

# Test Orientation Guide for Major Entry-Level Jobs

## Postal Service — A Great Place to Work

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Welcome to the *Tests 460 and 470 Orientation Guide for Major Entry-Level Jobs*. This guide explores certain aspects of the examination process — a first step for employment consideration with the United States Postal Service — an outstanding, award-winning service provider for the worldwide movement of messages, merchandise, and money.

The Postal Service reaches everyone, everywhere, every day . . . . Dependability. Security. Value. That's what the Postal Service delivers to the American people. That's what we have been delivering for more than 200 years to all of our customers — like you. We give credit to all our employees whose hard work and dedication enables us to achieve our mission...

To bind the nation together through the personal, educational, literary, and business correspondence of the people . . . to provide prompt, reliable, and efficient services to patrons in all areas . . . and to render postal services to all communities.

We strive to make the Postal Service a great place to work and a great place for our customers to do business.

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# Tests 460 and 470 for Major Entry-Level Jobs

## What distinguishes the Postal Service from other service organizations . . .

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### CONSUMER ALERT

**You never have to pay for information about job vacancies or employment opportunities with the Postal Service!**

But scam artists are victimizing people by selling information about federal job opportunities. They advertise in classified sections of newspapers and offer — for a fee — to help job seekers find and apply for federal jobs. Some even try to confuse consumers with names similar to federal agencies, such as *U.S. Agency for Career Advancement* or the *Postal Employment Service*.

These scam artists may also lie about the *availability* of federal job openings. If someone alerts you to a postal job, check with the local Postal Service facility to determine whether or not a job is available and an exam is required for eligibility.

**The Postal Service does not charge application fees or guarantee employment.**

Our employees are our most valuable asset, and we want the best possible workforce to carry out our mission. Our organization is unique in that:

- We handle more than 630 million mail items daily.
- We are 783,000 career employees serving the American public. That makes the Postal Service one of the nation's largest civilian employers.
- We operate more than 38,000 Post Offices and have a fleet of more than 200,000 vehicles to pick up, transport, and deliver mail in the U.S.
- We use commercial airlines to carry 10.5 million pounds of mail a day. That makes us the airlines' biggest shipper.
- We deliver directly to 130 million addresses 6 days a week, and 7 million customers visit our Post Offices every day.

## What this test orientation guide offers . . .

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This guide supplements the test scheduling package mailed to you when you apply for a specific test session to take *Test 460* for rural carrier associates or *Entrance Battery 470* for distribution, delivery, and processing positions.

In this guide, we familiarize you with the testing process and its key features. If you know what to expect on the tests and are prepared to do your best, you will have a better chance of success.

If you understand the testing process, you are less likely to be victimized by advertisements for fraudulent postal jobs or exam scams (see Consumer Alert). More importantly, you can take tests 460 or 470 feeling more confident and at ease.

## DON'T FALL FOR THESE RIP-OFFS!

It's deceptive for *anyone* to guarantee a high score on postal entrance tests 460 and 470. The Federal Trade Commission, the U.S. Office of Personnel Management, and the Postal Service urge job seekers to avoid falling for deceptions like these:

- Classified ads or verbal sales pitches that imply an affiliation with the federal government, or guarantee high test-scores or jobs.
- Ads that offer information about *hidden* or unadvertised federal jobs.
- Ads that refer to a toll-free number. An operator encourages you to buy a *valuable booklet* containing job listings, practice test questions, and tips for entrance exams.
- Toll-free numbers that direct you to other pay-per-call numbers for more information. Under federal law, any solicitations for pay-per-call numbers must contain full disclosures about cost. Also, the solicitation must make clear if there is an affiliation with the federal government. You must have a chance to hang up before you incur any charges.

## GET HELP . . .

If you have concerns about a company's advertisement for employment services, contact:

- Federal Trade Commission: 1-877-FTC-HELP (382-4357) or on the internet at <http://www.ftc.gov>
- U.S. Postal Inspection Service: local office listed in the blue (Government) pages of the local telephone directory.
- Your state attorney general or local Better Business Bureau.

## What this test orientation guide does not do . . .

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The sample exercises provided are neither practice tests, nor simulations of actual testing conditions for tests 460 and 470. However, they do resemble the actual tests in style and format.

There are no time limits for completing the sample exercises. However, the times referenced in the sample exercises are the same as similar sections in tests 460 and 470.

