

Reading STEPS Sample Items

NRS Educational Functioning Level

Level 1

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#1	High-frequency Vocabulary (Pictures) Photo items	8	1.2.9	4	D



- A. shirts
- B. shoes
- C. shorts
- D. socks

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#2	High-frequency Vocabulary (Texts) Abbreviations	8	2.3.2	3	C

Dec.

- A. October
- B. November
- C. December
- D. January

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#3	Numbers Number formatting	8	2.3.4	3	A

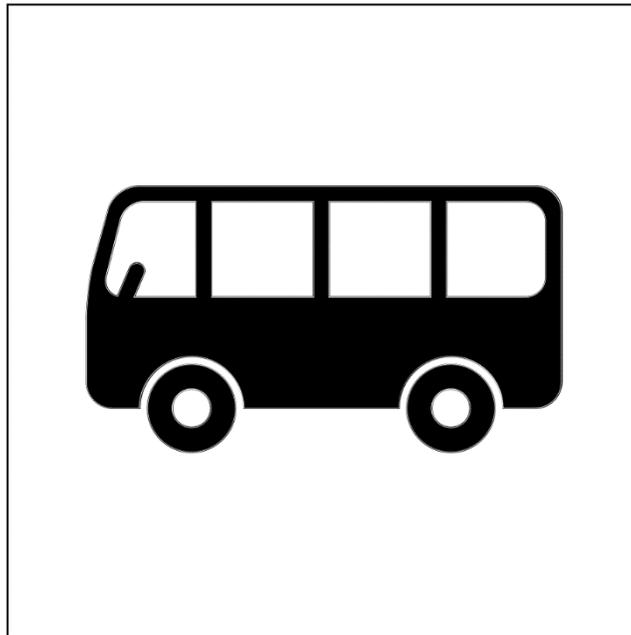
March 29, 1984

- A. 3-29-84
- B. 5-29-84
- C. 7-29-84
- D. 9-29-84

NRS Educational Functioning Level

Level 2

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#4	High-frequency Vocabulary (Pictures) Symbols	8	2.2.1	4	A



- A. bus
- B. train
- C. plane
- D. bike

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#5	High-frequency Vocabulary (Texts) Words on forms	8	0.2.2	3	A

Date:

- A. 6/23/20
- B. 510-555-0769
- C. #000892
- D. 44032

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#6	Details Retell key details	1	1.6.4	4	D




Green Outdoor Market
457 Washington Ave.
Brooklyn, NY 11238

Date: 3/30
Sold by: Lynette Morgan

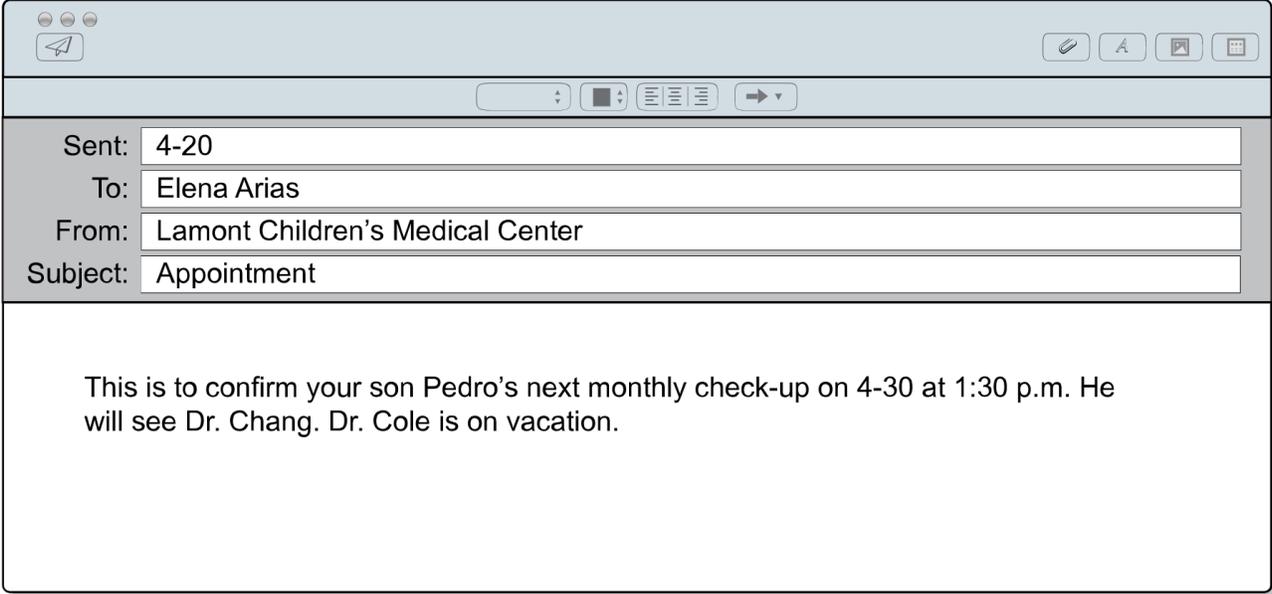
Number	Item	Price	Total
1	dozen flowers (roses)	\$15	\$15
2	large tomato plants	\$ 6	\$12
5	small pots	\$ 4	\$20
Total (cash only)			\$47

