WorkKeys®
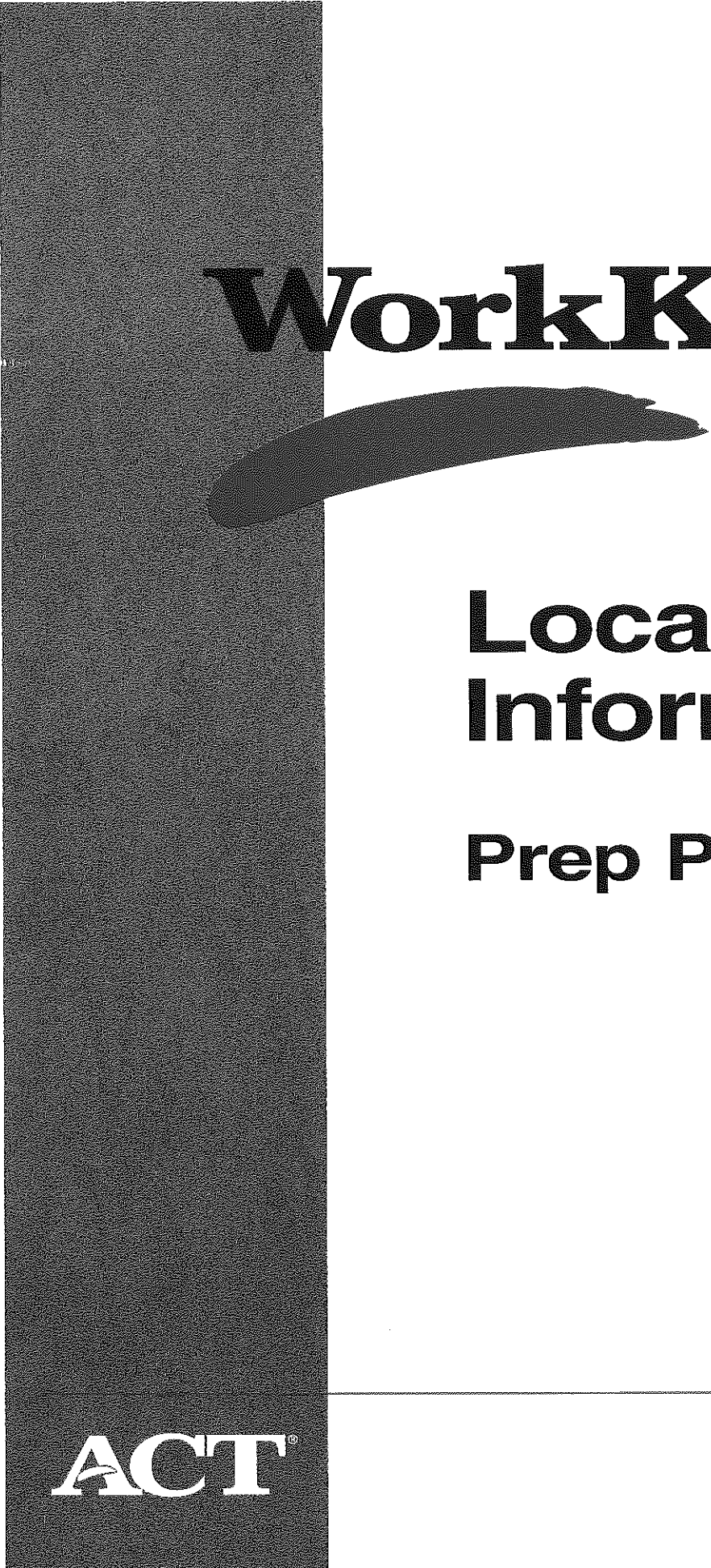
Locating Information

Prep Package

ACT

Test Taking Tips

Although there are several different WorkKeys skill assessments, these practice materials focus on only a few of them. These practice tests contain multiple-choice items with a question followed by five possible answers from which you are to choose the *best* one. The following suggestions apply to all WorkKeys multiple-choice tests.

Pace yourself.

The time limits set for each WorkKeys test give nearly everyone enough time to finish all the questions. However, it is important to pace yourself. Don't spend too much time on one problem or reading section; go on to the other questions and come back if there is time.

Listen to and read the directions for each test carefully.

Before you begin taking one of the WorkKeys tests, pay careful attention to the directions. These tests ask for the *best* answer. It is important to keep this in mind when answering the questions, since it will sometimes be possible to think of responses that could be better than any of those offered or to defend a choice as not entirely wrong. Best-response formats are consistent with the real world, where choosing among less-than-perfect alternatives is routine.

You may want to work out the answer you feel is correct and look for it among the choices given. If your answer is not among the choices provided, reread the question and consider all of the answer choices again to find the best one.

Read each question carefully.

It is important that you understand what each question asks. Some questions will require you to go through several steps to find the best answer, while others can be answered more quickly.

Answer the easy questions first.

The best strategy for taking a test is to answer the easy questions and skip the questions you find difficult. After answering all of the easy questions, go back and try to answer the more difficult questions.

Use logic in more difficult questions.

When you return to the more difficult questions, try to use logic to eliminate incorrect answers to a question. Compare the answer choices to each other and note how they differ. Such differences may provide clues as to what the question requires. Eliminate as many incorrect answers as you can, then make an educated guess from the remaining answers.

Answer every question.

Your score on the WorkKeys tests will be based on the number of questions that you answer correctly; **there is no penalty for guessing.** Thus, you should answer every question within the time allowed for each test, even if you have to guess. You will be notified when there are five minutes remaining on each test.

Review your work.

If there is time left after you have answered every question on a test, go back and check your work on that test. Check to be sure that you marked only one answer to each question. You will not be allowed to go back to any other test or mark answers to a test after time has been called on that test.

Be precise in marking your answer document.

Be sure that you fill in the correct circles on your answer document. Check to be sure that the number for the line of circles on your answer document is the same as the number for the question you are answering. Position your answer document next to your test booklet so you can mark your answers quickly and completely.

Erase completely.

If you want to change an answer on your answer document, be sure to erase the unintended mark completely.

LOCATING INFORMATION
Using Tables, Forms, Graphs and Diagrams

45 Minutes — 38 Questions

DIRECTIONS: There are 38 questions in this test, a small number of which are included for developmental purposes. Answers to these developmental questions will not count toward your score.

The test measures your skill in placing, finding, and applying information taken from various types of graphics including tables, forms, graphs, and diagrams. The first portion of the test has single questions. The remaining questions are in pairs. Each question or pair of questions is followed by one or more graphics. Note: A heavy, black, horizontal line appears at the end of each single question or group of related questions.

Each question in the test is numbered, and the five answer options are lettered. Read each question, look at the graphic(s), and then decide which answer is the best answer for each question. You may write on this test booklet to help answer the questions. Next, find the row of ovals on the answer sheet numbered the same as the question. Then, find the oval in that row lettered the same as your chosen answer. Finally, fill in the oval completely. Use a soft-lead pencil and make your marks heavy and dark. DO NOT USE A PEN.

If you change your mind about an answer, erase your first oval thoroughly before filling in the new oval. For each question, make sure you mark your answer in the row of ovals with the same number as the question.

On this test, you will not be penalized for guessing, so you should try to answer every question. If you do not know the correct answer, pick the one you think is best. Go back and check any questions you had difficulty with if you have time.

Some pages in this booklet may be blank. If you find a blank page, ignore it and continue on with the test.

The Answer Folder included is a sample; you can use it to simulate the testing environment and then score it yourself.

DO NOT TURN THE PAGE UNTIL YOU ARE TOLD TO DO SO.
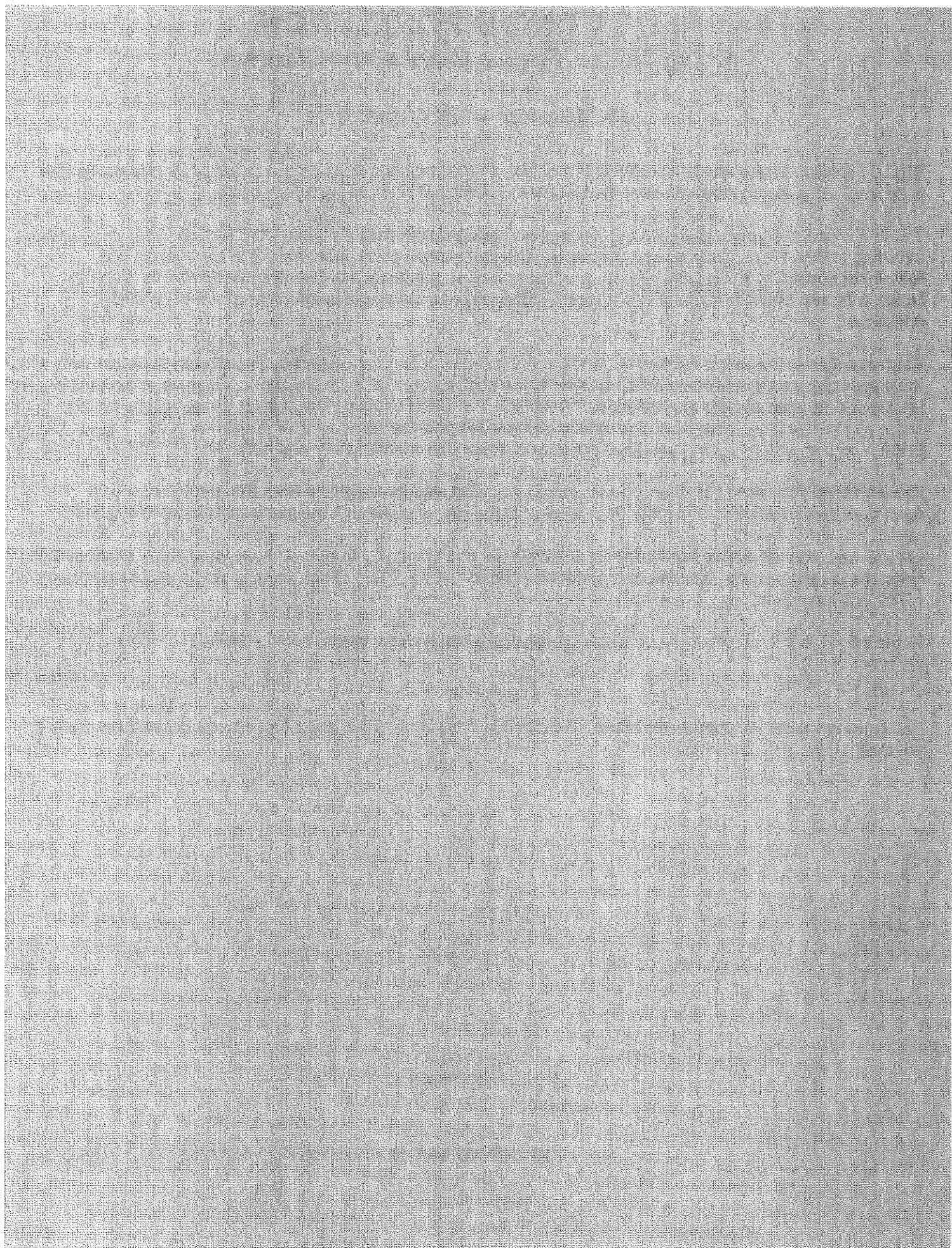
1. You are the manager of Kay's Korner. According to the pie chart shown, what percentage of sales is from ice pops?

