

Questions 165 through 168 refer to the following leaflet.

FREELANCE BENEFITS AND DRAWBACKS

Freelancers generally enjoy a greater variety of assignments than in regular employment, and almost always have more freedom to choose their work schedule. The experience also allows the opportunity to build up a portfolio of work and cultivate a network of clients in hopes of obtaining a permanent position.

A major drawback is the uncertainty of work - and thus income - and lack of company benefits such as health insurance or retirement pay.

Another drawback is that freelancers often must handle contracts, legal issues, accounting, marketing, and other business functions by themselves. If they do choose to pay for professional services, they can sometimes turn into significant out-of-pocket expenses. Working hours can extend beyond the standard working day and working week.

165. What does freelancing afford?
- (A) regular employment
 - (B) an assortment of projects
 - (C) freedom to refuse a permanent position
 - (D) opportunities to employ clients
166. What could possibly be a negative aspect of freelance work?
- (A) an unimpressive portfolio
 - (B) a rigorous schedule
 - (C) a possibility of not earning enough money
 - (D) working a minimal amount of hours
167. If freelancers decide they need somebody to help them
- (A) they won't be able to make any money.
 - (B) they will have the same advantages as if they own a company.
 - (C) the quality of their work will be affected.
 - (D) their clients won't be pleased.
168. What is the purpose of this leaflet?
- (A) to balance the pros and cons of freelance work
 - (B) to encourage professionals to freelance
 - (C) to show how the negatives outweigh the positives in freelancing
 - (D) to give a detailed definition of freelance work



Questions 169 through 173 refer to the following e-mail and attachment.

Hi Josh,

I know you've had to work long hours these last few weeks, so I thought I'd forward you something to laugh about at your office.

The attachment is pretty funny, so enjoy it! (I don't think a short email break should keep you from meeting your deadline!)

Also, if you want a lunch break, just hit reply and tell me when I should come. I'll walk downstairs to your office.

Good luck.

Kelly

The sweet old couple

(dangers of making assumptions, understand before you intervene)

A little old couple walked into a fast food restaurant. The little old man walked up to the counter, ordered the food, paid, and took the tray back to the table where the little old lady sat. On the tray there was a hamburger, a small bag of fries and a drink. Carefully the old man cut the hamburger in two, and divided the fries into two neat piles. He sipped the drink and passed it to the little old lady, who took a sip and passed it back. A young man on a nearby table had watched the old couple and felt sorry for them. He offered to buy them another meal, but the old man politely declined, saying that they were used to sharing everything. The old man began to eat his food, but his wife sat still, not eating. The young man continued to watch the couple. He still felt he should be offering to help. As the little old man finished eating, the old lady had still not started on her food. "Ma'am, why aren't you eating?" asked the young man sympathetically.

The old lady looked up and said politely, "I'm waiting for the teeth."

169. Why is Josh working longer than normal?

- (A) He needs to earn extra money.
- (B) He wants to impress his boss.
- (C) He wants to get ahead on his work before he goes on vacation.
- (D) He has to turn something in at a scheduled date.

170. Who is Kelly in relation to Josh?

- (A) his wife
- (B) his professor
- (C) his colleague
- (D) his best friend

171. How did Kelly deliver the note and story to Josh?

- (A) She faxed it to him.
- (B) She emailed it to him.
- (C) She left it on his desk.
- (D) She had it delivered by a courier.

172. How did the young man in the story feel when he first saw the couple?

- (A) He felt pity for them and their situation.
- (B) He was envious of their sweet relationship.
- (C) He was perturbed by their public solicitation of food.
- (D) He felt self-conscious that they were watching him eat.

173. What, besides their meal, is the couple in the story sharing?

- (A) a toupee
- (B) dentures
- (C) a pair of eyeglasses
- (D) a hearing aid

Questions 174-178 refer to the following classified and letter.

To Whom It May Concern:

My name is Robert Thomas and I am interested in volunteering for your program. However, I have a few questions I would like to ask before I make my final decision.

