Workplace Brain Busters

Use this key to check answers and read the explanations.

1. A shipment sequence is 5, 10, 15, 20. If it continues by adding 5, what comes next?
   - A. 25
   - B. 24
   - C. 30
   - D. 40

   Correct answer: A. 25
   The stated rule adds five to the previous value.

2. A team completes 8 of 10 tasks. What percentage is complete?
   - A. 20%
   - B. 8%
   - C. 80%
   - D. 88%

   Correct answer: C. 80%
   Eight divided by ten equals 0.8, or 80%.

3. Which sentence explicitly identifies both an owner and a deadline?
   - A. Someone should send a draft soon
   - B. Avery will send the draft by Friday at noon
   - C. The draft is important
   - D. Let's discuss sending something

   Correct answer: B. Avery will send the draft by Friday at noon
   Only the correct sentence specifies who acts and when the action is due.

4. Three folders are ordered alphabetically: Budget, Agenda, Minutes. Which comes first?
   - A. They tie
   - B. Budget
   - C. Minutes
   - D. Agenda

   Correct answer: D. Agenda
   A comes before B and M.

5. A task takes 90 minutes. How many hours is that?

A. 0.9
B. 1.5
C. 1.9
D. 2.5

Correct answer: B. 1.5
Sixty minutes is one hour; the remaining thirty is half an hour.

6. Sam is available Monday or Tuesday. Jo is available Tuesday or Thursday. Which day works for both?

A. Tuesday
B. Monday
C. Thursday
D. Friday

Correct answer: A. Tuesday
Tuesday is the only day common to the two availability lists.

7. A recipe for 4 people needs 300 g of rice. Keeping the ratio, how much serves 10?

A. 1,200 g
B. 600 g
C. 900 g
D. 750 g

Correct answer: D. 750 g
Ten is 2.5 times four, so multiply 300 by 2.5.

8. All managers in this puzzle have badges. Lee has no badge. What can you conclude?

A. Lee has no job
B. Lee is a manager
C. Lee is not a manager
D. All badge holders are managers

Correct answer: C. Lee is not a manager
The premise rules out any manager without a badge, but says nothing about Lee's other roles.

9. Five people each need their own unique password. How many passwords must be created?

A. 5
B. 10
C. 20
D. 25

Correct answer: A. 5
The requirement is one unique password per person, not one per pair.

10. A bag contains 3 blue and 2 red tokens. What is the probability of drawing red on one random draw?

A. 2/3
B. 3/5
C. 1/2
D. 2/5

Correct answer: D. 2/5
Two of the five equally likely tokens are red.

11. A car travels 60 km at 60 km/h, then 60 km at 30 km/h. What is its average speed?

A. 50 km/h
B. 45 km/h
C. 40 km/h
D. 30 km/h

Correct answer: C. 40 km/h
The 120 km trip takes three hours, so average speed is 40 km/h.

12. Some analysts are cyclists. All cyclists in this puzzle own helmets. What must be true?

A. All analysts own helmets
B. Some analysts own helmets
C. All helmet owners are analysts
D. No analysts own helmets

Correct answer: B. Some analysts own helmets
The analysts who are cyclists necessarily own helmets; other analysts may not.

13. Ana finishes before Ben. Chen finishes after Ben but before Dev. Who finishes third?

A. Dev
B. Ana
C. Ben
D. Chen

Correct answer: D. Chen
The constraints fix the order as Ana, Ben, Chen, Dev.

14. A budget rises 25% and then falls 20%. Relative to the original, it is now what?

A. Unchanged
B. 5% higher
C. 5% lower
D. 10% higher

Correct answer: A. Unchanged
Multiplying by 1.25 and then 0.8 gives exactly 1.

15. Exactly one of three statements is true: 'The key is in A'; 'The key is not in B'; 'The key is not in A.' There is one key in A, B or C. Where is it?

A. C
B. A
C. B
D. Cannot be determined

Correct answer: C. B
The first and third statements are opposites, so one is already true. The second must be false, placing the key in B.