

# OTS NOTETAKER PRACTICE TEST (SAMPLE)

## STUDY GUIDE



## SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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THE FULL VERSION STUDY GUIDE

<https://otsnotetaker.examzify.com>



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# Table of Contents

|                             |    |
|-----------------------------|----|
| Copyright .....             | 1  |
| Table of Contents .....     | 2  |
| Introduction .....          | 3  |
| How to Use This Guide ..... | 4  |
| Questions .....             | 5  |
| Answers .....               | 8  |
| Explanations .....          | 10 |
| Next Steps .....            | 15 |

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# Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

# How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

## 1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

## 2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

## 3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

## 4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

## 5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

## 6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

## Questions

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- 1. Which of the following is NOT typically considered a reliable study support resource?**
  - A. Academic articles
  - B. Instructor office hours
  - C. Textbooks
  - D. Entertainment websites
  
- 2. What actions are not tolerated by the USAF under EO guidelines?**
  - A. Favoritism and bias
  - B. Unlawful discrimination, harassment, or reprisal
  - C. Incomplete training programs
  - D. Financial misconduct
  
- 3. What is considered an effective way to absorb information while taking notes?**
  - A. Maximizing distractions
  - B. Writing without listening
  - C. Practicing focused attention
  - D. Only copying without processing
  
- 4. Which of the following are considered main components of an effective note-taking session?**
  - A. Lack of preparation, passive listening, disorganized recording, no review
  - B. Preparation, active listening, orderly recording, and post-session review
  - C. Only post-session review and preparation
  - D. Only active listening and no review
  
- 5. According to ARTICLE V, what information must a prisoner of war provide when questioned?**
  - A. Name, rank, service number, and date of birth
  - B. Home address and family details
  - C. Civilian occupation before service
  - D. A detailed report of military operations

- 6. Who was the Chief of Staff of the Air Force responsible for launching the Question Mark mission in 1929?**
- A. General Carl A. "Tooe" Spaatz
  - B. General Arnold W. Johnson
  - C. General Curtis LeMay
  - D. General Douglas MacArthur
- 7. What is a significant benefit of using technology for notetaking?**
- A. Increased obstacles to sharing notes
  - B. Decreased chances of organization
  - C. Increased efficiency and ease of editing
  - D. Reduction of information retention
- 8. What is one strategy for dealing with fast-paced lectures?**
- A. Attempting to write every word spoken
  - B. Focusing on capturing key ideas and transitions rather than attempting to transcribe verbatim
  - C. Taking breaks during the lecture
  - D. Creating diagrams for every concept
- 9. Which President issued Executive Order 8802, prohibiting racial discrimination within the Armed Services?**
- A. Harry S. Truman
  - B. Franklin D. Roosevelt
  - C. Lyndon B. Johnson
  - D. Dwight D. Eisenhower
- 10. How does ongoing practice improve notetaking skills?**
- A. It reinforces effective techniques and helps develop personal styles
  - B. Practice does not impact notetaking skills significantly
  - C. It confuses the notetaking process
  - D. It only improves typing speed

## **Answers**

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1. D
2. B
3. C
4. B
5. A
6. A
7. C
8. B
9. B
10. A

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## **Explanations**

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**1. Which of the following is NOT typically considered a reliable study support resource?**

- A. Academic articles
- B. Instructor office hours
- C. Textbooks
- D. Entertainment websites**

*Entertainment websites are not typically considered reliable study support resources because they are primarily designed for leisure and recreational purposes, rather than academic or educational content. The information found on these sites can often lack credibility, accuracy, or relevance to academic subjects, making them unsuitable for serious study or reference. In contrast, academic articles, instructor office hours, and textbooks are foundational elements of academic study. Academic articles are peer-reviewed and provide in-depth research findings, while instructor office hours offer direct access to educators for clarification and guidance on course material. Textbooks are compiled resources that align with curriculum standards and hold vetted information relevant to the subject matter. Therefore, entertainment websites stand out as a category that does not meet the standards of reliable academic resources.*

**2. What actions are not tolerated by the USAF under EO guidelines?**

- A. Favoritism and bias
- B. Unlawful discrimination, harassment, or reprisal**
- C. Incomplete training programs
- D. Financial misconduct