    A.   5%
    B.   15%
    C.   20%
    D.   25%
    E.   35%

Kay's Korner Sales

Drinks 5%

Cookies 25%

Ice Cream 35%

Pastries 20%

Ice Pops 15%
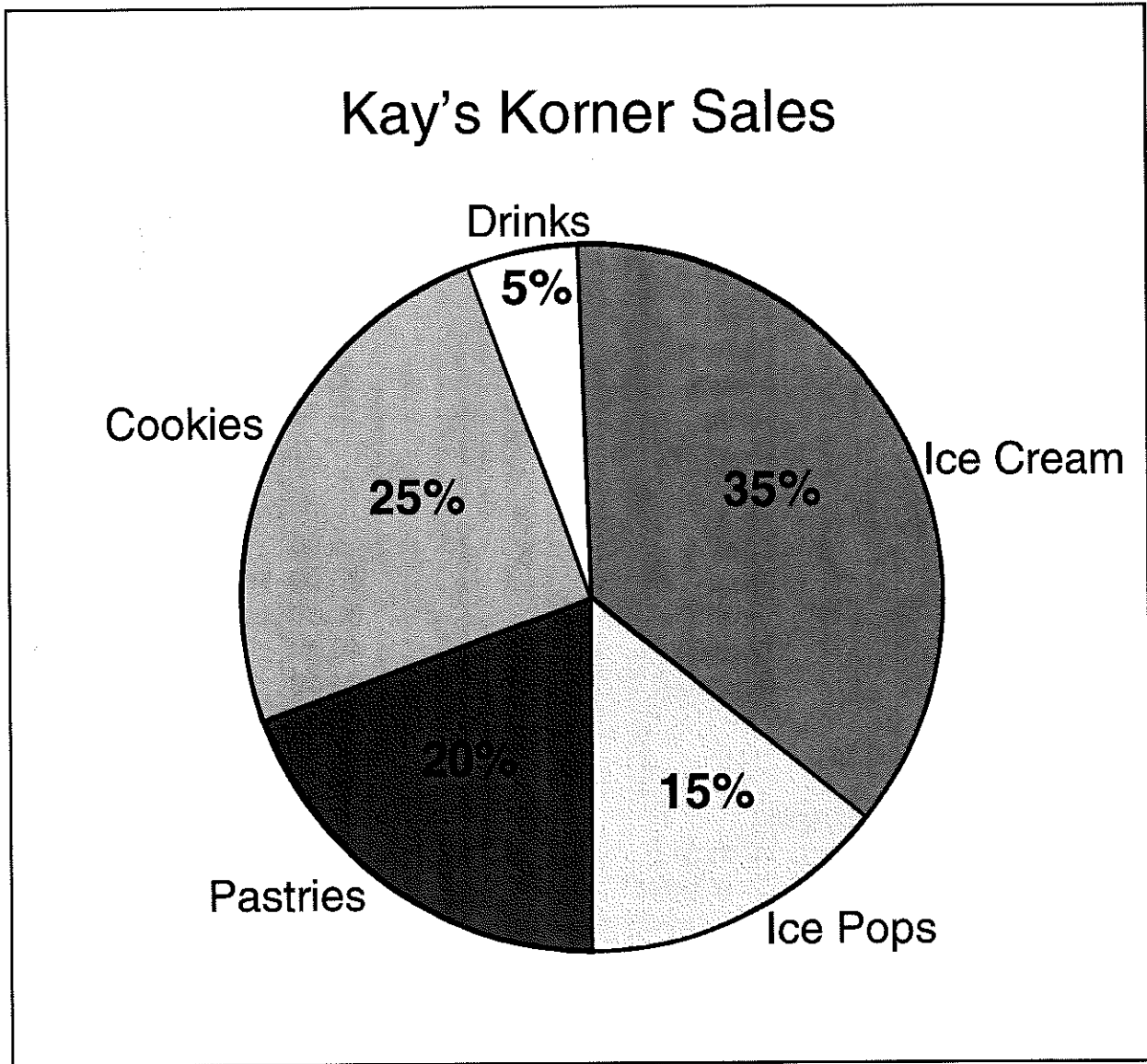
2. As a cashier, you close out your register by completing a closing form and putting the drawer contents into a bank bag. According to the closing form shown, what is the amount in checks?

F. $ 100.00
G. $ 567.87
H. $ 643.78
J. $ 989.04
K. $2,568.83

CLOSING FORM

Employee Name: Shekela Portero   Date: 01/09
Employee Number: 228   Register Number: 334

Coins		Dollar Amount
	Pennies	1.43
	Nickels	5.65
	Dimes	4.10
	Quarters	7.75
Currency		
	Ones	19.00
	Fives	25.00
	Tens	60.00
	Twenties	40.00
	Hundreds	100.00
Checks		567.87
Credit Cards		
	VCharge	643.78
	CardMaster	989.04
	American Direct	105.21
	Total	2,568.83

Quick Credits 0
Referrals 4

3. Your job is to insert the Moon phase symbols into the calendars your company produces. According to the table, which Moon phase symbol, if any, should you paste on March 28?

A.

B.

C.

D.

E. No Moon phase symbol should be inserted on March 28.

Moon Phase		January	February	March	April
First Quarter		6	4	6	4
Full		13	11	13	11
Last Quarter		20	18	20	18
New		27	26	28	26

4. You work in the head office of a large company. A client calls from New York and wants to talk to the account executive for that region. Who should the client talk to?

    F.   Alice Anderson
    G.   Lars Larson
    H.   Kelly Carney
    J.   Thurmond Salkick
    K.   Dan Elizondo

Sales Region	Account Executives	States Assigned
East Central	Alice Anderson 804/555-7834	DC, Delaware, Kentucky, Maryland, Ohio, Virginia, West Virginia
Great Lakes	Lars Larson 616/555-4506	Illinois, Indiana, Michigan, Wisconsin
Midwest	Kelly Carney 816/555-5309	Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota, Texas
Northeast	Thurmond Salkick 717/555-1745	Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont
Southeast	Dan Elizondo 904/555-2891	Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee

5. A customer has returned a rental car. What damages, as indicated on the form shown, were present before the car was rented?

   A. A ding on the hood and a scratch on the driver's side
   B. A ding on the hood and a scratch on the passenger's side
   C. A ding on the hood only
   D. A scratch on the hood and a ding on the driver's side
   E. A scratch on the hood only

Linn's Rentals
Pre-rental Inspection

Car No. # 41108
License No. 370 LLD
Space 43   Color Red
Model KX2
Gas F   Oil OK
Mileage 20,312

ding

Front (Hood)   Top   Back (Trunk)

Scratch

Driver   Passenger

Damage   see above

Service Technician   Kathy
Customer   Gray

14R-DC

6. You are framing a house and need to double-check a measurement before you saw a small board. What is the measurement at the line drawn on the board shown?

F.   5

G.   6

H.   6½

J.   7

K.   7½
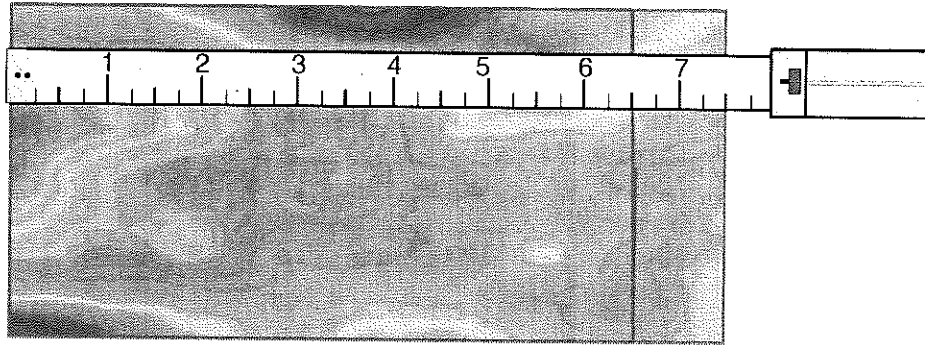
7. You work at a medical clinic. According to the form shown, when is the patient unavailable for an appointment?

A. 7–9AM only
B. 7–9AM and 2–4PM
C. 2–4PM only
D. 5–6PM only
E. This week

REFERRAL SCHEDULING

Daytime Phone Number __555-6268__
    ☒ Okay to Leave Message

Appointment Preference
    ☐ AM
    ☐ PM

Unavailable Times __7-9am, 2-4pm__

Urgency of Appointment __Within 1 week__

8. As a department secretary, you must schedule staff meetings for the first Monday of every month. According to the calendar shown, this month's meeting should be scheduled for:

F.   August 1.
G.   August 3.
H.   August 4.
J.   August 25.
K.   August 31.

AUGUST						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

9. As a curriculum director, you create charts to show what subject areas can be improved. According to the bar chart shown, in what subject area is the class scoring the lowest?

- **A.** English
- **B.** History
- **C.** Math
- **D.** PE
- **E.** Science

Senior Class GPA
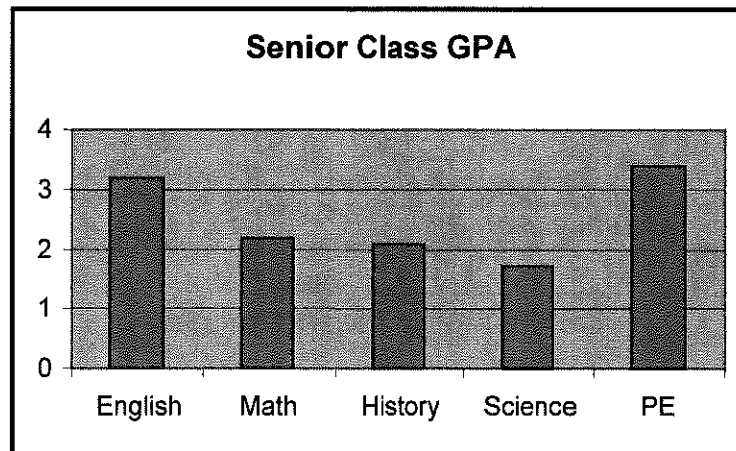
10. As a clerk in the warranty department, you enter information from warranty cards into a computer. According to the warranty card shown, what type and model of appliance was purchased?

