U. S. Civil Service Commission

October 1968

Amendment to "How to Get Ready for a Postal Job" AN 2450

Since new written tests for Substitute Clerk-City Carrier and Substitute Mail Handler have been developed, it is necessary to completely revise the booklet, "How to Get Ready For a Postal Job." Copies of the new booklet should be available within the next three or four months.

Since use of the new tests will begin shortly, however, this amendment to the current booklet has been prepared for your assistance during this interim period until the new booklet is ready.

Folders with sample questions for the new tests have been prepared. For sample questions, see AN 3654 for the Clerk-Carrier test and AN 3653 for the Mail Handler test.

GENERAL

Page 4. Higher Salaries.

Mail Handler	\$2.72 per hour
Distribution Clerk	2.95 per hour
Mail Carrier	2.95 per hour

Throughout the book. A new answer sheet has been made for the new tests. QUESTIONS ON THE NEW ANSWER SHEET ARE NUMBERED <u>ACROSS</u> INSTEAD OF <u>DOWN</u> THE PAGE. See examples in the Sample Questions, AN 3653 and AN 3654.

Page 51. Ignore interpretation of test scores since they will not be the same for the new test.

Mail Handler Examination

(This replaces the description of the Mail Handler test on page 10 of your booklet.)

The new examination for Mail Handler has four parts. For three of them you mark your answers on an answer sheet. The fourth part is a test of strength and stamina which you will take later. The three parts you answer first are:

Part A: Address Checking

How quickly can you spot whether two addresses are alike or different?

Part B: Follow Oral Directions How well can you carry out directions that are given you orally?

Part C: Word Meaning How well do you understand words of the kind you might have to read on the job?

After you have passed the written test, you will be placed on a list of eligibles according to your score. If you are entitled to veterans' preference, you will be given the extra credit. (The higher your score the nearer the top of the list you will be.)

When you are near the top of the list and are being considered for a job, you will be called in by the post office to take the Test of Strength and Stamina. This test is to find out if you are strong enough to do the job. In this test you will have to lift, place on your shoulder, and carry two 80-pound sacks, one at a time, 15 feet to a hand truck. After you have placed the two sacks on the truck, you will have to move the truck over to where 12 other sacks are. The other sacks weigh from 40 to 60 pounds each. You will then have to load those sacks on the truck and unload the 14 sacks.

IGNORE pages 10 and 11 of the booklet because Memory for Names and Locations is not part of the new Mail Handler test.

Part A. Address Checking

Description of the test and sample questions

Every member of the Postal work force is responsible for seeing that every letter reaches the right address. If one worker makes an error in reading an address it can cause a serious delay in getting the letter to where it is supposed to go.

Both the Clerk-Carrier and Mail Handler examinations include tests of address checking. The test in the Clerk-Carrier examination is harder than the test in the Mail Handler examination. The Mail Handler test has only names of cities and states with some zip codes, while the Clerk-Carrier test has street addresses also. Address checking was not part of the old Mail Handler test.

For samples, see pages 43 to 45 in the booklet.

Remember that this test measures both speed and accuracy. So work as fast as you can without making any mistakes. Have a friend time you while you are working on the practice tests--you may find that you get faster as you become used to this type of question.

Hints for Answering Address-Checking Questions

- o Do not spend too much time on any one question.
- - ____ abbreviations, such as St., Rd., NW., N.Y. (are they alike or are they different)
 - ____ Spellings of street, city, and state names
- o Do not get nervous about the time limit. (In the official test,
- no one is expected to do all the questions in the time allowed.)
- o Make sure that you have marked the correct box for each question.

Part B. Following Oral Directions Description of the test and sample questions

A large part of the Mail Handler's job is listening to the supervisor and following his instructions. Since it is important that each employee does exactly as he is instructed, this test is used to make sure that each applicant can and will listen carefully and follow through without extra supervision.

The directions in the test are not hard to follow, but you must listen carefully and do exactly what you are told to do.

In order to do this practice section, you must have a friend who will read the directions to you.

Hints for Doing the Test of Following Oral Directions

- o Listen carefully to the directions.
- o Do exactly what the examiner tells you to do.
- o Do not try to get ahead of the examiner.
- o If you missed an instruction, wait for the next one.
- o Make sure that you darken only one box for each number on the answer sheet.

Sample Questions -- Do the samples on pages 2 and 3 of AN 3653.

To the person who is to read the directions --Directions are to be read aloud at the rate of 80 words a minute. Do not read aloud the material which is in parentheses. Do not repeat any directions. When your friend reads the directions to you, listen carefully and do what he says. If you fall behind and miss a direction, don't get excited. Let that one go and listen for the next one. Since B and D sound very much alike, he will say "B as in baker" when he means B and "D as in dog" when he means D.

Practice Test --

When you are ready to try this practice test, tear this sheet out and give it to your friend who is helping you practice the Following Oral Directions Test. Do not read the material on this page yourself; becuase, if you do, you will lose the value of this practice.

DIRECTIONS

Read aloud to person taking test:

For this practice test you are to use the worksheet that is on page 7 and the answer sheet which is on page 8. (Pause until he has turned to that page.)

Look at line 1 in your booklet. (Pause slightly.) Draw a line under the third number in the line. (Pause 2 seconds.) Now on your answer sheet, find the number under which you just drew the line and darken box A for that number. (Pause 5 seconds.)

