

## **Workkeys - Reading for Information Level 5**

*Passage:*

### **MEMO**

**TO:** Publications Department Assistants

**FROM:** Publications Department Manager

Thank you in advance for helping the editors proof the Valve Adjustment manual and documents associated with the new line of valves. The following instructions are for proofing the manuscript copy of the manual scheduled for the beginning of next week. Additional instructions will be provided when the preliminary copy with typefaces, graphics, copy placement, and headings is proofed.

### **Team Proofing Stage**

You will be paired with another proofer, the reader, and you will be issued two versions of the same section. One version is the marked-up copy, which contains modifications in handwritten red ink. The reader will read aloud each word, punctuation mark, and number on the marked-up section.

The other copy is the new version, and it should incorporate all edits from the marked-up version. The proofer must mark in red ink and you missed edits and any additional modifications. Most likely further corrections will be needed.

### **Single Proofing Stage**

After the corrections have been made and checked from the team proofing stage, you should do a single proof on the new copy. Mark corrections in red ink. Continue to repeat the process until the materials are error free.

During your single proof, read every word aloud. In this way you will both see and hear the copy, which will enable you to better detect a missing word or number.

Reminder:

Spell-check programs have reduced misspellings considerably, but you should be aware of specialized terms that the computer's dictionary does not know.

Once the manual is ready to print, I will need you to follow the same instructions to proof the technical specification sheets for each valve type. If you have any questions, please speak to me or to one of the editors.

### *Question*

You are an assistant. According to the memo shown, during the team proofing stage, what is the next step after you mark any needed modifications?

- A. Further clerical corrections will be made.
- B. The proofing stages will reveal no further corrections.
- C. The proofing time on the project will be reduced.
- D. The editors will meet the printer deadline.

## WorkKeys - Applied Mathematics Level 5

A refrigeration system at your company uses temperature sensors fixed to read Celsius ( $^{\circ}\text{C}$ ) values, but the system operators in your control room understand only the Fahrenheit scale. You have been asked to make a Fahrenheit ( $^{\circ}\text{F}$ ) label for the high temperature alarm, which is set to ring whenever the system temperature rises above  $-10^{\circ}\text{C}$ . What Fahrenheit value should you write on the label?

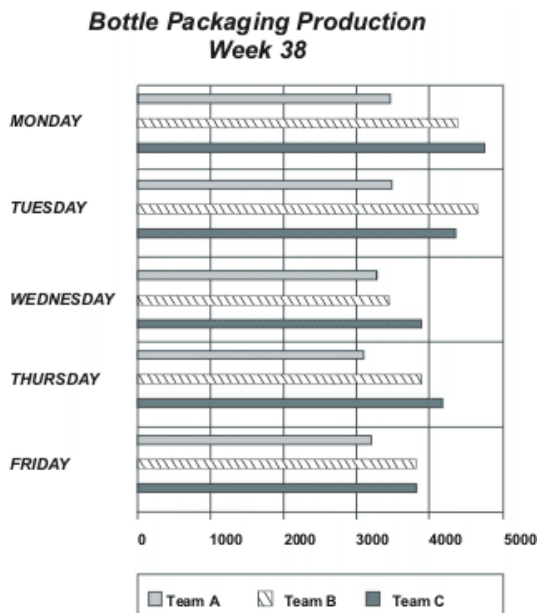
- A.  $-23^{\circ}\text{F}$
- B.  $-18^{\circ}\text{F}$
- C.  $14^{\circ}\text{F}$
- D.  $26^{\circ}\text{F}$

As a dietitian, you help clients manage their sugar intake. A popular fruit drink contains a total of 28 grams of carbohydrates. Of that total, 19 grams are sugar. About what percent of the total carbohydrates is the sugar?

- A. 7%
- B. 9%
- C. 15%
- D. 68%

## WorkKeys - Locating Information Level 5

You are a line supervisor at a plant that packages dishwashing soap in bottles. Each week you review the production rates for the three teams that work on your line. According to the bar chart shown, which team had the highest overall production for Week 38?



- A. Team A
- B. Team B
- C. Team C
- D. Team A and Team B had the same high production rate.
- E. Team B and Team C had the same high production rate.