

Clerical Reasoning Test Battery (CTB2) Sample-Question Booklet

Part One – Verbal Reasoning

Instructions for: Verbal Reasoning

This test is designed to assess your understanding of words and the relationships between words.

Each question has six possible answers. **One and only one** is correct in each case.

Proceed to the next page to answer some Verbal Reasoning questions.

Verbal Reasoning

1. Sick means the same as ...?

1	2	3	4	5	6
Labour	Unwell	Healthy	Disease	Evil	Rest

2. Drive is to Car as Fly is to ...?

1	2	3	4	5	6
Ship	Bird	Aeroplane	Cycle	Float	Jump

3. Which of the following is the odd one out?

1	2	3	4	5	6
Cheese	Rice	Sugar	Bread	Wood	Milk

4. Dark means the opposite of ...?

1	2	3	4	5	6
Gloomy	Нарру	Red	Heavy	Light	Day

Verbal Reasoning

- 1. 2 Unwell sick means the same as unwell.
- 2. 3 Airplane you dive a car and fly an airplane.
- 3. 5 Wood all the others are food items.
- 4. 5 Light dark means the opposite of light.

Part Two – Numerical Ability

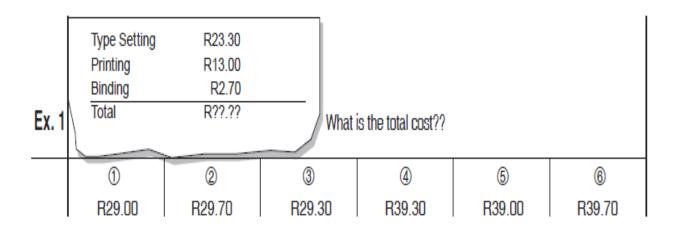
Instructions for: Numerical Ability

This test is designed to assess your ability to work with numbers.

Each question has six possible answers. One and only one is correct in each case.

Proceed to the next page to answer some Numerical Ability questions.

Numerical Reasoning



Ex. 2	If the original price of an item is R20.00 and this price is discounted by 10%, what is the purchase price of the item?						
	1	2	3	4	(5)	6	
	R19.80	R19.00	R18.00	R18.80	R22.00	R18.20	

Numerical Ability

- 1. 5 R30
- *3* R18.00 Ten percent of R20.00 is R2.00. Therefore, the purchase price would be R18.00.

Part Three – Clerical Checking

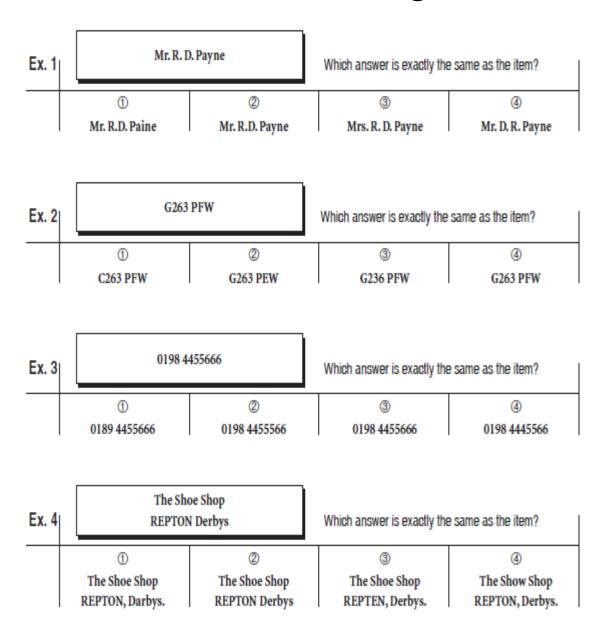
Instructions for: Clerical Checking

This is a test of your ability to perceive details in words and numbers accurately, and to recognise likenesses and differences rapidly. In the test you will be presented with one correct item made up of words and/or numbers and a choice of four numbered alternatives, only one of which has been transcribed correctly.

Your task is to select the numbered alternative that is an exact match to the item in the box.

Proceed to the next page to answer some Clerical Checking questions.

Clerical Checking



Clerical Checking

- *1. 2*
- 2. 4
- *3. 3*
- *4. 2*

Part Four – Spelling

Instructions for: Spelling

This is a test of general spelling ability.

Each question has six possible answers. One and only one is correct in each case.

Proceed to the next page to answer some Spelling questions.

Spelling

Ex.1	Which one of these words is spelt correctly?						
	1)	2	3	4	6	6	
	entrepreneur	entrapreneur	entreprenuer	entreprener	entraprenuer	entraprener	

Ex. 2 Which one of these words is spelt correctly?							
	1	2	3	4	(5)	6	
	comittee	commitee	commite	committee	comitee	committe	

Spelling

- **1. 1**
- 2. 4