

Verbal Reasoning Test (VRT) Sample Questions

Emily Durant works as General Services Support for the Large International Organisation (LIO). You are going to read four emails (A-D) written by Emily to staff in the LIO regarding the upcoming retirement of a colleague, Hiyashi Kato.

For questions 1-12, choose the best answer (a-d).

Email A

As you are already aware, our dear colleague, Hiyashi Kato will be retiring on November 30th of this year. Mr. Kato has been working for the LIO for over 17 years and, in particular, has been instrumental in ensuring the smooth-running and outstanding success of the GRS department since its difficult inception eight years ago.

Due to the longevity of his service and his outstanding contribution to various branches of the organisation, it has naturally been decided to organise a special farewell towards the end of November in order to mark the occasion. To that end, I would be grateful if you could send me any suggestions as to what event you think would be suitable by no later than October 20th. That should provide us with plenty of time to organise everything in the time that is available.

Email B

I am writing as a follow-up to my email of October 13th. First of all, I would like to thank all those of you who have sent me suggestions regarding the arrangements for Hiyashi Kato's retirement. I have received so many good ideas that I have decided to put them in a spreadsheet, which you will find attached.

I would be grateful if you could look at them and let me know which one, or ones, you think would be most appropriate. Please bear in mind that, from the responses that we have had so far, we can anticipate that there will be around 100 people who will wish to participate, so for purely logistical reasons, events such as a lunchtime meal in a local restaurant may be problematic in so far as few, if any, restaurants in the local area would have the necessary capacity.

Email C

As a follow-up to my email of October 20th, I am pleased to announce that Mr. Kato's retirement party will take place in the Grand Park Hotel on Friday, 28 November. The event will consist of a finger-food reception, liquid refreshments and live music, courtesy of the magnificent LIO chamber orchestra. There will also be a raffle to raise funds for

UNICEF, Mr. Kato's favourite charity. Tickets cost \$5 each and prizes will include a wonderful three-day half-board stay for two in the Grand Park Hotel.

I would be very grateful if you could confirm your participation at this event as soon as possible. Please note that due to the large number of people expected to attend, it has been decided that invitations will be sent to present and former employees of the LIO only. We have started a collection for Mr. Kato's leaving present in room 118A, which is open from 8.30 am. Please bring the exact money.

Email D

I am writing to thank you all for attending Mr. Kato's farewell party last Friday. As expected, the event was very well attended. I would particularly like to thank the LIO chamber orchestra for their delightful music and to Mustafa Benji for organising the raffle and for ensuring that everything went smoothly. Apart from there being a brief shower around 8 o'clock, the whole evening was a great success. I am pleased to be able to inform you that, from the selling of raffle tickets, we actually managed to raise as much as \$ 1,215 for UNICEF! Of no surprise to those of us used to his kind generosity, Mr. Kato then very kindly offered to double this amount.

For those of you who were unable to attend, please see photos attached. Mr. Kato was particularly pleased with the watch that we gave him and asked me to convey his thanks to those of you who generously contributed but were unable to attend.

1. Which email gives specific details of arrangements that have been made?

- a. Email A
- b. Email B
- c. Email C
- d. Email D

2. Which email acknowledges receipt of people's proposals?

- a. Email A
- b. Email B
- c. Email C
- d. Email D

3. Which email tells colleagues of a surprise achievement?

- a. Email A
- b. Email B
- c. Email C
- d. Email D

4. Which email highlights an important professional accomplishment?

- a. Email A
- b. Email B
- c. Email C

- d. Email D
- 5. Which email identifies a specific deadline for colleagues to do something by?**
- a. Email A
 - b. Email B
 - c. Email C
 - d. Email D
- 6. Which email invites colleagues to share their opinions with her?**
- a. Email A
 - b. Email B
 - c. Email C
 - d. Email D
- 7. Which email informs colleagues of a necessary restriction that has been placed?**
- a. Email A
 - b. Email B
 - c. Email C
 - d. Email D
- 8. Which email reminds colleagues of Mr. Kato's departure?**
- a. Email A
 - b. Email B
 - c. Email C
 - d. Email D
- 9. Which email warns colleagues that some ideas might not be practical?**
- a. Email A
 - b. Email B
 - c. Email C
 - d. Email D
- 10. Which email shows appreciation for the contributions of specific colleagues?**
- a. Email A
 - b. Email B
 - c. Email C
 - d. Email D
- 11. Which email explains how to make a financial contribution?**
- a. Email A
 - b. Email B
 - c. Email C
 - d. Email D
- 12. Which email informs colleagues of someone else's gratitude?**
- a. Email A
 - b. Email B
 - c. Email C
 - d. Email D

Staff Matters, the staff magazine of the Large International Organisation (LIO), has asked local staff to share their opinions on The Globe, the new cafeteria that recently opened at a regional office.

