Placement Exercise
Section 5: Written Expression
Welcome to the Con Edison Test Preparation Guide. The purpose of this Guide is to help you prepare for Con Edison aptitude placement exercises.

The aptitude placement exercises in Con Edison generally consist of four to six sections, each of which measures important underlying abilities necessary to complete Con Edison training programs and to perform the work we do. Section 5 focuses on the ability of written expression.

Questions included in this Guide are not the actual questions contained in the Con Edison aptitude placement exercises. However these questions will enable you to apply and practice questions similar in format, content, and ability to those that do appear in the aptitude placement exercises. Your performance on the questions in this guide will provide you with information about your strengths as well as those abilities that you wish to practice further.

Please view the questions in this guide as one source of practice and further study. Your local library or bookstore is likely to contain other aptitude test practice resources. We encourage you to take advantage of these other test preparation resources as well.

**Section 5: Written Expression**

The questions in Section 5 of the Test Preparation Guide are designed to measure the ability of written expression. This ability is defined\(^1\) as follows:

**Written Expression:** Write clear, accurate, factually correct messages, emails, standard forms, and basic reports of work performed.

This ability is essential to perform the position you have applied for. Section 5 questions are designed to measure your capacity to perform tasks requiring this ability. Some example tasks that require this ability are:

\(^1\) These definitions are based on information appearing in the Threshold Traits Analysis Technical Manual (Revised in Progress), © Lopez and Associates, Inc. 2016 All Rights Reserved.
• Prepare records detailing tests, repairs, and maintenance.
• Fill in information on standard Company paper or electronic forms (e.g., service tickets, work orders, requisition forms, maintenance records, etc.).
• Prepare written reports or records that may be required for later reasons.
• Maintain a written log of values obtained for monitors, gauges or instrumentation.
• Write down and read back switching orders to operating authorities.
• Write appropriate emails to communicate with supervisors, technical personnel, and others to assist in performing required work.

The ability of written expression is first necessary for all new employees to learn how to perform these tasks on the job.

**IMPORTANT**

The information in this Test Preparation Guide is for exercise purposes only and is not intended to replicate exact Con Edison work practices, diagrams, or procedures.
SENTENCE COMPLETION

Items 1 – 2 require you to determine the word that best completes the sentence. The example shows you how to complete the items in this section.

Example:

The word that best completes the sentence below is:

“When operating equipment, computer display screens must be ________ constantly.”

A. monitored  
B. changed  
C. ignored  
D. overlooked

To answer the Example, you must read the sentence and input the word that best completes the sentence. In this case, it is most likely that a computer display screen would be watched or monitored in some way. Since “monitored” is presented as choice A, you would select choice A as your answer.

Now complete items 1 – 2 as shown in the example.
1. The word that best completes the sentence below is:

   The system was tested and checked for ________ operation.

   A. extensive
   B. difficult
   C. widespread
   D. proper

2. The word that best completes the sentence below is:

   The material should be ________ in the storage container until it can be properly disposed of.

   A. circulated
   B. salvaged
   C. deposited
   D. oriented
SPELLING

Items 3 – 4 require you to determine the correct spelling of a word. The examples show you how to complete the items in this section.

Example 1:

From the options in the table below, the word spelled incorrectly is:

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dangerus</td>
<td>Caution</td>
<td>Protection</td>
<td>Safety</td>
</tr>
</tbody>
</table>

A. A  
B. B  
C. C  
D. D

To answer the Example item, you must examine the words listed above and determine which word is spelled incorrectly. The only word that is spelled incorrectly is choice A “Dangerus.” The correct spelling of the word is “Dangerous.” Therefore, you would select choice A as your answer.

Example 2:

From the options in the table below, the word spelled correctly is:

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Eratic</td>
<td>Ajust</td>
<td>Controll</td>
<td>Corrosion</td>
</tr>
</tbody>
</table>

A. A  
B. B  
C. C  
D. D

To answer the Example item, you must examine the words listed above and determine which word is spelled correctly. The only word that is spelled correctly is choice D “Corrosion.” The correct spellings of the remaining words are “Erratic,” “Adjust” and “Control.” Therefore, you would select choice D as your answer.

