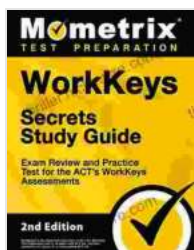


# WorkKeys Secrets Study Guide Exam Review and Practice Test for the ACT WorkKeys

The WorkKeys exam is a job skills assessment that measures your abilities in reading, math, and graphic literacy. Employers use the WorkKeys exam to screen job candidates and to develop training programs for their employees. The exam consists of three modules:

The WorkKeys exam covers a wide range of topics, including:

There are several ways to prepare for the WorkKeys exam. You can study on your own using online resources or study guides, or you can take a preparation course offered by a community college or career center. If you're studying on your own, be sure to focus on the topics that are covered on the exam. You can also take practice tests to get a feel for the format of the exam and to identify areas where you need to improve.



## WorkKeys Secrets Study Guide - Exam Review and Practice Test for the ACT's WorkKeys Assessments:

[2nd Edition] by Murray Shukyn

★★★★☆ 4.3 out of 5

Language : English

File size : 15295 KB

Print length : 202 pages

Screen Reader : Supported

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On the exam day, you will be given three hours to complete the exam. The exam is computer-based, and you will be given a headset to listen to the instructions. You will be allowed to use a calculator, but you will not be allowed to use any other resources.

The exam is divided into three sections, and you will have one hour to complete each section. The sections are timed, so you will need to pace yourself. If you do not finish a section within the allotted time, you will not be able to go back and complete it.

Here are some practice test questions to help you prepare for the WorkKeys exam:

### **Applied Mathematics**

### **Reading for Information**

The company has a policy of promoting employees from within. Employees who have been with the company for at least two years and have a good performance record are eligible for promotion. What are the requirements for promotion at the company?

Invoice

Date: January 1, 2023

Customer: ABC Company

Invoice Number: 12345

Description: 100 widgets

Unit Price: \$10.00

Total: \$1,000.00

What is the total amount of the invoice?

### **Locating Information**

Product	Price	Quantity	Widget A	Widget B	Widget C
	\$10.00	5			
	\$15.00	10			
	\$20.00	15			

What is the total cost of Widget B and Widget C?

Job Description

Job Title: Customer Service Representative

Department: Customer Service

Location: Anytown, USA

Salary: \$15.00 per hour

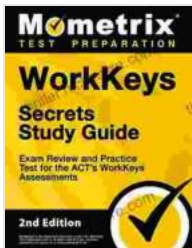
Benefits: Health insurance, dental insurance, vision insurance, paid time off

What are the benefits offered by this job?

These are just a few examples of the types of questions that you may encounter on the WorkKeys exam. By practicing these questions, you can

increase your chances of success on the exam.

The WorkKeys exam is a challenging but fair assessment of your job skills. By preparing for the exam and understanding what to expect on the exam day, you can increase your chances of success. With a little hard work and dedication, you can ace the WorkKeys exam and open up new opportunities for your career.



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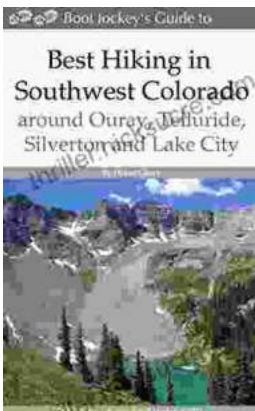
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