As explained when you were placing your order, this guide is provided as a PDF file that must be printed so you can practice realistically with pencil & paper sample tests. After printing the guide, study the tutorials presented in the first 30 pages and then take the practice tests as instructed to master the speed and skills demanded.

# Postal Exam 710 Quick Course

5<sup>th</sup> Edition – by T. W. Parnell

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# **Exam Format Update**

The Postal Service began converting all its exams from paper & pencil tests to electronic in late 2008. By late 2009, when this guide was published, all tests except exam 710 had been converted. The 710 exam was still a paper & pencil test as of the publish date of this guide.

They were holding the 710 until last because it is the least used of all Postal exams. Test 710 is primarily used at only two sites ... Salt Lake City, UT and Wichita, KS. All the other exams are used nationwide. For this reason, they did not feel compelled to rush the conversion of exam 710 to an electronic test

Exam 710 will eventually be converted to an electronic test. Depending upon how far the Postal Service has progressed with its conversions when you take the exam, it may or may not be electronic. But even if the exam you take is electronic, this guide will still provide 100% effective test preparation.

You see, in every case when they have converted a paper & pencil test to an electronic exam, the content stayed the same. They did not change anything about the questions or answers. The only differences are that (1) you read the questions on a computer monitor rather than on a piece of paper and (2) you choose answers by clicking a computer mouse rather than by marking with a pencil. Therefore, even if you take the exam on a computer, everything in this guide is 100% accurate and effective except for references to marking with a pencil.

As the Postal Service has changed its exams to electronic, they have also been adding a personality profile section to each of them. This is basically a psychological test to assure that you are not a nut case. Again, depending upon how far the have progressed with their conversions when you take the exam, you may or may not be required to take the personality profile section.

A more detailed discussion of the variables you may experience follows.

# Paper & Pencil Test without the Personality Profile Section

If you take the original paper & pencil test without the Personality Profile section, it will be formatted precisely like the practice tests in this guide. Taking the real test will be exactly like taking one of these practice exams.

# Paper & Pencil Test with the Personality Profile Section

Depending upon how far they have progressed when you take the exam, it is possible that you may be asked to take the computerized Personality Profile section before taking paper & pencil version of the test. If so, you will be instructed to take the Personality Profile section on your own without supervision. You will use your own computer or any convenient computer (at a friend's house, at the library, etc.).

This section, actually called the Personal Characteristics and Experience Inventory section, consists of over 100 questions that you answer by simply stating how it applies to you. For some questions the answer choices might be "Strongly Agree", "Agree", "Disagree", and "Strongly Disagree". For other questions the choices may be "Very Often", "Often", "Sometimes", and "Rarely or Never". For yet others the choices could be "All of the above", "None of the above", "Two of the above", etc. In every case you choose the answer that best reflects your opinion, belief, or experience with the topic discussed.

There are no right or wrong answers for this section. The answer that best reflects who you are is the right answer for you. They will not disclose the scoring formula for this section, but they somehow convert your answers into a numerical score that indicates what type potential employee you might be.

It is not possible to prepare for this section of the exam. The only safe strategy for taking this section is to answer every question honestly and sincerely. You may be tempted to answer in a fashion that you think they want to hear. <u>But don't do it!</u> There are built-in indicators that will expose any attempt at manipulation. Computers score the exam, and the computers are programmed to deduct points when any evidence of manipulation is suspected. If you attempt to manipulate, you <u>will</u> get caught, and you score <u>will</u> suffer. You may think that you can outsmart them, but you cannot.

The fastest way to fail this section of the exam is to manipulate the answers in a fashion you think they want to hear. And by the way, if you fail this section, you fail period. You don't even get to take the rest of the test unless you pass this section. <u>You must answer honestly and sincerely!</u>

# **Electronic Test**

Here's what to expect if they have fully converted the 710 to an electronic test when you take it ...

- First you will take the Personality Profile on your own just as described above.
- If you pass the Personality Profile, you will be scheduled to take the electronic exam at a supervised test site equipped with many computers so a number of applicants can be tested simultaneously.
- The electronic test will be formatted like the practice tests in this guide. The sections, the timing, the type
  of questions, the type of answer choices, etc. will be just like the practice tests in this guide. As explained
  before, the only difference is that you will read the questions on a computer monitor, and you will
  select answers by clicking with a computer mouse.
- Therefore this guide provides 100% effective preparation of either the paper or the electronic test.

# Introduction

Exam 710 consists of two major segments - the Clerical Abilities segment and the Verbal Abilities segment. These two major segments are in turn each broken down into several smaller sections. The final part of the exam is the answer sheet where you mark your answers. To see samples of these parts of the exam, turn to one of the complete practice tests in this guide.

As we prepare for the exam, we will use a proven military strategy that never fails ... **Divide and Conquer!** If we divide the exam into its individual sections and master each section individually, we cannot help but succeed on the exam as a whole.

Specifically, we will (1) review information and test taking tips that apply to the exam as a whole, (2) examine the content of the exam section by section; (3) learn particular test taking strategies for each section; and (4) master the speed and skills needed to excel on each section by using the practice tests in this guide.

Practice is the most important element of your test preparation. You can learn everything there is to know about the exam, but if you do not practice to master the speed and skills demanded, you have gained nothing at all. And, it is imperative that you practice realistically - meaning that you time yourself precisely as you practice. Most sections of exam 710 are rigidly timed speed tests. The speed demanded is incredible. The only way to master the speed required is to time yourself precisely as you practice.

#### Overview of Exam 710

#### **Test Day Preparations**

- 1. Get a good night's sleep and have a light nutritious meal before the exam.
- 2. Do not drink too many liquids before the test. Do visit the restroom before starting your test. This may sound trivial, but it may literally make the difference between success and failure. The exam generally lasts over two hours, and you are not allowed to leave the exam room during the test. You surely will not perform well if forced to take the exam under uncomfortable and distracting conditions.
- 3. Dress in layers so that you can comfortably tolerate extreme temperatures in the exam room by adding or removing layers of clothing. I have gone to summer testing events dressed in light clothing only to freeze in the exam room due the air conditioning system. I have gone to winter testing events dressed in warm clothing only to be roasted in the exam room due to a supercharged heating system.
- 4. Leave home early, and plan to arrive at the test site early. Allow time for any conceivable delays (auto problems, traffic congestion, etc.) that you can possibly imagine.
- 5. Bring pencils #2 lead pencils as instructed in your scheduling packet. Usually there are plenty of extra pencils made available at the test site, but don't automatically assume that such will be true. If you don't bring your own pencils, and if they don't provide any for you, how can you take the test?
- 6. Work diligently on each section of the test until you are instructed to stop. Every second counts. If you finish before time is called, go back to check your answers in that section, but only in that section. Do not ever open your test booklet to a section other than the one where you are supposed to be working at that particular moment. Turning to any section other than the one where you are supposed to be working at that particular moment is grounds for disgualification.
- 7. On a related topic, do not ever open your test booklets or pick up your pencil until you are instructed to do so. Likewise, immediately stop working, close your test booklets, and put down your pencil upon being instructed to do so. Failure to comply may look like an attempt to cheat and may cause you to be disqualified.

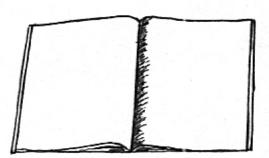
#### **General Test Taking Tips**

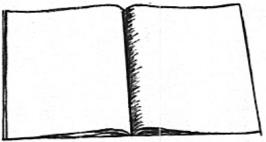
Successful test preparation calls for knowledge of exam content, test taking strategies, up-to-date practice tests, and commitment. This guide provides everything but the commitment. Thorough and complete test preparation demands dedication, effort, and a drive to succeed.

Following are important points of which you should be aware as you begin your preparation:

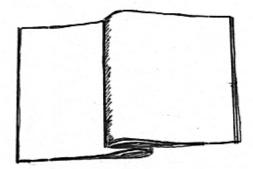
- When you take the real exam, and likewise when you take the practice tests in this guide, in every case you will be working with two 8-1/2" X 11" booklets or pages (the very size of this page when printed).
   One is the test booklet containing the questions. The other is the answer sheet booklet.
- All questions are multiple choice, and the answers are always in the form of a letter A, B, C, D, or E. You mark answers on the answer sheet by darkening the oval containing the correct answer or letter.

To increase your speed and to avoid getting out of order as you move back and forth between the question booklet and the answer sheet booklet, the booklets should be placed as close together as possible at all times. If both booklets are fully opened, you are working with at least 11" X 34" of paper spread out on top of your table as pictured in the below illustration. The questions and answer spots are so far apart that errors can easily happen.





Your first strategy to avoid this problem is to fold the booklets in half at the stapled seams and place the folded booklets next to each other. This one step cuts the distance between questions and answers by half. Flip the folded booklets over as needed and as you progress through the exam. Then, depending on the positions of the questions and answers, you can usually even lay one booklet partially on top the other, as pictured in the below illustration. Now the questions and answers may be only a few inches apart. This brings the questions and answer sheet very close together for greater speed and accuracy.



Another strategy to avoid getting out of order is to use one of your spare pencils, the side of your hand, or your finger(s) to guide your eyes back and forth between the test booklet and the answer sheet. In essence, you are using one of these items to mark your spot and track your progress as you race through the test. You may even be able to use the top edge of your answer sheet as a guide. But, *do not* use any thing else (like a ruler or a piece of scrap paper) for a guide when you practice at home. It may be easier, but you will not have access to tools like these when taking the actual test.

#### **Scoring Formula for Individual Sections**

All sections of the exam are scored by simply counting your number of correct answers. For example, if you answered 15 questions correctly on a particular section, regardless of how many questions you may have answered incorrectly or left blank, your score for that section is simply a 15.

#### **Should You Guess?**

Given this scoring formula, guesses are acceptable. If there is a question that you simply cannot answer, guess! If you get lucky and guess the correct answer, you picked up an extra point. And if you guess wrong, you simply missed a point that you weren't going to capture anyway if you left it blank. So, why not guess?

#### **Overall Exam Score**

We know how they score the individual sections of the exam, but we do not know the formula for the final exam score. They refuse to release the overall exam scoring formula for fear of "compromising the integrity of the testing process". We do know a few things however ... We know that 70 passing and that 100 is the highest possible score (without veterans preference points). And, we know that there are a total of 140 questions on the exam. This means that there are a total of 140 points available if you answer every question correctly within the time allowed. What we do not know is how they convert the number of points you capture into an exam score. It is not a simple percentage. For instance, just because you captured 90% of the available points does not mean that your score is a 90.

#### **How Blank Answers Effect Your Score**

Despite what others may tell you, and despite the impression you may get from the scoring formula, blank answers do effect your score. As mentioned previously, there are 140 questions on the exam. Therefore, if you answered every question correctly within the time allowed, you would accumulate 140 points. To make a high score, you need to capture as many of these points as possible. Every point you fail to capture, whether by leaving a question blank or by answering it incorrectly, reduces your final score. You need to correctly answer as many questions as possible and to leave the fewest possible questions blank.

#### **Score Each Practice Test**

It is imperative that you measure your performance and progress by scoring each practice test as you complete it. Answer keys are provided after each practice test. Since you cannot come up with a true overall exam score, your goal should be to capture as many points as possible and to increase the number of points captured each time you take another practice test. Never be satisfied with your performance - always strive for improvement.

#### Can You Write, Make Notes, and Do Calculations on the Exam?

Yes, you can write, make notes, do calculations, etc. during the exam. As a matter of fact, you will be specifically instructed to do so during some sections. However, you can only make notes, do calculations, etc. in the question/test booklet. You are not allowed to make any marks on the answer sheet except the answer choices you darken.

# After the Exam ... The Keyboarding Test

Those who score well on the exam will be asked to take a keyboarding test at a later date. Since the positions filled from the 710 exam are usually data entry jobs, keyboarding skills are important. Different Postal facilities seem to have different procedures for keyboarding tests and speed/accuracy expectations. However, accuracy is generally preferred over speed. We hear repeatedly of applicants with somewhat slower speed but great accuracy being hired over individuals with great speed but poor accuracy. They will tell you how to schedule your keyboarding test when you take the 710 exam. Applicants are usually given a sample keyboarding test for practicing. If they do not offer you a sample test, ask for one. This is also a good time to ask about the speed/accuracy expectations at that particular facility.

# **Clerical Abilities Segment**

The first segment, Clerical Abilities, consists of 85 questions broken into four sections as detailed below.

#### **Sequencing Section**

In this section, each question gives you a name or code in a box followed by a list of four other names or codes in alphabetic and/or numeric order. Some codes are numbers only, while others have letters and numbers. You are to find where, in alphabetic and/or numeric order, the name or code in the box would fit into the list. This may not sound too difficult until you discover that they give you only three minutes to answer twenty questions. This means you have only nine seconds per question to find the answer and then mark it on your answer sheet. The speed required is incredible. Most people are lucky to finish half the questions the first time they try. To give you a better picture, let's work a few sample questions together.

- 1. Elgin, Thaddeus
  A) → Algonquin, Leslie
  B) → Belfast, Thomas
  C) → Donnelly, Alicia
  D) → Francisco, Esteban
  E) →
- In this sample question, we are given only names. The name in the box is Elgin, Thaddeus. There are letters A, B, C, D, and E before and after each of the names listed alphabetically below the name in the box. We are to decide where the name in the box belongs when compared alphabetically to the others. The name "Elgin" in the box begins with an "E", so it falls alphabetically between "Donnelly" and "Francisco". The space between "Donnelly" and "Francisco" is labeled with the letter "D". Therefore, since the name in the box fits into the space labeled "D", the answer to this question is "D", and we would darken the answer "D" on our anwer sheet.

2. 06396485
A) →
06395487
B) →
06397442
C) →
06397901
D) →
06399637
E) →

- In this sample question, we are given codes made up of numbers only. There are no letters. The code in the box is 06396485. Notice that the first four numbers in the code in the box and in the four codes listed below the box are always "0639". This being the case, we can ignore the first four numbers in all the codes and concentrate on the remaining numbers. We quickly see that the number in the box fits in the space between codes "06395487" and "06397442". The space between these two codes is labeled with the letter "B". So, the answer to this question is "B". If we were taking a real test, we would darken the letter "B" on the answer sheet.
- 3. RCA-1380
  A) →
  RCE-4400
  B) →
  RCL-1982
  C) →
  RCR-0041
  D) →
  RCS-2212
  E) →

In this sample question, we are given codes made up of numbers and letters mixed together. The code in the box is "RCA-1380". All the codes begin with the first two letters "RC", so we will ignore the first two letters in each code and only concentrate on the third letters and the numbers. We quickly see that the code in the box should be first in our list. It should come before the code "RCE-4400". The space before the code "RCE-4400" is labeled with the letter "A". So, the answer to this question is "A". If we were taking a real test, we would darken the letter "A" on the answer sheet as the answer for this question.

Now that you understand what is expected, let's discuss a few points that make it more manageable.

As with all sections of the exam, practice is the key to performance. The one and only way to improve your performance is by practicing with the sample tests in this guide. As you practice, sorting the names and codes alphabetically and/or numerically will come more quickly and naturally.

As discussed with our sample questions, it is important to identify and ignore repeating letters or numbers. If the first several numbers or letters are the same in all the names or codes, ignore the repeating items and sort the names or numbers by concentrating on the non-repeating items.

When working with names, if you are given both the first and last names, you are to sort alphabetically using the last name. However, if the last name is the same for two or more of the names - or perhaps even for all of the names - then you obviously must sort alphabetically by the first names.

#### **Comparison Section**

Each question in this section is a list of three names, addresses, or codes that are either exactly alike or at least very similar. You are to determine if the three listed items are exactly alike or if they are different in any way. Then - get this - you are to mark your answer (A, B, C, D, or E) based upon the below instructions:

- A. If ALL THREE names, addresses, or codes are exactly ALIKE.
- B. If only the FIRST AND SECOND names, addresses, or codes are exactly ALIKE.
- C. If only the FIRST AND THIRD names, addresses, or codes are exactly ALIKE.
- D. If only the SECOND AND THIRD names, addresses, or codes are exactly ALIKE.
- **E.** If **ALL THREE** names, addresses, or codes are **DIFFERENT**.

You've never experienced utter confusion until you have tried to answer the 30 questions in this section within the five minutes allowed. This means that you have only ten seconds per question. The really time consuming part is having to refer back to the instructions again and again after looking at each question so you can figure out which answer choice to mark. As before, most people are lucky to finish about half the questions the first time they try. Let's look at a few samples to get a better picture of this section.

- 1. Alfonse Gonzales Alfonse Gonzalez Alfonse Gonzales  $1^{st}$  and  $3^{rd}$  names are alike.  $2^{nd}$  name ends with "z" instead of "s". Mark answer "C".
- 2. 1312 Paquella Dr. 1213 Paquella Dr. 1312 Pequella Dr. 1312 Pequella Dr. All 3 different. 1st and 2<sup>nd</sup> numbers different. 3<sup>rd</sup> address spelled differently. Mark answer "E".
- 3. AR 1422L-3 AR 1422L-3 AR 1422L-3

All three codes are exactly alike. Mark answer "A".

4. 8943362 8944362 8944362

2<sup>nd</sup> and 3<sup>rd</sup> numbers are alike. 1<sup>st</sup> number is different. Mark answer "D".

The most important preparation you need to do for this section is to memorize the instructions. You simply cannot afford the time it takes to keep going back to the instructions again and again. Memorizing the instructions in an abbreviated numerical form as displayed below is easier for most people:

Memorize	Explanation	Important Note
A. 1, 2, 3	All - first (1), second (2), and third (3) - are alike.	Do <i>not</i> write these abbreviated
B. 1, 2	First (1) and second (2) are alike.	instructions in your test booklet.
C. 1, 3	First (1) and third (3) are alike.	It will tempt you to waste time by
D. 2, 3	Second (2) and third (3) are alike.	repeatedly looking back. You
E. 0	None - zero (0) - are alike	must work from memory.

Recite these abbreviated instructions to yourself over and over again until you can say them in your sleep. You need to be able to answer the questions immediately without having to look back at the instructions. As before, success calls for practice to master the skills and speed required ... and to assure that you have effectively memorized the instructions / answer choices.

#### **Spelling Section**

In this section you are given three minutes to answer 20 questions - which comes out to nine seconds per question. For each question, answer choices A, B, and C are possible ways to spell a particular word. You are to select the answer choice (A, B, or C) with the correct spelling, or to choose answer choice D if you believe that none of the above possible spellings (A, B, or C) are correct. Of course, the words they give us to work with are the most difficult ones you can imagine. Again, let's look at a few samples.

1. A) omission

B) ommision In this sample, the word is spelled correctly in selection "A", so we

C) omision would mark the answer "A" on our answer sheet.

D) none of the above

2. A) ostracise

B) ostracyze In this sample, none of the spellings are correct, so we would mark

C) ostrascize the answer "D" on our answer sheet.

D) none of the above

To prepare for this section, you should review the following basic spelling principles and lists of words.

#### **Basic Spelling Principles**

- 1. "I" before "E" except after "C" unless it sounds like an "A" as in neighbor or sleigh.
  - "I" before "E" examples: achieve, niece, siege, piece
  - Except after "C" examples: deceive, receive, perceive, deceit
  - Unless it sounds like an "A" examples: neighbor, sleigh, weight, veil, reign
  - Exceptions to these rules: either, neither, seizure, leisure, seize
- 2. Adding suffixes to silent "E" words
  - Drop the silent "E" if the suffix begins with a vowel (-ing, -y, -able).

Examples: become / becoming

judge / judging

conceive / conceivable

Keep the silent "E" if the suffix begins with a consonant (-ment, -ful, -ly, -ness)

Examples: achieve / achievement

bare / barely sure / sureness

Common exceptions to these rules:

service / serviceable charge / chargeable notice / noticeable change / changeable change / changeable enforce / enforceable manage / manageable replace / replaceable courage / courageous

advantage / advantageous

Exceptions intended to prevent confusion and/or mispronunciation:

singe / singeing - to scorch dye / dyeing - to alter color sing / singing - to chant die / dying - to cease living

**3.** Adding -ing suffix to words ending with -ye, -oe, and -ee. Do not change the spelling of the word. Simply add the -ing suffix per the below examples.

agree / agreeing see / seeing eye / eyeing

- **4. Words ending with -cede, -ceed, or -sede:** With the exceptions of supersede, exceed, proceed, and succeed, all words ending with this sound are spelled with -cede.
- 5. Words ending with -ize, -ise, or -yze: Over 400 words end with the sound -ize. If you must guess, choose -ize since it is used far more commonly. The only common words that end with -yze are analyze and paralyze. The ending -ise is found in the following words:

advertise demise improvise advise despise merchandise apprise devise reprise chastise enterprise supervise comprise franchise surmise

- 6. Adding the dis- and mis- prefixes to words beginning with an "S"
  - If the word begins with an "S", there will be two when you add dis- or mis-.
  - Examples: dis + satisfy = dissatisfy mis + step = misstep

**Commonly misspelled words:** Reviewing the below commonly misspelled words several times will enable you to better visualize the correct spelling when taking the exam. The below list is formatted into ten word groups. Your review may be easier and more effective if you study one or two groups of words per day.

absence acceptable accessible accommodate accurate achieve acquaintance acquitted adolescence advertisement	conscientious conscious criticism criticize deceive decision defendant definite delinquent dependent	foreign forfeit formally formerly genuine government grammar guarantee height immediately	occasionally occurrence occurring omission omitted ostracize outrageous parallel peaceable perceive	seize sentence separate sergeant similar sophomore superintendent tendency truly unnecessary
advisable analyze apologize apparent appreciate assistant attendance attribute auxiliary beginning	disappoint disastrous discipline dissatisfied distribution efficient eligible eliminate embarrass environment	imminent incidentally independent intelligence irresistible judgement knowledge laboratory license lieutenant	permanent permissible perseverance persistent personally possession precedence privilege procedure profession	unusual useful usually vengeance villain weather weird writing written
believe benefited business calendar cancellation chargeable column committal competition conceivable	equipped excellent exercise existence experience facilities familiar fascinate finally forcibly	likable magnificent maintenance manual mathematics miscellaneous mischievous misspell necessary noticeable	psychology questionnaire receive received recommend reference rehearsal repetition ridiculous schedule	

#### **Mathematics Section**

In this section you have eight minutes to answer 15 mathematical questions, which means that you have just over 30 seconds per question. Each question is an addition, subtraction, multiplication, or division problem. You will be asked to work with whole numbers, decimals, fractions, and percentages. You must solve the problems the old fashioned way with pencil and paper. *No calculators are allowed!* 

Remember, you <u>are</u> allowed to do calculations, make notes, etc. in your test/question booklet. As a matter of fact, you will be instructed to do so, and you must do so, in order to solve the mathematical problems in this section. But, do your calculations only in the test/question booklet. The only marks you are allowed to make on the answer sheet are the actual answers you darken.

