

Name: _____

Personal information

Refer to the table of personality types to answer questions 1 and 2.

	Strengths	Weaknesses
Type A	<ul style="list-style-type: none"> • independent • decisive • motivated • focused on solutions • high achieving 	<ul style="list-style-type: none"> • aggressive • want to be in control • work too much • become impatient quickly
Type B	<ul style="list-style-type: none"> • love people • easy-going • enthusiastic • talkative • enjoy expressing feelings 	<ul style="list-style-type: none"> • too talkative • feelings easily hurt • procrastinate

1. Which characteristic best describes a person with Type A personality?

- A. likes being supervised
- B. enjoys team-work
- C. takes little time off work
- D. cannot make a decision

2. Which characteristic best describes a person with Type B personality?

- A. enjoys working alone
- B. has a strong need to excel
- C. tends to put things off
- D. feels impatient waiting in line

Name: _____

At school

Refer to the chart about the Cornell Note-Taking System to answer questions 1 and 2.

Cornell Note-Taking System	
Cues	Notes
<p>In this section, write:</p> <ul style="list-style-type: none"> • questions • vocabulary • categories of information 	<p>During class, listen to the lecture and write notes in this section.</p> <p>Notes should be short phrases, symbols, or abbreviations.</p>
Summary	
<p>Write the main ideas from the lecture in this section after class. Use complete sentences.</p>	

1. What do you put in the Notes section?

- A. vocabulary
- B. short phrases
- C. questions
- D. main ideas

2. What do you put in the Cues section?

- A. short phrases
- B. vocabulary
- C. main ideas
- D. abbreviations

Name: _____

Friends and family

Refer to the letter to answer questions 1 and 2.

December 28, 2014

Arbor Properties
225 S. Maple Street
Los Angeles, CA 91801

To Whom It May Concern:

I live in Townhouse #123B in the Oak Woods Complex. I'm very upset that my outdoor light still has not been repaired. I reported that this light was out two weeks ago.

I need this light for my safety when I leave my apartment at night. Please fix it immediately.

Thank you,

Huong Tran

1. When did Huong first report that the light was out?

- A. December 28, 2014
- B. December 14, 2014
- C. December 7, 2014
- D. One week ago

2. When does Huong need the light?

- A. when he leaves for work in the morning
- B. when he wakes up in the morning
- C. when he goes out at night
- D. when he comes home after work

Name: _____

Health

Refer to the medical history form to answer questions 1 and 2.

PATIENT MEDICAL HISTORY FORM

1. Name Joyce Hamilton
2. Address 1804 Fleet St. Charlestown, RI 02813
3. Date of birth 12/09/1947
4. Telephone number 555-666-2489
5. Employer Pear Enterprises
6. Primary care physician Dr. J.A. Egbert
7. Your current medical condition(s) asthma, hives

8. List prescription and non-prescription medications you are taking _____
corticosteroids, antihistamines

1. Which condition does Joyce have?

- A. headaches
- B. diabetes
- C. asthma
- D. allergies

2. What medication is Joyce taking?

- A. ibuprofen
- B. antihistamines
- C. beta blockers
- D. garlic pills

Name: _____

Around town

Refer to the information about the Summer Festival to answer questions 1 and 2.

Summer Festival at Washington Park

July 1st–July 4th
10:00 a.m.–10:00 p.m.

- **Fun** Try all the rides! Only \$1.00 each or 6 for \$5.00.
- **Food** Vendors of all kinds. Corn on the cob, pizza, and hot dogs.
- **Arts** See unique paintings, photos, and pottery from local artists.

Special Events

Friday, 7:30 p.m. **Salsa Dance Contest** Preregistration not required. Just show up and show off your best dance steps. Win great prizes—cash, gift certificates for local restaurants, and salsa CDs.

Saturday, 8:00 p.m. **Outdoor Concert by the Young People’s Chorus** More than 100 young voices will sing together in a performance you’ll never forget.

Crafts Tent

Bring your kids every day at 4:30 p.m. Kids age 4 to 10 draw, paint, and make paper toys. Parents must stay with their children.

1. How do you enter the salsa dance contest?

- A. complete the registration form
- B. just come and dance
- C. find a partner to enter
- D. preregister in advance

2. Where should you go to hear children sing?

- A. salsa dance contest
- B. the food vendors’ area
- C. the crafts tent
- D. the outdoor concert by the Young People’s Chorus

Name: _____

Time

Refer to the workplace break rules to answer questions 1 and 2.

Workplace Breaks

- You are entitled to a break of 15 minutes after a 4 1/2 hour work period.
- Please do not smoke near the building during break time. *can include the first 15-minute break.*
- Breaks are not considered part of working time.
- Shop employees who work more than 6 hours are entitled to a one-hour consecutive break which must be taken between 11:30 a.m. and 2:30 p.m.

1. If you start work at 7 a.m., when can you take a 15-minute break?

- A. 11 a.m.
- B. 11:15 a.m.
- C. 11:30 a.m.
- D. 11:45 a.m.

2. If you work Monday through Friday from 8 a.m. to 5 p.m., how long is your break?

- A. 30 minutes
- B. 15 minutes
- C. 45 minutes
- D. 60 minutes

Name: _____

Shopping

Refer to the information about credit card offers to answer questions 1 and 2.

