



readiness redefined

Sample Tests

2018 South Carolina Career Readiness Assessment

Revised Version 1.2

3/9/2018

Sample Questions and Answers

- Applied Mathematics
- Reading for Information
- Locating Information
- Essential Soft Skills

Copyright © 2018

Ready to Work: Applied Mathematics - Sample Questions

This is a sample of the questions that are on the Applied Mathematics test. It contains five questions similar to what you will see on the actual Applied Mathematics test. The test consists of multiple choice questions where you must pick one answer choice. While on this sample test you will circle your answer, on the actual test you will be provided with a Scantron answer sheet to mark your answers.

You may use a calculator. You may use scratch paper.

Sample Question 1

Book a Trip travel agency advertises a three-day and four-night stay in Maui for \$1,749. If this is a savings of \$120, what was the original price?

- A. \$1,899
- B. \$1,869
- C. \$1,726
- D. \$1,629

Sample Question 2

As a volunteer you are painting a local Habitat for Humanity house. One gallon of paint covers 300 square feet. How many gallons of paint do you need to cover 1,200 square feet?

- A. 3,600 gallons
- B. 1,200 gallons
- C. 4 gallons
- D. 3 gallons

Sample Question 3

You are constructing picnic tables that require $18\frac{1}{4}$ feet of lumber each. How many feet of lumber will you use to construct 7 picnic tables?

- A. $127\frac{3}{4}$
- B. $25\frac{1}{4}$
- C. $11\frac{1}{4}$
- D. $2\frac{2}{3}$

GO ON TO THE NEXT PAGE.

Ready to Work: Applied Mathematics - Sample Questions

Sample Question 4

You always work at least forty hours a week and you get paid \$8.25 per hour plus double-time for overtime. Your supervisor offers you a different job. He wants to put you on a straight salary of \$330 per week. If you are only considering how much money you will make, which is the better job and why?

- A. The hourly rate job because it is a higher weekly salary.
- B. The hourly rate job because it pays extra for overtime.
- C. The salaried job because it is a higher weekly salary.
- D. The salaried job because there is no overtime.

Sample Question 5

For your cellular phone service you pay a monthly service charge of \$12.50 plus phone calls. The charge for calls made during peak hours (7 a.m. to 7 p.m.) is \$.50 per call and the charge for calls made during off peak hours is \$.30 per call.

During the month of June you made 14 calls after 7 p.m. and 43 calls during regular business hours. How much is the phone bill for June?

- A. \$19.90
- B. \$32.40
- C. \$36.50
- D. \$38.20

END OF THE APPLIED MATHEMATICS SAMPLE QUESTIONS.

Ready to Work: Applied Mathematics - Sample Answers

This is a sample of the questions that are on the Applied Mathematics test. It contains five questions similar to what you will see on the actual Applied Mathematics test. The test consists of multiple choice questions where you must pick one answer choice. While on this sample test you will circle your answer, on the actual test you will be provided with a Scantron answer sheet to mark your answers.

You may use a calculator. You may use scratch paper.

Sample Question 1

Book a Trip travel agency advertises a three-day and four-night stay in Maui for \$1,749. If this is a savings of \$120, what was the original price?

- A. \$1,899
- B. \$1,869
- C. \$1,726
- D. \$1,629

Sample Question 2

As a volunteer you are painting a local Habitat for Humanity house. One gallon of paint covers 300 square feet. How many gallons of paint do you need to cover 1,200 square feet?

- A. 3,600 gallons
- B. 1,200 gallons
- C. 4 gallons
- D. 3 gallons

Sample Question 3

You are constructing picnic tables that require $18\frac{1}{4}$ feet of lumber each. How many feet of lumber will you use to construct 7 picnic tables?

- A. $127\frac{3}{4}$
- B. $25\frac{1}{4}$
- C. $11\frac{1}{4}$
- D. $2\frac{2}{3}$

GO ON TO THE NEXT PAGE.

Ready to Work: Applied Mathematics - Sample Answers

Sample Question 4

You always work at least forty hours a week and you get paid \$8.25 per hour plus double-time for overtime. Your supervisor offers you a different job. He wants to put you on a straight salary of \$330 per week. If you are only considering how much money you will make, which is the better job and why?

- A. The hourly rate job because it is a higher weekly salary.
- B. The hourly rate job because it pays extra for overtime.
- C. The salaried job because it is a higher weekly salary.
- D. The salaried job because there is no overtime.

Sample Question 5

For your cellular phone service you pay a monthly service charge of \$12.50 plus phone calls. The charge for calls made during peak hours (7 a.m. to 7 p.m.) is \$.50 per call and the charge for calls made during off peak hours is \$.30 per call.

During the month of June you made 14 calls after 7 p.m. and 43 calls during regular business hours. How much is the phone bill for June?

- A. \$19.90
- B. \$32.40
- C. \$36.50
- D. \$38.20

END OF THE APPLIED MATHEMATICS SAMPLE QUESTIONS.

Ready to Work: Reading for Information - Sample Questions

This is a sample of the questions that are on the Reading for Information test. It contains five questions similar to what you will see on the actual Reading for Information test. The test consists of multiple choice questions where you must pick one answer choice. While on this sample test you will circle your answer, on the actual test you will be provided with a Scantron answer sheet to mark your answers.

Sample Question 1

Read the passage and answer the question that follows.

Revision to Policy Statement

Sick Leave

- 1) Regular full-time employees may earn sick leave.
- 2) Temporary employees may not earn sick leave for the first six months. Temporary employees who stay with the company for six months will begin to earn sick leave in their seventh month of working for the company.
- 3) Sick leave may be used for absences from work as a result of illness or injury.

