

COMPETENCY EXAMINATIONS

STUDY GUIDE



FORMAN CHRISTIAN COLLEGE

(A CHARTERED UNIVERSITY)

LAHORE, PAKISTAN

Effective August 2010

Contents

Overview	3
Written English	4
Spoken English	7
Written Urdu	9
Computer Skills	14
Quantitative Skills	20

Overview

All students must pass the Competency Examinations to obtain their bachelor's degree. Students may take the examinations any time that they believe that they are prepared to do so, but they must take the examinations no later than after completing two years (four semesters). This Study Guide is designed to help students to prepare for the examinations.

Competency is assessed in five areas: Written English, Spoken English, Written Urdu, Computer Skills, and Quantitative Skills. Each area will be assessed separately. Dates and times for each of the five assessments will be posted on billboards throughout the campus.

Exams will begin on time. Plan ahead so you are seated a few minutes before the exam begins. Bring two ballpoint pens. No mobile phones, books, notebooks, purses will be permitted in the examination hall.

Preparing for the exam will require that students go over the texts and course materials from the courses they have completed. To do well, plan to spend time each day studying. Avoid cramming or studying all night without sleep just before the exam.

The examinations will be proctored. Complete academic honesty is expected. Cheating will result in immediate dismissal from the examination hall, a zero recorded, and disciplinary action taken.

Be sure to read and follow directions stated on the test. Read each question carefully.

Written English Competency Exam

The test is divided into two sections and is administered online in the ACCUPLACER® System. Students will answer 20 multiple-choice questions (MCQs) and write one essay in WritePlacer®. Student must pass both the MCQs and the essay to demonstrate competency in written English.

The ACCUPLACER® Language Use grammar MCQs is a computer-adaptive test that requires students to answer 20 items. The test measures a student's proficiency in using correct grammar in English sentences. There are five content areas measured on this test:

- (1) Nouns, Pronouns, Pronoun Case Structure
- (2) Sentence Structure
- (3) Subject-Verb Agreement
- (4) Adverbs, Adjectives, Verbs
- (5) Subordination/Coordination

Items on the test come in two formats: (a) completing a sentence by filling in a blank with the word or phrase from the choices given, and (b) choosing a sentence that best combines two discrete sentences that are given. The skills covered are: subject-verb agreement, verb tenses, irregular verb forms, appropriate verb forms in structures, noun-noun agreement, noun forms, pronouns, modifiers, comparatives, prepositions, connectives, parallelism, and sentence fragments/run-ons.

Sample Questions* (These questions will not appear on the test)

The sentence below has a blank space. Choose the word or phrase that makes the sentence meaningful and correct.

1. ____ washing her sweater, Mary hung it up to dry.
A. After
B. Before
C. By
D. Until
2. Some day men and women ____ to Mars.
A. will travel
B. will travels
C. will traveling
D. will traveled
3. Water ____ at a temperature of zero degrees Celsius.
A. having frozen
B. freezing
C. freeze
D. freezes
4. ____ get a new haircut?
A. Have you
B. Does you
C. Are you
D. Did you
5. Jacques Cousteau will be remembered for his inventions and for ____ to marine science.
A. dedication
B. his dedication
C. being dedicated
D. his being dedicated
6. Since my parents always insist that I get a good night's sleep, they were ____ when I stayed out last night past my curfew.
A. very happy
B. very relieved
C. very tired
D. very angry

Read the two sentences below and choose the best way of combining them.

7. Her puppy ran out into the street chasing a cat. The owner quickly went to retrieve it.
- A. The owner quickly went to retrieve it after a cat was chased into the street by her puppy.
 - B. The owner quickly retrieved it after her puppy chased a cat into the street.
 - C. When her puppy ran into the street after a cat, the owner quickly went to retrieve the puppy.
 - D. Quickly retrieving it, the owner went quickly after her puppy that ran out into the street after a cat.
8. Lisa plays the piano. Her sister Kelly plays the piano, too.
- A. Lisa and her sister Kelly plays the piano.
 - B. Both Lisa and her sister Kelly play the piano.
 - C. Lisa plays the piano and Kelly plays the piano.
 - D. Lisa and Kelly too play the piano.
9. The road was slippery. We put chains on the tires.
- A. Although the road was slippery, we put chains on the tires.
 - B. The road became slippery when we put chains on the tires.
 - C. We put chains on the tires because the road was slippery.
 - D. Putting chains on the tires, the road we were on was slippery.
10. Kazuko took her dog for a walk. They went to the park.
- A. Kazuko, going to the park, took her dog for a walk.
 - B. Kazuko took her dog for a walk in the park.
 - C. Kazuko took her dog for a walk because they went to the park.
 - D. Kazuko and her dog went to the park, where they walked.

Introduction to WritePlacer®

A prompt consists of a short passage adapted from some authentic text. Following the passage is an assignment that requires the student to focus on the issue addressed in the passage. Prompts within the ACCUPLACER® System have been carefully designed so that the student can respond quickly and in a variety of ways. Prompts are free of technical or specific literary references and do not require specialized knowledge. The prompts are designed to stimulate critical thinking and are relevant to any number of fields and interests. Students will be asked to draw on a broad range of experiences, learning and ideas to support their point of view on the issue in question. An essay that is too short to be evaluated, written on a topic other than the one presented, or written in a language other than English will not be given credit.

Instructions to Students

The essay gives you an opportunity to show how effectively you can develop and express your ideas in writing. You will first read a short passage and an assignment question that are focused on an important issue. You will then write a 300-400 word essay in which you develop your own point of view on the issue. You should support your position with appropriate reasoning and examples. The position you take will not influence your score.

Example Essay Assignment (This question will not appear on the test. If you write an essay on this topic, memorize it, and write it out for the test, you will receive a zero.)

Passage

An actor, when his cue came, was unable to move onto the stage. He said, "I can't get in, the chair is in the way." And the producer said, "Use the difficulty. If it's a drama, pick the chair up and smash it. If it's comedy, fall over it." From this experience the actor concluded that in any situation in life that is negative, there is something positive you can do with it.

