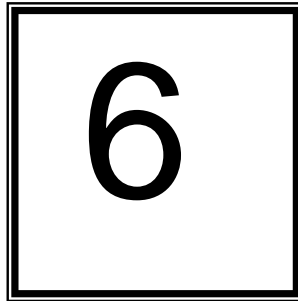


WRITTEN COMMUNICATION



EXPLANATION OF CORRECT ANSWERS



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READING COMPREHENSION ANSWERS AND EXPLANATIONS

QUESTION 1 - ANSWER D

Re-read the sentence in the middle of the passage (“...confusion about nutritional guidelines and chronic disease is directly attributable to the use of scientific data which are too narrowly focused for policy and marketplace purposes.”) Note that several examples are then cited to support the statement. You may not have liked choice D, perhaps feeling the “confusion” could have been caused by other factors. You may have thought that saying the confusion was due to the improper use of scientific data was assuming too much. But, remember how the question was posed: what statement is best supported by the passage? None of the choices other than D is possible. Choice A is incorrect because it isn’t referenced anywhere in the passage. Choice B is tricky...and incorrect. You may have been misled by the sentences near the end of the passage. One says the average Chinese diet is about 15 percent fat. The next says that a diet consisting of 30 percent fat is recommended for Americans. Since 15 percent is half of 30 percent it’s tempting to choose B. However, the passage says “recommended”. It does not say the average American diet consists of 30 percent fat. Choice C is also tricky because it sounds as if the review board is already in existence; Whereas, the passage asks for a review board. We didn’t think up tricky little questions like these to be cute or mean. We did it to show you how important it is to read the passages, the questions, and the answer choices very carefully.

QUESTION 2 - ANSWER B

This may have been an intimidating reading for several reasons: it concerns philosophy, it uses some words that are not commonly spoken or read, and it has a strange form. First, don’t be intimidated by the subject matter. You don’t need specialized knowledge to answer basic reading comprehension questions. Everything you need should be right there in the passage. Second, you may encounter words you’re not familiar with. Usually you can get around this by translating the sentences into your own words, or by looking for clues in other sentences or in the other choices listed. Finally, there’s the strange form of the question. -- called a permutation item question. The easiest way to deal with a question like this is to look at each statement separately to determine if it’s true or false. After you’ve figured out that Statement I, for example, is true, make a note of it. Then do the same with the other three statements. It should now be easy to answer the question.

Statement 1 is true because it is stated almost word for word in the sixth and seventh sentences. The passage says Kant called these laws “categories” and said they were intrinsic to the mind. The next sentence expands on this (“the mind intuitively perceives them; they are basic to the mind.”) Therefore, it’s safe to infer that categories are basic to the mind. Another way you can the

scheme determine that Statement I is true is by putting a question mark next to it, examining the other statements, and then seeing how it fits into of things. You'll note that Statement I is included as part of the answer in all the choices except Choice C.

Statement 2 is false because Kant revolutionized Western not Easter philosophy. As we said before, you need to read very carefully and pay attention to every word!

Statement 3 is false because Kant thought that “true experience consists of the judgments we impose upon the data of the senses. The senses yield information about the world, but it is understanding which gives the world its true and proper form.” You could have translated this sentence into your own words (“True experience = judgments”). By reorganizing the content this way we can often arrive at the correctness or incorrectness of the answer.

Statement 4 is true according to the last sentences which address space and time. “For Kant, space and time are forms of intuition and man can only experience his world within a spacio-temporal frame. Nothing can be known outside this framework.” From the first of these two sentences, you probably figured out that spacio-temporal means time and space -- even if you didn't know this to begin with.

So, now that you know Statements 1 and 4 are true, you can select Choice B with confidence. But let's say you're not too sure about 1 and 4, but you know that Statements 2 and 3 are false. You can eliminate any choice that contains either of them. Since Choice A contains Statement 3 and Choices C and D contain Statement 2, you're left with only one possible correct answer -- Choice B.

QUESTION 3 - ANSWER C

This question is different because we're asked to read the author's mind. We have to decide which opinions the author would share. It's also different because it asks us for the one statement which is false. You need to be careful and not become overly confident and assume the question calls for a true answer. It's critical not to miss the fact that the question includes the word EXCEPT. Such carelessness is one reason why many people don't do as well on reading comprehension questions as they believe they had.

Now to the answer choices, we've already shown that the author would agree with Choice A. It makes sense that the author would also agree with Choice B, because she says there's a strong link between emotional states and susceptibility to illness. She also talks about identifying internal stressors like fear, worry or anxiety in order to determine what contributed to the illness or the relapse. Since it's rare to find fear, worry or anxiety unaccompanied by thoughts, and since thoughts fuel these emotional states, it's safe to assume that she would believe that thoughts can make us ill. Choice C is harder to justify because it contains the word “usually”. If it had said that life-threatening illnesses can be caused by traumatic events, there would be no problem accepting it as something the author would agree with. But the author never singles out life-threatening illness, and most of the events (or stressors) she mentions are not major, traumatic ones. She appears to give equal weight to fears, lack of sleep, divorce, death, and work overload. So, we'll leave this one for the time being and see if Choice D is better or worse.

According to Choice D, “it’s important to identify what makes us ill. Control also seems important to the author because she says that “the only things we can change are those that are within our control.” Since the thrust of the paragraph is the need to identify and change the things that put us at risk, and since the only things we can change are those we can control, it’s logical to assume that the author would agree with Choice D. Therefore, Choice C is the correct answer because it is least supported by the passage.

QUESTION 4 - ANSWER C

Unless you’re a person with an electronics phobia, or someone who panics when faced with any technical writing, the only trick to answering this question correctly is to read carefully. Choice A is incorrect because the second sentence of the passage says that the amateur is allowed to produce near studio-quality productions. Choice B is incorrect because, according to the passage, video titling programs “mix words with pictures, animate images, and move from screen to screen.” They’re character generators which create electronic text. Choice D is incorrect because a camcorder -- not a camera -- is used for editing and overdubbing. Choice C is correct and it’s found in the last sentence of the paragraph.

QUESTION 5 - ANSWER A

Here’s another example of the need to read very carefully! The question asks us to look for the one incorrect statement. And, the numbers in the passage are not the same as the numbers given in Choice A. The passage’s numbers are “10,000 to 50,000 years.” But the Choice A numbers are “10,000 to 60,000 years.” Yes, it could in fact be 60,000 years but we can’t form that conclusion with the information given. Choice B, on the other hand, can be found word for word in the second and third sentences. Choice C is supported by the passage. The passage explains why a quick response of the body is important to a cave person who needs to run away from a bear. Although the passage goes on to say that this response is more than we need in the modern world, it does allow that there are some physical bears out there and that sometimes we may fight or flee. (There aren’t many physical bears out there today...we can’t fight or flee very often.) In this case, “physical bears” is used to represent any actual physical danger which calls for a physical response. Common sense tells us that this is true -- sometimes we do need that spontaneous physiological response to handle danger. (This is one of those instances where we can use common sense to bolster what we have read in the passage.) Choice D is supported by the sentence in the middle of the passage which states: “In modern life, however, our body is constantly alarmed and prepared for fight or flight.” (Since “alarmed” and “prepared” are linked by “and”, we can conclude that “constantly” refers to both of them.)

QUESTION 6 - ANSWER D

Choice A is incorrect because it jumps to a conclusion. We don’t know if most young women are looking ahead. Choice B also jumps to a conclusion. The passage says that “often women

leave jobs...because they watch others advance more rapidly simply because they are men.” This means that it is not the rapid advancement of men that bothers these women, but the fact that the men are advancing more rapidly “simply because they are men.” (and not because they are more qualified). The wording of Choice B, on the other hand, is such that it seems the women don’t want the men to advance rapidly - - period. It’s subtle, but there is a difference. Choice C is incorrect because it’s too strong. While it may seem that the author would like more accurate exit interviews to determine why women leave their jobs, this is never really stated. The word “should” is what makes this choice unacceptable. Choice D is supported by the passage which states that “many trainee jobs are merely interesting, moderate-paying jobs without much hope for advancement.”

QUESTION 7 - ANSWER B

The answer can be found in the third to last sentence which states that people become upset when they realized that they were predisposed to sabotaging their own plans, and “that others were aware of what they were doing all along.” Choice A is incorrect because the passage doesn’t indicate how often people act in ways that are consistent with what they want to achieve. Choice C is incorrect because the passage simply doesn’t say this. While it does say that “in this rational society...the only logical conclusion anyone can come to is that there is something wrong with him/herself,” this doesn’t mean that there actually is anything wrong. The author is merely giving the conclusion that would be reached by a person who believes that we should do things for rational reasons. It’s the author’s stated opinion, however, that we don’t always do things for rational reasons, and we should just accept this. Choice D is incorrect because it isn’t well supported by the passage. The author says that “it assumes that people do their utmost to control their own ability to put their actions and desires in motion,” The idea of rationality assumes that people will do their utmost. But the passage doesn’t tell us if people do their utmost or not. Perhaps people sabotage themselves more than they work toward their goals. Perhaps people spend more time blaming others and outside circumstances. Perhaps people would rather have others take responsibility for them than be independent. Choice D is incorrect because it makes too great an assumption.

