

Civil Service Exam: Practice Test #1: Clerical Ability

(D) emotion - ✓✓When alphabetizing correctly, which of the following would be second?

- (A) flag
- (B) house
- (C) decade
- (D) emotion

(D) neutron - ✓✓When alphabetizing correctly, which of the following would be fourth?

- (A) microphone
- (B) neutral
- (C) lithograph
- (D) neutron

(B) earnest - ✓✓When alphabetizing correctly, which of the following would be third?

- (A) excitement
- (B) earnest
- (C) early
- (D) earn

(A) catalog - ✓✓When alphabetizing correctly, which of the following would be second?

- (A) catalog
- (B) catch
- (C) carbon
- (D) curb

(A) element - ✓✓When alphabetizing correctly, which of the following would be third?

- (A) element
- (B) elephant
- (C) box
- (D) department

(A) carton - ✓✓When alphabetizing correctly, which of the following would be third?

- (A) carton
- (B) cartographer
- (C) cart
- (D) cartoon

Sample Tests For Clerk Civil Service Test

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Specimen Questions from U.S. Civil Service Examinations United States Civil Service Commission, 1952 *A job analysis study of the clerk typist classification* United States Civil Service Commission. Detroit Area Office. Chicago Region. Intergovernmental Personnel Programs Division, 1975 **CliffsNotes Civil Service Exam Cram Plan** Northeast Editing, Inc., 2011-07-07 It's Civil Service Exam Crunch Time Get a plan to ace the exam and make the most of the time you have left Whether you have two months one month or even just a week left before the exam you can turn to the experts at CliffsNotes for a trusted and achievable cram plan to ace the Civil Service Exam without ever breaking a sweat First you'll determine exactly how much time you have left to prepare for the exam Then you'll turn to the two month one month or one week cram plan for week by week and day by day schedules of the best way to focus your study according to your unique timeline Each stand alone plan includes Diagnostic test helps you pinpoint your strengths and weaknesses so you can focus your review on the topics in which you need the most help Subject reviews cover everything you can expect on the actual written exam verbal mathematics clerical abilities memory following directions judgment decision making mechanical aptitude and personal experience Full length practice test with answers and detailed explanations a simulated civil service exam gives you an authentic test taking experience Test prep essentials from the experts at CliffsNotes *Practice for Clerical, Typing, and Stenographic Tests for Federal, State, County, and Municipal Civil Service Positions* Hy Hammer, 1983 **Annual Report of the United States Civil Service Commission** United States Civil Service Commission, 1923 Federal Office Assistant Examination United States Civil Service Commission, 1973 The Classification of the Civil Service of Canada Setting Forth Classes of Positions and Rates of Compensation for Each Class Civil Service Commission of Canada, 1919 *The Publishers' Trade List Annual*, 1917 Master the Clerical Exams Peterson's, 2010-06 Peterson's Master the Clerical Exams 6th Edition provides user friendly test preparation for those seeking public and private sector clerical positions This essential test prep guide includes tips on how to score high on many of the most widely used exams for jobs with federal state and local governments an overview of the civil service test taking process and subject reviews of all test areas Peterson's Master the Clerical Exams offers readers 8 practice tests covering all subjects presented in clerical exams writing typing coding vocabulary syntax analogies reading comprehension spelling and basic math This guidebook is structured to help you achieve a high score on the Clerical Exam Take a Diagnostic Test to determine your strengths and weaknesses in the material so you can focus your study time and efforts on improving your score Review answer keys and detailed explanations for each practice test's correct answers Find detailed information on career opportunities in the public and private sectors including eligibility requirements and application procedures and Top Ten Strategies to Raise Your Score **Manual of Information Relative to the Philippine Civil Service Showing the Positions, Classified and Unclassified, the Methods Governing Examinations and Certifications for Appointment, the Regulations for Rating Examination Papers, Specimen**

Examination Questions, and Conditions of Appointment and Service Philippines. Bureau of Civil Service,1923 *How to Prepare for Civil Service Examinations* Jerry Bobrow,Peter Z. Orton,William A. Covino,1994 This newly updated edition prepares applicants to excel in Civil Service Exams for stenographer typist clerk and general office machine operator positions There are a total of 13 model tests including five diagnostic tests plus six general tests closely simulating the real Civil Service Examinations *Nurse Instruction for Civil Service Examinations, Covering Nurse, Trained Nurse, Hospital Nurse, Visiting Nurse, Field Nurse, Tuberculosis Nurse, School Nurse, Nurse's Assistant* Civil Service Chronicle, New York,1916 Contributions to Education ,1924 **Master The Civil Service Exam** Shannon R. Turlington,2009-10-05 This civil service exam prep guide provides all the math verbal and clerical exercises necessary to pass the exams plus four full length practice tests with detailed answer explanations Annual Report - United States Civil Service Commission United States Civil Service Commission,1923 **The Personnel Research and Development Center of the U.S. Civil Service Commission** Cynthia L. Clark,1976 **Government, New York City, New York State and Federal** ,1916 **Internal Revenue Agent and Special Agent, Bureau of Internal Revenue, U. S. Treasury Department** Arco Publishing Company,1947 *Manpower* ,1970 **The Civil Service Record** ,1890

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