

# GLOBAL REASONING TEST PRACTICE TEST



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**P&G**



## **PRACTICE TEST OVERVIEW**

### **PURPOSE**

This practice test is provided to help you understand the rules for answering the Reasoning Test by giving you:

- The exact instructions that you will receive when taking the actual Reasoning Test
- Suggestions and strategies that can help when you answer the actual Reasoning Test
- Practice on questions similar to those on the actual Reasoning Test
- Practice with the timed conditions of the actual Reasoning Test

## **REASONING TEST INSTRUCTIONS**

On the next two pages, you will find the exact instructions that you will receive when taking the actual Reasoning Test. We are providing you with these instructions so that you can understand what will be expected of you when you take the actual Reasoning Test.

Please review these instructions now and then we will give you a similar set of instructions along with sample questions to answer under timed conditions.

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## INTRODUCTION

Procter & Gamble's approach to employee selection is built upon a total assessment of key factors important for success in our work. The Company evaluates each applicant using defined criteria, and gives each applicant a similar opportunity to show his or her capabilities. The Company bases all decisions to hire on multiple sources of information, including resumes, application forms, tests and interviews. We have found that this approach results in fairer, more informed employment decisions than do other approaches.

Some factors which predict success, such as reasoning skills, are difficult to assess from resumes, application forms, or interviews alone. Therefore, we assess reasoning skills using this standardized test which has been developed and validated by comparing the reasoning skills of Procter & Gamble employees in relation to their success in fulfilling the requirements of their work. An applicant's score on this test becomes one of numerous qualifications considered in deciding whether or not to hire an applicant.

**READ THE NEXT INSTRUCTIONS NOW -- BEFORE GOING ON**

## LANGUAGE

This test is available in many languages.

**You should complete this test in the language you can read best.**

If you can read some other language better than the one provided, **YOU MUST INFORM US NOW, BEFORE YOU BEGIN WORKING THE ACTUAL TEST QUESTIONS.** We will then try to provide the test in the language you can read best.

## ACCOMMODATIONS FOR DISABILITIES

If you need special assistance or a change from the standard testing procedure in order for the result of this test to properly reflect your reasoning ability, **YOU MUST INFORM US NOW, BEFORE YOU BEGIN WORKING THE ACTUAL TEST QUESTIONS.** Please be prepared to describe the particular kind of assistance or change you believe is necessary.

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## DIRECTIONS FOR COMPLETING THE REASONING TEST

### TEST OVERVIEW

The time limit for this test is 65 minutes and this test contains 40 multiple-choice questions.

This test has three Sections. Each Section has a unique set of instructions and consists of a different type of question – either: (1) Numerical Reasoning, (2) Logic-based Reasoning, or (3) Figural Reasoning questions.

**For each Section, read the Section Instructions before starting to answer the questions.**

Some questions require relatively simple calculations. A calculator and extra paper is provided for this purpose.

Each multiple-choice question is followed by either 4 or five 5 options. Only one of these options correctly answers the question. As an example:

#### EXAMPLE QUESTION:

1. A truck travels at the rate of 80 kilometers per hour. How much distance will it travel in 30 minutes?
  - A. 15 kilometers
  - B. 30 kilometers
  - C. 40 kilometers
  - D. 80 kilometers
  - E. None of the above answers

#### EXPLANATION:

Because 30 minutes is one-half hour, and the truck travels 80 kilometers per hour, the distance traveled is 40 kilometers (80 kilometers x  $\frac{1}{2}$  hour = 40 kilometers). The correct option is C.

### MARKING THE ANSWER SHEET

You may mark in the test booklet. You may also use the extra paper provided to you for calculations.

Once you have decided on the best answer, **YOU MUST MARK IT ON THE SEPARATE ANSWER SHEET.**

For each question, mark only the one option that you believe is the correct answer to the question. In the example shown above, the correct option was C. It should have been marked like this:

1.    (A)    (B)    ●    (D)    (E)

Before you mark an option on the answer sheet, you should look at the question number in the booklet and find the same question number on the answer sheet.

### HOW THE REASONING TEST IS SCORED

Your score on this test will be based on the number of questions that you answer correctly. There is no penalty for incorrect responses.

You should work the test questions carefully, but do not spend too much time on any one question or on any one Section of the test. If you find a question difficult, you should go on to the next questions and return to the difficult question later. Try to answer every question even when you are not sure your answer is correct. If you change your mind about an answer, be sure to erase your first mark completely.

You will have 65 minutes to complete this test. You should work as quickly and accurately as possible.

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## SUGGESTIONS FOR COMPLETING THE REASONING TEST

Recent research has indicated that the following practices can lead to better scores on the Reasoning Test. These practices include some you **should** do, and some you **should not** do.

