Republic is the healthcare promoter program. After years of working in this poor country would never get better if we didn't help people there learn to help themselves.

We currently pay salaries to 52 people who receive training and supplies to oversee medical needs in their communities. These promoters are responsible for distributing vitamins and anti-parasitic medicines to about 1,000 children. They provide women information about contraception, prenatal care, breastfeeding, and family planning. The promoters receive continuing education through the Dominican Republic as well as groups of people throughout the United States.

We've seen these promoters become respected members of their communities. They are the people their neighbors turn to when there's an emergency or life-threatening problem. They monitor ongoing needs and report them to visiting medical teams. The promoters are constantly seeking new information about everything from HIV/AIDS to wound care so they can better serve their people.

The promoters receive \$500 annual salary and \$100 for a medical supply kit. Some are sponsored by individuals in the United States, others by churches, clubs, sororities or neighborhood groups. We provide updates and photographs so sponsors can see where their money is going. And if you join us on a trip to the Dominican Republic, we will make every effort for you to meet your promoter face-to-face.

The healthcare promoter program has been a powerful transition to watch, and we'd love to expand it to other villages. You can learn more about the program by calling 535-393-2929.

40% Pantone 179 background

Baskerville Book Med. Ital.
Color: 100% Pantone 179



girlcrayon.eps



twogirls.eps



babygirl1.e

SKILLS USA 2008

Desktop Publishing (200 Total Points)

Contestant Number _____

| SET UP PAGE | 15 |
|--|----|
| Create new document (9) | |
| Correct size (12"x8.75")..... 3 | |
| Named correctly (contestant no.)..... 3 | |
| Saved in correct spot (on desktop, not in folder)..... 3 | |
| Create colors (6) | |
| Named correctly (Pantone 179)..... 2 | |
| Spec'd correctly (Spot, not process)..... 2 | |
| Rich black (60C, 40M, 20Y, 100K)..... 2 | |
| <i>Your Score</i> _____ | |

| TOP | 56 |
|---|----|
| Create bar (10) | |
| Correct color (Rich Black)..... 2 | |
| Correct height (.375")..... 2 | |
| Bleeds both sides..... 4 | |
| Positioned correctly (2.5" from top)..... 2 | |
| Import photo (fourkids.eps) (4) | |
| Size (100%)..... 2 | |
| Position on page..... 2 | |
| Import photo (hut.tif) (10) | |
| Size (105%)..... 2 | |
| Cropping..... 2 | |
| Bleeds both top and side..... 4 | |
| Position (6" from edge)..... 2 | |
| Import photo (toy.eps) (4) | |
| Size (100%)..... 2 | |
| Position on page..... 2 | |
| Typeset COMMUNITY (20) | |
| Spelling..... 2 | |
| Font (Baskerville Book Reg)..... 2 | |
| Size (96 pt)..... 2 | |
| Kerning (visual)..... 10 | |
| Colors (179, white)..... 2 | |
| Position (along top of black bar)..... 2 | |
| Typeset small heading (8) | |
| Spelling..... 2 | |
| Font (Baskerville Med)..... 2 | |
| Size (11)..... 2 | |
| Position (flush left with copy below it)..... 2 | |
| <i>Your Score</i> _____ | |

| LEFT SIDE | 32 |
|---|----|
| Import photo (happyboy.tif) (8) | |
| Size (89%)..... 2 | |
| Cropping..... 2 | |
| Bleeds left..... 2 | |
| Position on page..... 2 | |
| Import photo (girlcrayon.tif) (12) | |
| Size (113%)..... 2 | |
| Cropping..... 2 | |
| Bleeds left..... 2 | |
| Position on page..... 2 | |
| Flipped horizontal..... 4 | |
| Import photo (twogirls.tif) (12) | |
| Size (117%)..... 2 | |
| Cropping..... 2 | |
| Bleeds left..... 2 | |
| Position on page..... 2 | |
| Converted to CMYK..... 4 | |
| <i>Your Score</i> _____ | |