Read the opinions of the local staff and for questions 13 to 24, choose the best answer, (a-d).

A. Alexandra

I've been going to The Globe consistently ever since it opened – especially for lunches with colleagues, but also occasionally for a cup of coffee in the morning and I must say, to my astonishment, - it has actually exceeded my expectations. Fortunately, it is considerably easier to access from our particular offices than the old cafeteria was, and it is absolutely massive in comparison, which means that despite the fact that I often go accompanied by a large number of colleagues, there is never any difficulty for us to manage to all sit together. We always try to get a table overlooking the garden because it is much sunnier and more attractive than the view of the carpark. In terms of the catering, the cooked food is of a reasonably good standard and it changes every day, so getting bored is not a concern. Compared with the alternative eating establishments in the vicinity, it represents particularly good value for money and the service is perfectly adequate for a cafeteria of its kind. Admittedly, I have heard numerous complaints about the noise at lunchtime, but it does not really bother me.

B. Brigitte

I hardly ever went to the previous cafeteria, but since it opened I have been to The Globe for lunch with different colleagues on various occasions. It is a significant improvement on the previous place in lots of ways, especially the lighting and the greater amount of space. I also particularly like the fact that they will cook something for you in exactly the way that you want it if you ask them. It is also a good place to meet new people as well as ones you have not seen for a while, which I appreciate because I have worked in so many different parts of the organisation. If you are not into queuing, it is definitely worth going there for breakfast because it is far less crowded – although the choice of food is somewhat limited. The only thing that particularly bothers me is that people do not always clear their trays away when they have finished, which I find disrespectful.

C. Chen

I usually bring a packed lunch and thermos flask to work, so I have not had much cause to go to The Globe thus far. Our department did have a large informal meeting there recently because we could not find a meeting room large enough to accommodate all of us and I must admit that I was quite impressed, both by the overall level of comfort

and by the fact that the tables aren't all squeezed close together. I went there once at lunchtime, but took one look at the queues and left. I think putting in a separate coffee bar was a good idea, because after eating, no-one wants to go back and line up just for a cup of coffee. For some unknown reason, the ceiling is not particularly high – maybe it was to accommodate the air conditioning. Whatever the thinking was, the result is that when it is crowded you can hardly hear yourself think!

D. Daksha

It was an inspired idea to place The Globe where it is – right in the centre of the complex – making it easy for practically everyone to get to. Overall, it is a significant improvement on its predecessor, which was a bit on the small side, dark and rather depressing. Ironically, if The Globe is going to suffer, it may be due to its popularity because there are times when you can hardly move for people queuing -rather like tourist spots that attract too many tourists, people end up spoiling the thing that attracted them in the first place. The main attraction is definitely the quality and freshness of the food. Like most people, I am a confirmed meat-eater, but I particularly appreciate the fact that there are always lactose and gluten-free options available and that there are a number of nice-looking vegetarian meals to choose from. It is not all lentils and rice!

13. Which person praises cafeteria staff for their flexibility?

- a. Alexandra
- b. Brigitte
- c. Chen
- d. Daksha

14. Which person comments favorably on the layout of the cafeteria?

- a. Alexandra
- b. Brigitte
- c. Chen
- d. Daksha

15. Which person describes herself as a regular user?

- a. Alexandra
- b. Brigitte
- c. Chen
- d. Daksha

16. Which person explains how minority interests are catered for?

- a. Alexandra
- b. Brigitte
- c. Chen
- d. Daksha

- 17. Which person clearly dislikes waiting to be served?**
- a. Alexandra
 - b. Brigitte
 - c. Chen
 - d. Daksha
- 18. Which person identifies a way to spend less time queuing?**
- a. Alexandra
 - b. Brigitte
 - c. Chen
 - d. Daksha
- 19. Which person enjoys networking in the new cafeteria?**
- a. Alexandra
 - b. Brigitte
 - c. Chen
 - d. Daksha
- 20. Which person states a clear preference for a particular part of the cafeteria?**
- a. Alexandra
 - b. Brigitte
 - c. Chen
 - d. Daksha
- 21. Which person criticizes certain other users of the cafeteria?**
- a. Alexandra
 - b. Brigitte
 - c. Chen
 - d. Daksha
- 22. Which person is the most critical of the acoustics in the cafeteria?**
- a. Alexandra
 - b. Brigitte
 - c. Chen
 - d. Daksha
- 23. Which person is the most positive about the location of the cafeteria?**
- a. Alexandra
 - b. Brigitte
 - c. Chen
 - d. Daksha
- 24. Which person uses the new cafeteria least frequently?**
- a. Alexandra
 - b. Brigitte
 - c. Chen
 - d. Daksha