Adapted from Lawrence Eisenberg, "Caine Scrutiny."

Assignment

Can any obstacle or disadvantage be turned into something good?

Your essay will be assessed on how clearly and effectively you expressed your position. The following six characteristics of writing will be considered:

- Purpose and Focus – The extent to which you present information in a unified and coherent manner, clearly addressing the issue.
- Organization and Structure – The extent to which you order and connect ideas.
- Development and Support – The extent to which you develop and support ideas.
- Sentence Variety and Style – The extent to which you craft sentences and paragraphs demonstrating control of vocabulary, voice and structure.
- Mechanical Conventions – The extent to which you express ideas using Standard Written English.
- Critical Thinking – The extent to which you communicate a point of view and demonstrate reasoned relationships among ideas.

WritePlacer®: Dimension Descriptions

Purpose and Focus

The extent to which the writer presents information in a unified and coherent manner, clearly addressing the issue. Specific elements to consider include

- Unity
- Consistency
- Coherence
- Relevance
- Audience

Development and Support

The extent to which the writer develops and supports ideas. Specific elements to consider include

- Point of view
- Coherent arguments
- Evidence
- Elaboration

Mechanical Conventions

The extent to which the writer expresses ideas using standard English. Specific elements to consider include

- Spelling
- Grammar
- Punctuation

Organization and Structure

The extent to which the writer orders and connects ideas. Specific elements to consider include

- Introduction
- Thesis
- Body paragraphs
- Transitions
- Conclusions

Sentence Variety and Style

The extent to which the writer crafts sentences and paragraphs demonstrating control of vocabulary, voice, and structure. Specific elements to consider include

- Sentence length
- Sentence structure
- Usage
- Tone
- Vocabulary
- Voice

Critical Thinking

The extent to which the writer communicates a point of view and demonstrates reasoned relationships among ideas. Specific elements to consider include:

- Clarity
- Depth
- Precision
- Logic
- Accuracy
- Fairness
- Breadth
- Relevance

Spoken English Competency Exam

The Spoken English Competency Test is designed as follows:

5 minutes: presentation/speech by candidate

5 minutes: questions and answers in English

Each candidate will be given a topic on which he or she will speak for five minutes. The topic will be given 15 minutes before the test. Each candidate will be examined by two people. The candidate will be asked to speak about the topic after which there will be questions and answers. The total time for the oral test is 10 minutes. Oral English proficiency will be assessed based on the following criteria (see following page for detailed grading rubric):

- ❖ Comprehension
- ❖ Fluency
- ❖ Vocabulary
- ❖ Pronunciation
- ❖ Grammar

Sample Topics for Presentation (These topics will not appear on the test)

1. Choose three places of interest in Lahore which you would like to show a foreign visitor. Defend your choices.
2. Drugs in sport are a major threat. How would you penalize athletes who take drugs?
3. Do you believe that higher education should be provided free to Pakistani citizens? Why?
4. Should patients be allowed to take doctors to court in case of a serious injury?
5. English should no longer be an official language in Pakistan. Do you agree?
6. Pakistanis and Indians should be free to visit each others' countries. Do you agree?
7. What are the two most important economic or social problems facing Pakistan?
8. Television news is much better than newspapers. Do you agree?

Spoken English Rubric¹

The following rubric is used to evaluate students' oral English ability. Students must demonstrate at least level 3 ability to achieve passing marks.

COMPREHENSION

0	1	2	3	4
Cannot be said to understand even simple conversation	Has great difficulty following what is said. Can comprehend only social conversation spoken slowly and with frequent repetitions	Understands most of what is said at slower-than-normal speed with repetitions	Understands nearly everything at normal speed, although occasional repetition may be necessary	Understands everyday conversations and normal classroom discussions

FLUENCY

0	1	2	3	4
Speech so halting and fragmentary as to make conversation virtually impossible	Usually hesitant: often forced into silence by language limitations	Speech in everyday conversation and classroom discussion frequently disrupted by the student's search for the correct manner of expression	Speech in everyday conversation and classroom discussions generally fluent, with occasional lapses while the student searches for the correct manner of expression	Speech in everyday conversation and classroom discussions fluent and effortless; approximating that of native speakers

VOCABULARY

0	1	2	3	4
Vocabulary limitations so extreme as to make conversation virtually impossible	Misuse of words and very limited vocabulary; comprehension quite difficult	Student frequently uses wrong words; conversation somewhat limited because of inadequate vocabulary	Student occasionally uses inappropriate terms and/or must rephrase ideas because of lexical inadequacies	Use of vocabulary and idioms approximate that of a native speaker

PRONUNCIATION

0	1	2	3	4
Pronunciation problems so severe as to make speech virtually unintelligible	Very hard to understand because of pronunciation problems. Must frequently repeat in order to make him/herself understood	Pronunciation problems necessitate concentration on the part of the listener and occasionally lead to misunderstanding	Always intelligible, although the listener is conscious of a definite accent and occasional inappropriate intonation patterns	Pronunciation and intonation approximate that of a native speaker

GRAMMAR

0	1	2	3	4
Errors in grammar and word order so severe as to make speech virtually unintelligible	Grammar and word order errors make comprehension difficult. Must often rephrase and/or restrict him/herself to basic patterns	Makes frequent errors of grammar and word order that occasionally obscure meaning	Occasionally makes grammatical and/or word order errors that do not obscure meaning	Grammar and word order approximate that of a native speaker

¹ Student Oral Language Observation Matrix adapted from www.cal.org/twi/EvalToolkit/appendix/solom.pdf

Written Urdu Competency Exam

The exam will be composed of (1) answering multiple choice questions (MCQs) about common Urdu errors and about reading comprehension and (2) writing an essay in Urdu. The entire exam will last for one hour. Students are advised to spend about 35 minutes on the MCQs and 25 minutes on the essay. Student must pass both the MCQs and the essay to demonstrate competency in written Urdu.