| MIDDLE | 22 |
|---|----|
| Import photo (boybike.eps) (8) | |
| Size (106%)..... 2 | |
| Cropping..... 2 | |
| Bleeds bottom..... 2 | |
| Position on page..... 2 | |
| Typeset cutline (14) | |
| Spelling..... 2 | |
| Font (Baskerville Med Ital)..... 2 | |
| Size (9)..... 2 | |
| Leading (12)..... 2 | |
| Color (100% Pantone 179)..... 2 | |
| Match line breaks..... 2 | |
| Position (flush left with type in black bar)..... 2 | |
| <i>Your Score</i> _____ | |

| RIGHT SIDE | 75 |
|--|----|
| Create box (8) | |
| Color (40% Pantone 179)..... 2 | |
| Bleeds right side and bottom..... 4 | |
| Position (6" from edge)..... 2 | |
| Import photo (babygirl.tif) (10) | |
| Size (49%)..... 2 | |
| Cropping..... 2 | |
| Bleeds right side and bottom..... 4 | |
| Position on page..... 2 | |
| Import photo (group.tif) (10) | |
| Size (100%)..... 2 | |
| Cropping..... 2 | |
| Position on page..... 4 | |
| 1.25" circle..... 2 | |
| Typeset headline (The Healthcare Promoter Program) (10) | |
| Spelling..... 2 | |
| Font (Baskerville Med)..... 2 | |
| Size (12)..... 2 | |
| Color (100% Pantone 179)..... 2 | |
| Position on page..... 2 | |
| Import text (37) | |
| First 4 paragraphs: | |
| Font (Baskerville Reg)..... 2 | |
| Size (10)..... 2 | |
| Leading (12)..... 2 | |
| Space between paragraphs (visual)..... 4 | |
| Position on page..... 2 | |
| Wrap distance around circular photo..... 4 | |
| Spelling: | |
| overse..... 3 | |
| ongong..... 3 | |
| sororeties..... 3 | |
| Bottom 3 lines: | |
| Font (Baskerville Med Ital)..... 2 | |
| Size (10)..... 2 | |
| Leading (13)..... 2 | |
| Position on page..... 2 | |
| Wrap distance around lower right photo..... 4 | |
| <i>Your Score</i> _____ | |

Total Test Score _____

Finishing [FIN]

Instructions

Written test

Scoring sheet

Skills USA (2008)
Graphic Communications Contest -- Finishing

Objectives:

1. To demonstrate the ability to read instructions for a particular finishing order.
2. To follow instructions in dividing a sheet properly using the paper cutter supplied.
3. To follow instructions in preparing a folded piece using the folding machine supplied.
4. To perform good housekeeping.
5. To demonstrate good safety practice.
6. To submit completed materials for assigned jobs with participant's number.
7. To complete a written finishing test, demonstrating knowledge of the finishing area.

Directions: *You have the allowed rotation time to complete all three (3) sections.*

When you have finished each section, submit materials and wait to be dismissed

SECTION I – PRODUCTION – 22 minutes for portions “A” and “B”

A. Sheet Division/Cutting (4-up 4/1 Sheetwise) (Paper Cutter)

You have been provided with five hundred (500) sheets of 19" x 25" press sheets to be divided and trimmed to four (4) separate lifts measuring 8.5" x 11". Thirty (30) points possible.

REQUIREMENTS:

1. Make necessary preparations to divide press sheet to finished sheet size as required.
2. Operate cutter using program functions and controls as instructed.
3. All sheets should be submitted for review with saleable material and spoilage separated.

B. Three- Fold Brochure (Letter Fold) (Conventional Folder)

You have been provided with one hundred (100) sheets of 8.5" x 11" finished size 4/1 printed brochures to be folded as described above, referencing bleeds and panels. Thirty (30) points possible.

REQUIREMENTS:

1. Make necessary preparations to fold sheet into tri-fold (letter fold) form with equal panels.
2. Operate folder using adjustments, settings and controls as instructed.
3. All brochures should be submitted for review with saleable material and spoilage separated.

SECTION II – WRITTEN TEST – 22 minutes for portion “C”

C. Written Finishing Test (Complete at workstation provided)

Complete this portion as per instructions on the test. Maximum value is forty (40) points

Judging:

1. Following of instructions
2. Handling of materials
3. Completeness of materials submitted
4. Accuracy of finished products.
5. Housekeeping and Safety
6. Correctness of responses on Written Test

Maximum of 100 points.

