# GUIDELINES – UNITED NATIONS ADMINISTRATIVE SUPPORT ASSESSMENT TEST (ASAT)

The test is comprised of six timed sections as indicated below:

## Sections I, II and III (proofreading, filing, and sorting)

You will be allowed three minutes to complete each section, which consists of thirty questions each. This portion of the test is fast paced. Please ensure that you carefully read the attached sample and understand the nature of the tasks involved.

## Sections IV and V (directory, and reasoning & arithmetic)

You will have ten minutes to complete each section, which consists of 17 and 12 questions, respectively.

## Section VI (manuscript copying)

Twenty minutes are allowed for completion of the manuscript section. You are asked to reproduce a handwritten text of about 5 paragraphs. The handwriting makes the text difficult to read, so you must make sure that your finished copy contains perfectly spelled English. DO NOT add/remove any words, or change sentence structure, or alter the punctuation (ie: do not edit the document).

\*   \*   \*

The process of taking the test will last approximately one and a half hours. Please do not schedule your test unless you are able to remain in the examination room for the entire time.

Please bring your own writing materials. Pen or pencil is acceptable. You may also bring your own basic or scientific calculator. NO graphing calculators, PDA's, or anything with keyboard/word capabilities is acceptable. If you do not bring your own basic calculator, one will be provided. No extra sheets will be allowed for any reason.

Please note: **Candidates should be well prepared in advance of the test date.** In addition, complete instructions (similar to the "sample test") precede each section of the exam and time is provided for you to familiarize yourself with these instructions before beginning each section. If time permits, the examiner may be able to address select and specific questions during the exam, but it should not be expected that the examiner will provide more help or extra time than what has already been specified.

# SAMPLE OF UNITED NATIONS ADMINISTRATIVE SUPPORT ASSESSMENT TEST

This test contains six subtests.  A brief description of each subtest follows:

## 1. PROOFREADING

Your task will consist in checking that the information contained in **table X** has been correctly copied to produce **table Y**:

- If the line copied is perfectly correct, put an X in the space provided in **ANSWERS column A**

- If there is **ONE** mistake or omission that has been introduced in table Y, put and X in the space provided in **ANSWERS column B**

- If two or more mistakes or omissions have been introduced in table Y, put an X in the space provided under **ANSWERS column C**

| TABLE X | | | TABLE Y | | | ANSWERS | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME** | **FUNCTION** | **ID NUMBER** | **NAME** | **FUNCTION** | **ID NUMBER** | **A** | **B** | **C** |
| HASSAN H.R. | Lawyer | 674229 | HASSAN H.R. | Lawyer | 674229 | X | | |
| PLACCA V.A. | Messenger | 149233 | PLACCA V.A. | Messenger | 149223 | | X | |
| DOSSA A.N. | Cashier | 153124 | DOSSA A,N. | Cashir | 153124 | | | X |

## 2. FILING

Your task is to select the number of the correct drawer in which to place the person's individual file identified by name.

| WOMEN | | | | | MEN | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DRAWER NUMBER | ENGLISH | DRAWER NUMBER | OTHER LANGUAGES | | DRAWER NUMBER | ENGLISH | DRAWER NUMBER | OTHER LANGUAGES | |
| 1 | AA-CK | 5 | AA-CK | | 9 | AA-CK | 13 | AA-CK | |
| 2 | CL-IM | 6 | CL-IM | | 10 | CL-IM | 14 | CL-IM | |
| 3 | IN-MO | 7 | IN-MO | | 11 | IN-MO | 15 | IN-MO | |
| 4 | MP-ZZ | 8 | MP-ZZ | | 12 | MP-ZZ | 16 | MP-ZZ | |

| | NAME | LANGUAGE | DRAWER NUMBER |
| --- | --- | --- | --- |
| **Example :** | Mr. Joe KANDIL | English | 11 |
| | Mrs. Lisa GRAY | Chinese | 6 |

## 3. <u>**SORTING**</u>

Your task will consist of sorting pairs of patterns.

Each pattern consists of an acronym, i.e., acronym: EBC and a shape, i.e., ⬜

Therefore, a pattern is ⬜ EBC

Each pair contains two patterns.

