

Basic Skills Assessment Guide



Broward Technical Centers

**Atlantic
Technical Center**

COCONUT CREEK
754.321.5100

**McFatter
Technical Center**

DAVIE
754.321.5700

**Sheridan
Technical Center**

HOLLYWOOD
754.321.5400

Basic Skills Test Preparation

One of the questions most commonly asked is, “What is on the test?” This booklet contains key concepts and samples of the kinds of questions that you may find on the basic skills test. It is intended as a quick review for students who learned the material but may not have used it in years. It is not intended to teach new information.

Practice tests are provided in each section of the booklet. The practice tests cover the same kinds of skills found on the basic skills test. Your scores on the practice tests will indicate whether you need additional review before sitting for basic skills testing. If it is determined that remediation is necessary, classes will be provided to you upon completion of basic skills testing.

Please be reminded that testing begins promptly at the times posted.

Tips for Test Taking

1. Get a good night’s sleep before testing.
2. Have child care and transportation arranged before you arrive.
3. Arrive at least fifteen or twenty minutes before the test session begins.
4. Be aware that the test is timed and is approximately two hours long.
5. Use the restroom before going into the testing center.
6. Cell phone use, food and drinks are not allowed in the testing center.
7. If you don’t feel comfortable or “ready,” do not sit for the test.
8. Relax! You cannot fail this test!

Reading

KEY CONCEPTS

- Vocabulary words in context
- Antonyms and synonyms
- Reading comprehension
- Critical thinking skills

Reading Skills Practice Test

(Answers on page 19)

Part I. Read the passages below. Then circle the letter of the correct answer in the statements that follow.

Nearly five years ago, Atlantic Technical Center, McFatter Technical Center, and Sheridan Technical Center coordinated services and formed Broward Technical Centers. Previously, each of these centers had been in existence for more than fifteen years. This move provided more than one-hundred years of combined teaching experience to the citizens of Broward County and surrounding counties. This decision allowed for combined resources, a wide range of programs, flexible scheduling and convenient locations. In addition, it allowed for the smooth transfer of students among the three sites.

Broward Technical Centers offer over forty different certificate programs and several continuing Workforce Education programs. Instructors are licensed and certified and the coursework is approved by industry and the State of Florida. There are many private training facilities in Broward County but the three public, tax-supported centers offer the most cost-effective education to students.

Because of its diverse offerings, Broward Technical Centers attract students throughout South Florida. Its quality education at the lowest possible price makes it affordable. Its high skill/high wage programs make job placement more likely. Most importantly, YOUR tax dollars support these programs.

1. From the passages, you can conclude that
 - a. technical education has existed in Broward County for many years.
 - b. only taxpayers may attend Broward Technical Centers.
 - c. Workforce Education is more than one-hundred years old.
 - d. technical education is expensive!
2. Broward Technical Centers offer how many different certificate programs?
 - a. more than a dozen
 - b. at least one-hundred
 - c. over forty
 - d. several
3. According to this article,
 - a. my tax dollars contribute greatly to public education.
 - b. Broward Technical Centers attract students from throughout South Florida.
 - c. public education makes sense!
 - d. all of the above.

-
4. Completion of a Broward Technical Center Workforce Education program will probably result in
 - a. travel expenses.
 - b. convenience.
 - c. employment.
 - d. experience.

Part II. Read the passages below. Then circle the letter of the correct answer in the statements that follow.

Florida has delayed and decided the results of a presidential election before — in 1876. As November arrived, the people in Dade County looked forward with some excitement to the upcoming election of November 7th. Although the rest of the nation was involved in the heated contest for President of the United States between Samuel J. Tilden, Democrat and Rutherford B. Hayes, Republican, the residents of Dade County showed more interest in their local affairs.

There were seventy-three registered voters in Dade County, the largest number ever registered. It was decided that for the first time three precincts would be opened in the county, which included among others the present counties of Broward and Palm Beach. On November 7th all the voters were coaxed, threatened and promised in all manner of ways as never before to come to the polls. But even with this, only 55 voters showed up on Election Day.

During the next few days the newspapers were filled with the arguments, accusations and counter accusations of fraud and intimidation... but there was notice given to the fact that Dade's returns were still missing. The election consisted of lost counts, duplicate counts and recounts. Accusations of irregularities and illegal voting resulted in an entire precinct being tossed out and a delay in sending Dade County's count to Tallahassee. This delay unwittingly thrust Dade County into the forefront of the disputed election of Tilden and Hayes.

Fourteen votes had held up the count from Florida and had brought about an untold amount of rumor and wild speculation by the national press. The national election controversy was not over — only Dade's part in it. Florida ended up sending three different set of electors to the Congressional Electoral Commission. The nation did not know who was elected president until the evening before the inauguration. The long awaited returns from Dade County could not change the course of the election. They did, however, offer comic relief to the whole debacle.