*The correct answer highlights a significant aspect of the Equal Opportunity (EO) guidelines established by the United States Air Force (USAF). Under these guidelines, unlawful discrimination, harassment, or reprisal are explicitly prohibited as they undermine the principles of equality and fairness that are fundamental to the military's operational effectiveness and cohesion. These regulations aim to foster an inclusive environment where all personnel can perform to their best abilities without the fear of being unfairly treated due to race, gender, religion, or other protected characteristics. Such actions not only harm individuals affected but can also have a detrimental impact on unit morale and cohesion. By clearly prohibiting these behaviors, the USAF reinforces its commitment to maintaining a workplace where every member is respected and valued, thus enhancing overall mission performance. In contrast, the other options involve issues that, while serious and potentially damaging, do not directly fall under the purview of EO guidelines. Actions such as favoritism and bias may negatively affect team dynamics but are not explicitly categorized as unlawful under EO standards. Incomplete training programs could indicate oversight in professional development but are not considered a violation of EO policy. Financial misconduct pertains to ethical standards and regulations that govern fiscal responsibility rather than discrimination or equal opportunity violations.*

### 3. What is considered an effective way to absorb information while taking notes?

- A. Maximizing distractions
- B. Writing without listening
- C. Practicing focused attention**
- D. Only copying without processing

*Practicing focused attention is an effective way to absorb information while taking notes because it enables you to fully engage with the material being presented. Focused attention involves actively concentrating on the subject matter, which enhances understanding and retention. When you are fully attentive, you can better identify key concepts, make connections, and formulate questions that may deepen your comprehension. Unlike the choices that emphasize distractions, mindless writing, or mere copying, which can dilute the learning process, focused attention encourages an interactive approach to note-taking. This method not only helps you grasp the information but also aids in processing it, making it easier to recall later. Engaging with the material, rather than passively transcribing it, fosters critical thinking and encourages you to integrate the information into your existing knowledge framework.*

### 4. Which of the following are considered main components of an effective note-taking session?

- A. Lack of preparation, passive listening, disorganized recording, no review
- B. Preparation, active listening, orderly recording, and post-session review**
- C. Only post-session review and preparation
- D. Only active listening and no review

*An effective note-taking session is characterized by several key components that enhance comprehension and retention of information. Preparation is crucial because it sets the stage for successful engagement with the material being presented. This involves familiarizing oneself with the topic in advance, which allows for better focus and understanding during the session. Active listening is another significant aspect, as it involves being fully engaged with the speaker, processing information in real-time, and critically evaluating what is being said. This level of engagement leads to more meaningful notes and can trigger more insightful questions or connections. Orderly recording means that notes are organized in a way that makes sense, using headings, bullet points, and clear formatting. This organization aids in quick review and reference later on, making it easier to locate information. Finally, post-session review is essential as it reinforces learning through revision. Reviewing notes shortly after the session helps strengthen memory retention and solidify understanding of the concepts covered. In contrast, options that highlight a lack of preparation, passive listening, disorganized recording, or failing to review do not contribute to effective note-taking. These practices are likely to result in a poor understanding of the material, disorganized and incomplete notes, and ultimately hinder the ability to recall information when needed.*

**5. According to ARTICLE V, what information must a prisoner of war provide when questioned?**

**A. Name, rank, service number, and date of birth**

B. Home address and family details

C. Civilian occupation before service

D. A detailed report of military operations

*The correct answer is A: name, rank, service number, and date of birth. This is aligned with the provisions outlined in the Geneva Conventions, which govern the treatment of prisoners of war (POWs). According to ARTICLE V, a captured soldier is only obligated to provide this specific information when questioned by their captors. The rationale for this limited set of information is to ensure the humane treatment of POWs and to respect their rights under international law. This protocol helps to protect them from further exploitation or coercive tactics that may arise if more sensitive information is disclosed. In contrast, the other options are not required by international law. Providing home address and family details, a civilian occupation before service, or a detailed report of military operations goes beyond the information that POWs are mandated to disclose. These could compromise the individual's safety, the security of their comrades, and the military's operational integrity, which is why they are not part of the required interrogation protocol.*