**Note:** Completing the sample exercises does not ensure a boost in your scores on tests 460 or 470 or in your aptitude to perform postal work. Neither does attending workshops or studying exam techniques.

## What tests 460 and 470 are about . . .

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Postal exams, like tests 460 and 470, are opened to the public to meet local staffing needs. These tests examine general aptitude, not knowledge of facts. The tests provide a screening process on job-related criteria for job applicants and allow applicants to compete for positions.

## Why we test our potential employees . . .

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Postal employees deliver billions of pieces of mail each day to millions of Americans. Certain knowledge, skills, and abilities for checking addresses, sorting, and delivering mail are needed to move this volume of mail quickly and accurately.

Tests 460 and 470 help identify individuals with important job related abilities, such as memory, identifying patterns in a number series, and following instructions.

## What our major entry-level jobs and related testing requirements are . . .

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Most Postal Service career opportunities involve sorting and delivering mail. The following list offers a brief description of these positions and required testing. Other Postal Service jobs — e.g., office clerical, skilled maintenance, etc. — require different tests that are not covered in this guide.

- **City carrier:** Travels planned routes to deliver and collect mail, typically on foot or by vehicle, outdoors in all weather. Must have a current valid state driver's license and safe driving record. Must pass test 470.
- **Distribution clerk:** Sorts incoming and outgoing mail (including mail not handled by automated equipment) in plant or Post Office facilities. Must pass test 470.

- **Mail processor:** Operates mail processing equipment and acts as a trouble-shooter. Collates, bundles, and transfers processed mail from one area to another, sometimes involving heavy lifting. Must pass test 470.
- **Mail handler:** Loads and unloads mail containers and transports mail and empty equipment throughout a building. Opens and empties sacks of mail. Involves heavy lifting. Must pass test 470.
- **Mark-up clerk:** Enters change-of-address data into a computer database, processes mail, and performs other clerical functions. Operates a keyboard to process changes. Must have passed a typing test and have good data entry skills. Must pass test 470.
- **Flat sorting machine operator:** Distributes large flat pieces of mail by using a numeric keypad to enter codes from memory or by reading the ZIP Codes at a rate of up to 45 flat pieces per minute with 98 percent accuracy. Must maintain close attention to visual detail for long periods. Loads and removes mail from machines. Must pass test 470.
- **Rural carrier associate:** Sorts mail into delivery sequence for assigned route. Delivers and collects mail along a prescribed rural route by vehicle. Provides customers a variety of postal-related services. Must pass test 460.

## What advantages exist for veterans seeking postal employment . . .

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We examine and select applicants for employment in compliance with legal and regulatory requirements, including entitlements required in the Veterans' Preference Act of 1944. This law influences our administrative structure for examining and hiring applicants, particularly certain veterans and some family members of disabled or deceased veterans who have met the requirements for veterans' preference.

Entitlements can include the following:

- Addition of either 5 or 10 points to competitive test scores (see *What a qualifying test score is*).
- Priority in selection decisions and an opportunity to compete in exams not open to the general public.
- Restriction of a position to those entitled to veterans' preference.

## What a qualifying test score is . . .

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Tests 460 and 470 require a minimum score of 70. Acceptable test scores range from 70 to 100 and are called the *basic rating*. Veterans' Preference Act of 1944 requirements may add points to the basic rating. If points are added, the basic rating is called the *final rating*.

If an applicant is not entitled to veterans' preference, the basic and final ratings are identical.

## Where to look for announcements of tests for entry-level jobs . . .

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Test dates for tests 460 and 470 are publicized widely in recruitment areas such as in the following places:

- Public bulletin boards in Post Offices and in local, federal, and state municipal buildings.
- State employment offices.
- Local TV, newspaper, and radio advertisements.
- Community groups, including minority, women, and veterans' organizations.

## How to apply to take tests 460 or 470 . . .

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During the opening period indicated on the test announcements for tests 460 or 470, apply by calling the toll-free telephone number provided. The phone system prompts you through the application process, requests the test announcement number, and asks for other required application information. Look for Internet application capability to be available in the near future.

At least one week before the test date, you will be mailed a scheduling package indicating when and where to report for the test. Applicant instructions and sample questions will also be included.

## How to get reasonable accommodation for the tests . . .

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To take tests 460 and 470, the Postal Service considers requests for reasonable accommodations by qualified job applicants with disabilities (case-by-case). If you need a reasonable accommodation, please immediately notify the contact person identified in the test scheduling materials.

