

## E. Non-Prose Readings

These readings are not written in standard paragraph style and may not employ complete sentences. This category of readings includes forms (especially those used by businesses), lists, charts, graphs, schedules, and maps. There are usually one or two non-prose readings per test.

Unlike other types of readings, you should not read non-prose readings word for word. Glance at the reading to see what it concerns; then start working on the questions. Refer back to the reading to find specific information.

### Sample Items: Non-Prose Reading

#### METRO LODGING REPORT: JULY

Location	Room Nights		Occupancy Percentage	Average Room Cost
	Occupied	Available		
AIRPORT	89,649	104,847	85.5%	\$98.28
NORTH SUBURBAN	29,686	35,065	84.7%	\$73.75
WEST SUBURBAN	46,279	50,950	90.8%	\$87.78
MIDTOWN	29,681	37,851	78.0%	\$69.70
DOWNTOWN	62,620	77,271	81.0%	\$119.61

1. What does this report concern?

- (A) Apartment buildings
- (B) Hotels
- (C) Parking lots
- (D) Office buildings

The word *lodging* indicates that the report deals with hotel rooms.

2. Which area had the highest rate of occupancy in July?

- (A) North Suburban
- (B) Midtown
- (C) West Suburban
- (D) Downtown

At 90.8%, the West Suburban area had the highest occupancy rate. (The airport location had 85.5%. North Suburban had 84.7%. Midtown had 78%, and Downtown had 81%.)

3. What information does the chart provide about Downtown?

- (A) On the average, it had the most expensive rooms.
- (B) It had fewer empty rooms in July than Midtown did.
- (C) It had more rooms than any other area.
- (D) There were more rooms per building than in other areas.

At an average price of \$119.61, Downtown hotel rooms were the most expensive.

**Focus:** Understanding and answering questions about non-prose readings.

**Directions:** Read the passages, and then mark the best answers to the questions about them based on the information in the passages.

Questions 1 to 4 refer to the following itinerary:

**NORTHERN ODYSSEY TOUR**  
**DEPARTING SEPT. 9**

*For your convenience, we recommend that you check your luggage through to Helsinki, Finland. Please wear your NORTHERN ODYSSEY TOUR badge during transfers to facilitate identification by our representatives.*

<b>SAT. SEPT. 9</b>	<b>DEPART USA</b> via air (Please refer to your personal air itineraries for departure/arrival times.)
<b>SUN. SEPT. 10</b>	<b>ARRIVE HELSINKI, FINLAND</b> Accommodations: Presidenti Hotel
<b>TUE. SEPT. 12</b>	<b>DEPART HELSINKI</b> motorcoach to dock Accommodations: SS Northern Lights
<b>FRI. SEPT. 15</b>	<b>ARRIVE STOCKHOLM, SWEDEN</b> via ship Accommodations: Royal Viking Hotel
<b>MON. SEPT. 18</b>	<b>DEPART STOCKHOLM</b> via Air Scandinavia <b>ARRIVE COPENHAGEN, DENMARK</b> Accommodations: Air Scandinavia Hotel
<b>SAT. SEPT. 23</b>	<b>DEPART COPENHAGEN</b> via Air Scandinavia <b>ARRIVE OSLO, NORWAY</b> Accommodations: Princess Christiana Hotel
<b>WED. SEPT. 27</b>	<b>DEPART OSLO</b> via railroad <b>ARRIVE BERGEN, NORWAY</b> Accommodations: Hotel Bryggen
<b>SUN. OCT. 1</b>	<b>DEPART BERGEN</b> by air <b>ARRIVE USA</b> (Please refer to your personal air itineraries. All passengers are required to clear U.S. Customs.)

- Why are the members of the tour asked to wear badges?
  - To get seats on the plane
  - To be recognized by tour representatives
  - To get through customs quickly
  - To recognize each other easily
- How will members of the tour go from Helsinki to Stockholm?
  - By motorcoach
  - By air
  - By train
  - By ship
- In which of these cities will members of the tour spend the most time?
  - Copenhagen
  - Stockholm
  - Bergen
  - Helsinki
- How long will the entire tour take?
  - 1 week
  - 2 weeks
  - 3 weeks
  - 4 weeks

Questions 5 to 8 refer to the following form:

## PURCHASE ORDER

The following form is to be filled in for any purchase other than office supplies.

