

Civil Service Exam, Coverage, Scope and Passing Rate

The Civil Service Exam coverage, scope and passing rate are discussed here. If you are taking the Career Service Eligibility exam this year, either for professional and sub-professional level or Paper and Pencil (PPT) or Computer-assisted test (CAT), it is so important to know the CSC exam coverage, scope and passing rate so you know what you are getting into and so that you can prepare well before the big day.

According to the CSC, the exam will cover the following scope:

- English and Filipino:
- Vocabulary
- Grammar and correct usage
- Paragraph organization
- Reading comprehension
- **Analogy**
- **Logic**
- Numerical reasoning
- **Clerical Operations**
- General Information about – Philippine Constitution; Code of Conduct and Ethical Standards for Public Officials and Employees (R. A. 6713); peace and human rights issues and concepts; and environment management and protection.

Effective Tips in taking the Civil Service Exam

The aim and purpose of this free online Civil Service reviewer is to pass it in one take so we cannot miss to share the following effective tips for you to finish and ace the exam. We already know the scope and coverage of the exam and the passing rate which is 80%. Getting 95 and above will be very impressive and that would surely be an excellent record. If you are aiming for that rate, honey you should really be remembering these tips.

Effective Tips in Passing the Civil Service Exam

- Take time to **review** or self-review days before the exam so you are well-prepared. Remember “Preparation could only take you so far....”
Reviewing will also sharpen up your knowledge and will add confidence in passing the exam. It will also practice yourself in answering hard and unfamiliar questions. If you want a free reviewer, [go here](#).
- Make sure you know your **Testing Center** already. Spend some time before the exact day to visit your Testing Center and **Room Assignment** so you will know where to go on the exam day. You can avoid being late too.
- Eat your **favorite breakfast** before going to the Testing Center. A satisfied tummy creates a healthy mind. Besides, you need enough energy in a half-day-exam. Believe me, it is not only time consuming, it is also energy consuming because it is a brain workout.
- **Don't be late.** Come earlier like 40 minutes before the time of the exam. It will relax and prepare you well.

- Don't forget to write your **Examination Number** and shade the appropriate circles corresponding to your complete Name. – Geez imagine if you have answered all the questions and you're so sure to the moon and back you're gonna be a Career service Professional so soon but you forgot your name. Um too much excitement is not so good.
- **Follow Instructions Carefully** – yeah that includes listening to your instructor. Listen to what he/she will say. They will always tell you what to fill out and what not to fill out. They will also tell you what subject you will take and what time you need to finish on that subject.
- Don't open the **Test Booklet** until the instructor told you so. Likewise, don't return the Test Booklet until the instructor told you so.
- Shade the circles corresponding to your answers. **Don't overshade** and **don't halfly shade** for that matter. There may be excess numbers, if the time is nearly finished and there are still unanswered numbers, make sure you only shade until the last number. Some people shade all the items not knowing they are excess. You would end up failing.
- Follow specific direction and instruction in a given test.
- Never leave an item blank unless the instruction is meaning to tell you.
- Shade lightly and **erase gently** to avoid damaging the answer sheet. Sometimes we can't avoid erasing something, we must erase as gentle as possible and shade our chosen answer.
- Make your sure you have extra pencils and that they are already sharpened to avoid sharpening them again and again. Remember, time in the exam is vital.

- Avoid too much sharpened and pointed pencils because they might damage your answer sheet. It will be easier for you to shade a circle too if your pencil is not too pointed.
- Time is really pressuring so make sure you have done your **Restroom rituals** before the exam. Make sure you have all your pencils prepared. Don't spend too much time on a hard question because time is really just enough.
- Again, never leave an item unanswered. Go back to those questions you skipped and choose the best reasonable and educated answer.
- Relax and **enjoy** the exam. Avoid panicking because it can only worsen things. If you relax and enjoy the exam, it will make you happy and it will condition your brain.
- **Pray** before and after the exam. It always do wonders!

Civil Service Exam Reviewer – English Vocabulary Questions

The vocabulary part of the Civil Service exam is tough and difficult for many but you can pass the test if you know how to choose the best and right answers. The techniques in getting the right answer is analysing the given sentences – know their **consistency** and **parallelism**.

Often, the given choices seem similar and related to each other but there is really one choice that is different and unique among all of them and this always the best answer that relates to the question.

We are giving free samples of questions here that will help you review well. These vocabulary words are very unfamiliar so you must practice your skills in determining the right answers.

Watch out for **conjunctions** especially the following: They usually give clues because they connect phrases, clauses and sentences.

English Vocabulary Questions with Answers:

Note that we already highlighted the correct answers.

Instruction: Choose the word that is best similar in meaning to the underlined word or phrase.