## What happens when you qualify on tests 460 or 470 . . .

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A passing score on tests 460 or 470 qualifies you to continue in the hiring process but does not guarantee employment with the Postal Service. If you qualify, we list your name on an entrance register — a resource to help us consider applicants for vacant positions. Your name appears on the register with other applicants who passed the test.

By law, disabled veterans with passing scores are listed at the top of the register ahead of other applicants who passed the exam. All other veterans' preference applicants and nonpreference applicants are listed in descending order of their final ratings (with veterans' preference points added, if applicable). Veterans' preference applicants are listed ahead of nonpreference applicants with the same final rating.

## What is required to meet further eligibility and suitability requirements . . .

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The Postal Service must ensure the public's trust and confidence by maintaining the security and reliability of the mail. The public has the right to expect the Postal Service to maintain the privacy of the mail. Postal employees have the right to expect a safe environment in which to work. Thus, Postal Service employees must have integrity and be honest, trustworthy, reliable, and courteous.

Therefore, applicants must meet specific eligibility requirements to continue the hiring process:

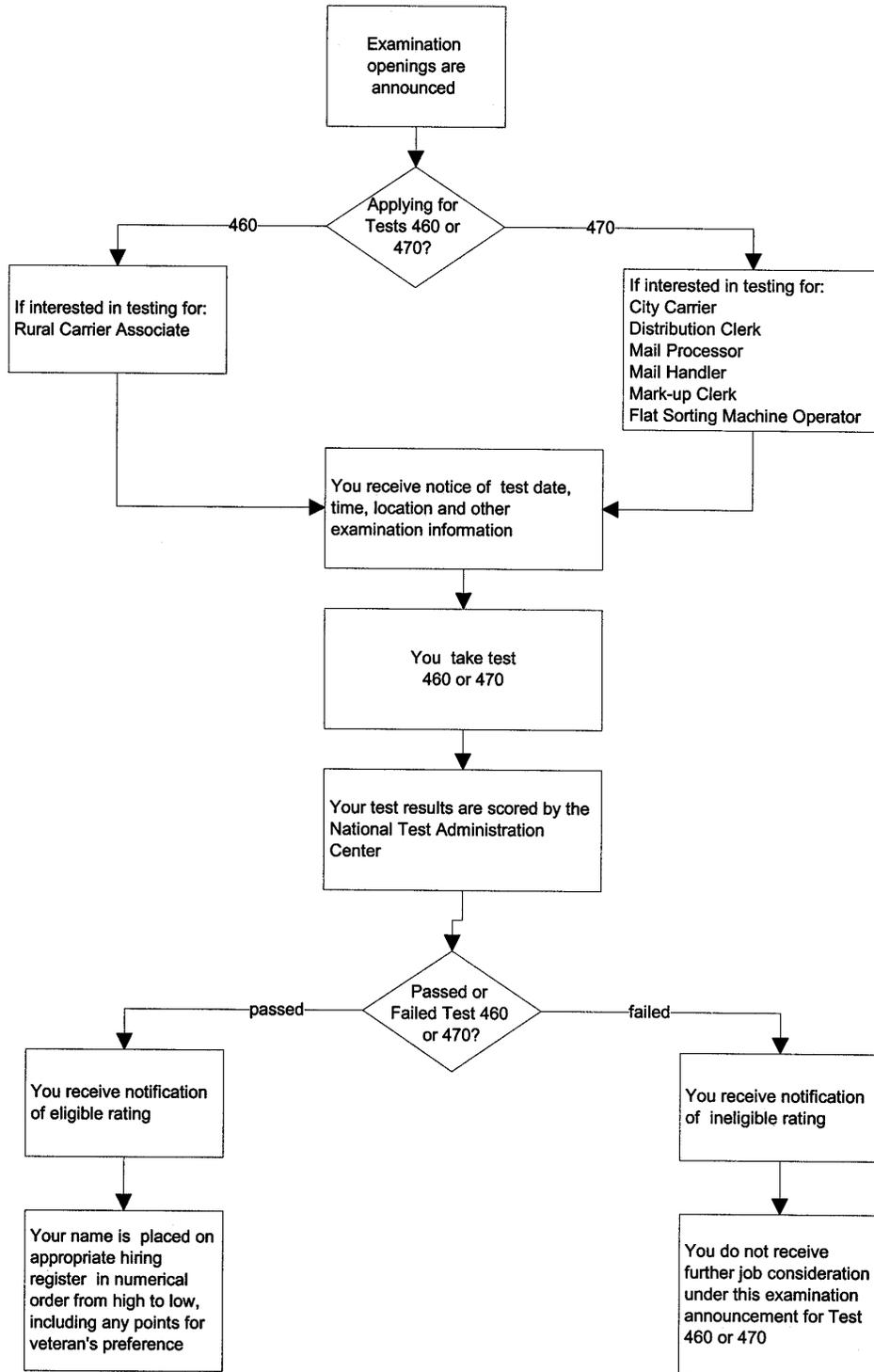
- Age — 18 years old at the time of appointment or 16 years old with a high school diploma.
- Citizenship — U.S. citizens or permanent resident aliens.
- Basic competency in English.
- Selective Service — Males born after December 31, 1959 must be registered with the Selective Service System when they reach their 18<sup>th</sup> birthday.