**Example of a pair of patterns**: ⬜ EBC    Ⓔ EBC

Your task is to sort the pairs of patterns according to the guidelines given below:

**GUIDELINES**

**Bin 1:** ⬜ ECB    Ⓔ ECB      Same acronym but different shapes.

**Bin 2:** Ⓔ ECB    Ⓧ XYZ      Different acronyms but same shape.

**Bin 3:** Ⓔ ECB    ⬜ XYZ      Different acronyms and different shapes.

**Bin 4:** Ⓔ ECB    Ⓔ ECB      Same acronym and same shape.

**BIN NO.**

**Example:** Ⓤ U.T.    ⬜ U.T.   ⟶   1

Ⓐ AI    Ⓘ IA   ⟶   2

## 4. DIRECTORY

You will be given a simplified chart of an organization as well as its staff's **alphabetical** directory.

The subtest will consist of a series of short questions regarding the information given in the chart and the directory.

|  | ANSWERS |
|---|---|
| **Example:** What is the phone number of the Director's Secretary? | *660300* |

## ORGANIZATION CHART OF THE ORGANIZATION FOR PEACE

```
                    ┌─────────────────┐
                    │    DIRECTOR      │
                    └─────────────────┘
                            │
        ┌───────────────────┼───────────────────┐
┌───────────────┐  ┌─────────────────┐  ┌───────────────┐
│ ADMINISTRATIVE│  │  SPECIAL EVENTS │  │  INFORMATION  │
│   DIVISION    │  │ SUPPORT DIVISION│  │   DIVISION    │
└───────────────┘  └─────────────────┘  └───────────────┘
```

## DIRECTORY OF THE ORGANIZATION FOR PEACE

| NAME | DIVISION | SECTION/POSITION | ROOM NO. | TELEPHONE |
|---|---|---|---|---|
| Mrs. Daisy JONES | Information | Chief of division | 321 | 642246 |
| Mr. John MILLER | -------- | Director's Secretary | 101 | 660300 |
| Mr. Henry SMITT | Administration | Secretary | 221 | 621000 |
| Ms. ---------- | ---------- | ---------- | ------- | -------- |

## 5. <u>PROBLEMS</u>

You will be asked to solve problems similar to the example found below:

|  | ANSWERS |
|---|---|
| A clerk can staple eight documents per minute. How many minutes will he spend to staple 24 documents? | *3* |

You are advised to use a calculator if the problem is more difficult than the above example or if the answers have decimals.

You may, if you wish, use your own calculator, or use a calculator which will be provided in the examination room.

## 6. <u>MANUSCRIPT COPYING</u>

Your assignment is either to recopy by hand in a highly legible manner or to type the manuscript of a text. If you also choose to take the typing test, you are required to type the text. If you choose not to take the speed-typing test, you may opt either to type the text or copy it by hand in a highly legible manner. Upon completion, it is your responsibility to proofread your work carefully and to correct your final draft of all errors of grammar, spelling and meaning. You will not be penalized on the presentation of the corrections which you have made.

The purposes of the United Nations, as set forth in the Charter, are:
1. To maintain international peace and security.
2. To develop friendly relations among nations based on respect for the principle of equal rights and self-determination of peoples,
3. To achieve international co-operation in solving international economic, social, cultural and humanitarian problems and in promoting respect for human rights and for fundamental freedoms;
4. To be a centre for harmonizing the actions of nations in the attainment of these common ends.

### <u>DURATION OF TESTS</u>

The duration of each subtest will be specified during the examination. The total duration of the clerical test, including the reading of the instructions is about one hour.

United Nations ● Nations Unies

# UN ADMINISTRATIVE SUPPORT
# ASSESSMENT TEST (ASAT)

## (PLEASE PRINT AS A DOUBLE-SIDED DOCUMENT IN
## ORDER TO SIMULATE ACTUAL TEST BOOKLET)

UNHQ

SAMPLE

TEST

Your task will consist of checking that the information contained in **table X** has been correctly copied to produce **table Y**:

- If the line copied is perfectly correct, put an X in the space provided in **ANSWERS column A**

- If there is **ONE** mistake or omission that has been introduced in table Y, put an X in the space provided in **ANSWERS column B**

- If two or more mistakes or omissions have been introduced in table Y, put an X in the space provided under **ANSWERS column C**

