

Chapter 22

Writing for Employment

Answer Key

Part 1: Content Review

Matching

1. E
2. C
3. A
4. F
5. H
6. I
7. B
8. J
9. G
10. D

Multiple Choice

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

Completion

1. work experience
2. chronological
3. body
4. mock interview
5. verbal
6. Hypothetical
7. Behavioral
8. evaluate
9. Form I-9
10. Form W-4

Part 2: Concept Review

Open Response

1. A cover message is a letter or e-mail sent with a résumé to introduce the applicant and summarize his or her reasons for applying for a job. It is a sales message to persuade the reader to grant an interview. A job applicant should write one because it is an important part of applying for a job and sets the tone for the résumé that follows.
2. Possible sources of information include the company's website, press releases, annual reports, information about its products or services, friends or relatives who are familiar with the company, current or former employees, and the company's human resources department.
3. This was not necessarily a waste of time because every job interview is an opportunity to practice. Even if you do not get the job, you can evaluate your performance and try to improve for your next interview.
4. The employment process can take a substantial amount of time because there are tasks that the employer completes to make sure a candidate is fit for the position. In addition, there are forms that the employee must complete before starting a position.
5. Student answers may vary. Evaluate responses individually.

Part 3: Math Skills

Ratios

1. (a.) $\$12.99 \div \$7.50 = 1.73$
(b.) $\$15.99 \div \$8.75 = 1.83$
(c.) $\$9.99 \div \$4.25 = 2.35$
Reynolds Private Label has the highest selling price ratio.
2. (a.) $\$1,000/\$8,300 = .120 = 12.0\%$
(b.) $\$1,000/\$6,000 = .167 = 16.7\%$
(c.) $\$1,000/\$4,900 = .204 = 20.4\%$
The biggest percentage discount is on the Sidewinder X600 model.
3. Turnover rate = $\$1,700,000 \div \$500,000 = 3.4$
4. (a.) $\$1,100,000 \div \$225,000 = 4.9$
(b.) $\$600,000 \div \$275,000 = 2.2$
Food had the higher turnover rate.
5. $\$36,000/\$150,000 = .24 \rightarrow 24\%$

Part 4: Communication Skills

Writing

Student response may vary. Evaluate responses individually.