Applicants who meet eligibility requirements must then be screened to determine their suitability, including looking at these factors:

- Review of employment history.
- Drug screen.
- Criminal records check.
- Driving record for jobs requiring driving.

# Examination Process Flowchart

The following flowchart provides a visual overview of the examination process.



## What to do before taking the test . . .

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- Get a good night's sleep  
To be rested and prepared, it is important to get adequate sleep the night before you take the test.
- Eat a light, nutritious meal  
Although you may be a bit nervous before leaving to take the test, it is important to eat a light and nutritious meal. By doing so, you will increase your energy level.
- Review directions to the test site  
If driving to the test, review directions and make sure adequate parking is available. If using public transportation, check arrival and departure times. If you are being driven, remind the driver of your schedule.

## What you can learn about testing . . .

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Complete the sample exercises to learn about the process for taking tests 460 and 470, regarding:

- *Variety of item formats* — two-option or five-option.
- *Item presentation* — oral or written.
- *Test illustrations* — use of figures and drawings.
- *Scoring rules* — correct answers only or penalty for guessing.
- *Mental demands* — recognition, memory, reasoning, and speed.
- *Mechanics of test-taking* — timing, length of test, and proper use of answer sheet.

## Where answer sheets and answers to sample exercises are . . .

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**Appendix A contains the answers** (and explanations, where appropriate) to all exercises. There may be more than one way to derive some answers. The questions and answers are merely examples similar to what you find on tests 460 and 470.

**Note:** The method you use to derive answers may differ from approaches suggested in this guide.

**Appendix B is the answer sheet** for recording answers and practicing mechanics of test taking — darkening circles to indicate your answer choice.

## What the actual Test 460 Rural Carrier Associate and Entrance Battery 470 cover . . .

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In actual tests 460 and 470, the examiner provides instructions for completing each section. The sections, numbers of questions in each, time allotted for completion of the section, and subject matter covered are identified in the following table.

**Note:** Work on one test section at a time. If finished before time is called, you are not allowed to proceed to another test section or return to a previously completed section.

## Contents of Tests 460 and Entrance Battery 470

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Section Name	Number of Questions	Minutes Allotted	Subject Matter Covered
<b>Section A</b> Address Checking	95	6	Determine whether 2 addresses are the same.
<b>Section B</b> Memory for Addresses	88	5	Memorize locations of addresses.
<b>Section C</b> Number Series	24	20	Identify next two numbers in an incomplete number series.
<b>Section D</b> Following Oral Directions	NA	25	Follow directions by writing in test book and then on the answer sheet.

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## How to plan for Test 460 Rural Carrier Associate and Entrance Battery 470 . . .

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**Important:** The sample Sections A–D and exercises that follow resemble actual sections and exercises in tests 460 and 470. Read material for completing tasks, scoring answers, and reducing scoring errors in these sample sections and complete sample exercises.

## Section A: Address Checking

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### Completing Tasks

Section A of tests 460 and 470 consists of 95 questions to be completed in 6 minutes. You must determine whether 2 addresses are exactly alike in every way and darken circle *A* (Alike) for the item. Or determine whether 2 addresses are different in any way and darken circle *D* (Different) for the item.

**Note:** Speed and accuracy are important for this section.

### Scoring Answers

Scoring Section A is the number of right answers minus the number of wrong answers. Random guessing will probably not help your score.