1. If you are ambivalent with the answers, analyze the given problem.

1. confusion

2. innocent
3. uncertain
4. unaware

2. He left the country because of the ominous experiences he had in the past.

1. unforgettable
2. threatening
3. ugly
4. remarkable

3. Teenagers are easily susceptible to peer influence.

1. flexible
2. inspired
3. dependable
4. inclined

4. My mother is always adamant in eating breakfast before leaving the house.

1. resolute
2. uncertain
3. forgetful
4. clueless

5. Reading words without understanding their meaning is futile.

1. helpless
2. useless
3. unnecessary
4. avoidable

6. She wears gold but people knows how ostentatious she can be.

1. pretentious
2. ambitious
3. gorgeous
4. rebellious

7. He submitted a grotesque artwork that nobody in the class could relate to.

1. different
2. weird
3. beautiful
4. colorful

8. Their clandestine affair remained unknown for three years.

1. forbidden
2. surprise
3. secret
4. unacceptable

9. They say love is like a firework, a fleeting moment.

1. brief
2. unforgettable
3. shinny
4. remarkable

10. Cara is repulsive and rebellious. She always speaks sordid words.

1. dirty
2. vulgar

- 3. weird
- 4. bizarre

11. Every time I see Cathy looking at me, I feel Euphoria in my bones.

- 1. gravity
- 2. ecstasy
- 3. erotic
- 4. numb

12. I bought this book because when I read the blurb at the back, I fell in love with it.

- 1. summary
- 2. teaser
- 3. blog
- 4. plot

13. Finding a way out of the labyrinth is the last challenge of the competition.

- 1. castle
- 2. forest
- 3. maze
- 4. box

14. There is still love in our hearts amidst our seemingly mundane existence.

- 1. complicated
- 2. modern
- 3. worldly
- 4. wealthy

15. Cassy has a strong penchant in collecting cars.

1. belief
2. fondness
3. hobby
4. route

16. Diskettes and CDs are going obsolete.

1. recycled
2. refurbished
3. updated
4. outdated

17. The Queen of the Night dances vivaciously.

1. lively
2. awkward
3. kindly
4. sweetly

18. The court released a dogmatic statement that made people more hopeful.

1. naive
2. unbelievable
3. assertive
4. unclear

19. This generation is prone to plethoric use of mobile gadgets.

1. essential
2. crucial

- 3. important
- 4. excessive

20. I am usually haphazard in composing my poetry but they turn out so well anyway.

- 1. disorganized
- 2. blank
- 3. puzzled
- 4. strategic

Answer Key:

3,2,4,1,2,1,2,3,1,2,2,2,3,3,2,4,1,3,4,1

Correct Spelling and Idiomatic Expressions with Meaning and Examples

There are also given questions about choosing the correct spelling of words or selecting the misspelled one. In my honest opinion, spelling is the most challenging exam since words seem spelled correct and you are just choosing from given set of words. Sometimes there is also an option for “none” or all are correct.

This part of the exam is very tricky considering the words may look familiar and common but their spellings are confusing. Often you may think you already know the correct spelling, yet you may be wrong. That’s why provided the most confusing words with correct spellings here.

We’re giving some of the words usually given for this type of test. Review them well and master them by heart.

committee	separate	melancholy
occasion	license	oxymoron
knowledgeable	liaison	execute
acknowledgment	receipt	zoologist
meringue	anonymous	withdrawal
queue	yacht	vacuum
spontaneous	whimsical	privilege
malicious	accessible	nuisance
commission	continuous	nauseous
eccentric	ecstasy	lingerie
rhythm	fluorescent	judgment
accommodate	ambiguous	hemorrhage
embarrass	turquoise	equilibrium
maintenance	occurrence	dilemma
conscience	mayonnaise	bizarre
etiquette	Mediterranean	assimilate
bourgeoisie	grotesque	hygienic

dearth

irresistible

jeopardy

luscious

negligible

omniscience

pandemonium

quintessential

rendezvous

Idiomatic Expressions with Meaning and Examples

Idioms are words and phrases that has figurative meaning, separate from its literal meaning like proverbs and sayings.

Examples:

- Burning the midnight oil – means working or studying late into the night
- Don't judge the book by its cover – means don't judge something by its appearance
- Blessing in disguise – something unexpectedly turned out good
- It takes two to Tango – means Actions or communications need more than one person.
- Break a leg – means do your very best

Idiomatic Expressions Questions

Note that we already highlighted the correct answers.

Instructions: Choose the meaning of the underlined phrases from the given choices.

1. If you don't spill the beans now, you might gonna regret it.

1. spread rumors
2. let out a secret
3. plant some seeds
4. none of the above

2. Hey, man, you are absolutely barking up the wrong tree here because I'm innocent.

1. choosing the wrong dog
2. giving up a fight
3. accusing the wrong person
4. setting up an event in a tree

3. One proven ways to beat an enemy is find his Achilles heel.

1. secret strategy
2. amulet
3. strong point
4. weak spot

4. His new Ferrari costs an arm and a leg so he is now looking for another job.

1. very expensive
2. got fired
3. met an accident
4. was stolen

5. He married a woman who was born with a silver spoon in her mouth.

1. born very beautiful
2. born very poor
3. born into a very rich family
4. born very talkative

6. She has different investments because she doesn't want to put all eggs in one basket.

1. doesn't want to put all resources in one possibility
2. doesn't want to cook everything at once
3. doesn't want to go bankrupt
4. none of the above

7. Whenever his crush passes by the hallway, he's having butterflies on his stomach.

1. he feels sick
2. he feels nervous
3. he feels like flying
4. he feels so handsome

8. Even though they had a nasty fight, they decided to bury the hatchet and move on.

1. kill the enemy

2. remember the past
3. bury the dead
4. forget the past quarrel

9. My father always reminds us, “don’t count your chickens before the eggs have hatched.”

1. Don’t eat your eggs before they are cooked.
2. Don’t make plans for something that might not happen.
3. Don’t deal with your problems before they are solved.
4. All of the above.

10. Iphones became so popular not only to teens, even my grandparents jump on the bandwagon and bought some.

1. ride on the gadget and sell Apple
2. jump for technology and sell iphones
3. joined the new trend and bought iphones
4. bought Android and Apple

Answer Key:

2,3,4,1,3,1,2,4,2,3

Civil Service Exam Reviewer for Analogy and Logic

Analogy and logic tests in the Civil Service Exam is so challenging as well because it requires tough analysis of words and logical meanings between them. The keys to finding the right answers to questions in this type of exam is understanding word meanings, and analysing the relationship between words, ideas, phrases in the given set of words.

If you know the famous game on the iphone, ipad and mobile gadgets called **4 pics, 1 word**, this type of exam is sort of like that strategy, only easier because in this type of test, you will be given choices unlike that game, you have no choice at all but guess the one word or thought that defines the relationship between the given photos.

Tips in getting the right answer in Analogy and Logic:

1. Determine the thought and relationship between the first set of words
2. Apply the same thought and relationship among the choices for the next set of words

According to some English Test Reviewers, Analogy questions usually have the following relationship and thoughts:

- Synonym – pretty: beautiful: big: huge
- Antonym – big: small: fast: slow
- Group – wolf: pack: tree: forest
- Cause and effect – rain: flood: quake: sink-hole
- Sequence – study: graduate: plant: harvest
- Classification – blue: color: pants: clothing
- Degree – warm: hot: cold: freezing
- Effort and result – paint: painting: write: letter
- Problem and Solution – tired: sleep: itch: scratch
- Function – keyboard: to type: phone: to call

Analogy and Logic Questions and Answers

Test your analogy skills by choosing the best word that express similar relationship to the given words.

