



**Continue**

## Affairscloud pdf free print pages online

You may simplify the given statements by visualizing them using a Venn diagram.Example:Only confident people are actorsAll actors are wealthyBen is wealthyBen is a confident person.Is the fourth statement certainly true?If we are going to visualize the statements using a Venn diagram, we can easily determine if the fourth statement is certainly true.If Ben is wealthy, then Ben belongs to the circle representing "wealthy". It is obvious that the pairs of words are synonyms). Most of the time, however, it is difficult to determine how the words are related. These clues may be in the form of punctuation, synonym, antonym, or inferred relationships between sentences surrounding the word. Vocabulary.Parts of a WordWord MeaningsConfusing Words/Correct UsageSynonymsAntonymsHomonymsContextual MeaningFalasaitaan3. It's easier to beat questions like this if you already know what you're looking for.Identification of Errors is a common test format that you can easily excel at by reviewing the basics of grammar, punctuation, usage, and word choice. In other words, you can't afford to use the same old methods you've been using if it never got you anywhere or worse, it's the reason why you keep on failing the civil service exam.That's why here in FiliPiKnow, we have designed our reviewer around two effective techniques that are backed by scientific studies:Strategy #1: Spaced practiceSpaced Repetition of last-minute cramming, you should space out your study session over a specific period of time.Let's assume you've got 3 1/2 months to prepare for the professional level civil service exam. Read the entire sentence to yourself including the "blank". Math is in and of itself hard enough but it can even be more challenging if you let your past negative experiences with the subject get the better of you. Once you see the available choices and none of them sounds familiar, use the process of elimination and educated guessing with the help of context clues to end up with the best answer. Thus, if you have a hard time recalling some details in the constitution (such as minimum age requirements for government officials, important dates, number of senators, representatives, etc.) note-taking might give you a lot of help.Be updated with current political and social issues (and other current events). It has questions on word association, number series, identifying assumptions and conclusions, single-word or double-word analogy, logic, and data interpretation For the Subprofessional level: Clerical Ability (30-40 questions in English or Filipino) which will test how familiar you are with different clerical operations like filing, alphabetizing, and spellingTo help you with your review, this civil service reviewer will dedicate specific sections for each of the subtests listed above. How To Review for the Civil Service ExamWe all have our preferences when it comes to studying techniques. Thus, the answer must be B. Remember, when answering math tests (especially ones that prohibit the use of a calculator), it's not enough that you know the answer to the question. Basic Statistics.Measures of Central TendencyNumerical Ability Review Tips and Tricks.Brush up on the basic math concepts as they're the ones that appear on civil service exams, not the more advanced topics like trigonometry and calculus. Just like grammar, there are rules that govern spelling. It all boils down to strategies. It will not hurt to brush up on some basic "rules" in logic. This also contains a list of important topics that need to be covered from Affairscloud monthly CA POCKET pdf Sample Phase I GA notes (revised)Download I first solved 2-3 free L1 m-ock tests (details given below under "Test Series" header), without studying any material or looking up any videosThese tests helped me identify topics I was weak at (for example, I couldn't solve syllogisms initially)Next, I learnt tricks to solve these particular type of questions from the internet (for example, using Venn diagrams to solve syllogisms)Attempt further free mock tests for practice First 30 mins : solved all General Awareness and English Language questionsNext 45 mins : solved Reasoning questions with the sole aim of clearing sectional cutoffsolved only short questions like those on Inequalities, Syllogisms, Distances and Directions, Blood Relations etavoided lengthy questions like those on Input Output, Arrangements, Floor/Building puzzles etavoided tricky questions like those on Cause and Effect, Assumption and Statement etcNext 45 mins : solved as many Quantitative Aptitude questions as possibleTime spent on Reasoning and Quant varied by 5 mins depending on whether I had been able to solve enough Reasoning questions or not Did not join any paid test series for Phase-I but solved almost all the freely available mocks onlineFree mocks I attempted were those of Practexam, Oliveboard, Ixambee, Gradeup etc (Ixambee offers about 10 free mocks)Quality of all these tests was good enough for me to prepare a strategy for time management and know which areas I needed to improve upon Marks in Phase - I Let's start with a harrowing statistic:10.71% or 1 out of every 10 examinees.That's exactly how many passed the civil service examinations conducted by the Civil Service Commission (CSC) in March 2018.We can blame whoever created the questionnaires or even the deteriorating quality of education in the Philippines (as attested by our dismal ranking in a recent global survey for reading comprehension).However, neither of these is within your control.So instead of being discouraged, you can increase your chances of passing-or even topping-the civil service exam by preparing for it.But you don't need ordinary preparation. If you have a good foundation in all of these English proficiency essentials, then you can easily answer questions about identifying errors like the sample shown below (obviously, the correct answer is letter C since it contains the error). Just a general reading, to be aware of happenings within and outside the country, should sufficeSample GA notes for Phase - I attached below. Commonly spelling errors are:Double Letters: For instance, the word occasionally must have single n only.Misplaced Letters: For instance, the word chateau must be spelled as chateau where a comes first before u. Missing Letter: There are some instances when some letters of the word are omitted. It is much easier if you rewrite them first in the appropriate format before alphabetizing names especially if the given names are almost identical. Suppose the given names are:Julian Guerrero Jr,Julian Guerrero Sr,Dr. Julian Guerrero Jr,Dr. Julian Guerrero Sr,Julian A. This way, you can easily decipher the meaning of unfamiliar words even without the need to memorize a whole dictionary. For a more detailed discussion, see "Contextual Meaning" under Vocabulary Modules and Readings.Context can also be used to answer Sentence Completion questions wherein you'll be asked to pick from the available choices the word that best fits the meaning of the sentence. You don't have to memorize every article and section of the 1987 Philippine and the Code of Conduct (RA 6713) but you need to have a good understanding of every concept and rules stipulated in it. One of the best strategies to understand the constitution and the