### Reducing Errors

Here are suggestions:

- **Work as quickly and accurately as possible.** Although you're not expected to answer all questions in the time allowed, do your best and answer as many as possible.
- **Identify similarities and differences** in address information quickly (as expected on the job).
- **Do not lose your place.** As you quickly answer questions, it can be easy to lose your place. Consider holding your pencil with your writing hand on the answer sheet directly on the question number being answered. After answering a question, move your pencil to the next number. Use your other index finger to keep track of questions as they are answered.
- **Concentrate on the question you are working on.** Do not allow your eyes to wander around the page. Remain focused on one question at a time. Periodically, check to see that you are working on the same question that you are marking on your answer sheet.
- **Avoid making stray marks** on the answer sheet.

### Completing the Section A Sample Exercise

**Step 1:** Remove sample answer sheet from Appendix B.

**Step 2:** Complete Exercise Set 1.

Move through the columns by reading from left-to-right, right-to-left, and so on. Work as quickly and as accurately as possible.

**Note:** You may find errors in numbers, abbreviations, and words — all types of address-checking errors.

Your task is to:

- Compare numbers, abbreviations, and words.
- Determine if each is similar (*exactly alike in every way*) or different (*dissimilar in any way*).
- Mark *A* or *D* appropriately.

**Step 3:** Check answers to Exercise Set 1.

When you have finished, check your answers against those in *Appendix A*.

**Exercise Set 1: Address Checking Summary**

1.	13412 W 43 Ave	1342 W 43 Ave
2.	2021 Bentwood Ln	2021 Brentwood Ln
3.	Quantico VA 22135	Quantico VA 22135
4.	53 Devereux Ct	53 Devereux Cr
5.	45 Carver Pkwy	45 Carver Pkwy
6.	7519 Sacaton Manor	7519 Sancaton Manor
7.	6202 Black Hawk Rd	6202 Black Hawk Rd
8.	Bay Village, NH 444140-1690	Bay Village, OH 44140-1690
9.	Mount Rainier, MD 20712	Mount Rainier, MD 20712
10.	21 Bellvue Pl	21 Bellevue Pl
11.	8984 Huntington Pk	8985 Huntington Pk
12.	9847 Braxton Rd	9487 Braxton Rd
13.	30191 Lynwood Ctr	3091 Lynwood Ctr
14.	69665 Pacific Junction	69665 Pacific Junction
15.	Chatsworth CA 91311	Chatsworth CT 91311
16.	184 Madison Dr NE	184 Madison Dr SE
17.	154 Fairhill Terrace	154 Fairlawn Terrace
18.	6200 South Martano	6200 South Maratano
19.	57 Dupont Cir NW	57 Dupont Cir NW
20.	40297 St. Lucia Wy	40927 St. Lucia Wy
21.	10099 Cotton Tail Lane	10009 Cotton Tail Lane
22.	Peosta IA 52068	Peosta IA 52608
23.	20232 Sunburst St	20232 Sunburn St
24.	Orem UT 84057-1999	Orem UT 84057-1999
25.	10923 Seminole SW	10923 Seminole NW
26.	1544 N. 82 St	1544 W. 82 St
27.	Creswell OR 97426	Creswell OH 97426
28.	83 Wooster Hts Rd	83 Wooster Hts Rd
29.	1963 Bell Ave	1963 Bell Ave
30.	Dewitt NY 13214	Dewhit NY 13214

## Section B: Memory for Addresses

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### Completing Tasks

Section B of tests 460 and 470 consists of 88 questions to be completed in 5 minutes. You must memorize the locations of addresses from a set of 5 boxes, labeled A, B, C, D, and E. Each box contains 5 addresses with names and numbers — a total of 25 entries per question.

You have 3 exercises to help you memorize the location of addresses shown in the 5 boxes. Then, you must complete questions requesting the location of these addresses.

Specifically, for each address, determine which box (A, B, C, D, or E) it came from. You do not need to memorize *where* the addresses are placed within the box (top, middle, bottom, etc.). Rather, your task is to memorize *what* box they are in.

**Note:** During the actual tests, you are not permitted to:

- Refer to the boxes when answering the questions.
- Write any addresses down during the memorization period.

### Scoring Answers

Scoring Section B is the total number of right answers minus 1/4 point for each wrong answer.

