

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 3 are based on the following notice:

City Golf Course

City Golf Course encourages reservations.



Only one reservation per call. For weekdays, call one full day in advance. Call Wednesday between 5 and 8 p.m. for Saturday and Thursday between 5 and 8 p.m. for Sunday. **Anyone making reservations is expected to check in with the pro shop a quarter hour prior to tee time.**

- Which of these is the best heading for this notice?
 - "Tips for Improving Your Golf Game"
 - "Procedures for Making Golf Reservations"
 - "City Golf Course: Hours of Operation"
 - "Special Activities This Week at the Golf Course"
- If you want to play golf on Tuesday, when should you call?
 - Monday
 - Tuesday
 - Wednesday between 5 and 8 p.m.
 - Thursday between 5 and 8 p.m.
- What should you do on the day of your golf game?
 - Confirm your reservation by phone
 - Practice your golf strokes
 - Stop by the pro shop 15 minutes before playing
 - Purchase necessary equipment in the pro shop

Questions 4 to 7 are based on the following article:

Getting the right octane level in gasoline — a key to engine performance — is costly because of current evaluation methods. To ensure compliance with government regulations, refineries add more octane than necessary. Now an oil company based in Ashland, Kentucky, has developed a more accurate testing technique.

Currently, octane levels are measured by determining how much a special engine “knocks” during combustion. A new procedure called InfraTane uses infrared light to evaluate octane levels and adjust them on-line.

InfraTane has been installed in the company’s St. Paul, Minnesota, refinery and will save more than \$1 million a year. InfraTane has been licensed to a firm in Merrick, New York, that is expected to offer it to other refineries around the world for around \$300,000.

4. Why do refineries add more octane than is necessary?
- (A) To save money on insurance
 - (B) To follow government rules
 - (C) To simplify the refining process
 - (D) To satisfy customer demand
5. Which of the following is NOT true about the InfraTane procedure?
- (A) It is used during the refining process.
 - (B) It involves a special testing engine.
 - (C) It is more accurate than the current method.
 - (D) It uses infrared light.
6. Where is the InfraTane procedure currently being used?
- (A) All over the world
 - (B) In Ashland, Kentucky
 - (C) In Merrick, New York
 - (D) In St. Paul, Minnesota
7. Approximately how much will it cost for a refinery to license Infratane?
- (A) \$100,000
 - (B) \$300,000
 - (C) \$1 million
 - (D) \$3 million

Questions 8 to 12 are based on the following introduction:

WRITE THAT CONTRACT YOURSELF workbooks contain examples of the contracts most commonly used today. The purpose of this series of workbooks is not to replace attorneys. Rather, it is to take the mystery and expense from contractual work by making these simple contract forms accessible to everyone.

- Each workbook has a wide range of contract forms related to the area designated by the workbook title. The contracts are simplified in language to make them easier to understand.
- Each workbook has a glossary at the back, defining terms found in the book.

Many forms are so uncomplicated that they can be taken from the books and used right away. There will be times when readers will decide to get legal advice. In those cases, readers who have already familiarized themselves with terminology and typical contractual agreements will realize a savings in time and expense.

8. Who are the workbooks meant for?

- (A) The general public
- (B) Contract attorneys
- (C) Business executives
- (D) Authors

9. How is the material in the series organized?

- (A) According to subject matter
- (B) According to alphabetical order
- (C) According to level of difficulty
- (D) According to chronological order

10. How do actual contracts differ from the ones in these workbooks?

- (A) They are shorter.
- (B) They are less expensive.
- (C) They are more complicated.
- (D) They are less specific.