QUESTION 8 - ANSWER A

While this passage never actually says that “different situations demand different traits,” there is more support for this choice than for any of the others. Ralph Stogdill decided that “theories about leadership would be inadequate until...situational characteristics were integrated.” In other words, one of the factors that wasn’t being considered was the arena -- or situation -- in which the leading was taking place. If you consider the organizations cited the military, corporations, and universities-- you can see this is logical. You may not have liked Choice A because you may have felt that there wasn’t a strong enough case made for it in the passage. And/or, you may have felt that it was too much to assume that it’s “likely that different situations demand different traits.” Yet, we believe there is not only more justification for Choice A than for any of the others, but it’s the only one that could possibly be the correct answer. Choice B is incorrect because the passage doesn’t indicate this at all. The failure of the early leadership research doesn’t prove that the personality assessment tests were invalid.

Similarly, Choice C is incorrect. Early researchers thought there was a difference between followers and leaders, but their failure to define the difference doesn't mean that it doesn't exist. It could just mean that they were using the wrong measurements. Choice D is incorrect because it assumes too much. While it may be safe to assume that the studies were designed with men in mind because they used traits like masculinity and dominance, and because they were done so long ago, there is nothing to indicate that this is why they failed.

UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL ANSWERS AND EXPLANATIONS

QUESTION 1 - ANSWER C

Most people miss this question for a variety of reasons. The tendency is to not read it carefully and then to jump to a faulty conclusion. Often, people will sense that female salespeople provide faster service, but they become careless. Men will often pick Choice A, since they sense women salespeople are faster, and Choice A states that you will receive faster service from the opposite sex. Women often select Choice B since B states you will receive faster service from the same sex, and they have a sense that women salespeople provide faster service. In either case, if you chose A or B, you drew an erroneous conclusion because you'd not thought the problem through carefully enough. Some read the first sentence and assume that male salespeople will always provide faster service. This infers too much from the information given and also happens when people choose Choice D -- a very common error. The passage does state that male salespeople lengthen the transaction time when dealing with female customers. But nowhere does it give any reasons for this. In fact, there is no way of knowing from the passage if faster transaction time is even desirable! It is very important to base your judgment solely on the information provided.

QUESTION 2 - ANSWER C

This is another commonly missed question. Choice A is incorrect because it is too sweeping a statement. Nowhere does the author state that "communication is not possible when people don't assume the same things or share the same values" This is simply too strong a statement. The author does wonder "how communication is possible...", but that's not saying "communication isn't possible." Choice B is incorrect because you are supposed to choose an answer which corresponds to the phrase "According to the author." This means that you're being challenged to determine exactly what the author's opinion is. While it may seem that the author is favoring the second school (Choice B), nowhere does the author say she favors one school over the other. Choice B simply implies too much. Choice D is incorrect because it too implies more than it should. The author never states that communication is possible only when differences of background, experience and motivation are overcome. Choice C is correct because it's the only statement of the four we can be sure the author agrees with.

QUESTION 3 - ANSWER A

Occasionally, you are asked to choose the “main idea” of a passage. Sometimes it helps if, after reading the passage, you try to summarize its contents in one sentence before looking at the choices available. In this case, it would be more helpful for you to judge each answer on its own merit. Choice B is incorrect because it is too narrow in scope (and also because of the use of the word “many”). Only a few examples of plants are given in the passage. Choice C is incorrect because it is too sweeping a statement. The line drawn between classifying a chimpanzee and a starfish, for instance, would be very clear. Choice D is also too sweeping a statement and doesn’t yield much specific information, that leaves Choice A. Some think it’s not a great choice. But it is the best one given the four possible choices.

QUESTION 4 - ANSWER B

This is the only correct answer because it’s the only one which is not true. Sentence 6 states: “If the Governor fails to act on a 30 day bill, it is said to have received a ‘pocket veto’”. Choice B states it is a 10 day bill -- which is incorrect.

QUESTION 5 - ANSWER D

Some passages include potentially intimidating material and this one is a good example. We may think, “If we were expected to know physics we should have been told this in advance.” Or, “What kind of stupid, irrelevant question is this?” Actually, this question doesn’t really require having knowledge of physics. It only requires that you read calmly and carefully. Choice A is incorrect because it is directly contradicted by the last half of the first sentence. Choice B may look appealing because of the contrast in the passage between using a bathtub and chemical thermometer to measure the temperature of coffee, but it’s too sweeping a statement. Nowhere in the passage does it state that it’s always a good idea to use the smallest measuring device possible. Choice C again infers too much. In the example given, the chemical thermometer was more accurate than the bathtub thermometer, but that doesn’t mean that all chemical thermometers will always be more accurate than bathtub thermometers for all situations and applications. Choice D (the correct one) is confirmed by the first and last sentences.

QUESTION 6 - ANSWER C

Another trap -- asking for what is not true! Choice A is incorrect because sentences 4, 5, and 6 support Choice A. Choice B is incorrect because it is supported by sentences 3 and 4. Choice D is incorrect because it is supported by sentences 2 and 4. Choice C is correct because it is not true. Nowhere does it state that individuals can easily overcome their attitudes towards hierarchical authority. In fact, the passage indicates the opposite is the case.

QUESTION 7 - ANSWER C

Choice A is incorrect because nowhere in the passage does it state that conditions are rapidly improving for the seven targeted groups. Choice B is directly contradicted by the passage, which shows that women are not in a superior economic position. Choice D is incorrect because nowhere in the passage does it state that most women in this country live in large cities. Choice C is correct and is supported by sentences 2, 3, and 4.

QUESTION 8 - ANSWER D

Again, this is a passage that initially appears more intimidating than it really is. That's why it's there! The answer is very straightforward, and is found in the last half of the last sentence of the passage.

QUESTION 9 - ANSWER B

Choice A is incorrect because it is an unwarranted generalization. There are many reasons an employee may have a negative attitude and the manager is not automatically to blame. Choice C is incorrect because, again, it's too broad, not all good employees may leave a job under these conditions. In fact, sentence 3 states "he or she will leave if that person has high aspirations..." Choice D is incorrect because it assumes too much. Nowhere does the author state this is something managers should do for their employees. Choice B is a safer choice, and is supported by sentences 1, 2, and 4.

QUESTION 10- ANSWER A

B is incorrect because this premise is not stated anywhere in the passage. Choice C is incorrect for the same reason. Choice D may seem reasonable at first because the author speaks of the need for local planning, and county governments are more local than state governments. But it's still too broad a statement to say county governments are more effective than state governments. Choice A is correct and is strongly supported by the fourth sentence.

QUESTION 11 - ANSWER A

Here, we have another "main idea" question. Choice B is incorrect because it is too specific. It's there in the passage, but doesn't really represent the main idea of the paragraph. Choice C is incorrect because it makes the assumption that the earth will "soon run out of vital mineral resources." It's unclear exactly how long a time period the author has in mind in the last sentence. Also, it doesn't do as good a job of summarizing the main idea as does Choice A. A is the best of the choices as it best summarizes the passage (i.e., supports the "main idea") while being more cautious an answer than Choice C.

QUESTION 12 - ANSWER B

A is incorrect because nowhere in the passage does it suggest we “cultivate the art of being ambiguous.” That’s simply too strong a statement. Choice C is incorrect because it’s too broad. The passage isn’t saying all Westerners don’t have a dual frame of reference. Choice D assumes too much. The passage is not implying it’s important to recognize the ambiguous aspect of all situations. It is stating that ambiguity may sometimes be an effective tool for managers indicated in B -- the correct choice.

QUESTION 13 - ANSWER C

Choice A is too simplistic and isn’t supported by the passage. Choice B is not supported by the passage either. Sentence 2 also undermines this argument. Choice D is too sweeping a statement, with overly strong language (“destined to fail”), and again is not supported by the passage. Choice C is the only one supported by the passage -- particularly in the first and last sentences. Most people who miss this question do so because they become intimidated by the content of the passage.

QUESTION 14 - ANSWER C

Choice A is incorrect because it jumps to an unwarranted conclusion not supported by the passage. Choice B assumes too much, as the author never states this. Choice D interprets the passage in a way not really supported in the paragraph. It’s a strange answer, but we can’t totally rule it out until we compare it to Choice C. C gives a much better interpretation of the passage than does D, and is supported more specifically by sentences 2 through 5.

QUESTION 15 - ANSWER C

Choice A is incorrect because it is a broad generalization unsupported by the passage. Choices B and D are incorrect for the same reason -- neither are supported by the passage. It is a misinterpretation of the last two sentences. Choice C is correct and is supported by the first three sentences.

QUESTION 16 - ANSWER A

B is incorrect because it is a misinterpretation of the tortoise and hare example given. The passage doesn’t state that it’s best to spend a long time solving problems. That is a generalization that, if applied to taking exams like this one for example, could get a person into trouble. Choice C is tempting, but nowhere does the passage state that motivation is the most important component in problem solving. This is a great example of the need to not read too much into the passage! Choice D is contradicted somewhat by the last sentence. Choice A is supported by the fifth sentence of the passage, and is clearly the best of the choices,

QUESTION 17 - ANSWER A

B is incorrect because it is a generalization not warranted by the content of the passage. Choice C is incorrect because these sentiments aren't contained in the passage. The same holds true for Choice D. In both cases the test writer is attempting to trick test takers into answering on the basis of their expectations, rather than on the information provided in the passage. Choice A is supported by the second and third sentences.