Common Errors in Urdu

In this part of the question paper students will be asked to point out common errors usually made in every day Urdu language usage. For this purpose twenty multiple choice questions will be given and every question will carry one mark. For the preparation of this portion of the question paper, students should know the following parts of speech/grammatical rules:

- ❖ Ability to point out dictation errors
- ❖ Correct use of prefixes and suffixes
- ❖ Correct use of singular, plural; gender; synonyms and antonyms
- ❖ Correct use of punctuation
- ❖ Correct use of idioms, proverbs, colloquial, phrases, compound words, propositions, conjunctions, superfluous and other rules of Urdu grammar

Urdu Reading Comprehension

In this part students' capability of reading and understanding (comprehension) of a given passage will be assessed. For this purpose a paragraph will be given and students will be required to read it carefully and answer the questions that follow. Five multiple choice questions will be given in total and every question will carry two marks.

Written Urdu Essay

In this part of the paper the students' understanding of Urdu grammar rules and their application in running prose will be assessed. For this purpose three topics will be given out of which students will be required to write an essay of 300-400 words on one of the topics. Essay will be double scored according to the rubric on the following page.

Sample Written Urdu Questions (These questions will not appear on the test)

نوٹ: تمام سوالات لازمی ہیں پہلے دو سوالات اسی سوال نامے پر حل کریں جبکہ تیسرے سوال کے لیے علیحدہ جوابی کاپی استعمال کریں۔ نیز کاٹ کر یا منہا کر رکھا ہوا جواب درست تسلیم ہوگا۔

س: درست جواب کے سامنے (✓) کا نشان لگا۔

1- رزقِ حلال میں عبادت ہے۔ اس جملے میں

ا۔ اللہ کی غلطی ہے

ب۔ واحد جمع کی غلطی ہے

پ۔ تکریر و تکرار میں غلطی ہے

ت۔ محاورہ غلط ہے

2- یہاں ہر مرض کا علاج ہوتا ہے اس جملے میں کیا غلط ہے۔

ا۔ اضافت کا استعمال

ب۔ عطف کا استعمال

پ۔ واحد جمع کا استعمال

ت۔ محاورے کا استعمال

3- کل تمہارے آنے کی تارلی۔ یہ جملہ غلط ہے

ا۔ تکریر و تکرار میں غلطی ہے

ب۔ امدادی فعل کے اعتبار سے غلط ہے

پ۔ عطف کے اعتبار سے غلط ہے

ت۔ مترادف کے اعتبار سے غلط ہے

س-2 درج ذیل ہیرا گراف کو پڑھ کر نیچے دیے گئے سوالات کے سوزوں میں جواب کے سامنے (✓) کا نشان لگائیے۔

سوئی نے طارق کو صرف سات ہزار روپے ہی دیے اور انہیں کشتیوں پر سوار کر کے ہسپتال کی طرف روانہ کر دیا۔ طارق کا بیڑا چند گھنٹوں میں ہسپتال کے ساحل پر اس جگہ پہنچ گیا، جو آج کل جہیل طارق کہلاتی ہے۔ طارق کنارے پر اترے ہی پہلے تو اللہ تعالیٰ کے حضور سجدہ کیا اور پھر اپنے بیڑے کے بلائے لہر کو بلا کر حکم دیا کہ جن کشتیوں پر ہم ہیں آئے ہیں ان سب کو آگ لگا دو۔ لہر یہ سن کر بڑا حیران ہوا لیکن پھر سالار کے حکم کی تعمیل ضروری تھی اس لیے اس نے فوراً سب سے بڑی کشتی کو آگ لگا دی۔ طارق کے سرداروں نے جب یہ ماجرا دیکھا تو دوڑے دوڑے اُس کے پاس آئے اور کہنے لگے کہ حضور یہ کیا حکم دیا ہے؟ خدا جانے کل کیا ماجرا پیش آئے۔ اگر کشتیاں ہی نہ رہیں تو ہم اپنے لک کیسے پہنچیں گے؟ طارق یہ سن کر مسکرایا اور کہنے لگا گھبرانے کی کیا بات ہے؟ واہیں جانے کی کیا ضرورت ہے یہ لک بھی تو ہمارا ہے کیونکہ کے یہاں سے خدا کا لک ہے۔

1- اس ہیرا گراف کے لیے سوزوں میں سے کونسا ہے؟

ا۔ خدا کی امداد

ب۔ ہر لک ملک ماست

پ۔ طارق بن زیاد

ت۔ توکل

- 2- ہسپانیہ کا ساحل جہاں طارق کا بیڑا ٹھہرا تھا وہ کجاخ کل کہا کھلاتی ہے؟
- ا۔ پورٹ طارق
ب۔ جبل طارق
پ۔ ساحل طارق
ت۔ ہسپانیہ
- 3- طارق نے کس جذبے کے تحت کشتیاں جلانے کا حکم دیا تھا؟
- ا۔ توکل
ب۔ سازش
پ۔ انتقام
ت۔ دکھ
- 4- طارق کی بات سن کر بیڑے کا امر
- ا۔ پریشان ہوا
ب۔ حیران ہوا
پ۔ راضی ہوا
ت۔ مسکرایا
- 5- سرداروں کو کفر گئی
- ا۔ کشتیوں کی
ب۔ واپسی کی
پ۔ کامیابی کی
ت۔ انتقام کی
- 3- درج ذیل عنوان پر مضمون لکھئے جو تین سو سے چار سو الفاظ پر مشتمل ہو۔
- 1- پاکستان کا سب سے اہم مسئلہ _____ خیریت، تعلیم یا انصاف؟

Written Urdu Rubric² (Urdu version)

The following rubric is used to evaluate student written Urdu ability. Students must demonstrate at least level 2 ability to achieve passing marks.