In the passage, what is the meaning of the term sick leave?

- A. time off from work due to illness
- B. earned vacation time
- C. additional work days
- D. paid doctor's visits

GO ON TO THE NEXT PAGE.

Ready to Work: Reading for Information - Sample Questions

Sample Question 2

Read the passage and answer the questions that follow.

MEMO Ritco Fabricating

To: All Staff

From: Don Smith, Superintendent

Subject: Delivery Services

1. Delivery services will be provided daily between the Smithville and Jonesville plants. This service will start tomorrow, Wednesday, June 1.
2. Delivery workers will start picking up packages at 12:30 p.m. at the Smithville plant and leave for Jonesville at 1:00 p.m. They will arrive at the Jonesville plant by 2:00 p.m. and will deliver packages directly to mailboxes. They will begin loading again at 2:30 p.m. and will leave Jonesville by 3:00 p.m. They will return to Smithville by 4:00 p.m. and place packages in mailboxes.
3. Use delivery services for mail and small packages. Do not use this service for furniture or other large items.
4. Mark all delivery items clearly. Write the name of the person who should get the package. Also write his/her work address.
5. Items for delivery should be left in the wooden bins marked "Delivery". These bins are next to the mailboxes in the Smithville and Jonesville plants.

According to the memo, what time will delivery workers leave Smithville with packages?

- A. 1:00 pm
- B. 2:00 pm
- C. 3:00 pm
- D. 4:00 pm

Sample Question 3

According to the Ritco memo, how should packages for delivery be marked?

- A. with clearly written information
- B. with the name of the recipient
- C. with the work address of the recipient
- D. all of the above

GO ON TO THE NEXT PAGE.

Ready to Work: Reading for Information - Sample Questions

Sample Question 4

Read the passage and answer the questions that follow.

Greenland Memorial Hospital

On federal holidays, there will be a route and a schedule change for the employee bus.

The bus will run 20 minutes early, so be at your stop before the usual time. The bus will not stop at High Street or the Square. Employees who board at those stops will be picked up at the Riverside Mall stop. Garden Street will be closed, so all people at that stop must go to the Summer Street stop. The only stop within the University will be the Administration Hall stop, so board there.

Snow and ice storms may cause the shuttle service to be cancelled for a period of time. Call the employee information line during a storm. Any cancellations will be announced regularly.

According to the passage, what is a possible effect of a snow storm?

- A. early pick up
- B. delayed pick up
- C. cancelled service
- D. no change in service

Sample Question 5

What is the main purpose of the “Greenland Memorial Hospital” memo?

- A. inform employees who to call in case of bus route changes
- B. inform employees about potential bus route and schedule changes
- C. inform bus drivers about changes in the bus stops
- D. inform bus drivers to stay home on federal holidays and during bad weather

END OF THE READING FOR INFORMATION SAMPLE QUESTIONS.

Ready to Work: Reading for Information - Sample Answers

This is a sample of the questions that are on the Reading for Information test. It contains five questions similar to what you will see on the actual Reading for Information test. The test consists of multiple choice questions where you must pick one answer choice. While on this sample test you will circle your answer, on the actual test you will be provided with a Scantron answer sheet to mark your answers.

Sample Question 1

Read the passage and answer the question that follows.

Revision to Policy Statement

Sick Leave

- 1) Regular full-time employees may earn sick leave.
- 2) Temporary employees may not earn sick leave for the first six months. Temporary employees who stay with the company for six months will begin to earn sick leave in their seventh month of working for the company.
- 3) Sick leave may be used for absences from work as a result of illness or injury.

In the passage, what is the meaning of the term sick leave?

- A. time off from work due to illness
- B. earned vacation time
- C. additional work days
- D. paid doctor's visits

GO ON TO THE NEXT PAGE.

Ready to Work: Reading for Information - Sample Answers

Sample Question 2

Read the passage and answer the questions that follow.

MEMO Ritco Fabricating

To: All Staff

From: Don Smith, Superintendent

Subject: Delivery Services

1. Delivery services will be provided daily between the Smithville and Jonesville plants. This service will start tomorrow, Wednesday, June 1.
2. Delivery workers will start picking up packages at 12:30 p.m. at the Smithville plant and leave for Jonesville at 1:00 p.m. They will arrive at the Jonesville plant by 2:00 p.m. and will deliver packages directly to mailboxes. They will begin loading again at 2:30 p.m. and will leave Jonesville by 3:00 p.m. They will return to Smithville by 4:00 p.m. and place packages in mailboxes.
3. Use delivery services for mail and small packages. Do not use this service for furniture or other large items.
4. Mark all delivery items clearly. Write the name of the person who should get the package. Also write his/her work address.
5. Items for delivery should be left in the wooden bins marked "Delivery". These bins are next to the mailboxes in the Smithville and Jonesville plants.

According to the memo, what time will delivery workers leave Smithville with packages?

- A. 1:00 pm
- B. 2:00 pm
- C. 3:00 pm
- D. 4:00 pm

Sample Question 3

According to the Ritco memo, how should packages for delivery be marked?

- A. with clearly written information
- B. with the name of the recipient
- C. with the work address of the recipient
- D. all of the above

GO ON TO THE NEXT PAGE.

Ready to Work: Reading for Information - Sample Answers

Sample Question 4

Read the passage and answer the questions that follow.

Greenland Memorial Hospital

On federal holidays, there will be a route and a schedule change for the employee bus.