Look at the letters in line 2 in your booklet. (Pause slightly.) Draw a line under the fifth letter in the line (Pause 2 seconds). Now on your answer sheet find number 12 (pause 2 seconds) and darken the box for the letter under which you drew a line. (Pause 5 seconds).

Look at the letters in line 2 in your booklet again. (Pause slightly.) Now draw two lines under the third letter in the line. (Pause 2 seconds.) Now, on your answer sheet, find number 21 (pause 2 seconds) and darken the box for the letter under which you drew two lines. (Pause 5 seconds.)

Look at line 3 in your booklet. (Pause slightly.) Write an A in the last box. (Puase 2 seconds.) Ncw, on your answer sheet, find the number in that box and darken box A for that number. (Pause 5 seconds.)

Now look at line 3 again. (Pause slightly.) Write an E in the first box. (Pause 2 seconds.) Now, on your answer sheet, find the number in that box and darken box E for that number. (Pause 5 seconds.)

Look at line 4. The number in each circle is the number of packages in a mail sack. In the circle for the sack holding the largest number of packages, write a B as in baker. (Pause 2 seconds.) Now, on your answer sheet, darken the space for the number-letter combination that is in the circle you just wrote in. (Pause 5 seconds.)

Look at line 4 again. In the circle for the sack holding the smallest number of packages, write an E. (Pause 2 seconds.) Now, on your answer sheet, darken the space for the number-letter combination that is in the circle you just wrote in. (Pause 5 seconds.) Look at the drawings on line 5 in your booklet. The four boxes are trucks for carrying mail. (Pause slightly.) The truck with the highest number is to be loaded first. Write a B as in baker on the line beside the highest number. (Pause 2 seconds.) Now, on your answer sheet, darken the space for the number-letter combination that is in the box you just wrote in. (Pause 5 seconds.)

Look at line 6 in your booklet. (Pause slightly.) Next to the middle number write the letter D as in dog. (Pause 2 seconds.) Now, on your answer sheet, find the space for the number beside which you wrote and darken box D as in dog. (Pause 5 seconds.)

Look at the five circles on line 7 in your booklet. Write B as in baker on the blank in the second circle. (Pause 2 seconds.) Now, on your answer sheet, darken the space for the number-letter combination that is in the circle you just wrote in. (Pause 5 seconds.)

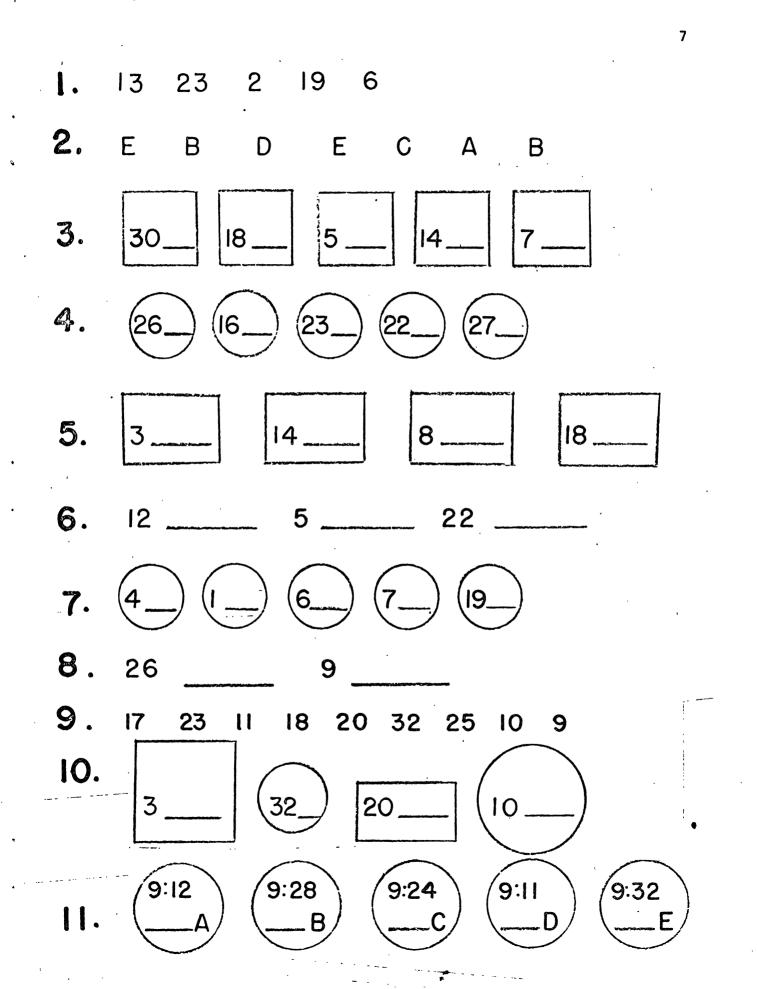
Now take your booklet again and write C on the blank in the third circle on line 7. (Pause 2 seconds.) Now, on your answer sheet, darken the space for the number-letter combination that is in the circle you just wrote in. (Pause 5 seconds.)

Now look at line 8 in your booklet. (Pause slightly.) Write an E on the line next to the right-hand number. (Pause 2 seconds.) Now, on your answer sheet, find the space for the number beside which you wrote and darken box E.

Look at line 9 in your booklet. (Pause slightly.) Draw a line under every number that is more than 20 but less than 30. (Pause 12 seconds.) Now on your answer sheet, for each number that you drew a line under, darken box C. (Pause 25 seconds.)