F. Microwave #4692

G. Microwave #62987

H. Microwave #83771210

J. Refrigerator #4692

K. Refrigerator #83771210

Limited Warranty	**PURCHASER'S COPY** (DETACH AND MAIL WITHIN 30 DAYS OF PURCHASE)	CEW 251596

MR ☒
MRS ☐
Purchaser MS ☐ _W A D E_ _M U S S E R_ Expires 5 Years from Purchase Date _0 5 7 9 0 5_

Address _2 0 2_ _W_ _P O P L A R_ Phone AC _6 1 8 5 5 5 7 6 8 2_

City _H A R R I S O N_ State _I L_ Zip _6 2 9 9 1_

CHECK APPLIANCE PURCHASED

☐ (RE) Refrigerator ☒ (MW) Microwave ☐ (DR) Dryer Model # _4692_

☐ (FR) Freezer ☐ (AW) Automatic Washer ☐ (RG) Range Serial # _83771210_

☐ (AC) Air Conditioner ☐ (DW) Dishwasher ☐ (OT) Other ____

Dealer _Haney Appliances_ Phone AC ____

Address _101 Main_ City _Marion_ State _IL_ Zip _6 2 9 8 7_

· · · · · · · · · · · · · · · DO NOT WRITE BELOW THIS LINE · · · · · · · · · · · · · · ·

Date of Claim ____ Auth. No. ____ Date Paid ____ Check No. ____

Dealer No. ____ Date Certificate Received _1/5/06_

Any variations or alterations to the terms of this certificate are null and void and without legal effect.

11. You work in the information booth at a mall. A mall customer asks where the entrance of the Public Library is located. You tell the customer that the library entrance is at the corner of:

A. B Street and 2nd Avenue.

B. D Street and 6th Avenue.

C. E Street and 6th Avenue.

D. F Street and 7th Avenue.

E. H Street and 5th Avenue.

Avenues

| 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th | 9th |

Streets

Shopping Mall

Carr Arena

General Hospital

Public Library

Green River

20

City Park

Bus Station

City Hall

⊗ Main Entrance
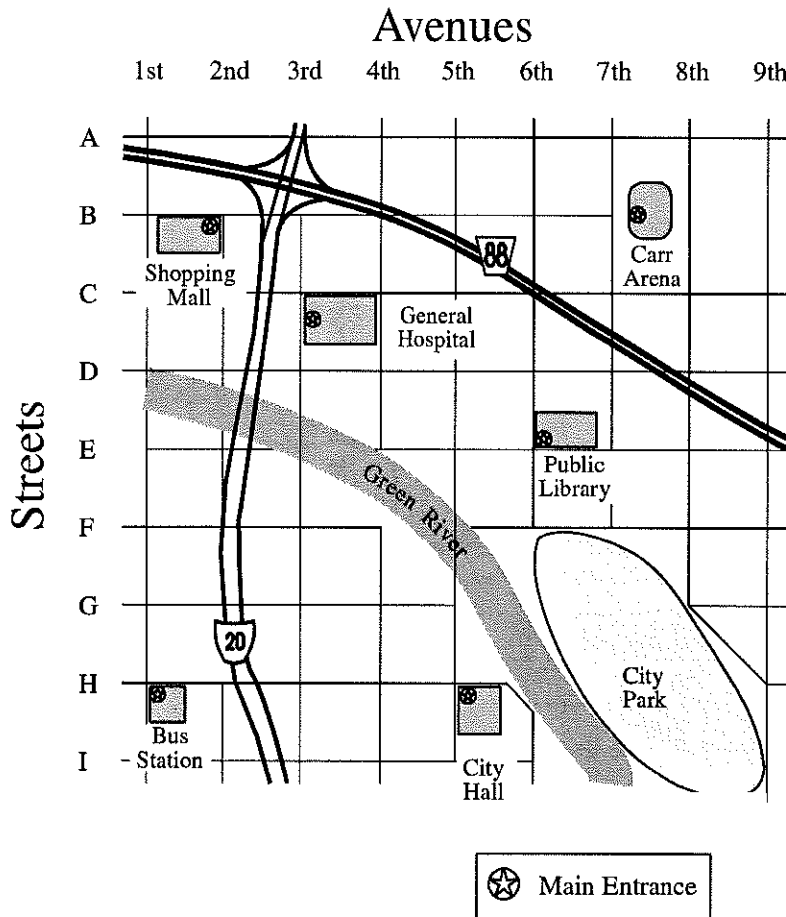
12. You are a front-desk manager at Quality Motel. According to the form shown, what were Mr. Curtis' phone charges for the first night he stayed at the hotel?

F. $1.30

G. $2.50

H. $3.20

J. $5.85

K. $7.29

Quality Motel
3564 West 33rd Street
(842) 555-1650

Children stay free!

Name: Michael Curtis	
Street: 16 San Pedro	
City: Latimer	State: AZ ZIP: 80404
Company/Group:	
Signature: *Michael Curtis*	

Notice to Guests: Checkout time is noon. We are not responsible for accidents, injury, or for loss of money, jewelry, or valuables of any kind.

Automobile			Method of Payment:
Model	Year	License No.	☐ Cash:
82si	2003	KLM 532	■ Credit Card: VISA

Room	Rate	Arrival	Departure	Adult/Child	Clerk
219	64.99	8/24, 5pm	8/26, 9am	2/1	DAK

Date	8/24	8/25	8/26	
Room	64.99	64.99		
Tax	5.85	5.85		
Restaurant Charges	7.29	12.70 16.45	14.35	
Phone Charges	2.50	3.20	1.30	
Total	80.63	103.19	15.65	
Amount Paid	80.63	103.19	15.65	

13. As a medical assistant, you must plot patients' growth on a growth chart. You have just measured a 14-year-old girl who has grown four centimeters in the last year. According to the chart shown, this patient's growth rate is:

A. equal to the average rate of boys her age.

B. equal to the average rate of girls her age.

C. off the chart for growth rate.

D. slightly less than the average rate of girls her age.

E. slightly more than the average rate of girls her age.
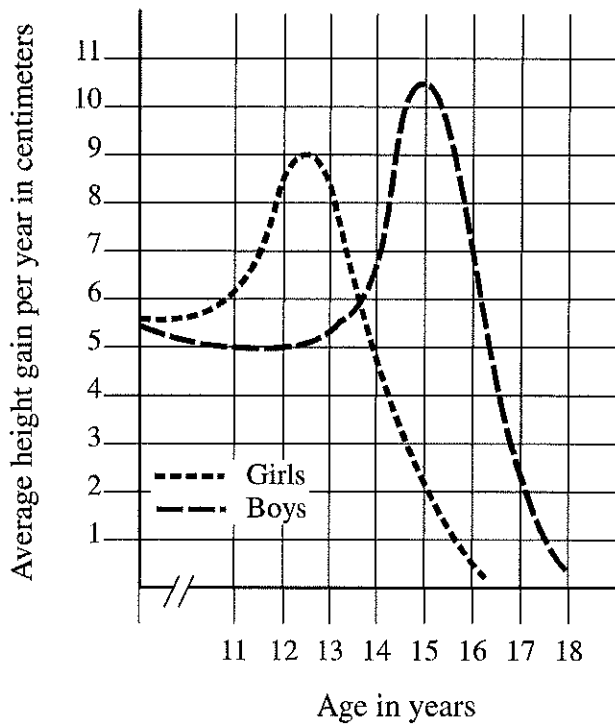
14. As the manager of Viking Movie Rentals, you are reviewing the closing checklist for the week. Based on the table shown, what pre-closing duty did the employee with the initials TH miss on Thursday?

    F.   Call Reservations/DVD players

    G.   Check bathrooms

    H.   Clean Doors

    J.   Turn off monitors/printers

    K.   Wipe scuff marks off counters

Viking Movie Rentals

Week Ending 11/9	CLOSING CHECKLIST						
	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Pre-Closing Duties	11/3	11/4	11/5	11/6	11/7	11/8	11/9
Call Late List	DA		TH		TH		RH
Dust designated fixtures			TH		TH		RH
Call Reservations/DVD players	DA	RH		DA	TH	Kn	
Check bathrooms			TH	DA		Kn	RH
Clean Doors		RH	TH		TH	Kn	
Pull Reservations for following day	DA		TH		TH		RH
Straighten New Release wall & Find missing boxes	DA	RH		DA	TH	Kn	
*Vacuum--Turn off when customers enter			TH		TH		RH
Place notes on all problems not resolved at closing	DA	RH	TH		TH	Kn	RH
Print Labels & Laminate	DA		TH	DA	TH		RH
Restock Candy, Pop, & Snacks		RH			TH		
At Close							
Clean clutter off counters		RH		DA	TH		RH
Turn off open sign	DA	RH	TH	DA	TH	Kn	RH
Set up Dropbox	DA	RH	TH	DA	TH	Kn	RH
Turn off outdoor sign (if not on timer)	DA	RH	TH	DA	TH	Kn	RH
Wipe scuff marks off counters		RH		DA		Kn	
Lock Doors/Turn sign to Closed	DA		TH	DA	TH	Kn	RH
Empty wastebaskets (including bath)		RH		DA			RH
Straighten Catalog		RH		DA			RH
Turn off DVDs/TVs	DA	RH	TH	DA	TH	Kn	
Turn off ceiling & poster lights	DA	RH	TH	DA	TH	Kn	RH
Batch in any movies in inside dropbox		RH	TH	DA	TH	Kn	
Turn off monitors/printers	DA	RH	TH	DA		Kn	RH
Count down drawers	DA	RH	TH	DA	TH	Kn	RH
Count Backup	DA	RH	TH	DA	TH	Kn	RH
Prepare deposit/fill out deposit log	DA	RH	TH	DA	TH	Kn	RH
Send charge deposit	DA	RH	TH	DA	TH	Kn	RH
Place drawer & deposit in designated area	DA	RH	TH	DA	TH	Kn	RH
Turn off lights/set alarm	DA	RH	TH	DA	TH	Kn	RH

*Entire store Wednesdays & Sundays (at minimum). NR wall, front counter, entrance, exit & main path to NR wall DAILY

15. You work in the classified ad department. A customer wants to place a 5-line ad for as long as possible, but he does not want to spend more than $45.00. Based on the tables shown, you should tell the customer that he should place his ad using:

A. Package 1 for 3 days.
B. Package 1 for 5 days.
C. Package 1 for 7 days.
D. Package 2 for 5 days.
E. Package 2 for 7 days.