The bus will run 20 minutes early, so be at your stop before the usual time. The bus will not stop at High Street or the Square. Employees who board at those stops will be picked up at the Riverside Mall stop. Garden Street will be closed, so all people at that stop must go to the Summer Street stop. The only stop within the University will be the Administration Hall stop, so board there.

Snow and ice storms may cause the shuttle service to be cancelled for a period of time. Call the employee information line during a storm. Any cancellations will be announced regularly.

According to the passage, what is a possible effect of a snow storm?

- A. early pick up
- B. delayed pick up
- C. cancelled service
- D. no change in service

Sample Question 5

What is the main purpose of the “Greenland Memorial Hospital” memo?

- A. inform employees who to call in case of bus route changes
- B. inform employees about potential bus route and schedule changes
- C. inform bus drivers about changes in the bus stops
- D. inform bus drivers to stay home on federal holidays and during bad weather

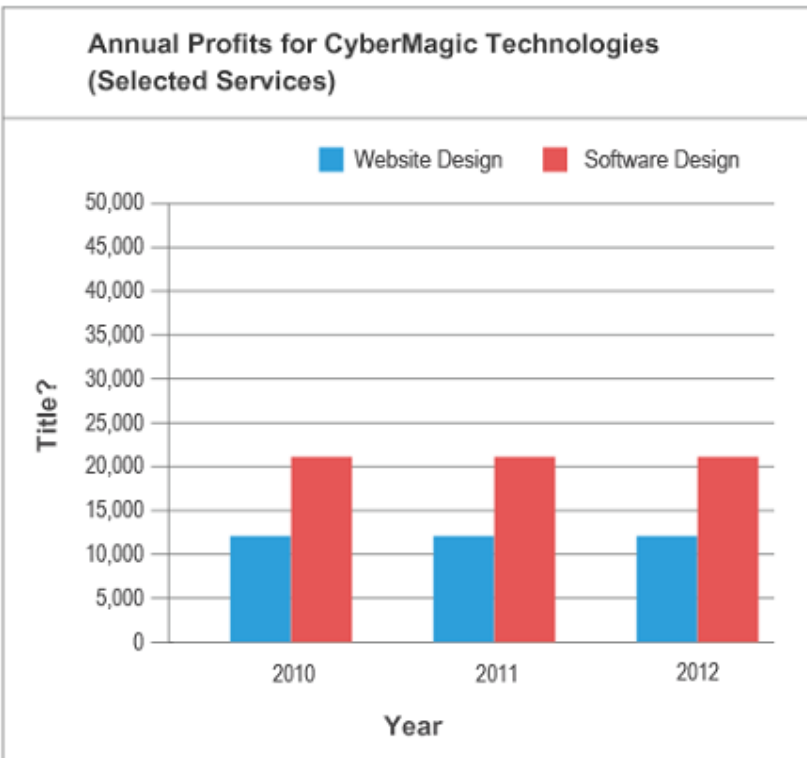
END OF THE READING FOR INFORMATION SAMPLE QUESTIONS.

Ready to Work: Locating Information - Sample Questions

This is a sample of the questions that are on the Locating Information test. It contains five questions similar to what you will see on the actual Locating Information test. The test consists of multiple choice questions where you must pick one answer choice. While on this sample test you will circle your answer, on the actual test you will be provided with a Scantron answer sheet to mark your answers.

Sample Question 1

Use the graph to answer the question that follows.



What is the best title for the vertical axis of the graph?

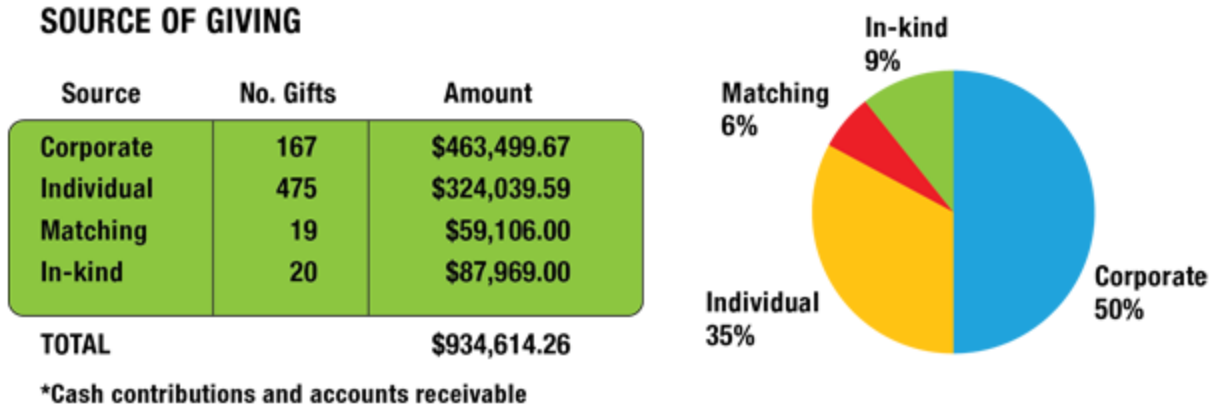
- A. Number Sold
- B. Employees
- C. Dollars
- D. Average Cost

GO ON TO THE NEXT PAGE.

Ready to Work: Locating Information - Sample Questions

Sample Question 2

Use the graphics to answer the question that follows.



What is the main purpose of the pie graph?

- A. to show how much money corporate sources contributes
- B. to compare how much money the different sources contributed
- C. to display the number of gifts that were contributed
- D. to encourage more In-kind contributions

GO ON TO THE NEXT PAGE.

Ready to Work: Locating Information - Sample Questions

Sample Question 3

Use the graphic to answer the question that follow.