First of all, I am proficient in Spanish and would like to work in a Spanish-speaking country. What Spanish-speaking countries does your program work in? I'm afraid those are the only ones I would be interested in.

Secondly, how long of a commitment would this be? Is it for a few weeks, the summer, for a year, or as long as you choose? My preference is to work for the entire year, but I am flexible and I could adapt to your needs.

Finally, are there specific qualifications you are looking for? I am straight out of college and have no professional experience. However, I spent most of my academic career volunteering in the surrounding community. For example, I volunteered at a senior citizen living center.

You may respond to this letter by email or telephone. All that information is on the following page along with a list of references.

Thank you for your time.
Sincerely,
Robert Thomas

Volunteer for International Service-Learning

Your service of 15-25 hours a week at an established agency, supervised by professionals, will make a difference to people in need.

Care for: the poor, the young, the disabled, the ill, the old, and the troubled.

Teach: children, teens, adults;
job skills, literacy, recreation, and ESL.

Community development: economic assistance, human rights, healthcare, cultural heritage, environment, and women's issues.

Practice Test 3

174. What does the community development component entail?

- (A) one-on-one mentoring with the poor
- (B) dealing with broad social issues
- (C) building homes in the community
- (D) recruiting more people to volunteer

175. Which of the program components does Robert have experience in?

- (A) teaching teens
- (B) working with environmentally safe living conditions
- (C) caring for old people
- (D) teaching recreation

176. What is Robert's opinion of where he prefers to work?

- (A) He wants to go to Spain.
- (B) He's afraid to go to another country.
- (C) He has a preference, but would be happy anywhere.
- (D) He is limited in where he is willing to go.

177. What are Robert's thoughts on his time commitment?

- (A) He is willing to work for just a summer.
- (B) He only wants to work for one year.
- (C) He would like to choose his time span at a later date.
- (D) He prefers to work for less than a year.

178. What information is NOT on the following page of Robert's letter?

- (A) people's names
- (B) his telephone number
- (C) his home address
- (D) his email address



Questions 179 through 181 refer to the following leaflet.

WHAT YOUR CLOTHES SAY ABOUT YOU

- ☐ Appropriate attire supports your image as a person who takes the interview process seriously and understands the nature of the industry in which you are trying to become employed.
- ☐ Be aware that in some industries, customer contact and image presented to the customer is critical. In such industries, your attire will be judged more critically.
- ☐ Your attire should be noticed as being appropriate and well-fitting, but it should not take center stage.
- ☐ If you are primarily remembered for your interview attire, this is probably because you made an error in judgment!
- ☐ Dressing nicely and appropriately is a compliment to the person you meet, so if in doubt, err on the side of dressing better than you might need to.
- ☐ Even if you are aware that employees of an organization dress casually on the job, dress up for the interview unless you are specifically told otherwise by the employer.
- ☐ Never confuse an interview or business function with a social event. Don't dress for a party or a date.
- ☐ Not every contact with an employer requires interview attire. For some occasions business casual is appropriate. See business casual for when to wear it and what it is.

179. What does it mean if the interviewer remembers your outfit better than anything?

- (A) You must have dressed inappropriately.
- (B) You complimented the interviewer.
- (C) You dressed appropriately.
- (D) You were judged unfairly.

180. What should you do if you know the employees where you are being interviewed dress casually?

- (A) call ahead of time and ask the employer what to wear
- (B) dress similarly to the employees
- (C) wear clothes that say you are a person who takes this process seriously
- (D) dress in a way that proves you are aware of what employees wear

181. What should you never do?

- (A) dress casually like the employers
- (B) dress better than you need to
- (C) dress for a social gathering
- (D) take center stage in the interview

Questions 182 through 184 refer to the following promotion.

PLAYER BIO: MEGHAN MONTGOMERY

She was an All-Big Ten first team selection, an Academic All-Big Ten and was voted team captain for a second straight season. She's a versatile athlete, who played and started at outside back, outside midfield and forward. She left Purdue as its all-time leader with 84 matches played and is only one of four Boilermakers to play in over 80 matches. She broke the program record for matches played with a start against Ohio State in the first round of the Big Ten Tournament and was one of only two Boilermakers to play and start all 20 matches.