**EXAMPLE**

| TABLE X | | | TABLE Y | | | ANSWERS | | |
|---------|---------|-----------|---------|---------|-----------|---|---|---|
| **NAME** | **FUNCTION** | **ID NUMBER** | **NAME** | **FUNCTION** | **ID NUMBER** | **A** | **B** | **C** |
| HASSAN H.R. | Lawyer | 674229 | HASSAN H.R. | Lawyer | 674229 | X | | |
| PLACCA V.A. | Messenger | 149233 | PLACCA V.A. | Messenger | 149223 | | X | |
| DOSSA A.N. | Cashier | 153124 | DOSSA A,N. | Cashir | 153124 | | | X |

In the first line, **all** the information given in **table X** was correctly copied in **table Y**. Consequently, the correct answer is given by placing an X in **column A** in the section marked **answers.**

In the second line, **one mistake was introduced in the copy (table Y)**. ID number 149233 was incorrectly changed to 149223. Therefore, the space corresponding to one mistake has been marked with an **X**; i.e., under **column B** of the **answers** space.

On the third line, **two** mistakes were introduced, the period after DOSSA A. was changed to a comma and the e from the word cashier was omitted. Therefore, the space corresponding to 2 or more mistakes has been marked with an **X**; i.e., under **column C** of the **answers** space.

You will be given **3 minutes** to complete this section
**DO NOT TURN THIS PAGE UNTIL TOLD TO DO SO**

*September 2006*

# PROOFREADING

| | TABLE X | | | TABLE Y | | | ANSWERS | | |

| NAME | FUNCTION | ID NUMBER | NAME | FUNCTION | ID NUMBER | A | B | C |
|---|---|---|---|---|---|---|---|---|
| JONSSON A.N. | Buyer | 345990 | JONSSON A.N. | Buyer | 345990 | | | |
| DOWELL R.K. | Teacher | 267846 | DOWEEL R.K. | Teacher | 276846 | | | |
| KHANNA F.B. | Carpenter | 652188 | KHANNA F.B. | Carpenter | 652188 | | | |
| ROMAN A.H. | Editor | 024581 | ROMAN A.H. | Editor | 024581 | | | |
| PRINCE R.K. | Lawyer | 004890 | PRINCE R,O. | Lawyar | 004890 | | | |
| ZIMMERMAN A.J. | Statistician | 111848 | ZIMERMAN A.J. | Statistician | 111848 | | | |
| SHAMS Y.C. | Painter | 440982 | SHAAMS Y.C. | Paintor | 400982 | | | |
| ABDO H.M. | Translator | 810334 | ABDO H.M. | Translator | 810334 | | | |
| BAZBAZ I.B. | Doctor | 334451 | BAZBAZ I.B. | Doctor | 334411 | | | |
| CHANG J.H. | Librarian | 305607 | CHANG J.H. | Libarian | 305607 | | | |
| KOKOREV I.V. | Treasurer | 489536 | KOKAREV I:V. | Treasurer | 499536 | | | |
| LYONS P.F. | Analyst | 589100 | LYONS P.F. | Anallyst | 589110 | | | |
| BAUER M.R. | Director | 845666 | BAUER m.R. | Directar | 845666 | | | |
| HOFBAUER S.I. | Secretary | 489329 | HOFBAUER S.I. | Secretary | 489329 | | | |
| WELLMAN E.I. | Banker | 676884 | WELMAN E.I. | Banker | 676884 | | | |
| SIMMONDS V.R. | Economist | 821117 | SIMONDS V.R. | Economist | 821217 | | | |
| HZEIH M.O. | Salesman | 095928 | HZEIH O.M. | Salesmen | 095928 | | | |
| LAVALLE H.B. | Butcher | 348912 | LAVALE H.B. | Butcher | 348912 | | | |
| KITABURAZA A.M. | Welder | 888800 | KITEBURAZA A.M. | Wellder | 888000 | | | |
| ROCHE L.V. | Surgeon | 749381 | ROCHE L.V. | Surgeon | 749381 | | | |
| FATINA N.J. | Professor | 312902 | FATINA N.J. | Profesor | 312902 | | | |
| LOCKSHIN B.B. | Typist | 767626 | LOOKSHIN b.B. | Typist | 767676 | | | |
| CARPENTER D.S. | Accountant | 638253 | CARPENTER D.S. | Accountent | 638253 | | | |
| TORRE W.N. | Reviser | 301773 | TORRE W;N. | Revisor | 301773 | | | |
| ALI E.Z. | Cashier | 201678 | ALI I.Z. | Cashier | 201678 | | | |
| WALSH O.P. | Researcher | 224896 | WALSH O.P. | Researcher | 224896 | | | |
| REYES R.G. | Messenger | 936390 | REYEeS R.G. | Mesenger | 936690 | | | |
| YAZEJY V.R. | Repairman | 606088 | YAZJY V.R. | Repairman | 606088 | | | |
| MURPHY L.C. | Auditor | 289065 | MURRPHY L.C. | Euditor | 289065 | | | |
| FLANAGAN K.Y. | Programmer | 645879 | FLANAGAN K.Y. | Programmer | 645879 | | | |