Grams of Fat Allowed Per Day				
Daily Caloric Intake	Desired percentage of daily calories from fat			
	15%	20%	25%	30%
1200	20	27	33	40
1300	22	29	36	43
1400	23	31	39	47
1500	25	33	42	50
1600	26	36	44	53
1700	27	38	47	57
1800	30	40	50	60
1900	31	42	53	63
2000	33	44	56	67
2100	35	47	58	70
2200	36	49	61	73
2300	38	51	64	77
2400	40	53	67	80
2500	41	56	69	83
2600	43	58	73	87
2700	45	60	75	90
2800	46	62	77	93
2900	48	64	80	96
3000	50	68	83	100

Bob's Burgers Menu		
	Calories	Fat Grams
SANDWICHES		
<i>Hamburger</i>	255	9
<i>Cheeseburger</i>	305	13
<i>Double Burger</i>	410	20
<i>Double Burger with cheese</i>	510	28
<i>Triple Decker!</i>	625	35
<i>Fish Sandwich</i>	370	18
<i>Grilled Chicken Sandwich</i>	400	12
<i>Fried Chicken Sandwich</i>	490	26
<i>Grilled Veggie Flatbread</i>	290	4
FRIES		
<i>Small</i>	220	12
<i>Medium</i>	320	17
<i>Large</i>	400	22

To determine how many grams of fat you need per day, see the accompanying chart. You will need to decide if you want 15%, 20%, 25% or 30% of your daily calories to come from fat. The lower the better.

Molly's daily calorie intake is 1900 calories. Molly chooses to limit her daily calories from fat to 15%. How many grams of fat is Molly allowed per day?

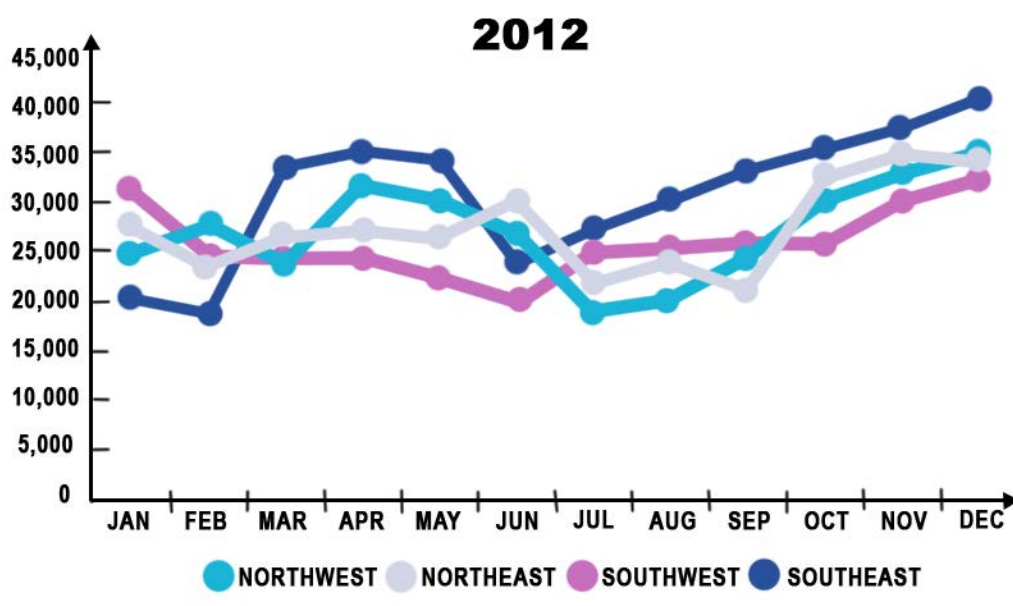
- A. 63 g
- B. 53 g
- C. 25 g
- D. 31 g

GO ON TO THE NEXT PAGE.

Ready to Work: Locating Information - Sample Questions

Sample Question 4

Use the line graph to answer the question that follows.



What region represented in this graph reached the highest sales?

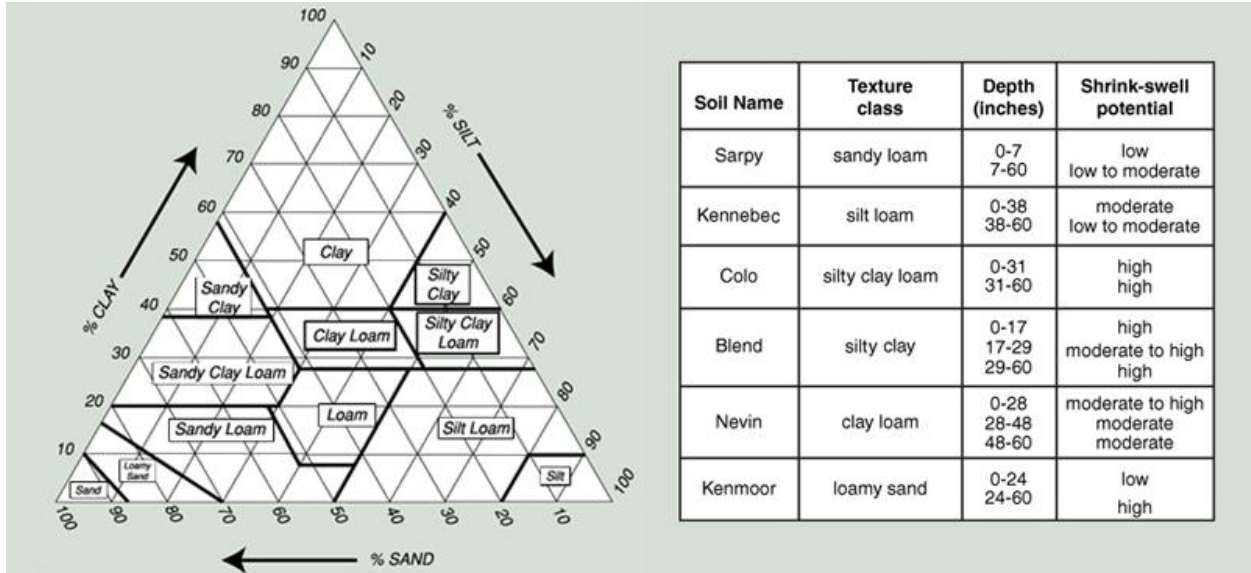
- A. Northwest
- B. Northeast
- C. Southwest
- D. Southeast

