CLERICAL ABLITY

This test is composed of five (5) parts. A measure of your speed and accuracy in working with numbers, le ters and words is the objective of the test. Be sure to read and understand carefully the specific directions given for each part, and then work as quickly and accurately as you can.

A. INSPECTION

DIRECTIONS: This is a test on how quickly and accurately you can pick out identical letter and number co binations. In each item are (4) sets of combinations, one of which is underlined. Below each item are the sa sets of combinations arranged in a different order. Choose the combination set from the given choices tha exactly the same as the underlined set in the item.

EXAMPLE

1) 66 85 m6 nn 8n

a) nn c) 8n
b) 66 d) m6

In example 1, the combination set below which is the same as the underlined set above is m6 so circle D is shaded

1) ○ ○ ○ ●

A B C D

DO THE SAME WITH ITEMS 1-5

BEGIN HERE:

1) 78 N8 ks 17 ru Kl

a) n8 b) ru c) Kl d) N8

2) hI 18 au 3J SF 25

a) au b) Ih c) 18 d) hI

3) rs L8 qu x7 28 kO

a) uu b) rs c) qu d) k0

4) hp Fr 3K gM gT 23

a) 23 b) gM c) FK d) gT

5) pN f9 gS 5U 39 Lm

a) gS b) Lm c) f9 d) pN

B. CODING

DIRECTIONS: For this test you are given a set of words, each one of which is a name given to a group of objects or materials. Every group is assigned a letter which corresponds to its code. Each test item consists of the name of an object or material which you will classify according to the given code table. Choose the correct code from the four (4) choices given.

EXAMPLES:

SET	CODE
MEASURING TOOL	A
PLIER	B
HANDICRAFT	C
AUTOMOTIVE TOOL	D

1) slip joint
2) stop watch

In Example 1, slip joint is a plier and its code letter is B;
So circle B is shaded.

In Example 2, stop watch is a kind of measuring tool and its code is A, so circle A is shaded.

DO THE SAME WITH ITEMS 1-10. UNDER WHICH CODE WILL YOU CLASSIFY EACH ITEM?

SET	CODE
MEASURING INSTRUMENT	A
METALS	B
HANDICRAFT	C
BEVERAGES	D

BEGIN HERE:

6) Voltmeter
7) gold,
8) Crochet
9) zinc
10) Soda
11) Hourglass
12) Stained glass
13) Caliper
14) lead
15) Pottery

C. SPEED AND ACCURACY

DIRECTIONS: This is a test on how quickly you can see numbers or phrases which are exactly alike. Each iten consists of four (4) pairs of numbers or phrases. You are to select the pair which is exactly the same, and the blacken the circle corresponding to the letter you have chosen in your Answer Sheet.

BEGIN HERE:

16. a) 523698 523968
    b) 246986 426968
    c) 124865 124865
    d) 751684 751648

17. a) 236952 239625
    b) 102236 102236
    c) 489562 489652
    d) 214563 214536

18. a) 215648 215648
    b) 896523 896253
    c) 135678 136578
    d) 965854 956845

19. a) ancient greek-
    ancsient greek
    b) human anthropology-
    human anthrophology
    c) world geography-
    world geography
    d) professional historians-
    profesional historians

20. a) embryonic stage-
    embrionic stage
    b) insensible loss-
    insensible loss
    c) factory defect
    factory deafeact
    d) marine ecosystem-
    marine echosystem

D. CLASSIFICATION

DIRECTIONS: This section will test your ability to classify word according to the given directions. You are t classify each of the words given below, then shade the circle that corresponds to your answer.

Shade

A- if the first letter of the word is a vowel and the final letter is a consonant.

B- if the second letter is i, the third letter is n and the final letter is e.

C- if the initial and the final letters are consonants.

D- if the word does not fall under any of the above groups.

EXAMPLE:

1) minute



DO THE SAME WITH ITEMS 1-10.

BEGIN HERE:

21. redeem
22. economical
23. mingle
24. superstitious
25. graveyard
26. desperate
27. inconsistent
28. miniscule
29. comprehensive
30. elegant

E. SEQUENCING

DIRECTIONS: Each of the items in this section consists of a series of letters or numbers which follow a pattern. Below each series are four sets of paired letters or numbers from which the next pair of letters or numbers can be chosen following the pattern shown in the given series. Blacken the circle that corresponds to your answer in the Answer Sheet.

EXAMPLE:

1) = S H =SI =SJ = S K = _____

A) HS C) LS
B) SL D) FS



A B C D

The correct answer for the Example is SL because it is the pair that should come after SK. Therefore, circle B is Blacken.

DO THE SAME WITH ITEMS 1-10.

BEGIN HERE:

31. 2 4 9 11 16 ...

a) 21 c) 18
b) 19 d) 23

32. 30 28 25 21 16 ...

a) 9 c) 11
b) 10 d) 12

33. 16 22 34 52 76 ...

a) 100 c) 130
b) 106 d) 112

34. 123 135 148 160 173 ...

a) 183 c) 192
b) 185 d) 187

35. 0.3 0.5 0.8 1.2 1.7 ...

a) 2.6 c) 2.3
b) 2.5 d) 2.2

36. 1 2 10 20 100 ...

a) 150 c) 400
b) 1000 d) 200

37. -2 5 -4 3 -6 ...

a) 0 c) -3
b) 1 d) -4

38. 1 2 6 24 120 ...

a) 240 c) 740
b) 540 d) 720

39. 16 22 34 58 106 ...

a) 212 c) 200
b) 156 d) 202

40. 17 40 61 80 97 ...

a) 112 c) 114
b) 100 d) 102

41. B, C, D, F, G, H, J, _____

a) H c) K
b) R d) L

42. A, D, G, J, M, P, S, _____

a) S c) R
b) V d) M

43. A, E, _____, M, Q, U, Y

a) I c) O
b) L d) F

44. E, _____, P, T, W, Y, Z

a) J c) K
b) D d) N

45. X, W, C, D, V, U, E, F, _____

a) J c) R
b) G d) T