### Reducing Errors

In actual tests 460 and 470, you have 3 opportunities to practice memorizing the location of the same set of addresses before answering questions on them for the test. Listen to the administrator's instructions. Do not become frustrated or discouraged — remain focused. Here are additional suggestions:

- **Consider answering questions you know** and answer other questions later. Remember that you only have a time limit of 5 minutes for completing the questions. If you return to a question, take extreme care to *make sure that you are marking the correct answer on your answer sheet*. It is easy to lose your place and darken the wrong circle.
- **As time permits, go back and attempt to answer the more difficult questions.** If you have narrowed a difficult question down to one or two choices, you may want to make an educated guess.
- **Random guessing will probably not help your score.** But, if you can eliminate one or more alternatives, it may be to your advantage to guess.
- **Work as quickly and accurately as possible.** You are not expected to answer all questions in the time allowed.
- **Fully use the 3 practice opportunities you are given to practice memorizing the addresses.** Memorize locations of the addresses. If

you concentrate fully during these 3 sessions, you will more effectively use allotted time when answering subsequent test questions.

**Note:** During tests 460 and 470, you will not have access to the addresses in the boxes.

## Completing the Section B Sample Exercises

We have provided 2 sample exercises to help familiarize you with the test and increase your confidence.

**Step 1:** Remove sample answer sheet from Appendix B (if you have not already done so).

**Step 2:** Study example of addresses in boxes below. The addresses are similar in format to those presented in the actual tests 460 and 470.

### Sample Addresses for Memorization

A	B	C	D	E
8500-8799 Snider Odell	4500-5199 Snider Packer	8800-8899 Snider Larkin	5200-5699 Snider Campus	7600-8499 Snider Mingo
8800-8899 Bride Ralph	5200-5699 Bride Plano	8500-8799 Bride Skokie	7600-8499 Bride Falcon	4500-5199 Bride Greene
7600-8499 Hanna	8500-8799 Hanna	4500-5199 Hanna	8800-8899 Hanna	5200-5699 Hanna

**Step 3:** Complete Exercise Set 2.

Your task is to:

- Memorize the information in the boxes that follow in Exercise Set 2.
- Darken the letter on answer sheet corresponding to the boxes that contain the names and numbers.
- Refer as necessary to suggestions for reducing errors.

**Note:** You will not have access to information in the boxes during tests 460 and 470.

**Step 4:** Check answers to Exercise Set 2.

When you have finished, compare your answers against those in *Appendix A*.

### Exercise Set 2: Memory for Addresses

A	B	C	D	E
8500-8799 Snider Odell	4500-5199 Snider Packer	8800-8899 Snider Larkin	5200-5699 Snider Campus	7600-8499 Snider Mingo
8800-8899 Bride Ralph	5200-5699 Bride Plano	8500-8799 Bride Skokie	7600-8499 Bride Falcon	4500-5199 Bride Greene
7600-8499 Hanna	8500-8799 Hanna	4500-5199 Hanna	8800-8899 Hanna	5200-5699 Hanna

**Exercise Set 2: Memory for Addresses**

1. 5200-5699 Snider
2. Skokie
3. 8800-8899 Bride
4. 7600-8499 Snider
5. Plano
6. 4500-5199 Bride
7. Larkin
8. 4500-5199 Hanna
9. Falcon
10. 5200-5699 Hanna
11. Ralph
12. 7600-8499 Snider
13. 7600-8499 Hanna
14. Skokie
15. Packer
16. 8800-8899 Hanna
17. 7600-8499 Bride
18. Greene
19. 5200-5699 Hanna
20. Plano
21. 8500-8799 Snider
22. Campus
23. Greene
24. 4500-5199 Snider
25. Odell
26. 7600-8499 Hanna
27. Mingo
28. 5200-5699 Bride
29. 8500-8799 Bride
30. Packer
31. 8800-8899 Snider
32. Ralph
33. 8500-8799 Hanna
34. Odell
35. 8500-8799 Snider
36. 8500-8799 Bride
37. Larkin
38. 4500-5199 Bride
39. 5200-5699 Snider
40. Campus
41. Falcon
42. 8800-8899 Bride
43. 5200-5699 Bride
44. 8500-8799 Hanna
45. Mingo
46. 8800-8899 Hanna
47. 4500-5199 Hanna
48. 8800-8899 Snider
49. 7600-8499 Bride
50. 4500-5199 Snider

**Step 5:** Complete Exercise Set 3: Memory for Addresses.

Your task is to:

- Review instructions for Exercise Set 2: Memory for Addresses.
- Review and memorize the information in the following boxes.
- Make your best attempt to answer the questions in Exercise Set 3 strictly from memory.
- Refer to the boxes only when necessary.

**Step 6:** Check answers to Exercise Set 3.

- When finished, compare your answers against those in *Appendix A*.