Contestant # _____

Skills USA (2008)

Graphic Communications Contest – Finishing Test (Written Portion)

PART I: True/False. Print “T” beside the statement if it is true, “F” if false. (1 pt. each)

1. ____ Grain direction is irrelevant when planning and in production.
2. ____ When adjusting the cutter backgauge, movement should be from back to front.
3. ____ Scoring and perforating may only be performed on a folding machine.
4. ____ Stitching machines utilize a pre-formed wire staple to fasten pages together.
5. ____ A “signature” refers to a folded section consisting of four (4) or more pages.
6. ____ Imposition is of concern to both the pre-press area and bindery.
7. ____ Hearing protection is not normally required in the finishing area.
8. ____ Embossing produces a raised area enhancing a printed or stamped image.
9. ____ Fanning/aerating of stock is not necessary on air-fed folders.
10. ____ Plastic Binding is often referred to as “GBC” or “Comb” binding.
11. ____ Signatures are provided with a lip to allow for easy handling in binding.

PART II: Matching. Print the letter of the best possible response in the blank. (1 pt. each)

12. ____ The crushing of paper fibers in order to yield clean and square folds is called:
 - a. stamping
 - b. slitting
 - c. scoring
 - d. fiber forming

continued on other side

13. _____ The second, third or fourth unit of a folding machine is often referred to as the:
- right-angle unit
 - parallel unit
 - secondary unit
 - buckle plate
14. _____ Perfect binding and padding are basically the same because:
- both may be used to fasten signatures together
 - either method provides a strong, rigid bind edge
 - both can be accomplished using simple tools
 - both use an adhesive to fasten pages together
15. _____ Which of the following are types of coated papers?
- antique, vellum, smooth
 - C1S, C2S
 - book, bond, cover
16. _____ Which of the following is not an acceptable method to test grain direction?
- tear test
 - pull test
 - sag test
 - fold test
17. _____ What should be clearly marked to ensure square, consistent folds and trim?
- fold and trim marks
 - register marks
 - head(gripper) and guide edges of the finished press sheet
18. _____ The maximum number of right-angle folds that can be made to a single-sheet is
- 6
 - 5
 - infinite
19. _____ A hard-cover book is described as _____ in the finishing trade
- hardback
 - hard bound
 - case bound
20. _____ Spiral binding has several distinct advantages, the greatest being:
- narrow bind margin
 - ability to lay flat
 - most economical
 - all of the above.

PART III: Short Answer, continued

26. When operating a paper cutter, it is possible for the stack of paper to “draw”. Describe what this means and a common cause for “drawing”.
27. When a customer requests a particular type of fold for their finished product,, it is possible for confusion to exist in terminology. What should be provided by the customer to prevent such confusion by the production planner and folder operator?
28. Explain, in your own terms, the difference between a letter or roll-fold and an accordion fold. (a diagram may be used to support your response)
29. Explain, in your own terms, the difference between parallel folding and right-angle folding (a diagram may be used to support your response) and where each is most commonly used.
30. Automation in all areas of printing has decreased preparation and production time dramatically. Provide two examples of improvements, attachments, or technologies that have helped to speed processes in the binding and finishing area.

Contestant # _____

Skills USA (2008)
Graphic Communications Contest -- Finishing

A. Cutter Operation

| | | | | | | |
|---|---|---|---|---|---|--|
| 0 | 1 | 2 | 3 | 4 | 5 | Operation of Cutter |
| 0 | 1 | 2 | 3 | 4 | 5 | Handling of Materials |
| 0 | 1 | 2 | 3 | 4 | 5 | Followed Instructions and Specifications |
| 0 | 1 | 2 | 3 | 4 | 5 | Accuracy and Consistency of Work |
| 0 | 1 | 2 | 3 | 4 | 5 | Saleable Quantity |
| 0 | 1 | 2 | 3 | 4 | 5 | Housekeeping and Safety |