You are given five answer choices for each question - A, B, C, D, and E. Answer choices A, B, C, and D are possible solutions to the mathematical problem in the question. For every question, answer choice E is "None of the above".

Let's look at several sample questions to give you a better picture of what to expect and to review some basic math principles you need to know.

#### **Sample Questions Using Whole Numbers**

You will be asked to add, subtract, multiply, and divide whole numbers similar to the following examples.

mark the answer B on our answer sheet.

1. 20 1 17 -
--------------

A) 30

B) 40

C) 50

D) 39

E) None of the above

2.89 - 62 =

A) 27

B) 17

C) 29

D) 18

E) None of the above

 $3. 29 \times 6 =$ 

A) 191

B) 151

C) 127D) 174

E) None of the above

Multiplying these two numbers gives us an answer of 174, so the correct answer is D.

4. 196 / 7 =

A) 26

B) 24

C) 32

D) 29

E) None of the above

This is a division problem. They are asking us to divide 7 into 196. The slash "/" means "divided by" ... as in 196 divided by 7. This problem could also be written as "196  $\div$  7". Using our pencil and paper, we find that the correct answer is 28. But, 28 is not one of our

This is simple addition. Adding these two numbers together with our

pencil and paper quickly shows us that the answer is 40, so we would

This is a subtraction problem. Subtracting 62 from 89 with our pencil and paper gives us an answer of 27, so the correct answer is A.

choices for A, B, C, or D. So, we mark the answer E for "None of the

above".

The correct answer is 53.1, so we would mark the answer C.

The correct answer is 63.67, so we would mark the answer D.

The correct answer is 239.08, so we would mark the answer A.

The correct answer is 21.50, so we would mark the answer B.

#### **Sample Questions Using Decimals**

They ask you to add, subtract, multiply, and divide decimals similar to the below examples.

- 1. 33.4 + 19.7 =
  - A) 47.3
  - B) 54.1
  - C) 53.1
  - D) 67.4
  - E) None of the above
- 2.86.45 22.78 =
  - A) 46.22
  - B) 39.18
  - C) 52.27
  - D) 63.67
  - E) None of the above
- 3. 13.9 x 17.2 =
  - A) 239.08
  - B) 197.18
  - C) 251.38
  - D) 221.38
  - E) None of the above
- 4. 268.32 / 12.48 =
  - A) 108.23
  - B) 21.50
  - C) 13.74
  - D) 24.44
  - E) None of the above

Sample Questions Using Percentages

They will ask you to do several types of calculations with percentages per the following examples.

1. 15% of 120 =

A) 22

B) 31

C) 18

D) 19

E) None of the above

"Of" means multiply. This problem could also be written "15% x 120". When working with percentages, we must first convert to decimals. 15% is the same as .15, so we multiply .15 x 120 and find that the answer is 18. So, we mark the answer C. (See the review on converting

percentages to decimals on the next page.)

2. \$53.00 + 8% =

A) \$57.24

B) \$59.18

C) \$62.24

D) \$64.24

E) None of the above

In this question, they want us to figure out what 8% of \$53.00 is and then add it back to \$53.00. So, first we convert 8% to the decimal .08. Then, we multiply .08 times \$53.00 and find that 8% of \$53.00 is \$4.24. Finally, we add \$4.24 to \$53.00 and discover that the answer is \$57.24. Answer choice A is \$57.24, so we would mark A on the answer sheet.

(See the review on converting percentages to decimals on the next page.)

3. \$95.00 - 30% = A) \$60.00

> B) \$66.50 C) \$33.00

D) \$28.50 E) None of the above Here they want us to figure out what 30% of \$95.00 is and subtract it from \$95.00. So, we convert 30% to the decimal .30. Then, we multiply .30 times \$95.00 and find that 30% of \$95.00 is \$28.50. Finally, we subtract \$28.50 from \$95.00 and discover that the answer is \$66.50. So, we mark the answer B. (See the review on converting percentages to decimals on the next page.)

#### **Converting Percentages to Decimals**

A quick review on how to convert percentages into decimals may be beneficial. It has probably been a number of years since most of us were in school and since most of us did conversions like this.

• In a whole number percentage (one that does not have a decimal in it), swap a decimal point for the percent sign and then move the decimal point two spaces to the left. If there are not enough numbers to allow you to move the decimal point two spaces to the left, insert zeros to fill up the blank spots. See the below examples to get a better picture of this process.

85% = .85 (Swap decimal for percent sign and move decimal two spaces to the left.) 5% = .05 (Insert a zero so we can move the decimal two spaces to the left.) 145% = 1.45 (Swap decimal for percent sign and move decimal two spaces to the left.)

• If there is already a decimal in the percentage, simply move the decimal over two spaces to the left and drop the percent sign as displayed in the below examples. Again, if there are not enough numbers to allow you to move the decimal point two spaces to the left, insert zeros to fill up the blank spots.

19.5% = .195 (Drop percent sign, move decimal two spaces to left.)
86.44% = .8644 (Drop percent sign, move decimal two spaces to left.)
1.38% = .0138 (Drop percent sign, insert a zero, move decimal two spaces to left.)
.05% = .0005 (Drop percent sign, insert two zeros, move decimal two spaces to left.)

#### **Sample Questions Using Fractions**

In our experience, the only questions with fractions are multiplication problems like the below sample.

1. 3/8 of 56 =

A) 14

B) 33C) 28

D) 21

E) None of the above

As mentioned previously, "of" means to multiply. They are asking us to multiply 3/8 times 56. First, we must convert the fraction to a decimal. To do so, we divide the bottom number into the top number. When we divide 8 into 3 we get .375. So, we multiply .375 times 56 to discover that the answer is 21. Answer choice D is 21, so we would darken the answer D on our answer sheet.

#### **Converting Fractions to Decimals**

As mentioned in the above example, to convert a fraction into a decimal, we divide the bottom number into the top number. But, wouldn't it save time if we didn't have to do calculations to convert fractions into decimals? Well, it is indeed possible to skip the calculations and to save this time if we memorize the conversions. Plus, doing these calculations simply adds more opportunities for us to make mistakes. If we memorize the conversions and skip the calculations, we reduce the number of opportunities for mistakes.

As part of your preparation for the Math Section, memorize the below chart of decimal conversions for common fractions. This should not be too difficult because there are only nine conversions to remember. If you have a question on the exam with a mixed fraction like 1-3/8, simply keep the whole number and convert the fraction. So, 1-3/8 would convert into 1.375

<b>Fraction</b>	Decimal
1/8	.125
1/4	.25
1/3	.333

Fraction	Decimal
3/8	.375
1/2	.5
5/8	.625

Fraction	Decimal
2/3	.666
3/4	.75
7/8	.875

# **Verbal Abilities Segment**

The second major segment of the exam, Verbal Abilities, has a total of 55 questions that are broken down into three sections. You are given a single 50 minute period to answer the 55 questions. For most people, speed is not a big issue in this section. As a matter of fact, you are told that you may leave if you finish before the 50 minutes is up, and most people do finish and leave before time is called.

#### **Following Written Instructions Section**

The Postal Service claims that this section tests your ability to understand and carry out instructions similar to those you might receive on the job. However, we cannot believe that any sane human being would ever give you instructions as strange, convoluted, and confusing as the wording of these twenty questions. Let's look at a few sample questions to get a better picture of this section.

			LOC	K-UF	P TAE	BLE	
1.	Draw a line under each letter that appears only once below. Write		Р	Q	R	S	Т
	the letter "R" and the number of lines you drew here:	1	Α	В	С	D	Ε
	STRQPQTPT	2	В	O	D	Ε	Α
		3	С	D	Е	Α	В
2.	Look at the letters in Question 1 again. Draw a circle around each	4	D	Е	Α	В	С
	"T". Write the letter that appears at the beginning of the series of	5	Е	Α	В	С	D
	letters and the number of circles you drew here:	6	Α	В	С	D	Ε
		7	В	С	D	Ε	Α
3.	Look at the below letter-number combinations. Draw a circle around	8	С	D	Ε	Α	В
	the second letter-number combination and write it here:	9	D	Е	Α	В	С
	P7 T9 R8 S4 T1 Q2	10	Е	Α	В	С	D

OK, that's probably about as clear as mud. Without better instructions, you probably have no idea what they really want you to do or how to answer the questions. As a matter of fact, we are told that many applicants fail this section completely because they never really understand what to do.

By the way, this is really what the Following Written Instructions section is like. We are not making this up. The questions are very similar to the above samples, and there is a Look-Up Table just like the one above.

Here's the deal ... To answer a question correctly, you must accomplish three steps as outlined below.

- First, you must create a preliminary answer based upon the wording of the question. The preliminary answer will be a letter-number combination like this: T 5
- Then, you must find the preliminary answer on a Look-Up Table provided on the exam to find the answer choice (A, B, C, D, or E) that it correlates to.
- Finally, you darken the proper answer choice (A, B, C, D, or E) on your answer sheet.

Now that we know what to do, let's go on to the next page where we will discuss each of our above sample questions in detail.

1. Draw a line under each letter that appears only once below. Write

LOOK-UP TABLE	=
---------------	---

the let	ter "F	₹" an	d the	num	nber (	of line	es yo	ou dr	ew he	ere:	
S	Т	R	Q	Ρ	Q	Т	Ρ	Т			

Here's what we do ... Since "S" and "R" are the only letters that appear only once, we draw lines under the one "S" and the one "R". Then, as instructed, we write the letter "R" and the number of lines we drew (2 lines - 1 under the letter "S" and 1 under the letter "R") in the blanks like this: R 2. We have our letter-number combination ... R2. Next we go to the Look-Up Table to find our R2 letter-number combination. We look across the top of the table to find the letter "R", and then we follow the "R" column down to the "2" row. Answer choice "D" appears where the "R" column and the "2" row meet. This is our answer ... "D". So, for this question, we would darken the answer "D" on our answer sheet.

	Ρ	Ø	R	S	T
1	Α	В	O	D	Ε
2	В	O	D	Ш	Α
3	O	D	Е	Α	В
4	D	Ш	Α	В	C
5	Е	Α	В	O	D
6	Α	В	С	D	Ε
7	В	O	D	Ш	Α
8	С	D	Е	Α	В
9	D	Ε	Α	В	С
10	Е	Α	В	С	D

2. Look at the letters in Question 1 again. Draw a circle around each "T". Write the letter that appears at the beginning of the series of letters and the number of circles you drew here:

As instructed, we draw a circle around the each letter "T" from the series of letters in Question 1. Then we write the letter that appears at the beginning of the series (the letter "S") and the number of circles we drew (3 circles) in the blanks like this: <u>S</u> <u>3</u>. We have our letter-number combination ... S3. Now we go to the Look-Up Table, find column "S", and follow it down to row "3". Answer choice "A" appears where column "S" meets row "3". So, our answer is "A", and we would darken the answer "A" on the answer sheet for this question.

LOOK-UP TABLE					
	Р	Q	R	S	T
1	Α	В	С	D	Ε
2	В	С	D	Е	Α
3	С	D	Е	Α	В
4	D	Е	Α	В	С
5	Ε	Α	В	С	D
6	Α	В	С	D	Ε
7	В	O	D	Ш	Α
8	С	D	Е	Α	В
9	D	Е	Α	В	C
10	Ε	Α	В	С	D

3. Look at the below letter-number combinations. Draw a circle around the second letter-number combination and write it here: \_\_\_\_ P7 T9 R8 S4 T1 Q2

This one is a bit easier. We draw a circle around T9, the second letternumber combination. Then we write the letter-number combination T9 in the blanks. Next we go to the Look-Up Table, find column "T", and follow it down to row "9". Answer choice "C" appears where column "T" meets row "9". So, our answer is "C", and we should darken the answer "C" on the answer sheet for this question.

LOOK-UP TABLE					
	Р	Q	R	S	Т
1	Α	В	С	D	Е
2	В	O	D	Ш	Α
3	O	Δ	Е	Α	В
4	D	Ш	Α	В	С
5	Ш	Α	В	O	D
6	Α	В	O	О	Е
7	В	O	D	Ш	Α
8	C	D	Е	Α	В
9	D	Е	Α	В	С
10	Е	Α	В	С	D

As with all the other sections of this exam, success on the Following Written Instructions section calls for practice. The questions are intentionally long and confusing. As much as anything else, you are practicing to learn to simply follow the directions without trying to understand or rationalize them. They make no sense, and they were probably written by someone who lives in never-never land. Don't try to figure them out, just simply do what you are instructed to do.

#### **Grammar, Usage & Punctuation Section**

In this section, there are twenty questions dealing with the proper use of grammar, words, and punctuation. Each question consists of four similar sentences labeled A, B, C, and D. You are to choose the one that is most appropriate with respect to grammar, usage, and punctuation suitable for a formal letter or report. Let's look at a couple of sample questions to get a better picture of what they expect us to do ...

- 1. A) Automation has increased the efficiency of many Postal functions.
  - B) The Post Office's buying automated equipment has speeded up jobs.
  - C) Postal Service benefits from technology.
  - D) New Post Office equipment with faster speed.

The correct answer for Sample Question #1 is A. Sentence A has correct use of grammar, punctuation, words, etc. Sentences B, C, and D all have various improper uses of these elements. So, we would mark answer choice A on our answer sheet.

- 2. A) Maintenance is better for Post Office vehicles.
  - B) Important vehicle maintenance is better.
  - C) Consistent maintenance of vehicles prolongs longevity.
  - D) Maintaining vehicles is good for the Post Office using automobiles.

    The correct answer is C. Sentence C makes more sense and has better use of grammar, punctuation, words, etc. So, we would mark answer choice C on our answer sheet.

On the real exam, the answer choices will frequently seem more similar than those on the above samples, and it may be more difficult to decide which is the best choice.

Success on this section calls for a review of basic grammar, usage, and punctuation principles and - as always - for practicing to master the skills and speed demanded.

The following refresher course is not an attempt to teach you basic principles. Teaching these principles from scratch would call for an extended course. This is simply of review of principles that you probably learned in school but that you haven't thought about for years. This review is designed to help you more accurately notice inappropriate sentences that an average test taker would not recognize. The final portion of the refresher course is a list of words that are typically used inappropriately. To effectively prepare for the Grammar, Usage, and Punctuation section of the exam, carefully read and review the principles and word lists in this refresher course.

1. A sentence by definition should express a complete thought or idea. Never select an answer choice that is a fragment or part of a sentence. A complete sentence generally should include a subject and a verb. The subject is the person, place, thing, or idea that is *doing* or *being* something. Verbs carry the idea of *being* or *action* in the sentence.

#### 2. Subject - Verb Agreement

- The subject of a sentence must agree in number with the verb. A singular subject (one) needs a singular verb. A plural subject (two or more) needs a plural verb. See the following examples ...
  - A) The boy rides a bicycle. ("Boy" is singular. There is only one "boy". The verb "rides" is singular.)
  - B) *The boys ride bicycles. ("Boys"* is plural. There are two or more "boys". The verb "ride" is plural.)
- A group of words that comes between the subject and the verb can cause confusion. You must identify the subject and the verb before you can see if they agree. To identify the subject, ask yourself: "Who or what is being or doing something?" To identify the verb, ask yourself: "What is the subject being or doing?" See the following example ...
  - Mr. Wilson with the approval of the representatives is to chair the committee.

Our first impression when reading this sample might be that the plural subject "representatives" does not agree in number with the singular verb "is". But, "representatives" is not really the subject. Ask yourself this question: "Who or what is to chair the committee?" The answer is: "Mr. Wilson is to chair the committee." The subject is "Mr. Wilson", and the subject is singular, not plural. There is only one Mr. Wilson in this sentence --- there are not two or more Mr. Wilson's. So, in this sentence, the subject and verb agree in number.

- Confusion may occur when two singular subjects are involved in a sentence, for example "Maria and Rachael", "Bob or Larry", "neither the cat nor the dog", etc. If the two singular subjects are joined by the word "and", the verb should be plural. If the two singular subjects are joined by "or" or "nor", the verb should be singular.
- Confusion may occur if there are both a singular and a plural verb in a sentence. If the below joining words are used in the sentence, agreement is determined by the subject nearer to the verb.

either / or neither / nor not only / but also

See the following examples ...

- A) Neither the sergeant nor the men are happy.
- B) Neither the men nor the sergeant is happy.

"Sergeant" and "men" are the subjects in both sentences. "Sergeant" is a singular subject and "men" is a plural subject. When the plural subject "men" is nearer to the verb, we use the plural form "are". When the singular subject "sergeant" is nearer to the verb, we use the singular form "is".

- When the words "each" or "every" are placed before a singular subject, use a singular verb.
- Use a singular verb when the following pronouns are used as the subject of the sentence.

nothing	neither	no one	everyone
anything	either	someone	anyone
everything	each	somebody	everybody

- The collective pronouns "all", "any", "most", and "none" may use a singular or a plural verb depending upon the context. See the following examples ...
  - A) All is lost. ("All" indicates a single collective unit.)
  - B) All are safe. ("All" indicates a number of persons or things.)
- Similarly, collective nouns may use a singular or a plural verb depending upon the context. Collective nouns may be considered as a single unit or used to indicate a number of individuals. Collective nouns include words like "team", "jury", "committee", "majority", "company", "assembly", "staff", and "community". See the following examples ...
  - A) The committee is meeting. ("Committee" indicates a single unit acting as one.)
  - B) The committee are debating. ("Committee" indicates a number of individuals interacting.)
- **3. Noun Pronoun Agreement** One function that pronouns serve is to rename nouns. When used to rename a noun, the pronoun must agree in number, gender, person, and case. The following examples display how pronouns rename nouns.
  - A) Bob lost his watch.

Using the pronoun "his" to rename "Bob" sounds better than saying: "Bob lost Bob's watch."

B) The dog buried its bone.

Using the pronoun "its" to rename "dog" sounds better than saying: "The dog buried the dog's bone."

• The most common Noun - Pronoun Agreement errors involve number disagreements.

Use a singular pronoun when renaming a singular noun and a plural pronoun when renaming a plural noun. See the following example ...

Every man must do their duty.

"Their" renames "man". But, man is singular (one man - not two or more men), and "their" is plural (two or more people). This sentence should read: "Every man must do his duty." Now, both the noun "man" and the pronoun "his" are singular.

The below chart lists common singular and plural pronouns. Note that "you", "your", and "yours" can be singular or plural depending upon the context.

Singular	I, me, my, mine, he, she, it, him, her, his, hers, its
Plural	we, us, our, ours, they, them, their, theirs
Singular or Plural	you, your, yours

A plural pronoun is used to rename two or more singular nouns joined by "and". See the following example ...

The foreman and the carpenter have their tools.

The plural pronoun "their" correctly renames the two singular nouns "foreman" and "carpenter".

A singular pronoun is used to rename two or more singular nouns joined by "or" or "nor". See the following example ...

Neither Mr. Myers nor Mr. Green will have his own company car at this time.

When renaming collective nouns, a pronoun can be plural or singular depending upon context. Collective nouns include words like "team", "jury", "committee", "majority", "company", "assembly", "staff", and "community". See the following examples ...

The committee will submit its report on Monday.

The committee voiced their varied opinions.

In the first sentence, the singular pronoun "its" is used because "committee" refers to single unit. In the second sentence, the plural pronoun "their" is used because "committee" refers to two or more individuals acting independently.

Pronouns must agree in gender with the nouns they rename. See the following example ...

Every man must do her duty.

The noun "man" is masculine, and the pronoun "her" is feminine. The sentence should read "Every man must do his duty" so that both the noun and pronoun are masculine. If it is not clear whether noun being renamed is masculine or feminine, it is customary to use a masculine pronoun.

The below chart lists common masculine and feminine pronouns. Note that most pronouns are neutral and can therefore be masculine and feminine depending upon the context.

Masculine	he, him, his
Feminine	she, her, hers
Neutral	I, me, my, mine, we, us, our, ours, you, your, yours, it, its, they, them, their, theirs

Pronouns must agree in person with the nouns they rename. See the following example ...

Every man must do your duty.

This does not sound right or make sense. It should read: "Every man must do his duty."

Pronouns can be first person, second person, or third person. The below chart lists common first person, second person, and third person pronouns.

First Person (the person speaking)	I, me, my, mine, we, us, our, ours
Second Person (the person spoken to)	you, your, yours
Third Person (another person)	he, she, it, him, her, his, hers, its, they, them, their, theirs

Pronouns must agree with the case of the noun they rename. There are three cases of pronouns:
 Nominative, Objective, and Possessive. The correct case of a pronoun is determined by the way it is used in a sentence. See the following example ...

The director asked Mr. Owens and I to write the report.

Most case agreement errors occur when a pronoun is used in a sentence with one or more other nouns or pronouns and when they are joined by "and" or "or". To find which case should be used, omit the connecting word ("and" or "or") and the other noun or pronoun. This makes an error obvious. With our sample sentence, let's omit "Mr. Owens" and the connecting word "and" to revise the sentence to read "The director asked I to write the report." Now the error is obvious. The revised sentence would sound much more logical using "me" instead of "I" like this: "The director asked me to write the report." Therefore, our original sentence should read: "The director asked Mr. Owens and me to write the report."

The below chart lists common nominative, objective, and possessive pronouns. Notice that "you" can be nominative or objective depending upon its use in the sentence.

Nominative	I, you, he, she, we, they, who
Objective	me, you, him, her, us, them, whom
Possessive	my, your, yours, his, her, hers, our, their, whose

• A pronoun should not be used unless it is clear which noun it renames. See the example ...

Eric sent the message to John last week, but he left before the message was delivered. Who does "he" refer to - Eric or John? It could be either. In this sentence, we should use the name "Eric" or "John" rather than the pronoun "he" to avoid confusion.

#### 4. Complex and Compound Sentences

• A complex sentence consists of a simple sentence and a dependent clause that are usually joined by a comma. When separated, the simple sentence portion of a complex sentence can stand alone as a complete thought, but the dependent clause portion cannot. See the below example ...

After dinner at the restaurant, we can go to the movie.

"We can go to the movie" is a simple sentence that can stand alone. "After dinner at the restaurant" is a dependent clause that does not express a complete thought and cannot stand alone.

 A compound sentence consists of two or more simple sentences. The simple sentences in a compound sentence can be connected three different ways as follows.

The most common compound sentence connection is a comma followed by a conjunction.

They went to the mall, and Sherry bought two new outfits.

There are two simple sentences in this compound sentence. The first simple sentence is: "They went to the mall." The second simple sentence is: "Sherry bought two new outfits." These two simple sentences make complete sense by themselves.