code of conduct is by regularly reading them. Thus, it is important to get familiar with some ways in which pairs of words are related:Examples of these relationships are:Antonyms (opaque : clear, fancy : simple).Unit of measure used (length : meters , electric current : amperes)Category (Occupation : Salesman, Hobby : Singing)Description (Paper : thin, Water : odorless)Function (Pen : to write, stove : to cook)Person to action (chef : cook, dancer : perform)You will be able to determine more ways how given words are related if you always practice answering this type of question. When answering Word Association questions, you can also borrow the same strategy we introduced in the Verbal Ability section of our free NMAE Reviewer. Besides, most words have different meanings depending on how they're used in a sentence (e.g., "expire" can mean either "died" or "ended") so relying on the literal meaning of the word in question is not accurate in this case. For example, you can use mental visualizations to associate an image or a movement to any word you want to memorize. Meanwhile, the word conceive is written such that e comes first before i although it sounds like a long e. Most English words are rooted in Latin/Greek so identifying these words and their origins will help you to not only remember them but also recognize other words with similar etymology. NEEDLED. Aside from the word itself, which oftentimes too obscure to be used in regular conversations, you should also take note of the root words and affixes so you can familiarize yourself with how words are formed and how related they are to each other: Some prefer to study alone while others absorb more information when they're in a group study session. As you may already know, calculators, mobile phones, tablets, or other similar gadgets will not be allowed inside the testing rooms which means you have no other choice but to do the manual calculation on all math problems. Note : This magazine is available online only through Magzter and can be viewed only by logging into Magzter after purchasing a copy of the magazine. This is why we've provided free practice tests in this reviewer which you can take as a diagnostic exam to help you figure out your weakest areas. In this case, you might consider using elimination. In this strategy, you eliminate those words that you feel are spelled properly. The word sounds like a long e. However, we are not that certain whether Ben is in the region outside the smaller circle or in the region inside the smaller circle. There will also be instances when you have to compute large values from the given information of the graph (specifically with pie charts). Upon checking with my RBI batch-mates, I came to know that Affairscloud monthly CA POCKET (weekly magazine is free and monthly is paid) or GKToday magazines are good enough for RBI Grade B -> Kiran Prakashan magazines are now being published regularly and hence this Note stands cancelled. Writing what you are studying will give you a higher chance of remembering the information. Fortunately, YouTube has plenty of free educational videos that will help you improve in this area. Notes need not be made from the newspaper. By using the context, you get the impression that Steven's behavior is exactly the opposite of tardiness which he feels is "a sign of irresponsibility". It is also important to apply them in the different sets of names. One such strategy in answering the easier questions first before going back to items that take more time to answer:Grammar Parts of Speech/Grammatical CategoriesSentences Structure/ConstructionPunctuationSubject-verb AgreementPronoun-Antecedent AgreementVerb Tense/Common Grammar MistakesParallelism or Principle of Parallel StructureSatisfiang Filipino2. Don't force yourself to read a book if it bores you to tears. This strategy involves describing the relationship of the first pair of words in a sentence and then using the same sentence format to figure out the answer for the second pair.Let's say the question is:ODO:METER : MILEAGE :: COMPASS : A. Thus, it is helpful to learn how to spell these words properly so that you won't make the same mistakes. You can also try the model or diagram method of answering math questions. Hence, we're looking for the antonym or opposite of "tardiness" leading to "punctual" being the correct answer.To answer Paragraph Organization or Parajumble questions correctly, identify the first/topic sentence and the concluding idea/last sentence first before you proceed to find all the supporting sentences in between. The reason behind that is because of the preceding c. On the other hand, the word sleighing sounds like it has an a. There's no formula to memorize for any mathematical symbols to obsess over. Hence, the statement in the blank should be tomorrow is not rainy.Another rule is the Hypothetical Syllogism that states the statement of the form "If A then B, If B then C" will lead to "If A then C"Example:If you will be inspired, then you will create a poem.If you create a poem, then she will be grateful.If you will be inspired, then she will be grateful.Assuming that the first two statements are true, is the third statement also true?By hypothetical syllogism, the third statement is true.Logic questions can be answered easily if you illustrate them. The Law of Contraposition states that a statement of the form "If A then B" is logically equivalent to "If not B then not A". It seems that the word aureate has a higher chance of being spelled properly than chiarsourest. In fact, there are questions that only require common sense to answer.Learn some basics of logic. HIKINGC. A more systematic approach in answering this type of question is by first reading the sentence to yourself (not aloud as you will distract other examinees). Using the principle of spaced practice, you should assign one exam category for each month.So for the first month, you're going to review topics under Verbal Ability; the second month for topics under Numerical Ability; the second month for topics under Numerical Ability; the second month for topics under Analytical Ability. Remember, when answering vocabulary questions using for meaning, you have to treat the unfamiliar word as if it's not even there. You need to carefully look at the given graphs which is very time-consuming. Example: 1, 3, 4, 7, 11, ... (The sequence is formed by adding the two previous terms of the sequence). "Special" Sequences - this type of numerical sequence where the succeeding terms are defined in a "special" way. Another technique you can use is finger multiplication which, as its name suggests, enables you to calculate manually with the help of your fingers. When reviewing math, repeated testing is more effective than rote memorization. A context refers to the information surrounding the unfamiliar word which offers clues to its meaning. Thus, we should not deduct any letter to the root word as we may add the prefix.You can learn more basic spelling rules here.Wider vocabulary improves your spelling skills. Numerical Ability1. For a list of common Latin and Greek words and the English words derived from them, you can visit this page and this page. Head over to ReadAnyBook and find some hidden gems that you can download for free. You may also read the penalties for not adhering to the code of conduct.Write