

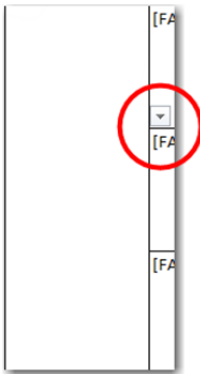


QUESTION WORKSHEETS INSTRUCTIONS

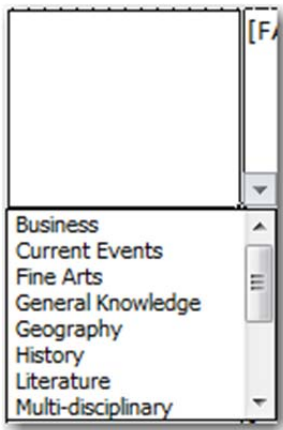
Face-Off and Bonus Questions Worksheet

The samples contained in the Face-off and Bonus Questions worksheet contain only one representative question for each of the sample categories. This is to give you a number of sample questions and styles from different content areas. However each Face-off and Bonus category actually consists of 3 questions which utilize the same category, category description and content area. Following are the instructions for using this worksheet.

1. Click on cell that contains [CATEGORY]. Double-click inside the cell, highlight the word [CATEGORY] and type in your category (e.g. "It's the Economy, Stupid"). The category may be creative, but should in some way reflect the content.
2. Single-click and highlight the phrase [CATEGORY DESCRIPTION] and type in your category description (e.g. "Terms used in measuring and forecasting the economy.") The information should clearly describe the types of questions included in the category. Multiple Face-Off/Bonus pairs using the same category should fall within the same category description.
3. Click on the CONTENT cell. You will see a small arrow approximately 1/3 of the way down the right hand side of the cell.



When you click on the arrow, a list of possible content areas will appear below the cell.



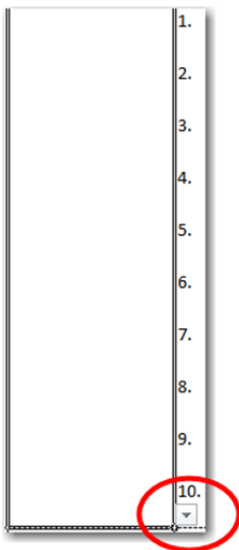
Select the most appropriate area by clicking on it. NOTE: you will be able to scroll within that window to see all content areas. This list includes ALL of the content areas used in HCASC.

4. Click in the Face-Off Question cell, highlight the phrase **[FACE-OFF QUESTION]** and type in your Face-Off Question. Your questions should use no more than 4 lines in the space provided. As you type, the form will automatically wrap the text within the worksheet cell.
5. Click in the Face-Off Answer cell, highlight the phrase **[FACE-OFF ANSWER]** and enter in your answer. The answer should be entered in ALL CAPITAL LETTERS. The worksheet will automatically put the answer in bold lettering. Single-click inside the cell and UNDERLINE the required portion of the answer. Refer to the rules if you are unsure as to how much to underline.
6. Click in the Bonus Question cell, highlight the phrase **[BONUS QUESTIONS]** and begin typing in your bonus questions. If you want to skip to a new line in the same cell, simultaneously type ALT + ENTER (or RETURN) for PC users or COMMAND + ALT + RETURN for MAC users. If your bonus includes multiple parts, each part must begin with a number (maximum of 3 parts to a bonus). Each bonus part must begin on a new line and there is a maximum of 5 lines TOTAL that may be used in the Bonus Questions area.
7. Click in the Bonus Answers cell, highlight the phrase **[BONUS ANSWERS]** and begin entering your bonus answers. The answers should be entered in ALL CAPITAL LETTERS. If your Bonus Question has numbered parts, your Bonus Answers must have a corresponding set on numbered parts. Each numbered part should begin on a new line. (See #6 for new line instructions.) The worksheet will automatically put the answer in bold lettering. Single-click inside the cell and UNDERLINE the required portion of the answer. Refer to the rules if you are unsure as to how much to underline.
8. Click in the SOURCES cell and type in your source material. In the cases of web pages serving as the source material, it may be easiest for you to copy the web address and paste it into the source box. In the case of multiple sources, it would be best to start each new source on a new line (see #6).
9. Repeat steps 4 – 8 for each of the two remaining Face-off/Bonus pairs to complete the category set

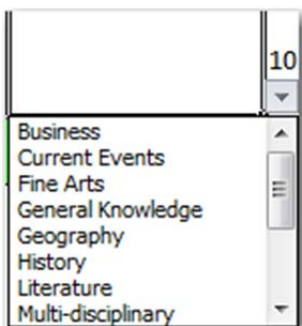
Ultimate Challenge Questions Worksheet

The samples contained in the Ultimate Challenge Questions worksheet contain only one representative question for each of the sample categories. This is to give you a number of sample questions and styles from different content areas. However each Ultimate Challenge actually consists of 10 short questions which utilize the same category, category description and content area. Following are the instructions for using that worksheet.

1. Click on cell that contains [CATEGORY]. Double-click inside the cell and highlight the word [CATEGORY] and type in your category (e.g. "Global Markets"). The category may be creative, but should in some way reflect the content.
2. Single-click and highlight the phrase [CATEGORY DESCRIPTION] and type in your category description (e.g. " Given a global market, index or trade fact, identify the market..."). The information should clearly describe the types of questions included in the category. Multiple Face-Off/Bonus pairs using the same category should fall within the same category description.
3. Click on the CONTENT cell. You will see a small arrow in the lower right hand corner of the cell.



When you click on the arrow, a list of possible content areas will appear below the cell.



Select the most appropriate area by clicking on it. NOTE: you will be able to scroll within that window to see all content areas. This list includes ALL of the content areas used in HCASC.

4. Click in the QUESTION cell and highlight the word **QUESTION** next to the number 1. Enter your first question. Remember the question MUST fit on that line and should not wrap into the next line.
5. Click in the ANSWER cell and highlight **ANSWER 1**. Enter the answer to your first question. There should be one answer for each question, but if there are alternate acceptable answers, your answer field may wrap into a second line. The worksheet will automatically put the answer in bold lettering. Single-click inside the cell and UNDERLINE the required portion of the answer. Refer to the rules if you are unsure as to how much to underline.
6. Click in the SOURCES cell and type in your source material. In the cases of web pages serving as the source material, it may be easiest for you to copy the web address and paste it into the source box. If you use the same source material for multiple questions in the same Ultimate Challenge, only enter it once.
7. Repeat steps 4, 5 and 6 (if necessary) for each of the remaining 9 questions that make up the Ultimate Challenge set.

If you require assistance utilizing this tool, please contact HCASC headquarters at 800-388-2272 x115 between 8 AM and 5 PM Pacific Time, Monday through Friday.