11. What is found at the end of each workbook?

- (A) Some actual contracts
- (B) A list of attorneys
- (C) An index of contracts
- (D) Definitions of terms

12. What would the author probably suggest to someone who wanted legal assistance with writing a contract?

- (A) To use these books instead
- (B) To consult with more than one attorney
- (C) To refer to these workbooks first
- (D) To give the lawyer copies of these books

Questions 13 to 15 are based on the following letter:

Drake Industries

Lucy Rickenbach, Director
Office of Financial Planning
SouthBank
3520 Rawlins Drive
Dallas, Texas 75219

Dear Ms. Rickenbach:

Bonnie Whitmer has requested that I write to recommend her for a position in your office. Ms. Whitmer worked in my department for two years. She is well-organized and has excellent workplace communication skills. She is honest and energetic. With her degree in economics and her experience in accounting, I am sure she will contribute positively to your organization. Her only fault, as far as I know, is that, because she is such a perfectionist, she sometimes spends too much time on details.

We at Drake Industries are anxious to find positions for our employees whose jobs will be eliminated in the reorganization that will follow our upcoming merger with the Hammond Group. I'd appreciate your considering her for this position.

Please feel free to contact me for further particulars.

Sincerely,



Quentin Howe, Chief Financial Officer/Comptroller
Drake Industries

13. Who asked that this letter be sent?

- (A) Lucy Rickenbach
- (B) Bonnie Whitmer
- (C) A representative of the Hammond Group
- (D) Ms. Whitmer's supervisor

14. For which of the following does the writer NOT praise Ms. Whitmer?

- (A) Her communication skills
- (B) Her honesty
- (C) Her energy
- (D) Her attention to detail

15. Why is Ms. Whitmer looking for another job?

- (A) Because her position will soon be eliminated
- (B) Because she disagreed with her supervisor
- (C) Because the company where she works has gone bankrupt
- (D) Because she wants to earn a higher salary

Questions 16 to 19 are based on the following review:

THE BARONG GRILL

Service **	Value ***	Weekday evenings \$\$\$	
Atmosphere ****	Food ***	Weekend evenings \$\$\$\$	

120 Stanhope Street
Open 6-10 Tues-Thurs
6-11 Fri-Sun
Tel: 236-4274

This new Indonesian restaurant, located in a building that has housed a Mexican and an Indian restaurant in recent times, seems headed for success. The restaurant has been completely remodeled and decorated with fascinating Javanese and Balinese artifacts. Indonesian gamelin music plays in the background. Indonesian favorites, such as *satay* (grilled meat on a skewer), *gado gado* (spinach salad with peanut dressing), and *nasi goreng* (fried rice) are specialties here. On Friday, Saturday, and Sunday nights, a *rijstafel* (a Dutch word meaning "rice table") is served. This is a magnificent feast involving dozens of exotic Indonesian dishes. My only complaint was the service, which was a bit slow the night I dined there.

Ratings guide:	Price per person		
Poor *	Less than \$10	\$	
Fair **	\$10 to \$20	\$\$	
Good ***	\$21 to \$35	\$\$\$	
Excellent ****	\$36 to \$50	\$\$\$\$	
Best in town *****	Over \$50	\$\$\$\$\$	

16. What did the reviewer like best about this restaurant?

- (A) The service
- (B) The food
- (C) The value
- (D) The atmosphere

17. When is this restaurant closed?

- (A) Monday
- (B) Tuesday
- (C) Thursday
- (D) Sunday

18. What kind of food is served in the restaurant reviewed here?

- (A) Indian
- (B) Dutch
- (C) Indonesian
- (D) Mexican

19. How much does an average dinner cost per person on Saturday evening?

- (A) Less than \$10
- (B) Between \$21 and \$35
- (C) Between \$36 and \$50
- (D) Over \$50

Questions 20 to 22 are based on the following chart:

	Verbal interpretation (per hour)	Text translation (per page)	Phrase book
Bangkok	\$15	\$12	\$4-\$9
Hong Kong	\$30	\$28	\$6+
Jakarta	\$12	\$8	\$2-\$16
Kuala Lumpur	\$24	\$18	\$4-\$7
Manila	\$15	\$10	\$3-\$9
Seoul	\$67	\$7	\$5
Singapore	\$42	\$9	\$10-\$23
Taipei	\$18	\$8	\$2-\$8
Tokyo	\$48	\$43	\$12-\$26

