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Civil Service Clerical (CS Clerical)



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Question: 1

40 → ____ → 4
80 → ____ → 8
90 → ____ → ?

- A. 54
- B. 16
- C. 18
- D. 9

Answer: D

Explanation:

To solve the sequence given in the question, we need to identify the pattern applied in the transitions from the first number to the last number in each row. Looking at the examples provided: - For the first row, the sequence is 40 → ____ → 4. - For the second row, the sequence is 80 → ____ → 8.

In both instances, the final number seems to be the result of dividing the initial number by 10: - 40 divided by 10 equals 4. - 80 divided by 10 equals 8.

Applying the same pattern to the third row: - 90 divided by 10 equals 9.

Therefore, the answer to the sequence "90 → ____ → ?" is 9, following the established pattern of dividing the initial number by 10 to arrive at the final number.

Question: 2

Choose the answer that is grammatically correct and best maintains the meaning of the given sentence.

If you think that the original is the best choice, choose "no change."

He almost ate the whole pizza.

- A. almost ate the pizza whole.
- B. ate the whole pizza almost.
- C. ate almost the whole pizza.
- D. no change

Answer: C

Explanation:

When determining the correct grammatical structure of a sentence, it is crucial to ensure that modifiers are placed properly to convey the intended meaning accurately. In the sentence "He almost ate the whole pizza," the placement of the modifier "almost" is critical for clarity and correctness.

"almost ate the pizza whole" – This construction is incorrect. The modifier "almost" in this position suggests that the action of eating was nearly completed but ultimately not done. The phrase "the pizza

whole" does not align grammatically as "whole" improperly modifies "pizza" by suggesting the method of eating rather than the extent of the pizza eaten.

"ate almost the whole pizza" – This is the correct version. Here, "almost" properly modifies "the whole pizza," indicating that he ate nearly all of it but not completely. This maintains the original meaning of the sentence clearly and accurately.

"ate the whole pizza almost" – This placement of "almost" at the end of the sentence is awkward and unclear. It could be misinterpreted as an afterthought or imply a different meaning than intended, such as coming close to completing the action of eating the whole pizza or doing something else entirely just after eating the pizza.

"no change" – Retaining the original sentence "He almost ate the whole pizza" is grammatically correct. However, it could lead to ambiguity, as it might imply that he nearly started to eat the pizza but did not actually begin the action. This interpretation depends heavily on context, which makes it less clear than the corrected "ate almost the whole pizza." In conclusion, the best choice is "ate almost the whole pizza," as it clearly communicates that the person ate nearly all of the pizza, aligning directly with the intended quantification of how much pizza was consumed without implying any interruption or incompleteness of the eating process. This choice avoids the potential ambiguity present in the original phrasing.

Question: 3

sapphire : gem ::

- A. diamond : mine
- B. clam : mollusk
- C. vase : flowers
- D. push : shove

Answer: B

Explanation:

The analogy sapphire : gem :: clam : mollusk is based on the relationship of an item being a specific instance of a broader category. In this analogy, "sapphire" is to "gem" as "clam" is to "mollusk." This means that just as a sapphire is a type of gem, a clam is a type of mollusk. Both parts of the analogy demonstrate a relationship where the first term is a specific example of the second term, which is a general category.

Let's analyze why the other options do not fit in the same way: 1. diamond : mine - This option does not fit because a diamond is not a type of mine; rather, a diamond is something that might be found in a mine. The relationship here is one of location or source, not of categorical membership. 2. vase : flowers - This pairing is incorrect because a vase is not a type of flower; instead, it is a container for flowers. Here, the relationship involves function or usage, not categorical definition. 3. push : shove - Although both terms are related as they are both physical actions, "push" is not a category of "shove" or vice versa. They are synonyms or perhaps varying degrees of a similar action, not an instance-to-category relationship.

Therefore, the correct analogy that maintains the same relationship as sapphire : gem is clam : mollusk, where the first term is a specific instance of the category denoted by the second term. The other options introduce different types of relationships that do not parallel the original analogy's structure of specific instance to general category.