summary notes to maximize retention. So you may omit them as possible choices. You are left with aureate and chiarsourest. It was just a 35-40 page booklet every month and covered almost everything required for RBI Grade B. You can allocate at least three hours of review each week, focusing on a singular topic/subject. Basically, instead of using the traditional but time-consuming way of solving math problems in multiple steps, you illustrate the question (using bars, Venn diagram, etc.) so you have a clear visual presentation of what you're trying to solve. To get started, you can download this list of the most common prefixes and suffixes in the English language. It was a single MS Word document for all the months combined, containing all the important points in brief under appropriate headingsNote : Study of any magazine for GA should necessarily be complemented with daily reading of at least one newspaper (I read The Hindu). Knowing these simple rules will give you an advantage in answering logic-related questions.Example: If it will be rainy tomorrow, then I will not go to my friend's house. If I will go to my friend's house, then \_\_\_\_\_ (A) tomorrow is rainy(B) tomorrow is not rainy(C) you know the law of contraposition in logic, then this question should be easy. For example, the sequence 1, 4, 9, 16, ... is defined as the sequence of the square of whole numbers from 1 onwards. Skip data interpretation type of questions and return to them if you have some time - Data analysis questions require a lot of time. The correct spelling is camouflage. Use the process of elimination. If you're one of these people who have partially or completely forgotten all the math concepts you learned in high school/college, then the "Modules and Readings" section we've prepared above will benefit you a lot. In the case of alleviate, it is spelled with double i since "all" is not used as a prefix in this word. Every word has a vowel.Words do not end in the letter v or the letter j. Letter s is never followed by letter xWrite the letter l before the letter E when the sound is long e. I would recommend studying from Kiran Prakashan over any other magazine because of its concise nature.Made notes from each section of the magazine in MS Word and revised these many times (notes from economy and banking related sections are also useful for Phase-II). Let's say you're asked to solve this word problem: "A plate of special Sisig rice and a bowl of beef noodles cost Php 80. I strongly recommend preparing Current Affairs from this magazine over any other source. This way, you'll get the overall sense of the meaning of the definition and how its different parts relate to each other without being influenced by what's on the choices. GuerreroThe names are almost identical. Afterward, study the duties and responsibilities of a public official as well as the prohibited acts. Verbal Ability1. The words audiophile and bibliophile, for example, are derived from the Greek word "philos" meaning "loving" so it makes sense why they're used to refer to people who love music and books, respectively. This is according to the past examinees we found through our research, most of whom even said that the Verbal Ability (English) part of the civil service exam is relatively more difficult. PDFs for this magazine are not available for free. You can also use the word "append" to mean "to add" or "to attach" to a document. (A) tomorrow is rainy(B) tomorrow is not rainy(C) you know the law of contraposition makes sense to you. Lots of them.Testing helps strengthen your long-term memory, a finding that is supported by decades of scientific research. Plainly reading the given statements in a logic type of question is very confusing. The review notes we're currently developing also have practice tests which you should take each time you finish studying a topic/subject.Finally, our free mock exam which you can download in PDF format has the exact number of items as the actual civil service exam. Thus, being familiar with the common spelling errors will save a lot of your time. If you understand the meaning of a prefix or a suffix, you can easily figure out the meaning of a word faster and answer questions that directly ask for the synonym or antonym of a specific word. If you're not into fiction, you can also read news articles, long-form feature stories, or editorials so long as they're from reliable sources like The New York Times, The Atlantic, or the Philippine Daily Inquirer. Sometimes we can easily see the relationship between the given words (e.g. big - large, small - tiny. It is not enough that you just know these rules. You can learn more about the model approach in solving word problems in the "Modules and Readings" section above.Numerical Ability Practice Tests (Free PDF Downloads)Civil Service Exam Prep Black Book (Numerical Ability): Strategies + Mock Exam (Coming Soon) 3. (The proper spelling of chiarsourest is chiarsourest).Clerical Ability Practice Tests (Free PDF Downloads)Civil Service Exam Prep Black Book (Clerical Ability): Strategies + Mock Exam (Coming Soon) Philippine Constitution.Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713).Peace and Human Rights Issues and Concepts.Environment Management and Protection.Focus on comprehension, not memorization. This way, you can accurately determine the overall tone and meaning of the sentence which will then lead you to the best answer. While enjoying the reading experience, don't forget to keep a dictionary or thesaurus (book or mobile app) nearby so you can quickly look up the meaning of unfamiliar words. In fact, it often gives you a false sense of familiarity; you think you know the review material all too well even though you never tested how well you know it. So what should you do? Remember, you can never underestimate the power of test-enhanced learning when preparing for exams.Enjoy learning and don't let numbers intimidate you. However, trial and error will give you the pattern you are looking for. These are the common types (or patterns) of number sequences:Arithmetic Sequences - this is a type of numerical sequence where the succeeding terms in the sequence are obtained by adding a constant number to the previous terms. Example: 4, 5, 15, 16, 48, 147, ... (The terms are obtained by adding 1 to a term and then multiplying 3 to the resulting number).Recursive Sequences - this is a type of numerical sequence where the terms of the sequence are defined in terms of the previous terms. Then, go over each underlined section a couple of times before finally choosing your answer through the process of elimination. Thus, it is important to rewrite them in the appropriate format as discussed here:Guerrero, Julian Jr. Guerrero, Julian Sr. Guerrero, Julian Jr. Dr. Guerrero, Julian Sr. Dr. Guerrero, Julian A.Notice that it is now much easier to alphabetize them. Hence, the fourth statement is not certainly true.Be familiar with the common patterns used in number sequences. If you still have months to prepare for the civil service exam, it's time to binge-read on your favorite classic American novels like To Kill a Mockingbird, the Harry Potter series, or The Chronicles of Narnia, just to name a few. No sentence can contain more than one error.Verbal Ability Practice Tests (Free PDF Downloads)Civil Service Exam Prep Black Book (Verbal Ability): Strategies + Mock Exam (Coming Soon) 2. For better retention, use each word in a sentence that you create yourself. But how exactly can you solve math problems manually without wasting a lot of time? Familiarizing yourself with the different possible patterns of number sequences will enable you to determine the succeeding terms in a short amount of time. All you have to do is answer as many practice questions as possible and meticulously study how the usual test questions (specifically word problems) are formatted. Especially if you only have a few weeks left to review, it's imperative to couple your reading habits with a healthy dose of practice tests. Paragraph Organization 4. Reading Comprehension Verbal Ability Review Tips and TricksBuild your word bank as early as possible so that you can ace the vocabulary part of the exam which often asks about words that are rarely used in daily conversations. After reading the question first, go over to the specific parts/s of the passage and skim-search for the answers. Learn to be the master of your anxiety or it will master you.Solve math problems strategically so you won't waste a lot of time on a single question. Too broke to purchase new books? Sometimes this method is effective. But since there's a time limit, not only do you need to do the calculations manually but also swiftly and accurately. If the bowl of beef noodles costs Php 20 more than the plate of Sisig rice, then how much is the bowl of beef noodles? Instead of using complicated equations to solve this problem, you can draw a model based on the available information and apply the appropriate mathematical operations to come up with the answer (see figure below). This is the case for misspell. Example: 1, 4, 7, 10, 13, ... is an arithmetic sequence.Geometric Sequences - this is a type of numerical sequence where the succeeding terms in the sequence are obtained by multiplying a constant number to the previous terms. I did not prepare my notes month-wise. Remember, in this type of question, the sentence can either contain an error or no error at all. It is impossible to learn every detail in one sitting so you have to commit some of your time to read it. For instance, camouflage is wrong since u is omitted. Read books, newspapers, online articles, or any reading materials you deem worthy to widen your vocabulary.Be familiar with commonly misspelled English words. With the limited time you have to review, what you need is time- and science-tested strategies that guarantee maximum learning.In this free civil service reviewer, you'll learn about these strategies and more.But before we proceed, let's go back to basics.Related: How to Pass Civil Service Exam in One Take. An Ultimate Guide Table of Contents Why Should I Take and Pass the Civil Service Exam?The civil service exam is held twice a year to determine which individuals are fit to work for the Philippine government.Passing this exam grants you Civil Service Eligibility which is one of the requirements to apply for a wide range of government jobs in the Philippines. An Ultimate Guide!This exam isn't only for college graduates who want to become civil servants. The supporting sentences, on the other hand, contain transition words like first, second, however, and on the other hand to connect the sentences together.Instead of reading the whole passages in the Reading Comprehension section of the exam, it's better to save more time by going straight to the question. There are some instances when even if you look multiple times in a given list of words, you are still unable to spot errors. Purchased past 6 months' (6 months before the date of the exam, for both Phase I and Phase II) Kiran Prakashan's Banking and Current Affairs magazines online on Magzter.com for Rs. 10 each. Then, you can review your notes again at the end of each month and again for the very last time a few days before the scheduled examination.By scheduling your review sessions this way, you'll be able to jog your memory and recall what you learned the first time around. This way, the new words will be stored in both your visual and kinesthetic memories, the latter being associated with the movements of your hands when writing.If reading is more of a chore, you can also try other learning mediums you truly enjoy. Since the subset requires you to spot the misspelled word, you should have an eye of an eagle in spotting such errors. As you regularly answer practice questions, the rules of alphabetizing will be more familiar to you. Learn basic spelling rules. The first sentence usually captures the main idea of the paragraph whereas the concluding sentence summarizes it and usually begins with the words in summary, as a whole, therefore, and finally. The only problem is that it gets published with a time lag and hence closer to the date of the exam I had to supplement it with Affairscloud weekly CA pdf to fill the gap.Note : Release of this magazine has become erratic this year and hence I would not recommend going to this anymore. Thus, we write the word with a ei. Use ou in the middle of the word, while use ow in the end. DIRECTION: to get the answer, we can come up with the sentence "Odometer is an instrument used to measure mileage." Based on this relationship, we can now find out what exactly about the compass is being asked: "Compass is an instrument used to determine direction. "Do not get intimidated by the questions. SPEEDB. If you look up the meaning of the word "append", it literally means "add" so you can simply imagine the double letter 'p' getting flipped over to remind yourself of its meaning. The image below is an example of a Sentence Completion question you'll most likely encounter in a civil service examination. Arithmetic and Number Sense.2. Basic Algebra.3. Basic Geometry.Perimeter and Area of Plane Figures4. After all, you can also expand your vocabulary by watching your favorite foreign movies and TV series (don't forget to turn on the English subtitles) or listening to mind-enriching podcasts.Use creative techniques to study grammar and vocabulary more effectively. Thus, it is advisable to answer them last when taking the Analytical Ability subset.Analytical Ability Practice Tests (Free PDF Downloads)Civil Service Exam Prep Black Book (Analytical Ability): Strategies + Mock Exam (Coming Soon) Alphabetical Filing.SPELLing.Clerical Ability Review Tips and TricksAlways start by rewriting the given names in the appropriate format. Thus, it will give you an edge if you develop a habit of watching the news, reading newspapers, or even discussing these issues with your friends or colleagues. References This process of forgetting and retrieval, according to researchers, helps cement the new knowledge in place thereby improving your long-term memory.Strategy #2: Retrieval practice/Practice testingWhile spaced practice teaches you "when" to study for the exam, retrieval practice instructs you on "how" to study.Rereading or restudying information is not enough. You may refer to this list or this one for commonly misspelled English words. Look for common types of spelling errors. Note that we just add the prefix "mis" to the root word "spell". Read all these review materials and don't forget to take as many practice tests as possible so you can improve your mathematical competence prior to taking the