۳	۲	۱	۰
اجزا			
<ul style="list-style-type: none"> ضمون کا مجموعہ موضوع کے مطابق نہ ہو کلام کا مجموعہ 	<ul style="list-style-type: none"> ضمون کا قلم ماسب حد تک مست موضوع کی ماسب بندی کلام اور کلام کے مطابق کلام کا مجموعہ 	<ul style="list-style-type: none"> ضمون کا مجموعہ موضوع سے لگے کلام کی آسانی 	<ul style="list-style-type: none"> ضمون کا مجموعہ موضوع سے لگے موضوع سے مطابقت
تنظیم			
<ul style="list-style-type: none"> نہ ہو موضوع سے لگے موضوع سے لگے موضوع سے لگے 	<ul style="list-style-type: none"> نہ ہو موضوع سے لگے موضوع سے لگے موضوع سے لگے 	<ul style="list-style-type: none"> نہ ہو موضوع سے لگے موضوع سے لگے موضوع سے لگے 	<ul style="list-style-type: none"> نہ ہو موضوع سے لگے موضوع سے لگے موضوع سے لگے
زبان و الفاظ کا استعمال			
<ul style="list-style-type: none"> نہ ہو موضوع سے لگے موضوع سے لگے موضوع سے لگے 	<ul style="list-style-type: none"> نہ ہو موضوع سے لگے موضوع سے لگے موضوع سے لگے 	<ul style="list-style-type: none"> نہ ہو موضوع سے لگے موضوع سے لگے موضوع سے لگے 	<ul style="list-style-type: none"> نہ ہو موضوع سے لگے موضوع سے لگے موضوع سے لگے
گراہر کا استعمال			
<ul style="list-style-type: none"> نہ ہو موضوع سے لگے موضوع سے لگے موضوع سے لگے 	<ul style="list-style-type: none"> نہ ہو موضوع سے لگے موضوع سے لگے موضوع سے لگے 	<ul style="list-style-type: none"> نہ ہو موضوع سے لگے موضوع سے لگے موضوع سے لگے 	<ul style="list-style-type: none"> نہ ہو موضوع سے لگے موضوع سے لگے موضوع سے لگے
تکونیک			
<ul style="list-style-type: none"> نہ ہو موضوع سے لگے موضوع سے لگے موضوع سے لگے 	<ul style="list-style-type: none"> نہ ہو موضوع سے لگے موضوع سے لگے موضوع سے لگے 	<ul style="list-style-type: none"> نہ ہو موضوع سے لگے موضوع سے لگے موضوع سے لگے 	<ul style="list-style-type: none"> نہ ہو موضوع سے لگے موضوع سے لگے موضوع سے لگے

² Rubric adapted from Reid, J. (1993). *Teaching ESL writing*. Englewood Cliffs, NJ: Regents/Prentice Hall.

Written Urdu Rubric³ (English version)

The following rubric is used to evaluate student written Urdu ability. Students must demonstrate at least level 2 ability to achieve passing marks.

0	1	2	3
CONTENT			
does not show knowledge of subject; not many details; not relevant to assigned topic OR not enough to evaluate.	limited knowledge of subject; little substance; inadequate development of topic	acceptable knowledge of subject; adequate range; some development of thesis; mostly relevant to topic, but lacks detail; uses some examples	knowledgeable, substantive development of thesis, relevant to assigned topic; effectively uses examples
ORGANIZATION			
does not communicate; no organization OR not enough to evaluate	non-fluent; ideas are confusing or disconnected; lacks logical sequencing and development	somewhat choppy; loosely organized, but main ideas stand out; limited support; logical but incomplete sequencing	fluent expression; ideas clearly stated/supported; succinct, well-organized, logical sequencing; cohesive
VOCABULARY AND LANGUAGE USE			
essentially translation; little knowledge of English vocabulary, idioms, word form OR not enough to evaluate	limited range; frequent errors of word/idiom form, choice, usage; meaning confusing or not understandable	adequate range; occasional errors of word/idiom form, choice, usage but meaning understandable	sophisticated range; effective word/idiom choice and usage; word form mastery
GRAMMAR USAGE			
almost no mastery of sentence construction rules; many errors; ideas not understood OR not enough to evaluate	major problems in simple and complex sentences; many errors of agreement, tense, number, word order, articles, pronouns, prepositions, fragments, run-ons, deletions; meaning confusing or not understandable	effective, but simple sentence construction; minor problems in complex constructions; several errors of agreement, tense, number, word order/function, articles, pronouns, prepositions, but meaning understandable	effective, complex sentences; few errors of agreement, tense, number, word order/function, articles, pronouns, prepositions
MECHANICS			
many errors of spelling, punctuation, capitalization, paragraphing; poor handwriting	frequent errors of spelling, punctuation, capitalization, paragraphing; poor handwriting; meaning confusing or not understandable	some errors of spelling, punctuation, capitalization, paragraphing, but meaning understandable	few errors of spelling, punctuation, capitalization, paragraphing

³ Rubric adapted from Reid, J. (1993). *Teaching ESL writing*. Englewood Cliffs, NJ: Regents/Prentice Hall.

Computer Skills Competency Exam

Basic computer skills are assessed online with the Computer Skills Placement (CSP) test in ACCUPLACER®. The CSP assessment is a mix of MCQs and performance-based questions. CSP has 70 questions that test seven areas:

1. Basic Concepts of Information Technology
 - * Data storage and memory.
 - * How computer-based software applications are used in home computing and on the job.
 - * What computer information networks are and how they're used.
 - * How IT systems are found in everyday situations.
 - * How personal computers can affect your health.
 - * Security and legal issues associated with computers.
2. File Management
 - * Operate effectively within the desktop environment.
 - * Manage and organize files and directories/folders.
 - * Copy, move, and delete files and directories/folders.
 - * Work with desktop icons and manipulate windows.
 - * Using the search features, simple editing tools, and print management facilities available within an operating system.
3. Word Processing (Word)
 - * Carry out operations associated with creating, formatting, and finishing a word processing document ready for distribution.
 - * Create standard tables.
 - * Use pictures and images within a document.
 - * Import objects.
 - * Use mail merge tools.
4. Spreadsheets (Excel)
 - * Develop, format, and use a spreadsheet.
 - * Use basic formulas and functions to accomplish standard mathematical and logical operations.
 - * Import objects.
 - * Create graphs and charts.
5. Databases (Access) [**Note: Students will answer these questions, but their responses will not count for or against the total score. That is, students are not required to demonstrate proficiency in databases to pass the competency exam.**]
 - * Design and plan a simple database using a standard database package.
 - * Retrieve information from an existing database by using the query, select, and sort tools available in the database.
 - * Create and modify reports.
6. Presentations (PowerPoint)
 - * Create, format, and prepare a variety of presentations for different target audiences or situations.
 - * Use graphics, charts, and various slide show effects.
7. Information and Communication
 - * Accomplish Web search tasks using a Web browser application and available search engine tools.
 - * Bookmark search results.
 - * Print Web pages and search reports.
 - * Send and receive messages.
 - * Attach documents or files to a message.
 - * Organize and manage message folders or directories within electronic mail software.