QUESTION 18 - ANSWER B

Choice A is incorrect because it is a generalization not supported by the passage. Sentences 2 and 3 contain qualifying words like "some experiments", "sometimes" and "not always necessary". Choice C is incorrect because it is too much of a generalization, not directly stated by the author, and because of the use of the word "often", which is not supported by the passage. Choice D is incorrect because it too is a generalization and also because the issue of power is not specifically addressed, except in a quote in the next to last sentence. Choice B is supported strongly in the third sentence, making it the best choice.

QUESTION 19 - ANSWER C

A is incorrect because it simply assumes too much. While the sentiments in Choice A are expressed in the first sentence, the word "perhaps" is used. Choice A also makes an assertion that is not supported by the passage. Choice B is incorrect and is a misreading of information given in the fourth sentence. Choice D isn't even mentioned in the passage. D is the kind of answer people select when they get worn out and are feeling "punchy". Choice C is supported by the third sentence.

QUESTION 20 - ANSWER D

This is another "main idea" question. Choice A is incorrect because it is too broad. Who is it that is trying to attain immortality? More importantly, nowhere is this sentiment expressed in the passage. The main idea is concerned with how we could ever read all those books, not with the question of immortality for the authors of the books. Choice B is incorrect because nowhere does the passage state that fewer people are reading books because too many are being published. Choice C is also incorrect because it is unsupported by the passage. Choice D is correct and is strongly supported by sentences 4-7 and the last paragraph.

QUESTION 21 - ANSWER A

Choice B is incorrect because it's not mentioned anywhere in the passage. Some people miss this question, however, because they assume the studies are conducted by universities, and because

the word “professor” is used. Choice C is incorrect, again, because we have to answer keeping the phrase “according to the author” in mind. Certainly the information contained in the passage seems to support Choice C, but nowhere does the author explicitly state this. Choice D is contradicted by the information in the last sentence (15% wouldn’t be considered rare), but more importantly, this assertion is not stated explicitly by the author. Choice A is the correct one and is directly supported by the first two sentences and the last sentence.

QUESTION 22 - ANSWER D

Choice A is incorrect because the word “physicist” is used, while the passage says “western scientists”. Choice B is incorrect and is a misinterpretation of sentences 6 and 7. While it may seem from the first sentence that Choice C is a possibility, because philosophers had this knowledge first, it is just too sweeping a statement. The author doesn’t explicitly state that scientists do not know as much in this area. Also, any expertise that scientists do have, that Indian philosophers do not, is not addressed. Choice D is supported by the last four sentences.

UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL

INTERPRETATIVE ANSWERS AND EXPLANATIONS

QUESTION 1 - ANSWER A

Choice B is incorrect because it is an overgeneralization not supported by the passage. This question asks, “Which statement is best supported by the passage?” The passage doesn’t address how well students in general perform. And the IQ’s mentioned aren’t really IQ’s -- they’re locker numbers. Choice C is incorrect because the rats weren’t a super strain at all; the students were just told they were. Choice D is incorrect because it is another unsupported generalization. Choice A takes the passage to its logical conclusion. You may not have liked this as the ideal choice but it’s the best of the four options.

QUESTION 2 - ANSWER D

Choice A is incorrect because the author talks about the action on carbonic acid and the release of carbon dioxide, not about metabolizing carbohydrates. Choice B is contradicted by the last sentence. Choice C is incorrect because the enzyme which contains zinc is carbonic anhydrase; carbonic acid is what is coming in contact with the enzyme. Choice D is supported by the next to last sentence which really summarizes the entire passage.

QUESTION 3 - ANSWER B

A is incorrect because it is an overgeneralization. When answering these questions it’s important to analyze the information -- and only the information in the passage. In this case, you don’t know for sure if the author thinks organizations should have large planning departments, small ones, or any kind of separate planning department. Choice C is incorrect because it, again, over generalizes. Nowhere does the passage state that it’s important for organizations to have technological experts. It simply says that after the planning has been done, the way is open for the next step. Choice D is incorrect because it’s too strong. There could be many other reasons for poor planning. Choice B is the best answer. The passage states that managers need to “actively define what needs to be done” (defining objectives).

QUESTION 4 - ANSWER D

This question requires careful reading, as well as an understanding of the table. Choice A is incorrect because the study examined what managers thought employees wanted not what managers thought was most important for their own careers. Choice B is incorrect because employees considered receiving credit for the work they do most important, and ranked fair pay third in importance. Choice C is incorrect because managers rated employees getting credit for the work they do seventh, while they rated physical working conditions sixth in importance, not vice versa. Choice D is correct because managers rated employees' job security second and credit for the work they do seventh.

QUESTION 5 - ANSWER D

Choice A is incorrect because it was in the 1965 survey that 86% of the men felt this way, not in the 1985 survey. Choice B is incorrect because it says surveys. The last line tells us that, in the first survey, 61% of the men and 47% of the women felt that "the business community will never wholly accept women executives." So, in 1965, the men surveyed were more pessimistic than the women. Choice C is incorrect because it's not stated anywhere in the passage. The passage just says that there was a small increase in the number of women who said they would not work for a woman. We have no way of knowing how many women said so or if they are managers. Choice D is incorrect because the last sentence tells us that the "business community will never wholly accept women executives." The women were definitely more pessimistic than the men.

QUESTION 6 - ANSWER B

It's very important to look closely at the stem of each question. The first five questions in this series ask you to find the one correct answer; this question asks you to determine the one incorrect answer. If you read it quickly, you might have missed this. If you didn't read all the choices (as we've suggested) you might have been tricked into immediately selecting choice A because it was stated in the second sentence. But, since the author said it, he or she would agree with it and this makes choice A incorrect. Choice C is incorrect because it is implied by sentences 5, 6, and 8. These sentences indicate that leadership qualities are often not present in the beginning and that poor leadership can lead to stress. You may have thought that the passage wasn't strong enough to say that stress was common, and it's true that this vagueness could make choice C a possible answer. B is better than C, however, because the passage states that 30% to 45% of new managers have these problems. Since it would take more than 50% to represent the majority, choice B is false and, therefore, is the correct answer. Choice D is incorrect because it's stated in the fourth sentence.

QUESTION 7 - ANSWER B

Choice A is incorrect because it isn't actually stated anywhere in the passage -- although you might be tempted to infer it. The last sentence of the article does say "women were so good at dealing with the public." But this doesn't imply that they are better than the most likely other group -- men. The author is quoting industrial journals, not necessarily giving his or her own opinion or saying that this is true. The author is just using this as another example of the different rationales industries have used to back up their policies. Choice C is incorrect because it's not stated anywhere in the passage. Again, you may have been tempted to infer that choice C was true, since the paragraph only mentions clerical, teller and lower-management positions. If there weren't a better choice, you might have had to select C. Choice D is incorrect because it too is not found in the passage. Choice B is stated in the first sentence, since industry is a "segment of society"

QUESTION 8 - ANSWER D

The seventh sentence says that each number on the Richter Scale represents a quake ten times greater than the previous number. This means that a quake measuring "4" would be ten times worse than a quake measuring "3", for example. A "5" quake would one hundred times worse than a "3" and a "6" would be 1000 times ($10 \times 10 \times 10$) worse than a "3". You might have been attracted to choice A if you read it quickly and noticed only that 6 is "twice as great" as 3. Careful reading and multiplying should have led you to the right answer.

QUESTION 9 - ANSWER C

This type of question is called a permutation question. It looks intimidating, but can be solved with persistence and use of logic. It's often best to take the statements one at a time and go back to the paragraph to see which are true. Statement I is correct and can be found in the last two sentences. Statement II is incorrect because the passage states a clogged drain should be flushed with hot water after an hour, not with cold water. Cold water is for severely clogged drains in which the liquid has been left standing overnight, not for an hour. Statement III is incorrect because the sixth sentence says severely clogged drains should be flushed with cold water. Statement IV is correct and is stated in the first sentence. Therefore, Choice C is the correct one because it states that only I and IV are correct.

QUESTION 10 - ANSWER B

Choice A is incorrect because it is not stated in the passage and it's also not clear what "merit" is being talked about. (Merit of the goals, of the values, of the organizations, or what?) Choice C is incorrect because it assumes too much. The fact that it is being discussed in relation to the workplace in this passage is not enough to allow us to assume that it has primarily been applied there. Choice D is incorrect because nowhere is it stated in the passage. Support for Choice B is given in the second sentence, which says that relativism is the "philosophy of guiding one's actions in the light of many values and goals." Goals and objectives are very similar, so it is not a stretch to assume that Choice B is true.

QUESTION 11 - ANSWER D

An ordering question like this one requires very careful reading! If you break the passage down and take the statements one by one, you'll find that the order is as follows: First, the hypothalamus triggers the release of adrenocorticotropin from the pituitary gland (III). Then, adrenocorticotropin travels in the bloodstream (IV). Then, adrenal glands release hormones like cortisol (I). And finally, the heart beats faster because of epinephrine (II). Thus, the order is III, IV, I, and II.