Our sample compound sentence above uses a comma followed by the conjunction "and" to join two simple sentences. Listed below are common conjunctions used in compound sentences.

and but for nor or so yet

**Compound sentences can be joined by just a semicolon (;).** This is generally done when the simple sentences being connected express closely related thoughts. See the below example ...

Our car is broken down; it must be repaired before we can leave on vacation.

Compound sentences can be joined by using a semicolon (;) followed by a conjunctive adverb which is followed by a comma. See the below example ...

Store sales have fallen; therefore, we must reduce payroll costs.

Listed below are common conjunctive adverbs.

after all	finally	incidentally	likewise	nonetheless	then
also	for example	indeed	meanwhile	on the contrary	therefore
as a result	furthermore	in fact	moreover	on the other hand	thus
besides	however	in other words	nevertheless	otherwise	
consequently	in addition	instead	next	still	

#### 5. Following are words that are commonly used inappropriately and suggested proper usage.

#### a / an

Use "a" before words that begin with consonants. Use "an" before words that begin with vowels. Also use "an" before words beginning with a silent "h" (an honest man").

#### affect / effect

Affect means to influence or to imitate. Effect means to bring about or a result.

#### allude / refer

Allude is often used where refer is more appropriate. Allude indicates an indirect reference. Refer indicates a specific reference.

#### allusion / illusion

An allusion is an indirect reference. An illusion is a false idea or image.

#### already / all ready

Already means now or before a stated time. All ready means completely prepared.

#### alright / all right

Alright is inappropriate and should not be used. "All right" is the correct expression.

#### altogether / all together

Altogether means entirely or complete. All together means assembled as a group.

#### amount / number

Amount represents units or things in mass. Number is for countable objects.

#### and etc.

"And etc." is inappropriate and should not be used. Use "etc." without the word "and"

#### angry at / angry about / angry with

You are angry with a person. You are angry at or angry about a thing.

#### anyplace / noplace / someplace

These words are inappropriate. Anywhere, nowhere, and somewhere are the preferred words.

#### anywheres / anywhere

Anywheres is inappropriate and should not be used. Anywhere is the correct word.

#### beside / besides

Beside means "by the side of". Besides means "in addition to".

#### between / among

Between refers to two persons or things. Among refers to three or more persons or things.

#### can't seem to

"Can't seem to" is inappropriate and should not be used. "Seem unable to" is the correct expression.

#### capital / capitol

Capital refers to money or to a city that is a governmental or industrial center. A capitol is a building where high level governmental functions take place.

#### casual / causal

Casual means informal, unplanned, or happening by chance. Causal means involving cause or reason.

#### cite / site / sight

Cite means to quote or give example. Site indicates a place. Sight refers to vision.

#### compliment / complement

Compliment is an expression of praise. Complement means to complete or being to perfection.

#### counsel / council

Counsel means (1) an attorney or advisor or (2) to give advice. A council is a group meeting for discussion.

#### data / phenomena / media

These are plural nouns that, when used in a sentence, require the use of a plural verb. The singular forms of these nouns are datum, phenomenon, and medium.

#### differ from / differ with

"Differ from" refers to a degree of similarity. "Differ with" refers to a difference of opinion.

#### discover / invent

Discover means to find. Invent means to create.

#### each other / one another

"Each other" is used when referring to two persons or things. "One another" is used when the involvement is among three or more persons or things.

#### every so often

"Every so often" is inappropriate and should not be used. Use the word "occasionally" instead.

#### famous / notable / notorious / infamous

Famous means well known. Notable means worthy of notice. Notorious and infamous both mean to have an exceedingly bad reputation.

#### farther / further

Farther refers to physical distance. Further means to a greater extent.

#### fewer / less

Fewer refers to number. Less indicates quantity.

#### funnv

Should be used when referring to humor but not when referring to oddness.

#### good / well

Good is an adjective used to describe a noun ... for example: "I am a good boy." Well is an adverb used to describe a verb, an adjective, or another adverb ... for example: "I don't feel well."

#### hanged / hung

Hanged means to be executed. Hung means suspended ... for example: "The picture is hung on the wall."

#### imply / infer

Imply means to state in an indirect fashion. Infer means to draw a conclusion.

#### in / into

In refers to location, position, or condition. Into indicates movement or direction.

#### in regards to

"In regards to" is inappropriate and should not be used. The correct expression is "in regard to".

#### inside of

"Inside of" is inappropriate and should not be used. Use the words "inside" or "within" instead.

#### irregardless

"Irregardless" is inappropriate and should not be used. The correct word is "regardless".

#### later / latter

Later means more late. Latter indicates last.

#### lie / lay

Lie is to rest (lie on a bed). Lay is to place (lay it on the table).

#### lose / loose

Lose means to misplace or to be deprived of. Loose means not tight.

#### lots / lots of

These are informal expressions that should not be used in as written form. Use much or many instead.

#### moral / morale

Moral can mean "ethical" or "a lesson learned". Morale is a spirit or feeling of confidence.

#### much / many

Much refers to quantity. Many refers to numbers.

#### numbers

In formal writing, the numbers one through ninety-nine (1 - 99) should be written as words. Numbers larger than ninety-nine (99) can be written simply as numbers.

#### pretty

Pretty should not be used in the place of adverbs like very, rather, and quite.

#### principal / principle

Principal means most important or headmaster of a school. A principle is a fundamental truth or law.

#### sit / set

Sit means to be seated (sit on a chair). Set means to place (set it on the desk).

#### sure / surely / certainly

Do not use sure in the place of the adverbs surely or certainly. Examples ... I surely (not sure) like your car. I certainly (not sure) appreciate your help.

#### than / then

Than is used for comparison. Then means "at that time" or "next".

#### their / there / they're

"Their" is a possessive pronoun. (The blue Volvo is their car.) "There" is an introductory word. (There are several cars on the lot.) "They're" is contraction for "they are". (They're looking for a blue car.)

#### to / too / two

"To" is a preposition (He went to the store). "Too" can mean "also" (She went to the store too) or express degree (Steve was too tired to mow the lawn). "Two" is a number.

#### who / which / that

Who refers to people. Which refers to things. That can refer to people or things.

#### **Vocabulary and Reading Comprehension Section**

This section consists of fifteen questions – five Vocabulary questions and ten Reading Comprehension questions. It is really two smaller sections merged together. Let's look at the two types of questions.

#### **Vocabulary Questions**

For each of the five Vocabulary questions, you are given a sentence with a particular word highlighted. Then, you are given a list of four words, and you are to choose which of the four listed words most nearly means the same as the highlighted word in the sentence. See the below examples ...

- 1. Ms Brown gave the class an **intimidating** expression.
  - **Intimidating** most nearly means
  - A) affectionate
  - B) frightening
  - C) reassuring
  - D) apathetic

Intimidating most nearly means frightening, so we would mark answer choice B for this question.

- Mussolini portrayed himself as a hero, but many viewed him as a power hungry autocrat.Autocrat most nearly means
  - A) benefactor
  - B) patron
  - C) representative
  - D) dictator

Autocrat most nearly means dictator, so we would mark answer choice D for this question.

The following review includes an Etymology Table and a list of words you should know. Reading over this review a few times should enable you to more readily recognize what various words mean and to more accurately select answers for the Vocabulary questions.

Etymology is the study of the origin of words. An Etymology Table is a list of the basic prefixes (beginning of a word), suffixes (ending of a word), and roots (middle of a word). How can an Etymology Table help you? See the following example...

Let's say that you have a vocabulary question with the word **misanthrope**. The meaning of the word **misanthrope** is not known by many people. However, if you had studied an Etymology Table, you could break this word down into two parts as displayed below to get a better picture of what it means.

mis - prefix meaning "wrong" or "bad" anthrope - root meaning "man"

Using this method, you would come up with something like "bad man". The real meaning of misanthrope is "one who hates people". Although this etymology method did not give you the exact definition, it gave you a pretty good idea of the meaning, which in turn would enable you to make an educated guess on a vocabulary question. That is the sole purpose of this strategy - to enable you to make educated guesses on words that you've never seen before rather than guessing blindly or leaving the question blank.

Beginning on the following page is an Etymology Table for the English language that includes common prefixes, suffixes, and roots. English evolved from four major sources: Old English, Greek, Latin, and French. Old English is by far the largest contributor to our language. Greek, Latin, and French terms are more often seen in fields like religion, art, science, medicine, drama, and law. As preparation for the vocabulary questions on the 710 exam, review this table several times.

Common Prefixes	Meaning	Examples
a, ab	from or away	abolish – stop
ad	to, toward	adapt – to fit to
ante	before	antebellum – before the war
anti	against	antifreeze – stops freezing
bi	two	bisect – cut in two
circum	around	circumscribe – draw around
com	together	combine – bring together
contra	against	contradict – say the opposite
de	away from	depart – go away from
dis	apart, away	disconnect – pull away
dys	bad	dysfunctional – bad functioning
•		•
ex	out of, from	exclude – keep out
extra	beyond	extracurricular – beyond the course work
in, im	in, on	incarcerate – imprison
inter	between, among	interstate – between states
intra	within	intrastate – within one state
intro	within, inside	introvert – looks within one's self
mal	bad, wrong	malfunction – does not work right
mis	wrong, badly	mistake – an error
mono	one	monoplane – airplane with one pair of wings
non	not	nonsense – makes no sense
omni	all	omnipotent – all powerful
post	after	postpone – put off
pre	before	precede – go before
re	again, back	rerun – run again
retro	backward	retroactive – going back in time
se	apart	secede – to withdraw
sub	under	subterranean – underground
super	over	superstar – greatest star
trans	across, beyond	transcend – go beyond
un	not	unbroken – not broken
uii	HOU	androken – not broken
Common Suffixes	Meaning	Examples
able, ible, ble	able, capable	viable – able to live
ant	one who	occupant – one who occupies
en	material or appearance	golden – made of gold
ence	the act, fact	existence – the act of existing
er, or	one who does	teacher – one who teaches
ful	full of	truthful – full of truth
ic, ical	like	metallic – like metal
ish	like	childish – like a child
ism	act, or practice of	patriotism – practice of being a patriot
less	without	worthless – without worth
logy	study of	psychology – study of the mind
ment	the act of	retirement – act of retiring
ness	state of, quality	kindness – quality of being kind
ory	place	factory – place of work
ship	condition, character	friendship – character of being friendly
th	quality	growth – process of growing
tude	state, result	servitude – slavery
у	result, quality	carpentry – result of working with wood

Common Roots	Meaning	Examples
alt	high	exalt – to raise up
animal	life	animated – life like
anthrop	man	misanthrope – one who hates people
aud	to hear	audience – people who hear
belli	war	bellicose – war like
bene	good	benevolent – doing good
bio	life	biology – study of life
brev	to shorten	brevity – quality of being short
cap, capt, cept	to hold	captive – hostage
cede, ceed	to go	precede – go before
clud, clus	to close	exclude – shut off
corp	body	corporal – bodily
cred	believe	credible – believable
crypt	hidden	cryptic – hidden message
demo	people	democratic – by the people
dic, dict	to say	dictate – to say what is to be written
domin	govern	domain – territory
dynam	power	dynamite – powerful explosive
fid	trust, faith	confide – to place trust in someone
	to break	fragment – part of something broken
frag	to flow	
flux, flu		confluence – a flowing together
grad	to step	graduate – to go from one state to another
jac, jact	to throw	trajectory – path of a thrown object
long	long	longevity – long life
loc	place	dislocation – displacement
man	hand	manageable – easily handled
mater, matr	mother	maternal – motherly
medi	middle	mediocre – average
mort	to die	mortuary – a place where dead bodies are kept
mut	to change	mutate – change
nav	ship	navigate – to plan a ship's course
nov	new	innovation – something new
oper	to work	operate – to work with
plac	calm	complacent – restful
plan	level ground	plane – flat surface
pater, patr	father	paternal – fatherly
ped, pede, pod	foot	pedestrian – walker
pens	to pay	pension – payment
polis	city	metropolis – large city
port	to carry	import – to carry into a country
psych	mind	psychology – study of the mind
quad	four	quadrant – divided into four parts
quer	to ask	query – a question
rid	laugh	ridiculous - laughable
rupt	break	rupture – to break
sat, satis	enough	satisfied – full, had enough
sci	to know	science – knowledge
scrib	to write	describe – to write about
sec, sect	cut	bisect – to cut in half
sess	sit	session – to sit through a meeting

<b>Common Roots</b>	Meaning	Examples
stru, struct	build	construct – to build
sum	take	assume – to take on
temper	time	temporary – for a short period of time
ten, tent	hold	tenable – capable of being held
tend, tens	stretch	extend – to stretch out
thermo	heat	thermostat – device to control heat
un, uni	one	unicycle – vehicle with one wheel
urb	city	urban – of a large city
ut, util	useful	utility – useful
ver	true	verify – to determine the truth
vert	turn	pervert – to turn away from normal
vest	clothing	vestment – outer garment
vinc, vict	to conquer	victor – conqueror
viv, vit	to live	vital – necessary for life
voc, vok	call	revoke – to call back

**Words You Should Know:** Each word is given with two or three synonyms. Review this list several times as test preparation. Included in this list are a number of words that have actually appeared on the 710 exam.

as test preparation. Included in this list are a number of	I words that have dotadily appeared on the 7 to e
abandon – desert, surrender abasement – humiliation, indignity, lowliness abate – decrease, diminish abet – aid, encourage abhor – hate, dislike, loathe abject – worthless, pitiful abort – cut short, quit abridge – shorten, abbreviate abscond – depart, flee absolve – pardon, exonerate	amelioration – improvement, betterment antipathy – hatred, enmity apathy – indifference, passiveness arrange – compose, align, adjust audacity – boldness, impudence baffle – confuse, confound banal – vapid, commonplace barbarous – savage, cruel beneficent – generous, liberal belligerent – hostile, aggressive
accord – allow, permit accountable – responsible, liable acquiesce – obey, submit acme – peak, climax acumen – insight, discernment adamant – obstinate, inflexible adduce – cite, allege, infer adept – skilled, master adjudge – assign, decide admonish – warn, advise	benign – harmless, kind berate – lambaste, revile, curse bizarre – strange, eccentric bland – cheerless, bare bloated – swollen, pompous bolster – support, sustain bold – brave, daring, prominent brittle – fragile, frangible bondage – slavery, captivity bounty – plenty, generosity
adroit – skilled, clever, proficient advocate – support, promote affable – mild, compliant, polite affectation – pose, insincerity affirm – assert, insist, declare affront – insult, taunt, offend alacrity – speed, readiness, agility allay – soothe, mollify amalgamation – union, mixture ambiguous – unclear, vague, obscure	brazen – shameless, immodest brevity – briefness, abridgement calamity – disaster, mishap candid – truthful, frank capricious – changeable, odd cede – yield, relinquish, grant censure – criticize, blame cessation – discontinuance, pause chagrin – dismay, humiliation chaos – disorder

circuitous – devious, roundabout, winding circumlocution – wordiness, verbosity circumvent – prevent, frustrate climax – apex, culmination, summit coarse – harsh, vulgar, crude cogent – convincing, valid, effective cohesion – cementing, coagulation, consolidation combatant – fighter, contender, soldier commodious – suitable, comfortable, useful compel – force, coerce, constrain

compensation – satisfaction, recompense, amends competent – capable, proficient, sufficient complain – grumble, remonstrate complement – augment, complete compliment – flatter, praise, adulate comply – yield, accede, conform comprise – contain, include, involve compulsion – urgency, necessity concede – surrender, acquiesce, admit

concise – short, terse, succinct concur – agree, approve concurrent – coincident, simultaneous condone – overlook, pardon, absolve conjecture – guess, theory, supposition contend – compete, battle, vie contiguous – adjoining, continuous, touching contradict – oppose, correct, impugn contrast – opposite, antitheses, disparity

contravene – obstruct, annul, contradict contrive – plan, scheme, devise contumacious – obstinate, perverse, stiff corroborate – approve, confirm, sanction credible – reliable, believable criterion – standard, rule, measure daunt – discourage, intimidate debase – corrupt, degrade, contaminate decide – resolve, adjudicate

deduce – infer, derive, conclude deem – think, judge, suppose defer – delay, postpone deficient – inadequate, defective, incomplete defray – pay, adjust, satisfy deft – skillful, agile, dexterous delineate – draw, describe, depict delusion – fallacy, error, hallucination demeanor – manner, attitude, conduct demolish – destroy, ruin, devastate demure – modest, shy, diffident deplore – complain, lament, sigh depravity – corruption, immorality, degeneracy depreciate – condemn, disapprove depute – appoint, name, delegate derision – ridicule, insult, disdain derivation – origin, beginning derive – obtain, deduce, acquire desecrate – abuse, pervert, defile designate – appoint, specify, name

desist – cease, discontinue desolate – deserted, forgotten, dismal despicable – mean, base, contemptible detest – hate, loathe deviate – stray, digress, wander devoid – empty, destitute diffuse – scatter, disperse, disseminate dilettante - collector, connoisseur diminish – reduce, compress

discern – discriminate, observe, perceive discipline – training, restraint, punishment discrepancy – difference, disagreement, variance disparage – lower, depreciate, belittle, underrate dissemble – conceal, cover, disguise disseminate – disperse, broadcast, publish dissipate – squander, waste, scatter distinct – clear, separate, obvious divergent – various, contrary, differing

docile – gentle, pliant, manageable dominion – control, authority droll – funny, comical, ludicrous dubious – unclear, unreliable, suspicious earnest – sincere, solemn, fervent eccentric – odd, unusual, anomalous edifice – building educe – extract, elicit, evoke efface – cancel, annul, obliterate

effrontery – boldness, impudence, daring elation – delight, enthusiasm, joy elucidate – explain, clarify, illuminate elude – escape, avoid, equivocate emanate – originate, emerge, proceed embellish – decorate, adorn, garnish embolden – encourage, urge, stimulate empathy – sensitivity, understanding encumbrance – burden, obstacle, impediment enervate – weaken, debilitate

enigmatic – mysterious, vague, ambiguous enlighten – instruct, divulge, inform epitome – summary, synopsis equitable – fair, impartial, objective eradicate – exterminate, destroy, annihilate erroneous – false, fabricate, fictitious erudite – learned, knowing essential – necessary, important, vital evince – prove, disclose evoke – stimulate, arouse

exclude – omit, prohibit
expedite – urge, facilitate
explicit – clear, definite, plain
expound – explain, interpret
extricate – liberate, disentangle, free
fabricate – produce, construct, make
factious – rebellious, seditious, dissident
faculty – ability, aptitude
fallacy – untruth, falsehood

farcical – absurd, ludicrous fastidious – particular, meticulous feasible – practical, achievable, possible ferocious – savage, brutal, cruel fervent – ardent, passionate, intense fetid – foul, putrid fidelity – trustworthiness, faithfulness, allegiance flaccid – soft, flabby, weak flagrant – outrageous, glaring, atrocious

flamboyant – ornate, showy, flashy fluctuate – waver, vary, vacillate, undulate forthright – honorable, virtuous fortitude – courage, endurance fractious – quarrelsome, petulant, irascible frugality – conservation, thrift, economy fulsome – offensive, excessive, odious galling – irritating, provoking garish – gaudy, glaring, blinding

garnish – decorate, embellish, array garrulous – talkative, loquacious gaudy – flashy, tawdry, garish gaunt – skinny, emaciated genetic – hereditary, innate genial – kind, pleasant, affable genuine – real, authentic, legitimate gist – meaning, point gradual – slow, regular, progressive gratification – satisfaction, contentment

gratuitous – needless, unnecessary, useless gregarious – social, convivial guarantee – assure, certify guile – cunning, deceit, slyness habitual – regular, usual, customary haggard – thin, gaunt, weary haphazard – negligent, hurried, hasty harass – annoy, plague, taunt harmonious – agreeable, concordant, suitable harsh – severe, cruel, brutal

haughty – proud, arrogant, pompous heathen – infidel, unbelieving, godless heinous – terrible, atrocious, monstrous heredity – inherited, innate heterogeneous – unlike, mixed, various homogenous – alike, uniform, similar honest – scrupulous, equitable, reliable hypocrisy – deception, sanctimony, counterfeit hypothesis – theory, conjecture, presumption

ideal – visionary, exemplary, perfect ignominious – scandalous, disgraceful illegal – unlawful, illicit, banned illiterate – unlearned, uneducated immaculate – clean, virgin, unstained immense – huge, colossal, gigantic imminent – approaching, impending, near immunity – exemption, exoneration, privilege impartial – fair, unbiased, just

impeach – accuse, impugn, indict impeccable – precise, immaculate, perfect impetuous – hasty, boisterous, unruly implacable – unrelenting, pitiless, ruthless implicate – accuse, incriminate, entangle impotent – weak, useless, debilitated impregnable – secure, invincible, invulnerable inappropriate – inapt, unsuited, improper incompetent – incapable, inadequate, unfit

indemnity – restitution, compensation indigenous – native, natural indiscreet – unwise, reckless, imprudent indispensable – necessary, essential, imperative indisputable – undeniable, indubitable, irrefutable indolent – lazy, lethargic, inert induce – motivate, impel, persuade inevitable – unavoidable, certain, inescapable inherent – innate, inbred, natural inhibit – suppress, restrain, hinder

innocuous – safe, harmless, inoffensive inordinate – excessive, undue insidious – crafty, cunning, artful integrity – honesty, uprightness intermittent – occasional, periodic, interrupted intimidate – frighten, daunt, scare intrepid – bold, fearless, courageous irresolute – undecided, vacillating, fluctuating jollity – joviality, merriment, amusement jubilant – rejoicing, triumphant, exultant

judicious – discerning, prudent, just just – fair, impartial, honest justify – vindicate, acquit, maintain keen – sharp, eager, penetrating knowledge – information, scholarship laborious – difficult, arduous latent – hidden, concealed, invisible lenient – indulgent, tolerant, merciful lethargy – apathy, listlessness, passiveness

lithe – graceful, pliant, lissome, limber lucid – clear, bright, understandable luxuriant – lush, abundant, plenteous madcap – foolish, unstable, wild magnanimous – noble, generous, greathearted magnetize – electrify, charge, attract magnitude –volume, extent, quantity malicious – malevolent, evil, spiteful maudlin – emotional, sentimental, mushy

meager – thin, poor, insufficient
mediocre – ordinary, commonplace, average
meticulous – precise, fastidious
migratory – wandering, transient, vagrant
minimize – depreciate, belittle
miscellaneous – various, indiscriminate
mitigate – lessen, alleviate, assuage
momentous – important, consequential, memorable
monotonous – dull, tedious, tiresome