Now complete items 3 – 4 as shown in the example.
3. From the options in the table below, the word spelled \textit{incorrectly} is:

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<th>C</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Purify</td>
<td>Analisis</td>
<td>Compressor</td>
<td>Vacuum</td>
</tr>
</tbody>
</table>

A. A  
B. B  
C. C  
D. D

4. From the options in the table below, the word spelled \textit{correctly} is:

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pneumatic</td>
<td>Paralel</td>
<td>Phaze</td>
<td>Pressurrize</td>
</tr>
</tbody>
</table>

A. A  
B. B  
C. C  
D. D
VOCABULARY

Items 5 – 6 require you to determine words that have the same meaning. The example shows you how to complete the items in this section.

Example:

The circuit breaker opens when the current **exceeds** a predetermined value.

A. surpasses  
B. diminishes  
C. meets  
D. achieves

To answer the Example, you must determine which word means the same as the bolded, underlined word in the sentence. The word “exceeds” means the same as the word “surpasses” which is choice A. Therefore, you would select choice A as your answer.

Now complete items 5 – 6 as shown in the example.
5. The **status** of all equipment must be noted in the log.

   A. condition  
   B. type  
   C. location  
   D. pressure

6. Machine A is more **efficient** when Variable X is increased.

   A. expensive  
   B. constant  
   C. ingenious  
   D. productive
PARAGRAPH WRITING

Items 7 – 8 require you to write paragraphs. The example shows you how to complete the items in this section.

Example:

The paragraph containing a logical and ordered sequence of events is:

A. At 8:00 PM there was a small fire in the yard. This fire was put out by the operator. The cause of the fire has not yet been determined.

B. This fire was put out by the operator. At 8:00 PM there was a small fire in the yard. The cause of the fire has not yet been determined.

C. The cause of the fire has not yet been determined. At 8:00 PM there was a small fire in the yard. This fire was put out by the operator.

D. This fire was put out by the operator. The cause of the fire has not yet been determined. At 8:00 PM there was a small fire in the yard.

To answer the Example, you must determine which paragraph contains the most logically ordered information. The most logical sequence of events appears in choice A. Therefore, you would select choice A as your answer.

Now complete items 7 – 8 as shown in the example.
7. The paragraph containing a logical and ordered sequence of events is:

A. Repair work was completed and the power was restored after two hours. The emergency generator was started 15 minutes later. Power was lost at 4:35 AM.

B. The emergency generator was started 15 minutes later. Power was lost at 4:35 AM. Repair work was completed and the power was restored after two hours.

C. Power was lost at 4:35 AM. Repair work was completed and the power was restored after two hours. The emergency generator was started 15 minutes later.

D. Power was lost at 4:35 AM. The emergency generator was started 15 minutes later. Repair work was completed and the power was restored after two hours.

8. The paragraph containing a logical and ordered sequence of events is:

A. Flooding on major roadways delayed the technician from reaching the work site. A thunderstorm warning was placed in effect at 10:00 AM. Upon arrival, the technician repaired the equipment. Heavy rain began soon thereafter.

B. A thunderstorm warning was placed in effect at 10:00 AM. Flooding on major roadways delayed the technician from reaching the work site. Heavy rain began soon thereafter. Upon arrival, the technician repaired the equipment.

C. A thunderstorm warning was placed in effect at 10:00 AM. Heavy rain began soon thereafter. Flooding on major roadways delayed the technician from reaching the work site. Upon arrival, the technician repaired the equipment.

D. Heavy rain began soon thereafter. A thunderstorm warning was placed in effect at 10:00 AM. Flooding on major roadways delayed the technician from reaching the work site. Upon arrival, the technician repaired the equipment.
REPORT WRITING

Items 9 – 10 require you to write reports that accurately state all of the facts of the situation. You must determine which report contains the most accurate and complete set of facts regarding the situation described. The example shows you how to complete the items in this section.

Example:

**Facts of the Situation**

- Work Site: 708 Southern Avenue
- Work Performed: Technician reported to work site at 7:30 AM. Protective equipment was not available. Repair work postponed until tomorrow.

The most accurate and complete report of the situation is:

A. Upon reporting to the work site at 708 Southern Avenue at 7:30 AM, the technician discovered that the protective equipment was not available. The repair work was postponed until tomorrow.

B. When the technician arrived at the work site at 7:30 AM, he learned that the protective equipment was not available. He should have checked before leaving the yard. The repair work has been postponed until tomorrow.

C. The technician reported to 708 Southern Avenue, the work site, at 7 AM. The protective equipment was not available at this time and the repair work was postponed until tomorrow.

D. The work site at 708 Southern Avenue did not have all necessary protective equipment. The repair work has been postponed until tomorrow.

The most accurate and complete report is choice A because it is the only report to accurately state all of the facts and do so without making additional assumptions about the situation. Therefore, you would select choice A as your answer.