QUESTION 12 - ANSWER B

Again, you need to find the statement that is untrue. Choices A, C, and D are all supported by the passage. Choice A can be found in the third sentence, choice C in the fourth, and choice D in the second. Choice B is unsupported by the passage (which does not state anywhere that reasoning is still frequently ignored).

QUESTION 13 - ANSWER D

Choice A is incorrect and is contradicted in the first sentence. Choice B is contradicted by the sixth sentence. Choice C is incorrect because the steel industry spent \$365 million annually, not in total. Choice D is supported by the fifth sentence which says that 48% was subsidized by state and local governments. Obviously, this means taxpayers supported the governments which help support the steelmakers.

QUESTION 14 - ANSWER B

Again, this question requires you to select the one incorrect choice. Choices A, C, and D are all supported by the passage.

QUESTION 15 - ANSWER C

Choice A is incorrect because the passage states that business opinion leaders ranked affirmative action very low -- twenty-third out of the twenty-five priorities. Choice B is incorrect because it is not stated anywhere in the passage. You might have considered B as a choice even though it doesn't fit the classical definition of affirmative action, because of the next to last sentence. Still, it's best to read all the choices and only then pick the best option. Choice D is incorrect because the passage doesn't state that prejudice is usually subtle. The key word is "usually". All the passage states is that "prejudice can be very subtle"; there is no mention of frequency. Choice C is correct and is supported by sentences four, five, and six.

WRITTEN ENGLISH

PREPARING WRITTEN MATERIAL

GRAMMAR AND USAGE

ANSWERS AND EXPLANATIONS

The explanations that follow for the 35 Grammar and Usage questions contain a lot of information, but the information we provide cannot take the place of a good grammar book. You may find value in reading the explanations for all the questions -- even the ones you answered correctly. Don't get overwhelmed by the technical aspects of our explanations. During the exam, you won't be asked to diagram a sentence or define a restrictive clause. The important thing is to get a feel for what's correct (and why). One of the best ways to do this is to slowly read the sentences aloud while you practice. You'll be able to hear things you may miss when you read silently. Try it. Many people can pick the right answer without having a clear idea of why it's right.

QUESTION I - ANSWER D

The sentence should be punctuated like this: "What loneliness," asked George Eliot, "is more lonely than distrust?" Whenever a quote is interrupted as this one is, the two pieces are each enclosed in quotation marks. Note the difference between choice A and choice D. Notice, too, that commas are used to separate the quote from the words which identify the speaker. If the pieces of the quote are different sentences, though, a period rather than a comma is used after words which identify the speaker. If the first segment of the quote is a complete sentence and a question or an exclamation, a question mark or exclamation mark rather than a comma is used after the first segment. (Example: "How's the food?" he asked. "Would you like some more pasta?" "Great!" she said. "I'd love some more.")

Commas are generally used for clarity. There are commas surrounding Blanche in choice A because she is being addressed by Johnson. It would be different if the virus' name was Blanche, but that's highly doubtful and choice D is clearly incorrectly punctuated. A comma follows sides in choice B to separate the main clause from the long phrase that precedes it. If the introductory phrase is very short, the comma can be left out. If the ending phrase is rather long, or if the sentence is complicated, a comma may be used. There are many commas in choice C, and all of them are correctly placed.

QUESTION 2 - ANSWER A

It's a question, not a statement, so it must be followed by a question mark. Question marks can cause problems in two ways. The first is a case like this. The sentence is long and begins with a phrase, not with one of the usual words (do, how, where, when, etc.) The second is an indirect question. For example: Claude asked when we would be leaving. This isn't a question; it's a statement about a question. So a period rather than a question mark is used. Choice B is correct because commas are properly used to set off however from the rest of the sentence. Choice C is correct because a comma is used to separate two or more independent clauses when they are joined by a conjunction (for example: and, nor, or, but). If there were no conjunction, a semicolon (;) would be used. Sometimes, if the clauses are short, no comma is used. (Example: He came here and she went there.) Similarly, when clauses are short, a comma is sometimes used instead of a semicolon. (He came here, she went there). It's the exceptions that give people fits, particularly because not all grammarians will agree with them. In choice D, a semicolon is used to separate two independent clauses that aren't joined by a coordinating conjunction. Choice D also has a comma separating the introductory clause from the first independent clause, and another comma separating the series of adjectives (living, breathing). A comma is used if the adjectives can be separated by the word and without changing the meaning. Here's a perfect example: A white, oak table is one that has been painted white, but a white oak table is one made out of white oak.

QUESTION 3 ANSWER B

The sentence should read: Convention members traveled here from Kingston, New York; Pittsfield, Massachusetts; Bennington, Vermont; and Hartford, Connecticut. Commas are used to separate a city or town from its state. If the location is contained within a sentence, a comma is used after the state as well. (Example: The woman who came from Burlington, Vermont, arrived late last night.) Finally, when a sentence contains a series of items with one or more commas within those items, semicolons are used to clarify the sentence. Confusing? Surely! But believe it or not, the purpose of punctuation is to make written English understandable!

QUESTION 4 - ANSWER A

The sentence should look like this: Of the two speakers, the one who spoke about human rights is more famous and more humble. A comma is used after speakers to separate the introductory phrase from the main clause that follows it.

QUESTION 5 - ANSWER B

Choices A, C, and D are all punctuated correctly. Choice A is a series of three independent clauses. Since they aren't linked by a coordinating conjunction, semicolons are used to separate them. Choice C contains a list of "ages". A colon is often used to precede a list, and commas are used to separate the individual items. But there's a punctuation problem with B. Well is not

well at all; it's we'll the contraction for we will. The sentence should be punctuated like this: We'll consider what has been said here today, but we won't make any promises.

QUESTION 6 - ANSWER C

The sentence should be punctuated like this: At other times, however, hidden expectations may sabotage or severely damage an encounter without anyone knowing what happened. However is a transition and should be set off by commas. It's used to contrast what is said in this sentence with something that was said in a sentence that came before it. The other sentences are all correct. In choice A, a comma is used to separate a rather long dependent clause from the main clause preceding it. If you read this sentence aloud, you will notice that you naturally pause here. Choice B has a comma to separate a dependent clause from the main clause that follows it. Choice D is similar to C in question 5 and is correct for the same reasons.

QUESTION 7 - ANSWER B

The proper word is allusions. When one is making allusions, one is referring to something; when one is making illusions, one is creating fantasies or deceptions.

QUESTION 8 - ANSWER D

The proper word is capital. A capitol is the building in which a state legislature meets. Capital has a number of meanings, and one of these is wealth or assets.

QUESTION 9 - ANSWER A

The proper word is censor. A censor is someone who examines material in order to eliminate what is objectionable. A censor is also someone who criticizes severely or condemns. As a verb, it is the act of censoring. A censer, on the other hand, is an incense burner.

QUESTION 10 - ANSWER C

The proper word is discreet. When something is discrete, it is separate or distinct. When something is discreet, it's modest (a discreet neckline). When someone is discreet, he or she is careful about behavior or speech. (Be discreet about what you say.)

QUESTION 11 - ANSWER B

We have now begun the grammar portion of this section, and we start with a beauty! Even though you might not have known why choice B was correct, you could have gotten it right by eliminating the other three choices. If you read A and C aloud, you may notice that neither sounds right. A is incorrect because the pronouns don't agree. A pronoun stands for a noun. In this case, all the pronouns refer to that one person, the unnamed woman who is attractive and cares about how she looks. Notice the she? In choice A, they is used, and it's wrong because it's plural. Choice C is even worse. What is this sentence saying? Who knows? Choice D has a problem known as subject-verb agreement. A subject and its verb must agree. If the subject is singular, the verb must be singular too. If the subject is plural, the verb also has to be plural. So to be correct, the minicopier (a singular noun) must match with weighs (singular verb). The sentence is incorrect because of the use of the plural verb form, weigh.

But why is B the best choice? Most of us would say "better than her" rather than "better than she". How can you tell that "she" is correct? Extend the sentence out to its logical conclusion. Which sounds better to you? (a) "...better than her (knew the problems)?" Or (b) "...better than she (knew the problems)?" Can you hear the difference?

QUESTION 12 - ANSWER D

If you never think about using whom or if you know very well when to use whom this question probably wasn't difficult for you. Who is the subject of had. Since it's used as a subject, we use the nominative case (who), rather than the objective case (whom). It may help to rephrase the sentence using a different pronoun: She said he had it. Choice B is incorrect because the verb tenses are illogical. First the plans were made (earlier this year), then they were "no longer being considered." But the tenses don't show this. The thing that happened earlier is in the present tense, and what happened later is in the past tense. Choice C also has verb problems; it should be "I would have ridden." Rode is the past tense of to ride, and ridden is the past participle. If you have a problem with verb tenses in general, and verb forms in particular, you may want to work with a grammar book.