She set personal season bests in several offensive categories, including shots, shots on goal, goals and points scored. She was the first and only Big Ten player to score against Penn State during the regular season and scored against the Nittany Lions in the eighth minute off a midfield assist from Parrissa Eyorokon.

182. Why is Montgomery described as a "versatile athlete"?

- (A) she can do many things
- (B) she is determined
- (C) she is a good leader
- (D) she has broken records

183. How many Boilermakers have played in at least 80 matches?

- (A) 1
- (B) 3
- (C) 4
- (D) 5

184. When did Montgomery break the record for matches played?

- (A) her first game against the State of Ohio
- (B) the second season
- (C) the championship of a tournament
- (D) one of the first games of a tournament



Questions 185 through 188 refer to the following leaflet.

INTERVIEW TIP 1: PLAN AHEAD - Do a little homework! Research the company and the position if possible. Review your work experiences and be ready to support past career accomplishments with specific information targeted toward the company's needs.

INTERVIEW TIP 2: ROLE PLAY - Once you have finished studying, begin role playing (rehearsing). Use the general questions provided below in the Interview Preparation Area. Write down answers if it helps to make your presentation more concise. Try to keep your answers to the information your new employer will want to know.

INTERVIEW TIP 3: ADAPT - Be sensitive to the style of the interviewer. Pay attention to those details of dress, office furniture, and general decor which will afford helpful clues to assist you in tailoring your presentation.

INTERVIEW TIP 4: RELATE - Try to relate your answers to the interviewer and his or her company. Focus on achievements relevant to the position.

INTERVIEW TIP 5: ENCOURAGE - Encourage the interviewer to share information about his or her company. Demonstrate your interest.

185. What is the point of Tip 1?

- (A) to ensure you remember all your work experiences
- (B) to find a way to link your experience to what the company wants
- (C) to improve your research skills before the interview
- (D) to tailor your resume with appropriate past experiences

186. In which tip is it suggested that you pretend that you are being interviewed?

- (A) Tip 4
- (B) Tip 3
- (C) Tip 1
- (D) Tip 2

187. In which tip is it suggested that you provoke answers from the interviewer?

- (A) Tip 3
- (B) Tip 5
- (C) Tip 1
- (D) Tip 2

188. Why should you pay attention to office furniture?

- (A) It could suggest how to modify your questions.
- (B) It could tell you if you are an appropriate candidate.
- (C) It could suggest how much money you would earn.
- (D) It could tell you if you need to adapt your presentation.

Questions 189 through 191 refer to the following letter.

23 Roanoke Street
Blacksburg, VA 24060
(540) 555-1123
email: K.Walker@vt.edu

October 23

Mr. James G. Webb
Delon Hampton & Associates
800 K Street, N.W., Suite 720
Washington, DC 20001-8000

Dear Mr. Webb,

I will be graduating from Virginia Tech with a Bachelor's degree in Architecture next May, and I am researching employment opportunities in the Washington area. I obtained your name from VT CareerLink, Career Services' Alumni database. I very much appreciate your volunteering to help students with job search information, and I hope that your schedule will permit you to provide me with some advice. I am particularly interested in historic preservation and understand that your firm does work in this area. I am also interested in learning how the architects in your firm began their careers. My resume is enclosed simply to give you some information about my background and project work.

I will call you in two weeks to arrange a time to speak to you by telephone or perhaps visit your office if that would be convenient. I will be in the Washington area during the week of November 21st. I very much appreciate your time and consideration of my request, and I look forward to talking with you.