Look at line 10 in your booklet. (Pause slightly.) There are two circles and two boxes of different sizes with numbers in them. (Pause slightly.) If 2 is smaller than 4 and 7 is less than 3, write A in the larger circle. (Pause slightly.) Otherwise write D as in dog in the smaller box. (Pause 2 seconds.) Now, on your answer sheet, darken the space for the number-letter combination in the box or circle in which you just wrote. (Pause 5 seconds.)

Look at line 11 in your booklet. (Pause slightly.) In each circle there is a time when the mail must leave. In the circle for the latest time, write on the line the last two figures of the time. (Pause 5 seconds.) Now, on your answer sheet, darken the space for the numberletter combination that is in the circle you just wrote in. (Pause 5 seconds.)



D D D A B c D E C c B D **c** D С 2 8 D D 6 [] [] Ŋ D ŋ D 4 [] Π C Ũ Û Ũ 0 3 [] 0 7 ≫ 0 0 [] 0 5 12 c D Е {] C D E D **n** 14 D 10 16 1 Ū 0 D D 13 15 0 2 c E 8 с D 8 20 E с [] D A 8 с [] D D с D c D C D 0 22 23 Π ľ [24 [] 0 Π 21 [] [] $\left(\right)$ n Ĩ. ſ 18 19 28 Π 30 || n n 31 1 Π 32 ſ 26 29 25 27 D c c С D R C D 34 D D D 40 0 39 Π 36 [] D [] 37 [] [] Ŋ ŋ n n 1 0 38 Ω 33 35 D E 45 48 46 44 1 47 41 47 43 E D D ε c D 52 Ĵ c D E 53 Û c D C c D 51 0 54 [] Ũ Р 0 n 0 Π 0 0 [0 56 0 [] 0 55 49 50 0 0 Π l D E D 61 64 59 60 62 63 < j58 ç D c D E c D 69 D N 8 68 ^[] 0 n Π ſ 1 72 70 71 66 🗍 65 67 75 Ê • D 8 D 78 79 76[80[] 1 U Ū, 0 77 U 74 13 D с с с П E с D D E c D D D 8 c D Π 88 Π Π 82 Î 83 Π 86 🗍 🗍 ĥ Î 87] Π Π n ŗ, n 1 ſ Π 85 [| ĥ ļ 84 811 ſ

When you have finished test, turn over and check your answers.

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Е	. 0£	D	5 1.	С	12.	(α	٠ς
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С	52.	В	.81	A	•7	\$	E	.1
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Part C. Word Meaning

Description of the test and sample questions

In both the Clerk-Carrier and Mail Handler examinations, you will have questions about the meaning of words, or vocabulary. There is a word meaning part in the Mail Handler examination and a word meaning section in the Clerk-Carrier examination. The words used in the test for Mail Handler are easier than the ones for Clerk-Carrier.

For samples, see pages 13 to 15 in the booklet.

Clerk-Carrier Examination

(This replaces the description of the Clerk-Carrier test on page 24 of your booklet)

The new test for Clerk-Carrier has four parts. They are:

- Part A: Address Checking How quickly can you spot whether two addresses are alike or different? This test is harder than the one for the Mail Handler.
- Part B: Memory for Names and Locations How well can you memorize several groups of names and locations?
- Part C: Word Meaning and Reading <u>Word Meaning</u> - How well do you understand words you might have to read on the job? <u>Reading</u> - How well do you understand the meaning of paragraphs that you are asked to read?
- Part D: Number Series How well can you discover the relationship between numbers in a series?

After you have passed this test, you will be placed on a list of eligibles on the basis of your score. If you are entitled to veterans' preference, you will be given the extra credit. (The higher you score the nearer the top of the list you will be.) Ignore the following parts of the Clerk-Carrier General Abilities Test in your booklet since they have been dropped from the new test: - spelling, pages 31 and 32 - word analogy, pages 32 to 35 - arithmetic, pages 36 to 42

Part A. Address Checking

For description of test and sample questions, see page 2 of this amendment and pages 43 to 45 in the booklet.

Part B. Memory for Addresses Test

All Clerks in the Post Office have to learn a scheme during their training period. The Clerk uses the scheme to sort the mail to where it is going. He must have a good memory in order to learn the scheme. Carriers also need good memories.

In this test you will be given 25 addresses to remember. The addresses are divided into five groups. Each group of five addresses is in a box such as those below. Each box has a letter -- A, B, C, D, or E. You will have to learn which letter goes with each address. You will be given time to study in the examination room. In order to practice for this test, you need to be timed.

While you are doing the practice test, find out what is the best way for you to memorize which letter goes with each address. Some people learn best by studying the addresses in one box; then covering it and seeing whether they can say the addresses to themselves. If they can say them, they then try to learn the next box. If they cannot, they study the names in the first box again; and then try to say the names with the box covered. They do this for all the boxes. Other people learn best by studying across the page. Still others do best by memorizing everything at once. If you do not know your best way, try different ways and see which one is best for you. Do not try to memorize the names by writing them down because you won't be allowed to write them in the official examination.

Hints for Memory for Addresses Test

- o Be sure to spend the study period studying.
- o Be sure to try to learn which letter goes with each address. It is to your advantage to learn as many as you can.
- o Do not spend too much time on any one question.
- o Do not get nervous about the time limit. (In the official test no one is expected to do all the questions in the time allowed.)
- o If you are not sure of an answer, guess.

