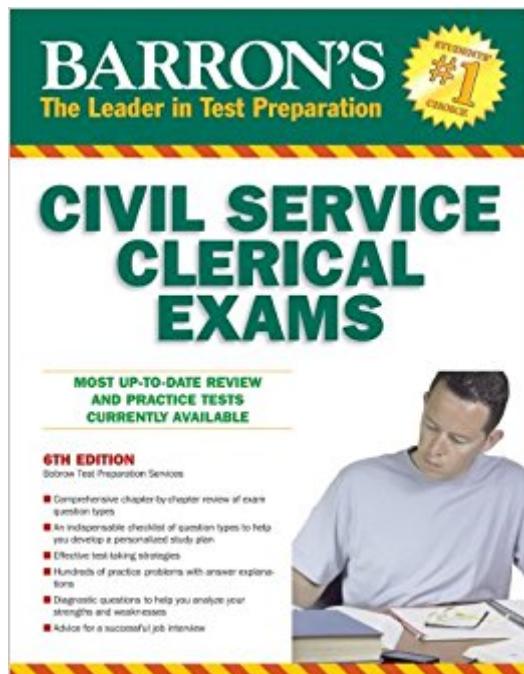


The book was found

Barron's Civil Service Clerical Exam



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

Series: Barron's Civil Service Clerical Exam

Paperback: 480 pages

Publisher: Barron's Educational Series; 6 edition (February 1, 2010)

Language: English

ISBN-10: 0764143026

ISBN-13: 978-0764143021

Product Dimensions: 1.5 x 8.5 x 11 inches

Shipping Weight: 1.6 pounds (View shipping rates and policies)

Average Customer Review: 4.1 out of 5 stars 30 customer reviews

Best Sellers Rank: #70,625 in Books (See Top 100 in Books) #8 in Books > Business & Money > Skills > Secretarial Aids & Training #16 in Books > Education & Teaching > Higher & Continuing Education > Test Preparation > Professional > Civil Service #791 in Books > Textbooks > Test Prep & Study Guides

Customer Reviews

I found this book to not be specific enough to the exam I needed. I have to take the Office Assistant-Automated Systems exam and this book was hardly any help. Had a lot of stuff I did not need. Book was old and not up to date with what is on actual exams.

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.

Great

too hard to use in kindle format

Passed my civil service exam

Great study guide!

Great condition and great price. Now I just have to study so I can pass this thing!

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.

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