1. From the passage you can conclude that
 - a. presidential elections are filled with accusations and intimidations.
 - b. Florida has been the subject of presidential election controversy, twice.
 - c. most residents don't bother to vote on Election Day.
 - d. the political process works best if everyone votes early.

-
2. The passage suggests that
 - a. Florida is an ideal place to live.
 - b. voters are not interested in national issues.
 - c. the 1876 presidential election was a heated race.
 - d. Hayes and Tilden were angry with Florida voters.
 3. Based on your readings, which one of the statements below is a fact?
In 1876, Florida voters
 - a. ruined the outcome of the election.
 - b. delayed the outcome of the election.
 - c. changed the outcome of the election.
 - d. did not care about the outcome of the election.
 4. Which caption best describes the tone of the passage?
 - a. Florida Residents are Funny!
 - b. Politics Makes Strange Bedfellows!
 - c. Laughter is the Best Medicine!
 - d. History Repeats Itself!
 5. In the passage, the word “debacle” probably means
 - a. fair game
 - b. complete failure
 - c. political fight
 - d. comic relief

Part III. Read the paragraph below. Circle the letter or letters of the correct answers in the statements that follow.

Occupational employment growth in Florida will be the direct result of the employment growth generated by each industry sector. Much of the occupational growth will occur in the trade and services industry, which will generate nearly seventy percent of the new jobs in Florida. The professional, paraprofessional and technical occupational groups will be the fastest growing occupational division and will gain the largest number of new jobs through 2009. The agriculture, forestry and fishing occupational division will experience the slowest growth and will gain the fewest jobs. Overall, more job openings during the decade will be due to replacement needs rather a result of economic growth. While occupations that are growing rapidly generally offer good employment opportunities, occupations such as secretary, with large numerical changes in employment but low growth rates, offer more new jobs than a small, fast growing occupation, such as desktop publishing specialist.

“Florida Employment Forecast”

1. According to the passage, the fastest growing occupations in Florida will be
 - a. technical, trade and services
 - b. agriculture, forestry and fishing
 - c. professional, paraprofessional and technical
 - d. secretarial occupations
2. The occupational group gaining the fewest jobs will be
 - a. technical, trade and services
 - b. agriculture, forestry and fishing
 - c. secretarial and clerical
 - d. desktop publishing specialist
3. Occupational growth in Florida will be due to (circle all that apply)
 - a. economic growth
 - b. industry growth
 - c. job replacement needs
 - d. weak labor force
4. Occupations likely to experience slow or low growth in Florida include (circle all that apply)

a. forestry and fishing	d. technical
b. secretary	e. trade and services
c. desktop publishing specialist	f. agriculture

Part IV. Read the paragraph below. Choose the correct meaning of the word in bold type and circle the letter next to the correct meaning.

The memos you write at work are different from the letters you send to friends. Because of your **intimate** relationship with close friends, your writing need not be **formal** or well organized. You can write about whatever pops into your mind. Such a loosely organized approach will **detract** from a written message at work. Instead, limit the message to one specific purpose and maintain an **objective** point of view. Focus on the job, the problem, or the information you want. Avoid making **derogatory** remarks or expressing your personal feelings. If **feasible**, number the separate steps or the key parts of your message. If you need an answer to a question, provide a **response** card or page and tell exactly when it should be returned. A timely response to your message will **attest** to the importance of this extra effort.

-
1. If something is **feasible**, it is
 - a. possible
 - b. unbelievable
 - c. foolish
 - d. expensive

 2. If something is **derogatory**, it
 - a. asks a question
 - b. is unkind or insulting
 - c. shows respect
 - d. shows much thought

 3. To **detract** means to
 - a. decide
 - b. reduce in value
 - c. stay on course
 - d. stop doing something

 4. Another word for **intimate** is
 - a. familiar
 - b. necessary
 - c. silly
 - d. painful

 5. To **attest** is to
 - a. check
 - b. prove
 - c. discover
 - d. refuse

 6. If you are **objective**, you
 - a. are not influenced by personal feelings
 - b. often fight with others.
 - c. complain frequently.
 - d. write many letters.