Sample Questions for Memory for Addresses

In this test you will have five boxes labeled A, B, C, D, and E. Each box contains five addresses. Three of the five are groups of street addresses like 1700-2599 Wood, 8500-8699 Lang, and 6200-6399 James, and two are names of places. They are different in each box.

You will also be given <u>two</u> lists of names. You will have to decide in which box each name belongs. When you are working on the first list, you will have the boxes with the names in front of you. When you are working on the second list, you will not be able to look at the boxes.

The addresses you will use for the Practice Test are given in the boxes below.

Α.	В	C	D	E
1700-2599 Wood Dushore 8500-8699 Lang Lott	2700-3299 Wood Jeriel 8700-9399 Lang Vanna	1300-1699 Wood Levering 9400-9499 Lang Ekron	3300-3599 Wood Bair 8000-8499 Lang Viborg	2600-2699 Wood Danby 9500-9999 Lang Lycan
6200-6399 James	5700-6199 James	6400-6499 James	5000-5699 James	

Questions 1 through 5 show the the way the questions look. You have to decide in which lettered box (A, B, C, D, or E) the address belongs and then mark that answer on the Sample Answer Sheet on this page.

- Levering This address is in box C. So darken box C on the Sample Answer Sheet.
- 2700-3299 Wood This address is in box B. So darken box B on the Sample Answer Sheet.
- 3. Vanna This address is in box B. So darken box B on the Sample Answer Sheet.

Now, you do questions 4 and 5.

- 4. 6200-6399 James
- 5. Bair

The answers are 4A and 5D.

Memory for Addresses - Practice Test Study - 3 Minutes

Now spend 3 minutes memorizing the addresses in the boxes. TRY TO LEARN THE LOCATION OF AS MANY ADDRESSES AS YOU CAN. Cover each box with your hand and see if you can repeat, to yourself, the addresses in that box.

When the 3 minutes for studying are up, turn to the next page and continue with the practice.

List 1 Work - 3 minutes

For each question, mark the Sample Answer Sheet on the next page to show the letter of the box in which the address belongs. Try to remember the location of as many addresses as you can. If you are not sure of an address, guess. Work only 3 minutes.

A			В		С		D		E
1700-25 Dushore 8500-86 Lott 6200-63			2700-3299 Woo Jeriel 8700-9399 Lar Vanna 5700-6199 Jan	ng	1300-1699 Levering 9400-9499 Ekron 6400-6499	Lang	3300-3599 Wood Bair 8000-8499 Lang Viborg 5000-5699 James		2600-2699 Wood Danby 9500-9999 Lang Lycan 4700-4999 James
1. 2. 3. 4. 5. 6. 7. 8.	6200-6399 1700-2599 Bair 1700-2599 Ekron Viborg Danby 8500-8699	Wood Wood	25. 26. 27. 28. 29. 30. 31. 32.	Lott Viborg Jeriel 5000-5699 2600-2699 4700-4999 2700-3299 8000-8499	Wood Jame s Wood	49. 50. 51. 52. 53. 54. 55.	1700-2599 Wood 6200-6399 James Vanna Ekron 8700-9399 Lang Bair 2600-2699 Wood	76. 77. 78. 79.	6200-6399 James 2600-2699 Wood Levering Lott 1300-1699 Wood Bair Lycan
	Lycan 8000-8499 4700-4999 9400-9499 2700-3299 Jeriel 9500-9999 1300-1699	Lang James Lang Wood Lang	33. 34. 35. 36. 37. 38. 39.	Ekron 3300-3599 9400-9499 6200-6399 2600-2699 8500-8699 Levering Lott	Wood Lang James Wood	56. 57. 58. 59. 60. 61. 62. 63. 64.	Dushore 5700-6199 James 1300-1699 Wood Levering Lott Jeriel 2600-2699 Wood Lott 4700-4999 James	80. 81. 82. 83. 84. 85. 86. 87. 88.	5700-6199 James Levering 8700-9399 Lang 5000-5699 James 1700-2599 Wood Jeriel 6200-6399 James Ekron 2700-3299 Wood
17. 18. 19. 20. 21. 22. 23. 24.	8700-9399 Levering Vanna 6400-6499 3300-3599 Dushore Lycan 5700-6199	James Wood	42. 43. 44. 45. 46. 47.	Bair 1700-2599 6400-6499 9500-9999 Jeriel 4700-4999 Dushore Lycan	James Lang	65. 66. 67. 68. 69. 70. 71. 72.	Dushore Danby 8500-8699 Lang Vanna 2700-3299 Wood 9500-9999 Lang Viborg Ekron		<u>STOP</u>

If you finish before the 3 minutes are up, go back and check your answers to the questions on this page for the rest of the 3 minutes.

