

GED

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*on*  
***The Tests of General  
Educational Development( )***

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**A A**

## LANGUAGE ARTS, WRITING

The *Language Arts, Writing Test* has two parts. Part I contains 50 multiple-choice questions that require you to revise and edit workplace, “how to,” and informational documents. Part II assesses your ability to write an essay about a familiar topic. The scores earned on both parts are combined and reported as a single score.

### Part I

There are 50 questions on the *Language Arts, Writing Test, Part I*. They are divided among the following three question types: correction, revision, and construction shift.

These questions address the following content areas:

**Organization (15%):** Restructure paragraphs or ideas within paragraphs, identify topic sentences, create unity and coherence in the document.

**Sentence Structure (30%):** Correct sentence fragments, run-on sentences, comma splices, improper coordination and subordination, misplaced modifiers, and lack of parallel structure.

**Usage (30%):** Correct errors in subject-verb agreement, verb tense, and pronoun reference.

**Mechanics (25%):** Correct errors in capitalization, punctuation, spelling (restricted to errors related to possessives, contractions, and homonyms).

## SAMPLE QUESTIONS

Directions: Choose the one best answer to each question.

Questions 1 through 6 refer to the following letter of application.



Sentence 2: **My work experience and education combined with your need for an experienced landscape supervisor have resulted in a relationship that would profit both parties.**

Which correction should be made to sentence 2?

- (1) insert a comma after education
- (2) change combined to combine
- (3) change have resulted to would result
- (4) replace profit with prophet
- (5) replace parties with party's

Sentences 3 and 4: **In May, I graduated from Prince William Community College. Graduating with an associate of arts degree in horticulture.**

Which is the best way to write the underlined portion of these sentences? If the original is the best way, choose option (1).

- (1) College. Graduating with
- (2) College, I graduated with
- (3) College. A graduation with
- (4) College. Having graduated with
- (5) College with

Sentence 10: **I will be, as a landscape supervisor at your firm, able to put to use the skills and knowledge that I have obtained from my professional career and education.**

If you rewrote sentence 10 beginning with

As a landscape supervisor at your firm,

the next words should be

- (1) and able I will be
- (2) I will be able
- (3) putting and using with ability
- (4) obtaining my professional career and education
- (5) able to put to use I will be

Which sentence below would be most effective at the beginning of paragraph B?

- (1) There are many companies in this community, and Capital City Gardening Services is one of them.
- (2) A company such as yours is known for a lot of things, especially the beautiful fountain, great billboard, and large parking area.
- (3) Like carpet-cleaning services, gardening services range in cost.
- (4) A company is only as good as its reputation.
- (5) Gosh, I don't know where to begin when saying good things about your company.

Sentence 11: **I have included a copy of my resume, which details my principal interests education, and past work experience.**

Which correction should be made to sentence 11?

- (1) remove the comma after resume
- (2) replace principal with principle
- (3) insert a comma after interests
- (4) replace past with passed
- (5) no correction is necessary

Which revision would improve the effectiveness of this letter?

Begin a new paragraph with

- (1) sentence 3
- (2) sentence 5
- (3) sentence 7
- (4) sentence 9
- (5) sentence 12

## Part II

In the second part of the *Language Arts, Writing Test*, you will write an essay about an issue or subject of general interest. The essay topic will require you to present your opinion or explain your views about the assigned topic.

You will have 45 minutes in which to plan, write, and revise your essay. You will be given scratch paper on which you may jot notes, outline, and first draft. The answer booklet has two pages of lined paper on which you will write your final essay.

### Scoring

Two trained readers will score your essay on the basis of the following features:

- well-focused main points
- clear organization
- specific development of your ideas
- control of sentence structure, punctuation, grammar, word choice, and spelling

