Examination Preparation Booklet

Alphabetizing/Name and Number Checking

Booklet No. 20

5

CSE

Alphabetizing/Name and Number Checking

Prepared for CSEA LEAP

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Introduction

Portions **of** several New York State Civil Service exams are designed to test your skills at alphabetizing and name and number checking. There are two ways to score well on these types of questions:

1. Before the test, prepare yourself by trying the sample questions in this study guide.

2. During the test, read each question carefully and allow yourself enough time to find the correct answer.

On recent tests, there has been plenty of time to answer these questions. It is critically important that you use this time to read each question carefully and make sure that you have chosen the correct answer, Although, on one level, these questions are about alphabetizing and name and number checking, on another level they are about working carefully and accurately on any task.

An Important Tip

At the beginning of the test, write out the alphabet on a sheet of scrap paper. This will save you time and improve the accuracy of your answers. For example, one of the questions might say, "If the alphabet were reversed, what would be the 7th letter after the letter S?" You could try to go backward through the alphabet in your head, but you can answer this question more quickly, and have a better chance of choosing the correct answer, if you count backward from S on paper. (Make sure, when you write out the alphabet, that you don't leave out any letters!)

How to Use This Booklet

The questions in this booklet are similar to questions that have appeared on recent Civil Service tests. Complete these questions four or five at a time. Read the questions carefully. Some are complicated and tricky. Review your answers in the back of the booklet. If some of your answers are incorrect, make sure you understand why.

We have included 60 questions in this booklet to give you plenty of opportunity to practice, but you do not need to answer all 60 to become familiar with these types of questions. Any selection of 20 or so questions will give **you** a good idea of what to expect on the actual test.

Review the questions and answers again shortly before you take the test. Good luck!

Note: This booklet is designed for practice purposes only and its content may not conform to that of any particular Civil Service Examination.

Alphabetizing/Name and Number Checking

For each of the following questions, select the letter (a, b, c, d) that represents the best choice of the four possible answers.

1. Of the following four names, which is the **3rd** name in alphabetical order?

   Mahoney
   Maloney
   Major
   Melrose

   a. Mahoney
   b. Maloney
   c. Major
   d. Melrose

2. How many of the series of letters in Column **A** are identical to the corresponding series of letters in Column B?

Column A	Column B
afsdetp	afsdetp
pokmnty	poknty
locwera	locewra
mkhsdaw	mkhsdaw

   a. one
   b. two
   c. three
   d. four

3. If every third letter of the alphabet (i.e., 3rd, 6th, 9th, etc.) was crossed out, what would be the eighth letter remaining?

   a. J

   b. K

   c. L

   d. M

4. If the digits of the second largest of the following numbers were reversed, what would the second digit be?

   6364121   6362415   6265437
   6365863   6360109   6365952

   a. 3

   b. 1

   c. 2

   d. 6

5. Which digit in the following list of digits appears first for the 4th time?

   2 3 2 4 5 8 1 5 6 8 0 3 2 5 4 7 4 3 8 8 6 5 7 0 6 8 4 6 2 3

   a. 3

   b. 8

   c. 2

   d. 4

6. If the alphabet were reversed, which would be the 7th letter after the letter S?

   a. L

   b. Z

   c. N

   d. O

7. Which letter is as far beyond the letter D as T is beyond M?

    a. **J**

    b. P

    c. M

    d. K

8. Within the word ALCOHOLISM, which of the following letters are separated by the same number of letters as in the alphabet?

    a. L and O

    b. H and L

    c. A and C

    d. I and M

9. How many of the following words have a letter repeated other than the first or last letters of that word?

evoke	matter	create	tartar
debate	marriage	aroma	leather

    a. **4**

    b. **2**

    c. **5**

    d. **3**

10. How many of the following words can be created using the letters in the word PREPONDERANCE? (Letters may be used as many times as needed.)

creed	cancer	pamper	event
donor	peace	please	dancer

    a. **6**

    b. **4**

    c. **5**

    d. 7

11. In the following combinations of letters and numbers, how many times does the digit **2** immediately follow the digit **9**?

