Answers & Explanations

to Saville's Comprehension Aptitude Preparation Guide*

In this document you will find detailed explanations to the Verbal and Numerical example questions as shown on Saville Consulting's website and PDF preparation guides.

The explanations are in order of appearance.

JobTestPrep team

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Verbal Comprehension

Passage 1

Q1

A. This is a vocabulary question. If the word in question is unfamiliar, try and locate clues as to the meaning of the word using its context. The word appears more than once in the text so it is recommended to read all the sentences in which the word appears. Once we do that, we are able to get a sense of the word's meaning. The ''extension'' has an answering machine and a handset, therefore it most resembles a telephone.

Q2

B. This is another vocabulary question. If the word in question is unfamiliar, try and locate clues as to the meaning of the word using its context. An ''answer machine greeting'' is most likely a message.

Q3

C. Here you are asked to find the feature NOT mentioned in the passage. In order to answer this question we have no choice but to try and locate the different distracters in the text until we have eliminated three of them. The first two distracters are easy to locate since they have a number in them ('3' and '471'), which ''pops out'' from the text. After locating them in the text, it is quite easy to judge these distracters as actual features of the telephone, and consequently as incorrect answers. Now we are left with two distracters, located in the latter section of the text. Since distracter 3 is not mentioned in the passage at all, it is the correct answer.

Q4

D. This question should be answered fairly easily, assuming we have already scanned or even read most of the text while solving the previous questions. We should already know where to locate the instructions to recording an answering machine greeting (as the word ''greeting'' already appeared in the second question). Once we read the sentence corresponding to the question, we can mark ''D'' as the correct answer.

Passage 2

Q1

D. When answering a vocabulary question, the first step is to locate the word in the passage in order to utilise the context to understand its

meaning. The word appears at the end of the passage and its context insinuates that the meaning of the word is ''detect, spot''.

Q2

C. When answering a true/false/cannot say question, we must search for the statement in question in the passage. If the statement is found explicitly in the passage then we can deem the statement ''true''. If the passage states the opposite, then we will deem the statement ''false'', and when the statement cannot be found in the text, the correct answer will be '"cannot say'' (as we lack sufficient information). The first thing we can do to try and locate the statement in the passage is to use the number ''24'' as a reference, because numbers are easy to locate in a written text. However, we are unable to locate this number in the text after a quick scan. This may suggest that this statement is not to be found in the text. If you are confident enough and/or under serious time pressure, you may be inclined to answer ''cannot say''. This is an educated, somewhat grounded guess. If you are more hesitant and have some time to spare, you may prefer to go over the text one more time to make sure the statement in question is indeed not mentioned anywhere in the passage.

Q3

B. With negative phrased questions it is always recommended to ask the opposite, positive phrased question: instead of ''what is NOT,'' ask ''what is?'' and then try and find three correct answers and one incorrect answer, which will be the answer to the original (negative) question. So, we are asked to find the details that need to be recorded in case of emergency. These details are fairly easy to locate in the passage as they are organised in bullets. All that is left is to scan the bullets and eliminate distracters. The second bullet eliminates distracter ''A''. The third bullet eliminates distracter ''C'', and the last bullet eliminates distracter ''D''. The remaining distracter is the correct answer.

Q4

A. As detailed in the second question, in order to answer True/False/Cannot say question, we must try and locate the statement in the passage. The word ''identify'' may strike a familiar cord, as we were asked about this word in the first question. Therefore we can use this word to try and locate the statement in the passage. Since the corresponding sentence in the passage says the exact same thing as the statement in the question, we can deem it as a True statement.

Numerical Analysis

Set 1

Q1

D. We are asked to locate in the pie chart the percentage of the ''training'' and ''administration'' categories, and add them up. According to the chart's index, the ''training'' category is marked in pink and equals 16%. The ''administration'' category is marked in green and equals 19%.

16% +19% equals 35%.

Q2

E. This question requires a two-steps solution. First, we must locate the ''client support'' category in the pie chart, and then we need to convert percentages into actual values (number of days). Let's get started:

Step 1: According to the index, the ''client support" category is marked in grey and equals 23% (of the total amount of staff time).

Step 2: In order to convert the percentage of staff time into actual staff days, we must locate the total number of staff days (this is the''whole'' out of which 23% is dedicated to client support). The total number of days is presented in the chart title: 2000 days.

So, 23% out of 2000 is: 0.23*2000= 460 days.

Q3

C. This is a tricky question. In order to answer it correctly we must ask ourselves what information can be extracted from the pie chart. The pie chart displays the percentages of time/days allocated for each category. In addition we are given the total number of days dedicated to all activities. Therefore in addition to percentages, we can calculate the actual number of days allocated for each activity category. However, since we do not know the total number of staff members, nor do we know if time is distributed evenly across all staff members, we are not able to assert the exact number of days each staff member dedicated to a certain activity. Thus, the correct answer is: Cannot say.

Q4

A. The key to answering this question correctly is to understand the meaning of proportion. Proportion is ''a part considered in relation to the whole.'' This definition is similar to the definition of a percentage. Once we

understand this, all that is left is to locate in the pie chart the activity with the highest percentage of allocated time – Sales. This is the correct answer.

Set 2

Q1

B. The question requires a summary of the total number of candidates interviewed on Monday compared to Tuesday. Let's add up the data from the last column (''Number of Candidates'') in order to assert whether or not the statement is correct:

Monday: 3+4+2= 9

Tuesday: 5+4+2=11

More candidates were interviewed on Tuesday than on Monday. Therefore the statement is False.

Q2

B. In order to answer this question let us translate the data in the question to mathematical terms: Each interview consists of X candidates (as detailed in the table) + 2*X interviewers.

First, we simply need to locate the time and day with the highest number of candidates interviewed: on Tuesday, between the hours 09:30-10:30, 5 candidates were interviewed.

Now all that is left is to calculate the number of interviewers required at that hour: 5*2=10.

Q3

B. We are asked to find the ratio of successful candidates to the total number of candidates interviewed. We are already given the number of successful candidates (i.e. the applicants who were hired) in the question: 5. So what remains is to calculate the total number of candidates interviewed on both days. We already calculated the total number of candidates for each day in question #1, so we can utilise this information to save us some time and simply add up the number for both days:

Monday: 9

Tuesday: 11

Total number of candidates: 9+11=20.

The ratio of successful candidates to the total number of candidates interviewed is: 5:20.

However, there is no such option available. This may mean one of two things: either we are wrong, or we can reduce this ratio using a common denominator.

5 and 20 can both be divided by 5, thus we arrive at a ratio of: 1:4.

Q4

C. In order to answer this question correctly we must ask ourselves what information can be extracted from the table. The data available is evident in the headings of the table: ”session,” ”interview time slot” and ”number of candidates”. There is no information regarding the number or percentage of candidates who have passed the interview. Therefore the correct answer is: Cannot say.