civil service exam.Practice solving arithmetic operations quickly without the use of a calculator. A recent study even shows that answering practice tests are more effective than rereading or highlighting for notes. Practice tests are effective because it encourages deep learning. Take this exam once you're done with the study notes so you can gauge how prepared you are and brush up on topics that you might have missed during the review. Note that you know when and how to review, let's now proceed to the specific subjects that you need to study for the exam. The Ultimate Civil Service Exam Reviewer (With Free Practice Tests and Answer Keys)!. Again, you'll remember new words better if you use them in a sentence and write everything down in a lightweight notebook. Analytical Ability (Professional Level Only)Word AssociationIdentifying Assumptions and ConclusionsLogicNumber SequencesData InterpretationAnalytical Ability Review Tips and TricksFamiliarize yourself with the common ways of relating words in Word Association questions. However, it doesn't mean you shouldn't dedicate as much time to reviewing for the math section, especially if it has been years since your college graduation. For example, the proper spelling is announce and not announce. This was the most concise Current Affairs magazine I found on the net. This is especially useful when solving tricky word problems in civil service exams. If you're already working in the government as a contractual/job order/casual/special project worker, passing the civil service exam gives you the chance to become a regular employee and be entitled to incentives and benefits that come with it.Depending on what government position you're aiming for, you may either take the Subprofessional level exam, which will enable you to apply for first-level positions like crafts, clerical, trades, and custodial service positions; and the Professional level exam, the more challenging exam given to those who want to qualify for first- and second-level government positions (up to Division Chief) that deal with professional, technical, and scientific work.You can learn more about the civil service examination here. What To Review for the Civil Service ExamIt depends on what type of civil service exam you'll be taking.The professional level exam consists of 170 questions answerable in 3 hours and 10 minutes while the subprofessional level exam has 165 questions which you should finish in 2 hours and 40 minutes.Both exams contain questions about the following subjects/topics:Personal Information (20 questions) like your name, birth date, etc.General Information (15 to 20 questions) which revolves around the Philippine Constitution, Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713), Peace and Human Rights Issues and Concepts, and Environment Management and ProtectionVerbal Ability (50-60 questions in English or Filipino) which will test your knowledge of vocabulary, grammar, and correct usage, reading comprehension, and paragraph/passage/sentence organizationNumerical Ability (40-45 questions in English or Filipino) which includes word problems, graph interpretation, and basic operations/simple arithmeticWhile they have a lot in common, both types of civil service exams also feature a subset that is unique to each of them:For the Professional level: Analytical Ability (30-40 questions in English or Filipino) which will measure your logical reasoning skills. You can also use mnemonic devices or flashcards created via free apps/online tools like Chegg Prep or Quizlet. Some examples of these rules are: Letter Q is always followed by letter U (unique not query)If "all" is used as a prefix of a word, we only use a single "l" (e.g., always not allways). Meanwhile, it should be hollow and not hollow. We don't usually add or deduct a letter when adding a prefix. Examples are:accommodate is usually misspelled as accomodate or accomodate.rhythm is usually misspelled as rythm or ryhtm.committee is usually misspelled as commitee or commitee.receive is usually misspelled as recieve. Even the word misspelled belongs to this list as it is usually misspelled as misspelled. Look at every math problem as a fun mystery to be solved and pretend you're Sherlock Holmes who gets a sense of fulfillment from every question you answer correctly. For the constitution, start by reviewing the state policies, bill of rights, and the three branches of the Philippine government. Thus, familiarity with these words will boost your spelling skills. If you don't mind receiving daily email newsletters, you can sign up at Oxford English Dictionary Word of the Day to receive your regular dose of new vocabulary words. Exam takers usually used trial and error to determine the pattern behind the sequence. The more vocabulary tests you answer, the more unfamiliar words you'll encounter and eventually will be added to your word bank.Learn a new word a day. Except for cases when there is a preceding c, or when sounding like an a. Are you confused about whether it should be "siege" or "seige"? Listen to the way you pronounce the word. There are forums that most people find confusing in terms of how they should spell them. Flashcards can also be made manually using index cards with both sides filled with bite-sized information that makes sense to you. (e.g., a vocabulary word on one side and its meaning on the other side, or a rule in subject-verb agreement on one side and an example on the other side.)When reviewing for Vocabulary, it's always best to start with the basics (i.e., parts of a word that include affixes and Latin root words). Example: 2, 4, 8, 16, 32, 64, ... is a geometric sequence."Alternating" Sequences - this is a type of numerical sequence where mathematical operations are alternating to define the succeeding terms of the sequence. According to some previous civil service exam takers, some of the actual questions are related to current events. Thus, it should be "siege" (I is written first before e). How fast you answer the question is equally important. In fact, experts say writing by hand can improve your memory. Remember, learning is more effective if you obtain it through something that really interests you. Take practice tests. On the other hand, if you prefer not to clutter your mind with newsletters you don't even have the time to open regularly, you can bookmark Dictionary.com Word of the Day instead and view the page whenever you have time. All you need to do is enter the keyword "how to [type of calculation you want to learn] without a calculator" (e.g. how to multiply and divide without a calculator or how to find percentage without a calculator) in the search box, hit Enter, and let YouTube recommend the best videos for you. Some questions may look difficult because of the complicated statements involved. I prepared them topic-wise. For best results, cover the choices first and just focus on the sentence. It enables you to retrieve a memory and each time you do it (which is exactly what happens when you take practice tests), it becomes more accessible in the future.To get the best results, it's also recommended to space your retrievals. The final arrangement then should be:Guerrero, Julian A.Guerrero, Julian Jr. Guerrero, Julian Jr. Dr. Guerrero, Julian Sr. Guerrero, Julian Sr. Dr.You can only master qualifications you need to meet if