

SAMPLE QUESTIONS FOR EXAMINATION O/N 710

The following sample questions show the types of questions that will be used in the written test. They show also how the questions in the test are to be answered. Read the directions below; then answer the sample questions. Record your answers on the Sample Answer Sheet on these pages.

Each question has several suggested answers lettered A, B, C, D, E. Decide which one is the best answer to the question. On the Sample Answer Sheet, find the answer space numbered the same as the question and darken the space lettered the same as the best suggested answer. Then compare your answers with the answers given in the Correct Answers to Sample Questions.

Sample Questions 1 through 5 - Verbal Abilities

1. **BARREN** means most nearly
 A) nobleman C) bauble
 B) productive D) empty

2. (Reading) "The secretarial profession is a very old one and has increased in importance with the passage of time. In modern times, the vast expansion of business and industry has greatly increased the need and opportunities for secretaries, and for the first time in history their number has become large."

The quotation best supports the statement that the secretarial profession

- A) is older than business and industry
- B) demands higher training than it did formerly
- C) did not exist in ancient times
- D) has greatly increased in size

In the following question, the first two words in capital letters go together in some way. The third word in capital letters is related in the same way to one of the words lettered A, B, C, or D.

3. **ACTOR** is to **THEATER** as **MINISTER** is to
 A) children C) church
 B) people D) aisle

Find the correct spelling of the word and darken the proper answer space. If no suggested spelling is correct, darken space D.

4. A) careacteristic C) cheracteristic
 B) characteristic D) none of these

Decide which sentence is preferable with respect to grammar and usage for a formal letter or report.

5. A) This booklet is designed to inform teachers about training requirements.
 B) According to the announcement, the new director's interest were many and varied.
 C) He arrived at about noon.
 D) I expect the report is true.

Sample Questions 6 through 8 - Arithmetic

Work each problem and compare your answers with suggested answers A, B, C, D. If your answer does not agree with any of these suggested answers, darken space E.

- | | Answers |
|---|--|
| 6. Multiply:
$\begin{array}{r} 26 \\ \times 6 \\ \hline \end{array}$ | A) 120
B) 136
C) 146
D) 156
E) none of these |
| 7. Add:
$\begin{array}{r} 24 \\ +35 \\ \hline \end{array}$ | A) 48
B) 49
C) 58
D) 59
E) none of these |
| 8. Subtract:
$\begin{array}{r} 27 \\ - 6 \\ \hline \end{array}$ | A) 20
B) 21
C) 33
D) 35
E) none of these |

SAMPLE ANSWER SHEET					
1	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
2	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
3	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
4	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
5	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
6	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
7	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
8	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E

CORRECT ANSWERS TO SAMPLE QUESTIONS					
1	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input checked="" type="radio"/> D	<input type="radio"/> E
2	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input checked="" type="radio"/> D	<input type="radio"/> E
3	<input type="radio"/> A	<input type="radio"/> B	<input checked="" type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
4	<input type="radio"/> A	<input checked="" type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
5	<input checked="" type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
6	<input type="radio"/> A	<input checked="" type="radio"/> B	<input type="radio"/> C	<input checked="" type="radio"/> D	<input type="radio"/> E
7	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input checked="" type="radio"/> D	<input type="radio"/> E
8	<input type="radio"/> A	<input checked="" type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E

Sample Questions 9 through 30 - Clerical Aptitude

Sample questions 9 through 13 require name and number comparisons. In each line across the page there are three names or numbers that are much alike. Compare the three names or numbers and decide which ones are exactly alike. On the Sample Answer Sheet at the right, mark the answer.

- A if ALL THREE names or numbers are exactly ALIKE
- B if only the FIRST and SECOND names or numbers are exactly ALIKE
- C if only the FIRST and THIRD names or numbers are exactly ALIKE
- D if only the SECOND and THIRD names or numbers are exactly ALIKE
- E if ALL THREE names or numbers are DIFFERENT

9.	Maria Ferster	Maria Fester	Marie Ferster
10.	Beth Spring	Beth Spring	Beth Springs
11.	Jan Foot	Jan Foote	Jan Foote
12.	21346	21346	21346
13.	54336	54386	54836

In the next group of sample questions, there is a name in a box at the left, and four other names in alphabetical order at the right. Find the correct space for the boxed name so that it will be in alphabetical order with the others, and mark the letter of that space as your answer.