7. The opposite of **formal** is

- a. angry
- b. casual
- c. important
- d. ritual

8. Another word for **response** is

- a. write
- b. telephone
- c. reply
- d. message

Mathematics

KEY CONCEPTS

- Decimals, Fractions
- Integers (positive & negative numbers)
- Percentages, Measurement
- Pre-Algebra, Algebra, Geometry
- Word problems (math reasoning)

Mathematics Computation Practice Test

(Answers on page 20)

1. $250 \times 35 =$
2. $34 - 0.25 =$
3. $33 \times 0.44 =$
4. $50 \div 0.02 =$
5. $5 \frac{7}{8} - 3 \frac{2}{8} =$
6. $4 \frac{2}{5} \times \frac{5}{11} =$
7. $8 \frac{2}{3} \div 4 =$
8. 40% of ____ = 32
9. What percent of 150 is 30?
10. $-4 - 8 =$
11. $25 \times -3 =$
12. $-36 \div -6 =$
13. $2b + b =$
14. $5^2 \times 10^3 =$
15. $5b - c (3b - c) =$

Applied Mathematics Practice Test

(Answers on page 20)

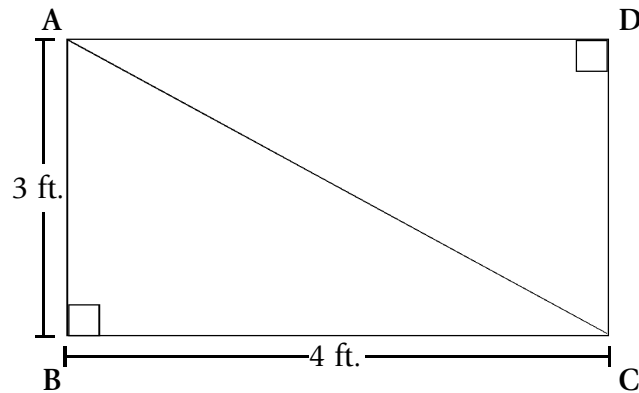
1. What does the 8 represent in the number 256.483?
2. David borrowed \$6,000 at 7% simple interest for three years.
What was the full amount he repaid on his loan?
3. How would this equation be written? 8 more than 5 times a number equals 33.
4. Round this number to the nearest ten thousand. 624,739.

The following colors and amounts were found in a bag of jelly beans.
Answer the following questions using the chart below.

<u>Color</u>	<u>Amount</u>
Green	9
Orange	10
Purple	8
Red	12
Yellow	11

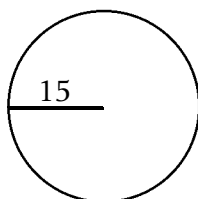
5. What percent of the total number of jelly beans were red?
6. What is the ratio of green to red jelly beans?
7. What is the difference between the number of yellow jelly beans and the sum of the green and purple jelly beans?
8. Exactly $\frac{1}{5}$ of the jelly beans in the bag are this color.

Answer the following questions about the rectangle (ABCD) below.



9. What is the area of rectangle ABCD?
10. What is the perimeter of rectangle ABCD?
11. What is the length of \overline{AC} ?
12. What kind of triangle is ABC?
13. Vertex B is how many degrees?
14. What is the circumference of the circle below?
15. What is the area of the circle?

Radius = 15 inches



$$C = d$$

$$A = r^2$$

$$= 3.14 \text{ or } \frac{22}{7}$$

Language Skills

KEY CONCEPTS

- Correct usage
- Sentence formation
- Paragraph development
- Capitalization/Punctuation

Language Skills Practice Test

(Answers on page 21)

Part I. The underlined sections in the passage below might contain errors in capitalization, punctuation and correct usage. Read the passage carefully and circle the letter of the correct answer.

The quickest way to catch a cold is to shake hands with someone (1) who has a cold or touch something that a cold sufferer has (2) touched. Research has proven that cold (3) viruses is easily spread from person to person by (4) people's hands. People with colds cover their mouths with their hands when they cough or sneeze. Because of this, (5) Doctor's say that people with colds should wash their hands frequently and use personal bars of soap, towels and wash cloths. Research has shown that paper tissues are (6) better than cloth handkerchiefs because germs can live for several hours on cloth but are neutralized on tissues.

1.

- a. whom
- b. he
- c. Correct as written
- d. that

2.

- a. touched. research has
- b. touched; research has
- c. Correct as written
- d. touched; Research

3.

- a. Correct as written
- b. cold virus are
- c. cold viruses' are
- d. cold viruses are

4.

- a. by peoples hands
- b. Correct as written
- c. people hands
- d. peoples' hands

- 5.
- a. this doctors
 - b. this, doctors
 - c. this Doctors
 - d. Correct as written

- 6.
- a. better then cloth
 - b. Correct as written
 - c. better, than clothes
 - d. better, than cloth

Part II. Read the passages below. Then choose the sentence that best fits the blank spaces.

Career assessment is offered at Atlantic Technical Center and at Sheridan Technical Center. _____1_____. Its aim is to assist the applicant by reinforcing a career choice or by redirecting the applicant toward a more realistic choice. Career assessment is recommended for the applicant who does not have a clear career goal.

- 1.
- a. I don't need career assessment because I know what my interests are.
 - b. It is a good idea for your counselor to choose your career.
 - c. Anyone can choose a career goal.
 - d. It is designed for the applicant who has an unclear or unrealistic career goal.

