Reading STEPS Sample Items
NRS Educational Functioning Level

Level 1
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<td>1.2</td>
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A. shirts  
B. shoes  
C. shorts  
D. socks
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A. October  
B. November  
C. December  
D. January
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March 29, 1984

A. 3-29-84
B. 5-29-84
C. 7-29-84
D. 9-29-84
NRS Educational Functioning Level

Level 2
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A. bus  
B. train  
C. plane  
D. bike
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<th>Item</th>
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<td></td>
<td>Words on forms</td>
<td></td>
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</table>

Date:

A. 6/23/20
B. 510-555-0769
C. #000892
D. 44032
What is the total price for everything?

A. $12
B. $15
C. $20
D. $47
When is the next appointment?

A. at 1:30 p.m.
B. at 4:20 p.m.
C. at 4:30 p.m.
D. in one month

This is to confirm your son Pedro’s next monthly check-up on 4-30 at 1:30 p.m. He will see Dr. Chang. Dr. Cole is on vacation.
NRS Educational Functioning Level

Level 3
What is this sign about?

A. locating parking spots
B. getting student ID cards
C. student class schedules
D. a transportation service
Students can get a shuttle bus _____.

A. 24 hours a day
B. on the weekend
C. without a student ID
D. from student parking lots
<table>
<thead>
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</table>

Identify an author’s purpose

---

**EMPLOYEE STORE OPENING CHECKLIST**

1. Unlock door
2. Turn off alarm
3. Turn on lights
4. Change sign on door to OPEN
5. Greet customers

This sign tells employees how to _____.

A. open the store  
B. order supplies  
C. set the alarm  
D. help customers
Employees turn off the alarm after _____.

A. turning on the lights  
B. changing the sign  
C. unlocking the door  
D. greeting customers
NRS Educational Functioning Level

Level 4
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</table>

**Main Idea**

Identify an author’s purpose

---

**Family Fitness Center**

**Physical Fitness Profile**

**Section 1**

Name **Barry Marooki**

Height **5' 8"**

Weight **240**

Age **31**

Occupation: **construction**

---

**Section 2**

What is your fitness goal? Check which applies:

- Overall fitness
- Cardiovascular improvement
- **Weight loss**
- Other

---

**Section 3**

Have you ever followed a physical fitness program? **Yes**  No (circle one)

If yes, please explain:  *Played high school football.*

---

**Section 4**

How much time do you have available to exercise on your own?

- Minutes per day: 30  **45**  60  75  90
- Days of the week: SUN MON TUE WED THU FRI SAT
- Time of day: AM **PM**

---

**Section 5**

Additional Information: **I am interested in an exercise routine and techniques to help prevent pain and swelling in my knee, which I injured on a construction job three years ago.**
The purpose of this form is for Barry to explain_____.

A. to his boss how he got injured at a construction job
B. his exercise history and what services he needs
C. how he is dealing with current health issues
D. what he likes about his weekly exercise routine
#13 Details
Retell key details

Family Fitness Center

Physical Fitness Profile

Section 1
Name **Barry Marooki**
Height 5’ 8”
Weight 240

Age 31
Occupation: **construction**

Section 2
What is your fitness goal? Check which applies:
___ Overall fitness
___ Cardiovascular improvement
✔ Weight loss
___ Other

Section 3
Have you ever followed a physical fitness program? **Yes**
No (circle one)
If yes, please explain: **Played high school football.**

Section 4
How much time do you have available to exercise on your own?

<table>
<thead>
<tr>
<th>Minutes per day</th>
<th>30</th>
<th>45</th>
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<tr>
<td>Time of day</td>
<td>AM</td>
<td>PM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 5
Additional Information: **I am interested in an exercise routine and techniques to help prevent pain and swelling in my knee, which I injured on a construction job three years ago.**
What is Barry’s fitness goal?

