

Skills Assessment Test	Scores
Attention to Detail.....	20 answers correct = 100% 18 answers correct = 48% Avg
Filing.....	20 answers correct = 100% 12 answers correct = 51% Avg
Grammar.....	20 answers correct = 100% 13 answers correct = 52% Avg
Proof reading.....	20 answers correct = 100% 10 answers correct = 58% Avg

# Filing Answer Sheet

SCORE

Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

**How to score:**

The correct answers are indicated below. To determine the score, count the number of correct answers checked. Write this number in the score box above. If an applicant checks off more than one answers to a question, no points should be given for that question.

## STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

1. Matthew Knott  
☐ Judith Klausch ☐ Glen Knight ☒ Andi Koch ☐ Dale Kraft ☐
2. 477-1956  
☐ 447-1948 ☐ 457-1960 ☐ 467-1952 ☐ 477-1954 ☒
3. Barry Brodrick  
☐ Patty Bogart ☐ Pam Bonn ☐ Bev Broaden ☒ Terri Buckland ☐
4. 05/22/96  
☐ 07/27/95 ☒ 07/17/96 ☐ 09/04/96 ☐ 01/19/97 ☐
5. Jennifer DeCampo  
☒ Ed DeCarlo ☐ Alex Dillon ☐ Jean Dobson ☐ Tony Dressler ☐
6. 255-81-3653  
☐ 251-76-7891 ☒ 267-92-8324 ☐ 271-04-3720 ☐ 271-28-1295 ☐
7. Bradley Jones  
☐ Bev Jones ☐ Bonnie Jones ☒ Bryan Jones ☐ Carson Jones ☐
8. 4365 1833  
☐ 4365 1734 ☐ 4365 1827 ☐ 4365 1831 ☒ 4365 1837 ☐
9. Rose Rosario  
☐ Paul Resnick ☐ Bob Revelle ☐ Miriam Rosario ☒ Pat Rose ☐
10. 04/20/94  
☐ 10/31/93 ☐ 03/25/94 ☒ 05/01/94 ☐ 11/17/94 ☐
11. John Parker  
☐ Jane Parker ☐ Joan Parker ☒ Jon Parker ☐ Justin Parker ☐
12. 126-80-1101  
☒ 126-80-2100 ☐ 126-80-3001 ☐ 126-81-0001 ☐ 126-81-0100 ☐
13. Beverly Lender  
☐ Al Landrow ☐ Don Leighton ☒ Bill Lender ☐ Carol Leonti ☐
14. 15678324  
☐ 15678119 ☐ 15678321 ☒ 15678424 ☐ 15678500 ☐
15. Emma Campbell  
☐ Doug Calhoun ☐ Ed Campbell ☒ Sue Cassell ☐ May Casselman ☐
16. May 5, 1994  
☐ Feb. 7, 1994 ☐ Apr. 11, 1994 ☒ July 28, 1994 ☐ Sept. 3, 1994 ☐
17. Anna Johnson  
☐ Abby Johnson ☒ Anne Johnston ☐ Aaron Jones ☐ Albert Jones ☐
18. 02-01-97  
☐ 01-01-94 ☐ 05-07-95 ☐ 01-08-96 ☐ 01-19-97 ☒
19. Donald Stilton  
☐ Jan Seal ☐ Wendi Stillman ☒ Donnie Stilton ☐ Jules Sutton ☐
20. 542 00125  
☐ 541 00245 ☐ 541 01000 ☒ 542 98258 ☐ 543 11011 ☐

# Attention to Detail Answer Sheet

SCORE

Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

**How to score:**

The correct answers are indicated below. To determine the score, count the number of correct answers checked. Write this number in the score box above. If an applicant checks off more than one answer to a question, no points should be given for that question.

## STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

- |                              |                           |   |
|------------------------------|---------------------------|---|
| 1. 4507 S.W. Anderson St.    | 4507 S.E. Anderson St.    | <input checked="" type="checkbox"/> Different |
| 2. 1794468.30                | 1794468.30                | <input checked="" type="checkbox"/> Same      |
| 3. Cell# 818-620-4331        | Cell# 810-620-4331        | <input checked="" type="checkbox"/> Different |
| 4. 09/23/95-5/31/98          | 09/23/95-5/31/98          | <input checked="" type="checkbox"/> Same      |
| 5. Jackson M. Miller         | Jackson N. Miller         | <input checked="" type="checkbox"/> Different |
| 6. DL-973261118              | DL-973361118              | <input checked="" type="checkbox"/> Different |
| 7. 51326-45-LTD              | 151326-45-LTD             | <input checked="" type="checkbox"/> Same      |
| 8. Order #307721-588         | Order #307721-558         | <input checked="" type="checkbox"/> Different |
| 9. Colson Enterprises, Inc.  | Colsen Enterprises, Inc.  | <input checked="" type="checkbox"/> Different |
| 10. 1755 Lake Lucerne Circle | 17555 Lake Lucerne Circle | <input checked="" type="checkbox"/> Different |
| 11. P.O. #0327-196           | PO #0327-196              | <input checked="" type="checkbox"/> Different |
| 12. 151 10 72113 12          | 151 10 72113 12           | <input checked="" type="checkbox"/> Same      |
| 13. AARP-AAARRGG             | AARP-AARRGG               | <input checked="" type="checkbox"/> Different |
| 14. 8211364.013111           | 8211364.013311            | <input checked="" type="checkbox"/> Different |
| 15. \$93615 CS 10922         | \$93615 CS 10992          | <input checked="" type="checkbox"/> Different |
| 16. St. Petersburg, FL 81243 | St. Petersburg, FL 81243  | <input checked="" type="checkbox"/> Same      |
| 17. 15-09-87-03-15-95        | 15-09-89-03-15-95         | <input checked="" type="checkbox"/> Different |
| 18. SV-XX3277-VV021          | SV-XX3277-VV1021          | <input checked="" type="checkbox"/> Different |
| 19. Order #0001111333        | Order #0001113333         | <input checked="" type="checkbox"/> Different |
| 20. 89228733-478935          | 89228733-478935           | <input checked="" type="checkbox"/> Same      |

## Grammar Test Answer Sheet

SCORE

Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

**How to score:**

The correct answers are indicated below. To determine the score, count the number of correct answers checked. Write this number in the score box above. If an applicant checks off more than one answer to a question, no points should be given for that question.

