

## Civil Service Exam: Practice Test #1: Clerical Ability

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

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

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

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

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

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

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

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

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

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

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

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

# Clerical Exam Practice Test

**Peterson's**



## **Clerical Exam Practice Test:**

Master the Clerical Exams Peterson's, 2010-06 Peterson's Master the Clerical Exams 6th Edition provides user friendly test preparation for those seeking public and private sector clerical positions. This essential test prep guide includes tips on how to score high on many of the most widely used exams for jobs with federal, state, and local governments; an overview of the civil service test taking process; and subject reviews of all test areas. Peterson's Master the Clerical Exams offers readers 8 practice tests covering all subjects presented in clerical exams: writing, typing, coding, vocabulary, syntax, analogies, reading comprehension, spelling, and basic math. This guidebook is structured to help you achieve a high score on the Clerical Exam. Take a Diagnostic Test to determine your strengths and weaknesses in the material so you can focus your study time and efforts on improving your score. Review answer keys and detailed explanations for each practice test's correct answers. Find detailed information on career opportunities in the public and private sectors, including eligibility requirements and application procedures, and Top Ten Strategies to Raise Your Score. **Master the Clerical Exams--Practice Test 2**

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reading comprehension Detailed answer explanations can help target the right study plan to score high on the Senior Office Typist Exam **Master the Clerical Exams--Diagnosing Strengths and Weaknesses: Practice Test 1** Peterson's,2010-07-01 Peterson's Master the Clerical Exams Diagnosing Strengths and Weaknesses provides a great opportunity for test takers to practice the most common types of questions encountered on clerical exams and then assess their strengths and weaknesses Through this diagnostic test readers can find out where their skills are strongest and where they need extra help Clerical test subjects include vocabulary spelling coding and math Detailed answer explanations can help target the right study plan to score high on a clerical exam **Master the Clerical Exams--Practice Test 6** Peterson's,2010-07-01 Peterson's Master the Clerical Exams Practice Test 6 provides a great opportunity for test takers to practice the type of questions encountered on the U S Postal Service Clerk Typist Exam and then assess their strengths and weaknesses Through this full length practice test readers can find out where their skills are strongest and where they need extra help Clerical test subjects in this practice test include sequencing comparisons spelling computations verbal ability dictation and dictation transcript Detailed answer explanations can help target the right study plan to score high on the U S Postal Service Clerk Typist Exam

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