A. to lose weight  
B. to play football again  
C. to be well enough to work construction  
D. to find a person to exercise with
<table>
<thead>
<tr>
<th>Item</th>
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Understand academic vocabulary

---

### Family Fitness Center

#### Physical Fitness Profile

**Section 1**
- **Name**: Barry Marooki
- **Height**: 5' 8"
- **Weight**: 240
- **Age**: 31
- **Occupation**: construction

**Section 2**
- Check all that apply:
  - Overall fitness
  - Cardiovascular improvement
  - Weight loss
  - Other

**Section 3**
- Have you ever followed a physical fitness program? Yes [ ] No [X] (circle one)
- If yes, please explain: Played high school football.

**Section 4**
- How much time do you have available to exercise on your own?
  - Minutes per day: 30 [ ] 45 [X] 60 [ ] 75 [ ] 90 [ ]
  - Days of the week: Sun [X] Mon [ ] Tue [ ] Wed [X] Thu [ ] Fri [ ] Sat [ ]
  - Time of day: AM [ ] PM [X]

**Section 5**
- Additional Information: I am interested in an exercise routine and techniques to help prevent pain and swelling in my knee, which I injured on a construction job three years ago.
In Section 5, which word best matches the meaning of techniques?

A. events  
B. machines  
C. schedules  
D. strategies
<table>
<thead>
<tr>
<th>Item</th>
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Identify the main topic

---

**Job Search**

- **Job Title, Keywords**
- **Location**: Townsville
- **Search**

**1 Result**

**Position: Zoo Helper**

234 Zoo Drive, Townsville PA

- **Posted**: 2 days ago
- **Salary**: $12.41 - $27.84 per hour
- **Part Time**

The Zoo Helper will answer questions from zoo visitors and provide information about the animals. The Zoo Helper does not take care of the animals. During the summer, the Zoo Helper will teach at the children’s summer camps.

- **Hours**: Monday – Friday, 8 a.m. to 12 p.m.

---

What is this information about?

A. a new job
B. new summer camps
C. the zoo hours
D. a zoo program
<table>
<thead>
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Retell key details

---

**Job Search**

Job Title, Keywords

<table>
<thead>
<tr>
<th>Location</th>
<th>Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>Townsville</td>
<td></td>
</tr>
</tbody>
</table>

1 Result

**Position: Zoo Helper**

234 Zoo Drive, Townsville PA  
Posted: 2 days ago  
Salary: $12.41 - $27.84 per hour  
Part Time

The Zoo Helper will answer questions from zoo visitors and provide information about the animals. The Zoo Helper does not take care of the animals. During the summer, the Zoo Helper will teach at the children’s summer camps.  
Hours: Monday – Friday, 8 a.m. to 12 p.m.

Apply Now!

---

The zoo helper will ______.

A. clean the animals  
B. work full time  
C. feed the animals  
D. teach in the summer
The word **provide** means _____.

A. learn  
B. give  
C. take  
D. read

---

**Job Search**

**Position: Zoo Helper**
234 Zoo Drive, Townsville PA  
**Posted:** 2 days ago  
**Salary:** $12.41 - $27.84 per hour  
**Part Time**

The Zoo Helper will answer questions from zoo visitors and **provide** information about the animals. The Zoo Helper does not take care of the animals. During the summer, the Zoo Helper will teach at the children’s summer camps.  
**Hours:** Monday – Friday, 8 a.m. to 12 p.m.

[Apply Now!]
#18  **Main Idea**  Identify an author’s purpose

Valleyview Adult School has a new Computer Skills class. The class will help students prepare for the computer skills test. Students passing the test will receive a certificate to show employers.

**When are the classes?**
- Tuesday & Thursday, 6:00 - 9:00 pm
- August 25 - December 11

**What is required to take the class?**
- Access to a computer at home
- Must be 18 years of age or older

**For more information, please call 212-555-5674**
Register for class now at register@valleyviewadult.edu

Why did the school make the announcement?
A. to tell students about new computer jobs
B. to get students to sign up for a new class
C. to explain the new computer skills test
D. to give information about a new adult school
What does someone need to sign up for the class?