GO ON TO THE NEXT PAGE.

Ready to Work: Locating Information - Sample Questions

Sample Question 5

Use the graphics below to answer the question that follows.



What is the shrink-swell potential for 81% sand and 19% clay soil?

- A. moderate
- B. low or low to moderate
- C. high
- D. moderate or moderate to high

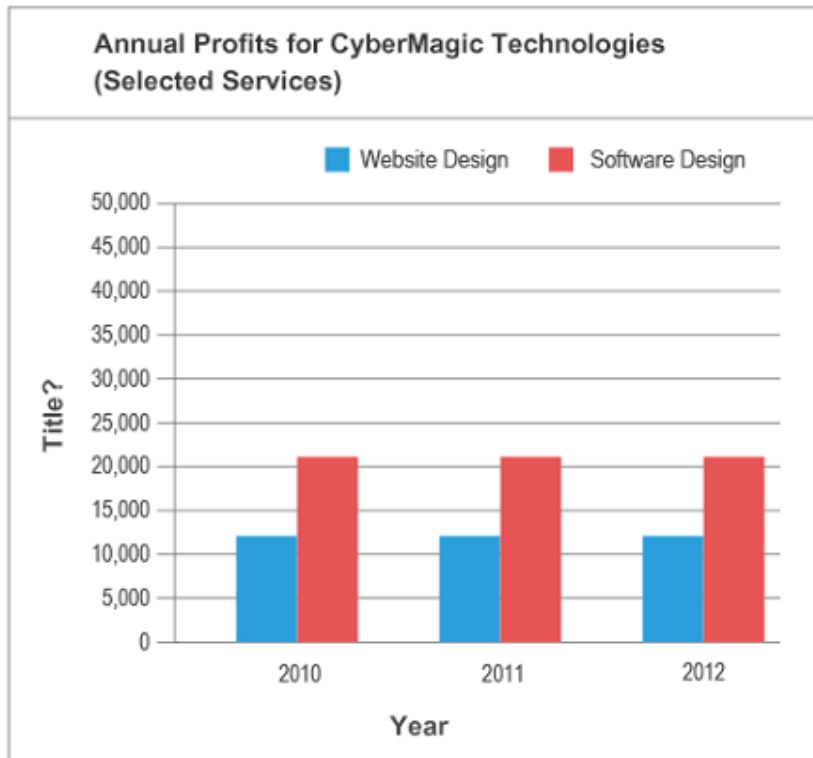
END OF THE LOCATING INFORMATION SAMPLE QUESTIONS.

Ready to Work: Locating Information - Sample Answers

This is a sample of the questions that are on the Locating Information test. It contains five questions similar to what you will see on the actual Locating Information test. The test consists of multiple choice questions where you must pick one answer choice. While on this sample test you will circle your answer, on the actual test you will be provided with a Scantron answer sheet to mark your answers.

Sample Question 1

Use the graph to answer the question that follows.



What is the best title for the vertical axis of the graph?

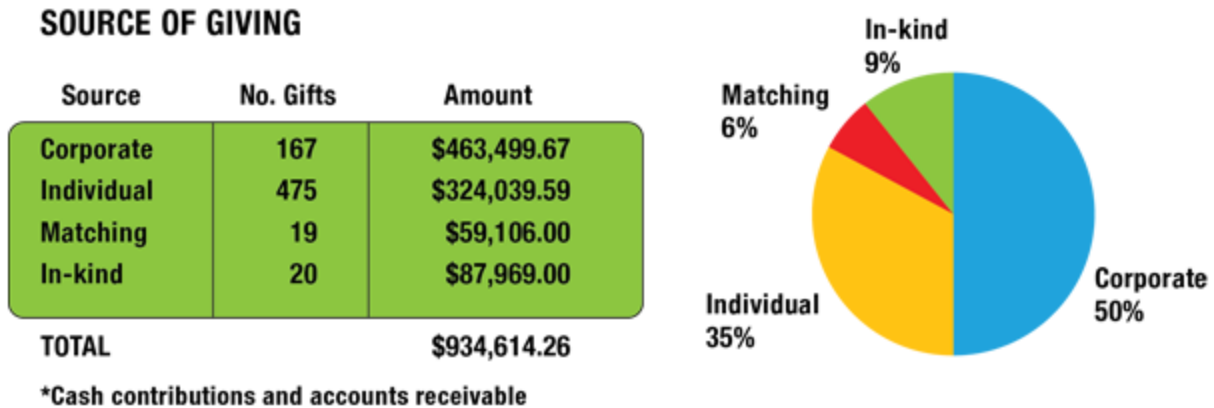
- A. Number Sold
- B. Employees
- C. Dollars
- D. Average Cost

GO ON TO THE NEXT PAGE.