В B Þ Ú E **A c** 2 **c** D E с [] D B c D 5 B **c** D B £ E C 6 D 7 [] B [] D B C ¢ 3) 1 0 4 D Ū 0 0 Ű Ŋ 8[] 0 Π Î C n [] 12 c B D 10 C c U ? B D E 13 B 14 C E 15 D D C D B Ŋ D Ō 16[] U 0 0 0 B C D D D () D N E E C D £ C 8 c c E E D c D E B ¢ E 17[] 18] 20 21 19[] η Π Π 22 ſ 1 23 24 sj**a** C B 26 800 C D C 0 E 29 [] B D [] 28 С E E 31 27 30 D 32 [] 0 [1 D [] Π Π Π Π C 8 0 34 36 D 37 [] 8 8 [] c D A 8 D ε B E A 8 D E C C E с П D C D E c || B E E 3... Û n [] 35 🛛 [] 0 38 [] 0 39 [] Π ſ 40[] Î ſ C 47 () 41 B 42 44 C E C D 45 C E C D 46 D 43 48[] Ũ ſ 0 0 B с [] 51 [] **5**2 [] D c D 8 D D E sc Î c E B E C 53 ss 🗍 E E 8 C D E A B C B E B D C D A C 49[] 0 54 [] 0 Ũ U Û [] Û 56]] 0 Π Ŋ B C D 63 🗍 E C C 60 C D . D E 61 E D 57 E C D E 62 c D C B 8 58 59 [] ŋ 64 C D 67 🗍 D 68 C C B D 66 D E 71 [] C 8 E E 69 **c** D 70 [] 8 [] D E B C E E C D A B с E 65 0 Π 0 1 Û Ũ 72 1 0 ſ D C D 75 🗍 8 E 74 [] D 76 C B **C** E 79 73 5 D D 77 (C D E 8 с [] D E D E 78 [] Ũ 80 1 **c** D D
 A
 B
 C
 D
 E
 A
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 86
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 87
 []
 []
8 D с [] 85 E 83 с [] **c** с [] 82 B C E £ E e D E 8 D E D ٤ B c Α. E D 81 84 ſ [] 00 ŋ Π Π 88 Π ſ Π 5 minute practice c 1 D 8 2 C 0 E C D E 4 с Ц D E 8 5 C D 8 E `. ^ 6 [] B **c** D E B D E 7 [] C 8 8 [] с [] E 0 0 3 [] Ō Ŋ 0 0 0 [] [C **c** 12 B D 11 D E 010 10 B 13 🗍 ? E E C E C D D B C 14 [] B D . 16 E 15 0 0 Î 0 [] 1 17[] 8 C 18 D 21 E C D () D E B D 20 E с [] D E 23 [] 24 C C 8 [] A B c D E 8 c D E 8 [] с П D E Π 19] 22 0 [] Π Π Π Π [D 8 C C 26 E 29 [] 8 27 28 **c** C E 30 25 D [] B 31 E 32[] 8 E ů [] li ſ 0 Π Π 0 [] Π с [] 8 34 [] E [] D A D A C A 8 E E B [] D [] с D E c D E с D E ċ B E 33] [] [] Π 35 [] 0 0 36 [] 37 [] [] Ŋ 39 [] ĺ [] Π 38 [] Π ſ Π 40[] Π [] 0 Π 8 C 4: D 44 [] E 42 D 8 0 C D 45 E D 47 8 E C 8 c 46 E 43 Ū 0 48 0 0 8 [] с [] D [] 50 52 ε D 51 cnu c D Ε 8 C E **5**5 [] D A B C ε 0 £ D с П D B ε E 49. 1 D 0 1 Ü [[0 53 N [] N 54 [56] Ω 8 C D 59 0 60 8 C E 63 [] D с [] 64 57 61 CODU 62 8 B D saÎ C C 0 0 c Î D C D 68 <mark>|</mark> **65**[] E 66 Ĵ E B C D E 69 D E 71 [] 70 [] B D C СП 8 с [] D E E A B E 0 67 [] 0 Ú 0 0 0 D 0 72[] 0 0 73[] D 75] 74 C E D E **C** 76 D D E C 77 [79 8 C E 8 C P E B C D D 78 🗍 1 Û Ŋ n 80 Î **8**3 🗎 C D D [] **A B C** 85 [] [] [] E C 8 D E A B C D E [] [] 86 [] [] [] [] 82 C D 8 84 8 c D E A B с D E B c A D £ 81[] ſ η η 87 Π Ĩ ſ Π η 88 1 1

List 1 3 minute practice

List 2

Work - 3 minutes

Now do these questions without looking back at the boxes with the addresses in them.

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For each question, mark your answer on the Sample Answer Sheet on the next page. If you are not sure of an answer, guess.

1.	Jeriel	25.	2700-3299	Wood	49.	Bair		73.	Dushore	
2.	Dushore	26.	5700-6199	James	50.	8700-9399	Lang	74.	8000-8499	Lang
3.	5000-5699 James	27.	Levering			6200-6399		75.		
4.	1300-1699 Wood	28.	9500-9999	Lang		9400-9499		76.	Ekron	
5.	8500-8699 Lang	29.	2600-2699	Wood		Viborg	0	77.	6200-6399	James
6.	Bair	30.	3300-3599	Wood		8000-8499	Lang	78.		
7.	5700-6199 James	31.	Viborg			4700-4999		79.	8700-9399	
8.	Levering		9400-9499	Lang		Lycan			Viborg	Dallg
						•		•		
	Danby	33.	Jeriel	•	57.	Vanna		81.	4700-4999	James
	Viborg	. 34.	Bair		58.	Danby			Lycan	
11.	8000-8499 Lang	35.	8500-8699	Lang	59.	5700-6199	James		1700-2599	Wood
12.	2700-3299 Wood	3ó.	1700-2599	Wood		Lott	•		8500-8699	
13.	9400-9499 Lang	37.	8000-8499	Lang	61.	2700-3299			1300-1699	
14.	3300-3599 Wood	38.	Danby	-	62.				Jeriel	
	4700-4999 Jame s	39.	Ekron		63.	1700-2599		-	Danby	
16.	9500-9999 Lang	40.	4700-4999	James		8000-8499			6400-6499	James
1										
	Ekron		Dushore			9400-9499	Lang		STOP	
18.	1300-1699 Wood	42.	Vanna			Jeriel			、 、	
19.	Vanna	43.	5000 -5699	James	67.	9500-9999	Lang	If yo	ou finish b	pefore the end
	Lycan	44.	Lott		68.	Dushore				go back and be
	8700-9399 Lang		1300-1699	Wood	69.	2600-2699	Wood			re satisfied
	Dushore		Levering		70.	8500-8699	Lang		your answe	
	6200-6399 James		5700-6199		71.	Levering				
24.	Lott	48.	9500-9999	Lang	72.	5000-5699	James			