Question: 4

You are an employee at a restaurant. The owner is committed to serving healthy food to his customers. He wants to send a notice to all of the households in your suburban area demonstrating his commitment to having healthy choices that are also deliciously prepared. He wants to include all of the following points in his mailing.

name of restaurant: Bella Luna

location: 35 Meadow Lane, Springfield, Michigan

hours: 11am to 11 pm Tuesday through Sunday

availability of nutritional information in store and online

use of healthy products

use of healthy preparation methods

no effect on delicious taste

vegan and vegetarian choices

use of fresh foods

use of local sources for food

substitutions that make high-calorie food healthier with the same taste

You are charged with summarizing all of this information to send out in the mailing. Which of the following is the best summary?

A. The Bella Luna Restaurant at 35 Meadow Lane, Springfield, Michigan is making a commitment to healthier eating. We will be serving locally-sourced foods, prepared fresh daily. Both the ingredients and the methods used to prepare the food are the healthiest possible. We are committed to using ingredients that cut the calories but maintain the same mouth-watering taste. We can also accommodate our vegan and vegetarian customers with more delicious choices. To inform you, our customer, we will publish the nutritional information for each of our menu items. This information will be provided at the restaurant as well as online. Come visit us Tuesday through Sunday. We are open from 11 am to 11 pm. We look forward to seeing you.

B. Bella Luna Restaurant in Springfield is making a commitment to healthier eating. We will be serving locally-sourced foods, prepared fresh daily. We are committed to using ingredients that cut the calories but maintain the same mouth-watering taste. We can also accommodate our vegan and vegetarian customers with more delicious choices. To inform you, our customer, we will publish the nutritional information for each of our menu items.. Come visit us Tuesday through Sunday.

C. The Bella Luna Restaurant is making a commitment to healthier eating. We will be serving locally-sourced foods, prepared fresh daily with the healthiest ingredients. We are committed to using ingredients that cut the calories but maintain the same mouth-watering taste. We can also accommodate our vegan and vegetarian customers with more delicious choices. To inform you, our customer, we will publish the nutritional information for each of our menu items. We are not required to do this but will do it willingly. This information will be provided at the restaurant as well as online. Come visit us Tuesday through Sunday. We are open from 11 am to 11 pm. We look forward to seeing you.

D. The Bella Luna Restaurant is making a commitment to healthier eating. We will be serving locally-sourced foods, prepared fresh daily. Both the ingredients and the methods used to prepare the food are the healthiest possible. We can also accommodate our vegan and vegetarian customers with more delicious choices. To inform you, our customer, we will publish the nutritional information for each of

our menu items. This information will be provided at the restaurant as well as online. Come visit us Tuesday through Sunday. We are open from 11 am to 11 pm.

Answer: A

Explanation:

The Bella Luna Restaurant at 35 Meadow Lane, Springfield, Michigan is making a commitment to healthier eating. We will be serving locally-sourced foods, prepared fresh daily. Both the ingredients and the methods used to prepare the food are the healthiest possible. We are committed to using ingredients that cut the calories but maintain the same mouth-watering taste. We can also accommodate our vegan and vegetarian customers with more delicious choices. To inform you, our customer, we will publish the nutritional information for each of our menu items. This information will be provided at the restaurant as well as online. Come visit us Tuesday through Sunday. We are open from 11 am to 11 pm. We look forward to seeing you.

The best summary includes all of the information in a cohesive fashion:

The Bella Luna Restaurant at 35 Meadow Lane, Springfield, Michigan is making a commitment to healthier eating. We will be serving locally-sourced foods, prepared fresh daily. Both the ingredients and the methods used to prepare the food are the healthiest possible. We are committed to using ingredients that cut the calories but maintain the same mouth-watering taste. We can also accommodate our vegan and vegetarian customers with more delicious choices. To inform you, our customer, we will publish the nutritional information for each of our menu items. This information will be provided at the restaurant as well as online. Come visit us Tuesday through Sunday. We are open from 11 am to 11 pm. We look forward to seeing you.

The other choices leave out information such as the location of the restaurant, hours, etc. One choice even adds information about not being required to provide nutritional information.

Question: 5

Quiescent is the opposite of

- A. reposing
- B. still
- C. inert
- D. active

Answer: D

Explanation:

reposing, still, inert, and active are the options given to identify the opposite of "quiescent." To accurately determine which of these is the most fitting antonym, it is essential to understand the meaning of "quiescent."

Quiescent primarily refers to a state of being quiet, inactive, or at rest. It is often used to describe something that is temporarily inactive or in a state of dormancy, but with the potential for activation or wakefulness. In essence, if something is quiescent, it is not currently active, but it may become active in the future.