Ready to Work: Locating Information - Sample Answers

Sample Question 2

Use the graphics to answer the question that follows.



What is the main purpose of the pie graph?

- A. to show how much money corporate sources contributes
- B. to compare how much money the different sources contributed
- C. to display the number of gifts that were contributed
- D. to encourage more In-kind contributions

GO ON TO THE NEXT PAGE.

Ready to Work: Locating Information - Sample Answers

Sample Question 3

Use the graphic to answer the question that follow.

Grams of Fat Allowed Per Day				
Daily Caloric Intake	Desired percentage of daily calories from fat			
	15%	20%	25%	30%
1200	20	27	33	40
1300	22	29	36	43
1400	23	31	39	47
1500	25	33	42	50
1600	26	36	44	53
1700	27	38	47	57
1800	30	40	50	60
1900	31	42	53	63
2000	33	44	56	67
2100	35	47	58	70
2200	36	49	61	73
2300	38	51	64	77
2400	40	53	67	80
2500	41	56	69	83
2600	43	58	73	87
2700	45	60	75	90
2800	46	62	77	93
2900	48	64	80	96
3000	50	68	83	100

Bob's Burgers Menu		
	Calories	Fat Grams
SANDWICHES		
<i>Hamburger</i>	255	9
<i>Cheeseburger</i>	305	13
<i>Double Burger</i>	410	20
<i>Double Burger with cheese</i>	510	28
<i>Triple Decker!</i>	625	35
<i>Fish Sandwich</i>	370	18
<i>Grilled Chicken Sandwich</i>	400	12
<i>Fried Chicken Sandwich</i>	490	26
<i>Grilled Veggie Flatbread</i>	290	4
FRIES		
<i>Small</i>	220	12
<i>Medium</i>	320	17
<i>Large</i>	400	22

To determine how many grams of fat you need per day, see the accompanying chart. You will need to decide if you want 15%, 20%, 25% or 30% of your daily calories to come from fat. The lower the better.

Molly's daily calorie intake is 1900 calories. Molly chooses to limit her daily calories from fat to 15%. How many grams of fat is Molly allowed per day?

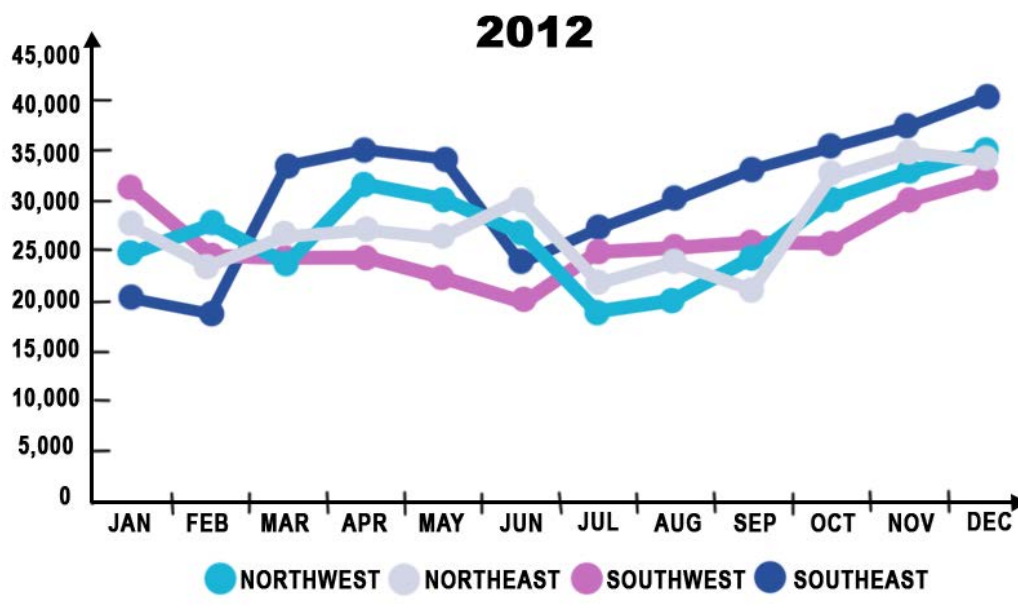
- A. 63 g
- B. 53 g
- C. 25 g
- D. 31 g

GO ON TO THE NEXT PAGE.

Ready to Work: Locating Information - Sample Answers

Sample Question 4

Use the line graph to answer the question that follows.



What region represented in this graph reached the highest sales?