Sincerely,
Kristen Walker

189. How did Kristen find out about Delon Hampton & Associates?
- (A) at the career center at her college
 - (B) Mr. Webb recruited her as an employee
 - (C) an alumnus suggested it as a career opportunity
 - (D) a computer program had it listed

190. Why does Kristen write to Mr. Webb?
- (A) to follow up after a job interview
 - (B) to create an opportunity to talk to him
 - (C) to apply for a job at his firm
 - (D) to request that he contact her so they can speak

191. When would Kristen be available to meet Mr. Webb?
- (A) in two weeks
 - (B) the week of November 21
 - (C) sometime in May
 - (D) on October 23

Questions 192 through 195 refer to the following magazine article.

ONE STUDENT'S STORY

Matt Xiong always knew he'd go to college. After all, he's the oldest of twelve kids. "I'm the guinea pig," he laughs. "I have to be the positive role model." More seriously, Matt adds, "I knew that if I worked hard, I'd make it. If you really want college you can do it. Just work hard. Stand out. Don't be afraid to go after what you want."

Any tips? "Put yourself in a position to get opportunities that open doors for you. In high school, be involved in student government, sports, the math team ..."

As for college costs, "You can get grants from your church, from your college. You have to have a sense of maturity; you have to really want it. The money will follow."

192. What does Matt mean when he says he's the "guinea pig"?
- (A) He is the one that has to work the hardest.
 - (B) He regrets having to take care of all his siblings.
 - (C) He has to do everything first and do it well.
 - (D) He is fearless.
193. Why should you be involved in high school various activities?
- (A) It impresses your high-school teachers.
 - (B) It will help you get experience and meet people.
 - (C) It gives you the necessary degree for college.
 - (D) It makes you a more careless student.
194. What skill does Matt think people need to afford college?
- (A) courage
 - (B) determination
 - (C) sensitivity
 - (D) flexibility
195. What is the tone of this article?
- (A) stimulating
 - (B) challenging
 - (C) inspiring



Questions 196-200 refer to the following email and attachment.

Dear SOCY101 Class,

I thought that while you were writing your final papers, it might interest and perhaps even help you to look at the latest unemployment survey results.

Try to analyze these findings keeping in mind all we've discussed about gender and race. What may have caused these numbers? In what ways is a quantitative survey limited? How do these results agree with or contradict what we have discussed in class? Don't forget the basic theories studied at the beginning of our time together.

Attached is the survey. Good luck with my final and with others. I'll look forward to reading your papers, and to those I don't see, enjoy your summer vacations.

THE EMPLOYMENT SITUATION: DECEMBER

Nonfarm employment increased by 167,000 in December, and the unemployment rate was unchanged at 4.5 percent, the Bureau of Labor Statistics of the U.S. Department of Labor reported today.

Job gains occurred in several service-providing industries, including professional and business services, health care, and food services. Average hourly earnings rose by 8 cents, or 0.5 percent, in December.

Unemployment (*Household Survey Data*)

The number of unemployed persons (6.8 million) was almost unchanged in December, and the unemployment rate held at 4.5 percent.

So, in December, unemployment rates for the major worker groups - adult men (4.0 percent), adult women (3.9 percent), teenagers (15.2 percent), whites (4.0 percent), blacks (8.4 percent), and Hispanics (4.9 percent) - showed little or no change. The unemployment rate for Asians was 2.4 percent, not seasonally adjusted.

196. Why are the survey results given to the class?

- (A) It's meant to give them a break from finals.
- (B) It's directly relevant to what they've studied.
- (C) It gives a contradictory opinion of what they've studied.
- (D) It's an assignment for finals.

197. When was this email sent?

- (A) at the beginning of the school year
- (B) at around the end of the first semester
- (C) at around the end of the school year
- (D) during summer vacation

198. How was this data accumulated?

- (A) A large, selected group answered certain questions.
- (B) People searched databases on the Internet.
- (C) They were extracted from basic sociological theories.
- (D) Places of employment were observed.

199. What did NOT increase?

- (A) hourly earnings
- (B) nonfarm employment
- (C) the unemployment rate
- (D) jobs in healthcare

200. Which group has the smallest proportion of people without jobs?

- (A) adult men
- (B) adult women
- (C) Hispanics
- (D) teenagers