83M2980K	MK923D45	928U729
K079824E3	9074E52S	192I78G

a. **2**

b. **3**

c. **4**

d. **5**

12. How many of the words in Column B can be formed by using the exact same letters from the word in Column **A?**

Column A	Column B
debate	berated
ponders	respond
sniper	ripens
miller	remelt

a. **1**

b. **2**

c. **3**

d. **4**

13. In the following list of **digits,** how many times does the number **4** appear directly after the number **3** when the number **3** is immediately after an even number?

2 3 4 3 4 5 6 7 3 4 8 3 4 7 7 3 2 4 4 3 2

a. **1**

b. **2**

c. **3**

d. **4**

14. Of the following four names, which is the 4th name in alphabetical order?

Nelson

Nolan

Noller

Naper

a. Nelson

b. Nolan

c. Noller

d. Naper

15. How many of the series of letters in Column A are identical to the corresponding series of letters in Column B?

Column A	Column B
huplkhi	huplkhi
mkjdgef	mkjdgef
cetigtqa	cetoigtqa
wqaoprht	wqaprht

a. one

b. two

c. three

d. four

16. If you crossed out every second letter in the alphabet beginning with B, what letter would come after M?

a. N

b. O

c. P

d. Q

17. If you added the last two digits of the smallest of the following numbers, what would the sum be?

2764512	2791758	2703928
2799872	2770987	2789876

a. 10

b. **3**

c. 9

d. **15**

18. Which digit in the following list of digits appears the most times?

2 3 2 8 4 5 8 1 5 6 8 0 3 2 5 4 7 4 3 8 8 6 5 7 0 8 6 8 4 6 2 3

a. **3**

b. 8

c. **2**

d. **4**

19. If the alphabet were reversed, which would be the 5th letter after the letter M?

a. F

b. *G*

c. **H**

d. I

20. Which letter is as far beyond the letter Q as I is beyond F?

a. S

b. T

c. U

d. V

21. Within the word IMMATURITY, how many letters are used more than once?

    a. **1**

    b. **2**

    c. **3**

    d. **4**

22. How many of the following words end in a letter that appears before H in the alphabet?

evoke	matter	create	tartar
debate	fulfill	aroma	leather

    a. **6**

    b. **4**

    c. **5**

    d. **3**

23. **How** many of the following words can be created using the letters in the word IMMACULATE? (Letters may be used as many times as needed.)

claim	relate	mail	teal
metal	plate	cattle	camel

    a. **6**

    b. **4**

    c. **5**

    d. 7

24. In the following combinations of letters and numbers, how many times does K immediately follow **a** number?

83M2987K	MK923D45	928UK729
K079824E3	**9074KE52S**	192I78GK

    a. 2

    b. **3**

    c. **4**

    d. **5**

25. How many of the words in Column B contain letters that are not found in the corresponding words in Column **A?**

	Column A	Column B
	paradise	disease
	fatigue	fatuous
	caramel	mackerel
	suspense	success

a, **1**

b. **2**

c. **3**

d. **4**

26. In the following list of digits, how many even numbers immediately follow odd numbers?

2 4 5 3 4 6 5 7 9 6 4 2 4 6 6 7 4 5 3 1 2 8 6 5 4 5

a. **2**

b. **3**

c. **5**

d. 7

27. Of the following four words, which is the 2nd in alphabetical order?

mellow

melon

memory

mesmerize

a. mellow

b. melon

c. memory

d. mesmerize

28, How many of the series of letters in Column A are identical to the corresponding series of letters in Column B?