1. Iron: metal: : granite: _____

1. marble
2. rock
3. sand
4. solid

2. Decibel: sound: : volt: _____

1. watts
2. fire
3. electricity
4. lightning

3. Coward: brave: : philanthropist: _____

1. selfish
2. kind
3. pessimist
4. optimist

4. Logic: reasoning: : ethics: _____

1. character
2. behavior
3. subject
4. traits

5. Antenna: signal: : net: _____

1. web
2. catch
3. gross
4. fish

6. Stanza: poem: : act: _____

1. movie
2. opera
3. song
4. lyric

7. Astrology: Astronomy: :Alchemy: _____

1. Chemistry
2. Biology
3. Physics
4. Science

8. Census: population: : inventory: _____

1. accounting
2. merchandise
3. cost
4. list

9. Oath: promise: : contract: _____

1. license
2. contact
3. agreement
4. paper

10. Glimmer: Flicker: : murmur: _____

1. whisper
2. shout
3. rumor
4. speak

11. Bouquet: flowers: : flock:

1. dogs
2. sheep
3. ship
4. cats

12. Rescind: law: : withdraw: _____

1. bank
2. candidacy
3. deposit
4. resume

13. Hoax: deceive: : filibuster: _____

1. delay
2. refuse
3. stop
4. none

14. Syllabus: course: :agenda: _____

1. subject
2. platform
3. meeting
4. lesson

15. Cat: kitten: :horse: _____

1. cab
2. puppy
3. stallion
4. pony

16. Evaporate: vapor: : petrify: _____

1. liquid
2. stone
3. magnify
4. cold

17. Canvas: painter: : marble: _____

1. sculptor
2. rock
3. statue
4. form

18. Hammer: anvil: : pestle: _____

1. ground
2. grinder
3. mortar
4. knife

19. Librarian: books: : curator: _____

1. atlas
2. encyclopedia
3. room
4. paintings

20. Archive: manuscript: arsenal: _____

1. soldier
2. weapon
3. castle
4. king

21. Bodyguard: protection: : mentor: _____

1. advice
2. counsel
3. teacher
4. leader

22. Novelist: plot: : Architect: _____

1. building
2. design
3. blueprint
4. house

23. Molecule: atoms: : tissue: _____

1. organ
2. cells
3. body
4. neutrons

24. Eavesdrop: conversation: : trespass: _____

1. property
2. house
3. land
4. assets

Answer Key:

2,3,1,2,4,2,1,2,3,1,2,2,1,3,4,2,1,3,4,2,2,3,2,1

English Grammar and Correct Usage Sample Tests

We made some English Grammar and Correct Usage tests here including sample questions with answer keys, sentences including correct and incorrect ones. Passing this part of the examination will help you big time in taking other exams as well because correct grammar is so important. We provided tips and helpful lessons you need to pass this English exam.

Important Tips to Ace the English Test for Grammar and Correct Usage

If you know and understand Correct Usage of Verbs, Nouns, Pronouns, Adjectives, Adverbs and grammar, you will surely pass the English exam. It will also help you in answering the other parts like Numerical Reasoning, Logic, Analogy, Reading and Comprehension since they are all in English.

Understanding Verbs – their Forms and Usage

Verbs are action words. Their main usage is simple to remember.

Present Tense

Add S when talking about Singular Nouns (**he, she, it, everyone, everybody, no one, nobody, either, neither, someone, somebody, anyone, anybody**)

Examples:

- Taylor **writes** her original lyrics.
- Harry **dreams** to be a wizard.

- She **wants** to marry you.
- Nobody **cares** for your Facebook status.
- Everyone **knows** this is the best reviewer.

Don't add S when talking about Plural Nouns like – **I, You, We, They** and other plural nouns

Examples:

- I **love** her to the moon and back.
- You **care** for me more than you should.
- We **review** the CSE pointers to ace the coming exam.
- They **watch** the concert to see Justin.
- Her children **study** together every night.
- Many **students** volunteer for the show.

Past Tense

Add D or ED to regular verbs, used when talking about the past.

Examples:

- Cathy **baked** a chocolate muffin for me last night.
- The farmers **received** their first check yesterday.

Irregular verbs, change their spelling:

Examples:

- give – gave – Last Christmas, I **gave** you my heart.
- write – wrote – I **wrote** a letter yesterday when I was absent.

Past Participle

Use Has (if singular noun) or Have (if plural noun) following the past participle form of the verb.

Examples:

- She **has written** the most romantic poem. – since “she” is a singular noun, use HAS + Past participle form of verb
- They **have written** the funniest story. – since “they” is a plural noun, use HAVE + Past participle form of verb

Understanding Pronouns and their Antecedents

Pronouns are words that substitute nouns. Every pronoun has antecedents and they must be near each other.

Sentences examples:

- Every weekend, **Sheila** practices **her** piano lessons in her house.
(Correct)
- Every weekend, **Sheila** practices piano lessons in **her** house. (Incorrect)

Understanding Prefix and Suffix

Prefixes are syllables attached at the beginning of root words.
Suffixes are syllables attached at the end of root words.

Synonyms and Antonyms

- Synonyms are words with the same meaning.
- Antonyms are words with opposite meaning.

Instruction: Choose the correct answer for each question.

1. Which sentence uses “**famish**” correctly?

1. After the straight exam, I felt so exhausted and famished to eat my favourite foods.
2. I could eat a horse, I am famish now.
3. I famished my stomach next time you treat me out.
4. I will bring lots of pizza, that’s a famish.