Signature Lynette Morgan
All sales are final. No returns.

What is the total price for everything?

- A. \$12
- B. \$15
- C. \$20
- D. \$47

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#7	Details Retell key details	1	3.1.2	3	A



The screenshot shows an email client window with the following details:

- Sent: 4-20
- To: Elena Arias
- From: Lamont Children's Medical Center
- Subject: Appointment

The body of the email contains the text: "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."

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

NRS Educational Functioning Level

Level 3

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#8	Main Idea Identify the main topic	1	2.2.4	4	D

IVY VINE COLLEGE
New service starting October 10!



park & ride
free shuttle bus service
from all student parking lots to all classroom buildings

Buses run every 15 minutes
Monday - Friday
6:00 am - midnight

Students only
Students must show Student ID

What is this sign about?

- A. locating parking spots
- B. getting student ID cards
- C. student class schedules
- D. a transportation service

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#9	Details Retell key details	1	2.2.4	4	D



IVY VINE COLLEGE
New service starting October 10!



park&ride
free shuttle bus service
from all student parking lots to all classroom buildings

Buses run every 15 minutes
Monday - Friday
6:00 am - midnight

Students only
Students must show Student ID

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

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#10	Main Idea Identify an author’s purpose	1	4.4.3	4	A

❖ 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

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#11	Details Retell key details	1	4.4.3	4	C

❖ **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

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

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#12	Main Idea Identify an author’s purpose	1	3.5.9	1	B



Family Fitness Center

Physical Fitness Profile

Section 1	
Name <u>Barry Marooki</u>	Height <u>5' 8"</u> Weight <u>240</u>
Age <u>31</u>	Occupation: <u>construction</u>
Section 2	
What is your fitness goal? Check which applies:	
<input type="checkbox"/> Overall fitness	<input type="checkbox"/> Cardiovascular improvement
<input checked="" type="checkbox"/> Weight loss	<input type="checkbox"/> Other
Section 3	
Have you ever followed a physical fitness program? <input checked="" type="radio"/> Yes No (circle one)	
If yes, please explain: <u>Played high school football.</u>	
Section 4	
How much time do you have available to exercise on your own?	
Minutes per day	30 <input checked="" type="radio"/> 45 60 75 90
Days of the week	<input checked="" type="radio"/> SUN MON TUE <input checked="" type="radio"/> WED THU FRI <input checked="" type="radio"/> SAT
Time of day	AM <input checked="" type="radio"/> PM
Section 5	
Additional Information: <u>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.</u>	

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

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#13	Details Retell key details	1	3.5.9	1	A



Family Fitness Center

Physical Fitness Profile

Section 1	
Name <u>Barry Marooki</u>	Height <u>5' 8"</u> Weight <u>240</u>
Age <u>31</u>	Occupation: <u>construction</u>
Section 2	
What is your fitness goal? Check which applies:	
<input type="checkbox"/> Overall fitness	<input type="checkbox"/> Cardiovascular improvement
<input checked="" type="checkbox"/> Weight loss	<input type="checkbox"/> Other
Section 3	
Have you ever followed a physical fitness program? <input checked="" type="radio"/> Yes No (circle one)	
If yes, please explain: <u>Played high school football.</u>	
Section 4	
How much time do you have available to exercise on your own?	
Minutes per day	30 <input checked="" type="radio"/> 45 60 75 90
Days of the week	<input checked="" type="radio"/> SUN MON TUE <input checked="" type="radio"/> WED THU FRI <input checked="" type="radio"/> SAT
Time of day	AM <input checked="" type="radio"/> PM
Section 5	
Additional Information: <u>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.</u>	

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

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#14	Vocabulary Understand academic vocabulary	8	3.5.9	1	D



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.