Sample Written Computer Skills Questions[†] (These questions will not appear on the test)

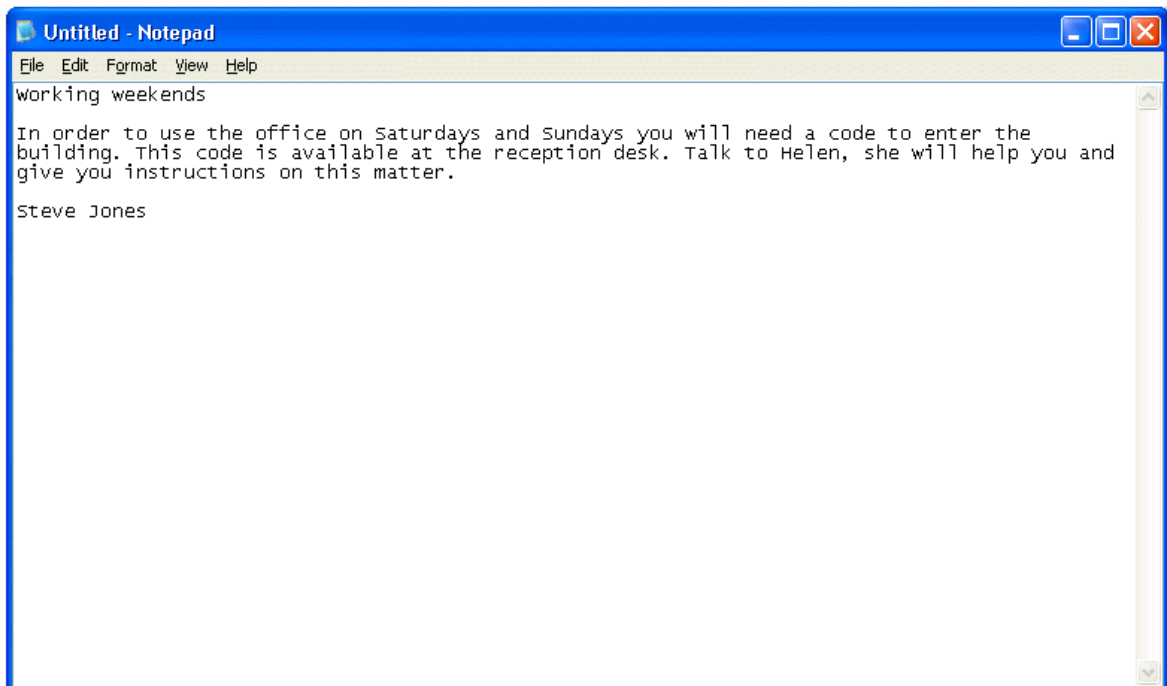
1. How can you prevent loss of data in case of a computer crash?

- By installing a larger hard drive.
- By ensuring that you have a large amount of main memory in the computer.
- By storing the data on a removable storage device.
- By never shutting down the computer.

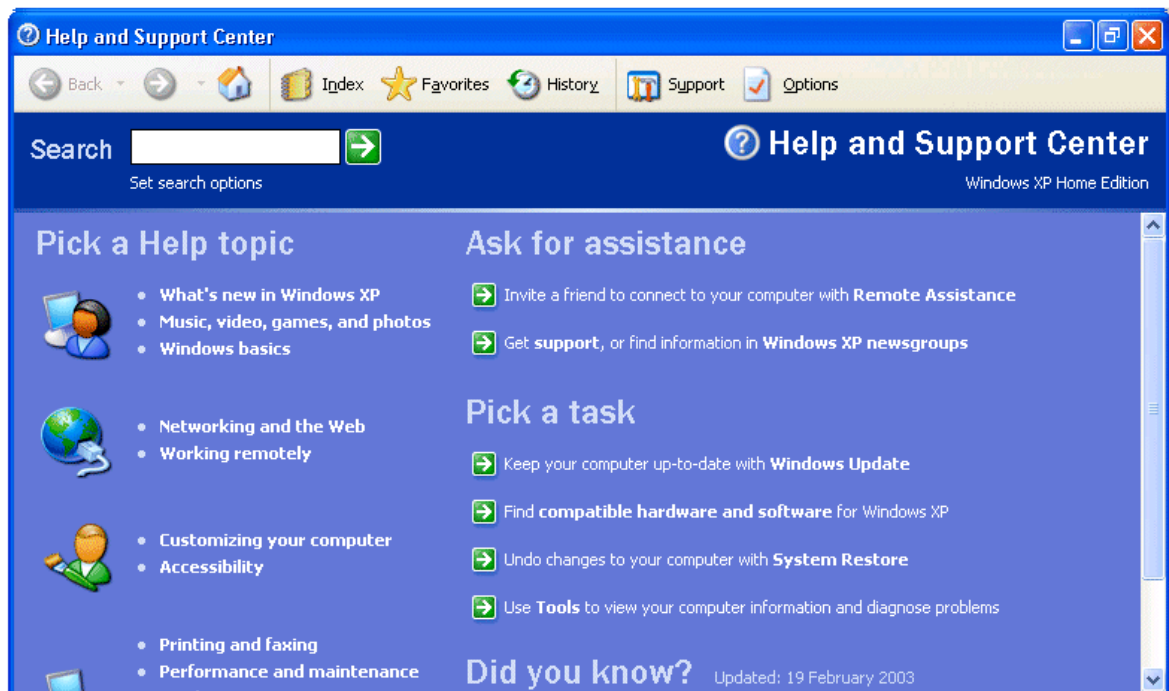
2. What should you do if you suspect a virus has infected your computer?