Answers:

1. The answer is **Email C**. This email says that “Mr. Kato’s retirement party will take place in the Grand Park Hotel on Friday 28th November. The event will consist of a finger-food reception, liquid refreshments and live music, courtesy of the magnificent LIO chamber orchestra. There will also be a raffle to raise funds for UNICEF, Mr. Kato’s favourite charity. Tickets cost \$5 each and prizes will include a wonderful three-day half-board stay for two in the Grand Park Hotel.”.
2. The answer is **Email B**. This email says that “I would like to thank all those of you who have sent me suggestions ...”.
3. The answer is **Email D**. This email says that “. I am pleased to be able to inform you that, from the selling of raffle tickets, we actually managed to raise as much as \$1,215 for UNICEF! “.
4. The answer is **Email A**. This email says that “... has been instrumental in ensuring the smooth-running and outstanding success of the GRS department since its difficult inception eight years ago.”.
5. The answer is **Email A**. This email says that “To that end, I would be grateful if you could send me any suggestions as to what event you think would be suitable by no later than October 20th.”.
6. The answer is **Email B**. This email says that “I would be grateful if you could look at them and let me know which one, or ones, you think would be most appropriate.”.
7. The answer is **Email C**. This email says that “... that invitations will be sent to present and former employees of the LIO only.”.
8. The answer is **Email A**. This email says that “As you are already aware, our dear colleague, Hiyashi Kato will be retiring on November 30th of this year.”.
9. The answer is **Email B**. This email says that “... so for purely logistical reasons, events such as a lunchtime meal in a local restaurant may be problematic in so far as few, if any, restaurants in the local area would have the necessary capacity.”.
10. The answer is **Email D**. This email says that “I would particularly like to thank the LIO chamber orchestra for their delightful music and to Mustafa Benji for organising the raffle and for ensuring that everything went smoothly “.

11. The answer is **Email C**. This email says that “We have started a collection for Mr. Kato's leaving present in room 118A, which is open from 8.30 am. Please bring the exact money.”.
12. The answer is **Email D**. This email says that “Mr. Kato was particularly pleased with the watch that we gave him and asked me to convey his thanks to those of you who generously contributed but were unable to attend.”.
13. The answer is **Brigitte**. Brigitte says “I also particularly like the fact that they'll cook something for you in exactly the way that you want it if you ask them.”.
14. The answer is **Chen**. Chen says “I must admit that I was quite impressed, both by the overall level of comfort and by the fact that the tables aren't all squeezed close together.”.
15. The answer is **Alexandra**. Alexandra says “I've been going to The Globe consistently ever since it opened ...”.
16. The answer is **Daksha**. Daksha says “I particularly appreciate the fact that there are always lactose and gluten-free options available and that there are a number of nice-looking vegetarian meals to choose from.”.
17. The answer is **Chen**. Chen says “I think putting in a separate coffee bar was a good idea, because after eating, no-one wants to go back and line up just for a cup of coffee.”.
18. The answer is **Brigitte**. Brigitte says “If you're not into queuing, it's definitely worth going there for breakfast because it is far less crowded – although the choice of food is somewhat limited.”.
19. The answer is **Brigitte**. Brigitte says “It's also a good place to meet new people as well as ones you haven't seen for a while, which I appreciate because I've worked in so many different parts of the organization.”.
20. The answer is **Alexandra**. Alexandra says “We always try to get a table overlooking the garden because it's much sunnier and more attractive than the view of the carpark.”.
21. The answer is **Brigitte**. Brigitte says “The only thing that particularly bothers me is that people don't always clear their trays away when they've finished, which I find disrespectful.”.
22. The answer is **Chen**. Chen says “For some unknown reason, the ceiling is not particularly high – maybe it was to accommodate the air conditioning.”.

Whatever the thinking was, the result is that when it's crowded you can hardly hear yourself think! “.

23. The answer is **Daksha**. Daksha says “It was an inspired idea to place The Globe where it is – right in the centre of the complex – making it easy for practically everyone to get to.”.

24. The answer is **Chen**. Chen says “I haven't had much cause to go to The Globe thus far.”.