2. Priscila _____ rather not invest her savings in the stock market.

1. must
2. has to
3. could
4. would

3. Did you have any problem _____ our house?

1. search
2. to search
3. searching
4. for searching

4. I hope you don’t mind _____ joining you.

1. to be
2. I had been
3. that I may
4. my

5. Most basketball players are 6 _____ tall or more.

1. foot
2. feet
3. foots
4. feets

6. These children _____ how to improvise more props for the play.

1. knew
2. knows
3. know
4. known

7. The company will upgrade _____ computer systems next week.

1. there
2. their
3. its
4. it's

8. Clara _____ three thousand words for her essay.

1. have wrote
2. has wrote
3. have written
4. has written

9. You have too many _____ but few time to prove you're right.

1. hypothesis
2. hypotheses
3. hyphothesises
4. hypothesess

10. Neither Sarah nor Tina _____ the crime yesterday.

1. witness
2. witnesses
3. witnessed
4. witnessing

11. You do like going to the party alone. _____ you?

1. Does
2. Doesn't
3. Do
4. Don't

12. We had our house _____ in yellow.

1. painting
2. painted
3. paint
4. to paint

13. He has been exercising but his immune system was steadily _____.

1. weak
2. weaken
3. weakened
4. weakening

14. I was _____ that the weather would be sunny and we would be able to enjoy our swimming.

1. hopeless
2. hopeful
3. hopelike
4. hopely

15. I think it's not a great idea. I totally _____.

1. misagree
2. unagree
3. inagree
4. disagree

Answer Key:

1,4,3,,4,2,3,3,4,2,3,4,2,4,2,4

Reading Comprehension Test, Exercise and Strategies

One of the challenging exams given from many kinds of test is Reading Comprehension because it is very time consuming. It involves with reading lots of paragraphs, articles, passages, and sections. Do not worry because this reviewer is made to help you pass the exam in one take. Reading Comprehension will be easy if you follow our helpful tips and strategies here. We always provide sample test questions and exercises for this site reviewer.

How to pass the reading comprehension in an exam? The following tips, strategies and exercises are the best reviewer. It will help you practice in finding the right answers in this type of quiz. It really measures how you can comprehend and grasp about the topic in a passage.

Tips in getting the right answers for R and C Exam

Stay calm and don't panic. As you open the booklet, you'll definitely see long passages and paragraphs. Do not stress yourself into thinking "wow should I really have to read all of this?" because you really should darling. Unless you don't want to pass the test and just waste your chance.

Read with your eyes not with your mouth. Avoid lips movement and whispering because reading with your lips is time consuming besides it will distract everyone. Reading with your eyes is also reading with your mind, it will help you understand what you are reading better.

Do not read word for word. Instead, read group of words or sections at a time for they will help you get the main topic of the paragraph. It will also help you save time and finish the test on time.

Do not read the answers first before the questions and the paragraph, it will only confuse you.

Read fast and understand what you're reading to get the main idea of the whole passage. Questions are always related about the main idea. **What is the main idea?** It is simply the main topic and the center of what is being talked about in the article.

Concentrate on the parts of the paragraph where the possible answer can be found.

Take note of the following:

- **Main idea** – is simply what the story is mainly about
- **Climax** – is the peak point or highlight of the story
- **Plot** – is the pattern of events of the story
- **Conflict** – is the tension and struggle part of the story
- **Setting** – is where and when the story takes place
- **Best or alternative title** – is usually being asked too so you must choose the best one that talks about the main idea

Reading Comprehension Test Sample Questions and Answers

Instruction: Read each paragraph or passage below and select the best answer for what is being asked.

1. Boracay, the most famous beach in the Philippines, is also known as a blessed island. I have never met anyone who has not been enthralled and fascinated when they visited Boracay. The first time you set foot on its powder-like sand, you'll surely feel lucky to be in a paradise island. The moment you see its crystal pristine water, you'll be so thankful you're alive. Many locals and foreigners go there again and again not only because of the breathtaking view but also because to celebrate life and its blessings.

The best title for the above article is:

1. Famous Beach in the Philippines
2. The Beach of Boracay
3. Boracay, a Blessed Island
4. Why People Go to Boracay

2. Malaysia Airline Flight MH370's disappearance is still under investigation. Many countries joined in the search for what really happened and where the aircraft is now. The flight lost contact with air traffic controllers about an hour after its take off. The weather was fine when the aircraft was flying so it adds more theories about other possible reasons of the aircraft's fate. The oil slick spotted off Vietnam's coast turned out to be fuel oil used in cargo ships so it has nothing to do with the aircraft. Interpol also says the disappearance of the jet plane has nothing to do with terrorist attack. More questions are adding to this quest and no specific answer is given and proven yet.

The above selection supports the idea:

1. That Flight MH370 is somewhere under the sea
2. That Flight MH370's disappearance is still a mystery
3. That Flight MH370 must have crashed after loss contact
4. That Flight MH370 is in Bermuda Triangle

3. Flappy Bird, a mobile game created in 2013 by Dong Nguyen from Vietnam became a hit at the start of 2014. At the end of January 2014, it was the most downloaded game in the iOS App Store. The game is extremely addictive and difficult so users strive harder to score higher. Due to its intense popularity, the creator decided to remove it from the App Store. Because of its millions of downloads, Nguyen claimed he was making \$50,000 per day from it. The demand of Flappy Bird made some gadgets owners to sell their devices with Flappy Bird installed for twice or thrice their original price.

What is the best title for the above article?

1. Most Downloaded Game
2. The Demand of Flappy Bird Game
3. Flappy Bird App
4. The Rise of Game Apps

4. According to NASA, effects that scientists had predicted in the past would result from global climate change are now occurring like loss of sea ice, accelerated sea level rise and longer, more intense heat waves. Even our Earth's average temperature has increased about 1 degree in Fahrenheit in the 20th century. Many experts and scientists believe that global temperature will continue to rise from 2.5 to degrees Fahrenheit over the next century.

Which of the following conclusions best summarizes the selection above?

