Office/Secretarial Tutorial

The following sample exam is not intended to be a complete representation of our District exam. This sample is intended only to give a good idea of what to expect.

Mathematics

1. \[ 4.3 + 2.91 + 6.86 = 14.07 \]

2. \[ 36.2 - 28.9 = 7.3 \]

3. \[ 6.03 \times 2.1 = 12.663 \]

4. \[ 33 \div 26.4 = 0.8 \]

5. \[ 1 \frac{1}{2} \times 3 \frac{3}{4} = 5 \frac{5}{8} \]

6. \[ 5 \frac{1}{2} - 2 \frac{1}{8} = 3 \frac{3}{8} \]

7. Compute sales tax on $36.00 at 7%. = $2.52

8. On a test of 50 questions, you got 36 correct. What percent did you get correct? = 72%

9. (a) You received a 35% discount on a new jacket priced at $50.00. How much was the discount? = $17.50

   (b) What is the sale price? = $32.50

10. Elapsed time:
    Start 11:50 a.m.
    Stop 12:30 p.m.
    Elapsed time = 40 minutes

11. Joe worked 55 hours last week at $12.00 p/h and 6 hours at 1\frac{1}{2} times his hourly rate. How much did he earn? = $768.00

Sentence Recognition

Which of the following word groups are sentences and which are fragments? Mark “S” for sentence and “F” for fragment.

___S___ 1. Johnny called ahead to make reservations for his game

___F___ 2. Unfortunately, Tom not knowing the way to the grandmother’s