***Exercise Set 3: Memory for Addresses***

A	B	C	D	E
8500-8799 Snider Odell	4500-5199 Snider Packer	8800-8899 Snider Larkin	5200-5699 Snider Campus	7600-8499 Snider Mingo
8800-8899 Bride Ralph	5200-5699 Bride Plano	8500-8799 Bride Skokie	7600-8499 Bride Falcon	4500-5199 Bride Greene
7600-8499 Hanna	8500-8799 Hanna	4500-5199 Hanna	8800-8899 Hanna	5200-5699 Hanna

**Exercise Set 3: Memory for Addresses**

1. 8800-8899 Snider
2. Campus
3. 5200-5699 Hanna
4. 4500-5199 Snider
5. 8500-8799 Bride
6. Odell
7. 8500-8799 Hanna
8. 4500-5199 Hanna
9. Ralph
10. Falcon
11. 4500-5199 Snider
12. Campus
13. 7600-8499 Snider
14. 8500-8799 Snider
15. 5200-5699 Bride
16. Falcon
17. 4500-5199 Bride
18. Greene
19. 8500-8799 Hanna
20. 7600-8499 Hanna
21. Skokie
22. Packer
23. 5200-5699 Bride
24. 8500-8799 Snider
25. Mingo
26. 8800-8899 Hanna
27. 8800-8899 Snider
28. Larkin
29. 7600-8499 Hanna
30. Plano
31. 5200-5699 Hanna
32. 8500-8799 Bride
33. Skokie
34. Greene
35. 8800-8899 Bride
36. Ralph
37. 4500-5199 Hanna
38. 7600-8499 Snider
39. Odell
40. Mingo
41. 5200-5699 Snider
42. Larkin
43. 7600-8499 Hanna
44. Plano
45. 8800-8899 Bride
46. 7600-8499 Hanna
47. Packer
48. 5200-5699 Snider
49. 4500-5199 Bride
50. 8800-8899 Hanna

## Section C: Number Series

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### Completing Tasks

Section C of tests 460 and 470 consists of 24 questions to be completed in 20 minutes. Marking in your test book is allowed for this section of the test. In the sample exercises that follow, you are to identify the next 2 missing numbers in an incomplete number series.

### Scoring Answers

Section C of tests 460 and 470 is scored based on the number of questions that you answer correctly. There is no penalty for guessing, so plan to answer every question.

### Reducing Errors

As you work through the sample questions, you may want to select a few numbers within the series and focus on them. For example, look at the first, third, and fifth numbers. Do you recognize a pattern? If not, try the second, fourth, and so on.

- Keep trying different combinations until you are able to identify a pattern. Certain patterns may be identified more easily than other patterns. There are several possible number patterns in Section C. To do your best, stay relaxed and focused. If you don't recognize the pattern quickly, you might try sounding it out silently (to yourself), and/or mark the changes directly on your test guide. Look for repeated numbers and alternating series. Most importantly, do not get frustrated.
- Consider completing the easiest questions first. Once easier questions are completed, consider going back to answer the more difficult ones.
- Remember that only right answers count. It is to your advantage to attempt every question.

**Note:** Do not spend too much time on any one question, and make sure to mark your answers in the correct spaces on your answer sheet.

### Completing the Section C Sample Exercises

**Step 1:** Remove sample answer sheet from Appendix B (if you have not already done so).

**Step 2:** Complete Exercise Set 4: Number Series.

Your task is to:

- Determine the relationships among a series of numbers. Some of the number patterns will be obvious, while others will require more thought. Some patterns will be easy to identify.
- Remember that you must recognize various types of patterns. For this part of the test, you are allowed to mark changes directly in the actual test book as well as in the following sample exercises.

- To assist you in determining the differences between the number patterns, try marking the pattern changes near the actual numbers (either above or next to the numbers).
- Try the following exercise sets to determine which numbers should follow in the series. Darken A, B, C, D, or E.

**Step 3:** Check answers to Exercise Set 4.

When you are finished, check your answers against those in *Appendix A* and read the explanations.

