Level E

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

The Goffe Health Center

We Are Your Health Authority

"Use it or lose it." This is an expression we often say when we talk about physical skills or activities that require us to use our muscles.

Goffe Health Center (GHC) researchers have now proven that these words also apply to cognition, especially as we age. As a result, your GHC physicians now encourage senior citizens to use their mental skills in new and different ways – every day!

- Go to a movie or play.
- Read a newspaper or magazine.
- Do a Sudoku or crossword puzzle.
- Keep a diary or write your life story.
- Take a course at a nearby college or senior center.

Practice 1

In line 11 of the health advisory, which activity *best* matches the physicians' advice? A woman in her ____.

A. twenties learning to play tennis

B. thirties watching the news every night

C. forties walking three miles a day

D. sixties learning a foreign language

Practice 2

In line 4, the writer uses the phrase <u>as a result</u> to show that ____.

A. sentence 3 is more accurate than sentence 4

B. sentence 4 is more important than sentence 3

C. the idea in sentence 4 is caused by the idea in sentence 3

D. the idea in sentence 4 is the opposite of the idea in sentence 3

Turn the page to begin the test.

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

1. 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

2. 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

3. 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.

4. 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

5. 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

6. 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

7. 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.

8. 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

9. 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.

10. What does sufficient mean?

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

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@bloomenet.net.

11. 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

12. 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.

13. 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.

14. 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.

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

A. benefits

B. experience

C. motivation

D. salaries

16. In line 8, the word stimulating means ____.

A. animating

B. encouraging

C. improvising

D. restructuring

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.

17. 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.

18. 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

19. The quote from Professor Wilde states, "The arts can be <u>like a window</u> into other subjects that brings greater understanding and depth." What does he mean by <u>like a window</u>?

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

CASAS Reading STEPS – Sample Test Items

Answer Keys

Level E

Practice 1. D

Practice 2. C

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