*September 2006*

## 2. FILING – 30 Questions/ 3 mins/ 15 points (pages 4 & 5 only)

Your task is to select the number of the correct drawer in which to place the person's individual file identified by name.

### WOMEN

| DRAWER NUMBER | ENGLISH | DRAWER NUMBER | FRENCH | DRAWER NUMBER | SPANISH | DRAWER NUMBER | OTHER LANGUAGES |
|---|---|---|---|---|---|---|---|
| 1 | AA-BU | 13 | AA-BU | 25 | AA-BU | 37 | AA-BU |
| 2 | BV-CH | 14 | BV-CH | 26 | BV-CH | 38 | BV-CH |
| 3 | CI-EW | 15 | CI-EW | 27 | CI-EW | 39 | CI-EW |
| 4 | EX-GE | 16 | EX-GE | 28 | EX-GE | 40 | EX-GE |
| 5 | GF-IN | 17 | GF-IN | 29 | GF-IN | 41 | GF-IN |
| 6 | IO-KI | 18 | IO-KI | 30 | IO-KI | 42 | IO-KI |
| 7 | KJ-LV | 19 | KJ-LV | 31 | KJ-LV | 43 | KJ-LV |
| 8 | LW-MW | 20 | LW-MW | 32 | LW-MW | 44 | LW-MW |
| 9 | MX-OO | 21 | MX-OO | 33 | MX-OO | 45 | MX-OO |
| 10 | OP-RO | 22 | OP-RO | 34 | OP-RO | 46 | OP-RO |
| 11 | RP-TV | 23 | RP-TV | 35 | RP-TV | 47 | RP-TV |
| 12 | TW-ZZ | 24 | TW-ZZ | 36 | TW-ZZ | 48 | TW-ZZ |

### MEN

| DRAWER NUMBER | ENGLISH | DRAWER NUMBER | FRENCH | DRAWER NUMBER | SPANISH | DRAWER NUMBER | OTHER LANGUAGES |
|---|---|---|---|---|---|---|---|
| 49 | AA-BU | 61 | AA-BU | 73 | AA-BU | 85 | AA-BU |
| 50 | BV-CH | 62 | BV-CH | 74 | BV-CH | 86 | BV-CH |
| 51 | CI-EW | 63 | CI-EW | 75 | CI-EW | 87 | CI-EW |
| 52 | EX-GE | 64 | EX-GE | 76 | EX-GE | 88 | EX-GE |
| 53 | GF-IN | 65 | GF-IN | 77 | GF-IN | 89 | GF-IN |
| 54 | IO-KI | 66 | IO-KI | 78 | IO-KI | 90 | IO-KI |
| 55 | KJ-LV | 67 | KJ-LV | 79 | KJ-LV | 91 | KJ-LV |
| 56 | LW-MW | 68 | LW-MW | 80 | LW-MW | 92 | LW-MW |
| 57 | MX-OO | 69 | MX-OO | 81 | MX-OO | 93 | MX-OO |
| 58 | OP-RO | 70 | OP-RO | 82 | OP-RO | 94 | OP-RO |
| 59 | RP-TV | 71 | RP-TV | 83 | RP-TV | 95 | RP-TV |
| 60 | TW-ZZ | 72 | TW-ZZ | 84 | TW-ZZ | 96 | TW-ZZ |

| | NAME | LANGUAGE | DRAWER NUMBER |
|---|---|---|---|
| Example : | Mr. Jose KANDIL | SPANISH | 78 |
| | Mrs. Lisa GRAY | CHINESE | 41 |

You will be given **3 minutes** to complete this section
**DO NOT TURN THIS PAGE UNTIL TOLD TO DO SO**

