



***Clerical
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.**

**Part Two –
Numerical Ability**

| | | |
|-----------|--|--------------------------------|
| 1. | Type Setting R23.30 Printing R13.00 Binding R2.70 <hr style="width: 50%; margin-left: 0;"/> 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 |

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.**

**Part Three –
Clerical Checking**

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

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

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

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

**Part Four –
Spelling**

1. Which one of these words is spelt correctly?

| 1 | 2 | 3 | 4 | 5 | 6 |
|--------------|--------------|--------------|--------------|--------------|--------------|
| entrepreneur | entrapreneur | entreprenuer | entreprenner | entraprenuer | entraprenner |

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.

**Part Four –
Spelling**

Answers:

1. 2

2. 4