A. a job using computers
B. a computer skills certificate
C. a computer at home
D. a score on the computer skills test

Valleyview Adult School has a new Computer Skills class. The class will help students prepare for the computer skills test. Students passing the test will receive a certificate to show employers.

When are the classes?
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<td></td>
<td>Understand academic vocabulary</td>
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<td></td>
</tr>
</tbody>
</table>

What does **register** mean?

A. sign up  
B. meet up  
C. pay  
D. apply

Valleyview Adult School has a new Computer Skills class. The class will help students prepare for the computer skills test. Students passing the test will receive a certificate to show employers.

**When are the classes?**
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- Access to a computer at home
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**For more information, please call 212-555-5674**
[Register for class now at register@valleyviewadult.edu](mailto:register@valleyviewadult.edu)
Dear Employees,

Due to increased travel costs, we are changing some of our business travel policies beginning today.

**Travel Request**
All employees must now submit a Travel Request Form to their manager before travelling. If you did not get permission, employees will need to pay for any trip cancellation fees. Do not make travel plans without getting permission first!

**Hotels**
The company will now only pay up to $150.00 per night for a hotel. You need to give receipts to your manager.

**Meals**
The company will now pay for daily meals. Each meal cannot be more than $20.00 for food and drink. Receipts must be provided.

Thank you,
Julie Dryer
Human Resources Manager

The main purpose of this e-mail is to tell employees about _____.

A. the cost of a new work trip
B. dates employees can travel
C. travel policies that changed
D. managers going on work trips
### Item Details
Retell key details

<table>
<thead>
<tr>
<th>Item</th>
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</table>

Dear Employees,

Due to increased travel costs, we are changing some of our business travel policies beginning today.

**Travel Request**
All employees must now submit a Travel Request Form to their manager before travelling. If you did not get permission, employees will need to pay for any trip cancellation fees. Do not make travel plans without getting permission first!

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The company will now pay for daily meals. Each meal cannot be more than $20.00 for food and drink. Receipts must be provided.

Thank you,
Julie Dryer
Human Resources Manager

How much will the company pay for each meal?

A. $20  
B. $60  
C. $150  
D. nothing
<table>
<thead>
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<th>Item</th>
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<td>4.6</td>
<td>3</td>
<td>D</td>
</tr>
</tbody>
</table>

Retell key details

---

From: Julie Dryer
Sent: December 11, 2:18 pm
To: All Employees
Subject: Business Travel Policy Change

Dear Employees,

Due to increased travel costs, we are changing some of our business travel policies beginning today.

**Travel Request**

All employees must now submit a Travel Request Form to their manager before travelling. If you did not get permission, employees will need to pay for any trip cancellation fees. Do not make travel plans without getting permission first!

**Hotels**

The company will now only pay up to $150.00 per night for a hotel. You need to give receipts to your manager.

**Meals**

The company will now pay for daily meals. Each meal cannot be more than $20.00 for food and drink. Receipts must be provided.

Thank you,
Julie Dryer
Human Resources Manager

This e-mail says that employees _____.

A. have to travel with a manager
B. do not need to submit travel receipts
C. will get only one meal paid for per day
D. may have to pay for trip cancellation fees
NRS Educational Functioning Level

Level 5
The main purpose of this notice is to _____.

A. describe the type of work dental assistants and hygienists are trained to do
B. inform applicants that North Coast Dental Center is now hiring dental staff
C. persuade applicants that North Coast Dental Center is a good place to work
D. explain what is required to get an advanced degree in dentistry
<table>
<thead>
<tr>
<th>Item</th>
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<td>Retell key details</td>
<td></td>
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</tr>
</tbody>
</table>

**North Coast Dental Center is Hiring!**

**Wanted: Dental Assistants**  
**Duties include:**  
- Provide administrative support  
- Sterilize instruments  
- Process dental x-rays taken by hygienist  
- Prepare patients for treatment  
- Schedule appointments  
- Fill out insurance forms  