QUESTION 13 - ANSWER D

Choice D is a rather straight forward sentence and contains no tricks. Choice A is incorrect because it sounds as if the memo were writing at the desk! The problem is that "writing at a desk" is in the wrong place. It needs to be close to the subject of its action. Because it's next to memo, our first thought is to match the two up. In reality, whoever is represented by her is the one writing at the desk. Choice B is unclear. Does it mean that Carla never waters Carl's plants, or that she never forgets to water Carl's plants? Logic would tell us it's the latter, but the sentence is ambiguous. Choice C is incorrect because not only belongs with but also. They just go together. In choice C things start out fine and then flatten out. The sentence should read: "Not only are they good workers, with excellent writing and speaking skills, but they also can get to the crux of any problem we hand them."

QUESTION 14 - ANSWER C

C is correct because the subject of the verb is papers, not here. Since papers is plural, the plural form are is correct. Here and there cause problems because we tend to think that whatever comes first is the subject. Choice A is incorrect because its structure is not parallel. One solution would be to change it to: “It’s obvious Nick offends people by being unruly, inattentive, and impatient.” Choice B is unclear. Who has to leave soon? Marcia or Genie? In spoken English, we use emphasis, gestures, or context to make this understood. In written English, this has to be spelled out. A clearer sentence would be: “Marcia told Genie that Genie would have to leave soon.” Or, “Marcia told Genie that Marcia would have to leave soon.” In writing, you really need to spell it out to avoid confusing the reader! Choice D is incorrect because you’re is the contraction of you are. The sentence should read: “Julio was startled by your comment.”

QUESTION 15 - ANSWER D

Choice A is incorrect because good should be well. Choice B is not correct because the verb tenses don’t match. If the most recent action is taking place in the present, arrive must be either in the past or past perfect (approaches John and tells him that the client arrived -- or -- has arrived). If the most recent action is taking place in the past, the past perfect form of to arrive must be used (approached John and told him that the client had arrived).

Again, if verb forms confuse you, you may want to consult a grammar book. Choice C has a pronoun agreement problem. Somebody is a singular pronoun. Any other pronoun in the sentence that refers to somebody has to be singular too. Us is OK because it doesn’t refer to somebody, but they is incorrect because they and somebody refer to the same anonymous person. A singular form must be used: “If somebody can supply us with the correct figures, he (or she) should do so immediately.”

QUESTION 16 - ANSWER A

Between you and me is correct because between is a preposition and the objective case me (not I) is its object. Compound objects and those that come at the beginning of sentences seem to give people trouble. Few people would say for I, but many are tempted by for you and I. Choice B is incorrect because it sounds as if a snack bar has suddenly appeared and is rounding the corner. A better version would be: “As we rounded the corner, we saw the snack bar,” Choice C is incorrect because the prepositional phrase to the Supreme Court is in the wrong place. The sentence should read “Parker’s radical reputation made his appointment to the Supreme Court impossible.” Choice D has a verb tense problem. In this sentence, “we” arrive in the past, but Marion finishes briefing James in the present. Not possible. The sentence says “by the time we arrived...” This means that Marion had finished the briefing before “we” got there. The action that comes first should be in an earlier tense. Since arrived is in the past, finished should be in the past perfect. The sentence should read: “By the time we arrived, Marion had finished briefing James.”

QUESTION 17 - ANSWER A

Choice B is incorrect because it contains a double negative, and this is considered illogical in formal English. The two negatives, as used here (wasn't and no) cancel each other out. Choice C is incorrect because whose should be who's. Who is a possessive pronoun; who's is the contraction for who is. Whenever you encounter sentences like this on the exam, you can be sure to use the correct form by substituting who is for the form given in the sentence. Here's an example: (Who's/Whose coming to dinner? Who is coming to dinner? Right, Choice D is incorrect because much should be many. Much is used for things that can't be split into parts; many is used for separate items. Examples: much money, many dollars; much sense, many cars. The same is true for less and fewer. Less is used for things that can't be split into parts; fewer is used for separate items. For example: less water, fewer hurricanes; less bread, fewer loaves.

QUESTION 18 - ANSWER D

You may have thought this sentence should have been written: Is this enough plants for your office? Plants is the real subject of the sentence, though, so the verb (are) must be plural. Choice A is incorrect because had ought should be either had or ought. Choice B is incorrect because spose isn't a word. It's a sloppy way of saying suppose. Choice C is incorrect because it's unclear. A better sentence would be: As Carmen was passing the market during her walk to work, she realized she had left her lunch at home.

QUESTION 19 - ANSWER D

Choice A is incorrect because there is a shift from the imperative to the declarative. In this case the subject changes from you (which is understood) to they. Choice B is incorrect because quickest should be quicker. When two things are compared, add "er" to the word or use more. When more than two things are compared, add "est" or use most. Choice C is wrong because we should be us. If you have trouble with this type of construction, just say the sentence aloud without the noun. (There is a special meeting for us today at 4 PM.) When you do this, it becomes obvious what the correct form is.

QUESTION 20 - ANSWER C

Choice A is incorrect because the subject of the sentence is source. Since it's singular, the singular form of the verb should be used, Choice B is incorrect because it doesn't make sense. Who does these kinds of people refer to? Choice D is incorrect because should of should be should have. It looks right because it sounds right. The problem is that when we say some words we slur them (should uv) and then, when we see them written we forget to make the transition. Choice D is also incorrect because past should be passed. Choice C is correct because each is the subject, not departments. Each is a singular and takes a singular verb.

QUESTION 21 - ANSWER C

As it is written, the sentence runs on and doesn't sound right. Choice C solves the problem by using two sentences.

QUESTION 22 - ANSWER B

In its original form, this sentence makes it sound as if the waiting just happened to come at the wrong time. The problem is that unfairly is an adverb (it modifies a verb) and an adjective (which modifies a noun or pronoun) is called for. That word would be unfair. Choice C is unnecessary and wouldn't help the sentence. Choice D is also not correct because two items are being compared: Waiting that appears unfair and waiting that seems justified.

QUESTION 23 - ANSWER D

May be is a verb form, a use of the verb to be. Maybe is an adverb that means "perhaps".

QUESTION 24- ANSWER C

Could of is incorrect for the same reason that should of was incorrect in question 20, choice D. The other choices would hurt this sentence, not help it. Changing to anyone (choice B) is not appropriate because anyone means "any person at all." Any one means "any one of those in a particular group", and so it fits the meaning of this sentence. Making the change called for by choice D would just add an unnecessary preposition.

QUESTION 25 - ANSWER B

This sentence incorrectly uses while, and so it makes no sense. As it is written, you really have to struggle with the sentence to understand its meaning. The sentence could be improved by changing get to obtain (choice C). It's considered better, in formal English, to avoid vague words like get and make. In this case, however, it is not the correct choice as it does not effect a crucial change. Only choice B does this.

QUESTION 26 - ANSWER D

This sentence is unclear because it sounds as if the phone rang while the phone was talking! The only way to correct this is to make it clear who is doing the talking. She was talking. Choice B is incorrect because there is no reason to assume that only Maribeth would be meeting with Tom.

QUESTION 27 - ANSWER A

There's nothing wrong with this sentence. Smarter with its "er" ending, is used to compare two people; smartest is used to compare the three sisters. Choice B is incorrect because there is no need to change the pronoun. There's no reason to assume that this man is not the father of all three sisters. C is incorrect because there is no reason to assume that the situation has changed or that the sisters have died. Choice D is incorrect because the sentence is fine the way it is.

QUESTION 28 - ANSWER B

The fault is with the verb. Since the "claiming" took place yesterday, the verb should be in the past tense. Choice C isn't the answer because an adverb should be used here. Inappropriately modifies used. Choice D is incorrect because, as far as we know, only one Carol had her ideas stolen. An "s" after the apostrophe means there is only one who possesses the item; an apostrophe after "s" means that there are more than one who possess it. An example of the difference: "cat's paws" (the paws of a single cat); "cats' paws" (the paws of two or more cats).

QUESTION 29 - ANSWER C

The problem here is that we have no way of knowing who they is. Is it the managers or the employees who are always late and leave without telling anyone? Only choice C makes this clear. Choice D doesn't solve the problem, either. It only mentions one employee, but it says "their desks." Either the managers expect this one employee to be chained to the managers' desks, or the sentence contains a usage error. It wouldn't be logical to assume that the sentence was talking about only one employee, but if it were, then the form should be his or her.

QUESTION 30 - ANSWER B

The original sentence is redundant; it says the same thing over again. It's unnecessary to say the one who is department manager he because department manager alone is enough. It's also unnecessary to use both morning and a.m. It's important in written English to eliminate excess words. Choice D is incorrect because, while it's not redundant, it doesn't give all the information included in the original sentence. It doesn't say what time the manager will call.

QUESTION 31 - ANSWER A

The original sentence is wordy (the cost of which to attend) and uses the word prohibitive incorrectly. Here, prohibitive refers to the conference -- “A conference...may be prohibitive...” This is incorrect because the writer means that the costs are prohibitive (the costs prohibit the workers from attending). The conference itself cannot be prohibitive. Choice B is incorrect for the same reasons. Choice C is incorrect because who is used to refer to the conference. The correct word should be which. Choice D is incorrect because it uses the wrong pronoun. The phrase should be may be too expensive for or may seem too expensive to. Also on a weekly basis is wordy.