# FILING

| NAME | LANGUAGE | DRAWER NO. |
|---|---|---|
| Mrs. Susanne HIRSCH | German | |
| Mr. Bernard AUTPHENNE | French | |
| Mr. Andrei TARASOV | Russian | |
| Mrs. Nadia BARBESANT | French | |
| Mr. George FANTAYE | English | |
| Mrs. Kazuko KIMURA | Japanese | |
| Mrs. Denise PRINS VAN WESTDROPE | French | |
| Mr. John CALLIHAN | Irish | |
| Mr. Dionisio ESTERON | Tagalog | |
| Mr. Amjad MAJID | Urdu | |
| Mrs. Karen DELOS | English | |
| Mrs. Adriana CORREA | Spanish | |
| Mr. Michel GAUCHET | French | |
| Mrs. Janet GUY | English | |
| Mr. Abbas POORSORKH | Arabic | |
| Mr. Djaya WINARSO | English | |
| Mrs. Sunita YADAV | Hindi | |
| Mr. Dimitrios TSOUMBARAKIS | Greek | |
| Mr. Osmin JEREDA-POSADA | Spanish | |
| Mrs. Nanda YAROS-AKE | English | |
| Mr. Richardo VIEJO | Spanish | |
| Mrs. Frances ZUBRZYCKI | English | |
| Mr. Omar ROMERO | Spanish | |
| Mr. Salwa TAWFIK | Arabic | |
| Mr. Joseph MOSHA | Swahili | |
| Mr. Earl JENNINGS | English | |
| Mrs. Stefania STEMEN | French | |
| Mr. Matias ROVIRA | Spanish | |
| Mr. Marcel VAN HOLLEBEKE | French | |
| Mrs. Beatrice NSUBUGA | Swahili | |

Your task will consist of sorting pairs of patterns.

Each pattern consists of an acronym, i.e., acronym: EBC and a shape, i.e., ⬜

Therefore, a pattern is  [EBC]

Each pair contains two patterns.

**Example of a pair of patterns**:  [EBC]   (EBC)

Your task is to sort the pairs of patterns according to the guidelines given below:

| | | GUIDELINES |
|---|---|---|
| **Bin 1:** | [ECB]  (ECB) | Same acronym but different shapes. |
| **Bin 2:** | (ECB)  (XYZ) | Different acronyms but same shape. |
| **Bin 3:** | (ECB)  [XYZ] | Different acronyms and different shapes. |
| **Bin 4:** | (ECB)  (ECB) | Same acronym and same shape. |

|  | | BIN NO. |
|---|---|---|
| **Example**: | (U.T.)  [U.T.] | → 1 |
| | (AI)  (IA) | → 2 |

You will be given **3 minutes** to complete this section
**DO NOT TURN THIS PAGE UNTIL TOLD TO DO SO**