Evaluating Credit Card Offers

Before you get a new credit card, be sure to consider the following things:

1. **Interest Rate**—Check what the interest rate is and when it will change. Sometimes credit card companies offer introductory rates that go up after six months or a year.
2. **Grace Period**—The period of time between the end of the billing cycle and the payment due date is referred to as a “Grace Period.” Some companies charge you interest if you don’t pay your balance in full by the payment due date.
3. **Annual Fee**—Some credit card companies charge you a yearly fee to keep the credit card. Check to see how much the annual fee is.
4. **Cash Advance Fee**—Many credit card companies allow you to take out a cash advance on your card. Cash advances can come with large fees though, so be sure to check the amount.
5. **Late Payment Charges**—Some credit card companies charge you a fee if you pay later than the payment due date. Find out if you will be charged for late payments.

1. What is the annual fee?

- A. a fee charged each year
- B. a fee charged for cash advances
- C. a fee charged for late payments
- D. the interest rate on the card

2. What is a grace period?

- A. the amount of time you have to pay your cash advance fee
- B. the amount of time you have to pay your late payment fee
- C. the amount of time you have to make a payment on your credit card
- D. the amount of time you have before an interest rate on the balance begins

Name: _____

Work

Refer to the letter to answer questions 1 and 2.

2711 Hill Park Road
Coker, AL 35452
March 5, 2014

Robert Edwards, Personnel Manager
Cott Department Store
45 South Main Street
Tuscaloosa, AL 35452

Dear Mr. Edwards:

Thank you for speaking with me about the Assistant Sales position at the Cott Department Store branch in Northport on Tuesday. I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you about the position.

Sincerely,

Maria Morales

1. Where does Maria Morales live?

- A. Tuscaloosa, AL
- B. Coker, AL
- C. Northport, AL
- D. none of the above

2. What is Mr. Edwards's job?

- A. Assistant Salesman
- B. Owner of the Cott Department Store
- C. Manager of Personnel
- D. none of the above

Name: _____

Daily living

Refer to the emergency instructions to answer questions 1 and 2.

EMERGENCY INSTRUCTIONS**Follow these rules in the event of an emergency.**

- ◆ Stop work and leave the building immediately when the fire alarm sounds or when you are instructed to do so.
- ◆ Follow instructions and cooperate with those responding to the emergency.
- ◆ Proceed to the nearest exit.
- ◆ Do not delay your exit from the building by looking for belongings or people.
- ◆ After leaving the building, go to the assembly area far away from the building.
- ◆ Do not re-enter the building until instructed to do so by your supervisor.

1. When can you go back into the building?

- A. when the firefighters say it is safe
- B. when the fire is out
- C. when your supervisor says it is safe
- D. when your coworkers say it is safe

2. Where is the assembly area?

- A. in your office
- B. at the nearest exit
- C. next to the building
- D. away from the building

Name: _____

Leisure

Refer to the information about visiting the Statue of Liberty to answer questions 1 and 2.

Visit the Statue of Liberty

Follow these directions to get to the Statue of Liberty.

- All visitors must arrive and depart Liberty Island via ferries operated by Statue Cruises.
- Ferries leave from Battery Park and Liberty State Park.
 - Battery Park is at the southern tip of Manhattan.
 - Liberty State Park is in Jersey City, New Jersey.

	One Way	Round Trip
Adult	\$12.00	\$22.00
Children 7–12	\$9.00	\$16.00
Children 6 and under	free	free
Seniors	\$10.00	\$18.00

1. How much is the fare for a five-year-old child?
 - A. \$7.00
 - B. \$5.00
 - C. \$6.00
 - D. no fare
2. What is the name of the ferry company?
 - A. Statue Cruises
 - B. Battery Park
 - C. Manhattan
 - D. Liberty State Park

Name: _____

Answer Sheet

DIRECTIONS

Mark your answers on the answer sheet. Please do not write in the test booklet.
Use a number 2 pencil only.

Try to answer the question. Choose the **one** best answer. If you want to change an answer, be sure to erase the first mark completely. If you don't know an answer, you can go to the next question. Follow the numbers carefully.

Unit 1

1. (A) (B) (C) (D)
2. (A) (B) (C) (D)

Unit 2

1. (A) (B) (C) (D)
2. (A) (B) (C) (D)

Unit 3

1. (A) (B) (C) (D)
2. (A) (B) (C) (D)

Unit 4

1. (A) (B) (C) (D)
2. (A) (B) (C) (D)

Unit 5

1. (A) (B) (C) (D)
2. (A) (B) (C) (D)

Unit 6

1. (A) (B) (C) (D)
2. (A) (B) (C) (D)

Unit 7

1. (A) (B) (C) (D)
2. (A) (B) (C) (D)

Unit 8

1. (A) (B) (C) (D)
2. (A) (B) (C) (D)

Unit 9

1. (A) (B) (C) (D)
2. (A) (B) (C) (D)

Unit 10

1. (A) (B) (C) (D)
2. (A) (B) (C) (D)

ANSWER KEY

Unit 1

1. C
2. C

Unit 2

1. B
2. B

Unit 3

1. B
2. C

Unit 4

1. C
2. B

Unit 5

1. B
2. D

Unit 6

1. C
2. D

Unit 7

1. A
2. C

Unit 8

1. B
2. C

Unit 9

1. C
2. D

Unit 10

1. D
2. A