**STOP HERE UNTIL INSTRUCTED TO BEGIN TEST**

- |  |  |
|--|--|
| <p>1. <input type="checkbox"/> There are two options (i.e. yes or no).<br/> <input type="checkbox"/> There are two options (e.g. yes or no).<br/> <input type="checkbox"/> There are two options (e.g., yes or no).<br/> <input checked="" type="checkbox"/> There are two options (i.e., yes or no).</p> <p>2. <input checked="" type="checkbox"/> The lawyer's hard work contributed to its success.<br/> <input type="checkbox"/> The lawyer's hard work contributed to it's success.<br/> <input type="checkbox"/> The lawyers hard work contributed to its success.<br/> <input type="checkbox"/> The lawyers hard work contributed to it's success.</p> <p>3. <input checked="" type="checkbox"/> How often are the documents revised?<br/> <input type="checkbox"/> How often, are the documents revised?<br/> <input type="checkbox"/> How often are them documents revised?<br/> <input type="checkbox"/> How often, are them documents revised?</p> <p>4. <input type="checkbox"/> The box, as well as its contents, were removed.<br/> <input type="checkbox"/> The box as well as its contents were removed.<br/> <input checked="" type="checkbox"/> The box, as well as its contents, was removed.<br/> <input type="checkbox"/> The box as well as its contents was removed.</p> <p>5. <input checked="" type="checkbox"/> Chris's project won the top award.<br/> <input type="checkbox"/> Chris project won the top award.<br/> <input type="checkbox"/> Chri's project won the top award.<br/> <input type="checkbox"/> Chris'es project won the top award.</p> <p>6. <input type="checkbox"/> Irregardless of the outcome, she should stay.<br/> <input type="checkbox"/> Irregardless of the outcome she should stay.<br/> <input checked="" type="checkbox"/> Regardless of the outcome, she should stay.<br/> <input type="checkbox"/> Regardless of the outcome she should stay.</p> <p>7. <input checked="" type="checkbox"/> Those paralegals are best friends.<br/> <input type="checkbox"/> Those paralegals is best friends.<br/> <input type="checkbox"/> Them paralegals are best friends.<br/> <input type="checkbox"/> Them paralegals is best friends.</p> <p>8. <input type="checkbox"/> Their goals was not met.<br/> <input type="checkbox"/> There goals were not met.<br/> <input type="checkbox"/> They're goals were not met.<br/> <input checked="" type="checkbox"/> Their goals were not met.</p> <p>9. <input checked="" type="checkbox"/> To whom did you refer?<br/> <input type="checkbox"/> To whom, did you refer to?<br/> <input type="checkbox"/> To who did you refer to?<br/> <input type="checkbox"/> To who, did you refer to?</p> <p>10. <input type="checkbox"/> Our companies policy is concise.<br/> <input type="checkbox"/> Our companys policy is concise.<br/> <input type="checkbox"/> Our companie's policy is concise.<br/> <input checked="" type="checkbox"/> Our company's policy is concise.</p> | <p>11. <input type="checkbox"/> If you have this analyses, please give them to Jill.<br/> <input type="checkbox"/> If you have that analyses, please give them to Jill.<br/> <input checked="" type="checkbox"/> If you have those analyses, please give them to Jill.<br/> <input type="checkbox"/> If you have them analyses, please give them to Jill.</p> <p>12. <input checked="" type="checkbox"/> He stated, "I need this project completed today!"<br/> <input type="checkbox"/> He stated "I need this project completed today!"<br/> <input type="checkbox"/> He stated: "I need this project completed today!"<br/> <input type="checkbox"/> He stated, I need this project completed today!</p> <p>13. <input type="checkbox"/> The secretaries error was very costly.<br/> <input type="checkbox"/> The secretarys error was very costly.<br/> <input checked="" type="checkbox"/> The secretary's error was very costly.<br/> <input type="checkbox"/> The secretaries' error was very costly.</p> <p>14. <input type="checkbox"/> The firm is headquartered in Orlando Florida.<br/> <input checked="" type="checkbox"/> The firm is headquartered in Orlando, Florida.<br/> <input type="checkbox"/> The firm is headquartered in orlando, Florida.<br/> <input type="checkbox"/> The firm is headquartered in orlando, florida.</p> <p>15. <input type="checkbox"/> On May 9, 1998 their case went to trial.<br/> <input type="checkbox"/> On May 9, 1998: their case went to trial.<br/> <input type="checkbox"/> On May 9, 1998; their case went to trial.<br/> <input checked="" type="checkbox"/> On May 9, 1998, their case went to trial.</p> <p>16. <input type="checkbox"/> The attorneys' latest case was her best.<br/> <input type="checkbox"/> The attorneys latest case was her best.<br/> <input checked="" type="checkbox"/> The attorney's latest case was her best.<br/> <input type="checkbox"/> The attorney's latest case, was her best.</p> <p>17. <input type="checkbox"/> Of all the jobs I have had, I like this one more.<br/> <input checked="" type="checkbox"/> Of all the jobs I have had, I like this one best.<br/> <input type="checkbox"/> Of all the jobs I have had, I like this one better.<br/> <input type="checkbox"/> Of all the jobs I have had, I like this one the greatest.</p> <p>18. <input checked="" type="checkbox"/> Was their department at fault?<br/> <input type="checkbox"/> Was there department at fault?<br/> <input type="checkbox"/> Were their department at fault?<br/> <input type="checkbox"/> Was there department at fault?</p> <p>19. <input type="checkbox"/> The senior partner addressed her staff as follows<br/>           "We have all done a great job..."<br/> <input checked="" type="checkbox"/> The senior partner addressed her staff as follows,<br/>           "We have all done a great job..."<br/> <input type="checkbox"/> The senior partner addressed her staff as follows –<br/>           "We have all done a great job..."<br/> <input type="checkbox"/> The senior partner addressed her staff as follows.<br/>           "We have all done a great job..."</p> <p>20. <input type="checkbox"/> Soon, president Hill will discuss his intentions.<br/> <input type="checkbox"/> Soon President Hill will discuss his intentions.<br/> <input type="checkbox"/> Soon president Hill will discuss his intentions.<br/> <input checked="" type="checkbox"/> Soon, President Hill will discuss his intentions.</p> |
|--|--|

## Proof Reading Answer Sheet

SCORE

Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

## How to score:

The correct answers appear in red and bold below. To determine the score, count the number of errors that have been correctly identified. If there are any portions of the letter circled as incorrect where there is no mistake, subtract these from the number of correctly identified errors. Write this number in the score box.

## STOP HERE UNTIL INSTRUCTED TO BEGIN TEST

Mr. and Mrs. Bob Buyer  
389 Main Street  
Orlando, FL 33889

Re: Your recent real estate purchase

Dear Mr. **And** Mrs. Buyer:

Now that you have closed on your recent purchase and have settled in, I hope you are enjoying **you're** new home. I want to remind you of some important issues you should now be **considerng**.

The purchase of real estate is often **won** of the largest financial **comitments** a person can make. Properly cared for it **can**, provide security for you and your family for years. Often neglected is **teh** need to plan for sudden and unexpected **illnes** or even death. Therefore, I suggest you review with your insurance agent your life and disability insurance coverages.

In addition, you may want to rewrite any will or trust you may now have. If you do not have a will, trust or an estate plan, you may want to **considar** it at this time. The cost of these protection **deveices** is surprisingly low, especially in light of the protection they **aford** you and your family.

Our office has prepared hundreds of **wils** or trusts for our **cleints** and would be delighted to meet with you on the subject. Our initial **consultatin** is **complementary**, at which time we can evaluate your situation and **advice** you of the costs and benefits of various options **taylorred** to your specific needs.

Please feel free to call our office for any **maters** on which we may assist you.

**Sincerely,**

*John Smith*

John Smith