

ACT READING PRACTICE PAPER

Q: 1

WHAT IS EQUAL EMPLOYMENT OPPORTUNITY?

SmithCo, Inc.
Associate Manual

Commitment to Equal Employment Opportunity

Equal Employment Opportunity

Equal Opportunity is the expressed policy of SmithCo. Our policy is to select the best-qualified person for each position in the organization and to conduct all business relationships without prejudice. SmithCo is committed to the principles of equal employment opportunity for all employees and applicants for employment. Advancement opportunities and employment decisions will be made without regard to race, creed, color, religion, sex, national origin, ancestry, age, physical or mental handicap, veteran or military status, or any other characteristic protected under federal, state, or local law.

Managers are expected to seek out a diverse pool of candidates for consideration when making hiring decisions. SmithCo also develops an annual Affirmative Action program, which is a federal requirement due to our status as a government contractor. The leadership team plays an active role in demonstrating SmithCo's commitment by providing equal employment opportunities at all levels of employment. Managers and employees are advised to meet with the HR manager for assistance in meeting the standards set in this policy.

Equal Employment Opportunity Applies Throughout The Employment Process

To advance the principles of equal employment opportunity, SmithCo also extends this policy to every phase of the employment process including, but not limited to, recruitment, selection, placement, transfer, training and development, promotion, compensation, benefits, layoffs, termination, and all other conditions or benefits of employment. All employees are expected to abide by and promote this policy of equal employment opportunity within the organization, as well as with those who have a business relationship with SmithCo.

Equal Employment Opportunity Requires the Participation of All Associates

While overall authority for implementing an Equal Employment Opportunity policy is assigned to the Vice President of Human Resources, an effective equal employment opportunity program cannot be achieved without the support of all associates. Any associate who feels they have been denied equal opportunity or subjected to discrimination should consult with their manager or HR representative. SmithCo's Employee Assistance Program also provides assistance with these matters.

How is this policy organized?

- statements of fact supported by personal stories
- specific topics followed by explanations

- rules for behavior supported by warnings of consequences
- debate of public versus personal philosophies
- general policy statement without specific performance standards

Q:2

What is the main purpose of SmithCo's equal employment opportunity policy?

- to lessen the chance of lawsuits against SmithCo for discrimination
- to prevent sexual harassment
- to document out the rules for termination
- to create and maintain a workplace free from discrimination
- to ensure qualified employees are hired

Q: 3

Which of the following actions would *NOT* be in violation of the equal employment opportunity program?

- promoting a less-experienced woman over a more experienced woman because the less-experienced woman is more attractive
- reprimanding an employee who refuses to work with a female coworker
- not hiring a prospective employee because she is pregnant
- terminating an employee because they are a devout christian
- not promoting an employee who has just announced he is a homosexual

Q: 4

What writing style does this excerpt portray?

- legal policy
- advertisement
- news story

- informational memo
- story

Q: 5

If you owned SmithCo and you wanted to hire someone to enforce these rules, what primary characteristic would you want in this potential employee?

- knowledge about the SmithCo's product
- communication skills
- human relations skills
- honesty and integrity
- familiarity with your employees

Q: 6

DID CESAR CHAVEZ ADVANCE WORKERS' RIGHTS?

César Estrada Chávez (1927–1993) was an American farm worker, labor leader, and civil rights activist who, with Dolores Huerta, co-founded the National Farm Workers Association, which later became the United Farm Workers (UFW).

A Mexican American, Chávez became the best known Latino civil rights activist, and was strongly promoted by the American labor movement, which was eager to enroll Hispanic members. His public-relations approach to unionism and aggressive but nonviolent tactics made the farm workers' struggle a moral cause with nationwide support. By the late 1970s, his tactics had forced growers to recognize the UFW as the bargaining agent for 50,000 field workers in California and Florida. However, by the mid-1980s membership in the UFW had dwindled to around 15,000.

Chavez was a charismatic, gifted speaker who inspired Latinos to band together and devote themselves to the farmworkers' movement. Claiming as his models Emiliano Zapata, Gandhi, Nehru, and Martin Luther King, he called on his people to "Make a solemn promise: to enjoy our rightful part of the riches of this land, to throw off the yoke of being considered as agricultural implements or slaves. We are free men and we demand justice."

After his death he became a major historical icon for the Latino community, and for liberals generally, symbolizing militant support for workers and for Hispanic power based on grass roots organizing and his slogan "Sí, se puede" (Spanish for "Yes, it is possible" or, roughly, "Yes, it can be done"). His supporters say his work led to numerous improvements for union laborers. His birthday has become César Chávez Day, a state holiday in eight US states. Many parks, cultural centers, libraries, schools, and streets have been named in his honor in cities across the United States.

Which of the following is a statement of fact from the passage?

- Chavez had a charismatic personality
- Cesar Chavez day is celebrated as a holiday in several US states.
- Hispanic workers required unionization to find work
- Chavez started the farmworkers' movement
- Chavez built many parks and cultural centers for the use of Hispanics

Q: 7

Based on this excerpt, which aspect of Cesar Chavez did **NOT** help him organize Hispanic farm workers?

- He was a charismatic and gifted speaker
- He understood the power of Public Relations
- He was supported by the American labor movement
- He had worked as a farm worker
- He grew up during the Great Depression

Q: 8

What phrase best summarizes the topic of the essay?

- Cesar Chavez and his role in the Hispanic farmworkers' rights movement
- The history of the American labor movement
- The early life of Cesar Chavez
- Important historical figures in the Civil Rights Movement
- The role of Unions in the Hispanic community

What year would have been the peak for membership of the UFW?

- 1969
- 1974
- 1979

- 1984
- 1989

Q: 9

Which of the following is **NOT** a meaning of the phrase “throw off the yoke of being considered as agricultural implements or slaves”?

- Agricultural workers have more value than mere tools
- Workers have freedom and rights
- Workers should fight to keep their jobs
- Workers are more than animals that can be harnessed to do work
- Workers should not be treated as economic slaves