### Practices you **SHOULD DO** to score well on the Reasoning Test:

- Work as fast as possible with reasonable assurance of accuracy: do not lose time on a question you do not understand.
- Eliminate answers from consideration that you know are incorrect and choose from among the remaining answers.
- Mark an answer to every question, even if you have to guess – there is no penalty for incorrect answers.
- Use any time remaining after you complete the test to check your answers.

### Practices you **SHOULD NOT DO** to score well on the Reasoning Test:

- Do not read slowly and carefully through the entire test before you start working.
- Do not spend time verifying questions you have already answered until you have answered every question.
- Do not spend time considering an answer that is not one of the five answer choices.

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# DIRECTIONS FOR COMPLETING THE PRACTICE REASONING TEST

## PRACTICE TEST OVERVIEW

The time limit for this practice test is 30 minutes and this test contains 19 multiple-choice questions.

This test has three Sections. Each Section has a unique set of instructions and consists of a different type of question – either: (1) Numerical Reasoning, (2) Logic-based Reasoning, or (3) Figural Reasoning questions.

**For each Section, read the Section Instructions before starting to answer the questions.**

Some questions require relatively simple calculations. You may use a calculator and extra paper to make calculations.

Each multiple-choice question is followed by either 4 or five 5 options. Only one of these options correctly answers the question. As an example:

### EXAMPLE QUESTION:

1. A truck travels at the rate of 80 kilometers per hour. How much distance will it travel in 30 minutes?
  - A. 15 kilometers
  - B. 30 kilometers
  - C. 40 kilometers
  - D. 80 kilometers
  - E. None of the above answers

### EXPLANATION:

Because 30 minutes is one-half hour, and the truck travels 80 kilometers per hour, the distance traveled is 40 kilometers (80 kilometers x  $\frac{1}{2}$  hour = 40 kilometers). The correct option is C.

## MARKING THE ANSWER SHEET

You may mark in the test booklet. You may also use extra paper for calculations.

Once you have decided on the best answer, **YOU MUST MARK IT ON THE SEPARATE ANSWER SHEET.**

For each question, mark only the one option that you believe is the correct answer to the question. In the example shown above, the correct option was C. It should have been marked like this:

1.      (A)      (B)      ●      (D)      (E)

Before you mark an option on the answer sheet, you should look at the question number in the booklet and find the same question number on the answer sheet.

## HOW THE REASONING TEST IS SCORED

Your score on this test will be based on the number of questions that you answer correctly. There is no penalty for incorrect responses.

You should work the test questions carefully, but do not spend too much time on any one question or on any one Section of the test. If you find a question difficult, you should go on to the next questions and return to the difficult question later. Try to answer every question even when you are not sure your answer is correct. If you change your mind about an answer, be sure to erase your first mark completely.

You will have 30 minutes to complete this practice test. You should work as quickly and accurately as possible.

***Once you are ready, mark the starting and ending time on your answer sheet and begin.***

## SECTION 1

### NUMERICAL REASONING INSTRUCTIONS

The following questions are designed to assess your ability to use numerical information to solve complex business related problems. Each question will present you with a short description of a real life situation.

Using the information provided, determine which of the five (5) options provided is the correct response.

#### EXAMPLE QUESTION:

1. A machine produces 100 units of product per minute. If 24 units of product are packed to the case, how many cases can be filled in one hour by the machine?

- A. 125
- B. 250
- C. 500
- D. 2,500
- E. 6,000

#### EXPLANATION:

If 100 units are produced every minute, then  $100 \text{ units} \times 60 \text{ minutes} = 6,000 \text{ units}$  are produced every hour.  $6,000 \text{ units per hour} / 24 \text{ units per case} = 250 \text{ cases per hour}$ . The correct answer is B.