- Replace all program files with backup copies that are as recent as possible.
- Run a reliable and well updated anti-virus program.
- Start all installed programs to check that they are working correctly.
- Format the hard drive and reinstall all programs.

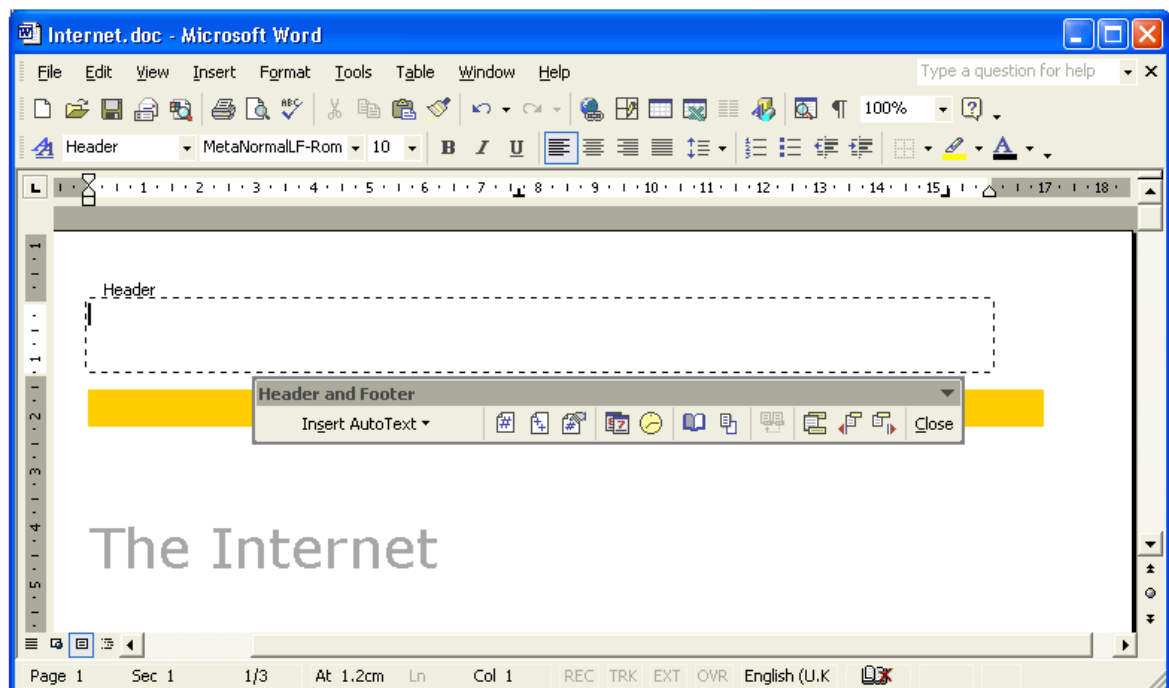
3. You have finished writing the message and want to save it. Where should you click in order to save the file onto the hard drive? Indicate your answer by clicking on the picture.



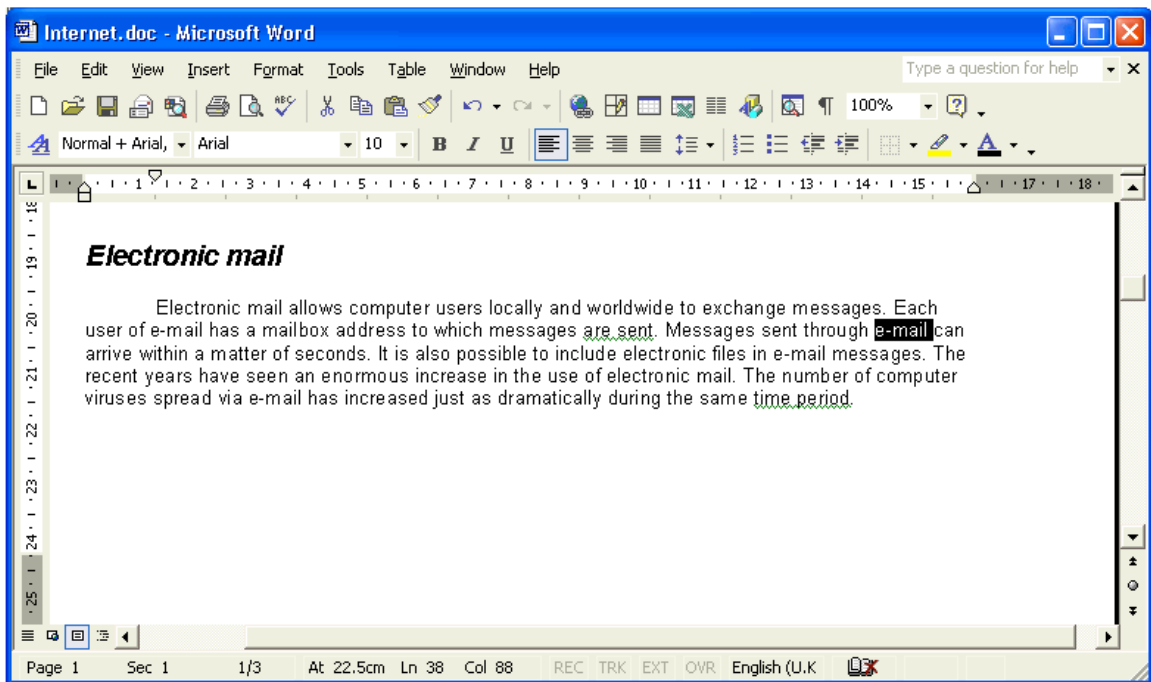
4. The window in the picture has been maximized and covers the whole screen.
Where can you click to restore the window to the size it was before it was maximized?
Indicate your answer by clicking on the picture.



