PROFESSIONAL ADMINISTRATIVE CERTIFICATION OF EXCELLENCE (PACE) 1 PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

VISIT US ONLINE FOR THE FULL VERSION STUDY GUIDE

https://pace1.examzify.com

Copyright © 2026 by Examzify - A Kaluba Technologies Inc. product.

ALL RIGHTS RESERVED.

No part of this book may be reproduced or transferred in any form or by any means, graphic, electronic, or mechanical, including photocopying, recording, web distribution, taping, or by any information storage retrieval system, without the written permission of the author.

Notice: Examzify makes every reasonable effort to obtain accurate, complete, and timely information about this product from reliable sources.

SAMPLE

Table of Contents

Copyright 1
Table of Contents 2
Introduction 3
How to Use This Guide 4
Questions 5
Answers 8
Explanations 10
Next Steps 15

SAMPLE

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.

SAMPLE

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!

SAMPLE

Questions

SAMPLE

1. What is a primary benefit of praising different people individually according to best practices for offering positive feedback?

A. It creates healthy competition

B. It demonstrates support and helps foster an all-around positive team atmosphere

C. It reduces accountability for others

D. It undermines team cohesion

2. Which option best represents a comprehensive approach to evaluating sources?

A. Publication Date

B. Author's Credentials

C. Objective Reasoning

D. All of the above

3. Tone of voice includes which element?

A. Pitch

B. Eye contact

C. Posture

D. Gestures

4. Which activity is NOT listed as a way to expand your network?

A. Attend networking events

B. Provide mentorship

C. Volunteer activities in your community

D. Join professional associations

5. In the Proof step, which practice is recommended?

A. Read aloud

B. Draft first

C. Use only spell-check

D. Rely on auto-suggestions

SAMPLE

6. Which of the following is a non-verbal active listening tool?

A. Take Notes

B. Probe

C. Paraphrase

D. Reflect

7. Which of the following is an example of a reflective statement?

A. It sounds like you're stressed.

B. Yes.

C. That's interesting.

D. I see.

8. NOT listed item in your existing brand?

A. The way you dress

B. The color of your office walls

C. The way you behave

D. The people with whom you associate

9. Which activity is explicitly listed to expand your network?

A. Attend networking events

B. Volunteer activities in your community

C. Provide charitable donations

D. Take a course

10. Which emotional intelligence component involves using awareness to manage interactions with others?

A. Self-awareness

B. Self-Management

C. Social Awareness

D. Relationship Management

SAMPLE

Answers

SAMPLE

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

SAMPLE

Explanations

SAMPLE

1. What is a primary benefit of praising different people individually according to best practices for offering positive feedback?

A. It creates healthy competition

B. It demonstrates support and helps foster an all-around positive team atmosphere

C. It reduces accountability for others

D. It undermines team cohesion

Praising different people individually reinforces that each person's unique contributions are seen and valued. When praise is timely and specific about what was done and the impact it had, it strengthens motivation and encourages the exact behaviors you want to see again. This approach helps build an all-around positive team atmosphere because team members feel respected, recognized, and more willing to collaborate and support one another. It also makes feedback credible and clear, reducing ambiguity about why someone is being recognized. While it isn't about fostering competition and it doesn't undermine accountability or cohesion, individualized praise actually supports strong accountability by linking recognition to concrete actions and reinforces a sense of belonging and team unity.

2. Which option best represents a comprehensive approach to evaluating sources?

A. Publication Date

B. Author's Credentials

C. Objective Reasoning

D. All of the above

Evaluating sources comprehensively means looking at currency, credibility, and the quality of reasoning. Publication date helps you judge timeliness and relevance to your topic. An author's credentials signal expertise and authority in the field. Objective reasoning shows how well the source supports its claims with evidence and whether it avoids bias. When you combine these factors, you get a fuller, more trustworthy assessment than by focusing on any single aspect. That's why the best option is All of the above. Relying on just one aspect can miss a potential weakness—even a current source may lack authority, or a well-qualified author may present biased or poorly supported conclusions.

3. Tone of voice includes which element?

A. Pitch

B. Eye contact

C. Posture

D. Gestures

Tone of voice is about how something is said, not what is said. The pitch of your voice—the highness or lowness of the sounds you produce—is a key part of that tone. Changing pitch alters how the message feels: a higher pitch can signal excitement or curiosity, while a lower pitch can convey calmness or authority. Eye contact, posture, and gestures are forms of body language and visual cues, not the vocal qualities that make up tone of voice. So pitch is the element that best fits the concept of tone of voice.