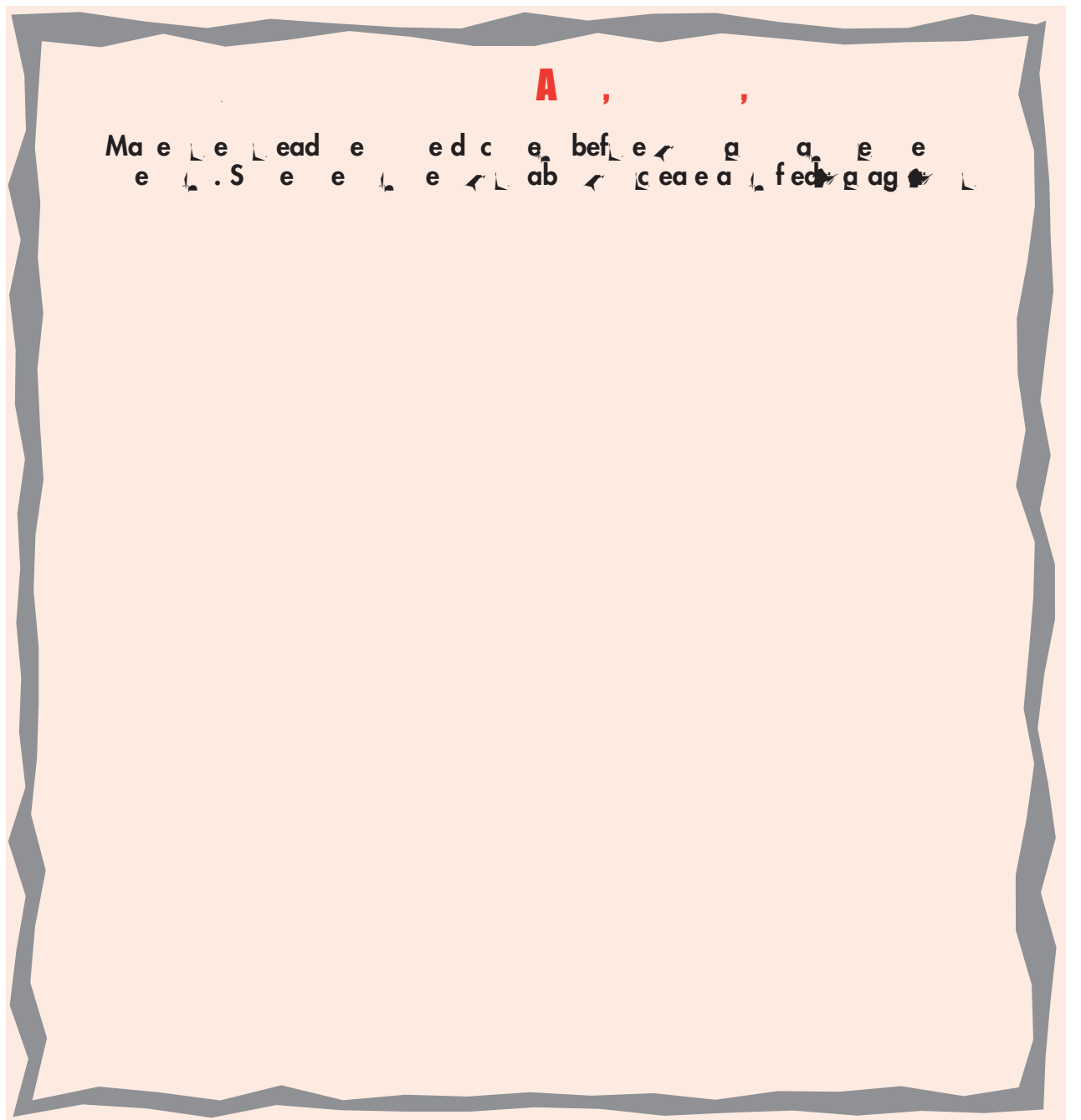
Each reader will score your essay on a 4-point scale, and the scores will be averaged to find your final score. If you earn a final score of less than 2 on the essay, you must retake both Parts I and II of the *Language Arts, Writing Test*. Also, you must write only on the assigned topic; if you don't, your essay will not receive a score, and you will have to retake both parts of the test.

All writers make mistakes when they write quickly. Good writers take the time to go over what is written and correct mistakes. Your writing will show your best skills if you take the time to plan what you want to say and review it to make any needed corrections.

### SAMPLE ESSAY TOPIC

**What is one important goal you would like to achieve in the next few years?**

**In your essay, identify that one goal and explain how you plan to achieve it. Use your personal observations, experience, and knowledge to support your essay.**





Question 5 refers to the following chart.

Some people think that stores that sell fewer brands of computers provide faster service than stores that sell a wider variety of brands.

What information from the chart supports this idea?

- (1) AAA Business - 96% service promptness
- (2) Operating Systems - 69% service promptness
- (3) Programs 'N Stuff - 79% service promptness
- (4) Technodazzle - 100% service promptness
- (5) Compu-Wonder - 89% service promptness

Since the 1960s, Canadian politics has been marked by a noticeable regionalization of party support. This has led to dissent and conflicts not only in Parliament but also in popular attitudes among Canadians. Furthermore, newspapers publish stories about party politics and regionalization in Canada.