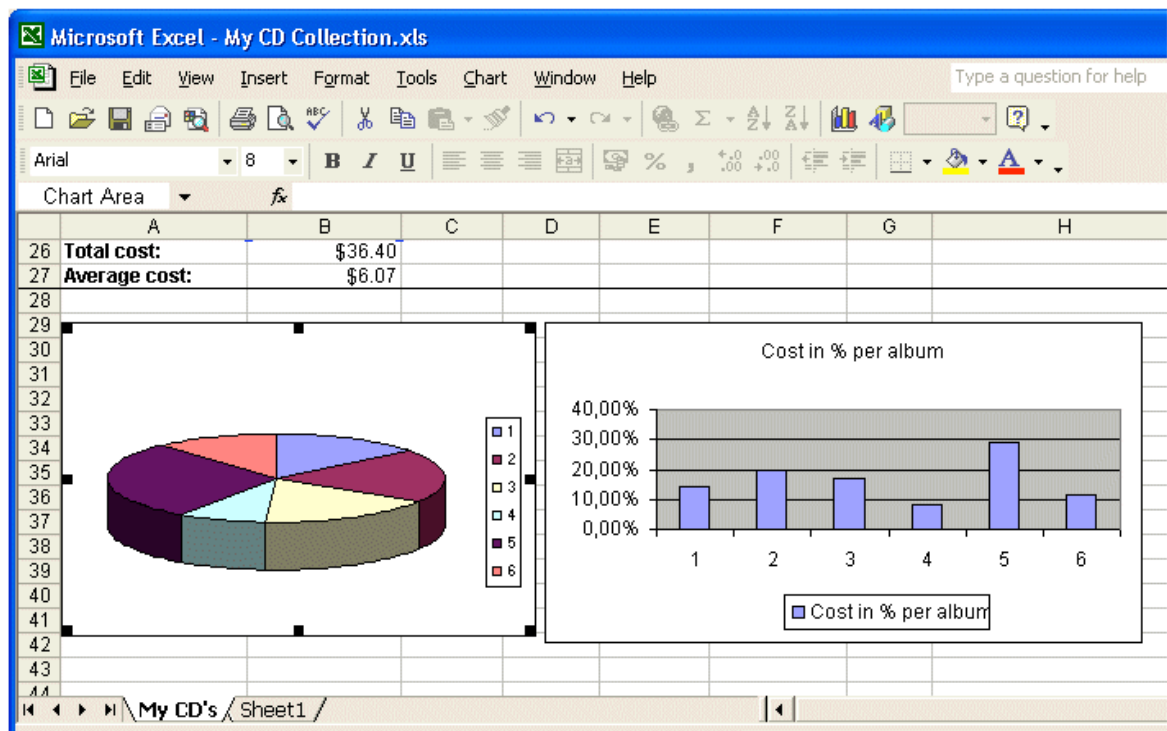
5. You have opened the 'Header and Footer' toolbar.
Which button in the toolbar can be used to insert today's date?
Indicate your answer by clicking on the picture.



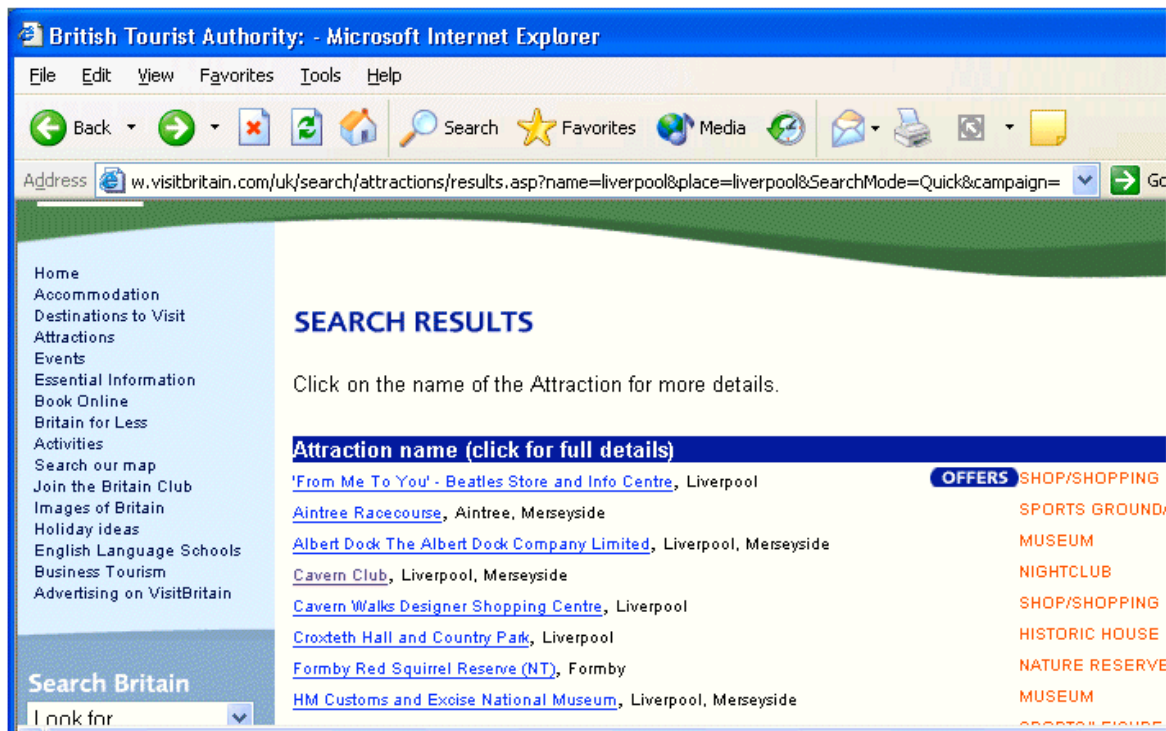
6. You want to check that the word 'e-mail' is spelled in the same way throughout the document by looking for all occurrences of the word. Where can you click to open the 'Find' function? Indicate your answer by clicking on the picture.