SAMPLE

4. Which activity is NOT listed as a way to expand your network?

A. Attend networking events

B. Provide mentorship

C. Volunteer activities in your community

D. Join professional associations

The idea being tested is which activities directly help you grow your professional network. Networking is about meeting new people and building reciprocal relationships that expand your circle. Attending networking events is a direct way to meet others and exchange contacts, making it clearly networking activity. Volunteering in your community exposes you to diverse groups and creates chances to connect with people you wouldn't otherwise meet. Joining professional associations puts you into a structured community with events and committees that facilitate introductions and collaborations. Providing mentorship, while valuable, centers on guiding and developing someone else. It's more about supporting another person's growth and may not inherently bring in new connections to your own network in a direct way. In this context, it's the option that isn't listed as a direct method to expand your network.

5. In the Proof step, which practice is recommended?

A. Read aloud

B. Draft first

C. Use only spell-check

D. Rely on auto-suggestions

Reading aloud during the Proof step is the best practice because hearing the words helps you catch issues that your eyes might miss. When you vocalize the text, awkward phrasing, abrupt transitions, missing or misused words, and punctuation glitches become more obvious, and you can judge whether sentences flow naturally and the ideas unfold in a clear, logical order. This auditory check also helps ensure the tone remains professional and the terminology stays consistent throughout. Drafting first is a separate stage where you get your ideas down; spell-check only flags spelling mistakes and some basic errors, and auto-suggestions can mislead or miss deeper problems. Relying on them alone won't ensure the writing is precise, coherent, and polished.

6. Which of the following is a non-verbal active listening tool?

A. Take Notes

B. Probe

C. Paraphrase

D. Reflect

The concept being tested is identifying a non-verbal active listening tool. Taking notes is non-verbal because it conveys engagement without speaking. It shows you're listening, helps you organize and remember what was said, and signals to the speaker that you're following along. The other options involve speaking to the speaker: probing asks questions aloud to explore meaning, paraphrasing restates the message in your own words, and reflecting verbally acknowledges feelings or content. Because those are verbal techniques, taking notes is the non-verbal choice.

SAMPLE

7. Which of the following is an example of a reflective statement?

A. It sounds like you're stressed.

B. Yes.

C. That's interesting.

D. I see.

Reflective listening involves restating or mirroring what the other person is feeling or expressing to show you understand and to invite more conversation. Saying "It sounds like you're stressed" does exactly that by echoing both the situation (stress) and the emotional state, with an interpretation that invites clarification and empathy. The other responses don't convey this back-and-forth reflection: "Yes" is simply agreement, not about the feelings or content; "That's interesting" focuses on the content but not the emotion; "I see" signals understanding but doesn't explicitly reflect the speaker's emotional state.

8. NOT listed item in your existing brand?

A. The way you dress

B. The color of your office walls

C. The way you behave

D. The people with whom you associate

Your brand is shaped by the signals you project about yourself: how you dress, how you behave, and the people you associate with. The color of your office walls is an environmental detail, not a personal signal you control or consistently present about who you are. It can influence impressions, but it doesn't reflect your character, style, or professional network. So, it isn't considered part of your personal brand, whereas appearance, conduct, and connections clearly are.

9. Which activity is explicitly listed to expand your network?

A. Attend networking events

B. Volunteer activities in your community

C. Provide charitable donations

D. Take a course

Expanding your professional network comes from creating ongoing, meaningful connections with others. Volunteering activities in your community place you in regular, collaborative settings where you work with diverse people toward common goals. That shared purpose and repeated interaction helps you build trust, get to know colleagues, mentors, and potential collaborators, and naturally leads to new introductions and opportunities. Because fostering those relationships is the purpose of volunteering, it best expands your network explicitly. Attending networking events can help meet people, and taking a course can broaden skills, but they don't inherently provide the same sustained relational engagement. Donating, while supportive of causes, doesn't by itself create ongoing professional connections.

SAMPLE

10. Which emotional intelligence component involves using awareness to manage interactions with others?

A. Self-awareness

B. Self-Management

C. Social Awareness

D. Relationship Management

Emotional intelligence involves four areas: recognizing your own emotions, regulating them, noticing others' emotions, and using that awareness to engage with people effectively. The phrase "using awareness to manage interactions with others" points to applying that understanding to guide conversations, resolve conflicts, and build productive relationships. That active handling of how you relate to others—communication, collaboration, influencing, and trust-building—is what relationship management is all about. The other areas focus on different pieces: self-awareness is about recognizing your own feelings, self-management is about controlling your emotions, and social awareness is about perceiving others' emotions and needs. These elements support interactions, but the specific ability to steer and maintain how you relate with others in various situations sits in relationship management.

SAMPLE

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://pace1.examzify.com

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

SAMPLE