



the Bridge
verbal

Manual for candidates

Verbal aptitude test – online administration

Manual The Bridge Verbal

This instruction leaflet provides you with background information about The Bridge Verbal. Reading this leaflet can help you when you fill out this aptitude test. This leaflet shows you how you can best prepare yourself for this test, so you can perform as good as possible.

Why are aptitude tests used?

Organizations often use aptitude tests as a part of assessment procedures. These assessments are used for selection or development of employees. Research shows that aptitude tests can predict future work behavior well.

Aptitude tests can help you to:

- Give you insight in what you are good at
- Be judged honestly at the criteria in a selection procedure
- Find out about your strengths and areas where you can develop yourself
- Make a well-considered career choice based on your ability

Organizations use aptitude tests to:

- Select employees who fit the requirements of a specific job
- Determine at which area employees or candidates can develop in the future
- Acquire an objective representation of a person's ability

Instruction

On the following pages are two examples of questions which are similar to the questions in the test. By filling out these questions you will understand the aptitude test better. This manual is intended for intermediate vocational education level, higher vocational education level and University/MBA level. That is why it is possible that the actual questions in the test are easier or more difficult than the examples in this manual.

You will see different text parts, after which you will get offered several questions. Your job is to choose the best answer from the answer options. Base your choice on the text next to the question. You can select the right answer by 'clicking' it with your mouse.

The verbal aptitude test consists of 25 questions. You have a 17 minute time limit to fill out the questions. Try to answer all the questions within this time limit.

Example 1:

MEGASTAR MEDIA

Annual report

Creativity within Megastar Media

Megastar Media aims towards continual growth. An important role in this is played by the creativity of its employees. The company therefore encourages managers and employees and temporary staff to think along new lines and to achieve higher levels by exchanging ideas, both mutually and with customers. Megastar Media is convinced of the necessity of short internal communication lines and has a corporate culture that encourages cooperation, in which knowledge can be shared and where activities are carried out across the borders of company divisions. Stimulating creativity and sharing knowledge is essential to realising common goals.

Creativity is important for encouraging long-term growth.

A. Correct

B. Incorrect

C. Insufficient information

The right answer to the upper question is answer A (True). Megastar Media strives towards continual growth. The text mentions that creativity of employees plays an important role in this.



Example 2:

MEGASTAR MEDIA

Annual report

Megastar Media's goals

Megastar Media aims to take up challenges and to be customer-oriented. In doing so, the company focuses on a specific group: specialists. This means professional groups such as agriculturalists, doctors, consultants, bankers, insurers, HR managers, architects and architectural scholars, teachers and students. Megastar does its utmost to provide these specialists all over the world with the products and services they need. This enables them to develop their talents and to raise their knowledge and productivity to a higher level.

Megastar Media only focuses on doctors.

- A. Correct
- B. Incorect
- C. Insufficient information

The right answer to the upper question is answer B (False). Megastar does not focus on doctors alone. The company focusses on specialists. Doctors are specialists, but they are not the only specialists.

If you feel that a certain question is too difficult, choose the answer that appears as the best answer to you and proceed to the next question. You also have the possibility to skip this question. You can try to finish the question after you answered the other questions.

Keep good track of the time while you fill out the test. A clock is available, here you can see how much time you have left. Also, there is a timeline which shows the percentage of how much time you already used.



Preparing for the aptitude test

1. Try to improve your verbal ability

The best way to improve your verbal skills is to read texts carefully and to criticize them. Several practice questions are available in books and online. Of course it is good to practice these questions, but there are other things you can do to prepare yourself:

- Try to read as much news papers, books and articles as you can.
- When you don't know the meaning of a word, always look it up in a dictionary. Also try to think of synonyms for these words.
- Try to write short abstract of texts. Then try to summarize it to one sentence which reflects the essence of the text.
- Write down some questions about a text you just read.
- Try to distinguish facts and opinions of a writer in a text.

2. Before the test

- Try to keep to the instructions in this manual as much as possible.
- Make sure that you have a good night sleep before your assessment or testing day.
- Provide yourself with enough time to get to the location where you will fill out this test, so don't hurry.
- If you wear glasses or contact lenses or a hearing aid , make sure that you have them with you.

3. During the test

- Try to stay calm. Good preparation will ensure you to be calmer and less nervous.
- Read the instructions shown during the test, the time will start running when you start with the first question.
- The test starts with three practice questions. Take your time to practice these questions, you can repeat them as often as you like.