PACKAGE 1
CLASSIFIED OPEN RATES
CITY NEWS, TRIBUNE, & WEEKEND PLANNER

	1 DAY	3 DAYS	5 DAYS	7 DAYS
$line	$6.67	$8.17	$8.96	$10.14
lines				
3	20.01	24.51	26.88	30.42
4	26.68	32.68	35.84	40.56
5	33.35	40.85	44.80	50.70
6	40.20	49.02	53.76	60.84

Circulation:
City News 28,285; Tribune 22,813; Weekend Planner 52,320

PACKAGE 2
CLASSIFIED OPEN RATES
GAZETTE, AD SHEET, MARKETPLACE, & EXTRA !

	1 DAY	3 DAYS	5 DAYS	7 DAYS
$line	$7.71	$9.21	$10.00	$11.18
lines				
3	23.13	27.63	30.00	33.54
4	30.84	36.84	40.00	44.72
5	38.55	46.05	50.00	55.90
6	46.26	55.26	60.00	67.08

Circulation:
Gazette 26,092; Ad Sheet 53,101; Marketplace 12,176;
Extra! 42,002

16. Your job at the security gate of a lumberyard is to check the customers' receipts for the materials they pick up. A customer hands you a receipt with the SKU number 133-1251. What size and color code of plywood should be in her truck?

F.   1/4" x 4' x 8', black stripe
G.   3/8" x 4' x 8', black stripe
H.   3/8" x 4' x 8', brown stripe
J.   3/8" x 4' x 8', red stripe
K.   1/2" x 4' x 8', red stripe

BUILDING MATERIALS COLOR CODES

GRADE	SIZE	SKU#	COLOR CODES
PLYWOOD			
AB	3/4"X4'X8'	133-1811	GOLD STRIPE
AC	1/4"X4'X8'	133-1824	BROWN STRIPE
AC	3/8"X4'X8'	133-1842	BROWN STRIPE
AC	1/2"X4'X8'	133-1717	BROWN STRIPE
AC	3/4"X4'X8'	133-1771	BROWN STRIPE
BC	1/4"X4'X8'	133-1215	BLACK STRIPE
BC	3/8"X4'X8'	133-1251	BLACK STRIPE
BC	1/2"X4'X8'	133-1265	BLACK STRIPE
BC	3/4"X4'X8'	133-1278	BLACK STRIPE
UNDERLAYMENT	5/8"X4'X8'	118-1760	SILVER STRIPE
UNDERLAYMENT	3/4"X4'X8' T&G	118-1714	SILVER STRIPE
CD 4-PLY FIR	1/2"X4'X8'	118-1741	GREEN STRIPE
CD	3/8"X4'X8'	118-1717	RED STRIPE
CD	1/2"X4'X8'	118-1771	RED STRIPE
CD	5/8"X4'X8' 3 PLY	118-1753	RED STRIPE
CD	3/4"X4'X8'	118-1782	RED STRIPE

17. As a technology specialist, you monitor disk drive space. According to the bar chart shown, which drive has the most space available?

A. Drive A
B. Drive B
C. Drive C
D. Drive D
E. Drive E

Drive Space

Drive E
Drive D
Drive C
Drive B
Drive A

■ Used space
☐ Free space

0%   50%   100%
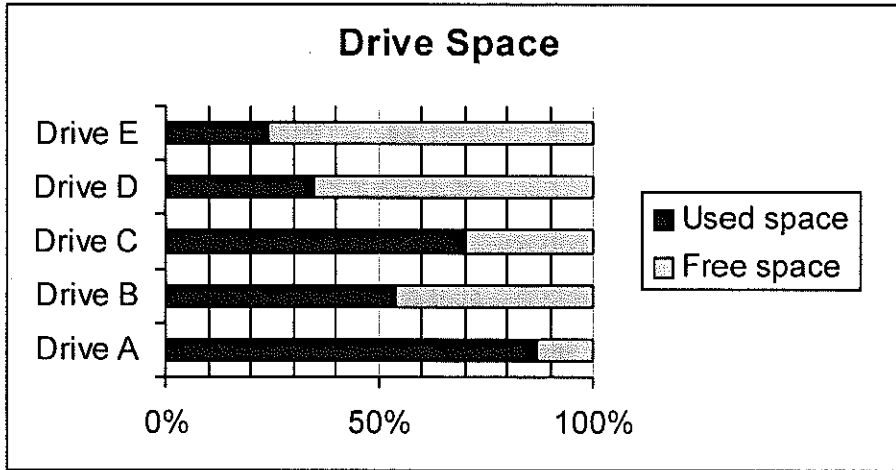
18. As the assistant director of a daycare center, you write the staff schedule. The infant room must have at least three staff members in the room at all times. According to the schedule shown, for what time do you need to schedule more help on Monday?

F.　7:00
G.　11:00
H.　1:00
J.　3:00
K.　5:00

Monday--Infant Room

	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00
Melissa	�
■	■	■		■	■	■			
Jing Chen			■	■		■	■	■	■	■	
Nisha	■	■	■	■							
Joy									■	■	■
Paul					■	■	■	■			
Kendra	■	■	■	■							
Alyson					■	■		■	■	■	■

■ = scheduled to work

19. You sell home exercise equipment for Viva and are gathering information for a presentation. According to the line graph shown, during which year(s) did Viva achieve approximately half the market share of total home-exercise equipment in the U.S.?

    A.   Year 6 only

    B.   Year 7 only

    C.   Year 8 only

    D.   Years 6 and 8

    E.   Years 8 and 9

HOME-EXERCISE EQUIPMENT SALES IN THE U.S.

Retail Sales (millions of $)

Year
(Each hash mark represents one quarter)

Total Home-Exercise Equipment

Viva Home-Exercise Equipment
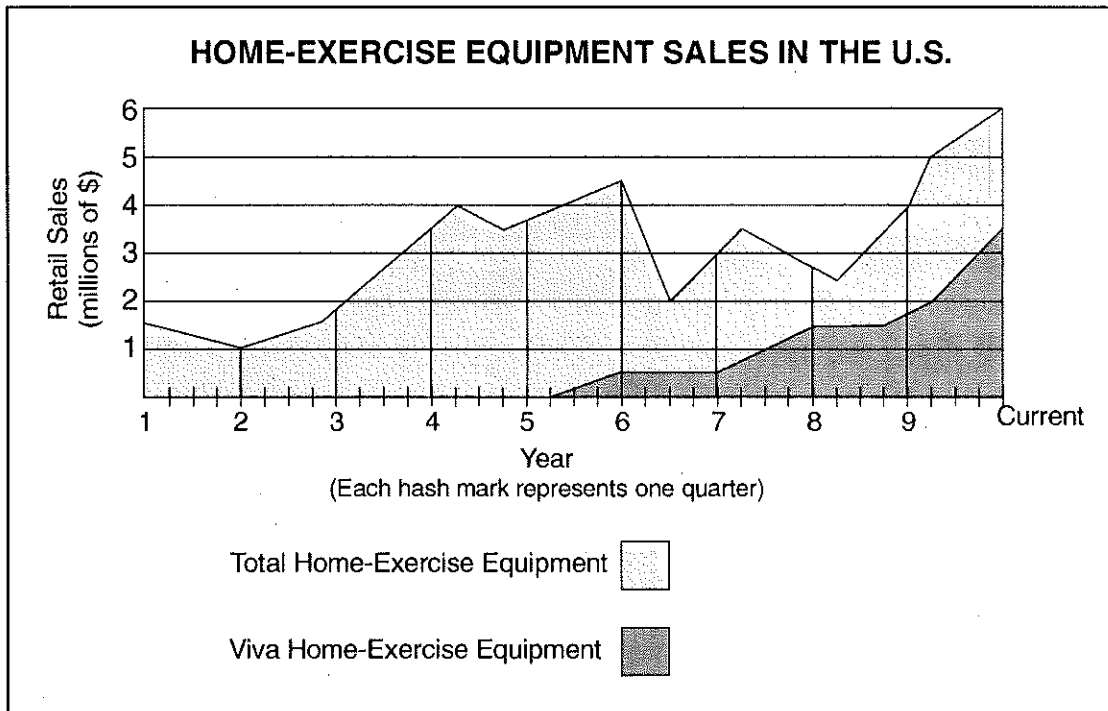
20. You are a sportswriter and are writing about the World League Mushball Tournament. You are doing an article on the two wild-card teams – the two teams with the best record who are not division leaders. According to the table shown, which two teams are the wild-card teams?

- **F.** Algiers and Honolulu
- **G.** Berlin and Mexico City
- **H.** Buenos Aires and Madrid
- **J.** Mexico City and Rio de Janeiro
- **K.** Rio de Janeiro and Algiers

NA Division	W	L	Pct.	GB	E Division	W	L	Pct.	GB
Chicago	31	24	.564	-	Madrid	32	23	.582	-
Mexico City	28	26	.519	2 1/2	Berlin	28	27	.509	4
Montreal	27	28	.491	4	Paris	27	27	.500	4 1/2
Los Angeles	25	29	.463	5 1/2	London	24	31	.436	8
New York	18	37	.327	13	Rome	22	33	.400	10

SA Division	W	L	Pct.	GB	AS Division	W	L	Pct.	GB
Buenos Aires	34	21	.618	-	Moscow	29	26	.527	-
Rio de Janeiro	31	23	.574	2 1/2	Seoul	27	28	.491	2
Lima	27	28	.491	7	Bombay	27	28	.491	2
Caracas	26	29	.473	8	Hong Kong	26	29	.473	3
Bogota	25	29	.463	8 1/2	Singapore	24	30	.444	4 1/2

AF Division	W	L	Pct.	GB	AI Division	W	L	Pct.	GB
Cairo	31	24	.564	-	Melbourne	30	24	.556	-
Algiers	30	24	.556	1/2	Honolulu	29	26	.527	1 1/2
Cape Town	28	27	.509	3	Sidney	26	29	.473	4 1/2
Johannesburg	22	33	.400	9	Tokyo	24	31	.436	6 1/2
					Manila	23	32	.418	7 1/2

W - Wins   L - Losses   Pct. - Percent of games won   GB - Games Back

21. You are a laboratory supervisor and are checking the work of a new tech assistant. Which test has an incorrect color/type interpretation?

A. 1

B. 2

C. 3

D. 4

E. 5

Wavelength, nanometers (nm)

UV | violet | blue | green | yellow | orange | red | Infrared Radiation

400 450 520 560 600 625 700
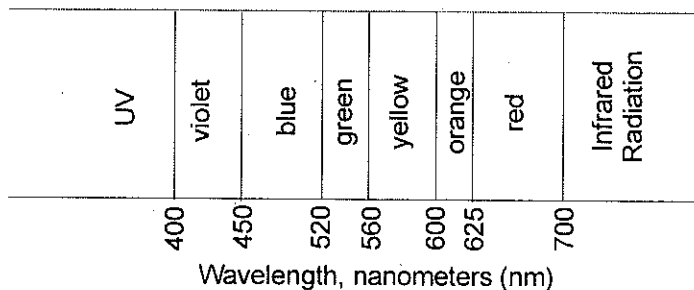
Electromagnetic Wavelength Tests
Tech: S. Anders   Date: 06/02

Test	Trial A	Trial B	Color/Type
1	460 nm	465 nm	blue
2	525	535	green
3	225	225	UV
4	610	615	red
5	510	510	blue

22. As a county watershed control assistant, you must examine monthly discharge rates for creeks, rivers, and streams in your county. For the date of June 19th, which creek had the highest discharge and what was that discharge?