you want to work in a government office or agency.READ: How to Apply for Government Jobs in the Philippines: An Ultimate Guide!This exam isn't only for college graduates who want to become civil servants. The supporting sentences, on the other hand, contain transition words like first, second, however, and on the other hand to connect the sentences together.Instead of reading the whole passages in the Reading Comprehension section of the exam, it's better to save more time by going straight to the question. There are some instances when even if you look multiple times in a given list of words, you are still unable to spot errors. Purchased past 6 months' (6 months before the date of the exam, for both Phase I and Phase II) Kiran Prakashan's Banking and Current Affairs magazines online on Magzter.com for Rs. 10 each. Then, you can review your notes again at the end of each month and again for the very last time a few days before the scheduled examination.By scheduling your review sessions this way, you'll be able to jog your memory and recall what you learned the first time around. This way, the new words will be stored in both your visual and kinesthetic memories, the latter being associated with the movements of your hands when writing.If reading is more of a chore, you can also try other learning mediums you truly enjoy. Since the subset requires you to spot the misspelled word, you should have an eye of an eagle in spotting such errors. As you regularly answer practice questions, the rules of alphabetizing will be more familiar to you. Learn basic spelling rules. The first sentence usually captures the main idea of the paragraph whereas the concluding sentence summarizes it and usually begins with the words in summary, as a whole, therefore, and finally. The only problem is that it gets published with a time lag and hence closer to the date of the exam I had to supplement it with Affairscloud weekly CA pdf to fill the gap.Note : Release of this magazine has become erratic this year and hence I would not recommend going to this anymore. Thus, we write the word with a ei. Use ou in the middle of the word, while use ow in the end. DIRECTION: to get the answer, we can come up with the sentence "Odometer is an instrument used to measure mileage." Based on this relationship, we can now find out what exactly about the compass is being asked: "Compass is an instrument used to determine direction. "Do not get intimidated by the questions. SPEEDB. If you look up the meaning of the word "append", it literally means "add" so you can simply imagine the double letter 'p' getting flipped over to remind yourself of its meaning. The image below is an example of a Sentence Completion question you'll most likely encounter in a civil service examination. Arithmetic and Number Sense.2. Basic Algebra.3. Basic Geometry.Perimeter and Area of Plane Figures4. After all, you can also expand your vocabulary by watching your favorite foreign movies and TV series (don't forget to turn on the English subtitles) or listening to mind-enriching podcasts.Use creative techniques to study grammar and vocabulary more effectively. Thus, it is advisable to answer them last when taking the Analytical Ability subset.Analytical Ability Practice Tests (Free PDF Downloads)Civil Service Exam Prep Black Book (Analytical Ability): Strategies + Mock Exam (Coming Soon) Alphabetical Filing.SPELLing.Clerical Ability Review Tips and TricksAlways start by rewriting the given names in the appropriate format. Thus, it will give you an edge if you develop a habit of watching the news, reading newspapers, or even discussing these issues with your friends or colleagues. References This process of forgetting and retrieval, according to researchers, helps cement the new knowledge in place thereby improving your long-term memory.Strategy #2: Retrieval practice/Practice testingWhile spaced practice teaches you "when" to study for the exam, retrieval practice instructs you on "how" to study.Rereading or restudying information is not enough. You may refer to this list or this one for commonly misspelled English words. Look for common types of spelling errors. Note that we just add the prefix "mis" to the root word "spell". Read all these review materials and don't forget to take as many practice tests as possible so you can improve your mathematical competence prior to taking the civil service exam.Practice solving arithmetic operations quickly without the use of a calculator. A recent study even shows that answering practice tests are more effective than rereading or highlighting for notes. Practice tests are effective because it encourages deep learning. Take this exam once you're done with the study notes so you can gauge how prepared you are and brush up on topics that you might have missed during the review. Note that you know when and how to review, let's now proceed to the specific subjects that you need to study for the exam. The Ultimate Civil Service Exam Reviewer (With Free Practice Tests and Answer Keys)!. Again, you'll remember new words better if you use them in a sentence and write everything down in a lightweight notebook. Analytical Ability (Professional Level Only)Word AssociationIdentifying Assumptions and ConclusionsLogicNumber SequencesData InterpretationAnalytical Ability Review Tips and TricksFamiliarize yourself with the common ways of relating words in Word Association questions. However, it doesn't mean you shouldn't dedicate as much time to reviewing for the math section, especially if it has been years since your college graduation. For example, the proper spelling is announce and not announce. This was the most concise Current Affairs magazine I found on the net. This is especially useful when solving tricky word problems in civil service exams. If you're already working in the government as a contractual/job order/casual/special project worker, passing the civil service exam gives you the chance to become a regular employee and be entitled to incentives and benefits that come with it.Depending on what government position you're aiming for, you may either take the Subprofessional level exam, which will enable you to apply for first-level positions like crafts, clerical, trades, and custodial service positions; and the Professional level exam, the more challenging exam given to those who want to qualify for first- and second-level government positions (up to Division Chief) that deal with professional, technical, and scientific work.You can learn more about the civil service examination here. What To Review for the Civil Service ExamIt depends on what type of civil service exam you'll be taking.The professional level exam consists of 170 questions answerable in 3 hours and 10 minutes while the subprofessional level exam has 165 questions which you should finish in 2 hours and 40 minutes.Both exams contain questions about the following subjects/topics:Personal Information (20 questions) like your name, birth date, etc.General Information (15 to 20 questions) which revolves around the Philippine Constitution, Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713), Peace and Human Rights Issues and Concepts, and Environment Management and ProtectionVerbal Ability (50-60 questions in English or Filipino) which will test your knowledge of vocabulary, grammar, and correct usage, reading