In Section 5, which word *best* matches the meaning of techniques?

- A. events
- B. machines
- C. schedules
- D. strategies

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#15	Main Idea Identify the main topic	1	4.1.3	4	A



Job Search

Job Title, Keywords

Location

[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.

[Apply Now!](#)

What is this information about?

- A. a new job
- B. new summer camps
- C. the zoo hours
- D. a zoo program

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#16	Details Retell key details	1	4.1.3	4	D



Job Search

Job Title, Keywords

Location

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.

Apply Now!

The zoo helper will _____.

- A. clean the animals
- B. work full time
- C. feed the animals
- D. teach in the summer

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#17	Vocabulary Understand academic vocabulary	8	4.1.3	4	B



Job Search

Job Title, Keywords

Location

[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.

[Apply Now!](#)

The word provide means _____.

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

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#18	Main Idea Identify an author's purpose	1	2.8.3	4	B



NEW CLASS

Valleyview Adult School

Computer skills Training

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

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#19	Details Retell key details	1	2.8.3	4	C



NEW CLASS

Valleyview Adult School

Computer skills Training

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

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

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#20	Vocabulary Understand academic vocabulary	8	2.8.3	4	A



NEW CLASS

Valleyview Adult School

Computer Skills Training

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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

What does register mean?

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

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#21	Main Idea Identify an author's purpose	1	4.6.2	3	C

1 Dear Employees,

2

3 Due to increased travel costs, we are changing some of our business travel policies

4 beginning today.

5

6 **Travel Request**

7 All employees must now submit a Travel Request Form to their manager before

8 travelling. If you did not get permission, employees will need to pay for any trip

9 cancellation fees. Do not make travel plans without getting permission first!

10

11 **Hotels**

12 The company will now only pay up to \$150.00 per night for a hotel. You need to give

13 receipts to your manager.

14

15 **Meals**

16 The company will now pay for daily meals. Each meal cannot be more than \$20.00 for

17 food and drink. Receipts must be provided.

18

19 Thank you,

20 Julie Dryer

21 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	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#22	Details Retell key details	1	4.6.2	3	A

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

1 Dear Employees,
2
3 Due to increased travel costs, we are changing some of our business travel policies
4 beginning today.
5
6 **Travel Request**
7 All employees must now submit a Travel Request Form to their manager before
8 travelling. If you did not get permission, employees will need to pay for any trip
9 cancellation fees. Do not make travel plans without getting permission first!
10
11 **Hotels**
12 The company will now only pay up to \$150.00 per night for a hotel. You need to give
13 receipts to your manager.
14
15 **Meals**
16 The company will now pay for daily meals. Each meal cannot be more than \$20.00 for
17 food and drink. Receipts must be provided.
18
19 Thank you,
20 Julie Dryer
21 Human Resources Manager

How much will the company pay for each meal?

- A. \$20
- B. \$60
- C. \$150
- D. nothing

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#23	Details Retell key details	1	4.6.2	3	D

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

1 Dear Employees,
2
3 Due to increased travel costs, we are changing some of our business travel policies
4 beginning today.
5
6 **Travel Request**
7 All employees must now submit a Travel Request Form to their manager before
8 travelling. If you did not get permission, employees will need to pay for any trip
9 cancellation fees. Do not make travel plans without getting permission first!
10
11 **Hotels**
12 The company will now only pay up to \$150.00 per night for a hotel. You need to give
13 receipts to your manager.
14
15 **Meals**
16 The company will now pay for daily meals. Each meal cannot be more than \$20.00 for
17 food and drink. Receipts must be provided.
18
19 Thank you,
20 Julie Dryer
21 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

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#24	Main Idea Identify an author’s purpose	1	4.1.3	4	B

North Coast Dental Center is Hiring!