F. Blue View Creek, 185
G. Middle Creek, 800
H. Middle Creek, 1000
J. Sandy Creek, 195
K. Sandy Creek, 950
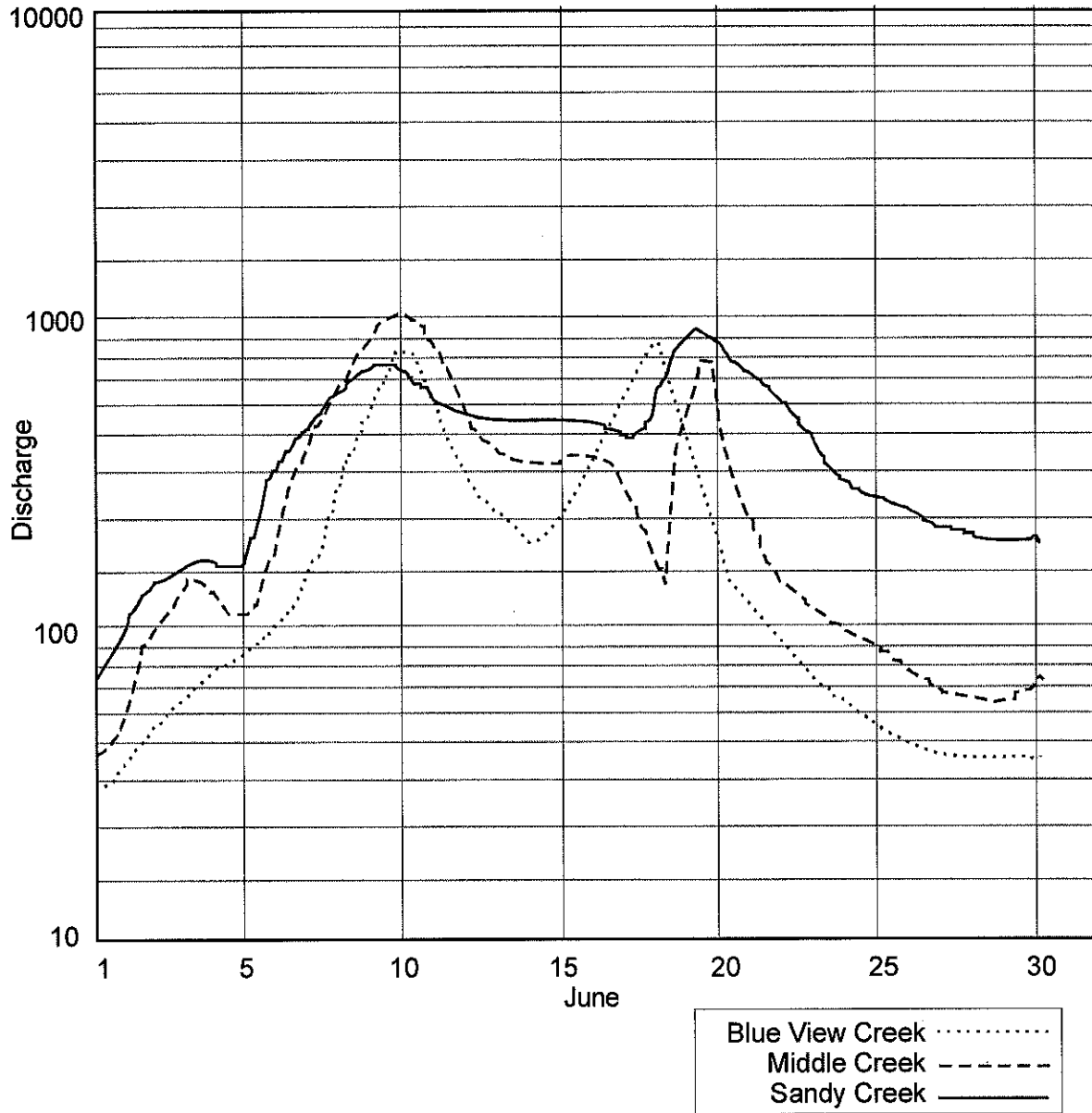
23. You maintain weekly inventory control. According to the chart shown, how many gallons remain in a horizontal drum with a wet depth measurement of 16 inches (liquid temperature is 50°F)?

- **A.** 28 gallons
- **B.** 29 gallons
- **C.** 30 gallons
- **D.** 43 gallons
- **E.** 45 gallons

Data for examples:
If Vertical = 22" & Temperature = 30°F,
   Content = 39 gallons.
If Horizontal = 9" & Temperature = 50°F,
   Content = 22 gallons
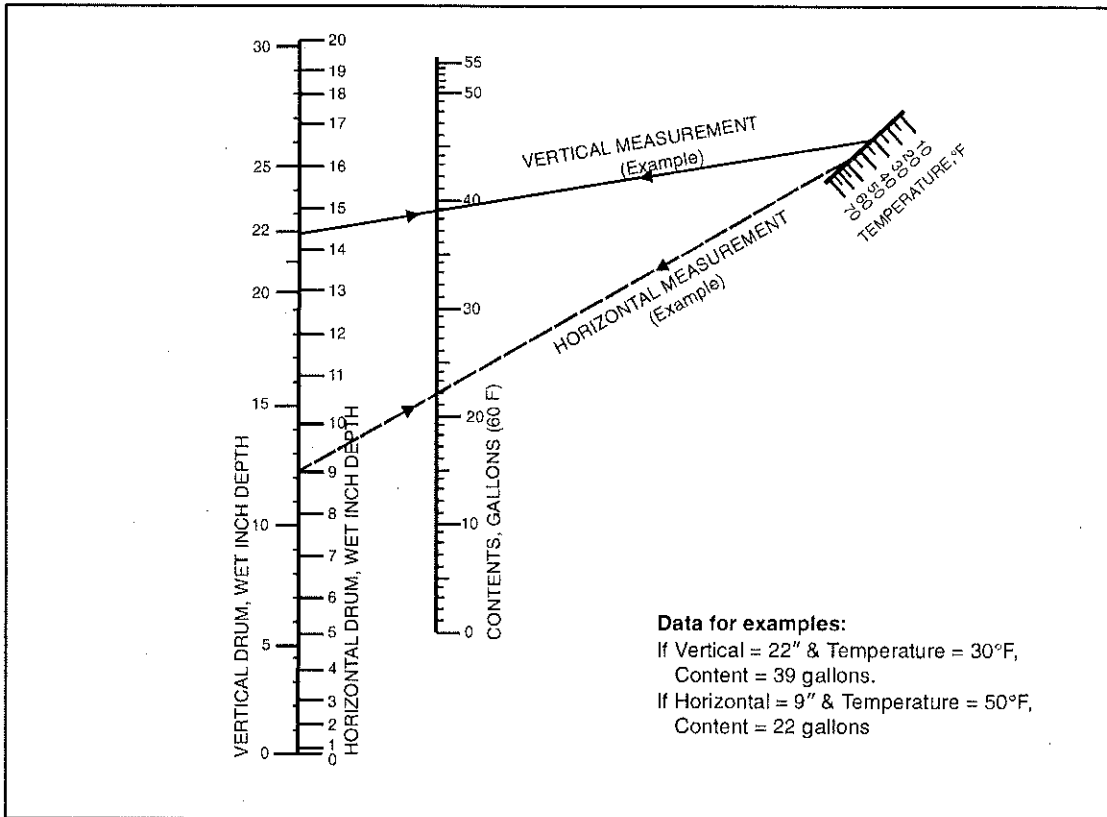
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Please go on with the test.

24. As an orchard worker, you use the bar chart and map shown to help customers choose apples. It is the last week of September and a customer wants to find apples that are best for sauce. What do you tell her?

- **F.** Chieftain, row 3, and Golden Pippin, row 6
- **G.** Chieftain, row 3, and King David, row 8
- **H.** Lodi, row 7, and Tolman's Sweet, row 17
- **J.** St. Edmunds Pippin, row 15, and Jersey Mac, row 4
- **K.** St. Edmunds Pippin, row 15, and Keswick Codlin, row 18

