

PC Test 3

- 1) An important stage of personal time management is to take control of appointments. Determined by external obligation, appointments constitute interaction with other people and an agreed-on interface between your activities and those of others. Start with a simple appointment diary. List all appointments including regular and recurring ones. Now, be ruthless and eliminate the unnecessary. There may be committees where you can't productively contribute or where a subordinate may be able to participate. Eliminate the waste of your time.

Effectively managing your appointments allows you to:

- (A) spend more time with your subordinates
- (B) delegate responsibility to subordinates
- (C) make more efficient use of your time**
- (D) attend only the most important meetings

- 2) The U.S. Congress consists of 100 senators and 435 representatives. Two senators are elected from each state. The number of representatives from each state is based on population, although each state has at least one representative. Senators serve six-year terms and representatives serve two-year terms.

According to this passage:

- (A) There are an equal number of senators and representatives.
- (B) The number of representatives from each state is decided by a lottery.
- (C) It's possible for a state to have no representatives.
- (D) Senators and representatives have different term lengths.**

- 4) In privatization, the government relies on the private sector to provide a service. However, the government divests itself of the entire process, including all assets. With privatized functions, the government may specify quality, quantity, and timeliness requirements, but it has no control over the operations of the activity. Also, the government may not be the only customer. Whoever the government chooses to provide the services would likely provide the same services to others. This paragraph best supports the statement that:

- (A) The government must closely supervise privatized functions.
- (B) Privatized functions consist of a mixture of government employees, military personnel, and private contractors.
- (C) Privatized functions are those institutions that provide services only to a government agency.
- (D) Privatized functions provide essential services to the government.**

5) The success or failure of a conference lies largely with its leader. A leader's zest and enthusiasm must be real, apparent, and contagious. The leader is responsible for getting the ball rolling and making the attendees feel as if the meeting is theirs and its success depends on their participation. A good, thorough introduction helps establish the right climate.

A good title to this paragraph would be:

- (A) Lead by Example
- (B) The Importance of Proper Introductions
- (C) Leading a Successful Conference**
- (D) Conference Participation Basics

6) Cloud seeding is accomplished by dropping particles of dry ice (solid carbon dioxide) from a plane onto super-cooled clouds. This process encourages condensation of water droplets in the clouds, which usually, but not always, results in rain or snow.

From this passage, it's reasonable to assume that:

- (A) Cloud seeding could be used to end a drought.**
- (B) Cloud seeding is prohibitively expensive.
- (C) Cloud seeding is rarely used.
- (D) Cloud seeding can be accomplished by using regular ice.

7) To write or not to write — that is the question. If assigned a writing task, there's no option. However, if someone is looking for a specific answer, find out if they need a short answer or a detailed one. Can the requirement be met with a telephone call, e-mail, or short note, or is something more necessary? A former CEO of a major corporation once commented that he had looked at 13,000 pieces of paper in a 5-day period.

Think how much easier and more economical it would be if people would use the tele- phone, send an e-mail, or write a short note.

The main point of this passage is:

- (A) Written records are important as they provide detailed documentation.
- (B) More business people should invest time and energy improving their writing skills.
- (C) Writing may not be the best way to communicate information.**
- (D) It's pointless for business people to spend time improving their writing skills.