QUESTION 32 - ANSWER D

The original sentence begins with a long phrase. Choice A is incorrect because it doesn't improve the original. If you say it aloud, it probably won't sound right to you. That's because recently is an adverb, but here its being incorrectly used to modify a noun. In addition, because indicates cause and effect, but the estimates didn't cause the weapons to exist in these quantities. Choice B is incorrect because the introductory phrase is similar to the one which begins the original sentence. Choice C is incorrect because it excludes important information. It neglects to state that these are nuclear weapons.

QUESTION 33 - ANSWER C

The original sentence is incorrect because it is not proper to use they say. You use they when you refer to known individuals. But when they is used as a general reference to an unknown, it's used improperly. Choice A is incorrect for the same reason. Choice B is incorrect because it changes the meaning of the sentence. Even though the original sentence is incorrect, you still have to consider that its meaning is correct. Any choice you select to improve it cannot change its original meaning. In this case, the original sentence says that “excessive motivation can inhibit...” whereas choice B says it will. Choice D is incorrect because it, too, changes the meaning of the sentence. Because is used to link the two ideas, but the wording of the sentence does not indicate a cause and effect relationship. You're left wondering how these two ideas relate.

QUESTION 34 - ANSWER D

The original sentence is incorrect simply because it's not a sentence. It starts with a prepositional phrase, and so it has no subject. Choice A is incorrect for the same reason. Choices B and C are incorrect because they don't remain true to the meaning of the original sentence. There is nothing to indicate that we made a general announcement saying that we were calling for the best option (choice B). There is also nothing to indicate that we telephoned (called) anyone (choice C). The tone of the original sentence indicates it's meant to be a general truth, not a description of a specific incident. Choice D may sound a bit formal, but it's the best of the choices given. It presents a general rule about how to select the best option.

QUESTION 35 - ANSWER D

The original is obviously stated in an unbusiness-like way. Problems like this may occur but it makes a business look foolish to tell the customer about it. Perhaps if the customer were an old friend, that friend might find such honesty endearing, but it's generally not good practice. Choice A is incorrect for several reasons: it airs "dirty linen" in public, it smacks at being dictatorial with the secretary, and it uses language that's too informal in a customer-supplier relationship. Choice B is incorrect because it is too abrupt. From the content of the original letter, it's obvious that the delay was serious. The customer deserves more than this. This version of the letter gives neither an explanation for the delay nor an estimated time of delivery. Choice C is incorrect because it is still too informal and it does not give an estimated time of delivery. Choice D is correct because (1) it offers some explanation for the delay without overdoing it (2) it is properly apologetic and (3) it gives the estimated time of delivery.

PRESENTING WRITTEN MATERIAL LOGICALLY AND COMPREHENSIVELY

PARAGRAPH ORGANIZATION ANSWERS AND EXPLANATIONS

QUESTION 1 - ANSWER A

Choice B is incorrect because it “jumps the gun.” Sentence three does not fit at all where it is placed in the paragraph. Sentence one must come before it in order for it to make sense. Choice C is incorrect because it makes no sense to start the paragraph with the fifth sentence. We don’t have any way of knowing what “this trend” is. It feels as if we’re starting in the middle of something. Choice D is also not well organized. In this case, sentence three begins the paragraph. This positioning could work as a rhetorical device if the sentences that followed it flowed together better or backed it up. But they don’t, so choice A is a far better answer.

QUESTION 2 - ANSWER C

Choice A is incorrect because sentence three should immediately follow sentence four. Sentence three explains what sentence four means “by food”. There is another problem with A: sentence one should immediately follow sentence five. The “they” mentioned in sentence one refers to the blood sugar levels mentioned in sentence five. By having sentence one follow sentence three, it seems as if either real food, junk food, or unhealthy snacks are referred to by “they”. Choice B is incorrect because it is a badly organized paragraph. Sentence two is out of place, because we have no idea, at this point, what can stabilize blood sugar levels. And placing sentence one after sentence two makes no sense at all. Choice D is incorrect because sentence one should immediately follow sentence five, as we said. Choice C is the best organized of all.

QUESTION 3 - ANSWER C

Choice A is incorrect because it isn’t as well organized as choice C. Sentence four is out of place and it would make a lot more sense as the concluding sentence. In choice A, it is just sort of stuck in the middle of the passage. Choice B is incorrect because sentence one seems out of place and does not fit well at all as the concluding sentence. Choice D is incorrect because it is badly organized. Sentence two has no business coming between sentences three and five, and sentence four shouldn’t precede sentence one. Choice C is best as it’s the only one which uses sentence four as the concluding sentence.

QUESTION 4 - ANSWER C

Choice A is incorrect because sentence one is incorrectly placed in the spot where the riddle should be placed. It's a question, but it's not the riddle. Choice B is incorrect because the second sentence, which states why the riddle needs to be correctly answered, should be placed right after the first sentence. In choice B, it is awkwardly tacked on to the end. Choice D is incorrect because sentences three and one are in the wrong order.

QUESTION 5 - ANSWER C

A is incorrect because it is much better to introduce the passage with sentence three than with sentence five. By starting with sentence five, we're not sure what "pool" the author is talking about. Choice B is incorrect because it's poorly organized, and it makes no sense to begin with sentence four. We have no idea what "is to the advantage of both the buying and selling utilities." Choice D is incorrect for the same reason choice A is incorrect; it makes no sense to begin the passage without knowing what the "pool" is. It's much better to begin by identifying the pool and describing what it does, and choice C does this.

INFORMATION PRESENTATION ANSWERS AND EXPLANATIONS

QUESTION 6 - ANSWER C

Choice A is incorrect because it is so choppy. Choice B is incorrect because of a grammatical error in the first sentence. Did you spot it? It should read “listening skills will be important improving the quality of your interactions.” There is also a poor transition between sentences three and four. Choice D is incorrect because it is too wordy and repetitious, and uses fillers. There’s also a mixed metaphor in the first sentence, with the “very important tool in the effective manager’s arsenal.” The word weapon in the arsenal would have been better. Still, you might have had to select choice D if there wasn’t a better choice. It flows fairly well, and the sentence order is logical. Choice C is a better paragraph, however, because it is more concise and is better written.

QUESTION 7 - ANSWER A

Choice B is incorrect because it leaves out the information about the six-month delay. In addition, the second sentence is confusing, and the last sentence is poorly written. Choice C is incorrect because the sixth sentence is poorly written and changes the meaning of the original passage. William Holden and the corpses are talking with each other about the ways some of them died. Choice C, however, states “the ways they had died” (implying the ways they all had died). Also, the style of the second sentence is poor. It states “King Kona showed that a scene showing four men...” Choice D is incorrect because it is not very well organized and is poorly written. Choice A is, by far, the best.

QUESTION 8 - ANSWER B

Choice A is incorrect because the next to last sentence should state the best managers. Without this information, the sentence is unclear. Choice C is incorrect because it is choppy and because the next to last sentence begins with they. It would have been better to continue using the singular form because it is referring to the “supervisor who wants to change.” Choice D is incorrect because it is repetitious. For example, sentence two says, “This mistaken belief has the same result as...” and sentence three says, “Both attitudes can lead to the same result.” In addition, sentence four doesn’t follow smoothly after the third sentence. Choice B is much better written.

QUESTION 9 - ANSWER A

This is not a particularly well written paragraph, but it's the only one that doesn't contain an omission or serious error. Choice B is incorrect because it doesn't make any distinction between those who are treated with arrogance or defensiveness and those who are overly flattered. The original makes it clear that it's supervisors who are flattered, and those supervised who are treated rather badly. Choice C is incorrect because of a grammatical error in the second sentence, "the new manager may behave defensive toward,.." It should read "behave defensively." Choice D is incorrect because of a mistake in the last sentence. ("he or she may then display arrogant or defensive behavior toward those they supervise, or become overly flattering towards their supervisors.") The sentence begins with a singular form (he or she) and then inappropriately switches to the plural (they, their).

QUESTION 10 - ANSWER D

Choice A is incorrect because the last sentence states the effort must be very noticeable, while the original states that it may be very noticeable. Choice B is incorrect because the first sentence says "a video signal or television is comprised of three parts." But the original says "television signal or video signal." Choice C is incorrect because the last sentence says "this effort may not be very noticeable if the device does not have gemlock." It contains a not that's not included in the original.

UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL

ANSWERS AND EXPLANATIONS

QUESTION 1 - ANSWER C

Choice A is incorrect because it is contradicted by the first and third sentences. Choice B is incorrect because it is not stated anywhere in the passage. Choice D is incorrect because, while the passage does state that responsibility is an important factor, it doesn't state that it is the next most important factor after pay and benefits. We can't assume that, because it is first in the list of additional factors, it's also the most important of these. Choice C is directly supported by the first two sentences.

