1. Where in the factory do workers not need to wear boots?

A  О  In the chemical room  
B  О  Only in the lunch room.  
C  О  They always need to wear safety boots.  
D  О  In the lunch room and the office areas

ABE Company Safety Manual  
Page 1 of 1  
Change # 3  

Safety Section:  Personal Safety  
Category:  Foot Protection  

All employees must wear U.S. Superior Rating foot protection when working in all areas of the plant, except the office and lunchroom.

This policy was established to meet U.S. OSHA safety standard 345: 23 which states: “Where danger of injury to a worker's foot exists, the employer shall make sure that all workers wear safety boots that are appropriate to the level of potential danger.

U.S. Superior Rating boots are available in the safety cabinets and must be used when an employee is required to work in wet conditions where exposure to chemicals is possible.
2. This is document was last revised on 1/28/99. How many times was this manual page written before this one?

<table>
<thead>
<tr>
<th>ABE Company Safety Manual</th>
<th>Page 1 of 1</th>
<th>Change # 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Section: Personal Safety</td>
<td></td>
<td></td>
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</table>

A  O  You can’t tell from the information
B  O  One.
C  O  Two.
D  O  Three.
3. The “Subject” line of the memo describes:

A  О  What the memo is about
B  О  What to do
C  О  Who will read the memo
D  О  When the memo was sent

SAFETY MEMO

To:  All employees
From:  Management
Subject:  First Aide Kits

Employees have been asking to put first aide kits in different areas around the factory.  Company policy states that all injuries, no matter how serious, must be reported to and treated at the First Aide Station near the security desk. All employees who visit this First Aide Station must fill-out a form to give to their supervisor.
4. This is a deposit and withdrawal slip. When would a customer need to use this?

A ○ To put money in the bank
B ○ To open an account
C ○ To count money
D ○ To find an account number
5. To make a cash withdrawal, the customer must do which of the following:

A ○ Fill out this form completely
B ○ Ask the teller for some money
C ○ Sign the form in front of a bank employee
D ○ All of the above
6. In how many places must the customer write the account number?

A ○ 1
B ○ 2
C ○ 3
D ○ 0
7. When depositing the cash, the customer must:

A ○ Just write the total amount of cash
B ○ Only deposit cash – no coins
C ○ Write down the number & type of each bill or denomination
D ○ Only write down the check number
8. This deposit slip may be used for which type of account?

A ○ Business account
B ○ Corporate account
C ○ Personal account
D ○ Organization account
9. How many hours long is Mark’s current shift on April 20th?

<table>
<thead>
<tr>
<th>Clerk Requesting Trade Name:</th>
<th>Clerk Accepting Trade Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Abrahamson</td>
<td>Jane Song</td>
</tr>
<tr>
<td>Employee Type:</td>
<td>Employee Type:</td>
</tr>
<tr>
<td>Fulltime</td>
<td>Parttime</td>
</tr>
<tr>
<td>Current Shift</td>
<td>Current Shift</td>
</tr>
<tr>
<td>Date April 20</td>
<td>Date April 24</td>
</tr>
<tr>
<td>Time 8:30AM – 8:30PM</td>
<td>Time 8:30AM – 6:30PM</td>
</tr>
<tr>
<td>Shift Hours 12 hours</td>
<td>Shift Hours 10 hours</td>
</tr>
</tbody>
</table>

I cannot work on April 20. Jane will work for me on the 20th and then I will work for her on the 24th. Thanks.

A  O  10  
B  O  12  
C  O  40 hours/week  
D  O  full-time
10. For which dates are shifts being traded?

A  O  15\textsuperscript{th} for the 24\textsuperscript{th}
B  O  20\textsuperscript{th} for the 24\textsuperscript{th}
C  O  15\textsuperscript{th} for the 20\textsuperscript{th}
D  O  20\textsuperscript{th} for some future date
11. Which sentence describes the employment status of each employee?

A  Both employees are full-time.
B  Both employees are part-time.
C  Jane is full-time.
D  Mark is full-time.
12. Which employee is going to lose work hours because of the switch?

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<tr>
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I cannot work on April 20. Jane will work for me on the 20th and then I will work for her on the 24th. Thanks.

A  O  Mark  
B  O  Jane  
C  O  Neither  
D  O  Both

<table>
<thead>
<tr>
<th>Job Name</th>
<th>Monday Reg/OT</th>
<th>Tuesday Reg/OT</th>
<th>Wednesday Reg/OT</th>
<th>Thursday Reg/OT</th>
<th>Friday Reg/OT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse</td>
<td>8</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shipping</td>
<td>7</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receiving</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bers Candy</td>
<td>3</td>
<td>1</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cook Cola</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Dock</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total hrs/day</td>
<td>8</td>
<td>3</td>
<td>8</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>Total Reg (Reg) Hours:</td>
<td>32</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Overtime (OT) Hours:</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Signature:</td>
<td>John Vargas</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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</table>

A  O  John never works overtime.
B  O  John come into work early.
C  O  John works overtime on M – Thursday so he doesn’t have to work on Friday.
D  O  John works more than any other employee.
Answers to Printed Reading Practice questions.

1. D - Finding information
2. C - Using information
3. A - Using information
4. A – Understanding purpose
5. D - Using information
6. B - Finding information
7. C - Finding information
8. C - Finding information
9. B - Finding information
10. B - Finding information
11. D - Using information
12. A - Using information
13. C - Using information