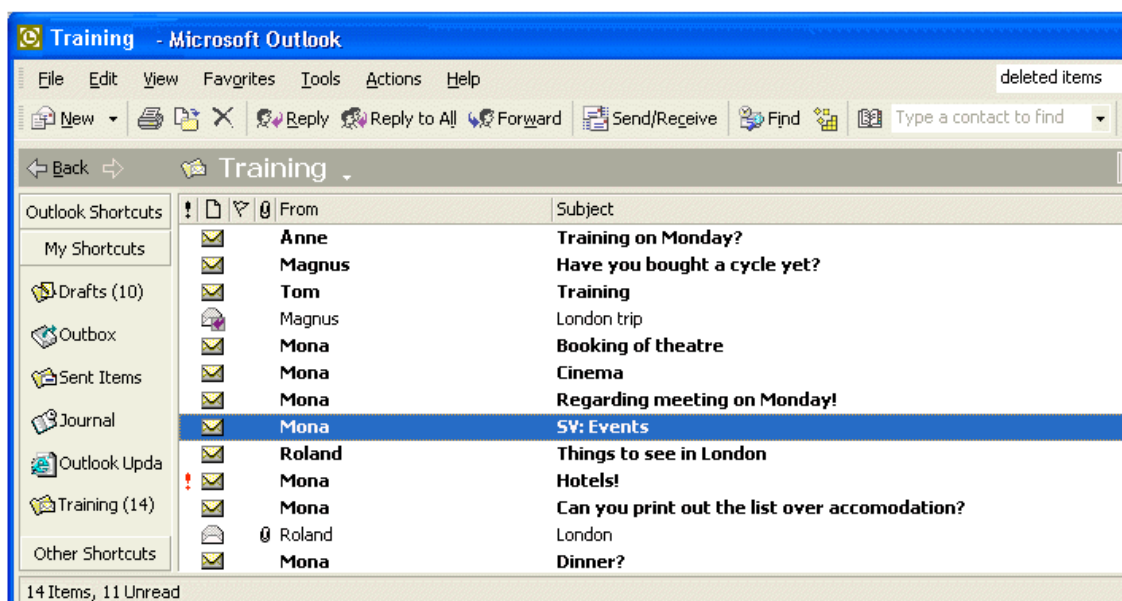
7. You have selected the pie chart as you want to change its chart type. Where can you click to change the pie chart to a column chart? Indicate your answer by clicking on the picture.



8. A new folder has been created and you want to add the displayed page as a 'favorite'.
Where can you click to add the page among your 'favorites'?
Indicate your answer by clicking on the picture.



9. You have opened a folder to search for messages from a particular sender.
Where can you click to sort your mail by sender?
Indicate your answer by clicking on the picture.



10. You want to enter the formula that will calculate the percentage cost per disc. You want to use cell B26 as absolute reference. Which of the following examples is an absolute reference?

	A	B	C	D	E	F
19	Planned purchases	Price	Vendor	Cost in % per album	Priority	
20	Best of Rock 88	\$5.25	Sony		1	
21	Summerhits 98	\$7.10	AMI		2	
22	Absolute Classics V	\$6.25	Virgin		4	
23	Jazz Classics IV	\$3.05	Virgin		4	
24	Dance Mania 2003	\$10.50	Sony		3	
25	Cream: Live 72	\$4.25	Virgin		1	
26	Total cost:	\$36.40				
27	Average cost:	\$6.07				
28						
29						
30						
31						
32						

- £B£26
- #B#26
- \$B\$26
- &B&26

Quantitative Skills Competency Exam

Quantitative Skills competency is assessed using the Arithmetic Diagnostic test in ACCUPLACER®. This is a 40 question online MCQ test of students' ability to perform basic arithmetic operations and to solve problems that involve fundamental arithmetic concepts. There are five content areas measured on the test:

- ❖ Computation with Integers and Fractions
- ❖ Computation with Decimal Numbers
- ❖ Problems Involving Percent
- ❖ Estimation, Ordering, and Number Sense
- ❖ Word Problems and Applications

The test will measure the students' ability in addition, subtraction, multiplication, and division, in recognizing equivalent fractions and mixed numbers, and in estimating. Students will also demonstrate skill in addition, subtraction, multiplication, and division with decimals. Percent problems, recognition of decimals, fraction and percent equivalencies, and estimating problems will also be given. Word problem and applications will include rate, percent, and measurement problems, simple geometry problems, and distribution of a quantity into its fractional parts.

Sample Questions[‡] (These questions will not appear on the test)

Solve the following problems and select your answer from the choices given. You may use the paper you have been given for scratch paper.

- $2.75 + .003 + .158 =$
 - 4.36
 - 2.911
 - 0.436
 - 2.938
- $7.86 \times 4.6 =$
 - 36.156
 - 36.216
 - 351.56
 - 361.56
- $7/20 =$
 - 0.035
 - 0.858
 - 0.35
 - 3.5
- Which of the following is the least?
 - 0.105
 - 0.501
 - 0.015
 - 0.15
- All of the following are ways to write 25 percent of N EXCEPT
 - 0.25 N
 - $25N/100$
 - $\frac{1}{4} N$
 - 25 N
- Which of the following is closest to 27.8×9.6 ?
 - 280
 - 300
 - 2,800
 - 3,000
- A football team played 160 games and won 65 percent of them. How many games did it win?
 - 94
 - 104
 - 114
 - 124
- Three people who work full-time are to work together on a project, but their total time on the project is to be equivalent to that of only one person working full-time. If one of the people is budgeted for one-half of his time to the project and a second person for one-third of her time, what part of the third worker's time should be budgeted to this project?
 - $1/3$
 - $3/5$
 - $1/6$
 - $1/8$
- 32 is 40 percent of what number?
 - 12.8
 - 128
 - 80
 - 800
- $3 \frac{1}{3} - 2 \frac{2}{5} =$
 - $1 \frac{1}{2}$
 - $1 \frac{1}{5}$
 - $14/15$
 - $1 \frac{1}{15}$

* Written English sample MCQs correct answers: 1 A 2 A 3 D 4 D 5 B 6 D 7 C 8 B 9 C 10 B

† Computer Skills sample MCQs correct answers: 1 C 2 B 10 C

‡ Quantitative Skills sample MCQs correct answers: 1 B 2 A 3 C 4 C 5 D 6 A 7 B 8 C 9 C 10 C