Let's evaluate each of the options: 1. Reposing: This term generally means resting or being at rest. It aligns closely with the concept of being inactive or dormant, much like quiescent. Therefore, it is similar to quiescent rather than being its opposite. 2. Still: Similar to reposing, "still" suggests a lack of motion or activity. It connotes a sense of calmness and absence of disturbance, which is in line with what quiescent implies. Thus, still also resembles quiescent rather than opposing it. 3. Inert: This option indicates a lack of ability to move or act. It is often used in scientific contexts to describe substances that do not react chemically. Inert carries the notion of inactivity, which makes it more of a synonym to quiescent than an antonym. 4. Active: Finally, "active" suggests engagement, movement, and participation. It is directly opposed to being inactive or dormant. Since quiescent involves a lack of activity, the term active clearly stands as its opposite.

In conclusion, among the choices provided, "active" is the only term that fundamentally contrasts with the meaning of quiescent. While the other options (reposing, still, inert) all echo the essence of inactivity inherent in quiescence, "active" denotes engagement and movement, making it the appropriate antonym.

Question: 6

Which of the following words is NOT spelled correctly?

- A. shuffling
- B. reorganization
- C. intuition
- D. situation

Answer: C

Explanation:

To address the question of identifying the incorrectly spelled word from the list provided, we must examine each word closely to verify its spelling correctness. The list given includes: 1. shuffling 2. intuition 3. reorganization 4. situation To determine which of these words is misspelled, a comparison with the standard spelling of each word is necessary: 1. ****Shuffling**** - This word is spelled correctly. "Shuffling" refers to the act of mixing or rearranging, often used in the context of sorting cards or moving one's feet lightly across the floor. 2. ****Intuition**** - This word appears to be an attempt to spell "intuition," but it includes an extra 'i'. The correct spelling is "intuition," which refers to the ability to understand something instinctively, without the need for conscious reasoning. 3. ****Reorganization**** - This word is spelled correctly. "Reorganization" refers to the process of changing the structure or arrangement of something, typically an organization or system. 4. ****Situation**** - This word is also spelled correctly. "Situation" refers to a set of circumstances or the state of affairs at a particular time or in a particular place. From this analysis, it is clear that the word ****intuition**** is not spelled correctly. The correct spelling should be "intuition." Thus, "intuition" is the answer to the question as it does not match the standard spelling of any correctly recognized English word.

Question: 7

While having lunch at an outside café you notice a person across the street who drops a backpack next to an office building, looks around, and then continues on his way. What should you do?

- A. Use your cell phone to call 911 and report a backpack that has deliberately been left in front of an office building suspiciously.
- B. Call after the person who left the backpack and tell him to come back to pick up what he has left.
- C. Run after the person to tell him he forgot his backpack.
- D. Notify everyone at the café that someone has left a suspicious backpack across the street and tell them to evacuate.

Answer: A

Explanation:

In the scenario where you witness an individual suspiciously leaving a backpack next to an office building, the safest and most responsible action to take is to call 911. Given the context—where the person looks around cautiously before walking away—it is reasonable to treat the situation with seriousness as it could potentially be a security threat.

When reporting the situation, make sure to provide detailed information to the authorities, including the exact location, a description of the individual, and any other relevant observations. This helps law enforcement to assess and respond to the situation more effectively.

It is essential in such cases to avoid personal interventions such as confronting the individual or attempting to handle the backpack yourself. These actions could put you and others in danger, especially if the contents of the backpack are hazardous.

Similarly, while it might seem helpful to alert others in the immediate vicinity, such as people in the café, causing a panic should be avoided. It is best to allow law enforcement to manage the situation, as they are trained to handle potentially dangerous events calmly and efficiently.

Ultimately, in situations that potentially involve public safety, it is better to err on the side of caution and promptly alert the authorities rather than taking matters into your own hands. This approach helps ensure that any potential risks are managed by professionals equipped to deal with them safely and effectively.