20. What is the best heading for this chart?

- (A) "The Cost of Communicating in Asia"
- (B) "The Growing Cost of Translation"
- (C) "The World's Best Phrase Books"
- (D) "How to Communicate in Asia"

21. In which city do all phrase books cost more than a page of text translation?

- (A) Bangkok
- (B) Manila
- (C) Singapore
- (D) Taipei

22. In which city is the price discrepancy between verbal interpretation and text translation greatest?

- (A) Hong Kong
- (B) Jakarta
- (C) Seoul
- (D) Tokyo

Questions 23 to 25 are based on the following article:

Australian archaeologists have found a huge Stone Age “factory” where 2,000 years ago, aboriginal people crafted stone blades and cutting tools for barter. The site at Tiboobura is so large that archaeologists believe it formed the basis for an export business. The ancient toolmakers probably traded for *pituri*, a drug used to counteract hunger pangs during long treks between hunting grounds. The find follows the recent discovery of a 60,000-year-old human bone in central Australia. That discovery pushed back the date of human habitation in Australia by 20,000 years.

23. Why did the aboriginal people make tools at Tiboobura?
- (A) For hunting
 - (B) To trade them
 - (C) For self-defense
 - (D) To make other tools
24. How did the aboriginal people use the drug *pituri*?
- (A) To relieve feelings of hunger
 - (B) To make themselves more alert
 - (C) To treat injuries
 - (D) To relax
25. Before the discovery of the bone in central Australia, when were humans believed to have first come to Australia?
- (A) 2,000 years ago
 - (B) 20,000 years ago
 - (C) 40,000 years ago
 - (D) 60,000 years ago

Questions 26 to 28 refer to the following document:

	Page
Vacations _____	2
Insurance _____	4
Termination _____	8
Overtime _____	11
Promotion _____	13
Pay raises _____	19
Holidays _____	22
Profit sharing plan _____	26
Travel _____	36
Educational assistance _____	42
Smoking _____	45
Grievance procedures _____	49
Other _____	52

26. What does the reading probably represent?

- (A) The index of a business textbook
- (B) The outline of a business plan
- (C) The table of contents for a company's policy manual
- (D) The schedule for a corporate training program

27. A person who wanted information about taking a business trip would look on what page?

- (A) Page 2
- (B) Page 19
- (C) Page 22
- (D) Page 36

28. The most information is probably available regarding which of the following?

- (A) Insurance
- (B) Overtime
- (C) Profit sharing plan
- (D) Educational assistance

Printing of this document is strictly prohibited.

Questions 29 to 31 are based on the following article:

Hong Kong toy manufacturers have been shifting some of their operations from Hong Kong and China to Macao, Indonesia, and Malaysia. Indonesia and Malaysia are attractive because of their GSP (Generalized System of Preferences) export benefits from the United States. Macao is also a GSP

beneficiary and is permitted to export Chinese labor. China, however, remains the most important center of Hong Kong toy-making, which is the territory's fifth largest export industry. The U.S. is the most important customer, buying 50% of the toys exported by Hong Kong last year.

29. Which of the following countries did NOT benefit from the recent shift in Hong Kong's toy-making operations?

- (A) Macao
- (B) China
- (C) Indonesia
- (D) Malaysia

30. What is the GSP?

- (A) A system of improving the quality of toys
- (B) A contract between Hong Kong toy-makers and those in other Asian countries
- (C) An agreement giving preferential treatment to Hong Kong
- (D) Trade benefits provided by the United States to certain countries

31. According to the article, which of the following is a truthful statement about Hong Kong's toy-making industry?

- (A) It has been moved entirely out of Hong Kong.
- (B) Only four other export industries are of more importance to Hong Kong.
- (C) It provides more than 50% of the toys bought by the United States.
- (D) Competition from other countries has seriously hurt it.