<p>Wanted: Dental Assistants Duties include:</p> <ul style="list-style-type: none"> - Provide administrative support - Sterilize instruments - Process dental x-rays taken by hygienist - Prepare patients for treatment - Schedule appointments - Fill out insurance forms <p>Requirements:</p> <ul style="list-style-type: none"> - Certificate of attendance for at least 6 months in dental assistant training - At least 2 years’ work experience as a dental assistant 	<p>Wanted: Dental Hygienists Duties include:</p> <ul style="list-style-type: none"> - Treat oral disease - Educate patients on disease prevention - Perform routine dental exams - Provide regular dental care - Take and interpret dental x-rays - <u>Document</u> patient health history - Work as a dental assistant when necessary <p>Requirements:</p> <ul style="list-style-type: none"> - Associate or bachelor’s degree in dental hygiene - At least 2 years’ work experience as a dental hygienist
---	---

Apply online at northcoastdds@health.com

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

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#25	Details Retell key details	1	4.1.3	4	A

North Coast Dental Center is Hiring!

<p>Wanted: Dental Assistants Duties include:</p> <ul style="list-style-type: none"> - Provide administrative support - Sterilize instruments - Process dental x-rays taken by hygienist - Prepare patients for treatment - Schedule appointments - Fill out insurance forms <p>Requirements:</p> <ul style="list-style-type: none"> - Certificate of attendance for at least 6 months in dental assistant training - At least 2 years' work experience as a dental assistant 	<p>Wanted: Dental Hygienists Duties include:</p> <ul style="list-style-type: none"> - Treat oral disease - Educate patients on disease prevention - Perform routine dental exams - Provide regular dental care - Take and interpret dental x-rays - <u>Document</u> patient health history - Work as a dental assistant when necessary <p>Requirements:</p> <ul style="list-style-type: none"> - Associate or bachelor's degree in dental hygiene - At least 2 years' work experience as a dental hygienist
---	---

Apply online at northcoastdds@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

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#26	Vocabulary Understand academic vocabulary	8	4.1.3	4	A

North Coast Dental Center is Hiring!

