

Member ID: \_\_\_\_\_

Time: \_\_\_\_\_

Rank: \_\_\_\_\_



# Business Law and Ethics

## 265

### REGIONAL 2025

**CONCEPT KNOWLEDGE:**

Multiple Choice (50 @ 2 points each)

\_\_\_\_\_ (100 points)

## Test Time: 60 minutes

**GENERAL GUIDELINES:**

*Failure to adhere to any of the following rules will result in disqualification:*

1. Member must hand in this test booklet and all printouts if any. Failure to do so will result in disqualification.
2. No equipment, supplies, or materials other than those specified for this event are allowed in the testing area. No previous BPA tests and/or sample tests (handwritten, photocopied, or keyed) are allowed in the testing area.
3. Electronic devices will be monitored according to ACT standards.

1. A new client is confused about the court system. How do you explain the difference between federal and state courts?
  - A. Federal courts deal with state law disputes; state courts handle federal law.
  - B. Federal courts deal with disputes involving federal law or parties from different states; state courts handle disputes under their state's laws.
  - C. There is no difference; they are interchangeable.
  - D. Federal courts are only for criminal cases; state courts are for civil cases.
2. A legal assistant is asked to prepare a document that is due by the end of the day, but they are already overwhelmed with tasks. What is the most professional response?
  - A. Inform their supervisor about the workload and ask for prioritization.
  - B. Skip lunch to ensure all work is completed on time.
  - C. Delegate some of their tasks to a colleague without asking.
  - D. Tell the supervisor it's impossible to complete the task on time.
3. You overhear a coworker making offensive jokes about another's ethnicity. What's the first step to take?
  - A. Join in to fit in with the office culture.
  - B. Report the behavior to HR or a supervisor.
  - C. Confront the coworker publicly to shame them.
  - D. Ignore it; it's just office humor.
4. A client is frustrated and speaks aggressively towards you. How should you handle this situation?
  - A. Respond aggressively to assert dominance.
  - B. Listen calmly, acknowledge their feelings, and try to address their concerns.
  - C. Tell them you will not help until they calm down.
  - D. Transfer the call to a colleague without warning.
5. When managing a diverse team, what strategy promotes inclusivity?
  - A. Holding team-building exercises exclusively outside of work hours.
  - B. Creating a space where team members can share their cultural backgrounds and perspectives.
  - C. Assigning work based on stereotypes about team members' cultural backgrounds.
  - D. Avoiding discussions about diversity altogether.

6. A colleague often takes credit for your work. How do you address this?
  - A. Publicly accuse the colleague of stealing your ideas.
  - B. Keep quiet to avoid conflict.
  - C. Document instances where this occurs and discuss it with your supervisor.
  - D. Begin taking credit for the colleague's work in retaliation.
  
7. You discover a small mistake in a legal document that has already been filed. What do you do?
  - A. Ignore it; it's probably not important.
  - B. Correct the mistake and refile the document without telling anyone.
  - C. Inform your supervisor and seek advice on how to proceed.
  - D. Hide the mistake and hope no one notices.
  
8. When is it appropriate to use jargon with a client?
  - A. When the client is familiar with legal terms.
  - B. Never; always use plain language.
  - C. Only in written communications, not verbal.
  - D. When you want to impress the client with your knowledge.
  
9. A document must be served to a party in a civil case. What is the correct procedure?
  - A. Email the document without confirmation.
  - B. Hand the document to a random coworker of the party.
  - C. Use a professional process server or certified mail with receipt.
  - D. Leave the document at the party's last known address without notice.
  
10. You are drafting a legal brief and come across a term you don't understand. What do you do?
  - A. Guess its meaning and proceed.
  - B. Skip it and hope it's not important.
  - C. Consult a legal dictionary or online legal resources.
  - D. Ask a friend who is not in the legal profession for their opinion.
  
11. How should you address a coworker who consistently mispronounces a client's name after being corrected?
  - A. Publicly correct the coworker every time it happens.
  - B. Ignore the behavior; it's the client's issue to correct.
  - C. Suggest they practice in private and offer tips if needed.
  - D. File a complaint about the coworker for unprofessional behavior.