QUESTION 2 - ANSWER B

We can't say that choice A is correct, because, while the passage states that "only a few hundred committees made significant contributions to productivity", it also states there were additional benefits in many cases, and goes on to list other gains made by the committees. There is nothing in the passage to support the statement that the majority of the committees accomplished little. Productivity is only one factor, and it's possible that the majority of the committees contributed to showing the workers had ideas, or other such benefits not mentioned in the paragraph (for instance, job satisfaction). Choice C is incorrect because it isn't stated or implied anywhere in the passage. Choice D is incorrect because it assumes too much. The passage says, "Directly after each war, few U.S. labor-management committees were in operation." The Second World War ended more than 50 years ago; we don't know (from the passage) what has happened since. Besides, choice B is a better answer: it's directly supported by the third and fourth sentences, which talk about producing enough goods and achieving greater efficiency.

QUESTION 3 - ANSWER C

Choice A is incorrect because it is not stated anywhere in the passage. You may have been tempted to choose it because of sentences four and five, but simply because one knows something doesn't mean that one is knowledgeable in general. While choice B may seem reasonable, it is incorrect because it is not stated anywhere in the passage. The first sentence merely states that stress levels are very high among those who have a great deal of customer contact. It doesn't say the highest. Choice D is also not stated anywhere in the passage. Choice C is supported by the last three sentences in the passage.

QUESTION 4- ANSWER B

Choice A is incorrect because it isn't stated in the passage. The final sentence states that it is difficult to eliminate but does not compare it to other addictions. Choice C is incorrect because it too is not stated anywhere in the passage. In addition, you can't assume that a slot machine provides the best odds to win from the information given in the passage. Choice D is incorrect because it is neither stated nor implied anywhere in the passage. It could be related to the passage if variable rate reinforcement were used to train the cat, but there is nothing to indicate this. Choice B is supported by the last two sentences of the passage. You may not have cared much for the wording of choice B, but it's important to still choose the best answer available. You might think B assumes too much, but it simply paraphrases the ideas in the last two sentences. Sentence three says that the machine will take in more money than it pays out. Common sense will tell you that this means people won't win that often. Sentence four states that "variable reward schedules" (or consistently rewarding people on an irregular basis) maintain behavior that is "resistant to extinction (translation: a difficult habit to break). Sometimes you're not going to like any of the choices, but it's important to remember you always need to pick the best of the answer choices provided.

QUESTION 5 - ANSWER A

Choice B is incorrect because it is not supported by the passage. The passage states "there are some managers who love ideas -- and that's fine -- but..." This is not the same as choice B, which states "it is critical for good managers to love ideas." Choice C is incorrect because it isn't mentioned in the passage, and is also contradicted by the fifth sentence. Choice D is a throw-away choice; it's an easy choice to discard without much thought, If the manager makes "a hobby of understanding" people, he or she obviously must spend time studying them. Again, you may feel that this is assuming too much, but it is the only possible answer,

QUESTION 6 - ANSWER B

Choice A is incorrect because it is stated or implied nowhere in the passage. Choice C is incorrect because the passage does not state this. We don't know what many countries have done. The passage discusses only the developed countries, a minority of the world's countries. And even regarding developed countries, the author doesn't actually say that attempts have been made to ensure equal success. He or she talks about a myth in which education is one of the factors that is "freely and equally available to all." Choice D is incorrect because it is stated nowhere in the passage, and would, in fact, seem to be contradicted by the first sentence. Choice B is correct and is implied by the second paragraph. The first sentence of that paragraph states that "our material possessions may also seem to point to our real worth as individuals." The remainder of the paragraph indicates that the author doesn't agree with this.

QUESTION 7 - ANSWER C

Choice A is incorrect because it isn't stated anywhere in the passage. Choice B is incorrect because, while the passage states that there are "some common rationalizations used to justify unethical conduct," this is not the same as saying there are many good reasons why a manager may act unethically. The author clearly feels that the rationalizations are excuses, not good reasons. Choice D is incorrect because it isn't stated anywhere in the passage. A variation of choice D -- that the organization will sanction the behavior because it helps the organization - is given as one of the rationalizations, not as the truth. Choice C is directly supported by the last two sentences.

QUESTION 8 - ANSWER A

Choice B is incorrect because the passage doesn't state that 98% of the people surveyed had average or above average leadership skills; it states that they thought they had these skills. This is not the same thing. Choice C is incorrect because it is not stated anywhere in the passage that one should hold a management position in order to be a leader. Choice D is incorrect because it too is not stated anywhere in the passage. Choice A is directly supported by the last sentence, which states that 70% (the majority) rated themselves in the top quartile. The top quartile means the top 25%. If you weren't sure what quartile meant, you could still have answered correctly by eliminating the other choices.

EVALUATING CONCLUSIONS IN THE LIGHT OF LITTLE KNOWN FACTS ANSWERS AND EXPLANATIONS

QUESTION 1 - ANSWER B

This is an easy problem if you read it carefully. The third sentence says that Bill types 60 words per minute; the second sentence says that Bill types twice as slow as Charlie. If Bill types twice as slow as Charlie, then Charlie types twice as fast as Bill, or 2×60 . This means that Charlie types 120 words per minute, not 30 words per minute. These two sentences alone are all you need to disprove the conclusion. The first sentence is merely a decoy. If you had fallen for it, and misread the paragraph, you would most likely have chosen A. You probably would have skimmed the second sentence and assumed that it said, “twice as fast,” just because the first sentence said, “half as fast.”

QUESTION 2 - ANSWER A

This is a classic form of logic problem and, actually, doesn't correspond to reality. We all know perfectly well that some beads are cheap, but that has no bearing on this problem! You often have to let go of your common sense and experience when doing problems like these. Just stick to the facts as stated in the problem. The first two sentences are given as facts, and they are enough to prove the conclusion that “all beads are expensive.” With any problem where you are told that a given fact is all-inclusive, such as that “all A are B,” you can just substitute A for B in any other factual sentence stated in the problem. What is true of B is true of A. Therefore, when you come across another all-inclusive “truth” such as “all B are C,” you know that “all A are C” must be true too.

Here's an example. It follows the logical formula outlined above, so it's “true” according to logic.

All dogs (A) are mammals (B).
All mammals (B) have backbones (C).
All dogs (A) have backbones (C).

Note that this doesn't work in reverse. All mammals are not necessarily dogs. (Don't worry if this is confusing to you. The key is to know the formula and not think about it too much in terms of reality.)

In this problem, the “A” is the beads, the “B” is the jewelry, and the “C” is “expensive.”

QUESTION 3 - ANSWER C

This looks much like the previous question, but, in fact, the sentences show no relationship between shrimp and shells. You can eliminate the second sentence because it has nothing at all to do with the conclusion. Of the two remaining sentences, one says that mussels have shells, the other says that no shrimp are mussels. This doesn't tell us that no shrimp have shells because it is not really telling us anything about how these two animals compare with each other on this issue. It's like saying, "all boys like sports" and "no boys are girls." These statements don't tell us whether girls like sports. They tell us that boys and girls are different, but we don't know how they are different. Are they completely different, or do they have some things in common? Is liking sports one of the ways they differ or one of the ways they are alike?

For this reason, there is also nothing in the question to show that shrimp do have shells. Here we have another case where common sense can get you into trouble. You may want to choose answer B, simply because you know that the conclusion is false. But you are not being asked whether it is proved true or false by the facts as given. If sentence 3 had said, "only mussels have shells," then the facts would prove the conclusion, even if that doesn't correspond to reality. But as it is, the facts neither prove nor disprove the conclusion.

QUESTION 4 - ANSWER B

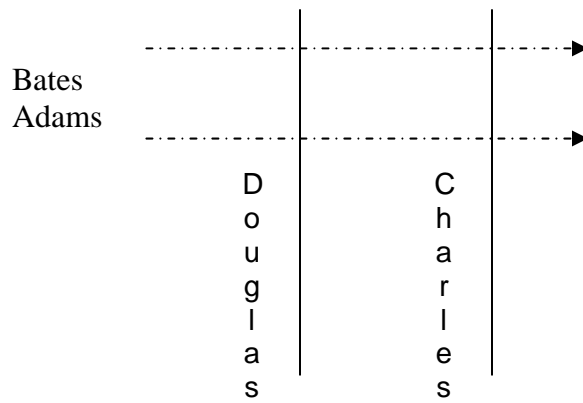
To see why B is the correct answer, it's helpful to draw a diagram of the floors. We know that Ann is on four (sentence 4) and that Sally is on three (sentence 3). If Ann is two floors above Brenda (sentence 1), Brenda must be on two. Now we can draw:

Ann.....(4)
Sally.....(3)
Brenda.....(2)

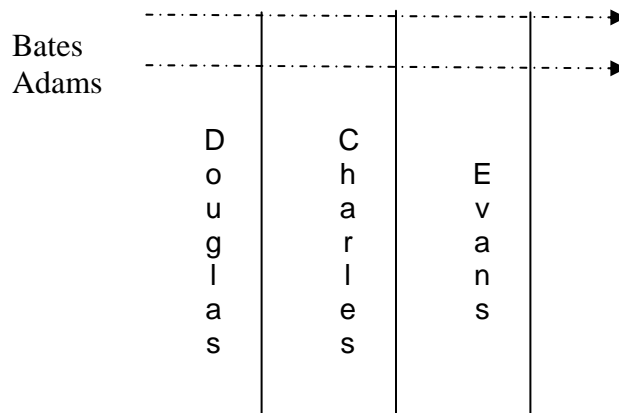
So, if Brenda is one floor below the birthday girl (sentence 2), today must be Sally's birthday, not Ann's.