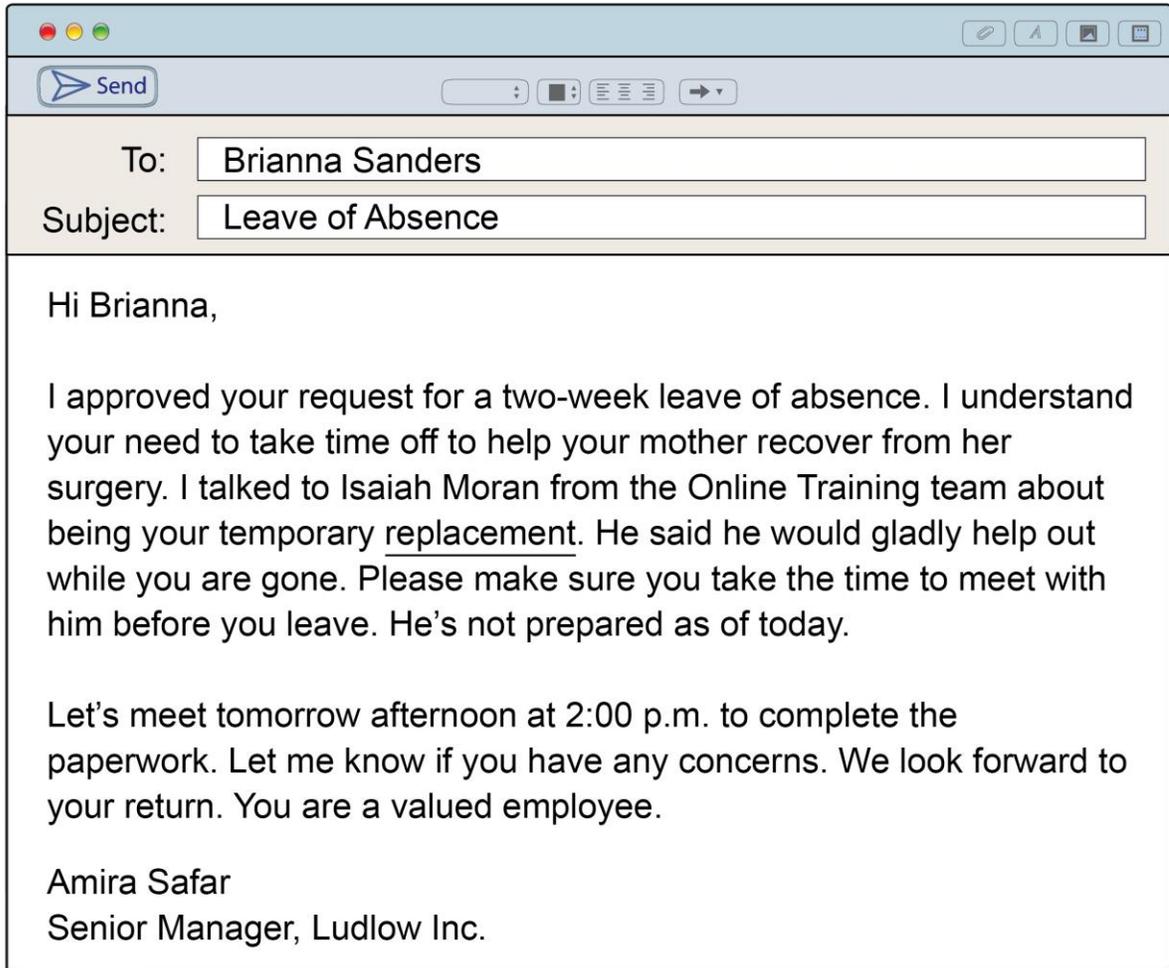
<p>Wanted: Dental Assistants Duties include:</p> <ul style="list-style-type: none"> - Provide administrative support - Sterilize instruments - Process dental x-rays taken by hygienist - Prepare patients for treatment - Schedule appointments - Fill out insurance forms <p>Requirements:</p> <ul style="list-style-type: none"> - Certificate of attendance for at least 6 months in dental assistant training - At least 2 years' work experience as a dental assistant 	<p>Wanted: Dental Hygienists Duties include:</p> <ul style="list-style-type: none"> - Treat oral disease - Educate patients on disease prevention - Perform routine dental exams - Provide regular dental care - Take and interpret dental x-rays - <u>Document</u> patient health history - Work as a dental assistant when necessary <p>Requirements:</p> <ul style="list-style-type: none"> - Associate or bachelor's degree in dental hygiene - At least 2 years' work experience as a dental hygienist
---	---

Apply online at northcoastdds@health.com

What does document mean in this notice?

- A. record
- B. download
- C. question
- D. communicate

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#27	Main Idea Identify an author’s purpose	1	4.6.2	3	A



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

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#28	Details Retell key details	1	4.6.2	3	C

The screenshot shows an email window with the following content:

To: Brianna Sanders
Subject: Leave of Absence

Hi Brianna,

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

7

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

Amira Safar
 Senior Manager, Ludlow Inc.

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

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#29	Inference Infer/Draw conclusions	1	4.6.2	3	B

The screenshot shows an email window with the following content:

To: Brianna Sanders
Subject: Leave of Absence

Hi Brianna,

1 I approved your request for a two-week leave of absence. I understand
 2 your need to take time off to help your mother recover from her
 3 surgery. I talked to Isaiah Moran from the Online Training team about
 4 being your temporary replacement. He said he would gladly help out
 5 while you are gone. Please make sure you take the time to meet with
 6 him before you leave. He's not prepared as of today.
 7

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

Amira Safar
 Senior Manager, Ludlow Inc.

Brianna 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

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#30	Vocabulary Understand academic vocabulary	8	4.6.2	3	C

The screenshot shows an email client window with the following content:

To: Brianna Sanders
Subject: Leave of Absence

Hi Brianna,

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

7

8 Let's meet tomorrow afternoon at 2:00 p.m. to complete the
 9 paperwork. Let me know if you have any concerns. We look forward to
 10 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

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#31	Details Retell key details	1	3.6.9	3	A

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

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#32	Point of View and Supporting Evidence Identify supporting evidence	6	3.6.9	3	D

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.