12. A legal assistant is tasked with updating a client about a delay in their case. What's the most professional approach?
- A. Blame the court system entirely to avoid responsibility.
  - B. Provide a clear explanation of the cause and the new timeline, along with an apology for any inconvenience.
  - C. Ignore the client until there is positive news to report.
  - D. Suggest the client find a new legal representative due to the delay.
13. You notice a significant error in a legal advertisement published by your firm. What action do you take?
- A. Laugh it off as a minor issue.
  - B. Immediately inform your supervisor or the marketing department of the mistake.
  - C. Correct the error yourself without telling anyone to avoid trouble.
  - D. Use social media to apologize publicly before informing your firm.
14. A colleague from a different department makes an inappropriate joke about a sensitive case. How do you respond?
- A. Laugh to keep the peace, even if you're uncomfortable.
  - B. Ignore it and change the subject.
  - C. Report the behavior to your supervisor or HR, emphasizing the importance of sensitivity.
  - D. Make a counter-joke to deflect the discomfort.
15. How do you manage a request from a colleague to help with a task that's outside your area of expertise?
- A. Decline, stating it's not your job.
  - B. Agree to help, aiming to learn something new, but inform them of your limitations.
  - C. Ignore the request, hoping they'll find someone else.
  - D. Pretend to be busy to avoid the task.
16. When you overhear a discussion about a case that you know contains incorrect information, what do you do?
- A. Correct the misinformation based on your knowledge.
  - B. Stay silent to avoid confrontation.
  - C. Report the discussion for spreading false information.
  - D. Join in and add to the misinformation for fun.

17. Your firm is considering new software to improve workflow. What's the most important factor to consider?
- A. The software's popularity and brand recognition.
  - B. Compatibility with current systems and the specific needs of your firm.
  - C. The color scheme and design of the user interface.
  - D. Choosing the cheapest option to save money.
18. A client is providing incomplete information that's crucial for their case. How do you address this?
- A. Threaten to drop their case if they don't comply.
  - B. Explain the importance of complete information for a successful outcome and offer to assist them in gathering it.
  - C. Assume they have their reasons and proceed without it.
  - D. Fill in the gaps with assumptions and proceed.
19. After receiving constructive criticism, you feel discouraged. What's the best way to view the feedback?
- A. As a personal attack and evidence of failure.
  - B. As an opportunity to learn and improve your skills.
  - C. Ignore it; feedback is usually wrong.
  - D. As irrelevant unless it comes from someone you admire.
20. In preparing for a multicultural client meeting, what step is essential for effective communication?
- A. Assuming everyone speaks English fluently and proceeding as usual.
  - B. Preparing materials only in your native language for consistency.
  - C. Learning key phrases in each client's language to impress them.
  - D. Ensuring translation services or materials are available in the clients' preferred languages.
21. During a team project, you notice that work is unevenly distributed, causing stress and burnout. What step should you first take?
- A. Immediately take all the work on yourself to alleviate others' stress.
  - B. Propose a team meeting to discuss workload distribution and find a fair solution.
  - C. Complain to your supervisor about specific team members not doing enough.
  - D. Ignore the issue, assuming it will resolve itself over time.

22. How should you react when a client continuously interrupts you during meetings, making it hard to provide legal advice?
- A. Politely ask the client to allow you to finish your points to ensure they receive comprehensive advice.
  - B. Interrupt the client in return to assert dominance in the conversation.
  - C. End the meeting abruptly when first interrupted.
  - D. Allow the client to speak uninterrupted, even if it means not all advice is given.
23. When preparing a presentation on legal ethics, what example is most important to include?
- A. A detailed analysis of a fictional TV lawyer's unethical behavior.
  - B. Real-life cases highlighting the consequences of ethical breaches.
  - C. Theoretical scenarios that are unlikely to happen in real practice.
  - D. Anecdotes about ethical dilemmas faced by celebrities outside the legal field.
24. You're tasked with drafting a sensitive email to a client about a setback in their case. What tone is most appropriate?
- A. Light-hearted and humorous to ease the bad news.
  - B. Professional, empathetic, and clear, offering next steps and reassurances.
  - C. Vague and indirect to soften the impact of the setback.
  - D. Blunt and to the point, minimizing the importance of the setback.
25. The legal concept of "double jeopardy" is most closely associated with which of the following rights?
- A. The right to a speedy trial
  - B. The right against self-incrimination
  - C. The right to be tried twice for the same crime
  - D. The protection against being tried again for the same offense
26. The principle of "judicial review" allows courts to:
- A. Review and enforce contractual obligations
  - B. Oversee the administrative procedures of federal agencies
  - C. Invalidate laws and executive actions that are unconstitutional
  - D. Summon witnesses to testify in criminal cases
27. What does "habeas corpus" ensure for an individual?
- A. The right to bear arms.
  - B. The right to a trial by jury.
  - C. The right to be presented before a court after arrest.
  - D. The right to refuse self-incrimination.