morbid – diseased, affected, abnormal morose – sullen, depressed, morbid motivate – arouse, stimulate, impel, inspire mutinous – rebellious, seditious, riotous naïve – simple, ingenuous, unsophisticated narrate – recite, relate, recount negligent – careless, remiss, inattentive negotiate – bargain, confer, compromise nimble – quick, alert, swift noisome – bad, noxious, offensive

nominal – suppositious, named, suggested noxious – harmful, pernicious, injurious nullify – cancel, void, invalidate obdurate – stubborn, callous, hard obeisance – reverence, allegiance, fealty obligation – duty, responsibility oblivious – unaware, inattentive observe – heed, respect, see obtrusive – meddling, interfering obvious – clear, evident, apparent

occasional – casual, irregular odious – hateful, detestable, loathsome offensive – insulting, abusive, insolent ominous – foreboding, threatening opaque – obscure, dark, dim, dull opponent – rival, competitor, antagonist orderly – systematic, methodical, neat ordinary – common, normal, conventional ostracize – exclude, banish, bar, exile

pacify – appease, allay, placate paradox – mystery, ambiguity, enigma paramount – supreme, superior, unsurpassed pardon – forgive, acquit, reprieve paroxysm – violence, agitation, anger particular – exact, distinct, specific patience – endurance, fortitude, leniency patient – submissive, meek, enduring penetrate – pierce, perforate, permeate

perceive – observe, discern, understand perpetual – unending, incessant, eternal perplex – baffle, bewilder, confound persecute – torment, oppress, afflict perverse – contrary, obstinate petition – request, appeal, supplication pious – devout, religious placid – calm, quiet, tranquil plausible – credible, reasonable

pliant – flexible, supple, bending pompous – proud, haughty, arrogant precarious – uncertain, unstable, risky precise – exact, accurate, rigid prediction – forewarning, prophecy principal – main, head, chief principle – rule, doctrine, precept, law proficient – skilled, competent propriety – decency, appropriateness proscribe – banish, exile, shun

pulsate – throb, vibrate
quandary – perplexity, dilemma
quell – stop, reduce, subdue
querulous – fretful, complaining, faultfinding
quiescent – still, placid, serene
random – unplanned, fortuitous, haphazard
rapacious – greedy, avaricious
rational – reasonable, sensible, judicious
ravenous – insatiable, grasping, voracious
rebuke – reproach, admonish, criticize

recalcitrant – obstinate, disobedient, rebellious recede – withdraw, retreat, retrograde redundant – repetitious, wordy refute – disprove, confound relevant – appropriate, pertinent, applicable relinquish – abandon, renounce, leave repugnant – disgusting, offensive resolute – determined, constant, firm ridiculous – absurd, foolish, preposterous

ruminate – ponder, deliberate, muse sagacious – keen, quick, discerning sanguine – hopeful, optimistic, enthusiastic sarcastic – scornful, mocking saturate – soak, permeate schism – split, division scrutiny – inspection, survey, examination sedate – serious, solemn, proper semblance – form, appearance

shrewd – knowing, clever simultaneous – concurrent, coincident solicit – ask, request, petition spontaneous – unforced, impulsive, natural sporadic – rare, infrequent, scattered spurious – false, counterfeit subsequent – following, succeeding, consequent substantial – solid, lasting, strong superfluous – unnecessary, excessive

synonymous – same, equivalent, similar taciturn – reserved, silent, mute, reticent tainted – infected, diseased, corrupt tedious – slow, tiresome, dull temperate – moderate, calm, genial tenacious – perverse, stubborn, obstinate terse – short, succinct, brief thorough – complete, accurate timid – afraid, shy, diffident tractable – docile, pliant, obedient

transient – brief, temporary, fugitive tribulation – suffering, oppression, agony trivial – unimportant, insignificant, small tumultuous – agitated, disorderly, violent tyrant – oppressor, dictator utilize – use, apply ultimate – maximum, farthest, final uncouth – clumsy, awkward, ungainly unfortunate – ill-fated, unlucky, disastrous urgent – pressing, necessary, imperative

utterly – totally, entirely, completely vagrant – wandering, roving, idle valid – sound, authentic, legitimate validate – confirm, authenticate variance – change, deviation, modification veracity – truthfulness, credibility vexation – annoyance, chagrin, uneasiness vigilant – watchful, wary waste – squander, dissipate

worth – value, estimation, virtue wry – contorted, twisted, warped yearn – desire, crave yield – surrender, accede, acquiesce zeal – enthusiasm, ardor, fervor zenith – summit, top, culmination zest – relish, delight, savor, gusto

#### **Reading Comprehension Questions**

In the ten Reading Comprehension questions, you are given a paragraph to read and four sentences that are related to the subject of the paragraph. Your job is to choose which sentence best summarizes/supports the paragraph. Let's look at an example to get a better picture of what these questions are like ...

"Vandalism is the wanton destruction of public or personal property. The word vandalism is derived from the Vandals, a Germanic tribe that sacked Rome in 455 AD. Major cities suffer millions of dollars worth of vandalism each year. The economic expenditure needed to refurbish and revitalize vandalized properties takes a heavy toll on all taxpayers."

This paragraph best supports the statement that vandalism

- A) is a problem that can be controlled.
- B) causes a financial burden for taxpayers.
- C) is the result of barbarous invasions.
- D) will rise with increasing population.

Statement B best summarizes the paragraph. So, we would mark answer choice B on our answer sheet.

Success on this section calls for practice with up-to-date and authentic sample questions. Your goal is to train yourself to quickly read paragraphs in order to determine their meaning and purpose.

There are two types of reading comprehension questions – literal and inferential. You can usually find the point or the answer for a literal reading comprehension question in a specific sentence or spot within the paragraph. With this type of question, the sentence that best summarizes the paragraph may almost seem to be a direct quote from the paragraph.

Inferential reading comprehension questions can be more challenging. With inferential questions, you must grasp all the information presented in the paragraph and then draw a conclusion about the meaning of the paragraph based upon your understanding of this information.

Below are tips that will assist you in mastering Reading Comprehension questions:

- 1. Read the paragraph. Do not just skim over it. In order to answer a question, you must fully understand what the paragraph says, especially with inferential reading comprehension questions.
- 2. Carefully read over the first sentence of the paragraph and then briefly reflect on what it says. Frequently, but not always, the first sentence summarizes the topic to be discussed in the paragraph.
- 3. As you look over the answer choices, immediately eliminate any that are obviously wrong. This will enable you to avoid confusion and to focus only on the answer choices that seem more credible.
- 4. Use the facts presented in the paragraph to make your answer choice. The facts presented are the only criteria available for selecting the best answer choice.

#### **Practice Instructions**

Now that we have a better understanding of what is on the exam, we will move on the most important part of your test preparation – practice. In order to master the skills and speed demanded on this exam, you need to take all of the practice tests provided in this study guide. And, you absolutely must take them in a realistic fashion ... meaning that you must time yourself precisely as you take the tests. If you do not time yourself precisely ... if you do not train yourself to answer the questions within the limited time allowed ... then you have accomplished nothing at all.

Success calls for dedication and work. Those who are not willing to apply themselves will not succeed. Once you complete this guide and its practice tests, you will be prepared to excel on the exam.

# **Complete Practice Test #1**

A complete practice test for exam 710 is presented on the following pages. This practice test is formatted and broken into various segments/sections just like the real exam. The instructions given for each portion of the practice test are similar to the instructions you will hear on the real exam.

It is imperative that you take this practice test realistically - that you time yourself precisely on each portion as directed in the instructions. If you do not time yourself precisely in order to master the incredible speed demanded, you have gained nothing at all.

Immediately following this practice test is an answer sheet and an answer key. Mark your answers on the answer sheet, and use the answer key to score yourself. It is imperative that you score each practice test in order to measure your performance and progress. Never be satisfied with your performance - always strive for improvement.

# **Practice Test #1 – Clerical Abilities Segment**

The first half of the exam is the Clerical Abilities Segment. This segment consists of four timed sections. You will be given instructions for each section as you work your way through this segment. When you are ready to begin the Clerical Abilities Segment, go on to the instructions below for the first section.

# Practice Test #1 – Clerical Abilities Segment Sequencing Section Instructions

In this section, you are given three minutes to answer twenty questions. Each question is a name/code in a box followed by a list of four other names/codes in alpha/numeric order. You are to find where, in alpha/numeric order, the name/code in the box would fit into the list below it. The spots where the name/code in the box could fit into the list are labeled with the letters A, B, C, D, and E. To mark your answer for each question, darken on your answer sheet the letter for the spot where you think the name/code in the box should go.

Turn to the next page and begin when you are prepared to time yourself for exactly three minutes.

# Practice Test #1 – Clerical Abilities Segment Sequencing Section

- 1. Alden, Preston
  - A) --
    - Akins, Mark
  - B) **→**
  - Aklel, Keith

  - Allen, Clrak
  - D) → Almers, Vestal
  - E) →
- 2. Meyers, Emmet
  - A) --
  - Memmors, Patricia
  - B) →
  - Mertz, Felicia
  - C) →
    - Messick, Margie
  - D) **→** 
    - Meyborn, Tham
  - E) →
- 3. 4778963
  - A) --
  - 4776309
  - 4777899
  - C) →
    - 4779342
  - D) → 4779899
  - E) →
- 4. 1314 HQ
  - A) -
    - 1314 BL
  - 1314 CR
  - C) → 1314 ST
  - D) → 1314 WV
  - E) -

- 5. MS 39507
  - A) ---
    - MI 87955
  - B) → MN 49563
  - C) →
  - MO 28224 D) →
    - MT 87691
  - E) →
- 6. Handsboro
  - A) --
    - Handsburg
  - B) → Handslake
  - C) →
  - Handsmill
  - D) <del>→</del> Handsville
  - E) →
- 7. San Rafael
  - A) --

San Augustine

- B) →
  - San Carlos
- C) → T----
- San Tomas D) →
  - San Vincente
- E) →
- 8. 19344-9218
  - A) → 19344-8742
  - B) →
  - 19344-9009 C) →
  - 19344-9042 D) <del>→</del>
  - 19344-9200
  - E) →

Continued on next page

# Practice Test #1 – Clerical Abilities Segment Sequencing Section

Continued

#### 9. McMichaels, Andrew

- A) --
- McMichaels, Amber
- B) **→** 
  - McMichaels, Amee
- C) →
  - McMichaels, Amiel
- D) →
  - McMichaels, Anders
- E) →

#### 10. 77364-1982

- A) --
  - 29654-0922
- B) →
  - 37765-1256
- C) --
  - 67844-5553
- D) →
- 88312-6834

#### 11. Xecorp

- A) --
  - Xeco
- B) → Xecom
- C) --
- Xeline
- D) →
- Xenon F) —►

# 12. Agua Dulce

- A) --
  - Agua Caliente
- B) **→** 
  - Agua Fria
- C) →
- Agua Nueva
  D) →
- Agua Verde
- E) →

# 13. LM&P 1920

- A) --
- LM&P 1954
- B) →
  - LM&P 1962
- *J*) →
- LM&P 1973
- J) —**→** LM&P 1992
- E) →

# 14. Smith, Tyrone

- A) --
  - Smithe, Terry
- B) **→** 
  - Smithers, Ron
- C) →
  - Smithye, Robin
- D) →
  - Smitt, Gail
- E) →

# 15. 42895

- A) ---
- 42663
- B) → 42813
- C) →
  - 42859
- D) →
  - 42883

# 16. Butterfield, Toshio

- A) --
  - Butterfield, Tasha
- B) **→** 
  - Butterfield, Tishomingo
- C) → Butterfield, Tquella
- D) —
- Butterfield, Txhuang
- **⊢**) →

Continued on next page

# Practice Test #1 – Clerical Abilities Segment Sequencing Section

Continued

17. Bell, Tinker

A) ---

Belle, Teena

B) → Belle, Teresa

C) → Belle, Tina

D) → Belle, Tiny

E) →

18. Los Pueblos

A) --

Los Arcos

Los Banditos

C) --

Los Comales

Los Ranchos

E) →

19. 39533-1482

A) ---

39523-1920

B) → 39528-8764

(c) → 39543-6623

D) → 39559-7564

E) →

20. Alphabean

A) --

Alphaban

Alphabitz

C) →

Alphabong

Alphabowl

E) →

End of Sequencing Section

# Practice Test #1 – Clerical Abilities Segment Comparison Section Instructions

In this section you have five minutes to answer thirty questions. Each question is a list of three names, addresses, or codes. You are to determine if the three listed items are exactly alike or if they are different in any way. Then you are to mark your answer on the answer sheet based upon the below instructions:

- A. If ALL THREE names, addresses, or codes are exactly ALIKE.
- B. If only the FIRST AND SECOND names, addresses, or codes are exactly ALIKE.
- C. If only the FIRST AND THIRD names, addresses, or codes are exactly ALIKE.
- D. If only the SECOND AND THIRD names, addresses, or codes are exactly ALIKE.
- E. If ALL THREE names, addresses, or codes are DIFFERENT.

Turn to the next page and begin when you are prepared to time yourself for exactly five minutes.

# Practice Test #1 – Clerical Abilities Segment Comparison Section

21. 49649-6700	49649-6700	49646-9700
22. 3894 Indian Mound Ave	3894 Indian Mount Ave	3984 Indian Mound Ave
23. Arthur W. Wilson	Arthur N. Wilson	Arthur W. Wilson
24. Alta Vista 77362	Alta Vista 77362	Alta Vista 77362
25. AL 1489-C	AL 14B9-C	AL 14B9-C
26. Gargoyle PL	Gargayle PL	Gorgoyle PL
27. 2080413	2800413	2080413
28. Luis Amarillo	Luis Amarilo	Lois Amarillo
29. Peter Van Torque	Peter Von Torque	Peter Van Torkue
30. 9849612	9849612	9849612
31. Pearsall, TX	Pearsell, TX	Pearsall, TX
32. 19K442-LOL	19K442-LOL	19K424-LOL
33. Cucamonga, CA	Cucamongo, CA	Cocomonga, CA
34. Esteban Blanca	Esteban Blanco	Esteban Blanco
35. Air Terminal L-14	Air Termnal L-14	Air Termnal L-14
36. Mail Drop 1823	Mail Drop 1823	Mail Drop 1823
37. Hebronville	Hebronville	Hebronville
38. Arnold P. Tyler	Arnolt P. Tyler	Arnolt R. Tyler
39. Jefferson Y. Ingalls	Jefferson W. Ingalls	Jefferson W. Ingalls
40. 94501-9899	94501-9899	94501-9989
41. Avenue De Las Vidas	Avenue De La Vidas	Avenue De Las Vidas
42. RL49-7690R	RL49-7690R	RL49-7690R
43. Francisco Concialdi	Francisco Concaildi	Francisca Concialdi
44. S. J. Allemond	S. J. Allemond	S. J. Allemonde
45. Wickita Falls	Wichita Falls	Wichita Falls
46. 9394972	9394792	9394972
47. 98LX14VYP	98LX14YVP	98LX14VYR
48. Edward L. Foster	Edward L. Faster	Edward L. Foster
49. Mt. Saint Helens	Mt. Saint Helens	Mt. Saint Helene
50. Willard Conchewski	Willard Conchewski	Willard Conchewski

# Practice Test #1 – Clerical Abilities Segment Spelling Section Instructions

In this section you are given three minutes to answer twenty questions. Each question gives you three possible ways - labeled A, B, and C - to spell a particular word. Answer choice D is "None of the above". You are to mark on the answer sheet either the answer choice with the correct spelling or answer choice D if you believe that none of the possible spellings are correct.

Turn to the next page and begin when you are prepared to time yourself for exactly three minutes.

# Practice Test #1 – Clerical Abilities Segment Spelling Section

- 51. A) suffisent
  - B) sufficient
  - C) suffcient
  - D) None of the above
- 52. A) delinguent
  - B) dilinguent
  - C) delenguent
  - D) None of the above
- 53. A) familiar
  - B) familaer
  - C) famliar
  - D) None of the above
- 54. A) legslate
  - B) legislaete
  - C) legislate
  - D) None of the above
- 55. A) shcedule
  - B) scheduel
  - C) schedule
  - D) None of the above
- 56. A) perserverence
  - B) perseverance
  - C) perserverance
  - D) None of the above
- 57. A) competitive
  - B) competetive
  - C) competive
  - D) None of the above
- 58. A) cumolative
  - B) cumolateve
  - C) cumulative
  - D) None of the above
- 59. A) perserve
  - B) preserve
  - C) persreve
  - D) None of the above
- 60. A) deceitfulness
  - B) decietfulness
  - C) deceitfullness
  - D) None of the above

- 61. A) similiar
  - B) simular
  - C) similar
  - D) None of the above
- 62. A) conscious
  - B) conscienos
  - C) conscous
  - D) None of the above
- 63. A) anxiouis
  - B) anxieous
  - C) anxouis
  - D) None of the above
- 64. A) proceedure
  - B) procedeure
  - C) procedure
  - D) None of the above
- 65. A) presuasion
  - B) persausion
  - C) persuasion
  - D) None of the above
- 66. A) dificulty
  - B) dfficalty
  - C) difficulty
  - D) None of the above
- 67. A) replaceable
  - B) replaceible
  - C) replacable
  - D) None of the above
- 68. A) privilidge
  - B) privilege
  - C) privlege
  - D) None of the above
- 69. A) unusually
  - B) unusaly
  - C) unuselly
  - D) None of the above
- 70. A) critcism
  - B) critecsim
  - C) criticism
  - D) None of the above

#### **Practice Test #1 – Clerical Abilities Segment**

#### Mathematics Section Instructions

In this section you have eight minutes to answer fifteen mathematical questions. You must solve the problems using pencil and paper. *No calculators are allowed!* Do your calculations in the margins or blank areas on the page with the questions. For each question, answer choices A, B, C, and D are possible solutions to the mathematical problem. Answer choice E is "none of the above". You are to mark on your answer sheet either the answer choice with the correct solution to the mathematical problem or answer choice D if you believe that none of the possible solutions are correct.

Turn to the next page and begin when you are prepared to time yourself for exactly eight minutes.

## Practice Test #1 – Clerical Abilities Segment Mathematics Section

71. 29 + 63 =	<ul><li>A) 82</li><li>B) 92</li><li>C) 91</li><li>D) 86</li><li>E) None of the above</li></ul>	79. 6.5 x 12.4 =	A) 78.6 B) 80.6 C) 74.0 D) 88.4 E) None of the above
72. \$35.00 + 8% =	<ul><li>A) \$39.55</li><li>B) \$36.40</li><li>C) \$38.04</li><li>D) \$37.80</li><li>E) None of the above</li></ul>	80. 73.86 – 44.19 =	<ul><li>A) 29.67</li><li>B) 30.02</li><li>C) 34.58</li><li>D) 28.43</li><li>E) None of the above</li></ul>
73. 102 / 6 =	A) 51 B) 61 C) 12 D) 21 E) None of the above	81. 27 x .35 =	A) 9.05 B) 8.79 C) 7.56 D) 9.75 E) None of the above
74. 3/4 of 196 =	A) 147 B) 134 C) 152 D) 124 E) None of the above	82. 110 – 9% =	A) 101.9 B) 100.9 C) 101.1 D) 100.1 E) None of the above
75. 38.6 + 19.7 =	A) 57.4 B) 60.2 C) 58.3 D) 58.9 E) None of the above	83. 7/8 of 88 =	A) 71 B) 62 C) 77 D) 59 E) None of the above
76. 23 x 14 =	A) 428 B) 248 C) 324 D) 322 E) None of the above	84. 118 / 4 =	A) 26.4 B) 29.5 C) 27.2 D) 32.4 E) None of the above
77. 6% of 85 =	A) 5.1 B) 6.8 C) 4.9 D) 8.3 E) None of the above	85. 142 + 298 =	A) 360 B) 440 C) 430 D) 380 E) None of the above
78. 95 – 33 =	A) 67 B) 59 C) 72 D) 64 E) None of the above		

## **Practice Test #1 – Verbal Abilities Segment**

The Verbal Abilities Segment, has a total of 55 questions that are broken down into three sections. You are given a single 50 minute period to answer the 55 questions. You work through all three of the sections in a single 50 minute period without stopping or pausing between the sections. When taking the real exam, you are told that you may leave if you finish before the 50 minutes is up, and most people do finish and leave before time is called. Following are instructions for the various sections of the Verbal Abilities Segment.

#### **Following Written Instructions Section**

There are 20 questions in the Following Written Instructions Section. Each question is a set of instructions that causes you create a letter-number combination. After creating a letter-number combination, you look it up on a Look-Up Table, which enables you to convert it into an answer choice. The answer choices are A, B, C, D, and E. You answer the questions by darkening your answer choices on the answer sheet.

#### Grammar, Usage, and Punctuation Section

This section consists of twenty questions dealing with the proper use of grammar, words, and punctuation. Each question gives you four similar sentences labeled A, B, C, and D. You are to choose which sentence is structured most appropriately with respect to grammar, usage, and punctuation suitable for a formal letter or report. Mark your answer by darkening your answer choice on the answer sheet.

#### **Vocabulary and Reading Comprehension Section**

This section consists of fifteen questions - five Vocabulary questions and ten Reading Comprehension questions. It is really two smaller sections merged together. Each type of question is discussed below.

#### **Vocabulary Questions**

For each of the five Vocabulary questions, you are given a sentence with a particular word highlighted. Then, you are given a list of four words labeled A, B, C, and D. You are to choose which of the four listed words most nearly means the same as the highlighted word in the sentence. Mark your answer by darkening your answer choice on the answer sheet.

#### **Reading Comprehension Questions**

In the ten Reading Comprehension questions, you are given a paragraph and four sentences labeled A, B, C, and D that are related to the subject of the paragraph. Your job is to choose which sentence best summarizes the paragraph. Mark your answer by darkening your answer choice on the answer sheet.

#### Instructions for the Verbal Abilities Segment

Turn to the next page and begin when you are prepared to time yourself for exactly 50 minutes.