Which of the following newspaper headlines contradicts the information above?

- (1) "New Democrats Fail East of Ontario"

## SCIENCE

The *Science Test* consists of 50 multiple-choice questions in the following content areas:

- Physical Science (physics and chemistry) (35%)
- Life Science (45%)
- Earth and Space Science (20%)

Test questions require you to understand, interpret, or apply information that is provided on the test or that is learned through life experience. The information may be a paragraph, chart, table, graph, map, or figure.

### SAMPLE QUESTIONS

Directions: Choose the one best answer to each question.

The closer we get to Earth's surface, the stronger the force of Earth's gravity becomes. This force of gravity (measured in Newtons, or N) has a much stronger effect on an individual on Earth's surface than on someone who is thousands of kilometers away.





## LANGUAGE ARTS, READING

The *Language Arts, Reading Test* contains 40 multiple-choice questions that measure your ability to comprehend and interpret workplace and academic reading selections and to apply those interpretations to new contexts. The questions ask you to understand, apply, analyze, and synthesize information that you are given in the reading selections.

Literary texts constitute 75% of each test and include at least one selection from each of the following areas:

- Poetry
- Drama
- Prose fiction before 1920
- Prose fiction between 1920 and 1960
- Prose fiction after 1960

Nonfiction texts constitute 25% of each test and include two selections of nonfiction prose from any two of the following areas:

- Nonfiction prose
- Critical review of visual and performing arts
- Workplace and community documents, such as mission and goal statements, rules for employee behavior, legal documents, and communications (for example, letters and excerpts from manuals)

The reading selections in the *Language Arts, Reading Test* range from 200 to 400 words, with poetry running from 8 to 25 lines. A purpose question appears in bold before each selection; the question is designed solely to help you focus and provide a purpose for reading the text. You are not asked to answer the purpose question. Each selection is followed by four to eight questions.

### SAMPLE QUESTIONS

**Directions:** Choose the one best answer to each question.

Questions 1 through 8 refer to the following document.

#### How Shall Employees Conduct Themselves?

##### Guidelines for Conducting Business with Those outside Our Company

Our employees are the most effective advertisement of our values, beliefs, and abilities. Always keep in mind that when you are acting in your capacity as our employee, you are contributing materially to the public image and the ultimate success of this company.

**(5) Gifts for Influence**

No payment or gift of money, goods, or services should be given or received to influence government or business decisions. Accurate and complete records for all accounts will be strictly monitored for everyone's protection.

If it becomes apparent to you in the course of the performance of your business responsibilities that a

**(10)** payment of some kind is expected by your business associate, please contact your division president.

**Conflict of Interest**

A conflict of interest can be described as a situation where a person has a vested interest in two areas of the business world that may give him or her an unfair advantage in business dealings.

**(15)** Our employees should be sensitive to any relationship that creates such a relationship—or even creates the appearance of such a relationship.

**Keep these rules in mind:**

- Throughout your employment period, be vigilant about potential conflicts of interest between this company's interests and your personal or immediate family's interests.
- Don't use your position with this company to obtain a personal benefit of any kind.

**(20)** Avoid any action or relationship that creates, or even creates the appearance of, a conflict of interest. For example, having an interest in a nonpublic company that competes or does business with our company or any of its affiliates might create the appearance of a conflict of interest and might prompt accusations and/or an investigation.

**Disclosure**

**(25)** This company respects your privacy, as well as your right to conduct your personal affairs without interference; however, you must make prompt, complete, and continuing disclosure of all facts relating to any factual or potential conflict of interest.

**Investigations**

Inquiries or investigations may be undertaken at this company's direction by its attorneys, **(30)** investigators, internal auditors, or independent public accountants. Employees should regard this vigilance as the company's commitment not only to fair competition but also to the protection of its employees. Your cooperation is needed for your protection as well as that of this company, and it is a condition of your employment.

*This excerpt is a composite of information from several business documents.*

**1** Based on the information in this excerpt, what would be the company's policy about accepting gifts or entertainment from people representing your competitors?

Accepting gifts or entertainment from people representing competitors would be considered

- (1) dangerous
- (2) practical
- (3) reasonable
- (4) unacceptable
- (5) good business

**2** Based on the information in this excerpt, when is it permissible to give money that might be considered a bribe or a tip to a government official in order to facilitate business?

- (1) It is never permissible to give a gift or other payment to influence government or business decisions.
- (2) It may be necessary in certain foreign countries where it is expected.
- (3) Payments to government officials can be made at any time with prior approval of the division president.
- (4) Modest gratuities can be offered at any time.
- (5) All payments or gratuities must be worth their fair trade value.