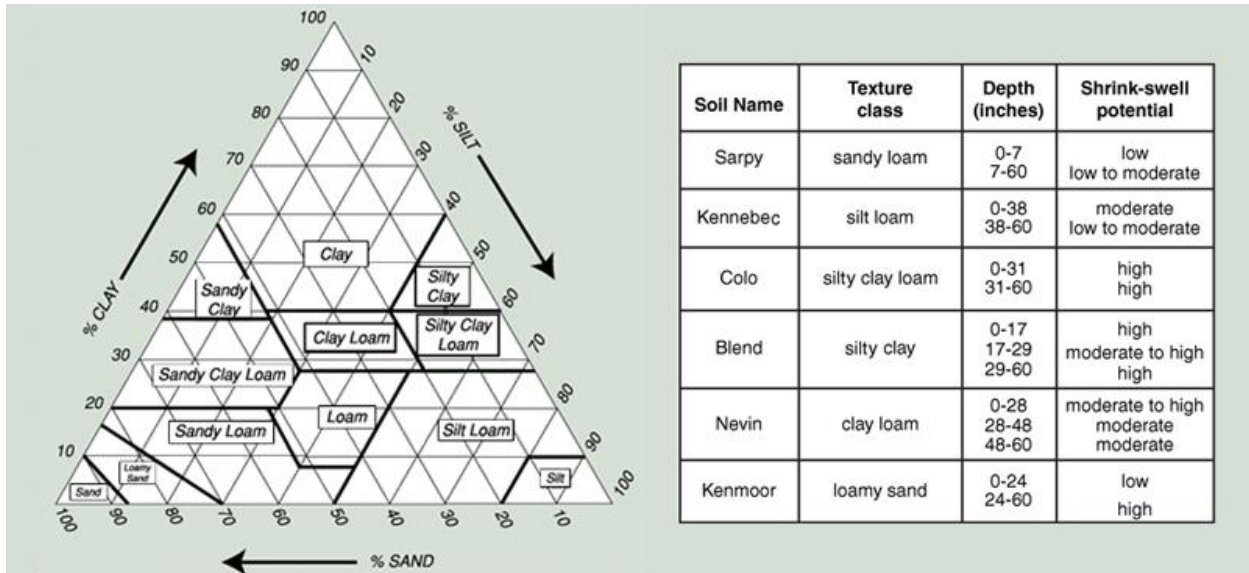
- A. Northwest
- B. Northeast
- C. Southwest
- D. Southeast

GO ON TO THE NEXT PAGE.

Ready to Work: Locating Information - Sample Answers

Sample Question 5

Use the graphics below to answer the question that follows.



What is the shrink-swell potential for 81% sand and 19% clay soil?

- A. moderate
- B. low or low to moderate
- C. high
- D. moderate or moderate to high

END OF THE LOCATING INFORMATION SAMPLE QUESTIONS.

Essential Soft Skills - Sample Questions

This is a sample of the questions that are on the Essential Soft Skills test. It contains five questions similar to what you will see on the actual Essential Soft Skills Assessment. The test consists of multiple choice questions where you must pick **ONE BEST** answer choice and **ONE WORST** answer choice for each scenario. While on this sample test you will circle your answer, on the actual test you will be provided with a Scantron answer sheet to mark your answers.

Sample Question 1

You have been late to work three times this week due to morning traffic. Your boss threatened to suspend you if the tardiness continues.

Read the following possible actions and decide which is the **BEST** way to handle the situation and which is the **WORST** way to handle the situation.

1. Explain to your boss that it is not your fault that traffic is bad.
2. Ask your boss to change your work hours so you can avoid traffic.
3. Leave earlier so you can avoid the morning traffic.
4. Continue as usual and hope that you do not get in trouble.

Which is the **BEST** way to handle the situation?

- A. Choice 1
- B. Choice 2
- C. Choice 3
- D. Choice 4

Which is the **WORST** way to handle the situation?

- E. Choice 1
- F. Choice 2
- G. Choice 3
- H. Choice 4

GO ON TO THE NEXT PAGE.

Essential Soft Skills - Sample Questions

Sample Question 2

Office policy states that food may not be kept in the refrigerator overnight. You have planned a party for the office secretary and need to store food overnight. How should you handle this situation?

Read the following possible actions and decide which is the BEST way to handle the situation and which is the WORST way to handle the situation.

1. Ignore office policy this once. It is a special occasion.
2. Explain to your boss the need to store food overnight and ask for permission.
3. Hide the food in the back of the refrigerator and hope that nobody notices.
4. Cancel the party because food cannot be kept overnight.

Which is the BEST way to handle the situation?

- A. Choice 1
- B. Choice 2
- C. Choice 3
- D. Choice 4

Which is the WORST way to handle the situation?

- E. Choice 1
- F. Choice 2
- G. Choice 3
- H. Choice 4

GO ON TO THE NEXT PAGE.

Essential Soft Skills - Sample Questions

Sample Question 3

You have noticed that a co-worker has been coming in late and leaving early every day. You are working on a project together and this is impacting your ability to complete the project on time. How should you handle this situation?

Read the following possible actions and decide which is the BEST way to handle the situation and which is the WORST way to handle the situation.

1. Tell your co-worker what time the workday begins and ends and demand he arrive on time.
2. Explain your concern to your co-worker and ask that he make an effort to arrive on time and stay through the end of the work day.
3. Ignore the situation because your supervisor should handle it.
4. Tell your supervisor that your co-worker isn't doing his part on the project.

Which is the BEST way to handle the situation?

- A. Choice 1
- B. Choice 2
- C. Choice 3
- D. Choice 4

Which is the WORST way to handle the situation?

- E. Choice 1
- F. Choice 2
- G. Choice 3
- H. Choice 4

GO ON TO THE NEXT PAGE.

Essential Soft Skills - Sample Questions

Sample Question 4

The company where you work has just started a new dress code policy. This policy states that all shirts must be heavily starched. Many employees are concerned about the increase in costs for wearing starched shirts from the dry cleaners. How should you handle this situation?

Read the following possible actions and decide which is the BEST way to handle the situation and which is the WORST way to handle the situation.

1. Make a pact with your co-workers to boycott wearing starched shirts.
2. Tell your supervisor the dress code policy is uncalled for and costs too much money.
3. Wear the same starched shirt all week as a statement about the high laundry costs.
4. Work with your co-workers and supervisor to develop a more cost-efficient dress code policy.

Which is the BEST way to handle the situation?

- A. Choice 1
- B. Choice 2
- C. Choice 3
- D. Choice 4

Which is the WORST way to handle the situation?