28. A "deposition" is:
- A. A written statement used as evidence in court.
  - B. An out-of-court testimony recorded for later use in court.
  - C. The removal of a public official from office.
  - D. A preliminary argument presented to a judge.
29. Eminent domain refers to the power of the government to:
- A. Enforce criminal penalties.
  - B. Levy taxes on property.
  - C. Commandeer private property for public use, with compensation.
  - D. Impose educational standards.
30. \_\_\_\_\_ occurs when someone knowingly makes false statements about another person, causing harm to their reputation.
- A. Slander
  - B. Libel
  - C. Fraud
  - D. Incitement
31. All of the following are categories of property except:
- A. Tangible personal property
  - B. Intellectual property
  - C. Public property
  - D. Inalienable property
32. The principle that prevents the same facts from being litigated more than once by the same parties is called:
- A. Double jeopardy
  - B. Res judicata
  - C. Laches
  - D. Collateral estoppel
33. When a party uses someone else's trademark without permission, this is an example of:
- A. Patent infringement
  - B. Copyright violation
  - C. Trademark infringement
  - D. Trade secret misappropriation



34. The legal term for a written statement filed with the court that explains a party's legal and factual arguments is:
- A. Deposition
  - B. Brief
  - C. Affidavit
  - D. Subpoena
35. The unauthorized entry into another's property with the intent to commit a crime is termed:
- A. Burglary
  - B. Trespass
  - C. Vandalism
  - D. Arson
36. A "tort" is best described as:
- A. A breach of contract
  - B. A criminal act
  - C. A wrongful act leading to civil legal liability
  - D. An administrative error
37. Maria agrees to paint Dan's house for \$2,500. After completing half the job, Maria decides it's too much work and stops. Dan has to hire another painter for \$3,000 to finish the job. Maria's action constitutes:
- A. Breach of contract
  - B. Specific performance
  - C. Unjust enrichment
  - D. Constructive dismissal
38. Paul verbally promises to sell his car to Quinn for \$5,000, and Quinn accepts. When Quinn arrives with the money, Paul refuses to sell. This contract is:
- A. Enforceable, because it is a verbal agreement.
  - B. Unenforceable, because it deals with the sale of goods over \$500.
  - C. Enforceable, because consideration was provided.
  - D. Unenforceable, because verbal contracts are not valid.

39. The act of intentionally misleading or deceiving another person to their detriment is referred to as:
- A. Fraud
  - B. Coercion
  - C. Misrepresentation
  - D. Undue influence
40. The unauthorized use of another person's identity for personal gain is legally referred to as:
- A. Identity theft
  - B. Embezzlement
  - C. Conversion
  - D. Trespass to chattels
41. An agreement between two parties that is not supported by consideration is generally:
- A. Binding
  - B. Unenforceable
  - C. Voidable
  - D. Executed
42. The legal term for a false statement that harms another's reputation, spoken rather than written, is:
- A. Libel
  - B. Defamation
  - C. Slander
  - D. Disparagement
43. The legal process of transferring property ownership after the owner's death, according to the will, is called:
- A. Probate
  - B. Intestate succession
  - C. Trust administration
  - D. Bequeathal
44. A legal term for money awarded to a plaintiff to compensate for a quantifiable monetary loss is:
- A. Punitive damages
  - B. Compensatory damages
  - C. Nominal damages
  - D. Liquidated damages

45. The legal doctrine that permits breaking a contract when keeping the contract would be excessively burdensome due to unforeseen events is:
- A. Force majeure
  - B. Frustration of purpose
  - C. Hardship clause
  - D. Impossibility
46. A legal procedure where a person can be declared unable to manage their own affairs and placed under the guardianship of another is known as:
- A. Conservatorship
  - B. Guardianship
  - C. Receivership
  - D. Trustee appointment
47. Which law provides protection against discrimination in the workplace?
- A. Civil Rights Act
  - B. Consumer Protection Act
  - C. Federal Trade Commission Act
  - D. Environmental Protection Act
48. What is NOT considered a form of intellectual property?
- A. Trade secrets
  - B. Employee handbooks
  - C. Trademarks
  - D. Patents
49. Which legal document does not represent or expresses a person's wishes regarding their medical treatment in circumstances in which they are no longer able to express informed consent?
- A. Living will
  - B. Power of attorney
  - C. Advance directive
  - D. Last will and testament
50. A type of bankruptcy that allows for a plan of reorganization to keep a business alive and pay creditors over time is known as:
- A. Chapter 7
  - B. Chapter 11
  - C. Chapter 13
  - D. Chapter 15