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#33	Vocabulary Understand academic vocabulary	8	3.6.9	3	A

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

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#34	Main Idea Identify an author’s purpose	1	4.6.2	3	C

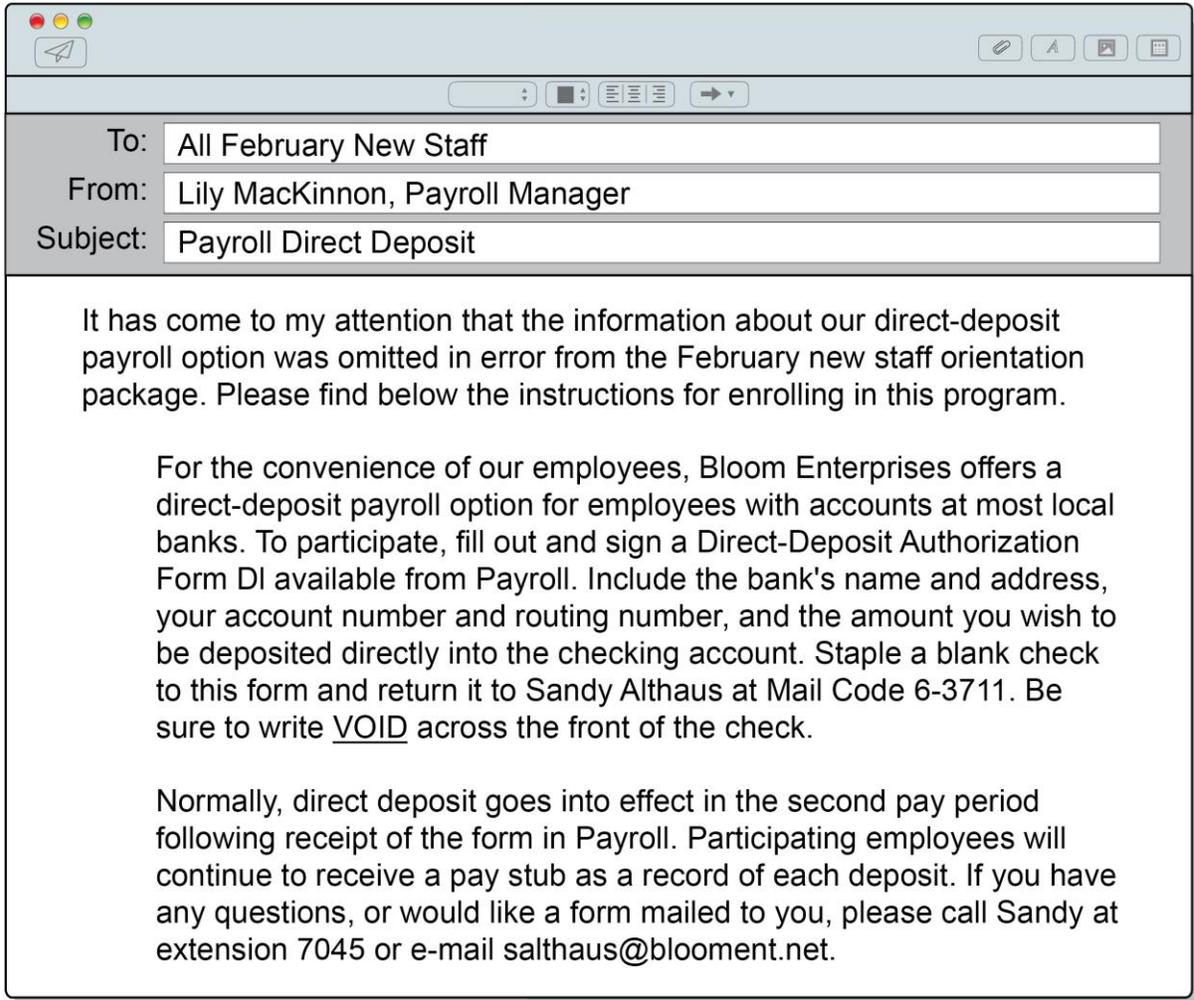
To: All February New Staff
From: Lily MacKinnon, Payroll Manager
Subject: Payroll Direct Deposit