Column A	Column B
lfklreijh	lfklrejeh
ajshfdtd	ajshfdtd
qjqwigf	**qjqwhgf**
kgfjdhen	kgfjdhen

a. one

b. two

c. three

d. four

29. If you were reading the alphabet backwards beginning with Z, what would the fourth letter be?

a. Q

b. S

c. W

d. U

30. If you added the last digits of the two largest numbers below, what would the sum be?

5958287	5958271	6089339
5958484	5969212	5958487

a. 3

b. 7

c. 11

d. 14

31. Which of the odd digits in the following list appears most often?

2 3 2 4 5 3 1 5 6 8 0 3 2 5 4 7 4 3 8 8 3 5 7 0 6 8 3 6 2 3

   a. 3

   b. **5**

   c. 7

   d. 8

32. If the alphabet were reversed, which would be the 5th letter after the letter J?

   a. D

   b. E

   c. F

   d. *G*

33. Which letter is as far from the end of the alphabet as E is from the beginning **of** the alphabet?

   a. S

   b. T

   c. U

   d. V

34. Within the word COMMISSIONER, how many letters are used only once?

   a. **1**

   b. **2**

   c. **3**

   d. 4

35. How many of the following words have a letter repeated other than the first or last letters of that word?

      checking   following   underline   enable
      enslave   capable   seventy   elude

a. **2**

b. **4**

c. 5

d. **3**

36. How many of the following words can be created using the letters in the word LEGISLATE? (Letters may be used as many times as needed.)

      legal   slated   eagle   relate
      assail   dilate   tassel   tiled

a. 6

b. **4**

c. **5**

d. **7**

37. In the following combinations of letters and numbers, how many times does the digit **3** immediately follow the digit **7**?

    83M3780K   MK733D45   738U737
    K077834E3   7074E53S   173I78G

a. **2**

b. **3**

c. **4**

d. 5

38. How many of the words in Column B can <u>not</u> be formed by using letters from the corresponding word in Column **A?** (Letters may be used more than once.)

Column A	Column B
correspond	sponsor
rejection	injection
clarify	clergy
eradicate	erase

a. **1**
b. **2**
c. **3**
d. **4**

39. How many of the following digits, not including 7's, are odd numbers?

2 3 4 3 4 5 6 7 3 4 8 3 4 7 7 3 2 4 4 3 2

a. 5
b. 6
c. 7
d. 8

40. Of the following four street names, which is the 4th name in alphabetical order?

St. James

Sellers

Samuelson

South Clinton

a. St. James
b. Sellers
c. Samuelson
d. South Clinton

41. How many of the series of letters and numbers in Column A are identical to the corresponding series of letters in Column B?

Column A	**Column B**
k2jg73h3d	k2jg73hfd
dsj48dyt5	dsj48dyt5
2kjdu634h	2kjdu734h
2l47heew	2l47heew

a. one

b. two

c. three

d. four

42. If you crossed out every fifth letter in the alphabet beginning with E, what would the 12th letter in the alphabet be?

a. N

b. O

c. P

d. Q

43. If you added the last two digits of the second largest of the following numbers, what would the **sum** be?

| 3464512 | 3491758 | 3403928 |
| 3499872 | 3470987 | 3489876 |

a. 10

b. 13

c. 9

d. 12

44. Which number in the following list of digits appears the fewest times?

   2 3 2 8 4 5 8 1 5 6 8 4 3 3 5 4 7 4 3 8 8 6 5 7 4 8 6 8 4 6 4 3

   a. **3**

   b. 8

   c. **2**

   d. 1

45. If you crossed out P and Q, what would be the fifth letter in the alphabet after M?

   a. S

   b. T

   c. U

   d. V

46. Which letter is as far beyond the letter S as J is beyond G?

   a. S

   b. T

   c. U

   d. V

47. **How** many letters in the word PARADED appear in the second half of the **alphabet?**

   a. 1

   b. **2**

   c. **3**

   d. 4

15

48. How many of the following words end in a letter that appears after **J** in the alphabet?

imitate	flatter	potato	revive
simulate	cater	hotel	session

a. **6**

b. **4**

c. **5**

d. **3**

49. How many of the following words can be created using the letters in the word **ASPARAGUS?** (Letters may be used as many times as needed.)

prepare	aspire	grass	**paper**
sugar	spurs	slag	sample

a. **6**

b. **3**

c. **5**

d. **7**

50. In the following combinations of letters and numbers, how many times does **J** immediately follow a number?

2JM2987J	NJ923D45	328UJ729
507982433	3074JE52S	492I78GJ

a. **2**

b. **3**

c. **4**

d. **5**

51. How many of the words in Column B contain letters that are <u>not</u> found in the corresponding words in Column **A?** (Letters may be used as many times as needed.)

