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The Clerk-Typist Passbook(R) prepares you for your test by allowing you to take practice exams in the subjects you need to study. It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam, including but not limited to: spelling; alphabetizing; record keeping; clerical operations with letters and numbers; understanding and interpreting written material; English usage; and more.

Master the Civil Service Exams offers complete test preparation for the written exam so you can pursue a government job. Math, verbal and clerical exercises, plus four full-length practice tests, build skills and confidence, while experts in the field provide an inside scoop on how to become a first-rate job candidate. You will also find up-to-date information on the civil service job market and projected areas of growth.

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Offers advice on test preparation and includes eight sample exams

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Helps applicants prepare for police entrance exams by providing sample tests, explanations of correct answers, and tips on test taking.

Civil Service exams are competitive, and this manual helps job applicants get good test scores that lead them to job offers. The book covers the following Civil Service job designations: clerk, stenographer, and typist. Five diagnostic tests are presented, plus four model tests that cover verbal ability and clerical skills. All tests come with answers and explanations. Hundreds of practice problems are also included to sharpen test-taking skills.

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