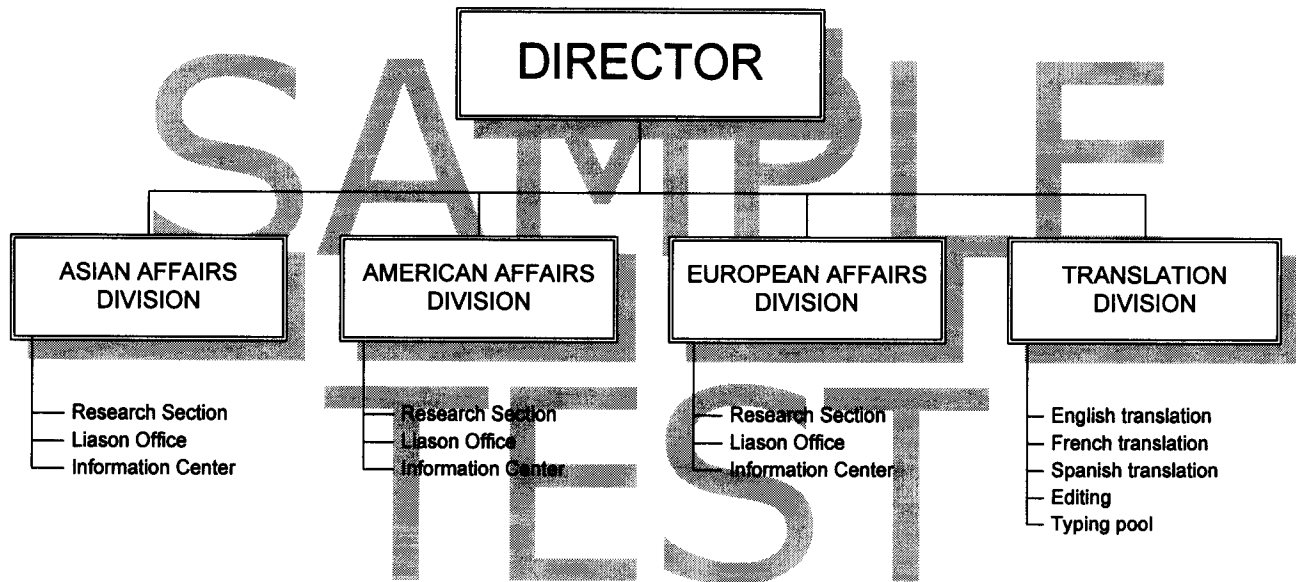| | | **BIN NO.** | | | **BIN NO.** |
|---|---|---|---|---|---|
| BOMP | BOMR | -------- | UNCDF | UNCIF | -------- |
| KNOM | KNOM | -------- | OKAS | OKAS | -------- |
| SCTB | SCTB | -------- | APEID | ACEID | -------- |
| PMAUM | PMAUM | -------- | CREPAL | CREPAL | -------- |
| PAMMA | PAMNA | -------- | GCPC | GCPC | -------- |
| ACEID | ACEID | -------- | FIMS | FINS | -------- |
| CEAS | CEAS | -------- | ISDC | ISDC | -------- |
| GESAMP | GESAMP | -------- | APEID | APEID | -------- |
| MARC | MARCI | -------- | UNIPAC | UNIPAC | -------- |
| ECB | EBC | -------- | ACIR | ACIR | -------- |
| IATFD | IATFD | -------- | ACCRA | ACCRA | -------- |
| UNEP | UNEM | -------- | CRE | CRE | -------- |
| CAIPA | CAIPA | -------- | CLAF | CLAB | -------- |
| ESCES | ESCES | -------- | ESOC | ESOC | -------- |
| TAB | TAB | -------- | CITC | CTIC | -------- |
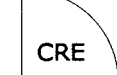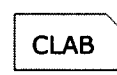
*mber 2006*

UNHQ
SAMPLE
TEST

You will be given a simplified chart of an organization as well as its staff's **alphabetical** directory.

The subtest will consist of a series of short questions regarding the information given in the chart and the directory.

|  | ANSWERS |
|---|---|
| **Example:** What is the phone number of the Secretary of the Director? | *929626* |

In this question the person's title is given as the "Secretary of the Director"; you must then read through the column entitled "position/section" and find "Secretary of the Director". Then you must read the phone number indicated in the column "telephone" located on the line corresponding to Secretary of the Director and write the answer in the appropriate line of the column marked "Answers".

## ORGANIZATION CHART OF THE NON GOVERNMENTAL ORGANIZATION X

```
                        ┌──────────────────┐
                        │     DIRECTOR     │
                        └──────────────────┘
        ┌───────────────┬──────────┴────────┬───────────────┐
┌───────────────┐ ┌───────────────┐ ┌───────────────┐ ┌───────────────┐
│ ASIAN AFFAIRS │ │AMERICAN AFFAIRS│ │EUROPEAN AFFAIRS│ │  TRANSLATION  │
│   DIVISION    │ │   DIVISION    │ │   DIVISION    │ │   DIVISION    │
└───────────────┘ └───────────────┘ └───────────────┘ └───────────────┘
```

- Research Section
- Liason Office
- Information Center

- Research Section
- Liason Office
- Information Center

- Research Section
- Liason Office
- Information Center

- English translation
- French translation
- Spanish translation
- Editing
- Typing pool

You will be given **10 minutes** to complete this section
**DO NOT TURN THIS PAGE UNTIL TOLD TO DO SO**

