Level D

Reading

STEPS

Sample Items

2023

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Turn the page.

DIRECTIONS

1. Mark your answers on the answer sheet. Use a number 2 pencil only.
2. Please do **not** write in the test booklet.
3. Try to answer every question. Choose the **one** best answer. If you want to change an answer, be sure to erase the first mark completely.

Practice

Star Tech

Employee Computer and Internet Policy

All Star Tech employees have a computer Internet connection to use for company business. The company also has a liberal policy of giving employees up to 30 minutes of personal Internet use each day. However, communications on company computers belong to Star Tech. The company can look at all messages and documents on its computers and other company technology.

Practice 1

In line 2, which word means the same as the underlined word <u>liberal</u> in this announcement?

A. generous

B. radical

C. traditional

D. widespread

Practice 2

Which statement *best* summarizes this announcement?

A. The company requires a more straightforward computer-use policy.

B. Too many employees have violated proper computer-use standards.

C. The company plans to prohibit sending and receiving personal email.

D. The company monitors employee personal computer use time.

Turn the page to begin the test.

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.

1. 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

2. 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

3. In Section 5, which word *best* matches the meaning of <u>techniques</u>?

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

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.

Apply Now!

4. What is this information about?

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

5. The zoo helper will ____.

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

6. The word provide means _____.

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

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

7. 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

8. 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

9. What does <u>register</u> mean?

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

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

10. 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

11. How much will the company pay for each meal?

A. $20

B. $60

C. $150

D. nothing

12. 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

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 Hygenists
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 northcoastdds@health.com

13. The main purpose of this notice is to ____.

    A. describe the type of work dental assistants and hygienists are trained

    B. inform applicants that North Coast Dental Center is now hiring dental

    C. persuade applicants that North Coast Dental Center is a good place

    D. explain what is required to get an advanced degree in dentistry

14. 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

15. What does document mean in this notice?

A. record

B. download

C. question

D. communicate

Send

To: Brianna Sanders

Subject: Leave of Absence

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.

16. 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

17. 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

18. 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

19. In line 4, the word <u>replacement</u> means ____.

A. assistant
B. co-worker
C. substitute
D. trainee

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.

20. 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

21. 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.

22. What does sufficient mean?

A. enough
B. extra
C. pleasant
D. poor

CASAS Reading STEPS – Sample Test Items

Answer Keys

Level D

Practice 1. A

Practice 2. D

1. B
2. A
3. D
4. A
5. D
6. B
7. B
8. C
9. A
10. C
11. A
12. D
13. B
14. A
15. A
16. A
17. C
18. B
19. C
20. A
21. D
22. A