1 It has come to my attention that the information about our direct-deposit
2 payroll option was omitted in error from the February new staff orientation
3 package. Please find below the instructions for enrolling in this program.
4
5 For the convenience of our employees, Bloom Enterprises offers a
6 direct-deposit payroll option for employees with accounts at most local
7 banks. To participate, fill out and sign a Direct-Deposit Authorization
8 Form D1 available from Payroll. Include the bank’s name and address,
9 your account number and routing number, and the amount you wish to
10 be deposited directly into the checking account. Staple a blank check
11 to this form and return it to Sandy Althaus at Mail Code 6-3711. Be
12 sure to write VOID across the front of the check.
13
14 Normally, direct deposit goes into effect in the second pay period
15 following receipt of the form in Payroll. Participating employees will
16 continue to receive a pay stub as a record of each deposit. If you have
17 any questions, or would like a form mailed to you, please call Sandy at
18 extension 7045 or e-mail salthaus@blooment.net.

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	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#35	Details Retell key details	1	4.6.2	3	C



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.

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#36	Vocabulary Understand academic vocabulary	8	4.6.2	3	B

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In line 12, which word *best* matches the meaning of VOID?

- A. empty
- B. invalid
- C. minus
- D. unoccupied

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#37	Inference Infer/Draw conclusions	1	5.7.5	3	C

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

1 All businesses want employees to put
2 forth their best effort. Does providing
3 incentives at the workplace such as free
4 food or a flexible schedule produce a more
5 motivated workforce?
6 Recent research points to something
7 better than these kinds of perks at
8 stimulating worker productivity. Study
9 results found that teams of employees
10 who were the most productive were those
11 who felt a sense of what some call “social
12 security” at work. These successful teams
13 work for companies that have created an
14 environment where it is safe to put forth
15 their ideas and feelings. Sharing these
16 ideas can lead to better problem solving
17 and future growth of the team and
18 company.
19 Moreover, a safe environment for
20 sharing ideas helps to create positive
21 social bonds between employees and
22 managers. When employees share their
23 thoughts and feelings and in turn feel
24 listened to, they are more motivated to do
25 their work and to do it well.
26 Rather than focusing on indulging
27 employees with extras, leaders would do
28 better to participate in, and encourage the
29 sharing of, feelings and ideas. Greater
30 worker satisfaction and overall workplace
31 productivity comes from creating a safe
32 place to share, not necessarily from
33 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.

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#38	Details Locate/Compare details	1	5.7.5	3	D

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

- A. benefits
- B. experience
- C. motivation
- D. salaries

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#39	Vocabulary Understand academic vocabulary	8	5.7.5	3	B

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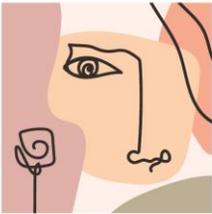
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Helping workers train their brains to better focus is key to workplace success. This ability to concentrate is at the crux of improving worker productivity.

In line 8, the word stimulating means _____.

- A. animating
- B. encouraging
- C. improvising
- D. restructuring

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#40	Point of View and Supporting Evidence Identify an author’s point of view	6	2.8.8	3	D



New Ideas in Education

Monthly Newsletter

The Arts and Academic Achievement
By Alejandro Garcia

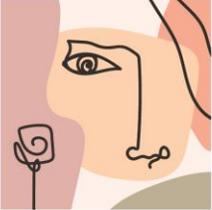
As schools are challenged by budget cuts, the number of classes in the visual arts, music, and drama are often reduced. When there is so much pressure to increase test scores in subjects such as English, math and science, schools view the arts as a luxury. Although classes in other subjects are important, 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 like 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.

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#41	Inference Infer/Draw conclusions	1	2.8.8	3	A



New Ideas in Education

Monthly Newsletter

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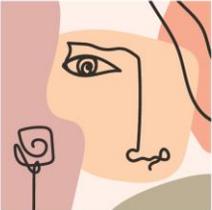
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The writer would *most likely* agree that _____.

- 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

Item	Content Area	ELP Standard	CASAS Competency	Task Area	Key
#42	Vocabulary Understand words with multiple meanings	8	2.8.8	3	C



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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