ACT WORKKEYS – WORKPLACE DOCUMENTS, APPLIED MATH, GRAPHIC LITERACY PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

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How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

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Questions

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1. Which term denotes a variable (often denoted by x) whose variation does not depend on that of another?

A. Independent variable

B. Dependent variable

C. Axis labels

D. Y-axis

2. Which term describes a diagram in which numerical values are represented by the height or length of lines or rectangles of equal width?

A. Line graph

B. Pie chart

C. Time and a half

D. Bar graph

3. Which term means legally responsible for something?

A. Arbitration

B. Policy

C. Liable

D. Liability

4. Which term describes something that happens once a week?

A. Semimonthly

B. Monthly

C. Weekly

D. Biweekly

5. What term describes the lowest legally permitted hourly pay?

A. Compensation

B. Minimum wage

C. Net pay

D. W2

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6. The description 'federal program of disability and retirement benefits that covers most working people' refers to which term?

A. Old Age, Survivor, and Disability Insurance

B. Medicare

C. Social Security

D. Federal program of disability and retirement benefits that covers most working people

7. OASDI stands for which phrase?

A. Old Age, Survivor, and Disability Insurance

B. OASDI

C. Old Age Savings and Disability Insurance

D. Occupational And Salary Data Information

8. Which term denotes money or wealth used to invest in business or enterprise?

A. Capital

B. Protocol

C. Grievance

D. Wage drift

9. Which program provides health coverage for seniors?

A. OASDI

B. FICA

C. Social Security

D. Medicare

10. Which term refers to a pay period that occurs every two weeks?

A. Weekly

B. Semimonthly

C. Biweekly

D. Monthly

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Answers

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1. A
2. D
3. C
4. C
5. B
6. D
7. A
8. A
9. D
10. C

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Explanations

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1. Which term denotes a variable (often denoted by x) whose variation does not depend on that of another?

A. Independent variable

B. Dependent variable

C. Axis labels

D. Y-axis

Understanding how variables relate in experiments helps you identify which one you control. The variable whose variation you change on purpose and that isn't driven by other variables is the independent variable. You set its values and observe what happens to other quantities as a result. In contrast, the dependent variable is the outcome you measure, and it changes in response to how you vary the independent variable. For example, if you adjust the amount of fertilizer you apply, that fertilizer amount is the independent variable, and the plant height you record is the dependent variable—the height depends on how much fertilizer you used. Axis labels and which axis is which are just ways to present the data; they don't define the dependency between variables. So the term that denotes a variable whose variation does not depend on another is the independent variable.

2. Which term describes a diagram in which numerical values are represented by the height or length of lines or rectangles of equal width?

A. Line graph

B. Pie chart

C. Time and a half

D. Bar graph

Bar graphs represent numerical values by the height (or length) of bars that all have the same width. This description fits the diagram in question, where each category is shown with a rectangular bar and the value is conveyed by how tall or long that bar is. This makes it easy to compare amounts across categories at a glance. This differs from a line graph, which uses points connected by lines to show how values change over time or another continuous variable; a pie chart shows parts of a whole as slices of a circle; and the term time and a half isn't related to chart types at all. Bar graphs are ideal when you want to compare distinct categories side by side.

3. Which term means legally responsible for something?

A. Arbitration

B. Policy

C. Liable

D. Liability

The main idea here is understanding which word describes someone who has legal responsibility for something. The term that fits is the adjective that means being legally answerable or obligated. When you say someone is liable, you're saying they must take responsibility, often for damages or a debt. For example, if you caused damage, you're liable for paying for the repair. This is different from liability, which is the noun form referring to the state of being legally responsible or the financial obligation itself. And arbitration is a method for settling disputes, while policy can mean a rule, plan, or insurance contract. So the word that directly conveys "legally responsible for something" is the descriptive form: liable.

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4. Which term describes something that happens once a week?