Column A	Column B
retreat	release
eliminate	limit
restore	steer
proceed	precede

a. **1**

b. 2

c. **3**

d. 4

52. In the following list of digits, how many even numbers immediately follow odd numbers?

8 4 7 3 4 6 3 7 9 4 4 2 2 6 6 7 4 5 3 1 2 8 6 5 4 3

a. 2

b. **3**

c. 5

d. 7

53. Of the following four words, which is the 3rd in alphabetical order?

spear

spell

speed

spare

a. spear

b. spell

c. speed

d. spare

54. How many of the series of letters and numbers in Column **A** are identical to the corresponding series of letters and numbers in Column B?

Column A	Column B
s73hdffw	s73hdf5w
21id7frd2	21id7frd2
s83hf622	s82hf622
kw82hr78	kw82hr78

   a. one

   b. two

   c. three

   d. four

55. What letter of the alphabet is as far after **M** as G is after B?

   a. P

   b. Q

   c. R

   d. S

56. If the digits of the second largest of the following numbers were reversed, what would the second digit be?

4924121	4922415	4915437
4925863	4920109	4925952

   a. 3

   b. **1**

   c. 2

   d. 6

57. Which digit in the following list of digits appears first for the 3rd time?

   2 3 2 4 5 8 1 5 6 8 0 3 2 5 4 7 4 3 8 8 6 5 7 0 6 8 4 6 2 3

   a. 3

   b. 8

   c. 2

   d. 4

58. If the alphabet were reversed, which would be the 7th letter after the letter M?

   a. **D**

   b. E

   c. F

   d. **G**

59. Which letter is as far beyond the letter E as S is beyond M?

   a. **J**

   b. P

   c. M

   d. **K**

60. Within the word EXPERIMENT, which of the following letters are separated by the same number of letters as in the alphabet?

   a. E and I

   b. E and M

   c. M and T

   d. P and R

Answer Key

1. b	**21.** c	**41.** b
2. b	**22.** b	**42. a**
3. b	**23. a**	**43.** b
4. d	**24. a**	**44.** d
5. b	**25. c**	**45.** b
6. a	**26. c**	**46.** d
7. d	**27.** b	**47.** b
8. c	**28.** b	**48. c**
9. a	**29.** c	**49.** b
10. c	**30. c**	**50.** b
11. b	**31. a**	**51. a**
12. b	**32. b**	**52. c**
13. c	**33.** d	**53. c**
14. c	**34.** d	**54.** b
15. b	**35.** b	**55. c**
16. b	**36.** b	**56.** d
17. a	**37.** c	**57.** c
18. b	**38.** b	**58. c**
19. c	**39.** c	**59.** d
20. b	**40.** d	**60.** d

Answers and Explanations

1. The answer is choice b.

2. The answer is choice b. The series afsdetp and mkhsdaw are identical in Column **A** and Column B.

3. The answer is choice b. To prepare for this type of question, write out the alphabet on a sheet of scrap paper before you begin the test. It is much easier to find the answer to questions like this on paper than in your head.

4. The answer is choice d. The largest of these numbers is **6365952** and the second largest is **6365863.** If **6365863** is reversed, the second digit is **6.**

5. The answer is choice b. To solve this problem, the best method is to start with the possible answers and work from there. Since choice a is **3,** find the fourth time the digit **3** appears in the list and circle it. Since choice b is 8, find the fourth time the digit 8 appears in the list and circle that. Follow this process until you have circles on the list for all four choices. Then pick the circle that is closest to the beginning of the list, and you will find that it is the digit 8, choice b.

6. The answer is choice a. Again, this type of question is much easier to answer if you write out the alphabet on a sheet of scrap paper before you begin the test.

7. The answer is choice **d.**

8. The answer is choice c. In the word alcoholism, the letters a and c are separated by one letter, as they are in the alphabet.