Actual number out of 30 points possible: _____

B. Letter Fold

| | | | | | | |
|---|---|---|---|---|---|--|
| 0 | 1 | 2 | 3 | 4 | 5 | Operation of Folder |
| 0 | 1 | 2 | 3 | 4 | 5 | Handling of Materials |
| 0 | 1 | 2 | 3 | 4 | 5 | Followed Instructions and Specifications |
| 0 | 1 | 2 | 3 | 4 | 5 | Accuracy and Consistency of Work |
| 0 | 1 | 2 | 3 | 4 | 5 | Saleable Quantity |
| 0 | 1 | 2 | 3 | 4 | 5 | Housekeeping and Safety |

Actual number out of 30 points possible: _____

C. Written Finishing Test

Actual number out of 40 points possible: _____

Total for contest (100 maximum): _____

Notes:

Judge Initials: _____

Offset Press Operations [OPO]

Instructions

Scoring sheet

SkillsUSA
NATIONAL CONFERENCE
GRAPHIC COMMUNICATIONS
2006

Instructions for Presswork

Machine to be used
HEIDELBERG QUICKMASTER - 46 2color
Largest sheet size 13 1/2"x18 1/8"

**JOB #1 TWO COLORS PRINTED ON A TWO COLOR PRE PRINTED SHEET
CREATING A FOUR COLOR JOB - ONE SIDED - CYAN and MAGENTA**

The Contestant will be given two plates to complete the 2nd two colors of a four color job. Both plates will need to be mounted on the press. Crop marks and images will need to be printed and matched to the 1st two colors of the pre printed sheet. The feeder and delivery will need to be set up to feed and deliver 8.5" x 11" 8pt coated one side stock.

The contestant will be given 200 sheets of pre printed paper for the job. This gives the contestant 100 sheets for set up and 100 sheets to be judged on. The job will need to set up using the least amount of sheets as possible. 50 sheets are allowed to be used for set up without penalty. If the contestant can set the job up using 50 sheets or less 10 points will be given. If more than 50 sheets are required for set up the contestant will lose 1 point for every 5 sheets used beyond 50 sheets up to 100 sheets. Only 100 quality sheets of the 200 sheets will be accepted for judging the completed job. 100 sheets equal 0.2 points with a maximum total of 20 points.

All sheets are to be submitted to the judge (Good, Bad, and unprinted sheets). Include contestant number with each job.

The contestant will need to eject the plates from the machine and wash the blanket. Once this is completed the contestant will need to make sure the area is clean.

For JOB 1 The contestants will be judged on press makeready, registration of each color to the pre printed sheet, quality of printed sheets, operation of machine, feeder, delivery, and clean-up of work area. This job is printed two colors, one side, on of a pre printed sheet creating a four color job.

The contestant will have 50 minutes to complete this project. No additional points are given for finishing early.

The contestant can ask a judge where an adjustment knob is on the machine but the judge will not make any adjustments for the contestant. This is for the safety of the operator and machine.

Safety first. The judge may shut down and disqualify a contestant for any unsafe practices. This decision must be made and agreed upon by two judges for all fairness.

Points will be decided as follows per job:

Feeder (10) - Delivery (5) - Skew (10) - Lateral (10) - Circumferential (10) - Impression (5) - Ink sweep pu1 pu2 (5) - Good Copies (20 possible points total 0.2 points per sheet up to 100 sheets) - Make Ready (10) - Overall Quality of finished product (5) - knowledge (5)
- Clean up & Safety (5)

Total possible points equal 100 points

JOB 1 2006

Points will be decided as follows per job

Contestant Number

- **Feeder** (10)

- **Delivery** (5)

- **Skew pu1**(5)

- **Skew pu2**(5)

- **Lateral pu1**(5)

- **Lateral pu2**(5)

- **Circumferential pu1**(5)

- **Circumferential pu2**(5)

- **Ink Sweep pu1 & pu2** (5)

- **Impression** (5)

- **Good Quality Copies** **20**

(20 possible points total)(0.2 points per sheet up to 100 sheets out of 200)

(20 possible points)(5 sheets equals 1pt up to 100 sheets)

- **Make Ready** (10)

(10 points total)(0-50 sheets make ready =10pts)(51-100 sheets = minus 2pt per 10 sheets)

- **Overall Quality** (5)

- **Knowledge** (5pt) will be deducted for spoon feeding)

General knowledge of the printing process while operating the machine

- **Clean Up Safety** (5)

Total possible points equals 100 points

Total

Oral Professional Assessment [OPA]

Scenario

Assessment

Scoring sheet

Scenario

You are being interviewed for a possible job. You are to answer questions provided by the interviewer. You are to answer the questions to the best of your ability.

