



***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	Happy	Red	Heavy	Light	Day

***Proceed to the next page
to view the answers.***

Verbal Reasoning

Answers:

1. **2 Unwell** – *sick means the* same as unwell.
2. **3 Airplane** – *you drive 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. 1

Type Setting	R23.30
Printing	R13.00
Binding	R2.70
<hr/>	
Total	R??.??

What is the total cost??

①	②	③	④	⑤	⑥
R29.00	R29.70	R29.30	R39.30	R39.00	R39.70

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

***Proceed to the next page
to view the answers.***

Numerical Ability

Answers:

1. 5 R30

2. 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

Ex. 1	Mr. R. D. Payne	Which answer is exactly the same as the item?		
	① Mr. R.D. Paine	② Mr. R.D. Payne	③ Mrs. R. D. Payne	④ Mr. D. R. Payne

Ex. 2	G263 PFW	Which answer is exactly the same as the item?		
	① C263 PFW	② G263 PEW	③ G236 PFW	④ G263 PFW

Ex. 3	0198 4455666	Which answer is exactly the same as the item?		
	① 0189 4455666	② 0198 4455566	③ 0198 4455666	④ 0198 4445566

Ex. 4	The Shoe Shop REPTON Derbys	Which answer is exactly the same as the item?		
	① The Shoe Shop REPTON, Darbys.	② The Shoe Shop REPTON Derbys	③ The Shoe Shop REPTEN, Derbys.	④ The Show Shop REPTON, Derbys.

***Proceed to the next page
to view the answers.***

Clerical Checking

Answers:

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	⑤	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

***Proceed to the next page
to view the answers.***

Spelling

Answers:

1. 1

2. 4