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Understanding  
And Interpreting  
Written Material  
Study Guide

# **Understanding And Interpreting Written Material Study Guide**

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## **Understanding And Interpreting Written Material**

Understanding and Interpreting Written Material The CSEA Examination Preparation Booklet Series is designed to

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help members prepare for New York State and local government civil service examinations.

This booklet is designed for practice purposes only and its content may not conform to that of any particular civil service examination.

## **Understanding and Interpreting Written Material**

Generally, the “Understanding and

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Interpreting Written Material” section has two types of questions. Each type of question needs to be approached in a slightly different way:  
Main Idea Questions:  
The Main Idea questions test how well you understand the passage as a whole. You can usually tell it is a Main Idea question, if the lead-in says:

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## **TAKING TIPS -**

### **Albany**

## **UNDERSTANDING AND INTERPRETING**

### **WRITTEN MATERIAL:**

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages.

## **A Guide to the Written Test -**

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**Monroe County, New  
York**  
Written Material

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WRITTEN MATERIAL:

These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be



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**A multiple-choice  
format written test  
covering the ...**

"Understanding Written Procedures" is an employment test that measures the ability to read and understand written procedures (reading test). This skills test assesses reading comprehension required for understanding written materials used in training programs or on the job.

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## **Understanding Written Procedures - Skills Test |**

### **GreatBizTools**

Understanding and Interpreting Written Material - These questions assess how well you understand written material. In this section, you will be presented with a passage followed by questions that must be answered based on the information presented.

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**Civil Service  
Program Specialist  
Exam - Online  
Preparation ...**

UNDERSTANDING AND  
INTERPRETING  
TABULAR MATERIAL

This section is disliked the most by almost everyone. It involves a lot of math, and can be very tedious and time consuming. Yet we've

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found that it is in this area that people can improve their scores the most dramatically.

**Tabular Reasoning -  
CSEA Tax Local 690**

Book 04 -  
Understanding and  
Interpreting Written  
Material; Book 05 -  
Grammar, Usage and  
Punctuation; Book 06 -  
Supervision; Book 07 -  
Inventory Control; Book  
08 - Higher Level  
Custodial Series; Book

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09 - Concepts and Principles of Normalization for  
--Book 10 - Principles and Practices in the Treatment of Mentally Ill--  
Book 11 - How to Take an ...

**CSEA WORK**  
**Institute e-Learning**  
**Center Home**

Understanding and Interpreting Written Material Questions in this section are intended to test your

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ability to understand and interpret various kinds of written material. You may be asked to determine the main idea of a passage, or you may have to choose which answer is best supported by a passage.

## **Secretary 1 and 2 - CSEA Local 614**

Understanding and interpreting a manual -  
no booklet available

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Understanding

And Interpreting

Written Material - Booklet 17

Systems analysis - no  
booklet available

Understanding and  
interpreting tabular  
material - Booklet 3

(Tabular Reasoning),  
Booklet 15

(Quantitative Analysis)

Supervising a project -  
no booklet available

Supervision - Booklet 6

## **CSEA Test Booklets - NYSITS**

UNDERSTANDING AND

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questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets.



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**Higher Level  
Account Clerical  
Series - Monroe  
County, NY**

Understanding and  
Interpreting Written  
Material - Booklet No.  
4 Grammar, Usage &  
Punctuation - Booklet  
No. 5 Supervision -  
Booklet No. 6 Basic  
Algebra and  
Elementary Statistics -  
Booklet No. 8 Concepts  
and Principles for  
Normalization of

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Understanding  
And Interpreting  
Mentally Retarded /  
Development Disabled  
- Booklet No. 9  
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**As many of our patrons already know t**

4. UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL:  
These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions

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about the selections.  
All the information  
required to answer the  
questions will be  
presented in the  
selections; you will not  
be required to have

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Investigator Series**

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interpreting written  
material - These  
questions measure a  
candidate's ability to  
understand and  
interpret written

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material. You are presented with short reading passages and asked questions about these passages.

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Work Environment and  
Productivity.])  
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material II (Book ...**

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**Overview of CSEA  
Courses**

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**CSEA Local 614 -  
Stony Brook  
Employees**

The sample test material is similar to what the candidates will see on the actual test. If sample questions are provided, the solution and correct answer will be

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provided after each sample question. Candidates should pay close attention to the "Subjects of Examination" listed on the examination announcement for information on the test type and ...

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