1. Climate change will continue to get worse until humanity takes serious actions to stop it.
2. Global climate change is happening on earth now.
3. The effects of climate change are getting extremely dangerous.
4. Global climate change and its effects are occurring and are likely to increase over time.

5. Mark Zuckerberg, Co-Founder and CEO of Facebook spoke with President Barack Obama to discuss about internet privacy impositions by the U.S. government. Zuckerberg said, "The Internet works because most people and companies do the same. We work together to create this secure environment and make our shared space even better for the world."

This is why I've been so confused and frustrated by the repeated reports of the behavior of the U.S. government. When our engineers work tirelessly to improve security, we imagine we're protecting you against criminals, not our own government.

The U.S. government should be the champion for the Internet, not a threat. It needs to be much more transparent about what it's doing, or people will believe the worst.

I've called President Obama to express my frustration over the damage the government is creating for all of our future. Unfortunately, it seems like it will take a very long time for true full reform.

So it's up to us — all of us — to build the Internet we want. Together, we can build a space that is greater and a more important part of the world than anything we have today, but are also safe and secure. I'm committed to seeing this happen, and you can count on Facebook to do our part.”

Why is Internet Privacy very important to all of us?

1. Because it is not safe to trust anyone with our online accounts.
2. Because nobody really owns the internet. It is a free space.
3. Because it protects and secures not only our online accounts but also our online activities.
4. Because the government's protection is not enough.

6. Search Engine Optimization a.k.a. SEO is vital for a website to stay successful for a long time. The world of internet continues to evolve so website owners must stay in the game by making updates while practicing effective SEO. Great content and correct SEO are the blood of a website because without them, a site could die.

The paragraph is mainly about what?

1. The importance of Search Engine Optimization
2. The life of a successful website
3. The secrets of making a website successful
4. How to apply Search Engine Optimization

7. There are around 2 million Filipinos without jobs today. That includes graduates and undergraduates. According to survey, there will be another half-million to graduate this year without possible job placements. Unemployed people complain about job shortage. Many go to the cities to apply to some companies but end up going home with nothing. Unemployment rate increases each year even though there are many job fairs.

The paragraph states that...

1. Unemployment in the Philippines is common
2. Unemployment rate in the Philippines is seriously increasing
3. Unemployment in the Philippines must be solved
4. Unemployment solutions for Filipinos

8. "In the Olympic Peninsula of northwest Washington State, a small town named Forks exists under a near-constant cover of clouds. It rains on this inconsequential town more than any other place in the United States of America. It was from this town and its gloomy, omnipresent shade that my mother escaped with me when I was only a few months old. It was in this town that I'd been compelled to spend a month every summer until I was fourteen.

That was the year I finally put my foot down; these past three summers, my dad, Charlie, vacationed with me in California for two weeks instead.

It was to Forks that I now exiled myself – an action that I took with great horror. I detested Forks. I loved Phoenix. I loved the sun and the blistering heat. I loved the vigorous, sprawling city."

-Stephenie Meyer, "The Twilight Saga"

Provide the specific setting of the story

1. Phoenix
2. Rainy day
3. Forks, Washington
4. Twilight

9. "It's twenty-five after six and the sky still has some shades of purple and orange...oh well just like me, I am standing here, in this secretive rooftop, overjoyed...yet there are still some fragments of fear and haze... I wonder if the sky is glad and excited about the night or if it is crying over the bright day that passed."

– Feh! Dungo – "Higher than the Rooftop"

What is the mood of the story?

1. Happiness
2. Sorrow
3. Confusion
4. Grief

10. Investing has been a hot topic for quite a while. Many people especially employees and entrepreneurs don't rely on time deposits and regular savings account to save and earn interests. The most common investments in the Philippines are through real estates, mutual funds and trust funds. Although few people also join trading in the stock market, more and more Filipinos are not reluctant to invest their money and diversify them to different money making wheels.

What does the article try to convey?

1. Filipinos are now willing to open different investments.
2. Filipinos are wise in saving their money.
3. Filipinos rely mainly on savings and deposit accounts.
4. Filipinos invest in real estates, mutual funds and trust funds.

Paragraph Organization Civil Service Test Examples

Next to Reading Comprehension, Paragraph Organization in the Civil Service exam is another challenging part. It is not so difficult however, it is also very time consuming. Why? Because it is about finding the correct arrangement of the sentences to form the correct paragraph, article or story. You need to organize sentences – which comes first, then next and so on. Thus, it is called “Paragraph Organization.”

Usually, in this type of test you will be given **shuffled sentences** and you need to arrange them to form a story or a passage with sense. How would you know, you got the arrangement right? Simple re-read your sequence and ask yourself if it makes sense. No worries darlings, we are giving effective techniques and strategies here because the purpose of this reviewer is for you to pass the exam in one take.

As usual, we provide paragraph organization test samples and questions below which you can use as reviewer. I will make a PDF version of this book soon. This tutorial and these tips will help you to prepare for your big day at the Testing Center. Relax and you will pass the test.

Tips in Paragraph Organization

Every paragraph, story or an article has a pattern and your goal is to organize the whole pattern to present the main thought **chronologically**. If it's hard for you, make an outline of each topic in the sentences.

Watch out for signal words which indicate time or events.

Watch out for the following signal words:

Order or sequence:

- First, second, third, first and foremost, afterwards, then, next, at last, until, finally, lastly

Comparison: Similarities and differences:

- But, however, on the other hand, than, likewise, nonetheless, nevertheless, similarly, oppose to, apparently

Cause and effect:

- Because, hence, thus, therefore, consequently, subsequently

Paragraph Organization Techniques:

1. Find the topic sentence. It usually contains the main idea or the main topic
2. Next find the supporting sentences that support that topic sentence.
3. Find the concluding sentence or the closing sentence. It usually the final thought or conclusion and marks the end of the article, paragraph or story.

Paragraph Organization Test Samples Civil Service Exam:

Instruction: Choose the best order and sequence of the following sentences to form a well-organized paragraph.

1.

