
TABE Reading Practice Test

Here is an excerpt from a work procedure at a manufacturing firm. Read the document and then answer Questions 6 through 10.

ABC Inc.

Manufacturing Engineering Procedures

The purpose of this procedure is to document methods ABC Inc. uses to control manufacturing processes. The procedure applies to ABC Inc. documents used at any of ABC Inc.'s facilities. Responsibility

The Industrial Engineering Supervisor is responsible for the maintenance, interpretation, and implementation of this policy/procedure. It is the responsibility of all ABC Inc. supervisors and managers to enforce the use of this policy/procedure.

Procedure

Location—Shop Floor

- 1.1 Product drawings will be filed in a centrally located cabinet. The machine operator will assure that the drawing number and revisions match the shop order prior to running the job. If a new drawing is required, the operator shall notify the department supervisor.
- 1.2 Process, test, inspection and set-up instructions will be available to production either electronically via the ABC Inc. Intranet or through paper documents kept in binders in the department they are used in.
- 1.3 The supervisor or lead person can print out electronic documents from their local printer or paper documents may be removed from the binder they are stored in. Under no circumstances should documentation remain at workstations after the process defined in the documents has been completed. Paper documents must be returned to their proper location and any electronic document should be destroyed after it has been used.
- 1.4 Any drawings used on the manufacturing floor must be logged out at the central file to identify the drawing, revision, and location of the document.

It is the department supervisor's responsibility to assure these drawings maintain the current revision.

Q1. The purpose of this document is to

- A. Provide information about engineering
- B. Explain ABC Inc.'s business
- C. Outline the methods used to control manufacturing processes
- D. Explain where documents are kept

Answer : _____

Q2. In the purpose statement at the beginning of this document, the word processes means

- A. Policies
- B. Products

- C. Operations
- D. Inspections

Answer : _____

Q3. Who is responsible for enforcing this policy/procedure?

- A. The department supervisor
- B. The industrial engineering supervisor
- C. All ABC Inc. employees
- D. All managers and supervisors

Answer : _____

Q4. What should be done with used electronic documents?

- A Print them out
- B Remove them from the binder
- C Destroy them
- D Remain at the workstation

Answer : _____

Q5. Who should make sure the drawings are kept current?

- A. The lead person
- B. The supervisors and managers
- C. The department supervisor
- D. The Industrial Engineering Supervisor

Answer : _____

After you read this advertisement, answer Questions 6–9.

Secretary Wanted: Busy Office

Must be able to word process 80 words per minute, take dictation, know Microsoft Word and Excel, and keep files up-to-date. Important: Person must know how to greet and direct clients and handle inquiries and requests of incoming phone calls.

Q6. Which of the following is a correct inference based on the job advertisement?

- A. The new employee will answer the telephone and keep files organized.
- B. The new employee will take dictation, but not have to word process.
- C. The new employee must be comfortable handling more than one task at a time.
- D. The new employee can plan on a one-week vacation after the first year's employment.

Answer : _____

Q7. In this advertisement, the word *inquiries* means

- A. Incoming messages
- B. Requests
- C. Incoming questions
- D. Quirks

Answer : _____

Q8. One of the computer applications the new employee must know is

- A. PowerPoint
- B. Algebra
- C. Freelance
- D. Microsoft Word

Answer : _____

Q9. You can tell the main idea of this advertisement by

- A. Looking at the heading
- B. Reading the first half of the first sentence
- C. Knowing who applied for the job
- D. Writing an application and cover letter

Answer : _____

Read this letter and answer Questions 10 through 14.

Cal Meinhard, President
Insurance Services of America
10 Afton Boulevard
Hartford, CT 00000

Dear Senator Ross:

A vote is coming up on increasing the funds for Worksite Training, and I am writing to ask you to cast a positive vote. Many factors, including economic, social, and technological, argue in favor of increased worksite training. We have moved to an information age of high technology, global competition, and a multicultural workforce. All of these changes require upgraded employee skills.

Although we are still concerned with graduating students who can read, write, and use math skills, we know now that there are job/work specific skills that need to be addressed. We need to work together to define those skills and implement the training. As a start, we should concern ourselves with employees' ability to value different cultures in the workplace. Inherent here are implications for teamwork as well. In addition, because of the automation of technology, our entry-level workers have to make decisions, use critical thinking skills, and work with much less supervision. Finally, Senator, we must do a better job of bringing the workplace together with the schools—public, technical, and advanced—

to ensure that our newest employees benefit from all of our experiences. Please vote for the bill.