Now complete items 9 – 10 as shown in the example.
9. **Facts of the Situation**

- Work Site: 65-85 Water Street
- Work Performed: Digging at location exposed Material A. Material A removed and placed in a protective container.

The most accurate and complete report of the situation is:

A. When digging at 65-85 Water Street, the incompetent technician exposed Material A. Material A was removed and placed in a protective container.

B. Digging work performed at 65-85 Water Street resulted in exposed Material A. The technician removed Material A and then placed it in a protective container.

C. Material A exposed during digging at 65-85 Water Street. The technician then placed Material A in a protective container.

D. Exposed Material A discovered at 65-85 Water Street. The technician removed Material A and placed it in a protective container.
10. **Facts of the Situation**
   - Work Site: 123 Green Street Substation
   - Work Performed: Technician observed broken Part Z. Replacement Part Z’s were not available. Installed Part T. Recorded work in log book.

The most accurate and complete report of the situation is:

A. The technician reported to the 123 Green Street Substation and discovered a broken Part Z. Due to the unavailability of replacement Part Z’s, the technician installed Part T. All work was recorded in the log book.

B. The technician reported to the 123 Green Street Substation and discovered that the customer purposely broke the irreplaceable Part Z. The technician installed Part T and recorded the work in the log book.

C. Upon arrival at the 123 Green Street Substation, the technician could not find a Part T available to replace the broken one. So the technician installed Part Z and recorded the work in the log book.

D. Part Z was broken at the 123 Green Street Substation. The technician called his supervisor for a replacement part, but the supervisor did not have any replacements on hand. So the technician installed a Part T and recorded the work in the log book.
WRITING COMMENTS

Items 11 – 12 require you to write brief comments about situations. You must determine which comment contains the shortest and most accurate description of the situation. The example shows you how to complete the items in this section.

Example:

Facts of the Situation
• 9 of the 10 tools in the package were delivered damaged.

An accurate and brief comment about this situation is:

A. Damaged tools were delivered.
B. The tools delivered were damaged. Please do not use these tools. We should exchange them.
C. Manufacturer should replace these tools.
D. 9 tools damaged during use.

The shortest and most accurate comment is choice **A**. The remaining comments make inferences about the situation, incorrectly state the facts, or are unnecessarily long. Therefore, you would select choice **A** as your answer.

Now complete items 11 – 12 as shown in the example.
11. **Facts of the Situation**
   - Technician took readings on Main Unit at 11 AM and then again at 3 PM. The readings were normal on both occasions.

   An accurate and brief comment about this situation is:

   A. Readings taken.
   B. Main Unit readings tend to be normal.
   C. 11 AM and 3 PM Main Unit readings taken and found normal.
   D. Main Unit readings were normal in the morning and normal in the afternoon. The technician will take the readings again tomorrow.

12. **Facts of the Situation**
   - A contractor mistakenly cut through a cable at 9:30 AM. This mistake resulted in a loss of power.

   An accurate and brief comment about this situation is:

   A. Contractor cut cable and power lost at 9:30 AM.
   B. Useless contractor at work.
   C. Power lost due to contractor error at 9 AM.
   D. Retrain the contractor.
PUNCTUATION AND CAPITALIZATION

Items 13 – 14 require you to determine correct punctuation and capitalization for sentences. The example shows you how to complete the items in this section.

Example:

The following sentence contains incorrect punctuation or capitalization:

**Two Employees arrived at the work site on time.**

The punctuation and/or capitalization error is:

A. “Employees” should not be capitalized.
B. a comma is required following “work site.”
C. “work site” should be capitalized.
D. a comma is required following “Employees.”

In the Example, the word “Employees” should not be capitalized. This error is described in choice A. Therefore, you would select choice A as your answer.

Now complete items 13 – 14 as shown in the example.
13. The following sentence contains incorrect punctuation or capitalization:

Boxes of materials arrived June 29 and were checked unloaded and stored.

The punctuation and/or capitalization error is:

A. a comma is required following “June 29”.
B. a comma is required following “checked”.
C. “materials” should be capitalized.
D. a colon is required following “were”.

14. The following sentence contains incorrect punctuation or capitalization:

After noticing the fire, he screamed for “help.”

The punctuation and/or capitalization error is:

A. quotation marks are not required around “help”.
B. “help” should be completely written in capital letters.
C. an exclamation point is required at the end of the sentence.
D. the comma is not required after “fire”.
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