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1. Two trucks were driven on a 1,680 kilometer (km) trip. The first truck averaged 14 km per liter of fuel for the trip, and the second averaged 12 km per liter. The second truck used how many more liters of gas than the first?
- A. 10  
B. 20  
C. 30  
D. 40  
E. One cannot tell from the information given.
2. A warehouse's rectangular ceiling measures 12 meters by 18 meters, and is covered by acoustic tile squares which are one meter on a side. Each piece of tile weighs a quarter of a kilogram. What will be the total weight of the tile required to cover the ceiling?
- A. 36 kilograms  
B. 54 kilograms  
C. 121 kilograms  
D. 160 kilograms  
E. 216 kilograms
3. The elevator of a high-rise office building provides access to all floors. If each floor is 5 meters high and the elevator travels at a rate of 7.5 meters per second, approximately how long will it take to travel from the first floor to the sixty-eighth floor?
- A. 2 seconds  
B. 9 seconds  
C. 38 seconds  
D. 45 seconds  
E. 510 seconds
4. In 2001, a company marketed 730,000 units of its product. In 2001 its yearly volume was 50% of its volume for 2004. The 2004 volume represents how many units for each of the 365 days of 2004?
- A. 5,000 units  
B. 4,000 units  
C. 2,000 units  
D. 1,100 units  
E. 1,000 units
5. A cargo ship travels at an average speed of 25 kilometers per hour while traveling 500 kilometers from port A to port B. During the return trip along the same route from port B to port A, the cargo ship travels at an average speed of 15 kilometers per hour. What is the approximate difference in the travel times between the two trips?
- A. 12.5 hours  
B. 13.3 hours  
C. 26.7 hours  
D. 33.3 hours  
E. 53.3 hours
6. A book is available at a local store for \$20 in the hard cover edition or \$10 in paperback. The book can also be obtained from a mail-order service at 30% off list, plus \$1 for postage and handling. How much more will it cost to buy the hard cover edition mail order than to buy the paperback edition at the local store?
- A. \$6  
B. \$10  
C. \$3  
D. \$4  
E. \$5
7. In January, the total number of employees at a factory was reduced by 8%. In July, the demand for the factory's product increased so the total number of employees was increased by 8%. The total number of employees at the factory in January, before the number of employees was reduced, was 326. What was the total number of employees at the factory after the number of employees was increased in July?
- A. 307 employees  
B. 318 employees  
C. 324 employees  
D. 326 employees  
E. 343 employees

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## SECTION 2

### LOGIC-BASED REASONING INSTRUCTIONS

The following questions are designed to assess your ability to think logically. In each question, you will be presented with a paragraph of information and four (4) response options.

To answer each question, read through the information contained in the paragraph. You will then be asked to select the **one option** that represents either:

1. The **only valid statement** that can be logically concluded from the information provided in the paragraph, or
2. The **only invalid statement** that can not be logically concluded from the information provided in the paragraph.

To identify the correct answer, it is essential that you use **ONLY** the information provided in the paragraph.

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8. Purchasing can have a significant effect on an organization's total profit. However, the success of a purchasing function relies on competent buyers and a purchasing manager who employs systematic purchasing methods and implements technological advances. If an organization's profitability is in jeopardy, the efficiency and skill of its purchasing function may determine whether it operates at a profit or at a loss. As such, the purchasing function bears a significant amount of the responsibility for an organization's profit, and, whenever an organization strives to produce profit, it will expend the effort required to hire capable and qualified buyers as well as a knowledgeable, intelligent purchasing manager.

From the information given above, it can be validly concluded that:

- A. If an organization's profitability is not in jeopardy then the competence of its purchasing function will not determine whether it operates at a profit or at a loss.
  - B. There are at least some purchasing functions that are not responsible for a significant amount of an organization's profit.
  - C. A non-purchasing function will not bear significant responsibility for the profit of an organization.
  - D. An organization whose profitability is in jeopardy may depend on the efficiency and skill of its purchasing function to determine whether it operates at a profit or at a loss.
- 

9. There are three central organizational functions to every product development project: marketing, design, and manufacturing. The marketing function consists of the interactions between the organization and the customers, which includes setting target prices and overseeing the launch and promotion of a new product. The design function determines the physical form of the product. This includes the engineering design, such as mechanical and electrical issues, as well as the industrial design, which includes aesthetics and user interfaces. The manufacturing function is responsible for designing and operating the system for producing the product. This function includes purchasing, distribution, and installation.

From the information given above, it can be validly concluded that:

- A. An organizational function determines the physical form of a product if and only if it addresses mechanical and electrical issues.
  - B. There are product development projects in which the physical form of the product need not be determined before target prices are set.
  - C. Whenever an organization is determining the physical form of a developing product, it is performing a design function.
  - D. There are at least some product development projects in which the marketing function does not set target prices or launch and promote the product.
- 

10. If a manager supervises employees, he or she has several specific rights that are acquired from the managerial rank. One of these rights is authority. A manager with authority has the right to give orders to subordinates. This authority relates to the position itself and has nothing to do with the personal characteristics of the individual manager. When a position of authority is vacated, the person who left the position no longer has authority. The authority remains with the position and the new manager.

From the information given above, it can be validly concluded that:

- A. There are individual instances in which authority rests to a significant extent on the personal characteristics of a manager.
- B. All managers who supervise employees have the right to authority.
- C. If an individual no longer has authority, then he or she recently vacated a managerial position that involved employee supervision.
- D. An individual who has a right to authority is often not the incumbent of a managerial position in charge of supervising employees.