- A. One effective way is to diversify his funds to different investments like real estate, stocks and money instruments like bonds and trust funds.
- B. It is always best to expand money to different investment wheels.
- C. A wise investor must not put all his eggs in one basket.
- D. He should always consider the risks involved in investing his money.

1. CBAD

2. CBDA

3. CDAB

4. CDBA

2.

- A. It is very vital to have social media presence however personal blogs serve as web domains.
- B. Most people including celebrities and businessmen have blogs nowadays.
- C. Therefore, building them will help anyone in promoting himself or his business.
- D. Apparently blogs are like our offices only they are in the internet.

1. BDAC

2. BADC

3. BACD

4. BDCA

3.

- A. The basic steps in building a website are easy to remember and registering a domain name is the usual priority.
- B. Designing a layout will come after that.
- C. Finally, adding more content and social media presence are required to keep your site active.

D. Then you need a hosting provider to host your site's content in the World Wide Web.

1. ABCD

2. ADBC

3. ACBD

4. ADCB

4.

A. Speaking in English every day is also proven effective.

B. Another way is watching English movies and TV shows particularly with English subtitles.

C. Reading articles in books, newspapers, and magazines is just among the helpful ways.

D. There are many ways to improve and develop English proficiency.

1. DCBA

2. DACB

3. DABC

4. DCAB

5.

A. Others don't realize yet what to pursue because they have many dreams.

B. Finding the right course in college is one of the most challenging decisions anyone can make.

C. Some people want to pursue their dreams ever since they were just little.

D. Indeed destiny is a matter of choice.

1. BDAC

2. BCDA

3. BADC

4. BCAD

6.

- A. While passport, airline tickets and valid IDs are required, proof of financial capacity may be required for visa application.
- B. Many Filipinos rejoiced hearing that good news.
- C. The Bureau of Immigration announced recently that proof of financial capacity is not a primary requirement at the airport.
- D. Positive points go to the bureau for this.

1. CBAD

2. CADB

3. CABD

4. CBDA

7.

- A. This will be one of your tickets to land a job in the government.
- B. That is why many people apply to take the Career Service examination.
- C. If you passed the exam, you will get a certificate of eligibility.
- D. Career Service Eligibility is a major requirement to apply for a job position in the government.

1. DCBA

2. DBAC

3. DBCA

4. DCAB

8.

- A. Your passport will arrive in 7 days if you choose the rush processing.
- B. Getting a passport is faster nowadays.
- C. Now, it only takes about 10 working days.
- D. Compared before, it would take about a month for the regular processing.

1. BCAD

2. BDCA

3. BADC

4. BACD

9.

- A. Facebook has been the number one social network in the web and the world for quite long now.
- B. Mobile instant messaging apps are also dominating social presence in the internet.
- C. After many acquisitions, Facebook bought Instagram, one of the fastest growing photo sharing networks.
- D. Because of that, Facebook acquired WhatsApp, a leading instant chat platform like Kakaotalk.

1. ACBD

2. ABCD

3. ADCB

4. ADBC

10.

- A. They will help you to purchase through zero-interest installment schemes.
- B. Thus, you must be wise and pay in full if you want to avoid never-ending debts.
- C. Credit cards are helpful if you know how and when to use them wisely.
- D. However, they will produce interests from interests if you didn't pay the whole amount at the due date.

1. CDBA

2. CABD

3. CDAB

4. CADB

Numerical Reasoning Practice Test – Civil Service Exam

We are sharing here the best Numerical Reasoning practice test for the Civil Service exam. This page includes the most common questions for this part of the CSE. Just like our other posts, we also include effective tips and techniques to get the best and correct answer to every question. Eventually, the PDF version of this whole online reviewer will be done and the release will be announced in this site. Meanwhile, you can just use this free online reviewer because it contains the complete scope of the Civil Service exam anyway.

Even though there is **no calculator allowed**, Quantitative Numerical Reasoning is not so difficult in the Civil Service exam especially if the examinee is very good in Math and logic. It involves mainly with the basic Mathematical processes – addition, subtraction, multiplication and division for fractions, ratios, equations, and some problem solving or word problems. There are many series and sequence-questions as well.

Tips to pass the Numerical Reasoning Test in Civil Service Exam

- Relax and just enjoy answering your Math quizzes. If you're relaxed, you'll never lose focus and that is so important.
- Know the basics of Math like adding, subtracting, multiplying and dividing fractions, ratios, decimals, and equations. If you know these concepts, you'll surely get everything. Otherwise, you won't know what to do. (see our techniques below)
- You can use scratch paper for your computations and solutions. Note that you will also have to pass your scratch papers.
- Focus in solving problems. Think, analyze, and solve.
- Pray before the exam. It always helps.

Techniques in Numerical Reasoning Test

For the purpose of reviewing better, I'm gonna share here some concepts of Math because like I said, you have to know the basics before you solve everything. I know I have to share these because this is an online reviewer in the first place. Reviewing is practice.

Decimals:

For **Addition and Subtraction**, it is very simple and easy. Just line up the given numbers though their decimal point. If it has no decimal point, put one or convert one. Put zeros to complement the numbers if needed.

I remember there are many questions about decimals when I took the exam. Lots involve with multiplication and division. Same with fractions, I think I enjoyed that part so much because fractions are my thing.

For **Multiplication**, don't take it too hard because it is very simply too. Just multiply the numbers and count the decimal places to the right of the given numbers then move in that decimal (count) from the right answer to the left.

For **Division**, you have to divide the classic way by making the divisor a whole number. You need to move the decimal place to the right to make it a whole number then do the same way with the dividend. Add zeros to the dividend if necessary. See example below.

Fractions:

Some of the questions in Math and Quantitative Numerical Reasoning tests involve with fractions because they are also related to decimals, percent, mixed numbers and algebraic expressions. Again, if you master solving fractions, it will be a great edge for you.

Addition and Subtraction of Fractions

In this process, the easiest way is to always simplify the fractions by finding the LCD aka least common denominator, then apply the operation. If the result is improper fraction (numerator is bigger than denominator), simplify it too by giving the mixed number. Watch this helpful video.