SECOND STUDY

Now turn page to page 12 and spend 5 minutes memorizing the addresses in the boxes. When that 5 minutes is up, spend 5 minutes working on <u>List 1</u> again. (Use answer sheet on lower half of page 13.)

Then, spend 5 minutes working on List 2 again. (Use answer sheet on lower half of page 15.)

List 2 3 minute practice

D 2 D 4[] **c** E с [] **р** е [] [] s [] 6 [] [] E 100 Û 0 0 3 [] Û Π 0 0 Π 0 0 D Π 0 8 7 O 0 1 D D D 16[] D 10 13 E 14 15 9 Ĩ B ĥ ñ [11[] 12 Ū Π Î n ſ 21 D ¢ 18 D c D ŧ c E D 24 [] 20[] 27 0 0 n 0 0 0 D 19[] Π [Ũ η Π ſ (22 [] 23 [] Û ſ 0 Π Π Π Π Π Π Π Π Π Π P 26 , î Π 29 [] 28 [] Π 0 [Π 30 🛛 27 Π 31 32 Π ſ 36 [] C 37 [] 33 D c D E D D E 40] 8 c 34 c Π [] 35 Π [0 Π 38 🛛 39 [] Î n Π Û 0 Π 0 Π [0 Π 44 [] C C D C 41 42 45 [] Ŋ 43 [] [] 0 0 47 [] 48 46 Π Π Π 52 49 53 C D D E ε 50 B 51 [] n 54 [] n Π 55 [] 56]] 0 Π N [Π 0 59 60 C 58 D 62 57 D I n 61 63 [] Π 64 Π Π Π c D 69 [] E 66 C c N D E 72 68 65 Π 67 n 71 Π Π 70 0 c B 75 76 E 74 [] D 80 /3 77 0 78 79 Û Π n Π 0 ſ Π Π Π 0 00 81 C D [] C D 8 С D E с П D E E E **∏ []** 87 **[**] [] [] 86 [] [] Π 83]] ſ 82 Π n Π Π 84 [] Ŋ n 85 [] [] Π 88 ſ Π Π 1 Π 5 minute practice 2 () D 3 C D E D E 5 [] c [] **р е** [] [] B 6 С D D E Ô c [] 8 c ⋟ D ([0 Π 0 0 0 4[] [] ĺ. ·[] 0 00 7 Π 0 0 [Π n Π 11Î 9 C 10 D E 14 [] E D b E 16 0 0 [] 0 Π 13 [] 12 0 0 Ā 0 15 Π D с П E D c D E D Ē 17[] 19 Π Π 22 18 21 [] 20 Π n [0 [] Π 0 24 Π 23 Π 26 D 25 27 Ũ Ō D 28 [] 29 [] 30 [] 1 0 [] [Π 1 0 31 32[] Π 0 34 [] D [] D C с [] 33[] 35 [] Π Π 0 Π Π 36 [] Π 37 [] 38 [] Π Π Π Π Π 39 ∏ 40 ſ Π C 4 42 8 43 45 [] D Ň 46 🗍 Π 44 Π 0 [] Ŋ Π 47 [] 48 Π Π so [] D D 49[] Π 51 [] Π Π 52 D n Π 53 [] Π Π Π 54 [] 55 [56 Π 1 Π 60 n 58 [64 Е [] 57 n n 591 Ñ 61 Ů 62 63 [] [cnu c D E 67 [] **68** c D C D E 69 0 ε ۵ 65 D 66 [] [D Û 0 0 0 0 0 0 n 70 [] Π Π Π 71 [] [Π 72[] Π Π C D E C D D. *7*4 76 C E E 73[] D 78 79 8 80[] 8 E C ñ ĺ 75 [ſ ñ 77 Π Π Î Π Π C с П 81 0 C D E **ре** [] [] 83 [] [] 82 Î Î E 8 С D E c A A 8 c D Ε D е [] с П A B A Ò 84 1 Π n n 85.] [] 86 [] [] Ī [] [] 87 [] Π Π Π 88 Π

Right Answers to Part B, List 2

Since only the answers to List 2 will be scored in the real test, we are not giving answers to List 1.