Orientation and assessment are required for anyone wishing to enroll in most certificate programs at Broward Technical Centers. Orientation is intended to familiarize potential students with rules, regulations and features of the campus. _____2_____. Orientation and assessment schedules vary from site to site. These schedules are listed in various publications and are posted at each of the three sites.

- 2.
- a. Orientation is an excellent and necessary skill.
 - b. Assessment is designed to measure the applicants' basic skills.
 - c. It is possible to assess mastery without testing.
 - d. Test-taking is sometimes a difficult skill.

The Broward Technical Centers offer comprehensive financial aid programs. Financial aid is a source of educational support available to those who qualify. It is intended to supplement, not replace, the student's or family's financial resources. Financial aid comes from various federal, state and local agencies, organizations and individuals. _____3_____. In order to be considered for financial aid, applicants must complete the Free Application for Federal Student Aid (FAFSA).

3.

- a. A supply fee is included in the calculations of total program costs.
- b. The types and amounts of financial aid one might receive depend upon several factors.
- c. Eligible veterans who are enrolled in approved programs may receive veterans' education benefits.
- d. The cost of career education is relatively inexpensive.

The Broward Technical Centers provide job placement assistance to its certificate and diploma program completers. Activities designed to assist students with job-seeking skills are offered through the centers and are included in the certificate and diploma program curriculum frameworks. _____4_____. Most of the instructors maintain strong industry contacts and have valuable access to employment leads.

4.

- a. In Florida, the demand for new employees is far greater than the availability.
- b. Program completion and job placement rates vary from program to program.
- c. Periodically, more specialized employment activities are offered at the centers.
- d. Ideally, persons not interested in employment should not enroll in career education.

Part III. Read the underlined statements below. Choose the sentence that best combines the statements into one clear, concise sentence.

1. My daughter attended Florida State. Her best friend attended the University of Florida.
 - a. My daughter and her best friend attended Florida State and the University of Florida.
 - b. My daughter's best friend and she attended Florida State and the University of Florida.
 - c. My best friend attended the University. I attended Florida State.
 - d. My daughter attended Florida State and her best friend attended the University of Florida.

2. Tom loves football. Scott loves football. Jim prefers basketball.
 - a. Tom and Scott love football but Jim prefers basketball.
 - b. Jim hates football but Tom and Scott love it.
 - c. Tom and Scott love football and Jim doesn't.
 - d. Tom and Scott love football as much as Jim loves basketball.

3. Place the test booklet on the table. Place the pencil on the table. Leave the room quietly.
 - a. If you place the test booklet and pencil on the table, you may leave quietly.
 - b. Place the test booklet and the pencil on the table and leave the room quietly.
 - c. Leave the room quietly after you place the test booklet and pencil on the table.
 - d. Place the test booklet and pencil on the table before you leave the room.

4. I enjoy shopping. I enjoy eating lunch. Sonia enjoys shopping. Sonia enjoys eating lunch.
 - a. I enjoy shopping but Sonia enjoys eating lunch.
 - b. I enjoy shopping and Sonia enjoys eating lunch.
 - c. Sonia and I enjoy shopping and eating lunch.
 - d. Sonia enjoys shopping and eating and I enjoy it, too.

Reading Skills Pre-Test Answers

Part I.

1. a

2. c

3. d

4. c

Part III.

1. c

2. b

3. b, c

4. a, b, f

Part II.

1. b

2. c

3. b

4. d.

5. b

Part IV.

1. a

2. b

3. b

4. a

5. b

6. a

7. b

8. a

Mathematics Computation Pre-Test Answers

- | | |
|-------------------|----------------------|
| 1. 8750 | 9. 20% |
| 2. 33.75 | 10. _12 |
| 3. 14.52 | 11. _75 |
| 4. 2500 | 12. +6 |
| 5. $2\frac{5}{8}$ | 13. 3b |
| 6. 2 | 14. 25,000 |
| 7. $2\frac{1}{6}$ | 15. $5b - 3bc + c^2$ |
| 8. 80 | |

Applied Mathematics Pre-Test Answers

- | | |
|------------------|---------------------------|
| 1. hundredths | 9. 12 sq. ft. |
| 2. \$7260 | 10. 14 ft. |
| 3. $5x + 8 = 33$ | 11. 5 ft. |
| 4. 620,000 | 12. right angle |
| 5. 24% | 13. 90° |
| 6. 3:4 | 14. 94.2 in. |
| 7. 6 | 15. 706.5 in.^2 |
| 8. orange | |

Language Skills Pre-Test Answers

Part I.

1. c
2. c
3. d
4. d
5. b
6. b

Part II.

1. d
2. b
3. b
4. c

Part III.

1. d
2. a
3. b
4. c

Notes

Broward County Public Schools



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