# DIRECTORY CHART OF THE NON GOVERNMENTAL ORGANIZATION X

| NAME | DIVISION | SECTION/POSITION | ROOM NO. | TELEPHONE |
|---|---|---|---|---|
| Mr. Rudolf AALTO | American Affairs | Liaison Office | 222 | 039911 |
| Ms. Marita ARCHANGE | American Affairs | Liaison Office | 222 | 385558 |
| Ms. Marliatu BADURIA | American Affairs | Secretary of the Chief | 202 | 175467 |
| Mr. Gastone BIGGS | Translation | Editing | 303 | 326435 |
| Ms. Patricia BRAVO | European Affairs | Secretary of the Chief | 203 | 695726 |
| Ms. Fetina BUSBY | European Affairs | Liaison Office | 223 | 241226 |
| Mr. José CHUN ENG | Asian Affairs | Research Section | 210 | 611963 |
| Mr. Victor CONNING | Translation | English Translator | 301 | 305322 |
| Ms. Flora CORVADO | European Affairs | Information Center | 146 | 386297 |
| Mr. Soria DE LA CRUZ | Asian Affairs | Information Center | 436 | 037889 |
| Mr. Abraham DONOSO | European Affairs | Research Section | 212 | 482286 |
| Ms. Moel EGAL | Asian Affairs | Liaison Office | 221 | 603659 |
| Mr. John FLORET | Translation | Chief of translation | 204 | 837994 |
| Ms. Ivonne GRANDA | Asian Affairs | Research Section | 210 | 329600 |
| Ms. Irene IUNDT | Translation | French Translator | 301 | 619393 |
| Ms. Lorna KHOKHLOV | European Affairs | Information Center | 197 | 543232 |
| Ms. Rita KRIBITZ | American Affairs | Research Section | 211 | 049290 |
| Mr. Frank LUSARDI | Translation | Typing Pool | 302 | 619590 |
| Ms. Louise LYATUU | European Affairs | Chief of Division | 203 | 773931 |
| Mr. Carl MARIAN | American Affairs | Chief of Division | 202 | 921727 |
| Ms. Angela MARTIN | Asian Affairs | Chief of Division | 201 | 319292 |
| Ms. Mariam MARTINEZ | European Affairs | Liaison Office | 223 | 041010 |
| Mr. Robert MORGAAD | Asian Affairs | Information Center | 538 | 997586 |
| Mr. Denis MUTUKU | Asian Affairs | Secretary of the Chief | 201 | 798578 |
| Mr. Guiseppe PRATELLO | Translation | Secretary of the Chief | 204 | 533546 |
| Mr. Regis PREMJEAN | American Affairs | Information Center | 372 | 256024 |
| Ms. Pamela ROTACH | Asian Affairs | Liaison Office | 221 | 536474 |
| Ms. Sabine SAMULELA | American Affairs | Information Center | 264 | 937161 |
| Mr. Henry SCHUSSELIN | European Affairs | Research Section | 212 | 920524 |
| Mr. Pedro SERRANO | Translation | Spanish Translator | 301 | 906881 |
| Ms. Sophia VELOSO | - | Director of the Organization | 900 | 395159 |
| Ms. Monika WAKLAVIK | American Affairs | Research Section | 211 | 276964 |
| Mr. Nacklet WALSH | - | Secretary of the Director | 901 | 929626 |

*September 2006*

| QUESTIONS | ANSWERS |
|---|---|

1. Who has telephone number: 256024?.....................

2. Who is Yvonne GRANDA's colleague?.......................

3. Who is Patricia BRAVO's chief?.............................

4. How many secretaries are working in the X Organization?....................................................

5. What is the room number of the typing pool?...........

6. How many men are working in research?...................

7. How many rooms are occupied by the X Organization?....................................................

8. In how many languages is X Organization staffed to translate internally?..........................................

9. The first number of the room indicates the building's floor; how many men are working on the third floor?

10. How many floors does the Organization occupy?.......

11. How many women have a phone number beginning or ending with 32 or 63?...................................

12. What is the room number of the secretary to the chief of the division of Asian Affairs?....................

13. How many people are working in the translation division?.................................................

14. How many liaison offices are there in the X Organization?....................................................

15. How many women are working under the supervision of Ms. LYATUU?..............................

16. How many employees are sharing a telephone with a colleague?..............................................

17. How many employees are sharing a room with a colleague?..............................................

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UNHQ
SAMPLE
TEST

In the following pages you will find 12 problems similar to the example illustrated below:

|  | ANSWERS |
|---|---|
| A clerk can staple eight documents per minute. How many minutes will he spend to staple 24 documents? | *3* |

You are advised to use a calculator if the problem is more difficult than the above example or if the answers have decimals.