QUESTION 5 - ANSWER B

Here, you need to know what perpendicular and parallel mean. If you do, a simple diagram should show you that the facts disprove the conclusion (answer B). Perpendicular streets are those at right angles to one another, like the two lines in a plus sign (+). Parallel streets are those that run in the same direction, never touching -- like the two lines in an equal sign (=). The first three facts tell us that the streets look like this:



If Evans is parallel to the streets that are perpendicular to Bates (sentence 4), then Evans itself must be perpendicular to Bates. The completed diagram now looks like this:



This diagram graphically shows that Evans is not perpendicular to Douglas; it is parallel to it. The facts, then, disprove the conclusion.

QUESTION 6 - ANSWER B

If you start from the last fact given in this problem and work backwards, you will be able to find the cause of each event. This will enable you to either prove or disprove the conclusion. In this case, since the last fact says that the captain ran, that must have been because Arnie hit the ball hard (sentence 3). Even though Arnie hit the ball hard, Bill is out because Bill is so slow that he will be out at home plate (sentence 2). This disproves the conclusion, which says he is safe.

QUESTION 7 - ANSWER A

The first sentence in this problem says that these men bought various colored suits but not necessarily respectively. This means that the first man (Max) didn't necessarily buy the first colored suit (grey), the second man (Nick) didn't necessarily buy the second color suit (green), and so on, Respectively means "in the same order."

At first glance, this problem looks impossible, but it can be simplified by drawing a chart to show what we know about each person, given the information provided in the passage:

NAME	PAID	FOR THIS COLOR SUIT
Max	<i>Less than Nick</i>	<i>Green</i>
Nick	<i>Same as Pete</i>	Grey (not green, brown, blue)
Pete	<i>Same as Nick</i>	Blue (not grey, green, brown)
Olie	2x Nick; 2x Pete	<i>Brown</i>

Sentence 2 says Max’s suit is green, and sentence 5 says Ollie’s is brown, but how do we know Pete’s is blue? Well, sentence 4 indicates that someone other than Pete bought the grey one. That means Nick got the grey one. Since the grey, green and brown suits are all accounted for, the blue one must be Pete’s.

Phew! Now, all we need to know is who paid the most! Ollie paid twice what Pete paid (sentence 3). This means that he also paid twice what Nick paid because Pete paid the same as the man who bought the grey suit (sentence 4) -- and Nick bought the grey suit. So the highest payer can’t be Nick or Pete; it must be either Ollie or Max. But sentence 2 says Max paid less than Nick. So the highest payer must be Ollie, as proved by the facts given.

QUESTION 8 - ANSWER C

To visualize this problem, it’s helpful to draw a small chart, showing what we know about each woman’s score:

NAME	SCORE
Carol	Higher than Betty
Betty	Higher than 40 (according to sentence 3, she scored more than twice as high as Alice)
Alice	20

From this chart, we can see that Carol’s score could have been any number higher than 41. It could have been 50, 65, or 92 -- in which case she would have scored high enough to be hired. But, it also could have been 42, 43, 47 -. in which case she would not have scored high enough. So we can’t prove that Carol was offered the job, but we can’t prove she wasn’t offered it either. In addition, we can’t prove that Carol was the only one who was offered the job. We know Alice didn’t get an offer (with a score of 20), but we don’t know about Betty. She could have gotten anything above 40. So the facts here neither prove nor disprove the conclusion.

QUESTION 9 - ANSWER C

This is a sneaky little question! If you read it quickly, you might have thought it was easy. The cat didn't get rabies (sentence 3), so the cat had its rabies shots within the last 2 years (sentence 2). But perhaps the cat didn't get rabies because the squirrel never had rabies to begin with. The first sentence states, "If Camille's squirrel had rabies" and (if) the squirrel bites Casey's cat...the cat will get rabies." (The second "if" is implied by the structure of the sentence.) Nothing in this paragraph ever tells us that the squirrel had rabies or that the squirrel bit the cat. As we said -- sneaky. Since you don't know why the cat didn't get rabies, you can't prove it was spared rabies simply because it had had its shots, and you can't disprove it either. Therefore, C is the only possible answer.

QUESTION 10 - ANSWER C

Another sneaky question. (You never know if the exam creators will 'sneak' one of these in -- that's why we're including a couple of practice examples here for you -- just in case.) If you didn't read the problem carefully, you might have chosen B. You would have thought that Laura told Frank (sentence 4), who told Bill (sentence 2), who chose not to fire Sally (sentence 3). The only problem is that Laura told Fred, not Frank, and we have no way of knowing how Fred fits into this group. He could have told Frank, thereby setting in motion the cycle above and preventing Sally from getting fired. In that case, the conclusion would be false. Or, he could have not told anyone, Sally would have gotten fired, she would have filed a grievance, and the conclusion would have been true. However, given the facts, as stated, you simply have no way of knowing. So C is the only viable option.

QUESTION 11 - ANSWER C

Obviously, if the "pre-game" song gets delayed, the game will also be delayed, but we don't know for how long. We also don't know how late Barb had to work. (We know that she did have to work late, because of sentences 1, 5, and 6). For all we know, the game may have been delayed for an hour due to the storm, and Barb may have had to work only a half hour later than usual --thereby not missing the game at all. In questions like this, it is always good to work backwards from the conclusion and try to see if there is a cause of that conclusion contained in the facts. In this case, although we can find a cause for Barb's having to work late (Alice's acceptance of Carol's invitation), we can find nothing that would necessarily cause Barb to miss the first inning of the game.

QUESTION 12 - ANSWER A

The conclusion seems likely because it only takes Eva five tries to guess a number from 1 to 10. The most efficient way to guess is to eliminate half of all the possible numbers with each guess. When the number is 1 through 10, the first question should be, “Is the number you’re thinking of 6 or more?” The answer to that question, whether it’s yes or no, will eliminate five numbers -- half of all the numbers Earl could possible be thinking of. Let’s say Earl said yes. The second question would be, “Is it 8 or more?” That answer would eliminate two or three of the five remaining possible numbers. No matter what range of numbers Earl wants to use, whether it is 1 through 50, 1 through 100, or whatever, Eva could use this method until she narrows the answers down to one possible number. (We can assume that she uses this method because sentence 2 says she is using the most efficient method.)

For the range 1 through 6, then, you can see that four is the highest number of guesses she will need using this system. The most she can be sure of eliminating with one guess is 3 numbers. (“Is the number you’re thinking of 4 or more?”) At that point, she may need as many as three more guesses to eliminate the two remaining wrong numbers one by one and then to “guess” the correct number. Since this is four guesses, the facts prove the conclusion. Get it?

QUESTION 13 - ANSWER B

The facts prove just the opposite of the conclusion. If all cleaners work part-time (sentence 2), and no part-timers get paid vacations (sentence 1), then no cleaners can get paid vacations. Where “facts” are given in the form, “No A are B, and all C are A,” you can simply substitute C for A, and that will prove that no C are B. (This is much like question 2, except the first fact is all-exclusive rather than all-inclusive. It excludes rather than includes all of the something. (See the explanation to question 2, if this is not yet clear.) In this case, “A” is the part-timers, “B” represents the recipients of paid vacations, and “C” is “cleaners.” The facts disprove the conclusion. Since we don’t know what Joe’s occupation is, sentence 3 is irrelevant to this problem.

QUESTION 14 - ANSWER A

To decide whether the facts prove the conclusion, you must understand what each fact means. The fact that Joe passed the test (sentence 4) means that Jill didn’t apply for the job (sentence 1). Knowing this, all you have to do is reread sentence 3 to see that Jeanne does, indeed, get annoyed. Sentence 2 is not needed to solve this problem, although it may explain why Jeanne got annoyed.

QUESTION 15 - ANSWER B

It is helpful to make a list of who's using the machine when, and to fill in the facts you're given. Then you can gradually deduce more information, until you can see whether the conclusion is proved, disproved, or neither. Sentence 2 says Debbie goes first, so your list, at the start would look something like this:

First	... Debbie
Second	... ?
Third	... ?
Last	... ?

It is clear from sentences 3 and 5 that Joan immediately follows May. This also means that Joan cannot be second, May cannot be last, and Mary cannot be third. Knowing this, you may then enter the possibilities on your list:

First	... Debbie
Second	... May or Mary
Third	... May or Joan
Last	... Joan or Mary

Now, all we need to know is: Does May go second? If so, the conclusion is proved by the facts; if not, it's disproved. We know from sentence 4 that the person with the most work goes second. That person cannot be May, however, because May has been waiting longest (sentence 5), and the longest waiter is not the person with the most work (sentence 6). So, Debbie is first, Mary is second, May is third, Joan is fourth --- and the conclusion is disproved.

First	-- Debbie
Second	-- Mary
Third	-- May
Last	-- Joan

CONGRATULATIONS!

You've finished this section. You may wish to review some of the more difficult questions, or use them to torture your friends! By having to explain the answers to them, you'll reinforce what you've learned. Remember, we've included a greater proportion of difficult (sneaky) questions here than you'll see on the exam -- so don't get discouraged if you stumbled with many of these.

