

# WorkKeys Reading

## Practice Test

### Memorandum

**To:** Staff

**From:** Manager

**Date:** March 5, 2024

**Subject:** New workplace policies

Effective immediately, there are new policies regarding workplace attire and use of company equipment. Employees should maintain a professional appearance by wearing business casual attire. Use of company phones, computers, and printers is reserved for work-related purposes only.



**1** According to the memo, what change was made regarding workplace attire?

- ☐ Staff must now wear business casual attire.
- ☐ Employees can wear casual clothes on Fridays.
- ☐ Uniforms will be provided to all staff.
- ☐ Formal business dress is now required.

# Workkeys Practice Reading Oregon

**American Educational Research  
Association**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the American Educational Research Association text.

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**Northwest Poultry Journal and Pacific Homestead** ,1923      **Resources in Education** ,1997      **Annual Meeting Program** American Educational Research Association,1998      **Resources in Education** ,1996      **Press Summary - Illinois Information Service** Illinois Information Service,2001-10      Annual Meeting Program - American Educational Research Association American Educational Research Association,1997      **Making the First Chance a Real Chance** Minnesota. State Council on Vocational Technical Education. Task Force on Education and Employment Transitions,1993  
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