How to Multiply and Divide Fractions?

To multiply fractions is easier. Just multiply both the numerator then multiply both the denominator. Simplify the product is you must.

To divide fractions, inverse the second fractions then we follow the rules in multiplication. You can also cross-multiply the given fractions.

Converting Fractions to Decimals and vice versa

In converting fractions to decimals, just divide the numbers and round them off.

- Examples:

$$1/3 = .333$$

$$5/8 = .625$$

$$7/8 = .875$$

Another way is to find a number to multiply by the denominator to make it 10, 100 or 1000...

Positive and Negative Numbers:

Addition and Subtraction

- Positive + Positive = Positive
- Negative + Negative = Negative
- Positive + Negative = Subtract the two and use the sign of the bigger number
- Positive – Negative = Change the sign of the Subtrahend and follow the rules of Addition
- Negative – Negative = Change the sign of the Subtrahend and follow the rules of Addition

Multiplication and Division:

- Multiplying and dividing numbers with similar sign equals Positive ($+ \times + = +$) and ($- \times - = +$)
- Multiplying and dividing numbers with different signs equals Negative ($+ \times - = -$) and ($- \times + = -$)

Number Series and Sequence:

There are also logical sequence and number series in this Math exam. Of course you have to find the next number from the pattern. You will know the right answers by applying the same method you used in a sequence to get the next number or the next.

Examples:

3, 5, 7, 9, 11, 13

2, 4, 8, 16, 32, 64, 128

Problem Solving:

We cannot miss to include this scope here because every Math exam has problem solving. The key to find the correct answers is to analyse the given case well and understand what is being asked. Apply your magical Math logic.

Numerical Reasoning Test Samples:

Instruction: Solve the following Math quizzes.

1. 2187, 729, 243, 81, 27, 9, ____?

1. 6
2. 3
3. 4
4. 2

2. 1, 4, 9, 16, 25, 36, 49, 64, ____ ?

1. 72
2. 75
3. 81
4. 90

3. 13 -21 34 -55 89 ____?

1. -95
2. 104
3. -123
4. -144

4. AZ CX EV GT ____?

1. IR KP
2. IR KQ
3. IS KQ
4. IS KP

5. A5 D25 G125 J625 M3125 ____?

1. P15525
2. P15625
3. O15525
4. O15625

6. What is $-25 + 16$?

1. 9
2. -9
3. -41
4. 41

7. What is $107 - (-17)$?

1. -90
2. 90
3. 124
4. -124

8. $(-9)(-22) =$ ____?

1. 198
2. -198
3. 31
4. -31

9. $(21)(-4) + (8)(-2) = \underline{\hspace{2cm}}?$

- 1. -100
- 2. 100
- 3. -23
- 4. 23

10. $(-560) \div 7 = \underline{\hspace{2cm}}?$

- 1. -80
- 2. 80
- 3. -553
- 4. 553

11. $6/8 + 2\frac{1}{2} + 4/12$ is also the same as?

- 1. $\frac{1}{2} + 2.5 + \frac{1}{4}$
- 2. $\frac{1}{2} + 5/2 + 1/6$
- 3. $\frac{3}{4} + 2.5 + 1/6$
- 4. $\frac{3}{4} + 5/2 + 1/3$

12. What is the Least Common Denominator of $1/8$, $3/4$, and $1/16$?

- 1. 4
- 2. 8
- 3. 16
- 4. 2

13. What is the Greatest Common Factor of 36 and 54?

- 1. 6
- 2. 12
- 3. 18
- 4. 9

14. What is the sum of $\frac{1}{2} + \frac{8}{4} + \frac{6}{12}$?

- 1. $\frac{15}{12}$
- 2. $\frac{3}{12}$
- 3. 3
- 4. $3 \frac{1}{12}$

15. $\frac{3}{9} \times \frac{2}{3} = \underline{\hspace{2cm}}$

- 1. $\frac{6}{27}$
- 2. $\frac{2}{9}$
- 3. $\frac{9}{18}$
- 4. $\frac{1}{9}$

16. $\frac{3}{4} \div \frac{1}{8} = \underline{\hspace{2cm}}$

- 1. 8
- 2. 4
- 3. 12
- 4. 6

17. What is the decimal form of $\frac{3}{4}\%$?

1. .0075
2. .075
3. .75
4. .00075

18. Convert 3.4% as a fraction.

1. $\frac{34}{100}$
2. $\frac{.34}{100}$
3. $\frac{3.4}{1000}$
4. $\frac{3.4}{100}$

19. What is $\frac{1}{4}$ in decimal?

1. .025
2. .25
3. 2.5
4. .0025

20. What is the ratio of $\frac{1}{2}$ to $\frac{2}{5}$?

1. 3:4
2. 5:4
3. 1:3
4. 2:5

21. 2.12 is multiplied by 10 to the sixth power is?

1. 212.000
2. 2,120,000
3. 212,000
4. 21,200

22. 25 is multiplied by 10 to the fifth power is?

1. 2,500,000
2. 250,000
3. 25,000
4. .000025

23. Find the value of x in the equation: $5x + 25 = 10$

1. 5
2. 3
3. -3
4. -5

24. If $x=8$, find the value of y in the equation: $4x - 2y = 28$.

1. -4
2. -2
3. 4
4. 2

25. Find the value of x if $y = 8$ in the equation: $2x + 4y = 50$

1. 9
2. 8
3. 10
4. 4

Problem Solving / Word Problems:

26. Kit is twice as old as his friend Sam. Sam is 5 years older than Cara. In 5 years, Kit will be three times as old as Cara. How old is Sam?

1. 2 years old
2. 3 years old
3. 4 years old
4. 5 years old

27. James dad is 5 times older than James and James is twice as old as his sister Sara. In two years, the sum of their ages will be 58. How old is James now?

