

# **WORKKEYS SURVIVAL GUIDE**

## ***How to Succeed on the WorkKeys: Tips and Strategies***

- I. **Pacing the Test**
  - a. Students should answer **ALL** questions on the test.
  - b. **“Slow Down, Score More”**
  - c. Questions start at an easier level and get harder every few questions.
  - d. **Unsure about a question? Guess at the end. (LOTD)**
  - e. **Last 30 seconds should be used to guess the rest.**
- II. **Bite-sized pieces**
  - a. Read the problem... the whole thing.
  - b. Break the problem into steps.
  - c. Answer each step before going on to the next one.
- III. **RTFQ**
  - a. Read The **FULL** Question
  - b. Do not skim through the questions as you answer.
  - c. Read EVERY word of the question... Multiple times.
- IV. **LOTD**
  - a. Unlike other tests, it doesn't help to pick random letters for the questions you don't know. Pick one letter and stick with it for all the questions you do not know. For example, you like the letter E so **JUST** use E on that day for all the unknown questions.
  - b. Use this on all the questions left in the last 30 seconds of that section for questions you have not completed. (If you are testing online, you should take the last 1-2 minutes to answer the rest of the questions.)
- V. **POOD**
  - a. Personal Order of Difficulty
  - b. Answer the ones **YOU** know first.
  - c. Skip questions and come back to them later.
- VI. **Applied Mathematics**
  - a. **33 questions, 45 minutes (PNP), 55 minutes (online)**
  - b. **Use the FORMULA SHEET.** Rip the sheet out of the front of the book if you need to, but make sure that you use those formulas. (Look at the example formula sheet before the day of the test to see what they may test you on.)
  - c. Using the Calculator Steps
    - i. Think
    - ii. Use the calculator.
    - iii. Think again.
    - iv. Do not answer with a question that does not make sense because it is a choice.
  - d. Pi ( $\pi$ )
    - i. Use 3.14
    - ii. Do not use Pi ( $\pi$ ) button on the calculator. Your answers will be wrong.
  - e. Fractions/Decimals/Percentages
    - i. These are all the same things. Just convert.
    - ii. When adding or subtracting fractions, cross-multiply (or bowtie) if they do not have common denominators.
  - f. Proportions and Recipes
    - i. “Like things on top. Like things on bottom.”
    - ii. Set up and cross multiply.
    - iii. All the conversions you should set up as a proportion.
    - iv. Use The Recipe Box. (See page 30 for example.)
      1. This is good for any ratio/recipe.
      2. Make sure all items are converted the same.

- g. Geometry
  - i. Will be mostly circles and quadrilaterals.
  - ii. Why no triangles? Not many triangles in real life.
  - iii. Know the difference between perimeter and area.
  - iv. Make sure you use 3.14 for Pi ( $\pi$ ), not the Pi ( $\pi$ ) button.
- h. Conversions
  - i. These are a pretty big deal... There are lots of these questions.
  - ii. Set up a ratio or proportion.
  - iii. Make sure all the units are the same.
- i. Deals
  - i. These show up in second half of test. (Meaning they are harder questions.)
  - ii. Set it up like this:

What are you looking for in the question?	
Option 1	Option 2
List all details.	List all details.

Then compare the information.

## VII. Reading for Information

- a. **33 questions, 45 minutes (PNP), 55 minutes (online)**
- b. POE
  - i. Process of Elimination
  - ii. Get rid of the ones that you know are wrong.
  - iii. "Yes" always trumps the ones that you think are "Maybes".
- c. Use Common Sense! These are all real-world, work-related questions. If it doesn't make sense that it is not the answer.
- d. POOD
  - i. Personal Order of Difficulty
  - ii. Answer the ones YOU know first.
  - iii. Skip questions and come back to them later.
- e. Basic Techniques for this section
  - i. Go to the question and take it apart. (RTFQ)
  - ii. Read what you need... look for "lead words" or key words. Carefully read relevant parts. Remember this section is titled "Reading for INFORMATION". The question will let you know what you are looking for as an answer.
  - iii. Answer the question in your own words before looking for an answer choice.
    - 1. Don't just answer wording from the passage to an answer choice.
    - 2. Know the CONTENT of the answer.
  - iv. Use P.O.E.
    - 1. If it is only half right, then it is ALL WRONG.
    - 2. Don't fall for deceptive language.
    - 3. Look for twin answers (answers that mean the same thing). They will always be wrong because an answer cannot be two different choices.
  - v. V.I.C
    - 1. Vocabulary in context
    - 2. Use this when you don't know the meaning of a word.
    - 3. Cross out the word and insert a word that you would use. It may help to explain the passage, question, or answer choices.
- f. Passage Types
  - i. Let's you know something is changing with details and instructions
    - 1. Memos

- 2. Announcements
- 3. Notice
- ii. Email
- iii. Steps/Procedures
  - 1. Listing the order for certain procedures
  - 2. Can be complicated
  - 3. Make sure you are clear on the order
- iv. Policy
- v. Regulations/Legal Regulations

## VIII. Locating Information

- a. **38 questions,45 minutes (PNP), 55 minutes (online)**
- b. This section is all about reading graphics.
- c. Look for trends in the information.
- d. Find the necessary information.
- e. Basic Techniques for this section
  - i. Pace the test
  - ii. POOD
  - iii. LOTD
  - iv. RTFQ
  - v. Basic Approach
    - 1. Take apart the question into parts.
    - 2. Scan the graphic.
    - 3. PINPOINT the answer and pick it.
    - 4. RTFQ again!
- f. Types of graphics
  - i. Forms
    - 1. Finding information on forms.
    - 2. Fill in missing information.
  - ii. Tables and Charts
    - 1. Finding information on a chart.
    - 2. Identify trends.
    - 3. Find intersections (where the information meets).
    - 4. If there are multiple charts, you must combine the information to find the answer.
  - iii. Diagrams
    - 1. Floor plans/map – imagine standing in the space.
    - 2. Gauges
      - a. Pressure, temperature, some indicator
      - b. What indicates reading the gauge?
      - c. What is the scale?
    - 3. Flowcharts
      - a. Pay attention to connecting lines
      - b. Pay attention to order
    - 4. Graphs
      - a. Find information on graph.
      - b. Identify trends.
      - c. Pay attention to the axes.
      - d. Use points of intersection.