# Practice Test #1 – Verbal Abilities Segment Following Written Instructions Section

1.	Look at the below letter-number combinations. Draw a circle		LOC	K-UF	P TAE	BLE	
	around fourth letter-number combination from the left. Write		Р	Q	R	S	T
	the letter-number combination your circled here:	1	Α	В	С	D	Ε
	P4 R1 T2 Q10 S8 R5 Q7 T3 S1	2	В	O	D	Ε	Α
		3	С	D	Ε	Α	В
2.	Look at the letter-number combinations listed in question	4	D	Е	Α	В	С
	number one again. Draw a line under the letter in the list that	5	Е	Α	В	С	D
	appears only once. Write the letter you underlined and the	6	Α	В	С	D	E
	number 8 here:	7	В	С	D	Е	Α
		8	С	D	Е	Α	В
3.	Look at the below list of letters. Draw a circle around each	9	D	E	Α	В	C
	letter T. Write the first letter in the below list and the number	10	Е	Α	В	С	D
1	of circles you drew here:  S T P R P T Q S T Q Q T  Look at the list of letters in question number 3 again. Underline the let	tor tha	t ann	oare	only (	onco	
4.	Write the letter you underlined and the number 7 here:	iei ilia	ι арр	ears	Offity (	JIIC <del>e</del> .	
5.	Look at the below list of numbers and letters. Draw a circle around first smallest number. Write letter and the number that you circled here:	t letter S F		a circ	cle ar	ound	the
6.	Look at the below two letters and two numbers. Underline the last letter Write the letter and the number that you underlined here	er and	the s	econ	d nun	nber.	
7.	There are five numbers listed below. Draw a line under the third number number you underlined here: 2 4 6 8 10	er. Wr	ite th	e lett	er S a	and th	ie
8.	Look at the numbers listed below. If one of the numbers is greater that the letter P and the number 7 here: If there is not a number 157, write the letter T and the number 2 here:  39 28 54 79 22						
9.	Look at the below five letters. If one of the letters in the list appears two number 8 here: Otherwise, write the first letter and the name of the letters in the list appears two number 8 here: T S R Q S						
10.	Circle each letter P in the below sequence. Count the number of circle and the number circles your drew here: $\_\_\_$ $P$ $P$ $P$ $P$ $P$ $P$ $P$ $P$ $P$		drev	v. Wri	ite the	e lette	er P
11.	Look at question number ten again. Underline the letter that appears of then count the total number of letters in the sequence. Write the letter number of letters you counted here:						tal
	Continued on next page						

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# Practice Test #1 – Verbal Abilities Segment Following Written Instructions Section

continued

letter Q and the number of circles your drew here: 62 64 86 32 16 75 84 81 26  13. Three words are given below. Count the total number of letters in all three of the words. Write the last letter of the first word and the number of letters you counted here:  pet pass par  1 A B  2 B C  3 C D  4 D E  5 E A  6 A B  7 B C	12. Circle each of the below numbers that is greater than 62 but LOOK-UP TABLE										
62 64 86 32 16 75 84 81 26 3 C D  13. Three words are given below. Count the total number of letters in all three of the words. Write the last letter of the first word and the number of letters you counted here: 6 A B  pet pass par 7 B C	R S	Т									
13. Three words are given below. Count the total number of letters in all three of the words. Write the last letter of the first word and the number of letters you counted here:	C D	E									
13. Three words are given below. Count the total number of letters in all three of the words. Write the last letter of the first word and the number of letters you counted here: 6 A B pet pass par 7 B C	D E	Α									
in all three of the words. Write the last letter of the first word and the number of letters you counted here: 6 A B	E A	В									
the number of letters you counted here: 6 A B pet pass par 7 B C	A B	С									
pet pass par 7 B C	ВС	D									
	C D	E									
<b>                                    </b>	D E	Α									
	E A	В									
	A B	С									
each letter P. Write the letter P and the number of circles you drew here:	ВС	D									
<ul> <li>6. Look at the below series of numbers. If the letter D comes before the letter B in the alphabet, write the letter T on the line by the third number. If not, write the letter S on the line by the second number.  1 3 5 7 9</li> <li>7. Look at the series of numbers in question number sixteen again. Circle the second number from the right. Write the letter R and the number you circled here:</li> </ul>											
nghi. Who the lotter it and the hamber year choice here.											
18. Look again at the series of numbers and lines in question sixteen. Write the letter S on t the largest number. Then write the letter-number combination you created here:		у									
19. Look again at the series of numbers in question sixteen. Add the second and third number together. Write the letter S and the total of the second and third numbers here:											
20. Given below are the names of four cities. Circle the city with the most letters in its name last letter in the city you circled and the number of letters in that city's name here: Gulfport Houston Casper Crosby		ne									

End of Following Written Instructions Section

# Practice Test #1 – Verbal Abilities Segment Grammar, Usage, and Punctuation Section

- 21. A) The new supervisor must have been here at least three years at this facility.
  - B) The new supervisor must have worked here three years or more.
  - C) The new supervisor must have a minimum of three years experience at this facility.
  - D) The new supervisor must have a maximum of three years experience at this facility.
- 22. A) Applications will only be accepted from college graduates.
  - B) Applications will only be excepted from college graduates.
  - C) Applications will not be accepted unless you have graduated from college.
  - D) Only college graduates can apply for these jobs that require college degrees.
- 23. A) We should of considered the cost efficiency of the project.
  - B) We should of considered how the cost would effect the cost efficiency of the project.
  - C) We should not have neglected to consider the cost efficiency of the project.
  - D) We should have considered the cost efficiency of the project.
- 24. A) Applications for this position will only be accepted until Friday and not after.
  - B) Applications for this position must be submitted this week by Friday.
  - C) Applications for this position must be submitted by Friday.
  - D) Applications for this position cannot be turned in after Friday.
- 25. A) The personnel department notified Mr. Walters and me that we would start on Monday.
  - B) The personnel department notified Mr. Walters and I that we would start on Monday.
  - C) The personnel department notified, Mr. Walters and me that we would start on Monday.
  - D) The personnel department notified Mr. Walters and I that he and me would start on Monday.
- 26. A) Do not expect an immediate response to your inquiry.
  - B) Do not expect to get an immediate response to your inquiry.
  - C) Do not expect to get a response as soon as you send in your inquiry.
  - D) Do not expect an immediate response when you send in your inquiry.
- 27. A) The data is to be put together by a committee.
  - B) The data is to be assembled together by a committee.
  - C) The data is to be compiled by a committee.
  - D) The data is to be coordinated by a committee.
- 28. A) The convict escaped but we caught him in less than twelve hours.
  - B) The convict escaped, but we caught him in less than twelve hours.
  - C) The convict escaped: but we caught him in less than twelve hours.
  - D) The convict escaped; but we caught him in less than twelve hours.
- 29. A) The requisition is for one hundred sixteen chairs and 29 tables.
  - B) The requisition is for one hundred sixteen chairs and twenty-nine tables.
  - C) The requisition is for 116 chairs and 29 tables.
  - D) The requisition is for 116 chairs and twenty-nine tables.
- 30. A) They're jogging from home to there and then back again.
  - B) Their jogging from home to there and then back again.
  - C) They're jogging from home to their and then back again.
  - D) There jogging from home to their and then back again.

Continued on next page

# Practice Test #1 – Verbal Abilities Segment Grammar, Usage, and Punctuation Section

- 31. A) Alternate suggestions were submitted, but the original plan was approved.
  - B) Alternate suggestions were submitted, but it was the original plan.
  - C) Alternate suggestions were submitted, although it was the original plan.
  - D) There were alternate suggestions, but it was the original plan.
- 32. A) He was exempted from military service as a conscientious objector.
  - B) He was exempted from military service as a conscious objector.
  - C) He was exempted from military service as a consciensous objector.
  - D) He was exempted from military service as a conscionable objector.
- 33. A) Each person must submit their application in person.
  - B) Each person must submit his application in person.
  - C) Everyone must submit their application in person.
  - D) Each persons must submit his application in person.
- 34. A) Neither John and Allen were accepted by the university.
  - B) Neither John nor Allen were accepted by the university.
  - C) Neither John nor Allen was accepted by the university.
  - D) Either John nor Allen was accepted by the university.
- 35. A) I and Maria are leaving now.
  - B) Maria and I are leaving now.
  - C) Me and Maria are leaving now.
  - D) Maria and me are leaving now.
- 36. A) The foreman said for Tom or me to handle it.
  - B) The foreman said for Tom or myself to handle it.
  - C) The foreman said for Tom or I to handle it.
  - D) The foreman said for me or Tom to handle it.
- 37. A) The new automated sorting machine works very good.
  - B) The new automated sorting machine works very goodly.
  - C) The new automated sorting machine works real good.
  - D) The new automated sorting machine works very well.
- 38. A) When Larry saw Joseph, he immediately walked away.
  - B) When Larry saw Joseph, Larry immediately walked away.
  - C) Larry immediately walked away when he saw Joseph.
  - D) Larry immediately walked away from Joseph when Larry saw Joseph.
- 39. A) Using business supplies for personal use must stop because of what it costs the company.
  - B) Personal use of business supplies must stop due to excessive costs.
  - C) Using business supplies for personal use must stop because it costs much for the company.
  - D) High costs is the reason that using business supplies for personal use must stop.
- 40. A) Mr. Adams and I will write the report.
  - B) I and Mr. Adams will write the report.
  - C) Mr. Adams and myself will write the report.
  - D) Mr. Adams and me will write the report.

End of Grammar, Usage, and Punctuation Section

# Practice Test #1 – Verbal Abilities Segment Vocabulary and Reading Comprehension Section

- 41. There were only a few **lucid** moments in the midst of his fever wracked delirium. **lucid** most nearly means
  - A) sane
  - B) awake
  - C) murky
  - D) smooth
- 42. The committee's report was accurate and **concise**.
  - concise most nearly means
  - A) comprehensive
  - B) detailed
  - C) brief
  - D) lengthy
- 43. The appraisal states that this gem is **genuine**.
  - genuine most nearly means
  - A) counterfeit
  - B) manmade
  - C) imported
  - D) authentic
- 44. The pit crew **adroitly** tuned up the supercharged engine.
  - adroitly most nearly means
  - A) quickly
  - B) clumsily
  - C) skillfully
  - D) slowly
- 45. The professor found my thesis to be **deficient**.
  - deficient most nearly means
  - A) inadequate
  - B) complete
  - C) organized
  - D) comprehensive
- 46. Words used by the ancient Greeks and Romans make up more than half of our total vocabulary. Many of these words appear unchanged in today's English. Even the ancient spelling remains intact. However, in many instances the meaning of these words have evolved to the point that an individual from ancient Greece or Rome might not comprehend them.

# This paragraph best supports the statement that ancient Greeks and Romans

- A) used the English language.
- B) used words that appear unchanged in English but may not retain their original meanings.
- C) could read our language.
- D) used half the words in our vocabulary.

47. "Deadline", an amazing fictional account of the building of an atomic bomb, was published in the Astounding Sci-Fiction magazine in 1944. This article was published while scientists in Los Alamos, New Mexico were developing the real atomic bomb that would be dropped on Hiroshima over a year later. The article caused a great stir among those with top security clearance because its description of an atomic bomb was so accurate.

#### This paragraph best supports the statement that details for building an atomic bomb

- A) were leaked to an author of science fiction stories.
- B) were presented in a science magazine.
- C) were described in a science fiction magazine while scientists were developing the real bomb.
- D) were first published in a magazine along with the idea to bomb Hiroshima.
- 48. There are reasons for long, difficult words in your vocabulary. A long word can save time and space when writing. One long word can be used to replace many small words. For example, the single word "acceleration" replaces the ten smaller words "the rate of increase of a moving or falling object". Similarly, the single word "adaptability" replaces the fourteen smaller words "the ability to adjust to changes around us by altering our habits and reactions".

#### This paragraph best supports the statement that long, difficult words

- A) are not useful.
- B) can save time and space.
- C) include words such as "acceleration" and "adaptability".
- D) are preferable to short words.
- 49. The aardvark is a nocturnal animal that can grow up to six feet in length and weigh as much as 150 pounds. This long bodied rat-tailed creature burrows into termite nests for food. He retracts his food through the use of a long, sticky tongue. In the Afrikaans language, the aardvark's name is translated as "earth pig".

#### This paragraph best supports the statement that an earth pig is

- A) an animal from Africa.
- B) a termite eating aardvark.
- C) the solution to termite problems.
- D) ill-equipped to forage for its food.
- 50. Herman Melville is best known today for his book "Moby Dick" and a short novel "Billy Budd". The novel "Moby Dick" was too profound for Melville's contemporaries, and it was not until the 1930's that this magnificent work received its deserved acclaim. This deeply symbolic work will be pondered and enjoyed for many years to come.

#### This paragraph best supports the statement that Melville's work was

- A) instantly popular with the public of Melville's day.
- B) an overly simplistic adventure.
- C) a worthy attempt to recount the life of a whaler.
- D) a good piece of literature that did not receive its due acclaim until many years after its release.
- 51. Very few countries today carry on the whaling industry. It is limited by decreased demand for whale by-products and by many environmental laws designed to protect whales. Many whales are now classified as endangered species due to uncontrolled hunting in years gone by.

#### This paragraph best supports the statement that the whaling industry is

- A) a thriving enterprise carried on primarily by third world countries.
- B) limited by several different factors.
- C) effected by technological advances.
- D) carried on primarily by countries suffering from reduced food production.

52. In North America, acid rain pollution affects the northeastern U.S. and southeastern Canada more than other areas. The burning of fossil fuels releases sulfur and nitrogen oxides that accumulate in the atmosphere and fall as acid rain. Bodies of water near heavily populated areas are polluted as they collect acid rain runoff. Because political borders do not restrict acid rain, the U.S. and Canada must join forces to combat this form of pollution.

#### This paragraph best supports the statement that acid rain

- A) is a problem in heavily populated and industrialized areas.
- B) results from the flagrant disregard of environmental standards by Canadian industries.
- C) is not as serious as smog pollution in California.
- D) is geographically limited to the northeastern portion of our country.
- 53. Mao Tse-Tung was born to an educated Chinese peasant. He was the founder of the Peoples Republic of China. His wife Chiang Ching reportedly influenced his rule, which lasted from the end of World War II until poor health forced him to withdraw from the public in 1974.

#### This paragraph best supports the statement that Mao Tse-Tung led China

- A) but his wife held the real power.
- B) through the years following World War II.
- C) until his death in 1976.
- D) away from the Communist ideology of the USSR.
- 54. The Democratic party of our day can trace its origin to Thomas Jefferson's Democratic-Republican Party of 1792. With the election of Andrew Jackson in 1828, the party began a period of dominance that ended with the election of Abraham Lincoln, the first successful candidate from the new Republican party. The election of Franklin D. Roosevelt in 1932 marked the Democratic Party's re-emergence as a political force.

#### This paragraph best supports the statement that the Democratic Party

- A) has existed since the founding of our country.
- B) has always been a successful force in presidential elections.
- C) is responsible for World War II.
- D) is older than the present day Republican Party.
- 55. Two English queens bore the name Mary. Perhaps the best remembered of the two is Mary I, daughter of Henry VIII. Mary I became known as "Bloody Mary" after the burning of 300 Protestants as heretics in her attempt to restore Roman Catholicism in England. Upon the death of Mary I in 1558, her stepsister Elizabeth assumed the title of queen.

#### This paragraph best supports the statement that Mary I. Queen of England

- A) was beheaded in a plot by British Protestants.
- B) was Spanish.
- C) attempted to restore Roman Catholicism in England.
- D) had one brother and one sister.

End of Vocabulary and Reading Comprehension Section

# EXAM 710 ANSWER SHEET

Clerical Abilities - Part A										
Sequencing	Comparison	Spelling	Mathematics							
1 A B C D E	21 A B C D E	51 A B C D	71 A B C D E							
2 A B C D E	22 A B C D E	52 A B C D	72 A B C D E							
3 A B C D E	23 A B C D E	53 A B C D	73 A B C D E							
4 A B C D E	24 A B C D E	54 A B C D	74 (A) (B) (C) (D) (E)							
5 A B C D E	25 A B C D E	55 A B C D	75 A B C D E							
6 A B C D E	26 A B C D E	56 A B C D	76 A B C D E							
7 A B C D E	27 A B C D E	57 A B C D	77 A B C D E							
8 A B C D E	28 A B C D E	58 A B C D	78 A B C D E							
9 A B C D E	29 A B C D E	59 A B C D	79 A B C D E							
10 A B C D E	30 A B C D E	60 A B C D	80 A B C D E							
11 A B C D E	31 A B C D E	61 A B C D	81 A B C D E							
12 A B C D E	32 A B C D E	62 A B C D	82 A B C D E							
13 A B C D E	33 A B C D E	63 A B C D	83 A B C D E							
14 A B C D E	34 A B C D E	64 A B C D	84 A B C D E							
15 A B C D E	35 A B C D E	65 A B C D	85 A B C D E							
16 A B C D E	36 A B C D E	66 A B C D								
17 A B C D E	37 A B C D E	67 A B C D								
18 A B C D E	38 A B C D E	68 A B C D								
19 A B C D E	39 A B C D E	69 A B C D								
20 A B C D E	40 A B C D E	70 A B C D								
	41 A B C D E									
	42 A B C D E									
	43 A B C D E									
	44 A B C D E									
	45 A B C D E									
	46 A B C D E									
	47 A B C D E									
	48 A B C D E									
	49 A B C D E									

Verbal Abilities - Part B										
Following I	nstructions	Grammar, Usa	ge & Punctuation	Vocabulary & Reading						
1 A B C D E 2 A B C D E 3 A B C D E 4 A B C D E 5 A B C D E 6 A B C D E 7 A B C D E 8 A B C D E	11 A B C D E 12 A B C D E 13 A B C D E 14 A B C D E 15 A B C D E 16 A B C D E 17 A B C D E 18 A B C D E	21 (A) (B) (C) (D) 22 (A) (B) (C) (D) 23 (A) (B) (C) (D) 24 (A) (B) (C) (D) 25 (A) (B) (C) (D) 26 (A) (B) (C) (D) 27 (A) (B) (C) (D) 28 (A) (B) (C) (D)	31 A B C D 32 A B C D 33 A B C D 34 A B C D 35 A B C D 36 A B C D 37 A B C D 38 A B C D	41 A B C D 42 A B C D 43 A B C D 44 A B C D 45 A B C D 46 A B C D 47 A B C D 48 A B C D						
9 A B C D E 10 A B C D E	19 A B © D E 20 A B © D E	29 A B © D 30 A B © D	39 A B © D 40 A B © D	49 A B C D 50 A B C D 51 A B C D 52 A B C D 53 A B C D 54 A B C D 55 A B C D						

# **Practice Test #1 Answer Key**

# **Clerical Abilities Segment**

Sequencing	Comp	arison	Spelling	Mathematics
1. C	21. B	36. A	51. B	71. B
2. E	22. E	37. A	52. A	72. D
3. C	23. C	38. E	53. A	73. E
4. C	24. A	39. D	54. C	74. A
5. D	25. D	40. B	55. C	75. C
6. A	26. E	41. C	56. B	76. D
7. C	27. C	42. A	57. A	77. A
8. E	28. E	43. E	58. C	78. E
9. E	29. E	44. B	59. B	79. B
10. D	30. A	45. D	60. A	80. A
11. C	31. C	46. C	61. C	81. E
12. B	32. B	47. E	62. A	82. D
13. A	33. E	48. C	63. D	83. C
14. A	34. D	49. B	64. C	84. B
15. E	35. D	50. A	65. C	85. B
16. C			66. C	
17. A			67. A	
18. D			68. B	
19. C			69. A	
20. B			70. C	

# **Verbal Abilities Segment**

		Dai Abilitio	J J J J	
Following Writ	tten Instructions	Grammar, Usag	Vocab & Reading	
1. A	11. B	21. C	31. A	41. A
2. C	12. D	22. A	32. A	42. C
3. B	13. D	23. D	33. B	43. D
4. D	14. C	24. C	34. C	44. C
5. C	15. D	25. A	35. B	45. A
6. E	16. A	26. A	36. A	46. B
7. D	17. D	27. C	37. D	47. C
8. B	18. B	28. B	38. C	48. B
9. A	19. A	29. D	39. B	49. B
10. D	20. B	30. A	40. A	50. D
				51. B
				52. A
				53. B
				54. D
				55. C

# **Complete Practice Test #2**

A complete practice test for exam 710 is presented on the following pages. This practice test is formatted and broken into various segments/sections just like the real exam. The instructions given for each portion of the practice test are similar to the instructions you will hear on the real exam.

It is imperative that you take this practice test realistically - that you time yourself precisely on each portion as directed in the instructions. If you do not time yourself precisely in order to master the incredible speed demanded, you have gained nothing at all.

Immediately following this practice test is an answer sheet and an answer key. Mark your answers on the answer sheet, and use the answer key to score yourself. It is imperative that you score each practice test in order to measure your performance and progress. Never be satisfied with your performance - always strive for improvement.

## **Practice Test #2 – Clerical Abilities Segment**

The first half of the exam is the Clerical Abilities Segment. This segment consists of four timed sections. You will be given instructions for each section as you work your way through this segment. When you are ready to begin the Clerical Abilities Segment, go on to the instructions below for the first section.

#### Practice Test #2 – Clerical Abilities Segment Sequencing Section Instructions

In this section, you are given three minutes to answer twenty questions. Each question is a name/code in a box followed by a list of four other names/codes in alpha/numeric order. You are to find where, in alpha/numeric order, the name/code in the box would fit into the list below it. The spots where the name/code in the box could fit into the list are labeled with the letters A, B, C, D, and E. To mark your answer for each question, darken on your answer sheet the letter for the spot where you think the name/code in the box should go.

Turn to the next page and begin when you are prepared to time yourself for exactly three minutes.