1B	22. <u>A</u>	43 D	
2. <u> </u>	_ 23A	44A	_ 65C
3	_ 24A	45 C	_ 66 <u>B</u>
4. <u> </u>	25. <u>B</u>	46C	
5A	26. <u>B</u>	47 <u>B</u>	_ 68A
6. <u> </u>	27. <u> </u>	48E	_ 69E
7. <u> </u>	28. <u> </u>	49 <u>D</u>	_ 70A
8. <u> </u>	29. <u> </u>	50 <u>B</u>	_ 71C
9 <u> </u>	30. <u> </u>	51A	_72
10D	31	52C	_ 73A
11. <u>D</u>	32. <u> </u>	53 <u>D</u>	_ 74 D
12. <u> </u>	33. <u> </u>	54 <u>D</u>	_ 75 D
13. <u> </u>	34. <u>D</u> .	55 <u>E</u>	_ 76C
14D	35. <u>A</u>	56E	_ 77. <u> </u>
15. <u> </u>	36. <u>A</u>	57 <u>B</u>	_ 78D
16. <u> </u>	37. <u>D</u>	58E	79. <u> </u>
17. <u> </u>	38. <u> </u>	59 <u>B</u>	_ 80
18. <u> </u>	39. <u> </u>	60A	81. <u> </u>
19. <u> </u>	40. <u> </u>	61 B	82. <u> </u>
20E	41. <u>A</u>	62 · D	_ 83A
21 <u>B</u>	.42. <u>B</u>	63A	_ 84A
			88C

45.00.

Part C. Word Meaning and Reading

- WORD MEANING. For description of test and sample questions see page <u>9</u> of this supplement and pages 13 to 15 in the booklet.

- READING

Description of the test and sample questions

On the job both Clerks and Carriers have to read and understand Post Office publications. This test measures how well you understand what you read. This is how it is done: You read a short paragraph and then are given five possible answers. From the five, you choose the <u>one</u> answer that you think is best supported by, or best matches, what is said in the paragraph.

Try One-- For samples, see page 25 to 30 in the booklet

Part D. Number Series Test

This test measures your ability to think with numbers instead of words.

The problems do not use hard arithmetic. The task is merely to see how the numbers are related to each other. The sample questions will explain several types in detail so that you may become familiar with what you have to do.

Hints for Number Series Test

- . Do the ones that are easiest for you first. Then go back and work on the others.
- . Enough time is allowed for you to do all the questions, providing you don't work too long on the ones you have trouble answering.

Sample Questions - Number Series

In each problem, you are given a series of numbers that are changing according to a rule--followed by five sets of 2 numbers each. Your problem is to figure out a rule that would make one of the five sets the next two numbers in the series. Indicate on your answer sheet the letter that goes with the two numbers you selected. Let's try a few --

Mark your answers for these samples on the Sample Answer Sheet at the end.

1. 1 2 3 4 5 6 7 A) 1 22 B) 5 6 C) 8 9 D) 4 5 E) 7 8

How are these numbers changing? The numbers in this series are increasing by 1 or the rule is "add 1." If you apply this rule to the series, what would the next two numbers be? 7 + 1 = 8 + 1 = 9. Therefore, the correct answer is 8 and 9, and you would select C) 8 9 as your answer.

2. 15 14 13 12 11 10 9 A) 2 1 B) 17 16 C) 8 9 D) 8 7 E) 9 8

The numbers in this series are decreasing by 1 or the rule is "subtract 1." If you apply that rule, what would the next two numbers be? 9 - 1 = $\underline{8}$ - 1 = $\underline{7}$. The correct answer is 8 and 7, and you would select D) 8 7 as your answer.

3. 20 20 21 21 22 22 23 A) 23 23 B) 23 24 C) 19 19 D) 22 23 E) 21 22

In this series each number is repeated and then increased by 1. The rule is "repeat, add 1, repeat, add 1, etc." The series would be $20^{+0} \ 20^{+1} \ 21^{+0} \ 21^{+1} \ 22^{+0} \ 22^{+1} \ 23^{+0} \ 23^{+1} \ 24$. The correct answer is 23 and 24, and you should have darkened B on the Sample Answer Sheet for question 3.

4. 17 3 17 4 17 5 17 A) 6 17 B) 6 7 C) 17 6 D) 5 6 E) 17 7

If you can't find a single rule for all the numbers in a series, see if there are really two series in the problem.

This series is the number 17 separated by numbers increasing by 1, starting with 3. If the series were continued for two more numbers, it would read 17 3 17 4 17 5 17 6 17. The correct answer is 6 and 17, and you should have darkened A on the Sample Answer Sheet for question 4.

5. 1 2 4 5 7 8 10 A) 11 12 B) 12 14 C) 10 13 D) 12 13 E) 11 13

The rule in this series is not easy to see until you actually set down how the numbers are changing. $1^{+1} 2^{+2} + 1 5^{+2} 7^{+1} 8^{+2} 10$. The numbers in this series are increasing first by 1 (that is plus 1) and then by 2 (that is plus 2). If the series were continued for two more numbers, it would read: 1 2 4 5 7 8 10 (plus 1) which is <u>11</u> (plus 2) which is <u>13</u>. Therefore, the correct answer is 11 and 13, and you should have darkened E on the Sample Answer Sheet for question 5. A few hints--

- -- Sound out the series to yourself. You may hear the rule: 2 4 6 8 10 12 14. . . What are the next two numbers?
- -- Look at the series carefully. You may see the rule: 9 2 9 4 9 6 9 . . . What are the next two numbers?
- -- If you can't hear it or see it, you may have to figure it out by writing down how the numbers are changing: 6 8 16 18 26 28 36 . . . What are the next two numbers?

 $6^{+2} 8^{+8} 16^{+2} 18^{+8} 26^{+2} 28^{+8} 36 \dots$ What are the next two numbers if this is +2 +8? 36 + 2 = 38 + 8 = 46 or 38 46. You would mark the letter of the answer that goes with 38 46. If none of the answers given fit the rule you have figured out, try again. Try to figure out a rule that makes one of the five answers a correct one.