Question: 8

Passage

(1) CODING GUIDE

Address in Delivery Route A

10201 – 10500 Canyon Road

3450 – 4550 Southern Boulevard

4101 – 5500 East Sixth Street

Address in Delivery Route B

9301 – 9400 Bellarmine Avenue

9601 – 9850 Warsaw Pike

10 – 500 Rural Route 2

Address in Delivery Route C

2324 – 2840 Cascade Street

5700 – 6700 Jefferson Drive

Any mail that is not deliverable to one of the above address ranges - D

3452 Southern Boulevard is part of which delivery route?

- A. Route A
- B. Route B
- C. Route C
- D. Route D

Answer: A

Explanation:

To determine which delivery route includes 3452 Southern Boulevard, we first need to identify which routes cover Southern Boulevard. According to the information provided, Delivery Route A is the only route that includes Southern Boulevard. This exclusivity rules out any other routes for consideration when discussing the delivery coverage for this specific address.

Next, it is essential to confirm that the specific address, 3452 Southern Boulevard, falls within the range of addresses covered by Route A. The provided data indicates that Route A services addresses from 3450 to 4550 on Southern Boulevard. Since 3452 is clearly within this range, it guarantees that this address is indeed serviced by Route A.

In summary, 3452 Southern Boulevard is part of Delivery Route A. This is established by two critical pieces of information: Route A is the exclusive route for Southern Boulevard, and the numerical address 3452 falls within the specified range of addresses that Route A covers. Therefore, any deliveries to 3452 Southern Boulevard would be handled under Delivery Route A.

Question: 9

Which one of the following letters is as far after A as D is before N?

- A. L
- B. M
- C. J
- D. K

Answer: D

Explanation:

To solve the problem, "Which one of the following letters is as far after A as D is before N?", we first need to determine the position of each letter in the English alphabet. A is the 1st letter, D is the 4th letter, and N is the 14th letter.

Next, we calculate the relative positions of D and N. Since N is the 14th letter and D is the 4th, D is 10 letters before N ($14 - 4 = 10$).

Now, we need to find a letter that is similarly 10 letters after A. Starting from A, which is the 1st letter, we count forward 10 letters. Counting forward, B is 2, C is 3, D is 4, E is 5, F is 6, G is 7, H is 8, I is 9, J is 10, and K is 11.

Therefore, K is the 11th letter of the alphabet and the 10th letter after A. Thus, K is as far after A as D is before N. Hence, the answer to the question is "K".

Question: 10

Add the following fractions, giving the answer as a mixed number.

$$4 \frac{1}{2} + 12 \frac{3}{4} + 13 \frac{1}{3}$$

- A. $30 \frac{7}{12}$
- B. $29 \frac{7}{12}$
- C. $30 \frac{7}{15}$
- D. $29 \frac{4}{15}$

Answer: A

Explanation:

To solve the problem of adding the fractions $4 \frac{1}{2}$, $12 \frac{3}{4}$, and $13 \frac{1}{3}$, and expressing the sum as a mixed number, we start by breaking the task into simpler steps.

First, we separate the whole numbers from the fractions in each mixed number. This gives us whole numbers 4, 12, and 13, and fractions $\frac{1}{2}$, $\frac{3}{4}$, and $\frac{1}{3}$.

Adding the whole numbers together: $4 + 12 + 13 = 29$.

Next, we add the fractions: $\frac{1}{2}$, $\frac{3}{4}$, and $\frac{1}{3}$. To do this efficiently, we find a common denominator. The least common multiple of 2, 4, and 3 is 12. We convert each fraction to have this common denominator: $\frac{1}{2} = \frac{6}{12}$, $\frac{3}{4} = \frac{9}{12}$, $\frac{1}{3} = \frac{4}{12}$.

Now, we add these fractions: $\frac{6}{12} + \frac{9}{12} + \frac{4}{12} = \frac{19}{12}$.

Since $\frac{19}{12}$ is greater than 1, we convert it into a mixed number. It equals $1 \frac{7}{12}$, where 1 is the whole part (since $\frac{12}{12} = 1$ and we have $19 - 12 = 7$ left over), and $\frac{7}{12}$ is the fractional part.

Finally, we add this result to the sum of the whole numbers calculated earlier: $29 + 1 \frac{7}{12} = 30 \frac{7}{12}$.

Thus, the sum of $4 \frac{1}{2}$, $12 \frac{3}{4}$, and $13 \frac{1}{3}$ is $30 \frac{7}{12}$ when expressed as a mixed number. This method ensures that each step is clear and follows logically, allowing for accurate computation of mixed number sums.

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