Workplace Brain Busters

Choose one answer per question. Circle A, B, C, or D.

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

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

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

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

5. A task takes 90 minutes. How many hours is that?
   A. 0.9
   B. 1.5
   C. 1.9
   D. 2.5

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

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

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

9. Five people each need their own unique password. How many passwords must be created?
   A. 5
   B. 10
   C. 20
   D. 25

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

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

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

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

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

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

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