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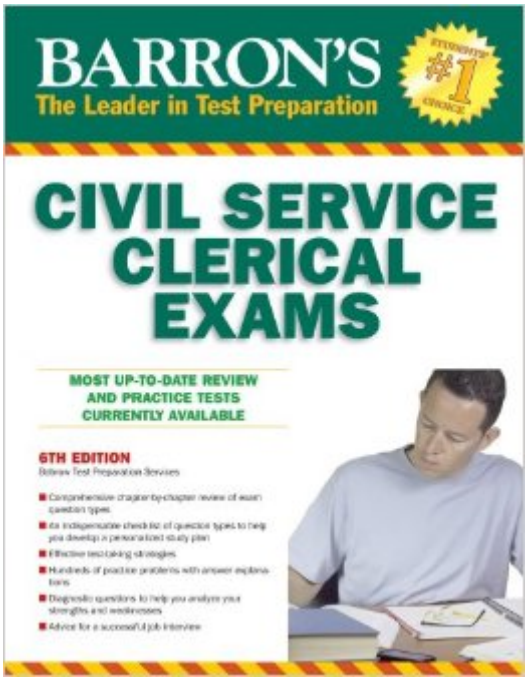
Barron's Civil Service Clerical Exam



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Synopsis

Civil Service exams are competitive, with the highest scorers being offered the available jobs. This revised and updated manual dramatically increases job applicants' employment prospects by helping them to excel on the clerical exams. It provides the tools needed to succeed in the verbal, clerical, and interview portions of the exam. It also includes insightful information about word processing, dictation, and office machines. Hundreds of practice problems are also included to sharpen test-taking skills.

Book Information

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Customer Reviews

I have to agree with the earlier review by Matthew S Vodicka. While the practice guide is useful for studying, those who use it need to take it with a BIG grain of salt. There are more than enough errors within the test guide that you will easily be double checking your "wrong" answers by half way though the book to see if they are actually wrong.Here is an example of one of the Grammar Practice Set questions:Decide which sentence is preferable with respect to grammar and usage suitable for a formal letter or report.3. A)Depressed by urban sprawl and the noise of the traffic, a one-acre garden of produce and flowers has cheered up ten patients at the Westway hospital.B) Depressed by urban sprawl and the noise of the traffic, ten patients at the Westway hospital have been cheered Lip by a one-acre garden of produce and flowers.C)Ten patients at the Westway hospital who have been cheered up by a one-acre garden of produce and flowers though once

depressed by urban sprawl and the noise of the traffic.D) Urban sprawl and the noise of traffic dress ten patients at the Westway hopital, cheered up by a one-acre garden of produce and flowers.The answer is B. But as you may have noticed, "up" is mistyped/misspelled "Lip". This is one of the more obvious mistakes.Another couple of examples from the punctuation section. Choose from the four sentences the one that has the correct punctuation.17. A) Surely, confused was the flustered man.B) Surely confused was the flustered man.C) Surely; confused was the flustered man.D) Surely confused, was the flustered man.Answer in the book: //(B) Because "surely" modifies "mistaken," it should not be set off by a comma. Although the sentence reads awkwardly, it is grammatically correct.//The word "mistaken" should be listed as "confused."16. A) I though I told you, Alan, that we're not leaving until 7 o'clock.B) I thought I told you Alan, that we're not leaving until 7 o'clock.C) I thought I told you, Alan. That we're not leaving until 7 o'clock.D) I thought I told you, Alan, that we're not leaving, until 7 o'clock.Answer in book: //(B) When addressing someone directly, their name should be set off by commas.//They have the correct explanation, but wrong letter answer. The answer that matches their explanation is "A", not "B."Another example from the Alike/Different (Name and Number Checking) practice sets:Compare the three names or numbers, and mark the answerChoose "A" if ALL THREE names are exactly alikeB if only the FIRST and SECOND names are exactly alikeC if only the FIRST and THIRD names are exactly alikeD if only the SECOND and THIRST names are exactly alikeE if ALL THREE names are DIFFERENT5. Laurence Zwisen Latirence Zwiseti Lawrence ZwisenAnswer in book: //(B) Laurence Zwisen Laurence Zwisen Lawrence Zwisen// [The 'w' in Lawrence in the third name is underlined to point out why it is different.]As you can see, the second name does not match between the problem and the answer....And I could keep going on from there. Arithmetic Computation has at least two obvious errors and one practice set where the numbering system is a mess for the questions. The remainder of the test book is no different than the start.Aside from the errors, the rest of the book has a nice layout, covers a number of topics, plenty of practice tests, and an answer key that explains why an answer is wrong or right. Would have liked the answer keys to not share pages with the same questions, but it is not overly difficult to avoid seeing the answers.(PTopics covered in this book are:The Clerical Exam: Verbal Abilities Part1. Verbal Abilities General Strategies: A Diagnostic Test2. Understanding the Verbal Abilities Sections: Key Strategiesie: word meanings and comparisons, grammar, spelling, reading and comprehension, punctuationThe Clerical Exam: Clerical Abilities Part3. Clerical Abilities General Strategies: A Diagnostic Test4. Understanding the Clerical Abilities Sections: Key Strategies.ie: name/number checking, alphabetizing, general math, number/letter scrambles, number sequencing/ordering, record keeping, chart reading/filling, office