**Requirements:**  
- Certificate of attendance for at least 6 months in dental assistant training  
- At least 2 years’ work experience as a dental assistant  

**Wanted: Dental Hygienists**  
**Duties include:**  
- Treat oral disease  
- Educate patients on disease prevention  
- Perform routine dental exams  
- Provide regular dental care  
- Take and interpret dental x-rays  
- Document patient health history  
- Work as a dental assistant when necessary  

**Requirements:**  
- Associate or bachelor’s degree in dental hygiene  
- At least 2 years’ work experience as a dental hygienist  

Apply online at northcoastddds@health.com

This notice says the Dental Hygienist _____.

A. can treat patients who have dental diseases  
B. must interpret dental x-rays with a dentist  
C. teaches dental assistants how to do their jobs  
D. does not need previous experience for the job
What does document mean in this notice?

A. record
B. download
C. question
D. communicate
What is the main purpose of this e-mail?

A. to approve Brianna’s request for time off
B. to request that Brianna find a replacement
C. to schedule a meeting with Brianna
D. to ask Brianna to fill in for an absent co-worker
What will Brianna do for two weeks?

A. get job training  
B. rest from her surgery  
C. take care of her mother  
D. find a temporary replacement
Amira will *most likely* meet with Isaiah to ____.

A. learn more about his role  
B. teach him about her job  
C. ask him if he can help  
D. hire him for the job
<table>
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<tr>
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<td>4.6</td>
<td>3</td>
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</tr>
</tbody>
</table>

Understand academic vocabulary

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Hi Brianna,

I approved your request for a two-week leave of absence. I understand your need to take time off to help your mother recover from her surgery. I talked to Isaiah Moran from the Online Training team about being your temporary replacement. He said he would gladly help out while you are gone. Please make sure you take the time to meet with him before you leave. He's not prepared as of today.

Let’s meet tomorrow afternoon at 2:00 p.m. to complete the paperwork. Let me know if you have any concerns. We look forward to your return. You are a valued employee.

Amira Safar
Senior Manager, Ludlow Inc.

In line 4, the word **replacement** means _____.

A. assistant
B. co-worker
C. substitute
D. trainee
#31 Details
Retell key details

The Consequences of Lack of Sleep
Sam Adelson

We have all heard that it is important to get at least seven to nine hours of sleep each night. But what are the consequences if you don’t get enough sleep? First, you can have an increased risk of serious health problems like heart issues and unhealthy weight gain. But getting sufficient sleep isn’t just important for your health, it also lowers your risk for accidents. Research studies have shown that drivers who miss just one or two hours of sleep are about twice as likely to get into a car accident! So, to stay healthy and stay safe, it is important to make sure you get plenty of sleep each night.

Drivers who miss sleep are how much more likely to get into a car accident?

A. about two times
B. about three times
C. about seven times
D. about nine times
The Consequences of Lack of Sleep

Sam Adelson

We have all heard that it is important to get at least seven to nine hours of sleep each night. But what are the consequences if you don’t get enough sleep? First, you can have an increased risk of serious health problems like heart issues and unhealthy weight gain. But getting sufficient sleep isn’t just important for your health, it also lowers your risk for accidents. Research studies have shown that drivers who miss just one or two hours of sleep are about twice as likely to get into a car accident! So, to stay healthy and stay safe, it is important to make sure you get plenty of sleep each night.

The writer claims that people who lack sleep are more likely to get into car accidents. How does the writer support this claim?

A. He provides quotes from sleep experts.
B. He describes the results from a driver survey.
C. He gives a personal example from his life.
D. He gives results from research studies.
**The Consequences of Lack of Sleep**

Sam Adelson

We have all heard that it is important to get at least seven to nine hours of sleep each night. But what are the consequences if you don't get enough sleep? First, you can have an increased risk of serious health problems like heart issues and unhealthy weight gain. But getting **sufficient** sleep isn't just important for your health, it also lowers your risk for accidents. Research studies have shown that drivers who miss just one or two hours of sleep are about twice as likely to get into a car accident! So, to stay healthy and stay safe, it is important to make sure you get plenty of sleep each night.