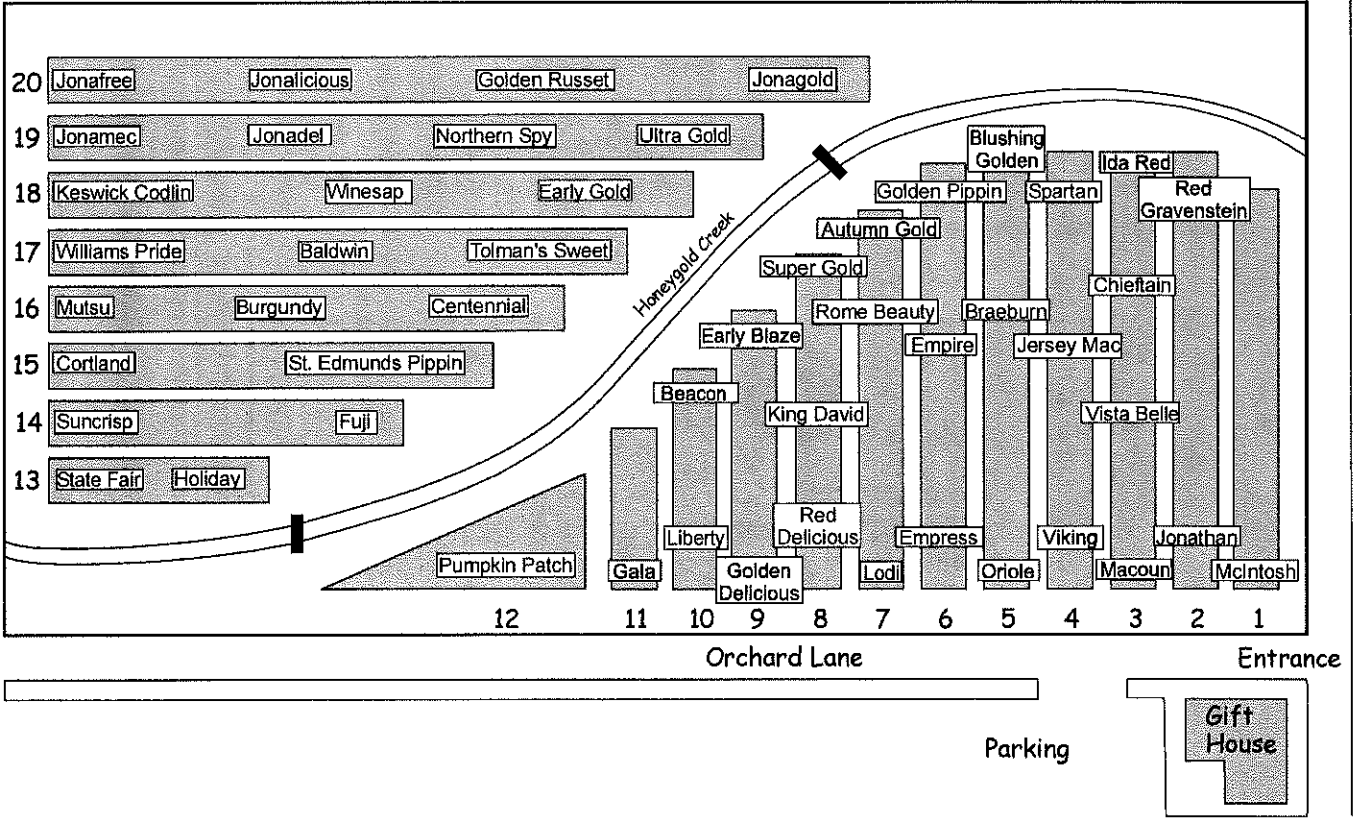|		JULY WEEK		AUGUST WEEK				SEPTEMBER WEEK				OCTOBER WEEK					
*	**EARLIER VARIETIES**	**3**	**4**	**1**	**2**	**3**	**4**	**1**	**2**	**3**	**4**	**1**	**2**	**3**	**4**	**LATER VARIETIES**	*****
2	Lodi															Autumn Gold	5
4	Vista Belle															Empire	4
3	Jersey Mac															Macoun	4
4	Oriole															Jonagold	5
4	Viking															Liberty	5
4	Beacon															Jonalicious	5
4	State Fair															Jonadel	4
4	Empress															Red Delicious	4
3	St. Edmunds Pippin															Tolman's Sweet	2
4	Centennial															Chieftain	3
4	Early Gold															Northern Spy	4
5	Burgundy															Golden Delicious	5
4	Early Blaze															Super Gold	4
3	Keswick Codlin															Ultra Gold	5
5	Red Gravenstein															Suncrisp	5
5	Williams Pride															Blushing Golden	5
5	Gala															Fuji	4
4	Jonafree															Braeburn	4
4	McIntosh															Holiday	4
4	Cortland															Mutsu	5
4	Jonathan															King David	3
4	Jonamec															Rome Beauty	4
3	Golden Pippin															Baldwin	4
4	Spartan															Golden Russet	5
4	Ida Red															Winesap	3

* Best use for this variety:
2: In cider
3: In sauces
4: In pies and desserts
5: Fresh

Apple Jake's Orchards

20 | Jonafree | Jonalicious | Golden Russet | Jonagold

19 | Jonamec | Jonadel | Northern Spy | Ultra Gold | Blushing Golden | Ida Red

18 | Keswick Codlin | Winesap | Early Gold | Golden Pippin | Spartan | Red Gravenstein

17 | Williams Pride | Baldwin | Tolman's Sweet | Autumn Gold | Chieftain

16 | Mutsu | Burgundy | Centennial | Super Gold | Rome Beauty | Braeburn

15 | Cortland | St. Edmunds Pippin | Early Blaze | Empire | Jersey Mac

14 | Suncrisp | Fuji | Beacon | King David | Vista Belle

13 | State Fair | Holiday

Honeygold Creek

Liberty

Red Delicious

Empress | Viking | Jonathan

Pumpkin Patch | Gala | Golden Delicious | Lodi | Oriole | Macoun | McIntosh

12   11   10   9   8   7   6   5   4   3   2   1

Orchard Lane   Entrance

Parking   Gift House

25. As a wellness center technician, you perform Bone Mineral Density (BMD) screenings in order to determine a client's risk for osteoporotic fracture. According to the form and graph shown, this client should be advised that she is at:

A. low risk and the results should be reported at her next checkup.

B. low risk and she should make an appointment with her doctor later this month.

C. moderate risk and the results should be reported at her next checkup.

D. moderate risk and she should make an appointment with her doctor later this month.

E. high risk and she should see the doctor immediately.

Nyoung Wellness Center
1201 Iroquois Lane
Weston, PA 16364
814-288-8889

BMD TEST TYPE
DXA☐ pDXA☐ SXA☐ QUS☒ QCT☐ pQCT☐ RA☐ DPA☐ SPA☐

Patient Data		
Scan Date	ID	
11/15	MF045	

Lastname	Firstname	Age
Rashid	Japhia	55

Last Appt	Hgt	Wgt	Sex
08/06	5'8"	125	F

BUA	%EXP	Zu	Tu
86	118	.80	-0.22

Low Risk: Results should be reported to doctor at next regular checkup.
Moderate Risk: Patient should make an appointment to see doctor this month.
High Risk: Patient should see doctor immediately.

Normal bone: Tu > -1
Osteopenia: Tu < -1 > -2.5
Osteoporosis: Tu < -2.5

Normative BUA

BUA (dB/MHz)

Risk factor for
osteoporotic fracture

| Low |
| Moderate |
| High |

Age (years)

26. You work in a home-improvement store in Connecticut (CT). A customer needs enough loose-fill cellulose to adequately cover a 1750 square-foot attic, and to know how thick the material should be applied. According to the map and tables shown, how many bags should you ship him, and at what minimum thickness should he apply the cellulose?

F. 403 bags, 3.5 inches

G. 413 bags, 18 inches

H. 543 bags, 13 inches

J. 963 bags, 8.25 inches

K. 1278 bags, 11 inches

R-Values by Zone

Zone		Attic/Ceiling R - Value	Ext. Wall R - Value	Floor R - Value	Basement Wall R - Value
1		R-19	R-11	R-11	–
2		R-30	R-13	R-13	R-11
3		R-30	R-13	R-19	R-11
4		R-38	R-15	R-19	R-11
5		R-38	R-21	R-19	R-15

Alaska = Zone 1   Hawaii = Zone 5

Loose-Fill Cellulose Application Chart

| R-Value Mean. Temp	Minimum Thickness (inches)	Max. Sq. ft. per bag	Bags per coverage area									Minimum Weight of Insulation (lbs. per sq. ft.)
Attic												
R-38	11"	14	73	183	365	548	730	913	1095	1278	1460	2.2
R-32	9"	17	60	150	300	450	600	750	900	1050	1200	1.8
R-30	8.25"	18	55	138	275	413	550	688	825	963	1100	1.7
R-24	6.5"	23	43	108	215	323	430	538	645	753	860	1.3
R-19	5.25"	29	35	88	175	263	350	438	525	613	700	1.1
R-13	3.5"	43	23	58	115	173	230	288	345	403	460	.7
Sidewalls												
R-19	5.25"	21	48	120	240	360	480	600	720	840	960	1.0
R-13	3.5"	32	31	78	155	233	310	388	465	543	620	1.6
Coverage Area (# sq. ft.)			100	250	500	750	1000	1250	1500	1750	2000	

27. You are assisting a university biologist. A crocodile tooth has been found and it corresponds to the tooth marked with an arrow. You need to classify the tooth appropriately. Based on the diagram shown, what should be the abbreviation for the tooth?
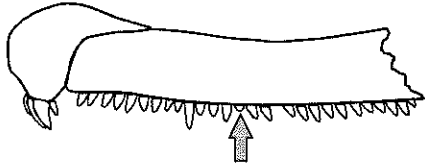
A. d4
B. d31
C. m6
D. m10
E. m14

28. You are assisting a university biologist. You have discovered a piece of bone that is from the lacrimal region of a crocodile skull. To be sure, you try to match the piece with one of the others you have found. According to the diagram shown, which region is closest to the lacrimal region?

F. ectopterygoid
G. nasal
H. parietal
J. premaxilla
K. pterygoid
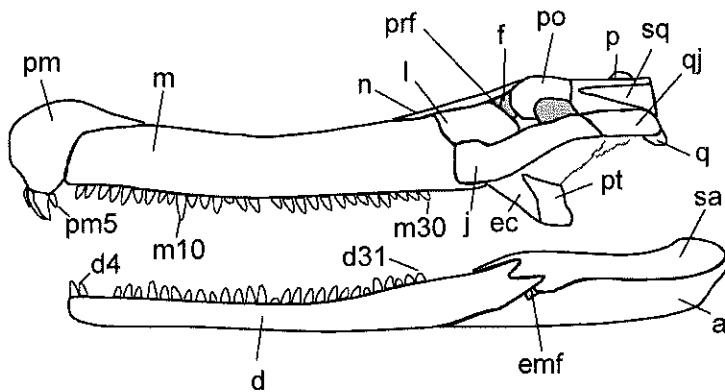
Abbreviations:
1-31, tooth number
a, angular
d, dentary
ec, ectopterygoid
emf, external mandibular fenestra
f, frontal
j, jugal
l, lacrimal
m, maxilla
n, nasal
p, parietal
pm, premaxilla
po, postorbital
prf, prefrontal
pt, pterygoid
q, quadrate
qj, quadratojugal
sa, surangular
sq, squamosal

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Please go on with the test.

29. You are a baker at a specialty bakery and are trying out several British recipes for muffins and pies. In doing so, you use tables like the ones shown to convert the measurements so you can use the utensils you have on hand. The recipe you are using calls for .1 liter of melted butter. According to the tables shown, how many U.S. cups of melted butter should you use for this recipe?

    A.   1/2
    B.   5/6
    C.   1
    D.   2
    E.   4

30. You are a baker at a specialty bakery and are trying out several British recipes for muffins and pies. In doing so, you use tables like the ones shown to convert the measurements so you can use the utensils you have on hand. One recipe calls for 60 milliliters of liquid vanilla extract. According to the tables shown, how many fluid ounces of liquid vanilla extract should you use?