# Practice Test #2 – Clerical Abilities Segment Sequencing Section

- 1. R14-7844G
  - A) --

N40-7844G

- B) → P56-7844G
- C) →
- T91-7844G
- D) → U18-7844G
- E) →
- 2. Kopf, Randy
  - A) ---
  - Kopacz, Jason B) →
  - Koplan, Eva
  - C) → Koplen, Frank
  - D) → Kords, Leo
  - E) →
- 3. 77892-1489
  - A) --

77892-1493

- B) → 77892-1513
- C) → 77892-1542
- D) → 77892-1660
- E) →
- 4. Flener, Sidney
  - A) --

Flemming, Thomas

- B) → Flemons, Edgar
- C) → Flentie, Louise
- D) → Flesher, Dora
- E) →

- 5. PSG33.2940
  - A) ---
  - PSG28.2619 3) →
  - PSG30.3255
  - C) → PSG31.4597
  - D) → PSG37.0812
  - E) →
- 6. 39531-1890
  - A) → 39529-5870
  - B) → 39533-1473
  - C) → 39540-5340
  - D) → 39541-8673
  - E) →
- 7. Beecher, Tammy
  - A) --

Bee, Beverly

- B) → Beebe, G. R.
- C) → Beech, Alton
- D) → Beegle, Monty
- E) →
- 8. 5618893
  - A) → 5618694
  - B) → 5618899
  - C) → 5618942
  - ص <del>−</del> 5618978
  - E) →

Continued on next page

# Practice Test #2 – Clerical Abilities Segment Sequencing Section

Continued

#### 9. 09855-2701

- A) ---
  - 10517-1492
- B) **→** 
  - 10986-1790
- C) -
- 12321-9668
- D) →
  - 37520-5556
- E) →

#### 10. Darst, Edward

- A) --
- Darrow, Suzanne
- B) **→** 
  - Darsch, Lester
- C) --
  - Darter, Kimberly
- D) →
  - Darton, Jason
- E) →

#### 11. Techcorp

- A) ---
  - Techco
  - Techcom
- C) →
- Techgo
- D) →
  - Techinc
- E) →

#### 12. CECAP-937

- A) ---
  - CECAP-789
- B) →
  - CECAP-842
- C) →
  - CECAP-893
- D) → CECAP-921
- E) →

#### 13. 12DRS-82

- A) →
  - 12DRS-73
- B) → 12DRS-95
- C) →
- 14DRS-12
- D) →
  - 14DRS-04
- E) →

### 14. Lancaster

- A) --
- Labrador
- B) **→** 
  - Lacosa
- C) \_--
- Lammerel
- Lawrence
- E) →

# 15. Magin, Richard

- A) ---
  - Maghar, Jillian
- B) **→** 
  - Magie, Frances
- C) \_\_\_\_
- Magill, Karen
- رر <del>—→</del> Maginn Ios
- Maginn, Jose E) →

## 16. Elmen, A. R.

- A) --
- Ellison, T. D.
- B) → Ellzey, A. P.
- C) \_\_\_\_
- Elmer, R. T.
- Elmore, D. E.
- E) →

Continued on next page

# Practice Test #2 – Clerical Abilities Segment Sequencing Section

Continued

17. 64039L

- B) → 64073P
- C) → 64086T
- E) →

18. Omnitron Dispatching Dept

- A) → Omnitron Accounting Dept
- B) → Omnitron Purchasing Dept
- C) → Omnitron Receiving Dept
- D) → Omnitron Shipping Dept
- E) →

19. 23575-1498

- A) → 23575-1462
- B) →
- 23575-1474
- C) → 23575-1486
- D) → 23575-1494
- E) →

20. 44869126

- A) --
  - 44869120
- B) **→** 
  - 44869133
- C) ->
- 44869147 D) →
  - <sup>′</sup> 44869173
- E) →

End of Sequencing Section

# Practice Test #2 – Clerical Abilities Segment Comparison Section Instructions

In this section you have five minutes to answer thirty questions. Each question is a list of three names, addresses, or codes. You are to determine if the three listed items are exactly alike or if they are different in any way. Then you are to mark your answer on the answer sheet based upon the below instructions:

- A. If ALL THREE names, addresses, or codes are exactly ALIKE.
- B. If only the FIRST AND SECOND names, addresses, or codes are exactly ALIKE.
- C. If only the FIRST AND THIRD names, addresses, or codes are exactly ALIKE.
- D. If only the SECOND AND THIRD names, addresses, or codes are exactly ALIKE.
- E. If ALL THREE names, addresses, or codes are DIFFERENT.

Turn to the next page and begin when you are prepared to time yourself for exactly five minutes.

# Practice Test #2 – Clerical Abilities Segment Comparison Section

21. 3719093	3719093	3719903
22. Ed T. Dupins	Ed T. Dupins	Ed T. Dupin
23. 77802-1740	77802-1740	77802-1740
24. Marietta OH	Marieta OH	Marietta OH
25. SJ 74696-AR	SJ 74996-AR	SJ 74996-AR
26. 47586PL-492	47568PL-492	47586RL-492
27. Todd B. Wiley	Todd B. Wiley	Todd B. Wiley
28. 7584466	7584646	7584466
29. 8354478	8534748	8534748
30. 824 Courthouse St	824 Courthose St	842 Courthouse St
31. Helen W. Gorman	Helen W. Garman	Helen W. Garmon
32. Don C. Earle	Dan C. Earl	Don C. Earle
33. 1930 S Savannah PL	1930 S Savannah PL	1930 S Savannah PL
34. 09583-4555	09538-4555	09583-5455
35. Gruene TX 77825	Gruene TX 77825	Gruene TX 78725
36. Mail Stop 1920-P	Mail Stop 1920-P	Mail Stop 1920-P
37. West Docket L-47	West Dock L-47	West Dock L-47
38. Old Dime Box, TN	Old Dime Box, TX	Old Dime Box, TN
39. Terminal C Gate 464	Terminal C Gate 464	Terminal C Gate 644
40. Eduardo Gonzales	Eduardo Gonzales	Eduardo Gonzales
41. 1932 Pearland Rd	1932 Pearland Rd	1932 Pairland Rd
42. Truth or Consequences, NM	Truth or Consequences, NM	Truth or Consequences, NM
43. 45LST933	45LST393	45LST933
44. HNB-39503	HNB-39503	HND-39503
45. Alejandro Fontechio	Alejandro Fantechio	Alajandro Fontechio
46. Westminister Road	Westminster Road	Westminster Road
47. 2254824	2258442	2254824
48. 77532-8484	77532-8484	77532-8484
49. RMP0617	RMP0617	RMP0671
50. Kingsville, TX	Kingswood, TX	Kingsburg, TX

# Practice Test #2 – Clerical Abilities Segment Spelling Section Instructions

In this section you are given three minutes to answer twenty questions. Each question gives you three possible ways - labeled A, B, and C - to spell a particular word. Answer choice D is "None of the above". You are to mark on the answer sheet either the answer choice with the correct spelling or answer choice D if you believe that none of the possible spellings are correct.

Turn to the next page and begin when you are prepared to time yourself for exactly three minutes.

# Practice Test #2 – Clerical Abilities Segment Spelling Section

- 51. A) proprietor
  - B) propritor
  - C) propriorter
  - D) None of the above
- 52. A) benaficel
  - B) benefical
  - C) beneficial
  - D) None of the above
- 53. A) minimun
  - B) minimom
  - C) minimum
  - D) None of the above
- 54. A) achievement
  - B) achevement
  - C) acheivement
  - D) None of the above
- 55. A) recievable
  - B) receivable
  - C) receiveble
  - D) None of the above
- 56. A) suseptible
  - B) susceptible
  - C) susceptable
  - D) None of the above
- 57. A) licensing
  - B) licenseing
  - C) licsening
  - D) None of the above
- 58. A) profsient
  - B) proficent
  - C) proficent
  - D) None of the above
- 59. A) eligbility
  - B) elijibility
  - C) eligibility
  - D) None of the above
- 60. A) necesity
  - B) nesessity
  - C) necessitity
  - D) None of the above

- 61. A) unforgetible
  - B) unforgetabale
  - C) unforgettable
  - D) None of the above
- 62. A) qualitive
  - B) qualitative
  - C) qualititive
  - D) None of the above
- 63. A) gramar
  - B) grammer
  - C) grammar
  - D) None of the above
- 64. A) omission
  - B) omision
  - C) ommision
  - D) None of the above
- 65. A) negligance
  - B) negligense
  - C) negligince
  - D) None of the above
- 66. A) miscelaneous
  - B) miscellaneous
  - C) missellaneous
  - D) None of the above
- 67. A) psychology
  - B) psichology
  - C) psycholology
  - D) None of the above
- 68. A) apropriate
  - B) appropriate
  - C) appropriatie
  - D) None of the above
- 69. A) relgion
  - B) relegion
  - C) religion
  - D) None of the above
- 70. A) vehecle
  - B) vehicle
  - C) vehickle
  - D) None of the above

# Practice Test #2 – Clerical Abilities Segment Mathematics Section Instructions

In this section you have eight minutes to answer fifteen mathematical questions. You must solve the problems using pencil and paper. *No calculators are allowed!* Do your calculations in the margins or blank areas on the page with the questions. For each question, answer choices A, B, C, and D are possible solutions to the mathematical problem. Answer choice E is "none of the above". You are to mark on your answer sheet either the answer choice with the correct solution to the mathematical problem or answer choice D if you believe that none of the possible solutions are correct.

Turn to the next page and begin when you are prepared to time yourself for exactly eight minutes.

## Practice Test #2 – Clerical Abilities Segment Mathematics Section

71. 322 + 119 =	A) 421 B) 463 C) 441 D) 489 E) None of the above	79. 500 – 12.5% =	A) 397.5 B) 475.5 C) 425.5 D) 437.5 E) None of the above
72. 224 / 16 =	<ul><li>A) 12</li><li>B) 18</li><li>C) 16</li><li>D) 22</li><li>E) None of the above</li></ul>	80. 118 x 35 =	A) 4,225 B) 3,840 C) 4,130 D) 5,040 E) None of the above
73. 14.1 x 29.3 =	<ul><li>A) 389.45</li><li>B) 516.45</li><li>C) 456.63</li><li>D) 413.13</li><li>E) None of the above</li></ul>	81. 88.63 – 29.45 =	<ul><li>A) 59.18</li><li>B) 50.18</li><li>C) 60.78</li><li>D) 49.02</li><li>E) None of the above</li></ul>
74. \$1.50 + 8% =	A) \$1.62 B) \$1.70 C) \$1.58 D) \$2.12 E) None of the above	82. 73 + 14 =	A) 97 B) 87 C) 91 D) 82 E) None of the above
75. 7/8 of 200 =	<ul><li>A) 185</li><li>B) 175</li><li>C) 160</li><li>D) 158</li><li>E) None of the above</li></ul>	83. \$23.50 + 12% =	A) \$28.72 B) \$26.32 C) \$25.60 D) \$24.62 E) None of the above
76. 15.5% of 230 =	<ul><li>A) 47.63</li><li>B) 52.89</li><li>C) 35.65</li><li>D) 63.50</li><li>E) None of the above</li></ul>	84. 1/4 of 725 =	A) 125.25 B) 275.75 C) 220.55 D) 181.25 E) None of the above
77. 857 – 228 =	<ul><li>A) 627</li><li>B) 589</li><li>C) 701</li><li>D) 645</li><li>E) None of the above</li></ul>	85. 924 / 42 =	A) 22 B) 28 C) 24 D) 32 E) None of the above
78. 113.6 + 85.9 =	<ul><li>A) 199.5</li><li>B) 203.7</li><li>C) 198.8</li><li>D) 209.5</li><li>E) None of the above</li></ul>		

## Practice Test #2 - Verbal Abilities Segment

The Verbal Abilities Segment, has a total of 55 questions that are broken down into three sections. You are given a single 50 minute period to answer the 55 questions. You work through all three of the sections in a single 50 minute period without stopping or pausing between the sections. When taking the real exam, you are told that you may leave if you finish before the 50 minutes is up, and most people do finish and leave before time is called. Following are instructions for the various sections of the Verbal Abilities Segment.

#### **Following Written Instructions Section**

There are 20 questions in the Following Written Instructions Section. Each question is a set of instructions that causes you create a letter-number combination. After creating a letter-number combination, you look it up on a Look-Up Table, which enables you to convert it into an answer choice. The answer choices are A, B, C, D, and E. You answer the questions by darkening your answer choices on the answer sheet.

#### Grammar, Usage, and Punctuation Section

This section consists of twenty questions dealing with the proper use of grammar, words, and punctuation. Each question gives you four similar sentences labeled A, B, C, and D. You are to choose which sentence is structured most appropriately with respect to grammar, usage, and punctuation suitable for a formal letter or report. Mark your answer by darkening your answer choice on the answer sheet.

#### **Vocabulary and Reading Comprehension Section**

This section consists of fifteen questions - five Vocabulary questions and ten Reading Comprehension questions. It is really two smaller sections merged together. Each type of question is discussed below.

#### **Vocabulary Questions**

For each of the five Vocabulary questions, you are given a sentence with a particular word highlighted. Then, you are given a list of four words labeled A, B, C, and D. You are to choose which of the four listed words most nearly means the same as the highlighted word in the sentence. Mark your answer by darkening your answer choice on the answer sheet.

#### **Reading Comprehension Questions**

In the ten Reading Comprehension questions, you are given a paragraph and four sentences labeled A, B, C, and D that are related to the subject of the paragraph. Your job is to choose which sentence best summarizes the paragraph. Mark your answer by darkening your answer choice on the answer sheet.

#### Instructions for the Verbal Abilities Segment

Turn to the next page and begin when you are prepared to time yourself for exactly 50 minutes.

# Practice Test #2 – Verbal Abilities Segment Following Written Instructions Section

1.	Look at the words and numbers listed below. Write the first letter	LOOK-UP TABLE					
	of the second word and the third number here:		Р	Q	R	S	T
	snake 7 tiger 3 pony 2	1	Α	В	O	D	Е
		2	В	O	D	Ш	Α
2.	Look at the words and numbers in question 1 again. Write the last	3	С	D	Е	Α	В
	letter of the second word and the first number here:	4	D	Е	Α	В	С
		5	E	Α	В	С	D
3.	Look back at the words and numbers in question 1 again. Write the	6	Α	В	O	D	E
	first letter of the last word and the last number here:	7	В	O	D	E	Α
4	There are consultation and the second in the	8	JO	ם	E	A	В
4.	There are several letter-number combinations given below. Draw a	9	D E	EA	A B	B	C D
	circle around the third combination and write it here:	10		А	Ь	U	ט
	Q7 F10 13 32 N9 13 Q4 30						
	Looking at question 4 again, find the letter-number combination that has the letter-number combination with the smallest number here:						/rite
6.	letters in the second word. Write the first letter of the second word and second word here:	the n					ie
	first second third fourth	fifth					
7.	If George Washington was the first president of the U.S. and 17 is less toombination T7 here: If not, write the letter-number combination T7 here:						
8.	Listed below are the shipping times for outbound mail from the Housto three different cities. Circle the first letter in the name of the city whose Then, circle the first two numbers in the time that the mail for that city (letter and the number you circled here:  Salina 11:50 AM  Pasadena 10:40 AM	mail	goes out. F	out ti	ne ea , write	rliest e the	
9.	Circle each of the below numbers that is greater than 35 but less than circles you drew. Write the letter T and the number of circles you drew	here:				r of	
	16 43 29 50 39 47 57	(	63	31			
10.	Look at the numbers in question 9 again. Draw a line under each number of lines you drew here:	ber lar	ger t	han 5	5. W	rite t	he
11.	Look at the below letters and numbers. Only one letter and one number Write the letter that appears twice and the number that appears twice 7 2 P 9 T Q 4 3 6 S	here:		wice i 7	n the ,-	list. T	
12.	Look at the letters and number in question 11 again. Underline the thir in the list. Write the letter on the right side of the number you underline side of the letter you underlined here:						

Continued on next page

# Practice Test #2 – Verbal Abilities Segment Following Written Instructions Section

continued

13. Look at the below letter-number combinations. Circle the									LOC	K-UF	7 TAE	3LE			
	third let	tter-num	ber con	nbination	from the	e right ar	nd write	€			Р	Q	R	S	T
	it here:		<del></del>							1	Α	В	С	D	Е
	P1	T2	S9	Q4	R6	P1	S3			2	В	С	D	Е	Α
										3	С	D	Е	Α	В
14.	Look at	the lette	er-numb	er combi	nations	in questi	on 13	again		4	D	Ε	Α	В	С
	Find the	e letter-ı	number	combina	tion that	appears	s twice	and		5	Ε	Α	В	C	D
	write it	here: _								6	Α	В	O	Д	Е
										7	В	O	D	Е	Α
15.	Look ag	gain at th	ne letter-	-number	combina	ations in	question	on 13		8	O	D	Ε	Α	В
	Write th	ne letter	from the	e first co	nbinatio	n and th	e numl	oer fro	om	9	D	Е	Α	В	С
	last cor	nbinatio	n here:							10	Е	Α	В	C	D
17.	<ul> <li>16. In the below list of letters, draw a circle around each letter S. Write the last letter in the list and the number of circles you drew here:  SQRQPT</li> <li>17. In the list of letters from question 16, draw a line under each letter Q. Write the letter you underlined and the number of lines you drew here: </li></ul>														
	18. Looking back at question 16, find the letter in the sequence that appears only once. Write the letter that appears only once and the number 10 here:														
19.	•	of letter	rs you c	on 16, co ounted. \ 											d the
20.	Write th	e letter	Q and th	ne numb	er 9 here	e:									

End of Following Written Instructions Section

# Practice Test #2 – Verbal Abilities Segment Grammar, Usage, and Punctuation Section

- 21. A) All processing equipment should be serviced under some arrangement with the manufacturer.
  - B) All processing equipment should be regularly serviced per the manufacturer's specifications.
  - C) All processing equipment should be checked and worked on as said by the manufacturer.
  - D) All processing equipment should be per the manufacturer checked out regularly.
- 22. A) A clerical aptitude test will be used to screen applicants for this position.
  - B) A clerical aptitude test will be used to find which applicants for this position would be best.
  - C) A clerical aptitude test will be used to check out the abilities of applicants.
  - D) A clerical aptitude test will be used to find which applicants for this position are potential.
- 23. A) It is to late to apply.
  - B) It is too late too apply.
  - C) It is two late to apply.
  - D) It is too late to apply.
- 24. A) All there will be required to participate.
  - B) All coming will be required to participate.
  - C) All in attendance will be required to participate.
  - D) Everybody who is there will be required to participate.
- 25. A) The committee are meeting this afternoon.
  - B) The committee is meeting this afternoon.
  - C) The committee will have been meeting this afternoon.
  - D) The committee meet this afternoon.
- 26. A) The award was presented to Sue and I.
  - B) The award was presented to Sue and myself.
  - C) The award was presented to Sue and me.
  - D) The award was presented to me and Sue.
- 27. A) Overproduction is as undesirable as underproduction.
  - B) Overproduction is as undesirable as little or no production of products at all.
  - C) Overproduction of too many products is as undesirable as underproduction.
  - D) Overproduction is as undesirable as little production of lesser products.
- 28. A) Attentive employees are what Mr. Evans has always demanded.
  - B) Mr. Evans demands attentive employees.
  - C) What Mr. Evans demands most is attentiveness from his employees.
  - D) Attentiveness from employees is what Mr. Evans demands most.
- 29. A) The training manual is complete but for two minor oversights.
  - B) The training manual lacks only two minor corrections to be complete.
  - C) Except for two oversights, the training manual will be complete when corrected.
  - D) Completion of the training manual will be done when two minor oversights are corrected.
- 30. A) The inspection was completed in December with all departments receiving exemplary ratings.
  - B) All departments receiving exemplary ratings in the December inspection.
  - C) The inspection in December with all departments receiving exemplary ratings.
  - D) The December inspection, all departments receiving exemplary ratings.

Continued on next page

# Practice Test #2 – Verbal Abilities Segment Grammar, Usage, and Punctuation Section

- 31. A) The changes proposed are to be effected immediately.
  - B) The changes proposed are to be done immediately.
  - C) The changes proposed are to be put in place immediately.
  - D) The changes proposed are to be initiated immediately.
- 32. A) Each contractor is to have their own hardhat when on the construction site.
  - B) Each contractor is to have his own hardhat when on the construction site.
  - C) All contractors are to have his own hardhat when on the construction site.
  - D) Each contractor is to have their own hardhats when on the construction site.
- 33. A) Ms White assigned Sue and I to the committee.
  - B) Ms White assigned Sue and me to the committee.
  - C) Ms White assigned Sue and myself to the committee.
  - D) Ms White assigned me and Sue to the committee.
- 34. A) The teacher sent Joseph Brown and Elizabeth Akin to the principal's office.
  - B) The teacher to send Joseph Brown and Elizabeth Akin to the principal's office.
  - C) Joseph Brown and Elizabeth Akin sent to the principal's office by the teacher.
  - D) Joseph Brown and Elizabeth Akin sent to the principal's office.
- 35. A) On this section of the test you should be allowed only twenty minutes.
  - B) This section of the test should be timed for no more than twenty minutes.
  - C) This section of the test should be timed for exactly twenty minutes.
  - D) On this section of the test they shouldn't be given no more than twenty minutes.
- 36. A) Only eighty-nine of 150 applicants reported for the exam.
  - B) Only 89 of 150 applicants reported for the exam
  - C) Only eighty-nine of one hundred and fifty applicants reported for the exam.
  - D) Only 89 of one hundred and fifty applicants reported for the exam.
- 37. A) When we get there we will fill out the needed forms.
  - B) Upon our arrival we will complete the necessary forms.
  - C) Once we arrive we will fill out the necessary forms.
  - D) After we are there we will fill out the needed forms.
- 38. A) Neither Mr. English nor his employees has seen the report.
  - B) Neither his employees nor Mr. English have seen the report.
  - C) Neither Mr. English nor his employees seen the report.
  - D) Neither Mr. English nor his employees have seen the report.
- 39. A) Each cadet must memorize their drill card before graduating.
  - B) Each cadet must memorize their own drill card before graduating.
  - C) Each cadet must memorize his drill card before graduating.
  - D) All cadets must memorize his drill card before graduating.
- 40. A) Tom requested a transcript from his professor before he left at the end of the semester.
  - B) Before leaving at the end of the semester, Tom requested a transcript from his professor.
  - C) Tom requested his transcript from his professor before he left at the end of the semester.
  - D) He requested his transcript from his professor before he left at the end of the semester, Tom.

 $\label{eq:end_problem} \mbox{End of Grammar, Usage, and Punctuation Section}$ 

# Practice Test #2 – Verbal Abilities Segment Vocabulary and Reading Comprehension Section

- 41. Thorough test preparation demands great diligence.
  - diligence most nearly means
  - A) lethargy
  - B) tardiness
  - C) perseverance
  - D) relaxation
- 42. The weather forecast calls for **intermittent** rain showers.
  - intermittent most nearly means
  - A) perpetual
  - B) incessant
  - C) pleasant
  - D) occasional
- 43. Mary's **trivial** complaints only served to irritate her boss.
  - trivial most nearly means
  - A) petty
  - B) dramatic
  - C) consequential
  - D) large
- 44. The children were instructed to be on their best behavior on this **solemn** occasion.
  - solemn most nearly means
  - A) dark
  - B) cold
  - C) serious
  - D) common
- 45. He is best described as an **intrepid** explorer of the few remaining unmapped jungle regions.
  - intrepid most nearly means
  - A) timid
  - B) bold
  - C) craven
  - D) alluring
- 46. The typewriter, a predecessor of the word processor, was the primary writing machine before the introduction of digital technology. Similar to today's computers, a typewriter is operated by depressing keys on a keyboard. Depressing a typewriter key causes a pivoted bar bearing that key's character to strike an inked ribbon against the paper leaving behind a printed impression of the character. C. L. Sholes designed the first practical typewriter in 1886.

#### This paragraph best supports the statement that the typewriter

- A) is an indispensable office machine.
- B) was a useful writing machine prior to the invention of the word processor.
- C) is too complicated to be understood.
- D) is used to make copies of existing documents.