1. 6 years old
2. 7 years old
3. 8 years old
4. 9 years old

28. Cathy scored 85, 87, 90, 95, and 100 in her Math exams. What will be her average grade in Math from this exams?

1. 91.40
2. 91.50
3. 92
4. 93.50

29. Letty left home and drove at the rate of 50 miles per hour for 2 hours. She stopped for lunch then drove for another 4 hours at 65 mph to reach Los Angeles. How many miles did Letty drive to reach LA?

1. 115 miles
2. 360 miles
3. 310 miles
4. 100 miles

30. Michelle went to SM for the 3-day sale. She bought a new pair of shoes and paid only P2,450 discounted for 20% off. What was the original price of the shoes?

1. P3,062.50
2. P3,260.50
3. P3,620.50
4. P3,026.50

Answer Key and Tips for Civil Service Exam Reviewer

This page contains all the correct answers and some explanations and solutions for the questions given from our Civil Service exam free online reviewer here at **1taker.com**. Note that on some subjects, we already highlighted the answers but for some practice tests and quizzes, we decided to separate the answers so the readers will be more challenged and they will make their effort to try to solve them themselves.

Because many readers have requested for a special page for the answer key, I reserved my time today to finish this page. So here it goes I hope you learn a lot from this online reviewer. By the way, I know you would love these important tips too.

Finding the right and best answer if you really don't know it:

Sometimes, there are questions that we really can't answer no matter how hard we try. Remember, even Einstein had strived many times in finding many answers to his questions...Anyways, you should not worry because the Civil Service exam – Professional and Sub-professional levels are not both difficult like some board exams like CPA and the BAR. Reviewing well will really help you find the best answers. Follow the following tips:

- Analyze the given question well. Know what is really being asked and don't go too much or too deep further.
- Don't confused yourself especially when the multiple choices are kinda similar or related to each other. You have to find the 'best' option.

- Apply your chosen answer to the given statement or equation especially in Numerical Reasoning or Math problems. We call it double checking. If it makes sense, then it's correct.
- Use elimination method for finding the best answer.
- Use parallelism and consistency for synonyms and vocabulary.
- Believe in yourself because you know inside yourself if you can pass the exam or not.

Now that you heard our tips in finding the best and correct answers in case you really can't answer the questions, let us go to the answer keys here.

Reading Comprehension Answers:

1. Boracay, a Blessed Island
2. That Flight MH370's disappearance is still a mystery
3. The Demand of Flappy Bird Game
4. Global Climate change and its effects are occurring and are likely to increase over time.
5. Because it protects and secures not only our online accounts but also our online activities.
6. The importance of Search Engine Optimization
7. Unemployment rate in the Philippines is seriously increasing
8. Forks, Washington
9. Confusion
10. Filipinos are now willing to open different investments.

Paragraph Organization Answers:

1. (3) CDAB
2. (2) BADC
3. (2) ADBC
4. (1) DCBA
5. (4) BCAD
6. (4) CBDA
7. (3) DBCA
8. (2) BDCA
9. (1) ACBD
10. (4) CADB

Numerical Reasoning Correct Answers with Solutions and Explanations:

1. (2) next number in the sequence is 3. Notice that the numbers in the pattern were divided by 3 to get the next number. Therefore, you divide 2187 by 3 you'll get 729, then the next and so on.
2. (3) 81 – you can get this by squaring the numbers ($1 \times 1 = 1$), ($2 \times 2 = 4$), ($3 \times 3 = 9$) and so on...
3. (4) -144 – subtract the 3rd and 1st to get the 2nd number, do the same to the next 3 sets
4. (1) IR KP – Use the equivalent ascending and descending letters in the alphabet
5. (2) P15625 – the pattern is the next 2 letters from the alphabet and the number multiplied by 5 to get the next one...
6. (2) -9 – positive + negative numbers is to subtract them and follow the sign of the bigger number
7. (3) 124 – positive – negative numbers is to change the sign of the subtrahend and follow the rules in addition

8. (1) 198 – multiplying numbers with similar signs = positive
9. (1) -100 – already explained
10. (1) -80 – dividing numbers with different signs = negative
11. (4) $\frac{3}{4} + \frac{5}{2} + \frac{1}{3}$ – simplify the fractions given and convert the mixed number into improper fraction
12. (3) LCD is 16 – the denominators are: 8, 4 and 16
13. (3) GCF is 18 since 36 and 64 are divisible by 18, 9, 6, 3
14. (3) the answer is 3 because $\frac{1}{2} + 2 + \frac{1}{2} = 3$
15. (2) the answer is $\frac{6}{27}$ simplified into $\frac{2}{9}$
16. (4) you will get 6 if you cross multiply the fractions
17. (1) .0075 because $\frac{3}{4}$ is 75 percent or $\frac{75}{100}$
18. (4) $\frac{3.4}{100}$ because percent is $\frac{n}{100}$
19. (2) .25 because it is the same as $\frac{25}{100}$
20. (2) 5:4 because is is $\frac{1}{2}$ divided by $\frac{2}{5}$
21. (2) 2,120,000 because 10 to the 6th power is in million
22. (1) 2,500,000 because it is $25 \times 100,000$
23. (3) $x = -3$ because $5(-3) + 25 = 10$
24. (4) $y = 2$ because $4(8) - 2(2) = 28$
25. (1) $x = 9$ because $2(9) + 4(8) = 50$

26. (4) 5 years old – to get it, make a table and derive the equation:

Write the new relationship in an equation using the ages in 5 yrs.

In 5 years, Kit will be three times as old as Cara.

$$2x + 5 = 3(x - 5 + 5)$$

$$2x + 5 = 3x$$

$$x = 5$$

Sam is now 5 years old.

27. (3) 8 years old – again solve it by making a table and derive the equation:

Let x be James' age now. Add 2 to get the ages in 2 yrs.

Write the new relationship in an equation using the ages in 2 yrs.

In two years, the sum of their ages will be 58.

James is now 8 years old.

29. (2) 360 miles Solution: $D = 50(2) + 4(65) = 360$ miles

30. (1) Original price is P3,062.50

To get it, simply divide P2450 by 80%