comprehension, and paragraph/passage/sentence organizationNumerical Ability (40-45 questions in English or Filipino) which includes word problems, graph interpretation, and basic operations/simple arithmeticWhile they have a lot in common, both types of civil service exams also feature a subset that is unique to each of them:For the Professional level: Analytical Ability (30-40 questions in English or Filipino) which will measure your logical reasoning skills. You can also use mnemonic devices or flashcards created via free apps/online tools like Chegg Prep or Quizlet. Some examples of these rules are: Letter Q is always followed by letter U (unique not query)If "all" is used as a prefix of a word, we only use a single "l" (e.g., always not allways). Meanwhile, it should be hollow and not hollow. We don't usually add or deduct a letter when adding a prefix. Examples are:accommodate is usually misspelled as accomodate or accomodate.rhythm is usually misspelled as rythm or ryhtm.committee is usually misspelled as commitee or commitee.receive is usually misspelled as recieve. Even the word misspelled belongs to this list as it is usually misspelled as misspelled. Look at every math problem as a fun mystery to be solved and pretend you're Sherlock Holmes who gets a sense of fulfillment from every question you answer correctly. For the constitution, start by reviewing the state policies, bill of rights, and the three branches of the Philippine government. Thus, familiarity with these words will boost your spelling skills. If you don't mind receiving daily email newsletters, you can sign up at Oxford English Dictionary Word of the Day to receive your regular dose of new vocabulary words. Exam takers usually used trial and error to determine the pattern behind the sequence. The more vocabulary tests you answer, the more unfamiliar words you'll encounter and eventually will be added to your word bank.Learn a new word a day. Except for cases when there is a preceding c, or when sounding like an a. Are you confused about whether it should be "siege" or "seige"? Listen to the way you pronounce the word. There are forums that most people find confusing in terms of how they should spell them. Flashcards can also be made manually using index cards with both sides filled with bite-sized information that makes sense to you. (e.g., a vocabulary word on one side and its meaning on the other side, or a rule in subject-verb agreement on one side and an example on the other side.)When reviewing for Vocabulary, it's always best to start with the basics (i.e., parts of a word that include affixes and Latin root words). Example: 2, 4, 8, 16, 32, 64, ... is a geometric sequence."Alternating" Sequences - this is a type of numerical sequence where mathematical operations are alternating to define the succeeding terms of the sequence. According to some previous civil service exam takers, some of the actual questions are related to current events. Thus, it should be "siege" (I is written first before e). How fast you answer the question is equally important. In fact, experts say writing by hand can improve your memory. Remember, learning is more effective if you obtain it through something that really interests you. Take practice tests. On the other hand, if you prefer not to clutter your mind with newsletters you don't even have the time to open regularly, you can bookmark Dictionary.com Word of the Day instead and view the page whenever you have time. All you need to do is enter the keyword "how to [type of calculation you want to learn] without a calculator" (e.g. how to multiply and divide without a calculator or how to find percentage without a calculator) in the search box, hit Enter, and let YouTube recommend the best videos for you. Some questions may look difficult because of the complicated statements involved. I prepared them topic-wise. For best results, cover the choices first and just focus on the sentence. It enables you to retrieve a memory and each time you do it (which is exactly what happens when you take practice tests), it becomes more accessible in the future.To get the best results, it's also recommended to space your retrievals. The final arrangement then should be:Guerrero, Julian A.Guerrero, Julian Jr. Guerrero, Julian Jr. Dr. Guerrero, Julian Sr. Guerrero, Julian Sr. Dr.You can only master qualifications you need to meet if you want to work in a government office or agency.READ: How to Apply for Government Jobs in the Philippines: An Ultimate Guide!This exam isn't only for college graduates who want to become civil servants. The supporting sentences, on the other hand, contain transition words like first, second, however, and on the other hand to connect the sentences together.Instead of reading the whole passages in the Reading Comprehension section of the exam, it's better to save more time by going straight to the question. There are some instances when even if you look multiple times in a given list of words, you are still unable to spot errors. Purchased past 6 months' (6 months before the date of the exam, for both Phase I and Phase II) Kiran Prakashan's Banking and Current Affairs magazines online on Magzter.com for Rs. 10 each. Then, you can review your notes again at the end of each month and again for the very last time a few days before the scheduled examination.By scheduling your review sessions this way, you'll be able to jog your memory and recall what you learned the first time around. This way, the new words will be stored in both your visual and kinesthetic memories, the latter being associated with the movements of your hands when writing.If reading is more of a chore, you can also try other learning mediums you truly enjoy. Since the subset requires you to spot the misspelled word, you should have an eye of an eagle in spotting such errors. As you regularly answer practice questions, the rules of alphabetizing will be more familiar to you. Learn basic spelling rules. The first sentence usually captures the main idea of the paragraph whereas the concluding sentence summarizes it and usually begins with the words in summary, as a whole, therefore, and finally. The only problem is that it gets published with a time lag and hence closer to the date of the exam I had to supplement it with Affairscloud weekly CA pdf to fill the gap.Note : Release of this magazine has become erratic this year and hence I would not recommend going to this anymore. Thus, we write the word with a ei. Use ou in the middle of the word, while use ow in the end. DIRECTION: to get the answer, we can come up with the sentence "Odometer is an instrument used to measure mileage." Based on this relationship, we can now find out what exactly about the compass is being asked: "Compass is an instrument used to determine direction. "Do not get intimidated by the questions. SPEEDB. If you look up the meaning of the word "append", it literally means "add" so you can simply imagine the double letter 'p' getting flipped over to remind yourself of its meaning. The image below is an example of a Sentence Completion question you'll most likely encounter in a civil service examination. Arithmetic and Number Sense.2. Basic Algebra.3. Basic Geometry.Perimeter and Area of Plane Figures4. After all, you can also expand your vocabulary by watching your favorite foreign movies and TV series (don't forget to turn on the English subtitles) or listening to mind-enriching podcasts.Use creative techniques to study grammar and vocabulary more effectively. Thus, it is advisable to answer them last when taking the Analytical Ability subset.Analytical Ability Practice Tests (Free PDF Downloads)Civil Service Exam Prep Black Book (Analytical Ability): Strategies + Mock Exam (Coming Soon) Alphabetical Filing.SPELLing.Clerical Ability Review Tips and TricksAlways start by rewriting the given names in the appropriate format. Thus, it will give you an edge if you develop a habit of watching the news, reading newspapers, or even discussing these issues with your friends or colleagues. References This process of forgetting and retrieval, according to researchers, helps cement the new knowledge in place thereby improving your long-term memory.Strategy #2: Retrieval practice/Practice testingWhile spaced practice teaches you "when" to study for the exam, retrieval practice instructs you on "how" to study.Rereading or restudying information is not enough. You may refer to this list or this one for commonly misspelled English words. Look for common types of spelling errors. Note that we just add the prefix "mis" to the root word "spell". Read all these review materials and don't forget to take as many practice tests as possible so you can improve your mathematical competence prior to taking the civil service exam.Practice solving arithmetic operations quickly without the use of a calculator. A recent study even shows that answering practice tests are more effective than rereading or highlighting for notes. Practice tests are effective because it encourages deep learning. Take this exam once you're done with the study notes so you can gauge how prepared you are and brush up on topics that you might have missed during the review. Note that you know when and how to review, let's now proceed to the specific subjects that you need to study for the exam. The Ultimate Civil Service Exam Reviewer (With Free Practice Tests and Answer Keys)!. Again, you'll remember new words better if you use them in a sentence and write everything down in a lightweight notebook. Analytical Ability (Professional Level Only)Word AssociationIdentifying Assumptions and ConclusionsLogicNumber SequencesData InterpretationAnalytical Ability Review Tips and TricksFamiliarize yourself with the common ways of relating words in Word Association questions. However, it doesn't mean you shouldn't dedicate as much time to reviewing for the math section, especially if it has been years since your college graduation. For example, the proper spelling is announce and not announce. This was the most concise Current Affairs magazine I found on the net. This is especially useful when solving tricky word problems in civil service exams. If you're already working in the government as a contractual/job order/casual/special project worker, passing the civil service exam gives you the chance to become a regular employee and be entitled to incentives and benefits that come with it.Depending on what government position you're aiming for, you may either take the Subprofessional level exam, which will enable you to apply for first-level positions like crafts, clerical, trades, and custodial service positions; and the Professional level exam, the more challenging exam given to those who want to qualify for first- and second-level government positions (up to Division Chief) that deal with professional, technical, and scientific work.You can learn more about the civil service examination here. What To Review for the Civil Service ExamIt depends on what type of civil service exam you'll be taking.The professional level exam consists of 170 questions answerable in 3 hours and 10 minutes while the subprofessional level exam has 165 questions which you should finish in 2 hours and 40 minutes.Both exams contain questions about the following subjects/topics:Personal Information (20 questions) like your name, birth date, etc.General Information (15 to 20 questions) which revolves around the Philippine Constitution, Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713), Peace and Human Rights Issues and Concepts, and Environment Management and ProtectionVerbal Ability (50-60 questions in English or Filipino) which will test your knowledge of vocabulary, grammar, and correct usage, reading comprehension, and paragraph/passage/sentence organizationNumerical Ability (40-45 questions in English or Filipino) which includes word problems, graph interpretation, and basic operations/simple arithmeticWhile they have a lot in common, both types of civil service exams also feature a subset that is unique to each of them:For the Professional level: Analytical Ability (30-40 questions in English or Filipino) which will measure your logical reasoning skills. You can also use mnemonic devices or flashcards created via free apps/online tools like Chegg Prep or Quizlet. Some examples of these rules are: Letter Q is always followed by letter U (unique not query)If "all" is used as a prefix of a word, we only use a single "l" (e.g., always not allways). Meanwhile, it should be hollow and not hollow. We don't usually add or deduct a letter when adding a prefix. Examples are:accommodate is usually misspelled as accomodate or accomodate.rhythm is usually misspelled as rythm or ryhtm.committee is usually misspelled as commitee or commitee.receive is usually misspelled as recieve. Even the word misspelled belongs to this list as it is usually misspelled as misspelled. Look at every math problem as a fun mystery to be solved and pretend you're Sherlock Holmes who gets a sense of fulfillment from every question you answer correctly. For the constitution, start by reviewing the state policies, bill of rights, and the three branches of the Philippine government. Thus, familiarity with these words will boost your spelling skills. If you don't mind receiving daily email newsletters, you can sign up at Oxford English Dictionary Word of the Day to receive your regular dose of new vocabulary words. Exam takers usually used trial and error to determine the pattern behind the sequence. The more vocabulary tests you answer, the more unfamiliar words you'll encounter and eventually will be added to your word bank.Learn a new word a day. Except for cases when there is a preceding c, or when sounding like an a. Are you confused about whether it should be "siege" or "seige"? Listen to the way you pronounce the word. There are forums that most people find confusing in terms of how they should spell them. Flashcards can also be made manually using index cards with both sides filled with bite-sized information that makes sense to you. (e.g., a vocabulary word on one side and its meaning on the other side, or a rule in subject-verb agreement on one side and an example on the other side.)When reviewing for Vocabulary, it's always best to start with the basics (i.e., parts of a word that include affixes and Latin root words). Example: 2, 4, 8, 16, 32, 64, ... is a geometric sequence."Alternating" Sequences - this is a type of numerical sequence where mathematical operations are alternating to define the succeeding terms of the sequence. According to some previous civil service exam takers, some of the actual questions are related to current events. Thus, it should be