    F.   1/4
    G.   1/2
    H.   1
    J.   2
    K.   4

TABLE OF EQUIVALENTS

Liquid Measure Volume Equivalents	
60 drops	= 1 teaspoon
1 teaspoon	= $\frac{1}{3}$ tablespoon
1 tablespoon	= 3 teaspoons
2 tablespoons	= 1 fluid ounce
4 tablespoons	= $\frac{1}{4}$ cup
5 $\frac{1}{3}$ tablespoons	= $\frac{1}{3}$ cup
8 tablespoons	= $\frac{1}{2}$ cup
16 tablespoons	= 8 fluid ounces
8 tablespoons	= 4 fluid ounces
$\frac{1}{4}$ cup	= 2 fluid ounces
$\frac{1}{2}$ cup	= 4 fluid ounces
$\frac{3}{4}$ cup	= 6 fluid ounces
1 cup	= 8 fluid ounces
2 cups	= 16 fluid ounces
$\frac{3}{8}$ cup	= $\frac{1}{4}$ cup plus 2 tablespoons
$\frac{5}{8}$ cup	= $\frac{1}{2}$ cup plus 2 tablespoons
$\frac{7}{8}$ cup	= $\frac{3}{4}$ cup plus 2 tablespoons
1 cup	= $\frac{1}{2}$ pint
1 gill, liquid	= 4 fluid ounces
1 pint, liquid	= 4 gills or 16 fluid ounces
1 quart, liquid	= 2 pints
1 gallon, liquid	= 4 quarts

Dry Measure Volume Equivalents	
A few grains	= Less than $\frac{1}{8}$ teaspoon
1 quart	= 2 pints
1 quart	= $\frac{1}{4}$ gallon
4 quarts	= 1 gallon
8 quarts	= 2 gallons
1 peck	= 2 gallons or $\frac{1}{4}$ bushel
4 pecks	= 1 bushel

Weight Equivalents

1 ounce	= 16 drams
1 pound	= 16 ounces
1 kilo	= 2.20 pounds

COMPARATIVE U.S. AND BRITISH MEASUREMENTS

Liquid Measure Volume Equivalents

1 ¼ teaspoons	= 1 English teaspoon	1 U.S. teaspoon	= 5 milliliters
1 ¼ tablespoons	= 1 English tablespoon	1 U.S. tablespoon	= 15 milliliters
1 U.S. gill	= ⅝ English teacup	4 U.S. tablespoons	= 60 milliliters
2 U.S. gills	= ⅚ English breakfast-cup	16 U.S. tablespoons	= .25 liter
1 U.S. cup	= ⅚ English breakfast-cup	1 U.S. gill	= .1 liter
1 U.S. gill	= ⅚ English—Imperial—gill	1 U.S. pint	= .5 liter
1 U.S. pint	= ⅚ English—Imperial—pint	1 U.S. quart	= .9463 liter
1 U.S. quart	= ⅚ English—Imperial—quart	1 U.S. gallon	= 3.785 liters
1 U.S. gallon	= ⅚ English—Imperial—gallon		

Dry Measure Volume Equivalents

1 U.S. pint	= 1 English pint
1 U.S. quart	= 1 English quart
1 U.S. peck	= 1 English peck
1 U.S. bushel	= 1 English bushel

Weight Equivalents

1 U.S. ounce	= 1 English ounce
1 U.S. pound	= 1 English pound

Metric Dry Measure Volume Equivalents

1 U.S. pint	= .551 liters
1 U.S. quart	= 1.101 liters
1 U.S. peck	= 9 liters
1 U.S. bushel	= 35.24 liters

31. You are a finance research assistant with a company that purchases smaller companies. You use the chart and table shown to compare prospective buys with current companies. Your company only purchases companies in the 90th percentile. Which company fits that prerequisite for purchase?

    A.   JMO Clothiers
    B.   Kenai Kampgoods
    C.   Northmann Cookies
    D.   Pierre's
    E.   Wolfware Software

32. You work for a business that purchases smaller companies. You use the information shown to compare prospective buys with current companies. Your supervisor wants you to look at Office Bytes, a 6-year-old computer company that earned a $723,000 profit last year. Using the chart and information shown, how does Office Bytes compare to Wolfware Software?

    F.   Both Office Bytes and Wolfware Software are in the Median percentile.
    G.   Both Office Bytes and Wolfware Software are in the 75th percentile.
    H.   Office Bytes is in the 25th percentile, and Wolfware Software is in the Median percentile.
    J.   Office Bytes is in the Median percentile, and Wolfware Software is in the 75th percentile.
    K.   Office Bytes is in the 75th percentile, and Wolfware Software is in the Median percentile.
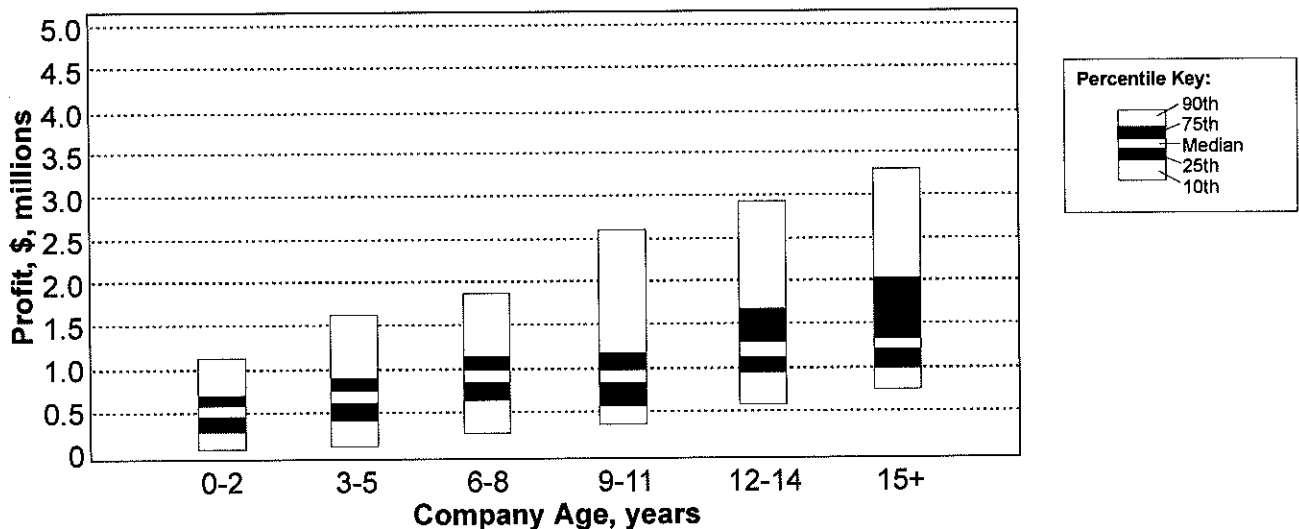
Prospective Purchases:

Company	Age	CEO	Headquarters	Last Year Profit
JMO Clothiers	8	John Smith	Louisville, KY	$1,021,000
Kenai Kampgoods	10	Rachel Stonebrook	Juneau, AK	$721,000
Northmann Cookies	16	Kay Northmann	Mason City, IA	$1,315,000
Pierre's	5	Pierre LePez	San Diego, CA	$1,016,000
Wolfware Software	1	Raul Gomez	Denver, CO	$514,000

33. You are a greeter at a restaurant. At 7:05, a group of three customers arrives at the restaurant without a reservation. They do not want to sit near the kitchen. You generally allow two hours for a party to eat and for the staff to clear and reset the table. According to the floor plan and reservation list shown, where should you seat them?

    A.   Booth 2
    B.   Booth 22
    C.   Booth 24
    D.   Table 7
    E.   Table 29

34. The Chang party arrives a half hour early with three extra people, and would like to know if you can seat them now. You generally allow two hours for a party to eat and for the staff to clear and reset the table. According to the floor plan and reservation list shown, what should you tell the Chang party?

    F.   Yes, but not by a window.
    G.   No; they will have to wait a half hour.
    H.   No; they will have to wait one hour.
    J.   No; they will have to wait one and a half hours.
    K.   No; they will have to wait two hours.

Seating
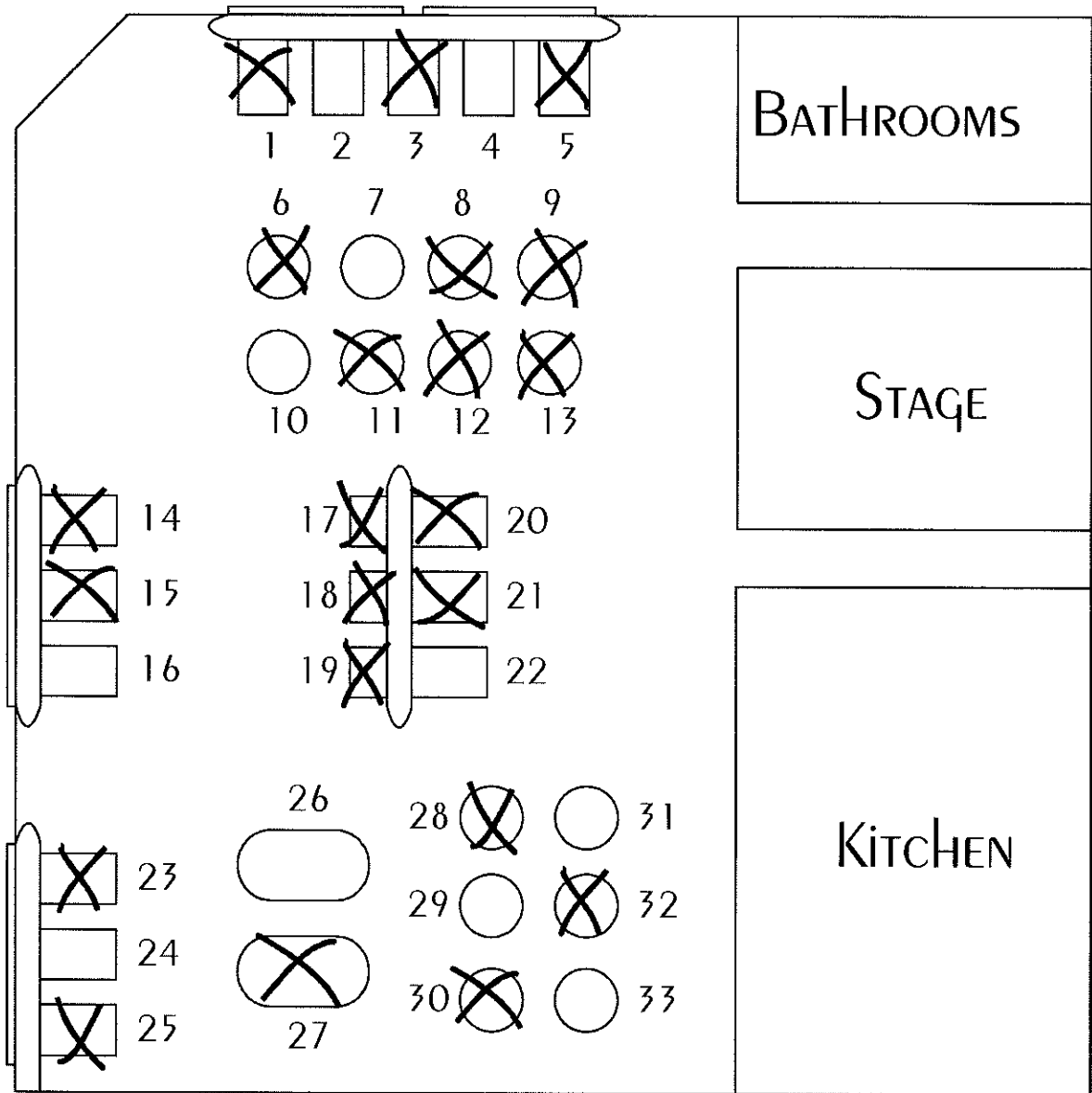
	Booth for	Seats at Most		Table for	Seats at Most
□	Booth for	2	○	Table for	6
▭	Booth for	4	⬭	Table for	8