Requested by: \_\_\_\_\_  
Date: \_\_\_\_\_  
Date needed: \_\_\_\_\_

A. Budgeted item   
B. Non-budgeted item

1. Item description (Be specific) \_\_\_\_\_
2. Quantity \_\_\_\_\_
3. Intended use \_\_\_\_\_
4. Recommended place of purchase \_\_\_\_\_
5. Actual cost (if available)/Estimated cost \_\_\_\_\_
6. Justification (non-budgeted items only) \_\_\_\_\_

• Approval \_\_\_\_\_  
*Supervisor*

• Non-budgeted approval \_\_\_\_\_  
*Director*

If unapproved, return Copy 1 to originator with comments.

• Copy 1: Purchase coordinator • Copy 2: Finance office • Copy 3: Originator

5. For which of the following purchases is this form NOT required?
- (A) A new computer
  - (B) A box of envelopes
  - (C) A desk
  - (D) A file cabinet
6. What is asked for in the line marked "1" on the form?
- (A) Details about the item requested
  - (B) The reasons for the purchase
  - (C) The date the purchase is needed
  - (D) The cost of the item purchased
7. In what situation does the director NOT have to sign this form?
- (A) The supervisor has already signed it.
  - (B) Box B has been marked on the form.
  - (C) The item has been previously budgeted.
  - (D) Line 6 has been left blank.
8. Who receives Copy 1 of this form if it is not approved?
- (A) The purchase coordinator
  - (B) The finance officer
  - (C) The supervisor
  - (D) The person requesting the item

Questions 9 to 13 refer to the following instructions:

## Dialing Instructions

<b>Room to room</b>	Floors 1 through 9 Floors 10 through 17	(6) + room number (7) + room number
<b>Local calls</b>	8 + phone number (\$.75 access charge)	
<b>Long distance direct dial</b>	8 + 1 + area code + phone number (\$1.00 access charge)	
<b>International direct dial</b>	8 + 1 + 011 + country code + city code + phone number (\$1.25 access charge)	
<b>Credit card calls</b>	8 + 0 + area code + phone number, then follow instructions on card (\$1.00 access charge)	
<b>Local information</b>	8 + 411 (\$.75 access fee)	
<b>Long distance information</b>	8 + 1 + area code + 555-1212	

A blinking red light on your phone signals that you have a message. Call the Message Center to receive your message.

Bell captain	57	Housekeeping/laundry	56	Messages	2
Business center	50	Concierge	3	Sports club	59
Front desk	0	Room service	59	Coffee shop	51

9. Where would these instructions probably be found?
- (A) In an office building  
(B) In a phone booth  
(C) In a hotel room  
(D) In a hotel lobby
10. What number would one call to speak to someone in Room 921?
- (A) 921  
(B) 6 + 921  
(C) 7 + 921  
(D) 0 + 921
11. According to the instructions, how is a person informed of messages?
- (A) By a phone call from the front desk  
(B) By visiting the Message Center  
(C) By a written note  
(D) By a blinking light
12. How much is the access fee to obtain the phone number of someone who lives in this city?
- (A) Nothing  
(B) \$.75  
(C) \$1.00  
(D) \$1.25
13. What number would someone dial to have a room cleaned?
- (A) 2  
(B) 3  
(C) 56  
(D) 59

Question 14 and 15 refer to the following chart:

Figure A: "Short and wide"