Very truly yours,
Cal Meinhard

Q10. The reader can easily tell what this letter is going to be about because

- A. The letter was written by a businessperson to a senator.
- B. The letter talks about how industry wants an additional million dollars for programs.
- C. The letter works because it uses humor to make a point.
- D. The topic is introduced in the first sentence.

Answer : _____

Q11. In the second paragraph of the letter, the opposite of the word inherent is

- A. Included
- B. Inherited
- C. Excluded
- D. Invited

Answer : _____

Q12. You can infer from what you have read that Mr. Meinhard needs employees who can

- A. Devote more hours to a longer workweek
- B. Work independently
- C. Use technology in their jobs
- D. B and C above

Answer : _____

Q13. According to this letter, employees need to work on

- A. Getting to work on time
- B. The Internet
- C. Valuing different cultures
- D. Thinking less, doing more

Answer : _____

Q14. You could say that this letter's purpose is to

- A. Entertain
- B. Persuade
- C. Interrogate
- D. Insult

Answer : _____

Telephone message forms seem like simple items. In fact, they can include essential ideas, details, and inferences that require reading skill.

Read the messages below and answer Questions 15 to 20.

Message 1

Message 2

To Jason Chou URGENT
 Date 6/23/02 Time 10:00 AM PM
WHILE YOU WERE OUT
 From Eli Blum
 of Accurate Printers Corp
 Phone 999-111-2222 196
Area Code Number Ext.
 Fax Pr Not Fax - Send email confirmation
Area Code Number (if not fax)

Telephoned	<input checked="" type="checkbox"/>	Please call	<input type="checkbox"/>
Came to see you	<input type="checkbox"/>	Wants to see you	<input checked="" type="checkbox"/>
Returned your call	<input type="checkbox"/>	Will call again	<input type="checkbox"/>

Message He says it is essential to show you the changes on the plan. Needs your OK on additions + documentation. He'll be in until 6 PM today. Can you meet over lunch

Signed April Lang

To Jason Chou URGENT
 Date 6/23/02 Time 11:30 AM PM
WHILE YOU WERE OUT
 From Eli Blum
 of Accurate Printers
 Phone 999-111-2222 196
Area Code Number Ext.
 Fax _____
Area Code Number

Telephoned	<input checked="" type="checkbox"/>	Please call	<input checked="" type="checkbox"/>
Came to see you	<input type="checkbox"/>	Wants to see you	<input type="checkbox"/>
Returned your call	<input type="checkbox"/>	Will call again	<input type="checkbox"/>

Message His schedule has changed. He'll leave office at 4 PM sharp. Hope you'll be able to see him at 1 PM.

Signed April Lang

Q15. Look at the words “email confirmation” in Message 1. What does this mean?

- A. Say yes by e-mail.
- B. Phone me if you can come.
- C. Do not reply by fax.
- D. Phone me if you can't come.

Answer : _____

Q16. Jason Chou has two messages from Eli Blum. Which one is more urgent?

- A. Message 1 is more urgent because it arrived first.
- B. Message 1 is more urgent because it requests lunch at 12 noon sharp.
- C. Message 2 is more urgent because the caller will be leaving the office shortly.
- D. Message 2 is more urgent because the caller will be leaving earlier than he first said.

Answer : _____

Q17. What is the first clue to the urgency of the message?

- A. The caller's name
- B. The time of the call
- C. The Urgent box is checked
- D. The date of the call

Answer : _____

Q18. You can conclude that Eli Blum's first choice is to

- A. Meet and work over lunch
- B. See Jason at 4 P.M.
- C. Meet Jason at 6 P.M.
- D. Cancel his request

Answer : _____

Q19. In Message 1, the caller has asked Jason

- A. To please fax instead of calling back
- B. To fax and call him
- C. To fax, call, and e-mail
- D. Not to use the caller's fax

Answer : _____

Q20. You can infer from the two messages that Eli wants to see Jason

- A. No later than a week from now. There's plenty of time.
- B. No earlier than 9:30 A.M. He's sleeping late.
- C. No later than today. He needs Jason's input in order to go forward.
- D. No earlier than 2003. He wants to delay the project for as long as possible.

Answer : _____

Answer Keys Link

<https://gotestprep.com/tabe-reading-practice-test/>