Window ▭

Reservations

6:30

✓ ~~Johnson (4) #9~~   Martinez (6)

✓ Fong (3) W #3   ✓ Smith (4) W #5

✓ Colby (2) B #17   ✓ McAndrew (2) #19

✓ Larsen (8) #27   ✓ Bolger (2) B #18

✓ Johnson (5) #11

7:00

✓ Connors (2) W #23   ✓ Ruiz (5) #28

Lewis (3) - hold #10   ✓ Roth (6) #32

~~Berry (6) B~~   Rivanis (4) B

✓ Jones (3) #13

~~Martin (6) W~~   ✓ Davis (4) #12

✓ Watley (3) W #15

7:30   Johnsen (4) B

~~Linn (3)~~   Chang (4) W

✓ Douglas (2) #9   Thomas (4) B

Frye (3) W

Montana (2)

Dylan (7)

8:00

Franken (4) W

Thompson (2)

Okazaki (3)

8:30

Nichols (2) B

9:00

Note:
1) Number in parentheses = number of persons in party
2) B = request for booth
3) W = request for window seat
4) Number following # = table or booth number
5) Single line through name = cancellation
6) Check mark (✓) = arrival of party
7) Check mark and single line through name = departure of party

35. You schedule appointments for Dr. Wahl following the guidelines shown. It is Monday morning, and Dr. Wahl finds out that the afternoon meeting she was scheduled to attend has been canceled, so you can schedule call-in patients for this afternoon. After this afternoon, Dr. Wahl's next available appointment is in three weeks. Based on the charts shown, the first two patients you should try to schedule for this afternoon are:

A. Allan and Ambili.
B. Ambili and Tally.
C. Ambili and Wessel.
D. Floyd and LaPlante.
E. Kapy and Lopez.

36. You have just scheduled Tito Brooks for Friday afternoon, and he calls back to ask how long his appointment will take. After looking at the information shown, you know that he should be in the office for:

F. 30 minutes.
G. 30 minutes + 15 minutes.
H. 30 minutes + 15 minutes + 15 minutes.
J. 1 hour + 30 minutes.
K. all of Friday afternoon.

Patient Call-In List
(Nonemergency)

Patient Name	Work Needed	Days & Times Available
Trixie Wessel	lower partial denture	mornings only
Joy Ambili	#30 crown	Mon, Wed
Laryssa Allan	MODB #5 filling	anytime
Benson Tally	bridge #3-5	Mon, Tues, Fri
Thomas Dessaint	DL #8 filling	Wed, Fri
Tracy Atkinson	MODBL #3 filling	Wed afternoons, Sat
Francine Costello	#17 impaction	Mon, Tues, Thurs
Nancy Hickok	#8, 9 laminates	afternoon
Jason Long	upper partial denture	anytime
Allison LaPlante	#11 XT	Mon, Wed, Fri afternoons
Andrea Huntoon	28, 29 DO inlays	before 10
Louise Kapy	root canal #20	1st morning appt.
Roberto Lopez	#8 root canal	Tues, Fri
Tito Brooks	#18 MODL filling	after 3:30
Jenny Floyd	#13 XT	anytime

Procedures in Order of Office Priority	First Appt. Time	Schedule Follow-up in:*	Follow-up Appt. Time	Scheduling Reminders
Crown or Bridge ◆	1+30	3 weeks	45	Always schedule appointments in order of office priority first, and patient call-in order second.
Dentures	45	1 week	30	
Partial Dentures	30	2 weeks	30	
Inlays ◆	1	2 weeks	30	
Endodontics (root canals, etc) ◆ ◆	1	within 4 days	30	Each tooth surface is shown on the call-in sheet by a capital letter: MOD represents 3 surfaces. (Add 15 minutes to appointment time for more than 3 surfaces.)
Laminate	1	2 weeks	45	
Restorations (fillings, etc.) ◆	30	--	--	
Bleaching	30	variable	30	
Extractions (XT) ◆ ◆	30	--	--	
Impactions ◆ ◆	45	--	--	For lower molars (#17, 18, 19, 30, 31, 32), schedule patient to arrive 15 minutes early.

* This is either the time a patient needs to heal or the lab time needed before the doctor can finish the work. **Follow this schedule exactly.**

◆ Emergency coverage by a staff doctor is advisable on the night of the appointment.

◆ ◆ Emergency coverage by a staff doctor is very important on the night of the appointment.

37. You are an event coordinator for a conference center. The Food Service Managers' Conference chairperson calls to ask if an LCD projector can be added to the list of required features for Julie Podesta's event. This will require you to switch her room with another event. According to the tables shown, which room, if any, can you switch with hers?

    A.   101

    B.   103

    C.   201

    D.   202

    E.   No other room is available.

38. You are an event coordinator for a conference center. You receive an e-mail from the Food Service Managers Conference Committee asking if a room is available to make an hour-long teleconference at 11:00 on both days of the conference. According to the tables shown, which room is available each day?

    F.   Room 101 on Thursday and Room 115 on Friday

    G.   Room 103 on both Thursday and Friday

    H.   Room 117 on Thursday and Room 235 on Friday

    J.   Room 122 on both Thursday and Friday

    K.   Room 202 on Thursday and Room 103 on Friday

Entrada Conference Center

	Small Meeting Rooms				Auditoriums		Seminar Rooms		Large Meeting Room	Ballroom	Computer Labs		Common Areas				Terrace
Room Number	115	117	228	230	101	103	201	202	122	33	233	235	Gallery North	Gallery South	Alcove East	Alcove West	
Dimensions	22 x 36	20 x 34	22 x 36	20 x 34	42 x 53	42 x 51	40 x 39	40 x 38	45 x 36	102 x 54	20 x 34	20 x 34	102 x 10	118 x 24	36 x 18	36 x 16	
Capacity/Configuration																	
C) Class	30	26	30	26			66	66	70	200	25	25					
R) Rounds of 10	40	36	40	36			90	90	80	350							
T) Theater	56	50	56	52			81	79	95	440							
O) Open Square	28	24	28	24			40	40	44	96							
U) "U"	22	20	22	20	66	66	30	30	38	62							
Display																	
B) Booth										34			17	4	2	2	
Tl) Table										74			44	28	8	11	
Features																	
1) 32" Monitor & Video Playback	x	x	x	x											x	x	
2) Teleconferencing	x		x		x	x	x	x									
3) Ethernet Hookup	x	x	x	x							x	x					
4) Audio Reinforcement					x	x	x	x	x	x			x	x	x	x	x
5) LCD Projector					x	x	x	x									
6) Large Viewing Screen					x	x	x	x	x	x							
7) Audio Production					x	x	x	x	x	x							
8) Video Production							x	x		x							
9) Document Camera					x	x											
10) Webcasting					x	x	x	x									
11) Catering							x	x	x	x			x	x	x	x	x

FOOD SERVICE MANAGERS ASSOCIATION ANNUAL CONFERENCE
Entrada Conference Center, Richfield, CA 92342 Schedule of Events

Thursday

Time	Event	Speaker	Location	Enrollment	Configuration & Features
8:30 - 9:00	Opening Keynote Address	John Goodwin	33		4, 6, 7, 8
9:00 - 9:45	General Session		33	98	T, 4, 6
9:00 -12:30	Web Design Workshop	Richard Dale	233	25	3
9:45 - 10:15	Break:		East Alcove		11
10:00 11:15	Designer Dishes on a Budget	Sylvia Fourtner	202	58	C, 4
10:15 11:30	Breakout Groups		115, 228, 230	38, 32, 28	R, 1, 3
11:00 12:00	What's Your ROI?	Rick Stamos	201	69	T, 4, 7
11:15 12:15	Using Productivity Ratios	Carlos Pena	103	60	4, 5, 9
12:00 12:45	Catering With Care	Clay Jefferson	122	83	T, 4
12:15 1:45	Lunch		Galleries		11
1:30 5:00	Automated Ordering Workshop	Antonio Valada	235	25	3
1:45 2:45	Beefing Up Your Image	Stephan Greenberg	101	60	4, 5, 6
1:45 2:30	Foodservice Feng Shui	Jill Vasarella	201	78	T, 4, 6, 8
2:30 3:00	C-Stores: Not Just Hot Dogs	Thomas O'Shea	122	88	T, 4, 6, 7
3:15 4:00	Nutrition Nuts & Bolts	Carla Nerad	202	60	C, 4, 5, 6, 7
3:45 4:15	Refrigerator Wrongs	Pat Bragg	103	58	4, 5, 6, 9
4:15 5:00	Strategic Partnerships	Tony Nguyen	101	61	2, 4, 9, 10
5:15 6:15	Bon Foie Gras	Eugenie Brazier	33	325	T, 4, 6, 7, 8
5:30 7:00	Welcome Reception		South Gallery		4, 11

Friday

Time	Event	Speaker	Location	Enrollment	Configuration & Features
8:30 - 9:00	Keynote Address	Arnold Lee	33		4, 6, 7, 8
9:00 - 9:45	General Session	Walter Lewis	33	110	T, 4, 6
9:00 - 12:45	Scheduling Workshop	Louise Roberts	233	25	3
9:45 - 10:00	Break		East Alcove		11
10:00 - 11:00	Award Winning Dining Halls	Julie Podesta	122	65	C, 4, 7
10:15 11:30	Streamline Your RFQs	Samuel Overby	103	23	4
10:15 11:30	Breakout Groups		117, 228, 230	36, 34, 33	R, 1, 3
11:00 12:15	Board Plan Forum	Deka Cambro	202	28	U, 4, 5
11:15 - 12:15	Technology in the Kitchen	Amy Marshall	201	59	C, 4, 6, 7
11:30 12:30	Feeding 500 Kids Fast	Gail Kitt	101	54	4, 6
12:15 - 1:30	Lunch:		Terrace		11
1:30 5:00	Recipe Management Workshop	Craig Anderson	235	24	3
1:30 2:45	Bean Counting 101	Tracy Corrigan	202	27	U, 2, 4, 5, 6, 7
1:30 2:30	Not Your Mother's Macaroni	Sumita Ghoneim	101	56	4
2:45 3:45	Salads Kids Will Love	Arthur Washington	201	75	T, 4, 8
4:00 5:00	Meal Planning Strategies	Bob Keene	122	70	R, 4, 11

STOP! END OF TEST.
YOU MAY GO BACK AND CHECK YOUR WORK.

LI Practice05