**6. Who was the Chief of Staff of the Air Force responsible for launching the Question Mark mission in 1929?**

**A. General Carl A. "Tooey" Spaatz**

B. General Arnold W. Johnson

C. General Curtis LeMay

D. General Douglas MacArthur

*The Chief of Staff of the Air Force who was responsible for launching the Question Mark mission in 1929 was General Carl A. "Tooey" Spaatz. Under his leadership, the Question Mark mission became a significant event in aviation history, demonstrating the feasibility of long-duration flight and in-flight refueling techniques. This mission set the stage for advancements in military aviation and highlighted the United States Air Force's commitment to innovation in aerial operations. General Spaatz's vision and advocacy for strategic bombing and the importance of air power were instrumental during his tenure. His role in the Question Mark mission not only showcased the potential of long-range flight but also solidified the importance of the Air Force in future military strategies.*

**7. What is a significant benefit of using technology for notetaking?**

A. Increased obstacles to sharing notes

B. Decreased chances of organization

**C. Increased efficiency and ease of editing**

D. Reduction of information retention

*Using technology for notetaking significantly enhances efficiency and ease of editing, which is a key advantage. Digital tools allow users to quickly input information, organize their notes, and make modifications with minimal effort. For example, notetaking applications often feature search functions, enabling users to locate specific information rapidly. Additionally, users can easily rearrange, copy, or delete content without the challenges that come with traditional pen-and-paper methods. Moreover, digital formats can support multimedia elements, such as images and links, enriching the note-taking experience and allowing for more comprehensive study materials. This flexibility ultimately leads to saving time during revision and enhances overall learning outcomes.*

## 8. What is one strategy for dealing with fast-paced lectures?

- A. Attempting to write every word spoken
- B. Focusing on capturing key ideas and transitions rather than attempting to transcribe verbatim**
- C. Taking breaks during the lecture
- D. Creating diagrams for every concept

*Focusing on capturing key ideas and transitions rather than attempting to transcribe verbatim is an effective strategy for dealing with fast-paced lectures because it allows notetakers to prioritize the most important information. In a typical fast lecture setting, the speaker often presents a large volume of information quickly, which can be overwhelming if one tries to write down every word. By concentrating on key concepts, main ideas, and the flow of the lecture, the student can create a more coherent and useful set of notes. This approach promotes active listening and helps the student to engage with the material more meaningfully, ensuring that they retain the essence of the lecture. It also makes the review process easier, as focusing on significant points and transitions provides a clearer framework for studying later. By understanding the structure of the lecture and capturing essential information instead of getting bogged down in details, students can maximize their learning even in a fast-paced environment.*

## 9. Which President issued Executive Order 8802, prohibiting racial discrimination within the Armed Services?

- A. Harry S. Truman
- B. Franklin D. Roosevelt**
- C. Lyndon B. Johnson
- D. Dwight D. Eisenhower

*Executive Order 8802 was issued by President Franklin D. Roosevelt in 1941. This landmark order prohibited racial discrimination in the national defense industry and is often recognized as a pivotal moment in the civil rights movement. It was a direct response to pressure from civil rights leaders, including A. Philip Randolph, who threatened to march on Washington to protest discrimination in defense jobs. The order aimed to ensure that all Americans, regardless of race, would have equal opportunities in employment within the military and defense sectors, marking a significant step towards addressing racial inequality in the United States. Roosevelt's initiative laid the groundwork for subsequent civil rights advancements, illustrating his administration's acknowledgment of the need for systemic change regarding racial discrimination.*

## 10. How does ongoing practice improve notetaking skills?

- A. It reinforces effective techniques and helps develop personal styles**
- B. Practice does not impact notetaking skills significantly
- C. It confuses the notetaking process
- D. It only improves typing speed

*Ongoing practice significantly enhances notetaking skills by reinforcing effective techniques and allowing individuals to develop their own personal styles. Regular practice helps students or professionals become familiar with various methods of organizing information, such as outlines, summaries, or visual aids, which leads to greater efficiency and comprehension during notetaking. As individuals repeatedly use these techniques, they fine-tune their approach, adapting it to better suit their learning or working preferences. This process enables them to identify what works best for them in terms of retention and understanding, ultimately making their notes more useful for review and study. Additionally, consistent practice fosters confidence and speed in capturing information, which is crucial during lectures or meetings. By continuously engaging with the notetaking process, individuals can integrate new strategies and become more effective at processing and recording information.*

## Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at [hello@examzify.com](mailto:hello@examzify.com).

Or visit your dedicated course page for more study tools and resources:

<https://otsnotetaker.examzify.com>

We wish you the very best on your exam journey. You've got this!

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