Questions 32 and 33 deal with the following article:

If you are driving in the snow and need to stop, "pump the brakes." This technique allows you to stop your car on the slickest street. Depress the brake pedal firmly with a single stroke, then release the pressure immediately. Repeat until you come to a stop. (Do not use this technique if your car is equipped with anti-lock brakes!) When turning on icy streets, if your car starts to spin, steer into the turn. In other words, if your car's rear end slides to the right, gently steer to the right. If it slides to the left, gently steer to the left. Once the car has begun to straighten, steer straight ahead. When at a dead stop, use gentle acceleration to move forward in order to avoid spinning the tires so rapidly that they fail to grip the snow.

32. Which of these techniques is NOT discussed in the reading?

- (A) Turning the car on icy streets
- (B) Getting the engine started on cold days
- (C) Stopping the car on slick streets
- (D) Getting the car into motion on snowy streets

33. Which of the following should you do if your car's rear end starts to slide to the right on an icy street?

- (A) Gently steer to the right.
- (B) Hit the brakes hard, then release.
- (C) Quickly turn the steering wheel to the left.
- (D) Accelerate, then steer straight ahead.

Questions 34 and 35 are based on the following advertisement:

Rooms available at 1890s bed-and-breakfast lodge, near Jackson Hole, Wyoming. Views of the Grand Teton range from our four decks and ten-person outdoor hot tub. Horseback riding, tennis, fishing on our property. Call Tom or Norma Blake at the Bighorn Lodge.

34. For whom is this advertisement intended?
- (A) People who want lodging at a vacation resort
 - (B) People who want to work at a hotel
 - (C) People who are traveling on business
 - (D) People who want to own property in Wyoming
35. Which of the following is probably NOT located on the property of the Bighorn Lodge?
- (A) A tennis court
 - (B) A stable for horses
 - (C) A swimming pool
 - (D) A place to fish

Questions 36 and 37 refer to the following passage:

free trade association

An organization involving two or more countries which have mutually agreed to eliminate tariffs, quotas, and other restrictions on trade. Unlike customs unions, which also eliminate trade barriers, free trade associations do not have a common external trade policy or common external tariff. Member nations are free to set their own tariffs with the rest of the world. (See also *common market, customs union, federation, and free trade policy.*)

36. Where did this passage probably appear?
- (A) In a dictionary of terms used in international trade
 - (B) In a newspaper article concerning a recent trade agreement
 - (C) In a textbook dealing with international diplomacy
 - (D) In a footnote to an article in an economics journal
37. In what way is a free trade association similar to a customs union?
- (A) In both, members share the same external trade policy.
 - (B) Both make it easier for members to trade with other members.
 - (C) In both, members eliminate tariffs and quotas with the rest of the world.
 - (D) Both make it possible for members to collect more tariffs from other members.

Questions 38 to 40 refer to the following chart:

Socorro County's Workforce

	1990	1995	2000
Average age	34.2	33.5	31.6
Bachelor's degree or higher	56.4 %	57.0 %	59.2 %
Executive, managerial, or administrative	14.0 %	13.8 %	15.6 %
Professional	18.1 %	20.8 %	22.6 %
Retail trade	16.4 %	16.5 %	16.5 %
Manufacturing	25.4 %	23.8 %	21.0 %
Government	18.1 %	20.8 %	17.0 %
Construction	5.4 %	5.2 %	4.0 %
Finance, insurance, and real estate	2.5 %	2.9 %	3.3 %

38. Which of the following could account for the changes in the "average age" data from 1990 to 2000?
- (A) County families had more children.
 - (B) Some retired workers returned to the workforce.
 - (C) A number of workers in their twenties moved to the county.
 - (D) Many young workers returned to the university to get better jobs later.
39. Based on the information in the chart, which of the following trends reversed itself between 1990 and 2000?
- (A) The growth in the percentage of people with at least bachelor degrees
 - (B) The decline in the percentage of people working in manufacturing
 - (C) The drop in the percentage of people working in the construction field
 - (D) The increase in the number of people working for the government
40. The percentage of people working in which of these fields remained most stable during the ten-year period?
- (A) Executive, managerial, and administrative
 - (B) Retail trade
 - (C) Professional
 - (D) Finance, insurance, and real estate