47. Bonsai, the art of growing dwarfed trees, is a gift to us from the Oriental culture. It is an ancient art that has been become a popular hobby in North America. An enthusiast may spend up to three years pruning roots and shoots to carefully cultivate one of these beautiful miniature trees.

#### This paragraph best supports the statement that Bonsai is

- A) an ancient Asian hobby.
- B) a currently popular hobby based upon the ancient art of dwarfing trees.
- C) an art form native to North America.
- D) a skill which enhances the beauty of trees.
- 48. Orchinus orca, the killer whale, is found throughout the oceans of the world. In recent times, this intelligent sea creature has made its way inland to amusement parks. The killer whale is a huge mammal, averaging twenty feet in length, that preys upon dolphins, porpoises, seals, and fish. It as been described as a "fast and voracious predator". Killer whales hunt in groups forcing their prey into shallow water making escape impossible.

#### This paragraph best supports the statement that the killer whale is

- A) a dangerous mammal and a legendary man-killer.
- B) a predator that dwells in shallow water.
- C) an intelligent mammal, a successful predator, and more recently a successful entertainer.
- D) a dolphin-like mammal most often found in warm waters.
- 49. Language, the simple tool we use to communicate, is really not simple at all. One can never be sure that the words spoken are meant to convey the literal meaning of those words. Facial and body expression, inflection, and situation can alter the words' intent. Even more destructive to communication is the listener's interpretation. What is said may not be what is truly meant by the speaker, and what the listener hears may not be what the speaker really means to say.

#### This paragraph best supports the statement that the meaning of words

- A) is as straight forward as a dictionary's definition.
- B) is usually misunderstood.
- C) may be altered by the speaker, by the listener, or by both.
- D) can be altered by the speaker's vocal expressions.
- 50. A recent experimental exercise program provided very worthwhile results. In this program, a group of men aged 50 87 participated in swimming, calisthenics, and jogging. Afterwards, many of these men commented that they felt years younger. They experienced significant improvements in blood pressure, oxygen consumption, and nervous tension.

#### This paragraph best supports the statement that exercise

- A) is worthwhile for older people.
- B) should be carefully monitored.
- C) has potential for reversing the aging process.
- D) can prevent certain common problems of the elderly.
- 51. At the dedication of the military cemetery at Gettysburg, Abraham Lincoln delivered a speech so short that it ended before the photographer could adjust his camera. Lincoln was preceded on the platform by Edward Everett, a noted orator of the day, who delivered a full account of the battle fought there. Mr. Everett later commented, "I should flatter myself that I came as near the central idea of the occasion in two hours as President Lincoln did in two minutes."

#### This paragraph best supports the statement that the speech made by President Lincoln

- A) was destined for greatness.
- B) was not the only speech made at the Gettysburg dedication.
- C) was too short.
- D) has been preserved in Lincoln's own handwriting.

52. Satirists in colonial America often made sport of King George III, the symbol of unwanted British intervention in the colonists' governmental affairs. A prime example is a satire by Benjamin Franklin that described several ways for a country to rid itself of colonies. Mr. Franklin depicted actions by King George and the Whig Party as intentional wedges driven between England and its American colonies.

#### This paragraph best supports the statement that Benjamin Franklin

- A) felt that King George II wanted to disassociate England from the American colonies.
- B) wrote a humorous satire to point out British actions that angered American colonists.
- C) wrote respectfully of the British monarch.
- D) wrote an ineffective article to prevent war between England and American colonists.
- 53. Automation continues to improve productivity and efficiency in the processing of mail. Automated machinery can sort and distribute mail far more rapidly than humans can. However, when it comes to delivering mail, the story is quite different. Mail delivery is the heart of the Postal Service, and machines will likely never feature the flexibility and reasoning demanded for delivering mail.

#### This paragraph best supports the statement that automated machinery

- A) is always more productive and efficient that humans.
- B) is rapidly replacing all Postal employees.
- C) has better flexibility and reasoning power than humans.
- D) may be good for certain processing functions but will likely never replace human mail carriers.
- 54. The cost of reducing pollution from automobile exhaust can be viewed from several perspectives. Automobile manufacturers incur costs when designing and building more efficient engines, but these costs are passed on to consumers in the form of higher prices. Oil companies incur costs when refining gasoline to burn more efficiently, but again these costs are passed on to consumers in the form of higher prices. The federal government incurs costs in the form of corporate tax breaks offered to automobile manufacturers and oil companies as incentive to produce more environmentally friendly products. However, many believe that the government collects more taxes from consumers in order to make up for revenues lost due to these corporate tax breaks. When viewed from any perspective, it seems as though consumers are footing the bill for reducing pollution from automobile exhaust.

# This paragraph best supports the statement that the cost of reducing pollution from automobile exhaust is

- A) exclusively paid for by automobile manufacturers.
- B) exclusively paid for by oil companies.
- C) subsidized by the federal government.
- D) mostly paid for by consumers in the long run.
- 55. Today's printing technology enables even small businesses to produce their own print products within certain limits. However, the cost of using a commercial printer becomes more economical as quantities increase. To make a prudent decision, one must compare the costs on each project, especially on larger quantity projects.

#### This paragraph best supports the statement that small businesses

- A) should compare the cost of self-printing and commercial printing on all projects.
- B) always save money by printing their own products.
- C) should invest in the latest printing technology.
- D) should form their own printing companies as soon as possible.

End of Vocabulary and Reading Comprehension Section

# EXAM 710 ANSWER SHEET

Clerical Abilities - Part A				
Sequencing	Comparison	Spelling	Mathematics	
1 A B C D E	21 A B C D E	51 A B C D	71 A B C D E	
2 A B C D E	22 A B C D E	52 A B C D	72 A B C D E	
3 A B C D E	23 A B C D E	53 A B C D	73 A B C D E	
4 A B C D E	24 A B C D E	54 A B C D	74 (A) (B) (C) (D) (E)	
5 A B C D E	25 A B C D E	55 A B C D	75 A B C D E	
6 A B C D E	26 A B C D E	56 A B C D	76 A B C D E	
7 A B C D E	27 A B C D E	57 A B C D	77 A B C D E	
8 A B C D E	28 A B C D E	58 A B C D	78 A B C D E	
9 A B C D E	29 A B C D E	59 A B C D	79 A B C D E	
10 A B C D E	30 A B C D E	60 A B C D	80 A B C D E	
11 A B C D E	31 A B C D E	61 A B C D	81 A B C D E	
12 A B C D E	32 A B C D E	62 A B C D	82 A B C D E	
13 A B C D E	33 A B C D E	63 A B C D	83 A B C D E	
14 A B C D E	34 A B C D E	64 A B C D	84 A B C D E	
15 A B C D E	35 A B C D E	65 A B C D	85 A B C D E	
16 A B C D E	36 A B C D E	66 A B C D		
17 A B C D E	37 A B C D E	67 A B C D		
18 A B C D E	38 A B C D E	68 A B C D		
19 A B C D E	39 A B C D E	69 A B C D		
20 A B C D E	40 A B C D E	70 A B C D		
	41 A B C D E			
	42 A B C D E			
	43 A B C D E			
	44 A B C D E			
	45 A B C D E			
	46 A B C D E			
	47 A B C D E			
	48 A B C D E			
	49 A B C D E			
	50 A B C D E			

Verbal Abilities - Part B					
Following Instructions		Grammar, Usa	ge & Punctuation	Vocabulary & Reading	
1 A B C D E 2 A B C D E 3 A B C D E 4 A B C D E 5 A B C D E 6 A B C D E 7 A B C D E 8 A B C D E	11 A B C D E 12 A B C D E 13 A B C D E 14 A B C D E 15 A B C D E 16 A B C D E 17 A B C D E 18 A B C D E	21 (A) (B) (C) (D) 22 (A) (B) (C) (D) 23 (A) (B) (C) (D) 24 (A) (B) (C) (D) 25 (A) (B) (C) (D) 26 (A) (B) (C) (D) 27 (A) (B) (C) (D) 28 (A) (B) (C) (D)	31 A B C D 32 A B C D 33 A B C D 34 A B C D 35 A B C D 36 A B C D 37 A B C D 38 A B C D	41 (A (B (C) (D) (A (A (A (B (C) (D) (A	
9 A B C D E 10 A B C D E	19 A B © D E 20 A B © D E	29 A B © D 30 A B © D	39 A B © D 40 A B © D	49 A B C D 50 A B C D 51 A B C D 52 A B C D 53 A B C D 54 A B C D 55 A B C D	

# **Practice Test #2 Answer Key**

# **Clerical Abilities Segment**

Sequencing	Comp	arison	Spelling	Mathematics
1. C	21. B	36. A	51. A	71. C
2. B	22. B	37. D	52. C	72. E
3. A	23. A	38. C	53. C	73. D
4. C	24. C	39. B	54. A	74. A
5. D	25. D	40. A	55. B	75. B
6. B	26. E	41. B	56. B	76. C
7. D	27. A	42. A	57. A	77. E
8. B	28. C	43. C	58. D	78. A
9. A	29. D	44. B	59. C	79. D
10. C	30. E	45. E	60. D	80. C
11. C	31. E	46. D	61. C	81. A
12. E	32. C	47. C	62. B	82. B
13. B	33. A	48. A	63. C	83. B
14. D	34. E	49. B	64. A	84. D
15. D	35. B	50. E	65. D	85. A
16. C			66. B	
17. A			67. A	
18. B			68. B	
19. E			69. C	
20. B			70. B	

# **Verbal Abilities Segment**

10.00.7.0				
Following Written Instructions		Grammar, Usag	Vocab & Reading	
1. A	11. A	21. B	31. D	41. C
2. D	12. C	22. A	32. B	42. D
3. B	13. C	23. D	33. B	43. A
4. D	14. A	24. C	34. A	44. C
5. E	15. C	25. B	35. B	45. B
6. D	16. B	26. C	36. A	46. B
7. A	17. E	27. A	37. B	47. B
8. E	18. B	28. B	38. D	48. C
9. C	19. D	29. B	39. C	49. C
10. C	20. E	30. A	40. B	50. A
				51. B
				52. B
				53. D
				54. D
				55. A

# **Complete Practice Test #3**

A complete practice test for exam 710 is presented on the following pages. This practice test is formatted and broken into various segments/sections just like the real exam. The instructions given for each portion of the practice test are similar to the instructions you will hear on the real exam.

It is imperative that you take this practice test realistically - that you time yourself precisely on each portion as directed in the instructions. If you do not time yourself precisely in order to master the incredible speed demanded, you have gained nothing at all.

Immediately following this practice test is an answer sheet and an answer key. Mark your answers on the answer sheet, and use the answer key to score yourself. It is imperative that you score each practice test in order to measure your performance and progress. Never be satisfied with your performance - always strive for improvement.

## **Practice Test #3 – Clerical Abilities Segment**

The first half of the exam is the Clerical Abilities Segment. This segment consists of four timed sections. You will be given instructions for each section as you work your way through this segment. When you are ready to begin the Clerical Abilities Segment, go on to the instructions below for the first section.

# Practice Test #3 – Clerical Abilities Segment Sequencing Section Instructions

In this section, you are given three minutes to answer twenty questions. Each question is a name/code in a box followed by a list of four other names/codes in alpha/numeric order. You are to find where, in alpha/numeric order, the name/code in the box would fit into the list below it. The spots where the name/code in the box could fit into the list are labeled with the letters A, B, C, D, and E. To mark your answer for each question, darken on your answer sheet the letter for the spot where you think the name/code in the box should go.

Turn to the next page and begin when you are prepared to time yourself for exactly three minutes.

# Practice Test #3 – Clerical Abilities Segment Sequencing Section

#### 1. Claus, Larry

- A) → Claude, Lowell
- B) —
- Clausel, Jeff
- C) → Clausen, Duane
- D) → Claussen, Thomas
- E) →

#### 2. Denton, Barbara

- A) --
- Denson, Helen
- B) → Dent, James
- C) → Dente, Susan
- D) → Denty, Maxwell
- E) →

#### 3. 09582-6994

- A) → 09582-7654
- B) → 09582-7992
- C) → 09582-8321
- D) → 09582-9889
- E) →

# 4. RKL-77384

- A) → RKL-77284
- B) → RKL-77296
- C) → RKL-77349
- D) → RKL-77392
- E) →

#### 5. Greenman, David

- A) ---
  - Greenlee, Glen
- B) →
- Greenup, William
  C) →
- Greenwald, Joshua
- Greenwalt, Karen

# 6. 454990.73P

E) →

- A) → 454990.83P
- B) → 454994.12P
- C) → 454994.36P
- D) → 454996.29P
- E) →

# 7. Zelayaco

- A) ---
  - Zeeboco
- Zeeco
- C) \_\_\_\_
- Zelco
- Zenco
- E) →

# 8. Horton, Winston

- A) → Horton, Arthur
- B) → Horton, Clyde
- Horton, Herbert
- ט <del>→</del> Horton, Timothy
- E) →

# Practice Test #3 – Clerical Abilities Segment Sequencing Section

Continued

#### 9. 77489

- A) —
- 77345 B) →
- 77530
- C) →
- 77596
- D) → 77600
- E) →

#### 10. Kirby, Bobbie

A) --

Kinslow, Janice

B) →

Kinter, John

C) →

Kinzel, John

D) →

Kiper, Dale

E) →

#### 11. 16L-1922B

A) ---

16L-1922M

B) **→** 

16L-1922P

C) →

16L-1922S

D) \_\_\_\_

16L-1922Y

F) ---

#### 12. Technico

A) -

Techaid

B) →

Techalloy

- C) →
- Techclean
- D) → Techline
- E) →

# 13. 43319 Elmhusrt

A) ---

43246 Elmhurst

B) **→** 

43309 Elmhurst

C) ---

43446 Elmhurst

D) →

43468 Elmhurst

E) →

#### 14. 4026543298

A) --

4026543248

B) →

4026543286

C) →

4026543302

- E) →

#### 15. McEuen, Alice

A) ---

McElyea, Dale

B) →

McEwen, Dorothy

C) --

McFadden, Brett

D) ---

McFadin, Harold

E) →

# 16. Amsler, Guy

A) ---

Amundson, Barbara

B) →

Amyett, Gene

C) —

Anders, Henry

D) →

Andersen, Earl

E) →

# Practice Test #3 – Clerical Abilities Segment Sequencing Section

Continued

#### 17. 77542-2301

- A) → 77552-1890
- B) →
- 77552-2201
- 77552-3345
- D) → 77552-4950
- E) →

#### 18. SDE1435-X

- A) --
  - SDE1452-X
- B) → SDE1464-X
- C) → SDE1478-X
- D) → SDE1489-X
- E) →

# 19. Constantine, Max

- A) --
- Cornwallis, Charles
- B) →
  - Conquistador, Alfred
- C) -
  - Constance, Lillian
- D) →
  - Constantinople, Zabukos
- E) ---

### 20. Nguyen, Thuan

- A) ---
  - Nguyen, Tam
- 3) -
  - Nguyen, Thanh
- C) -
  - Nguyen, Thieu
- )) —**>**
- Nguyen, Thuy
- E) →

End of Sequencing Section

# Practice Test #3 – Clerical Abilities Segment Comparison Section Instructions

In this section you have five minutes to answer thirty questions. Each question is a list of three names, addresses, or codes. You are to determine if the three listed items are exactly alike or if they are different in any way. Then you are to mark your answer on the answer sheet based upon the below instructions:

- A. If ALL THREE names, addresses, or codes are exactly ALIKE.
- B. If only the FIRST AND SECOND names, addresses, or codes are exactly ALIKE.
- C. If only the FIRST AND THIRD names, addresses, or codes are exactly ALIKE.
- D. If only the SECOND AND THIRD names, addresses, or codes are exactly ALIKE.
- **E.** If **ALL THREE** names, addresses, or codes are **DIFFERENT**.

Turn to the next page and begin when you are prepared to time yourself for exactly five minutes.

# Practice Test #3 – Clerical Abilities Segment Comparison Section

21. 7582818	7588218	7582818
22. 47231 NE Lancaster	47231 NE Lancaster	47231 NE Lancaster
23. Rancho Largo, CA	Rancho Largo, CA	Rancho Larga, CA
24. Ellie McAlister	Ellie McAlester	Elli McAlister
25. 05462-2312	05462-2321	05462-2321
26. Doyne D. Smelser	Doyne C. Smelser	Doyne D. Smelser
27. Joel Grenier	Joe Grenier	Joel Grenier
28. 5800484	5800484	5800484
29. 2542 N 1349 W	2542 N 1349 W	2542 N 1394 W
30. PMR1623-PL	PMR1623-RL	PMR1623-PL
31. Malpaso, TX	Malpas, TX	Malpas, TX
32. Adeline, Margaret	Adelene, Margaret	Adeline, Margareta
33. 1488 Mailstop 32	1488 Mailbox 32	1488 Mailstop 32
34. Terminal C Gate 14A	Terminal C Gate 14A	Terminal C Gate 14A
35. Chuck E. Lester	Clark E. Lester	Chuck E. Lestor
36. 38579-1903	38579-1903	38589-1903
37. Loren A. Porter	Lauren A. Porter	Loren A. Porter
38. 39507	39570	39570
39. Champlain IL	Champlin IL	Champlin IL
40. Captain Zizzman	Capitan Zizzman	Captain Zizzmann
41. North Industrial Freeway	North Industrial Causeway	North Industrial Highway
42. Aurora Borealis, AK	Aurora Borealis, AK	Aurora Borealis, AR
43. DRP2330-4	DRP2303-4	DRP2330-4
44. Massapequa, NY	Massappequa, NY	Massapequa, NJ
45. 8354139	8354139	8354139
46. Boystown, DE	Boyston, DE	Boyston, DE
47. 74055-8971	74055-8971	70455-8971
48. Hartsdale, AZ	Hartsdale, AZ	Hartsdale, AZ
49. Algonquin, WI	Algonoquin, WI	Algonquin, WI
50. 94861-9669	94891-9669	94861-9696

# Practice Test #3 – Clerical Abilities Segment Spelling Section Instructions

In this section you are given three minutes to answer twenty questions. Each question gives you three possible ways - labeled A, B, and C - to spell a particular word. Answer choice D is "None of the above". You are to mark on the answer sheet either the answer choice with the correct spelling or answer choice D if you believe that none of the possible spellings are correct.

Turn to the next page and begin when you are prepared to time yourself for exactly three minutes.

# Practice Test #3 – Clerical Abilities Segment Spelling Section

- 51. A) acuracy
  - B) accuracy
  - C) accurasy
  - D) None of the above
- 52. A) possession
  - B) posesion
  - C) posession
  - D) None of the above
- 53. A) begining
  - B) beginning
  - C) beginng
  - D) None of the above
- 54. A) advertize
  - B) advertise
  - C) adveritise
  - D) None of the above
- 55. A) excede
  - B) exsede
  - C) exceed
  - D) None of the above
- 56. A) noticeable
  - B) noticable
  - C) noticeible
  - D) None of the above
- 57. A) acheive
  - B) acheivie
  - C) achievie
  - D) None of the above
- 58. A) permissable
  - B) permisible
  - C) permissible
  - D) None of the above
- 59. A) mischeivous
  - B) mischeivuos
  - C) mischievous
  - D) None of the above
- 60. A) decision
  - B) decsion
  - C) decistion
  - D) None of the above

- 61. A) personel
  - B) personnel
  - C) personell
  - D) None of the above
- 62. A) judgeing
  - B) judgging
  - C) judging
  - D) None of the above
- 63. A) disatisfy
  - B) dissatisfy
  - C) disatissfy
  - D) None of the above
- 64. A) ocurring
  - B) ocuring
  - C) ocureing
  - D) None of the above
- 65. A) paralell
  - B) parellel
  - C) paralel
  - D) None of the above
- 66. A) sophomore
  - B) sophmore
  - C) sophomor
  - D) None of the above
- 67. A) fasinate
  - B) facinate
  - C) fascinate
  - D) None of the above
- 68. A) auxilery
  - B) auxillary
  - C) auxiliary
  - D) None of the above
- 69. A) vengence
  - B) vengense
  - C) veangence
  - D) None of the above
- 70. A) laboratory
  - B) labratory
  - C) labaratory
  - D) None of the above

# Practice Test #3 – Clerical Abilities Segment Mathematics Section Instructions

In this section you have eight minutes to answer fifteen mathematical questions. You must solve the problems using pencil and paper. *No calculators are allowed!* Do your calculations in the margins or blank areas on the page with the questions. For each question, answer choices A, B, C, and D are possible solutions to the mathematical problem. Answer choice E is "none of the above". You are to mark on your answer sheet either the answer choice with the correct solution to the mathematical problem or answer choice D if you believe that none of the possible solutions are correct.

Turn to the next page and begin when you are prepared to time yourself for exactly eight minutes.

## Practice Test #3 – Clerical Abilities Segment Mathematics Section

71. 1/8 of 36 =	A) 4.5 B) 6.4 C) 5.6 D) 4.0 E) None of the above	79. 57.86 – 22.34 =	A) 32.52 B) 35.52 C) 28.06 D) 27.02 E) None of the above
72. 33.45 + 82.23 =	<ul><li>A) 108.26</li><li>B) 124.22</li><li>C) 112.08</li><li>D) 116.68</li><li>E) None of the above</li></ul>	80. 137 + 7% =	A) 152.14 B) 144.52 C) 159.79 D) 147.59 E) None of the above
73. 32 x 24.5 =	<ul><li>A) 642</li><li>B) 728</li><li>C) 784</li><li>D) 802</li><li>E) None of the above</li></ul>	81. \$15.20 – 15% =	A) \$12.92 B) \$13.80 C) \$11.35 D) \$14.15 E) None of the above
74. 83 + 118 =	A) 211 B) 201 C) 212 D) 193 E) None of the above	82. 137 + 35 =	A) 175 B) 170 C) 168 D) 172 E) None of the above
75. 12.5% of 12 =	<ul><li>A) 2.6</li><li>B) 3.5</li><li>C) 4.0</li><li>D) 1.5</li><li>E) None of the above</li></ul>	83. 3/4 of 824 =	A) 618 B) 704 C) 580 D) 642 E) None of the above
76. 122 – 79 =	<ul><li>A) 43</li><li>B) 57</li><li>C) 63</li><li>D) 45</li><li>E) None of the above</li></ul>	84. 231 / 33 =	A) 23 B) 11 C) 9 D) 7 E) None of the above
77. 39 x 7 =	<ul><li>A) 321</li><li>B) 293</li><li>C) 301</li><li>D) 273</li><li>E) None of the above</li></ul>	85. 232 x .175 =	A) 35.8 B) 44.4 C) 40.6 D) 36.4 E) None of the above
78. 504 / 12 =	<ul><li>A) 42</li><li>B) 68</li><li>C) 36</li><li>D) 54</li><li>E) None of the above</li></ul>		

# Practice Test #3 - Verbal Abilities Segment

The Verbal Abilities Segment, has a total of 55 questions that are broken down into three sections. You are given a single 50 minute period to answer the 55 questions. You work through all three of the sections in a single 50 minute period without stopping or pausing between the sections. When taking the real exam, you are told that you may leave if you finish before the 50 minutes is up, and most people do finish and leave before time is called. Following are instructions for the various sections of the Verbal Abilities Segment.