What does **sufficient** mean?

A. enough
B. extra
C. pleasant
D. poor
NRS Educational Functioning Level

Level 6
What is the purpose of this e-mail?

A. to correct wrong information in the staff orientation package
B. to give Payroll enough time to process each employee’s Form D1
C. to provide information left out of the staff orientation package
D. to explain the benefits of the company’s direct-deposit payroll system
### Item #35 Details
Retell key details

<table>
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<th>Item</th>
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<td>4.6</td>
<td>3</td>
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</tbody>
</table>

Which step should new employees do first?

A. Give Sandy Althaus a blank check.
B. Give Lily MacKinnon a pay stub.
C. Complete and sign form D1.
D. Call their bank to apply for a credit card.

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To: All February New Staff
From: Lily MacKinnon, Payroll Manager
Subject: Payroll Direct Deposit

It has come to my attention that the information about our direct-deposit payroll option was omitted in error from the February new staff orientation package. Please find below the instructions for enrolling in this program.

For the convenience of our employees, Bloom Enterprises offers a direct-deposit payroll option for employees with accounts at most local banks. To participate, fill out and sign a Direct-Deposit Authorization Form DI available from Payroll. Include the bank's name and address, your account number and routing number, and the amount you wish to be deposited directly into the checking account. Staple a blank check to this form and return it to Sandy Althaus at Mail Code 6-3711. Be sure to write **VOID** across the front of the check.

Normally, direct deposit goes into effect in the second pay period following receipt of the form in Payroll. Participating employees will continue to receive a pay stub as a record of each deposit. If you have any questions, or would like a form mailed to you, please call Sandy at extension 7045 or e-mail salthaus@blooment.net.
In line 12, which word best matches the meaning of **VOID**?

A. empty  
B. invalid  
C. minus  
D. unoccupied
Management News
Two management experts give their perspectives on what makes workers more productive.

The Social Factor in Worker Productivity
By Robert Kohl, HR Director Seabridge Foods

All businesses want employees to put forth their best effort. Does providing incentives at the workplace such as free food or a flexible schedule produce a more motivated workforce?

Recent research points to something better than these kinds of perks at stimulating worker productivity. Study results found that teams of employees who were the most productive were those who felt a sense of what some call “social security” at work. These successful teams work for companies that have created an environment where it is safe to put forth their ideas and feelings. Sharing these ideas can lead to better problem solving and future growth of the team and company.

Moreover, a safe environment for sharing ideas helps to create positive social bonds between employees and managers. When employees share their thoughts and feelings and in turn feel listened to, they are more motivated to do their work and to do it well.

Rather than focusing on indulging employees with extras, leaders would do better to participate in, and encourage the sharing of, feelings and ideas. Greater worker satisfaction and overall workplace productivity comes from creating a safe place to share, not necessarily from additional tangible benefits.

Brain Training for Increased Productivity
By Linda Hernandez, CEO Future, Inc.

Smartphones and the internet have created more distractions for workers as social media and communication with friends and families are at people’s fingertips. As such, workers must learn methods to improve focus. Brain training can help workers sort through stimuli, ignore distractions, and strengthen their ability to focus on a single task. All of this will make workers more productive.

According to research, the ability to select which incoming stimuli to focus on and which to screen out could be a learned trait. For example, studies show that people who play certain fast-paced video games consistently strengthen their attention and focus. Researchers discovered that by playing these video games, players get better at certain tasks that can carry over into work. These tasks include improved attention control and being able to keep track of multiple objects and priorities simultaneously. As a result, workers can be more productive and less distracted by other stimuli. Other studies have shown similar results with meditation.