The questions may include technical knowledge, common sense and awareness of self (questions about you).

The position will not be specific to a technical job, but the questions will allow you to think about the questions being asked.

Your Assignment

Bring your resume [it was collected earlier].

Prepare yourself for the questions as if you were interviewing for a job. The interviewer will ask questions and you will answer. You will be graded on the basis of

How you handle the questions

How able you were in answering the questions

Whether you handled the interview in a professional manner

How well you think at a moment's notice

Awareness of who you are and what you believe in

Oral Professional Assessment

As part of the interviewing process the following questions will be used to determine whether you will be advanced to the second phase of the process. Please respond to the following questions as realistic as possible.

1. Could you please tell me about yourself?

Answer should mention 3-4 aspects of your experience, skills, interests and personality

2. What are your long- and short-term career goals?

Assure the employer that you are worth the investment, assure them you are in for the long haul.

3. Outside of work, what are some of the things you do?

Tell something about you in your nonprofessional life.

4. What strengths do you bring to this job that other candidates might not?

Tell why you are the most suited for the job, use brief achievement stories when possible.

SkillsUSA.2006

Oral Professional Assessment

Contestant # _____

| | | | | | | |
|---|---|---|----|----|----|--|
| 0 | 1 | 2 | 3 | 4 | 5 | Ability to handle the assignment |
| 0 | 1 | 2 | 3 | 4 | 5 | Ability to answer questions asked |
| 0 | 2 | 4 | 6 | 8 | 10 | Situation handled in a professional manner |
| 0 | 2 | 4 | 6 | 8 | 10 | Ability to think on his/her feet |
| 0 | 4 | 8 | 12 | 16 | 20 | Awareness of self |

Total _____ x 2 = _____ (100 points maximum)

Judge Initials: _____

Notes

Production Planning [PP]

Written test

Production Planning Written Test

For the following parent sheet sizes, please find the following (assuming we are cutting to a finished size sheet of 11" x 17"): (1) number of sheets out, (2) paper waste from cutting percentage and (3) out of the three sizes, which sheet sizes is the most economical parent size:

a) 17" x 22"

b) 19" x 24"

c) 28" x 34"

1. _____

1. _____

1. _____

2. _____

2. _____

2. _____

3. _____

Explain the following terms and how they relate to substrate acquisition

a) Basic Size-

b) Basis Weight-

c) M-Weight-

d) CWT-

e) Substance Weight -

Given the information below, determine the following: (1) press sheet size, (2) number of press sheets, (3) parent sheet size, (4) number of parent sheets, (5) total cost of stock, (6) grain direction of stock and (7) paper waste from cutting percentage.

Do not estimate sheets for press spoilage.

We want to print 130,000 4.5" x 12" package inserts, to run 8-up on a Heidelberg KORD, with a max. pss of 18" x 25.5. Stock is 25" x 38". 50# Springhill Offset in inventory.

25" x 38" -- M-weight 120 -- Qty 1200 sh/ctn. (1) Carton price \$94.75\m
(4) Carton price \$89.60\m
(16) Carton price \$83.95\m

- 1) _____ 2) _____
3) _____ 4) _____
5) _____ 6) _____
7) _____

A customer wants 45,000 copies of a 9" x 12" flyer with a type page measuring 7" x 10". The job will run in regular black ink with an estimated coverage of 45% on machine-finished book.

We will run this job will use 4% paper spoilage per form and 3% ink waste/loss. Regular black ink cost \$7.85 per pound.

The ink mileage schedule lists the following number of square inches per pound for the following colors of ink: Regular black 400,000

Determine the quantity in pounds of ink needed to complete the job, as well as the cost of the ink.

- a. Quantity of ink _____
b. Cost of ink _____

Explain in detail the difference in the imposition of a work and tumble signature and a work and turn signature.