- E. Choice 1
- F. Choice 2
- G. Choice 3
- H. Choice 4

GO ON TO THE NEXT PAGE.

Essential Soft Skills - Sample Questions

Sample Question 5

In the restroom, you overhear two co-workers gossiping about you.

Read the following possible actions and decide which is the BEST way to handle the situation and which is the WORST way to handle the situation.

1. Ask the co-workers to please stop talking about you behind your back.
2. Gossip about the two co-workers to someone else.
3. Tell your supervisor that your co-workers were gossiping about you.
4. Ignore the situation and hope it doesn't happen again.

Which is the BEST way to handle the situation?

- A. Choice 1
- B. Choice 2
- C. Choice 3
- D. Choice 4

Which is the WORST way to handle the situation?

- E. Choice 1
- F. Choice 2
- G. Choice 3
- H. Choice 4

END OF THE ESSENTIAL SOFT SKILLS SAMPLE QUESTIONS.

Essential Soft Skills - Sample Answers

This is a sample of the questions that are on the Essential Soft Skills test. It contains five questions similar to what you will see on the actual Essential Soft Skills Assessment. The test consists of multiple choice questions where you must pick **ONE BEST** answer choice and **ONE WORST** answer choice for each scenario. While on this sample test you will circle your answer, on the actual test you will be provided with a Scantron answer sheet to mark your answers.

Sample Question 1

You have been late to work three times this week due to morning traffic. Your boss threatened to suspend you if the tardiness continues.

Read the following possible actions and decide which is the **BEST** way to handle the situation and which is the **WORST** way to handle the situation.

1. Explain to your boss that it is not your fault that traffic is bad.
2. Ask your boss to change your work hours so you can avoid traffic.
3. Leave earlier so you can avoid the morning traffic.
4. Continue as usual and hope that you do not get in trouble.

Which is the **BEST** way to handle the situation?

- A. Choice 1
- B. Choice 2
- C. Choice 3
- D. Choice 4

Which is the **WORST** way to handle the situation?

- E. Choice 1
- F. Choice 2
- G. Choice 3
- H. Choice 4

GO ON TO THE NEXT PAGE.

Essential Soft Skills - Sample Answers

Sample Question 2

Office policy states that food may not be kept in the refrigerator overnight. You have planned a party for the office secretary and need to store food overnight. How should you handle this situation?

Read the following possible actions and decide which is the BEST way to handle the situation and which is the WORST way to handle the situation.

1. Ignore office policy this once. It is a special occasion.
2. Explain to your boss the need to store food overnight and ask for permission.
3. Hide the food in the back of the refrigerator and hope that nobody notices.
4. Cancel the party because food cannot be kept overnight.

Which is the BEST way to handle the situation?

- A. Choice 1
- B. Choice 2
- C. Choice 3
- D. Choice 4

Which is the WORST way to handle the situation?

- E. Choice 1
- F. Choice 2
- G. Choice 3
- H. Choice 4

GO ON TO THE NEXT PAGE.

Essential Soft Skills - Sample Answers

Sample Question 3

You have noticed that a co-worker has been coming in late and leaving early every day. You are working on a project together and this is impacting your ability to complete the project on time. How should you handle this situation?

Read the following possible actions and decide which is the BEST way to handle the situation and which is the WORST way to handle the situation.

1. Tell your co-worker what time the workday begins and ends and demand he arrive on time.
2. Explain your concern to your co-worker and ask that he make an effort to arrive on time and stay through the end of the work day.
3. Ignore the situation because your supervisor should handle it.
4. Tell your supervisor that your co-worker isn't doing his part on the project.

Which is the BEST way to handle the situation?

- A. Choice 1
- B. Choice 2
- C. Choice 3
- D. Choice 4

Which is the WORST way to handle the situation?

- E. Choice 1
- F. Choice 2
- G. Choice 3
- H. Choice 4

GO ON TO THE NEXT PAGE.

Essential Soft Skills - Sample Answers

Sample Question 4

The company where you work has just started a new dress code policy. This policy states that all shirts must be heavily starched. Many employees are concerned about the increase in costs for wearing starched shirts from the dry cleaners. How should you handle this situation?

Read the following possible actions and decide which is the BEST way to handle the situation and which is the WORST way to handle the situation.

1. Make a pact with your co-workers to boycott wearing starched shirts.
2. Tell your supervisor the dress code policy is uncalled for and costs too much money.
3. Wear the same starched shirt all week as a statement about the high laundry costs.
4. Work with your co-workers and supervisor to develop a more cost-efficient dress code policy.

Which is the BEST way to handle the situation?

- A. Choice 1
- B. Choice 2
- C. Choice 3
- D. Choice 4

Which is the WORST way to handle the situation?

- E. Choice 1
- F. Choice 2
- G. Choice 3
- H. Choice 4

GO ON TO THE NEXT PAGE.

Essential Soft Skills - Sample Answers

Sample Question 5

In the restroom, you overhear two co-workers gossiping about you.

Read the following possible actions and decide which is the BEST way to handle the situation and which is the WORST way to handle the situation.

1. Ask the co-workers to please stop talking about you behind your back.
2. Gossip about the two co-workers to someone else.
3. Tell your supervisor that your co-workers were gossiping about you.
4. Ignore the situation and hope it doesn't happen again.

Which is the BEST way to handle the situation?

- A. Choice 1
- B. Choice 2
- C. Choice 3
- D. Choice 4

Which is the WORST way to handle the situation?

- E. Choice 1
- F. Choice 2
- G. Choice 3
- H. Choice 4

END OF THE ESSENTIAL SOFT SKILLS SAMPLE QUESTIONS.