Helping workers train their brains to better focus is key to workplace success. This ability to concentrate is at the crux of improving worker productivity.
What does Linda Hernandez *most likely* think?

A. Workers who play video games are effective at work because they do something they enjoy in their free time.

B. Playing video games at home creates more learned bad habits than good habits in the workplace.

C. Workplaces would benefit from using technological tools that resemble video games to train workers.

D. No amount of brain training can make a worker better at being able to ignore distractions.
#38 Details
Locate/Compare details

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What does *neither* writer discuss as a factor in worker productivity?

A. benefits  
B. experience  
C. motivation  
D. salaries
#39 Vocabulary
Understand academic vocabulary

<table>
<thead>
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<th>Item</th>
<th>Content Area</th>
<th>ELP Standard</th>
<th>CASAS Competency</th>
<th>Task Area</th>
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</thead>
<tbody>
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<td>#39</td>
<td>Vocabulary</td>
<td>8</td>
<td>5.7</td>
<td>3</td>
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</tbody>
</table>

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2. Recent research points to something better than these kinds of perks at stimulating worker productivity. Study results found that teams of employees who were the most productive were those who felt a sense of what some call "social security" at work. These successful teams work for companies that have created an environment where it is safe to put forth their ideas and feelings. Sharing these ideas can lead to better problem solving and future growth of the team and company.
3. Moreover, a safe environment for sharing ideas helps to create positive social bonds between employees and managers. When employees share their thoughts and feelings and in turn feel listened to, they are more motivated to do their work and to do it well.
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Helping workers train their brains to better focus is key to workplace success. This ability to concentrate is at the crux of improving worker productivity.
In line 8, the word *stimulating* means _____.

A. animating  
B. encouraging  
C. improvising  
D. restructuring
#40  **Point of View and Supporting Evidence**  
Identify an author’s point of view

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**New Ideas in Education**

**Monthly Newsletter**

**The Arts and Academic Achievement**  
By Alejandro Garcia

As schools are challenged by budget cuts, the number of classes in the visual arts, music, and drama are often reduced. When there is so much pressure to increase test scores in subjects such as English, math and science, schools view the arts as a luxury. Although classes in other subjects are important, the view that art instruction isn’t necessary is misinformed; research shows there is a direct correlation between the arts and academic achievement. An arts curriculum is shown to increase cognitive development. Professor Wilde of Wells University has done extensive research on the impact of arts curriculum on academic achievement. Professor Wilde states, “The arts can be a window into other subjects that brings greater understanding and depth. A mind that learns to form new ideas is much better prepared to absorb them.”

One obstacle that schools commonly cite as being the reason for reducing the number of art classes is lack of time in the school day. With the increasing demands to boost test scores in other subjects, the number of choices in the arts is often first to go. But time doesn’t need to be an obstacle if art is directly linked to other subjects. In addition to existing classes, when the arts are integrated with other subjects, they can enhance learning. For example, music can be used to teach fractions in a math class, and a theatrical performance can be used to teach important events in history. The gains from involvement in the arts can lead to student success well beyond the benefits of self-expression.
Which statement from the article best shows the author’s main point?

A. An arts curriculum is shown to increase cognitive development.
B. A mind that learns to form new ideas is much better prepared to absorb them.
C. With the increasing demands to boost test scores in other subjects, art is left out.
D. When the arts are integrated with other subjects, they can enhance learning.
New Ideas in Education
Monthly Newsletter

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By Alejandro Garcia

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The writer would *most likely* agree that _____.

A. classes in other subjects do not need to be replaced by art classes
B. there will be complaints about changes to the school curriculum
C. including the arts will decrease the pressure for high test scores
D. schools will require an increase in their budgets to add art classes
#42  **Vocabulary**  
Understand words with multiple meanings

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The quote from Professor Wilde states, “The arts can be like a window into other subjects that brings greater understanding and depth.” What does he mean by like a window?

A. a way to separate ideas
B. a way to pursue different ideas
C. a way to provide more clarity
D. a way to indicate important differences