**3** What is the meaning of the phrase "or even creates the appearance of" (lines 14–15)?

- (1) an actual conflict of interest
- (2) a conflict between the company's interests and your personal or immediate family's interest
- (3) a situation that is not truly a conflict of interest but may appear to be
- (4) the company's high standards for employee personal appearance and behavior
- (5) a situation that is within your personal affairs

**4** What is an example of a conflict of interest?

- (1) Your cousin works for the same company.
- (2) You have given gratuities to foreign government officials.
- (3) You often meet with the employee's union representative.
- (4) You have cheated on your income tax.
- (5) Your spouse owns stock in one of the company's competitors.

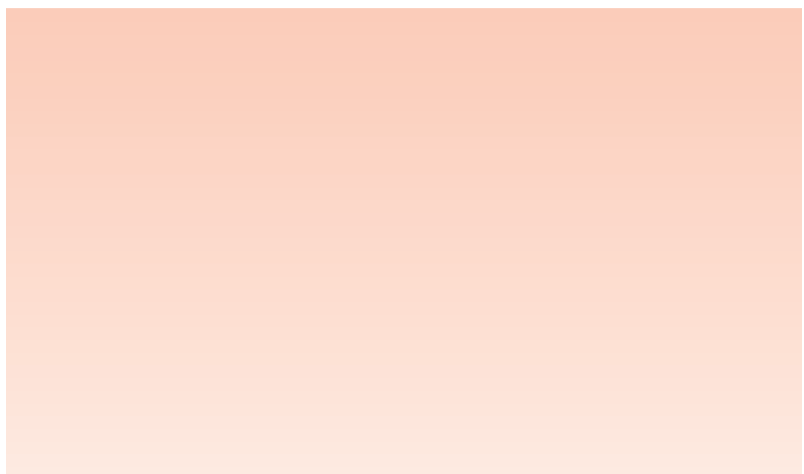
**5** While this excerpt is discussing a very serious topic, it tries to maintain a feeling of sincere interest in the employee.

Which of the statements below most clearly reflects that feeling?

- (1) "No payment or gift of money, goods, or services should be given or received to influence government or business decisions" (lines 6–7).
- (2) ". . . records for all accounts will be strictly monitored . . ." (lines 7–8).
- (3) "Don't use your position with this company to obtain a personal benefit of any kind" (line 19).
- (4) "This company respects your privacy, as well as your right to conduct your personal affairs without interference" (lines 25–26).
- (5) "Your cooperation . . . is a condition of your employment" (lines 32–33).

**Answer: 4**

With the exception of alternative (4), all of the other alternatives use a similar instructional tone as in most of the excerpt. Alternative (4) is the only example of the milder language that appears occasionally in the excerpt to soften the strong tone.



## MATHEMATICS

The *Mathematics Test* is divided into two equally weighted parts, each containing 25 questions. On Part I of the test, you may use the *Casio fx-260* calculator to compute answers. A calculator will be provided for your use at the official GED Testing Center. Because estimation and mental math are critical skills, you are not permitted to use the calculator on Part II of the test. (See page 14 for calculator directions.) A math formulas

Shane wants to enter a formula in the last column so that the spreadsheet will calculate the final cost of the job.

Which of the following formulas should he enter?

- (1)  $A7 \times B7 \times C7$
- (2)  $(2 \times A7 + 2 \times B7) \times C7$
- (3)  $A7 + B7 + C7$
- (4)  $(A7 + B7) \times C7$
- (5)  $A7 \times B7 + C7$

*Note: The following question is a specific example of questions likely to be found on the Mathematics Test, Part I, which allows the use of a calculator.*

Last month, the balance in Tisha's checkbook was \$1219.17. Since then she has deposited her latest paycheck of \$2425.66 and written checks for \$850.00 (rent), \$235.89 (car payment), and \$418.37 (credit card payment).

What is the current balance in Tisha's checking account?

- (1) \$ 921.40
- (2) \$2140.57
- (3) \$3215.27
- (4) \$3929.92
- (5) \$5149.09

Byron purchased a \$5000 certificate of deposit (CD) at his local bank. The CD will pay him 7% simple interest at the end of 2 years.

How much **INTEREST**, in dollars, will Byron have earned from his CD at the end of the 2-year period?

Mark your answer in the circles in the grid on your answer sheet.







*HOW DO I FIND OUT MORE ABOUT*