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11. In order for an organization to survive, it must satisfy several different groups of stakeholders. Stakeholders typically include stockholders, employees, customers, and society in general. Unfortunately, the desires of stakeholder groups are often in conflict. In the long run, the desires of all of these groups must be satisfied adequately by the organization, or none of them will be satisfied at all. This is because any one of these groups is strong enough to cause the downfall of the organization if their desires are not satisfied. When an organization operates within a single country, balancing the competing desires of stakeholder groups is sometimes difficult. For those organizations that operate across multiple countries, where dominant interests often vary widely, balancing these competing desires is always difficult.

From the information given above, it can be validly concluded that:

- A. If an organization experiences difficulty balancing the competing desires of stakeholder groups then it is almost certain that the organization operates across multiple countries.
  - B. No organization that is able to survive can do so without satisfying the desires of several different stakeholder groups.
  - C. There are at least some organizations that operate across multiple countries but do not experience difficulty balancing the competing desires of stakeholder groups.
  - D. No organization that satisfies the desires of all its stakeholders will fail to survive.
- 

12. Mechanization is defined as the process of using machines to perform work that had previously been performed by people. Automation, which is an extension of mechanization, is defined as the process of performing mechanical operations with minimal or no human involvement. Automation is commonly used whenever an organization faces difficulties producing a product of a consistent quality, as well as when work is monotonous or unsafe for employees. Automation systems can be either hard or soft. Soft automation systems are adaptable, thus allowing them to perform several different functions. Hard automation systems have each machine perform one specific function. As a result, these systems are less adaptable than soft automation systems.

From the information given above, it can be validly concluded that:

- A. There are at least some automated systems that require considerable human involvement to perform mechanical operations
- B. If an organization can consistently produce a high quality product, it is unlikely that it will use an automated system.
- C. No hard automation system is more adaptable than a soft automation system.
- D. Any organization that uses an automated system has found its work to be monotonous or unsafe for employees.

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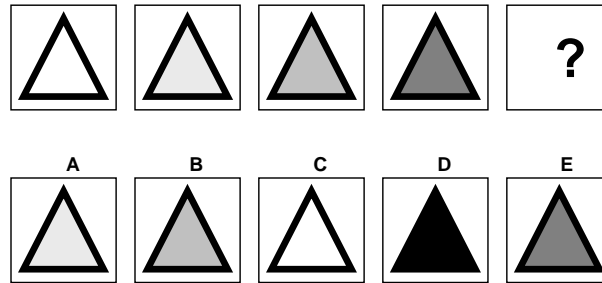
## SECTION 3

### FIGURAL REASONING INSTRUCTIONS

The following questions are designed to assess your ability to solve novel problems. Shown below are the two types of questions you will complete in this Section. Each question will present you with a set of boxes. In this set of boxes, one box will contain a question mark (?) and all other boxes will contain figures or shapes.

The figures and shapes in each set of boxes combine to form a pattern. Your task is to determine which of the five (5) options should replace the question mark (?) to complete the pattern. Consider the following two examples:

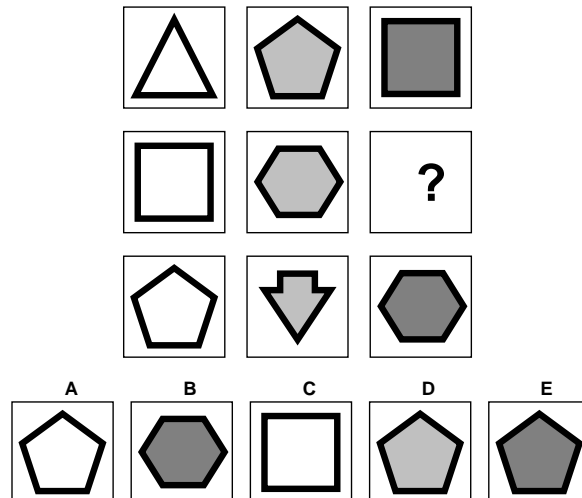
#### EXAMPLE 1:



#### EXPLANATION:

In this example, the shading of the triangles increases as you move left to right across the row. Based on this rule, option D is the correct answer. Option D is the only response option that is darker in shading.

#### EXAMPLE 2:



#### EXPLANATION:

In this example, two rules are being applied. First, the number of straight sides for each shape increases by one as you move down each column. Second, the shapes become increasingly darker as you move from left to right across the rows. Option E is the correct answer, as it is the only option that satisfies these rules.

These examples provide only a few of the possible rules - many different rules are used to determine the patterns in the questions that you will answer in this Section.

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13.

A	B	C	D	E

17.

A	B	C	D	E

14.

A	B	C	D	E

18.

A	B	C	D	E

15.

A	B	C	D	E

19.

A	B	C	D	E

16.

A	B	C	D	E

END OF TEST

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