practices/interpersonal skills/decision makingThe Typing (Word Processing) Test5. Intro: A Diagnostic Test6. Some Common Errors to Watch ForThe Dictation Test7. Intro: A Diagnostic Test8. DictationThe Office Machine Operator Special Test: The Simplified Typing Test9. Intro to the Simplified Typing Test: A Diagnostic Test10. Office Machine Simplified Typing TestThe Interview11. The Interview: Showing That You Fit the JobAnother thing to point out is that this book makes a big deal about answering speed, however, very few of the mini tests actually give a time limit to test yourself by. Just a few of the bigger tests have a time limit you can use to practice.Overall, if you can’t find another civil service exam book you like, this will do in a pinch; but I cannot recommend it. Find a better book.

This book is very helpful, and does contain many similarities to actual civil service exams.However, there are so many errors in it that it’s shocking. I can’t even believe that this book wasn’t more heavily proofread, given the nature of what it contains. These aren’t small errors, either. They are errors anyone taking the practice tests would notice--which leads me to believe the manuscript wasn’t even "tried" before it went to the publisher.The errors aren’t few in number. There’s just about one for every 2 practice tests.

I have used this resource once before while testing for promotional positions and found this is the most helpful manual for my purposes. I even found test questions for a recent exam very close to several of the old test questions contained in this guide. Extremely useful.

This book was a excellent study guide for the clerk typist and clerical exam. I only studied for a few weeks and I passed the exam with a 72. If I would have had a little more time to study I’m sure I would have received a better score. Some of the questions were very similar to what was on the test. I would definitely recommend this product for anyone interested in taking the clerical exams. I only reviewed the sections that were going to be present on the test and it was really helpful.

Any studying for civil service clerical exams need Barron’s CIVIL SERVICE CLERICAL EXAMS guide, which offers the latest review material available in an updated sixth edition. From gathering information and preparing for different clerical exams to requirements for each exam, this covers all the keys to success in an at-home ’classroom in a book’ study guide.

I hear this book has some of the same questions that will be on the actual test. It covers a lot of

ground. I am happy with the purchase.

I found the book to be useful in terms of preparing for a basic civil service test. The book's questions were actually harder than the actual test which in some ways more helpful. There were things in the book that were not on the test and vice versa. The book has some good pointers in taking the test and interviewing for a job. I am glad I purchased it. It arrived in plenty of time to use it as a study guide.

I would recommend that you high light all the answers, no use memorizing or reading stuff that is wrong. I read it all and picked out the words and flunked my first test, never again. Only read the write answers. Only thing is people like taking the tests and seeing what they do on it, not me! I have a hard time studying and remembering as it is, so I will highlight all the answers. Good book thro.

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