A. Semimonthly

B. Monthly

C. Weekly

D. Biweekly

Frequency terms describe how often something happens. When something occurs once every seven days, the term that fits is weekly. Weekly communicates a recurring interval of one week, matching the standard week used in schedules. Semimonthly means twice in a month, which isn't tied to the weekly rhythm. Monthly means once per calendar month, and biweekly usually means every two weeks (not weekly). So weekly is the precise, unambiguous way to describe something that happens once a week.

5. What term describes the lowest legally permitted hourly pay?

A. Compensation

B. Minimum wage

C. Net pay

D. W2

Minimum wage is the term for the lowest legally permitted hourly pay. It acts as a wage floor set by law to prevent paying workers too little and to help ensure a basic standard of living. The rate can vary by country or region, and there may be special rules or exemptions for certain situations, such as tipped workers. This is different from compensation, which covers all forms of pay and benefits, and from net pay, which is the amount you actually take home after deductions. W-2 refers to the tax form used to report earnings to the government, not to the wage rate.

6. The description 'federal program of disability and retirement benefits that covers most working people' refers to which term?

A. Old Age, Survivor, and Disability Insurance

B. Medicare

C. Social Security

D. Federal program of disability and retirement benefits that covers most working people

The idea being tested is recognizing the federal program that provides disability and retirement benefits to most workers. That description is the standard definition of Social Security, whose formal name for the program that handles retirement and disability is Old Age, Survivor, and Disability Insurance. Medicare is a separate health-insurance program, not the disability and retirement benefits program described. The option that literally states the description matches the concept most directly, so it best fits the term being asked for. In everyday use, people call this program Social Security, and its official component is Old Age, Survivor, and Disability Insurance.

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7. OASDI stands for which phrase?

A. Old Age, Survivor, and Disability Insurance

B. OASDI

C. Old Age Savings and Disability Insurance

D. Occupational And Salary Data Information

OASDI is the name of the Social Security program that covers three kinds of benefits: Old Age (retirement), Survivors (benefits for family members after a worker dies), and Disability Insurance (for people who cannot work due to disability). The phrase that matches this program is Old Age, Survivors, and Disability Insurance. The other options don't fit because one just repeats the acronym or changes words (like Savings or a singular Survivor) or introduces something unrelated.

8. Which term denotes money or wealth used to invest in business or enterprise?

A. Capital

B. Protocol

C. Grievance

D. Wage drift

Capital is the money or wealth that a business uses to start up, operate, and grow. It includes cash, credit, and other resources that can be invested to generate more value, such as equipment, buildings, or even intellectual assets tied to funding a venture. This term specifically captures the idea of funds set aside or raised to invest in an enterprise, rather than the results of business activity or rules for conduct. Other words don't fit because protocol refers to a set of rules for procedures, grievance is a complaint or protest, and wage drift describes changes in wages over time or differences between expected and actual pay. None of those describe money intended for investment in a business like capital does.

9. Which program provides health coverage for seniors?

A. OASDI

B. FICA

C. Social Security

D. Medicare

Medicare is the health coverage program for seniors. It's a federal health insurance program designed for people 65 and older, and it also covers some younger individuals with disabilities or certain medical conditions. Medicare helps pay for hospital stays and many medical services, with parts that cover different aspects: Part A for hospital care, Part B for outpatient medical services, Part C (Medicare Advantage) as an optional managed care plan, and Part D for prescription drugs. It's funded through a combination of payroll taxes (the FICA tax), premiums, and other revenue. The other options relate to retirement or disability benefits or the taxes that fund those programs, but they aren't health insurance programs themselves. So the correct program for seniors' health coverage is Medicare.

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10. Which term refers to a pay period that occurs every two weeks?

A. Weekly

B. Semimonthly

C. Biweekly

D. Monthly

A pay period that occurs every two weeks is described as biweekly. This means you receive a paycheck every 14 days, which usually results in about 26 pay periods per year. It's different from weekly pay (every week, about 52 per year), semimonthly pay (twice a month, about 24 per year), and monthly pay (once a month, 12 per year). In practice, biweekly schedules often pay on the same day of the week (for example, every other Friday), but the interval between paychecks remains 14 days.

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Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

https://actworkkeys.examzify.com

We wish you the very best on your exam journey. You've got this!

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