In most cases, testing will begin with a five-minute timed typing test. Passing score is 35 net words per minute. You must pass this test to continue to the next step, which is the written test. If you do not pass the timed typing test, you will be excused.

The following questions are representative of the types of questions asked on our clerical tests. The degree of difficulty and areas tested will vary depending on the job description.

Following the written test, most positions require typing an unstructured business letter and/or composition of a memo. Depending on the position, additional computer exercises may be required.

**SPELLING**

Applicants will be provided with a list of words and asked to identify the correct and incorrect words. Please see our list of “commonly misspelled words” link.

1. Which one of the following words is spelled CORRECTLY?
   a) adequate 
   b) existance 
   c) apologize 
   d) attendance

2. Which one of the following words is spelled INCORRECTLY?
   a) government 
   b) conscientous 
   c) precede 
   d) committee

**MATH**

(Calculators may be used on this section but will not be provided.)

Directions: Compute the following problems and write your answers on the separate answer sheet.

1.  53 + 25 
2.  3,218,197 - 870,347 
3.  40.0 x 1.30 
4.  20 / 15 
5.  3% of 40 = 

6. Ygnacio Valley Elementary School’s test scores were as follows: 30, 25, 15, 20, 10, 15 and 25. What is the average test score?

7. Round off 549.67 to the nearest whole number.

8. What is 20% of $40.00?
GRAMMAR

Directions: *For each sentence, choose the correct pronoun from those given in parentheses and write your answer on the separate answer sheet.*

1. (We, Us) students wish to submit a petition.
2. Give the prize to (whoever, whomever) submits the first correct entry.
3. Mr. Jones and (I, me, myself) are going to be on a panel to discuss numerical filing.

Directions: *In the following items, select the sentence which represents the best English usage. Write your answer on the separate answer sheet.*

4. A. She can do the job much more easily than them.
   B. She can do the job much more easy than them.
   C. She can do the job much more easily than they.
   D. She can do the job much more easy than they.

5. A. This is entirely between you and he.
   B. That is completely between you and he.
   C. This is between you and him.
   D. This is between he and you.

6. A. Neither the first nor the second copy was correct.
   B. Neither the first or the second copy was correct.
   C. Neither the first nor the second copy were correct.
   D. Neither the first or the second copy were correct.

NAME CHECKING

Directions: *Count the number of identical pairs of names in each group and write the number of such pairs on the separate answer sheet.*

Example:  

<table>
<thead>
<tr>
<th>Market Basker</th>
<th>-</th>
<th>Market Basket Inc.</th>
<th>Answer: 1 ________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wm. E. Hillmer</td>
<td>-</td>
<td>Wm. E. Hillmer</td>
<td></td>
</tr>
<tr>
<td>B. J. Ossenbeck</td>
<td>-</td>
<td>H. J. Ossenbeck</td>
<td></td>
</tr>
<tr>
<td>Cindy Peckham</td>
<td>-</td>
<td>Cindy Peckman</td>
<td></td>
</tr>
</tbody>
</table>

1. Giancinto Orasatti - Biancinto Orsatti
   R. Orschanski - R. P. Orschanski
   P. R. Shaheen - P. R. Shahien
   Alberta R. Alpern - Alberta R. Alperin

2. Edith Orwig - Ethel Orwig
   J. J. O’Ryan - J. J. O’Ryan
   J. K. Brodegaard - J. K. Brodeguard
   Berdie Osborn - Berdie Osborn
NUMBERS CHECKING

Directions: Count the number of identical pairs of numbers in each group and write the number of such pairs on the separate answer sheet.

Example:
9927382 - 9927382
15672839 - 15672839
3678892 - 3678902
87263543 - 87263543
5572867 - 5572867
Answer: 4

1. 32456 - 30456
   11189 - 11198
   26 - 26
   4525 - 4255
   23 - 32

2. 126427 - 124637
   5994 - 5991
   4512845 - 4512845
   3989 - 3988
   74 - 74

INTERPERSONAL RELATIONS

1. If a person asks you a question to which you do not know the answer, you should say,
   a) "I don't know. What's the difference?"
   b) "I'm sorry, but that's not my job."
   c) "You should look into the matter yourself."
   d) "I don't know, but I'll try to find out for you."

2. Which one of the following would be the best answer to give a visitor when your supervisor is in a conference?
   a) "I'm sorry, but Mr. Smith is in conference."
   b) "I'm sorry, but Mr. Smith is out for the day."
   c) "Mr. Smith is attending a conference. May I help you?"
   d) "Mr. Smith has been called into a meeting."

3. As an employee, your attitude toward visitors should give the impression that you are
   a) a very busy person
   b) a clever person
   c) really doing them a favor
   d) sincerely interested in helping them
<table>
<thead>
<tr>
<th>SPELLING</th>
<th>MATH</th>
<th>GRAMMAR</th>
<th>NAME CHECKING</th>
<th>INTERPERSONAL RELATIONS</th>
</tr>
</thead>
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<tr>
<td>1. A</td>
<td>1. 78</td>
<td>1. We</td>
<td>1. 0</td>
<td>1. D</td>
</tr>
<tr>
<td>2. B</td>
<td>2. 2,347,850</td>
<td>whomever</td>
<td>2. 2</td>
<td>2. C</td>
</tr>
<tr>
<td>3.</td>
<td>3. 52</td>
<td>3. I</td>
<td></td>
<td>3. D</td>
</tr>
<tr>
<td>4. 1.33</td>
<td>4. C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. 1.20</td>
<td>5. C</td>
<td></td>
<td>1. 1</td>
<td></td>
</tr>
<tr>
<td>6. 20</td>
<td>6. A</td>
<td></td>
<td>2. 2</td>
<td></td>
</tr>
<tr>
<td>7. 550</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. $8.00</td>
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