9. The answer is choice a. The words matter, tartar, marriage, and leather have a letter repeated other than the first or last letter. The other words all have letters repeated, but in every case the letter is the first or last letter in the word.

10. The answer is choice c. The words creed, cancer, donor, peace, and dancer can be created using the letters in the word preponderance.

11. The answer is choice b.

12. The answer is choice b. The word respond can be formed using the letters in the word ponders, and the word ripens can be formed using the letters in the word sniper.

13. The answer is choice c.

14. The answer is choice c.

15. The answer is choice b. The series huplkhi and mkjdgef are identical in Column **A** and Column B.

16. The answer is choice b.

17. The answer is choice a. The smallest of these number is **2703928.** The sum of the last two digits in this number is 10.

18. The answer is choice b.

19. The answer is choice c.

20. The answer is choice b.

21. The answer is choice c.

22. The answer is choice b. The words evoke, create, debate, and aroma end in letters that appear before H in the alphabet.

23. The answer is choice a. The words claim, mail, teal, metal, cattle, and camel can be created using the letters in the word immaculate.

24. The answer is choice a.

25. The answer is choice c. The words fatuous, mackerel, and success contain letters that are not found in the corresponding words in Column **A.**

26. The answer is choice c.

27. The answer is choice b.

28. The answer is choice b. The series ajshfdtd and kgfjdhen are identical in Column **A** and Column B.

29. The answer is choice c.

30. The answer is choice c. The two largest numbers here are **5969212** and **6089339.** The last digits of these numbers are **2** and **9,** and the sum of **2** and **9** is 11.

31. The answer is choice a.

32. The answer is choice b.

33. The answer is choice d.

34. The answer is choice d. The letters c, n, e, and **r** are used only once.

35. The answer is choice b. The words following, underline, capable, and seventy have letters repeated other than the first or last letters. The other words have letters repeated, but in each case the letter is the first or last letter in the word.

36. The answer is choice b. The words legal, eagle, assail, and tassel can all be created using letters in the word legislate.

37. The answer is choice c.

38. The answer is choice b. The word clergy cannot be formed using the letters in the word clarify, and the word erase cannot be formed using the letters in the word eradicate.

39. The answer is choice c.

40. The answer is choice d. The name St. James is alphabetized as if the abbreviation St. were spelled out (Saint).

41. The answer is choice b. The series dsj48dyt5 and 2l47heew are identical in Column **A** and Column B.

42. The answer is choice a.

43. The answer is choice b. The largest of these numbers is 3499872 and the second largest is 3491758. The last two digits in 3491758 are 5 and 8, and the sum of **5** and 8 is 13.

44. The answer is choice d.

45. The answer is choice b.

46. The answer is choice **d.**

47. The answer is choice b. The letters p and r appear in the second half of the alphabet.

48. The answer is choice c. The words flatter, potato, cater, hotel, and session end in letters that appear after j in the alphabet.

49. The answer is choice b. The words grass, sugar, and spurs can be formed using letters in the word asparagus.

50. The answer is choice b. In the first combination, 2511129875, the letter **J** immediately follows a number <u>two times.</u> Then in the combination, 3074JE52S, **J** follows a number once. Therefore the total number of times that **J** follows a number is three times, choice b. Notice here that the question does not ask, "In how many combinations of letters and numbers does the letter **J** immediately follow a number?" If it had, the answer would have been 2, or choice a.

51. The answer is choice a. The word release contains the letters l and s, which are not found in the word retreat.

52. The answer is choice c.

53. The answer is choice c.

54. The answer is choice b. The series 21id7frd2 and kw82hr78 are identical in Column **A** and Column B.

55. The answer is choice c.

56. The answer is choice d. The largest of these number is **4925952** and the second largest is **4925863. If** the digits of **4925863** were reversed, the second digit would be **6.**

57. The answer is choice c.

58. The answer is choice c.

59. The answer is choice d.

60. The answer is choice d. In the word experiment, the letters p and r are separated by one letter, just as they are in the alphabet.