4. Penton, Agnes
- A) - Pease, Dale
 - B) - Penn, David
 - C) - Perdue, Adela
 - D) - Perkins, Gary
 - E) -
15. Wallo, Glen
- A) - Wallis, Paul
 - B) - Walsh, Ralph
 - C) - Walters, Robert
 - D) - Walton, Gail
 - E) -
16. Bennett, Paul
- A) - Bell, Mae
 - B) - Beman, Marie
 - C) - Bender, Robert
 - D) - Benner, George
 - E) -

SAMPLE ANSWER SHEET					
9	A	B	C	D	E
10	A	B	C	D	E
11	A	B	C	D	E
12	A	B	C	D	E
13	A	B	C	D	E
14	A	B	C	D	E
15	A	B	C	D	E
16	A	B	C	D	E

CORRECT ANSWERS TO SAMPLE QUESTIONS					
9	A	B	C	D	●
10	A	●	C	D	E
11	A	B	C	●	E
12	●	B	C	D	E
13	A	B	●	D	E
14	A	B	●	D	E
15	A	●	C	D	E
16	A	B	C	D	●

In the following questions, do whatever the question says, and find your answer among the list of suggested answers for that question. Mark the Sample Answer Sheet A, B, C, or D, for the answer you obtained; or if your answer is not among these, mark E that question.

17. Add: $\begin{array}{r} 23 \\ +34 \\ \hline \end{array}$ Answers
 A) 46 B) 47
 C) 56 D) 57
 E) none of these
18. Subtract: $\begin{array}{r} 26 \\ - 5 \\ \hline \end{array}$ Answers
 A) 20 B) 21
 C) 31 D) 33
 E) none of these

19. Multiply: $\begin{array}{r} 26 \\ \times 7 \\ \hline \end{array}$ Answers
 A) 120 B) 146
 C) 176 D) 182
 E) none of these
20. Divide: $8 \overline{)168}$ Answers
 A) 20 B) 22
 C) 24 D) 26
 E) none of these

There is a set of 5 suggested answers for each group of sample questions that appears below. Do not try to memorize these answers, because there will be a different set on each page in the test.

To find the answer to each question, find which one of the suggested answers contains numbers and letters all of which appear in that question. These numbers and letters may be in any order in the question, but all four must appear. If no suggested answer fits, mark E for that question.

21. O Q M I I V 6 8
 22. V I 9 B 8 N 5 M
 23. B 9 I M 5 I 0 Q
 24. 5 M I 6 8 I B N
 25. B Q 9 5 0 M V I

26. I R N 2 A W 7 9
 27. W 2 0 C 9 P 6 N
 28. C 0 J N 6 2 I R
 29. 6 N 2 7 9 J C P
 30. C R 0 6 I N W B

Suggested Answers

- A = 9, I, I, M
 B = 0, I, V, B
 C = 8, 9, M, B
 D = 8, 0, I, V
 E = none of these

Suggested Answers

- A = 0, 2, J, N
 B = 1, 2, W, C
 C = 9, 0, N, C
 D = 9, I, J, W
 E = none of these

SAMPLE ANSWER SHEET	
17 (A) (B) (C) (D) (E)	24 (A) (B) (C) (D) (E)
18 (A) (B) (C) (D) (E)	25 (A) (B) (C) (D) (E)
19 (A) (B) (C) (D) (E)	26 (A) (B) (C) (D) (E)
20 (A) (B) (C) (D) (E)	27 (A) (B) (C) (D) (E)
21 (A) (B) (C) (D) (E)	28 (A) (B) (C) (D) (E)
22 (A) (B) (C) (D) (E)	29 (A) (B) (C) (D) (E)
23 (A) (B) (C) (D) (E)	30 (A) (B) (C) (D) (E)

CORRECT ANSWERS TO SAMPLE QUESTIONS	
17 (A) (B) (C) (D) (E)	24 (A) (B) (C) (D) (E)
18 (A) (B) (C) (D) (E)	25 (A) (B) (C) (D) (E)
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