DON'T SPEND TOO MUCH TIME ON ANY ONE QUESTION. SKIP IT AND COME BACK. A FRESH LOOK SOMETIMES HELPS.

Now read and work sample questions 6 through 10 and mark your answers on the Sample Answer Sheet at the end.

6. 21 21 20 20 19 19 18 . . . A) 18 18 B) 18 17 C) 17 18 D) 17 17 E) 18 19 1 22 1 23 1 24 1 A) 26 1 7. B) 25 26 C) 25 1 D) 1 26 E) 1 25 1 20 3 19 5 18 7 A) 8 9 8. B) 8 17 C) 17 10 D) 17 9 E) 9 18 9. 4 7 10 13 16 19 22 . . . A) 23 26 B) 25 27 C) 25 26 D) 25 28 E) 24 27 **30** ² ²⁸ ⁴ ²⁶ ⁶ ²⁴ [.] . . . A) ²³ ⁹ 10. C) 8 9 B) 26 8 D) 26 22 E) 8 22 The correct answers to sample questions 6 to 10 are 6B, 7C, 8D, 9D, and 10E.

Explanations for questions 6 through 10.

- 6. Each number in the series repeats itself and then decreases by 1 or minus 1; <u>21</u> (repeat) <u>21</u> (minus 1) which makes <u>20</u> (repeat) <u>20</u> (minus 1) which makes <u>19</u> (repeat) <u>19</u> (minus 1) which makes <u>18</u> (repeat) ? (minus 1) ?
- 7. The number 1 is separated by numbers which begin with 22 and increase by 1; <u>1</u> <u>22</u> <u>1</u> (increase 22 by 1) which makes <u>23</u> <u>1</u> (increase 23 by 1) which makes <u>24</u> <u>1</u> (increase 24 by 1) which makes ?

1 20 3 19 5 18 7 ?

- 9. This series of numbers increases by 3 (plus 3) beginning with the first number --4 (plus 3) 7 (plus 3) 10 (plus 3) 13 (plus 3) 16 (plus 3) 19 (plus 3) 22 (plus 3) ? (plus 3) ?
- Look for two alternating series--one series starts with <u>30</u> and decreases by 2 (minus 2); the other series starts with <u>2</u> and increases by 2 (plus) 2.

30 2 28 4 26 6 24 ? ?

Now try questions 11 to 18. Mark your answers on the Sample Answer Sheet on the next page.

11. 5 6 20 7 8 19 9 A) 10 18 B) 18 17 C) 10 17 D) 18 19 E) 10 11 12. 9 10 1 11 12 2 13 . . . A) 2 14 B) 3 14 C) 14 3 D) 14 15 E) 14 1 13. 4 6 9 11 14 16 19 . . . A) 21 24 B) 22 25 C) 20 22⁻ D) 21 23 E) 22 24 14. 8 3 1 10 10 3 12 . . . A) 13 13 B) 12 5 C) 12 4 D) 13 5 E) 4 12 15. 14 1 2 15 3 4 16. . . . A) 5 16 C) 5 17 B) 6 7 D) 5 6 E) 17 5 16. 10 12 50 15 17 50 20. . . A) 50 21 B) 21 50 C) 50 22 D) 22 50 E) 22 24 1 2 3 50 4 5 6 51 7 8 . . A) 9 10 17. B) 9 52 D) 10 52 C) 51 10 E) 10 50 20 21 23 24 27 28 32 33 38 39 . . . A) 45 46 18. B) 45 52 C) 44 45 D) 44 49 E) 40 46

Hints for questions 11 through 18.

11. Alternating series: 5 6 20 7 8 19 9 ? ?

12 Alternating series: 9 10 1 11 12 2 13 ? ?

- 13. Increases alternately by 2 (plus 2) then 3 (plus 3) --4 (plus 2) 6 (plus 3) 9 (plus 2) 11 (plus 3) 14 (plus 2) 16 (plus 3) 19 (plus 2) ? (plus 3) ?
- 14. Alternating series: <u>8 8 1 10 10 3 12 ?</u> ?

15. Alternating series: 14 <u>1</u> <u>2</u> 15 <u>3</u> <u>4</u> 16 <u>?</u> <u>?</u>

- 16. Alternating series: 10 12 50 15 17 50 20 ? ?
- 17. Alternating series: 1 2 3 50 4 5 6 51 7 8 ? ?
- 18. Increases alternately by (plus 1), (plus 2), (plus 1), (plus 3), (plus 4), etc. -- 20 (plus 1) 21 (plus 2) 23 (plus 1) 24 (plus 3) 27 (plus 1) 28 (plus 4) 32 (plus 1) 33 (plus 5) 38 (plus 1)39 (plus 6) ? (plus 1) ?

The correct answers to the sample questions above are: 11A, 12C, 13A, 14B, 15 D, 16D, 17 B and 18 A.

 $3 \stackrel{\circ}{\bigcirc} \stackrel{\circ}{\bigcirc} \stackrel{\circ}{\bigcirc} \stackrel{\circ}{\bigcirc} \stackrel{\bullet}{\bigcirc} \stackrel{\circ}{\bigcirc} \stackrel{\circ}{\circ} \stackrel{\circ}{\bigcirc} \stackrel{\circ}{\circ} \stackrel{$ D E 2 8 C Ū D D E A B [] [] |] [] []
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