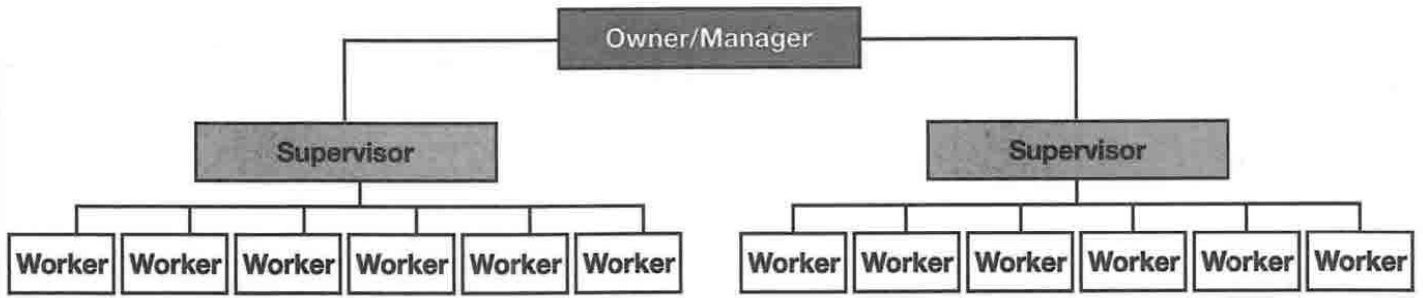
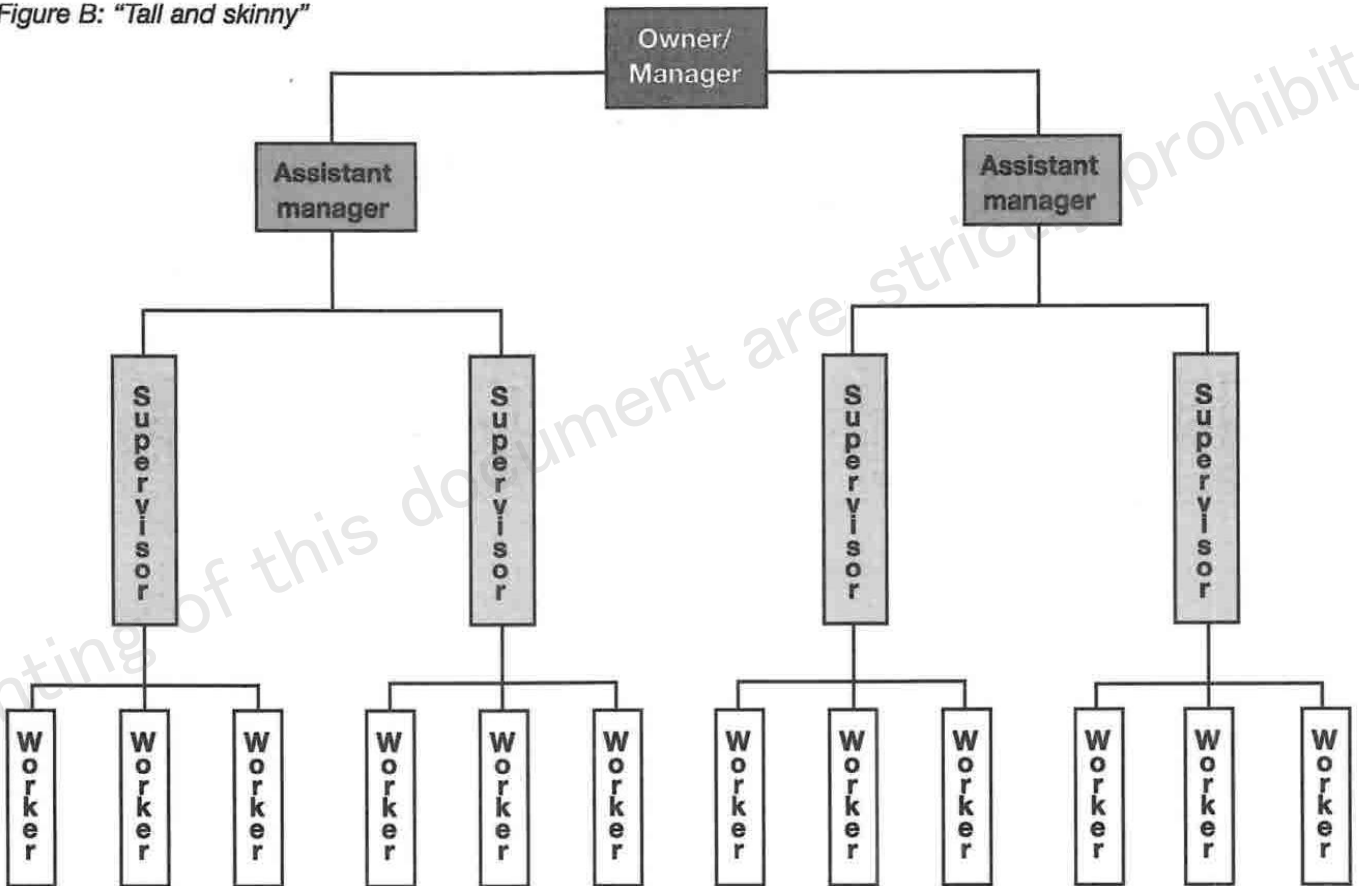


Figure B: "Tall and skinny"



14. What would be the best title for this chart?

- (A) "Two Methods for Organizing Small Businesses"
- (B) "The Changing Structure of Management"
- (C) "The Role of the Owner/Manager"
- (D) "Workers' Responsibility: Before and After"

15. Based on the information in the chart, which of the following statements is true?

- (A) "Short and wide" involves fewer workers.
- (B) "Tall and skinny" involves another level of management.
- (C) "Short and wide" provides more jobs for more people.
- (D) "Tall and skinny" puts the owner/manager in closer contact with the workers.