If your answer has decimals, you must indicate only two decimal points. For example, if your answer is 133.3333 you must answer 133.33.

You will be given 10 minutes to do this section. It is therefore not expected of you to answer all problems.

You may, if you wish, use your own calculator, or use a calculator which will be provided in the examination room.

If a problem is too difficult, go to the next one.

You will be given **10 minutes** to complete this section
**DO NOT TURN THIS PAGE UNTIL TOLD TO DO SO**

1. A filing cabinet contains 200 standard files. When 50 files have been stored in the cabinet, what percent of the filing cabinet is being used?.........................

2. What will be the total cost of 2,000 sheets of paper costing two dollars per 500 sheets?.........................

3. It takes one minute for an elevator to climb 20 floors. Each floor is 3 meters high. What is the average speed of the lift in meters per second?.........................

4. An offset operator prints 6,000 pages in 1 hour without interruption, using 2 identical offset machines. How many pages can each machine print per minute?.........................

5. The sales tax on a filing cabinet is $4. If the tax is 4%, what is the cost of the filing cabinet before tax?

6. A full pack of paper for a photocopy machine weighs 10 pounds. How much would a full pack of the same paper, whose dimensions are twice that of the first pack, weigh?.........................

7. When 25 glasses are filled with water from a drinking water tank, the gauge drops from full to ½. How many glasses can we fill from a full water tank?.......

## SPACE FOR YOUR CALCULATIONS

*(Continued on next page)*

8. You ordered 25 oz of special drafting paper costing one dollar and 50 cents per oz. How much will you pay for your order?............................................

9. It takes 5 seconds for a photocopying machine of your office to make one copy. It takes you 10 seconds to position one original sheet to be photocopied in the machine and 10 seconds to remove it. How long will it take to make 5 copies of a page?............................................

10. A messenger walks 500 feet in a large building from the reception to his destination at the average speed of 4 miles per hours and returns to the starting point at an average speed of 3 miles per hour. What is his average speed for the entire trip?............................

11. You bought a new computer for your office for $6,000. To do this, you borrowed the money from the bank for one year at 6% annual interest. What was the actual cost of the computer?..................

12. Your chief is carrying 50 kilograms of luggage when going on a trip. He is entitled to 20 kilograms of luggage free of charge. He has to pay a fee of 10 dollars per kilo for all excess weight. How much will he now pay for this overweight luggage?..................

**SPACE FOR YOUR CALCULATIONS**

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UNHQ
SAMPLE
TEST

## Copy of a Manuscript

Your assignment is to copy by hand in a highly legible manner or to type the text given on the reverse side of this page. **DO NOT EDIT OR MODIFY THE ORIGINAL TEXT** (for example, do not add words, remove words or change word-order of the text). Simply reproduce the entire text, making sure that your copy is a legible and perfectly spelled English document. Upon completion, it is your responsibility to proofread your work carefully before submitting it for marking.

If you choose to take the speed-typing test, you are required to type the text. Otherwise, you may either type the text or copy it by hand in a highly legible manner. If you decide to type the text it will be your responsibility to properly operate the word-processing equipment. If you present a partial document or loose your document your attempt will be recorded as a failure.

*September 2006*

The average family from an industrialized nation has about ___ basic recipes for meals. For many of those peoples, the foods in these recipes are too rich. To improve their diets, they need to make a few prudent changes to cut out the animal fats and replace them with foods which help to lower the fat level in their blood. This will help reduce the risk of heart problems.

The following tips will help to adjust this typical diet to a heart-healthier one. It's important to substitute whole milk products for those that have no fat or low fat content. The use of liquid oils instead of butter is also necessary. The skin from fish and poultry should be removed after cooking and not be eaten. However there are certain fatty fish that help to lower the fat levels in the blood.

These fish include, salmon, mackerel, sardines, bass, trout and bluefish. Another general rule of thumb is to reduce the intake of all animal proteins, especially red meats. Using non-animal proteins like soy in recipes will insure that enough protein is eaten daily without consuming the damaging fats found in animal products.

Special attention should be made to look at the labeling for the individual ingredients. Stay away from products that are made with coconut and palm oils. If people were more aware of what they ate and willing to make these small changes, they would be able to readily improve their health.