#### **Following Written Instructions Section**

There are 20 questions in the Following Written Instructions Section. Each question is a set of instructions that causes you create a letter-number combination. After creating a letter-number combination, you look it up on a Look-Up Table, which enables you to convert it into an answer choice. The answer choices are A, B, C, D, and E. You answer the questions by darkening your answer choices on the answer sheet.

#### Grammar, Usage, and Punctuation Section

This section consists of twenty questions dealing with the proper use of grammar, words, and punctuation. Each question gives you four similar sentences labeled A, B, C, and D. You are to choose which sentence is structured most appropriately with respect to grammar, usage, and punctuation suitable for a formal letter or report. Mark your answer by darkening your answer choice on the answer sheet.

#### **Vocabulary and Reading Comprehension Section**

This section consists of fifteen questions - five Vocabulary questions and ten Reading Comprehension questions. It is really two smaller sections merged together. Each type of question is discussed below.

#### **Vocabulary Questions**

For each of the five Vocabulary questions, you are given a sentence with a particular word highlighted. Then, you are given a list of four words labeled A, B, C, and D. You are to choose which of the four listed words most nearly means the same as the highlighted word in the sentence. Mark your answer by darkening your answer choice on the answer sheet.

#### **Reading Comprehension Questions**

In the ten Reading Comprehension questions, you are given a paragraph and four sentences labeled A, B, C, and D that are related to the subject of the paragraph. Your job is to choose which sentence best summarizes the paragraph. Mark your answer by darkening your answer choice on the answer sheet.

#### Instructions for the Verbal Abilities Segment

Turn to the next page and begin when you are prepared to time yourself for exactly 50 minutes.

# Practice Test #3 – Verbal Abilities Segment Following Written Instructions Section

U	se the below list of letter-number combinations for questions $1 - 10$ .		LOC	K-UF	P TAI	3LE	
	P8 T6 Q9 S1 S4 R3 P8 Q2 T5 Q7		Р	Q	R	S	T
		1	Α	В	С	D	Е
1.	There is one combination that appears twice in the list. Write the	2	В	С	D	Е	Α
	combination that appears twice here:	3	С	D	Е	Α	В
		4	D	Е	Α	В	C
2.	There is one letter that appears three times. Write that letter and	5	Е	Α	В	С	D
	the number from the last combination in the list here:	6	Α	В	С	D	Е
		7	В	С	D	Е	Α
3.	There is one letter that appears only once in the series of	8	С	D	Е	Α	В
	combinations. Write the combination that contains the letter	9	D	Е	Α	В	С
	that only appears once here:	10	Е	Α	В	С	D
	Add all the numbers together that appear in the list with the letter S. W all the numbers that appear in the list with the letter S here:						
6.	Circle the eighth combination in the list. Write the combination you circ	led he	ere: _			-	
7.	Draw a line under the combination in the list with the largest number. Variew a line under here:	Vrite t	he co	mbin	ation	you	
8.	Subtract the number in the last combination from the number in the first from the first combination and the result you get when subtracting the reference the number in the first combination here:						
9.	Draw a square around the second combination from the right in the lis drew a square around here:	t. Wri	te the	e com	binat	ion yo	ou
10.	Add the numbers together from the fourth, fifth, and sixth letter-number the letter T and the total you get when adding the numbers together from the letter T and the total you get when adding the numbers together from the letter T and the total you get when adding the numbers together from the letter T and the total you get when adding the numbers together from the fourth, fifth, and sixth letter-number the letter T and the total you get when adding the numbers together from the letter T and the total you get when adding the numbers together from the letter T and the total you get when adding the numbers together from the letter T and the total you get when adding the numbers together from the letter T and the total you get when adding the numbers together from the letter T and the total you get when adding the numbers together from the letter T and the letter						
11.	Circle the third letter and the third number in the below list. Write the lenumber you circled here:			cled a	and t	ne	
12.	Look back at the list of letters and numbers in question eleven. Write t smallest number in the list here:	he firs	t lette	er in tl	he lis	t and	the
13.	Look again at the list of letters and numbers in question eleven. There twice in the list and one number that appears twice in the list. Write the the number that appears twice here:						and

# Practice Test #3 – Verbal Abilities Segment Following Written Instructions Section

continued

14. Look at the words listed below. Add the number of letters in the		LOC	K-UF	TAE	BLE	
first three words. Subtract the number of letters in the last word		Р	Q	R	S	Т
from the total number of letters in the first three words. Write the	1	Α	В	О	D	Е
last letter in the first word and the result you found when	2	В	С	D	Е	Α
subtracting the number of letters in the last word from the total	3	О	D	Е	Α	В
number of letters in the first three words here:	4	D	Ε	Α	В	С
tar sit tip roast	5	Е	Α	В	С	D
	6	Α	В	С	D	Ε
15. Look back at the words listed in question fourteen. Find the	7	В	С	D	Е	Α
first letter of the last word and count the number of letters in	8	О	D	Ε	Α	В
the second word. Write the first letter of the last word and the	9	D	Е	Α	В	С
number of letters in the second word here:	10	Ε	Α	В	С	D
<ul> <li>17. Look at the states listed below. Circle the name of the state with the mand number of letters in the name of the state your circled here:</li></ul>	f letter the fi tters in er of le	rs in the there	the nate in the interior the interior in the i	ame on the life of the name	of the name ne firs	of it
LOOKUPTABLELOOKUPTABLELOOKUPTAE	BLE					

End of Following Written Instructions Section

# Practice Test #3 – Verbal Abilities Segment Grammar, Usage, and Punctuation Section

- 21. A) An extensive collection of ancient Egyptian artifacts is on display at the museum.
  - B) An extensive collection of ancient Egyptian artifacts are on display at the museum.
  - C) An extensive collections of ancient Egyptian artifacts are on display at the museum.
  - D) An extensive collection of ancient Egyptian artifact are on display at the museum.
- 22. A) Every soldier must maintain their own equipment.
  - B) All soldiers must maintain his own equipment.
  - C) Every soldier must maintain his own equipment.
  - D) Every soldier must maintain his own equipment himself.
- 23. A) The school principle lectured us on the principals upon which our country was founded.
  - B) The school principal lectured us on the principles upon which our country was founded.
  - C) The school principal lectured us on the principals upon which our country was founded.
  - D) The school principle lectured us on the principles upon which our country was founded.
- 24. A) We signed the contract, and our interests will be protected.
  - B) We signed the contract, our interests will be protected.
  - C) We signed the contract; and our interests will be protected.
  - D) We signed the contract: our interests will be protected.
- 25. A) The cash will be divided among us two, and residuals will be divided among all the others.
  - B) The cash will be divided among us two, and residuals will be divided between all the others.
  - C) The cash will be divided between us two, and residuals will be divided between all the others.
  - D) The cash will be divided between us two, and residuals will be divided among all the others.
- 26. A) When Sue first saw Meredith, she squealed with delight.
  - B) When Sue and Meredith first saw each other, she squealed with delight.
  - C) When Sue first saw Meredith and Meredith saw Sue, she squealed with delight.
  - D) Sue squealed with delight when she first saw Meredith.
- 27. A) The committee's first report on possible expansion plans for the Andrews facility.
  - B) The committee's first possible expansion plans for the Andrews facility report.
  - C) The committee's possible expansion plans for the Andrews facility first report.
  - D) The committee's first report was on possible expansion plans for the Andrews facility.
- 28. A) We counted seventy-three at the first meeting and 142 at the second one.
  - B) We counted 73 at the first meeting and 142 at the second one.
  - C) We counted 73 at the first meeting and one hundred forty-two at the second one.
  - D) We counted seventy-three at the first meeting and one hundred forty-two at the second one.
- 29. A) The award was a complete surprise to Mark and me.
  - B) The award was a complete surprise to Mark and I.
  - C) The award was a complete surprise to me and Mark.
  - D) The award was a complete surprise to I and Mark.
- 30. A) Neither Mr. Clark nor Mr. Adams is qualified for this position.
  - B) Neither Mr. Clark nor Mr. Adams are qualified for this position.
  - C) Neither Mr. Clark is qualified nor Mr. Adams is qualified for this position.
  - D) Neither Mr. Clark and Mr. Adams are qualified for this position.

# Practice Test #3 – Verbal Abilities Segment Grammar, Usage, and Punctuation Section

- 31. A) The two of them were to late to catch the train.
  - B) The two of them were too late to catch the train.
  - C) The too of them were to late to catch the train.
  - D) The to of them were to late to catch the train.
- 32. A) As ordered, Private Jones didn't say nothing to them.
  - B) As ordered, Private Jones did not say nothing to them.
  - C) As ordered, Private Jones didn't say nothing at all to them.
  - D) As ordered, Private Jones said nothing to them.
- 33. A) The coach says that Larry plays tennis real good.
  - B) The coach says that Larry plays tennis real goodly.
  - C) The coach says that Larry plays tennis really good.
  - D) The coach says that Larry plays tennis really well.
- 34. A) I'm not feeling good at the moment.
  - B) I'm not feeling well at the moment.
  - C) I don't feel good at the moment.
  - D) I do not feel good at the moment.
- 35. A) The detective wishes to speak to you in regards to this case.
  - B) The detective wishes to speak to you with regards to this case.
  - C) The detective wishes to speak to you in regard to this case.
  - D) The detective wishes to speak to you with regard to this case.
- 36. A) Please check on our dog every so often while we are out of town.
  - B) Please check on our dog sometimes while we are out of town.
  - C) Please check on our dog occasionally sometimes while we are out of town.
  - D) Please check on our dog occasionally while we are out of town.
- 37. A) My car is parked besides yours.
  - B) My car is parked right next to yours.
  - C) My car is parked beside yours.
  - D) My car is parked along side yours.
- 38. A) Paul is hardly ever invited to their parties.
  - B) Paul is rarely invited to their parties.
  - C) Paul is almost never invited to their parties.
  - D) Paul doesn't hardly ever get invited to their parties.
- 39. A) When going through the airport security gate, try not to lose your lose change.
  - B) When going through the airport security gate, try not to lose your loose change.
  - C) When going through the airport security gate, try not to loose your lose change.
  - D) When going through the airport security gate, try not to loose your loose change.
- 40. A) The moral of this little story is to make sure that your troops maintain their moral.
  - B) The morale of this little story is to make sure that your troops maintain their moral.
  - C) The morale of this little story is to make sure that your troops maintain their morale.
  - D) The moral of this little story is to make sure that your troops maintain their morale.

End of Grammar, Usage, and Punctuation Section

# Practice Test #3 – Verbal Abilities Segment Vocabulary and Reading Comprehension Section

- 41. Her blind date had a **bland** personality.
  - bland most nearly means
  - A) hopeless
  - B) spicy
  - C) boring
  - D) fragile
- 42. He made an **earnest** attempt to resolve the controversy.
  - earnest most nearly means
  - A) hypocritical
  - B) feeble
  - C) humorous
  - D) sincere
- 43. The last element should be added to the mixture in a **gradual** fashion.
  - gradual most nearly means
  - A) rapid
  - B) careful
  - C) slow
  - D) expedient
- 44. Many believe that the judge was too **lenient** when sentencing the convict.
  - lenient most nearly means
  - A) tolerant
  - B) careless
  - C) harsh
  - D) vindictive
- 45. **Migratory** laborers frequently do the harvesting.
  - migratory most nearly means
  - A) experienced
  - B) immigrant
  - C) contract
  - D) transient
- 46. After World War II, the city of Berlin was divided into East Berlin and West Berlin. The Soviet Union controlled East Berlin, and West Berlin was allied with democratic western countries. In 1961, Soviet East Germany erected a wall of concrete, steel, and barbed wire to separate East Berlin from West Berlin. Called the Berlin Wall, it was twenty-seven miles long, had twelve official crossing points, and was constantly patrolled. This barrier to peaceful relations was finally dismantled in 1989.

#### This paragraph best supports the statement that the separation of East and West Berlin

- A) is a permanent situation.
- B) was radically defined from 1961 to 1989 by a twenty-seven mile wall.
- C) is the result of Communist aggression.
- D) is but a political formality.

- 47. Although Ulysses S. Grant improved relations with Britain during his two terms as president, his stay in office is remembered for graft, failure to annex Santo Domingo, and failure to enforce the Force Acts. The Force Acts were designed to assure Negro civil and voting rights. Mr. Grant's major problem was appointing friends rather than capable men to key government positions.
  - This paragraph best supports the statement that President Grant's terms of office
  - A) are remembered for failure rather than success.
  - B) resulted in depressed economic conditions.
  - C) were regarded as failures because of Grant's lack of leadership abilities.
  - D) destroyed Mr. Grant's reputation.
- 48. Michel de Nostradamus was court physician to Charles IX of France. He was made famous by his prediction of the death of Henry II. He published his prophesies in verse in a book entitled *Centuries* in 1955. His prophesies are generally considered vague.

#### This paragraph best supports the statement that Nostradamus

- A) made his fame as a physician to Charles IX.
- B) was an astrologer.
- C) published a book of prophesies.
- D) is respected to this day for his predictions.
- 49. The Mau Mau, a Kenyan Kikuyu terrorist organization, ran a campaign of sabotage and murder from 1952 until 1960. Their aim was to drive out the British. The Mau Mau lost over 11,000 members in their crusade. They killed an estimated 100 Europeans and 2,000 natives who refused to join the organization. In excess of 20,000 Mau Mau were finally detained.

#### This paragraph best supports the statement that the Mau Mau uprising in Kenya

- A) resulted in the British relinquishing control in that country.
- B) resulted in over 10,000 deaths.
- C) swept through several African countries.
- D) was successful.
- 50. Many basic examinations test applicants' graph reading skills. When reading a graph, one must first ascertain the zero point on the vertical axis. Many errors occur when graph readers assume the zero value to be at the origin, when in fact it is not. Another common error occurs when the graph reader does not accurately determine the units of measurement on the horizontal and vertical axes. Educators agree that graph reading is an important skill that should be acquired before a student completes high school, but unfortunately this does not always happen.

#### This paragraph best supports the statement that graph reading skills

- A) are easily acquired.
- B) are usually mastered by high school age.
- C) require one to identify the zero value and the units of measure along each axis.
- D) require a certain amount of background work in advanced mathematics.
- 51. The tragedies of war are not always confined to the time frame in which battles are fought. A widely known example is the side effects of Agent Orange, the chemical used to defoliate jungles in Vietnam. This herbicide was found to contain a lethal dioxin. The use of Agent Orange was discontinued due to a high rate of birth defects among infants in Vietnam. After the war, many veterans were found to have suffered ill effects from Agent Orange as well.

#### This paragraph best supports the statement that Agent Orange

- A) had immediate as well as long term negative effects on those exposed to it.
- B) was a lethal poison used in chemical warfare.
- C) has not been proven to be the cause of birth defects.
- D) is manufactured from a lethal dioxin.

52. Many people think that Cyrano De Bergerac is but the romantic hero of Edmund Rostand's play which also bears the name "Cyrano De Bergerac". But, before the play immortalized the man and his nose, De Bergerac was a French author of plays and prose. He gave up a military career to satirize the society of his day in fantasies about voyages to the sun and the moon.

#### This paragraph best supports the statement that Cyrano De Bergerac was a

- A) man of many varied talents.
- B) romantic who made the writing of love poems his life's work.
- C) military man whose satires were posthumously published in Edmund Rostand's play.
- D) man who existed before Rostand's play.
- 53. When it comes to employment exams, there are arguments both for and against test preparation. Some insist that such exams are aptitude tests for which one cannot study or prepare. However, the facts dispute this opinion. It has been repeatedly demonstrated that those who study exam content, learn test-taking tips, and practice with realistic sample tests do indeed score higher.

#### This paragraph best supports the statement that preparing for employment exams

- A) is not beneficial.
- B) guarantees one a job.
- C) only helps in certain situations.
- D) has been proven to improve scores.
- 54. People often complain about their jobs. These complaints may be about the job itself, about wages, about benefits, about managers, about coworkers, or about the commute. Those voicing these comments usually feel that they have no choice but to keep their unrewarding jobs. Others believe that we do have choices, that quality of life is more important than standard of living, and that life is too short to choose a demeaning career. These people feel that, even if one chooses a job with lesser wages or status, it can be more rewarding than a career that diminishes one's quality of life.

#### This paragraph best supports the statement that when seeking employment, you should

- A) always choose the job with the highest wages.
- B) not accept a job if the commute is over thirty minutes.
- C) consider how various aspects of the job will affect your quality of life.
- D) get to know the manager first to see if you can get along with him or her.
- 55. Computer technology has dramatically improved today's business operations. Many functions that were formerly tedious and expensive are now accomplished rapidly and efficiently. As a matter of fact, it is not unusual for a firm to be so dependent upon this technology that a computer system crash can almost put the firm out of business. To avoid such a disaster, experts recommend that critical computerized records be periodically backed-up and that businesses invest in redundant computer systems to fall back upon in the event that the main system crashes.

#### This paragraph best supports the statement that a business should

- A) take steps to assure continued operations in the event of a computer crash.
- B) not become dependent upon computers.
- C) use computers only for certain non-sensitive functions.
- D) not back-up computerized records unless its system crashes.

End of Vocabulary and Reading Comprehension Section

# EXAM 710 ANSWER SHEET

Clerical Abilities - Part A					
Sequencing	Comparison	Spelling	Mathematics		
1 A B C D E	21 A B C D E	51 A B C D	71 A B C D E		
2 A B C D E	22 A B C D E	52 A B C D	72 A B C D E		
3 A B C D E	23 A B C D E	53 A B C D	73 A B C D E		
4 A B C D E	24 A B C D E	54 A B C D	74 (A) (B) (C) (D) (E)		
5 A B C D E	25 A B C D E	55 A B C D	75 A B C D E		
6 A B C D E	26 A B C D E	56 A B C D	76 A B C D E		
7 A B C D E	27 A B C D E	57 A B C D	77 A B C D E		
8 A B C D E	28 A B C D E	58 A B C D	78 A B C D E		
9 A B C D E	29 A B C D E	59 A B C D	79 A B C D E		
10 A B C D E	30 A B C D E	60 A B C D	80 A B C D E		
11 A B C D E	31 A B C D E	61 A B C D	81 A B C D E		
12 A B C D E	32 A B C D E	62 A B C D	82 A B C D E		
13 A B C D E	33 A B C D E	63 A B C D	83 A B C D E		
14 A B C D E	34 A B C D E	64 A B C D	84 A B C D E		
15 A B C D E	35 A B C D E	65 A B C D	85 A B C D E		
16 A B C D E	36 A B C D E	66 A B C D			
17 A B C D E	37 A B C D E	67 A B C D			
18 A B C D E	38 A B C D E	68 A B C D			
19 A B C D E	39 A B C D E	69 A B C D			
20 A B C D E	40 A B C D E	70 A B C D			
	41 A B C D E				
	42 A B C D E				
	43 A B C D E				
	44 A B C D E				
	45 A B C D E				
	46 A B C D E				
	47 A B C D E				
	48 A B C D E				
	49 A B C D E				
	50 A B C D E				

Verbal Abilities - Part B						
Following Instructions		Grammar, Usa	ge & Punctuation	Vocabulary & Reading		
1 A B C D E 2 A B C D E 3 A B C D E 4 A B C D E 5 A B C D E 6 A B C D E 7 A B C D E 8 A B C D E	11 (A (B) (C) (D) (E) 12 (A (B) (C) (D) (E) 13 (A (B) (C) (D) (E) 14 (A (B) (C) (D) (E) 15 (A (B) (C) (D) (E) 16 (A (B) (C) (D) (E) 17 (A (B) (C) (D) (E) 18 (A (B) (C) (D) (E)	21 (A) (B) (C) (D) 22 (A) (B) (C) (D) 23 (A) (B) (C) (D) 24 (A) (B) (C) (D) 25 (A) (B) (C) (D) 26 (A) (B) (C) (D) 27 (A) (B) (C) (D) 28 (A) (B) (C) (D)	31 A B C D 32 A B C D 33 A B C D 34 A B C D 35 A B C D 36 A B C D 37 A B C D 38 A B C D	41 (A (B (C) (D) (A		
9 A B C D E 10 A B C D E	19 A B © D E 20 A B © D E	29 A B © D 30 A B © D	39 A B © D 40 A B © D	49 A B C D 50 A B C D 51 A B C D 52 A B C D 53 A B C D 54 A B C D 55 A B C D		

# **Practice Test #3 Answer Key**

# **Clerical Abilities Segment**

Sequencing	Comparison		Spelling	Mathematics
1. B	21. C	36. B	51. B	71. A
2. D	22. A	37. C	52. A	72. E
3. A	23. B	38. D	53. B	73. C
4. D	24. E	39. D	54. B	74. B
5. B	25. D	40. E	55. C	75. D
6. A	26. C	41. E	56. A	76. A
7. C	27. C	42. B	57. D	77. D
8. E	28. A	43. C	58. C	78. A
9. B	29. B	44. E	59. C	79. B
10. E	30. C	45. A	60. A	80. E
11. A	31. D	46. D	61. B	81. A
12. E	32. E	47. B	62. C	82. D
13. C	33. C	48. A	63. B	83. A
14. C	34. A	49. C	64. D	84. D
15. B	35. E	50. E	65. D	85. C
16. A			66. A	
17. A			67. C	
18. A			68. C	
19. D			69. D	
20. D			70. A	

# **Verbal Abilities Segment**

Following Writ	ten Instructions	nstructions Grammar, Usage & Punctuation					
1. C	11. A	21. A	31. B	41. C			
2. C	12. E	22. C	32. D	42. D			
3. E	13. B	23. B	33. D	43. C			
4. C	14. A	24. A	34. B	44. A			
5. C	15. E	25. D	35. C	45. D			
6. C	16. D	26. D	36. D	46. B			
7. E	17. A	27. D	37. C	47. A			
8. A	18. E	28. B	38. B	48. C			
9. D	19. C	29. A	39. B	49. B			
10. B	20. A	30. A	40. D	50. C			
				51. A			
				52. D			
				53. D			
				54. C			
				55. A			