**Exercise Set 4: Number Series**

- |    |                      |           |           |           |           |           |
|----|----------------------|-----------|-----------|-----------|-----------|-----------|
| 1. | 1 2 3 1 2 3 1        | (A) 1 2   | (B) 2 3   | (C) 3 4   | (D) 4 5   | (E) 0 1   |
| 2. | 48 52 56 60 64       | (A) 66 68 | (B) 70 74 | (C) 68 72 | (D) 68 70 | (E) 66 70 |
| 3. | 15 14 13 12 11 10 9  | (A) 8 10  | (B) 8 9   | (C) 9 8   | (D) 10 11 | (E) 8 7   |
| 4. | 10 20 30 10 20 30 10 | (A) 20 30 | (B) 10 20 | (C) 30 20 | (D) 20 10 | (E) 30 10 |
| 5. | 7 6 7 6 7 6 7        | (A) 7 6   | (B) 6 7   | (C) 8 9   | (D) 7 8   | (E) 8 7   |

**Step 4:** Complete Exercise 5: Number Series.

Complete the exercise set that follows. You may be able to answer some of these questions right away, while others may require more thought. Refer, as necessary, to Step 2.

**Step 5:** Check answers to Exercise 5.

When you are finished, check your answers against those in *Appendix A* and read the explanations.

**Exercise Set 5: Number Series**

- |    |                      |           |           |           |           |           |
|----|----------------------|-----------|-----------|-----------|-----------|-----------|
| 1. | 2 2 3 3 4 4 5        | (A) 5 6   | (B) 6 7   | (C) 6 6   | (D) 2 6   | (E) 7 7   |
| 2. | 41 43 45 47 49 51 53 | (A) 54 56 | (B) 55 56 | (C) 56 58 | (D) 55 57 | (E) 56 57 |
| 3. | 4 6 5 6 6 6 7        | (A) 8 6   | (B) 6 8   | (C) 8 9   | (D) 8 7   | (E) 7 7   |
| 4. | 66 56 10 46 36 10 26 | (A) 10 16 | (B) 16 6  | (C) 10 6  | (D) 36 10 | (E) 16 10 |
| 5. | 2 2 3 3 2 3 4 2      | (A) 2 3   | (B) 5 2   | (C) 3 5   | (D) 2 5   | (E) 3 3   |

**Step 6:** Complete Exercise 6: Number Series.

**Step 7:** Check answers to Exercise Set 6.

When you have finished, check your answers against those in *Appendix A* and read explanations.

**Exercise Set 6: Number Series**

- |    |                      |            |            |             |             |             |
|----|----------------------|------------|------------|-------------|-------------|-------------|
| 1. | 1 2 4 7 11 16 22     | (A) 23 25  | (B) 24 28  | (C) 29 37   | (D) 30 39   | (E) 25 32   |
| 2. | 45 50 47 52 49 54 51 | (A) 56 53  | (B) 55 52  | (C) 56 58   | (D) 54 49   | (E) 56 61   |
| 3. | 2 4 8 16 32 64       | (A) 84 122 | (B) 82 104 | (C) 102 208 | (D) 128 256 | (E) 124 248 |
| 4. | 16 8 24 12 36 18     | (A) 48 24  | (B) 54 27  | (C) 9 27    | (D) 27 54   | (E) 32 64   |
| 5. | 26 23 29 25 31 26 32 | (A) 38 32  | (B) 26 34  | (C) 39 33   | (D) 37 42   | (E) 26 32   |

**Step 8:** Complete Exercise Set 7: Number Series.

**Step 9:** Check answers to Exercise Set 7.

When you have finished, check your answers against those in *Appendix A* and read explanations.

**Exercise Set 7: Number Series**

- |     |                         |            |            |            |            |            |
|-----|-------------------------|------------|------------|------------|------------|------------|
| 1.  | 24 18 22 16 20 14 18    | (A) 12 16  | (B) 20 24  | (C) 24 20  | (D) 22 28  | (E) 14 20  |
| 2.  | 13 13 13 16 16 16 19 19 | (A) 19 21  | (B) 19 22  | (C) 19 19  | (D) 21 22  | (E) 16 19  |
| 3.  | 3 0 0 3 1 3 3 2 6       | (A) 3 3    | (B) 3 4    | (C) 2 3    | (D) 6 8    | (E) 6 9    |
| 4.  | 48 48 38 37 37 27 26    | (A) 16 26  | (B) 26 15  | (C) 16 15  | (D) 26 16  | (E) 26 17  |
| 5.  | 21 34 47 60 73 86       | (A) 94 120 | (B) 99 112 | (C) 97 118 | (D) 95 113 | (E) 92 102 |
| 6.  | 16 8 24 12 36 18 54     | (A) 48 72  | (B) 72 96  | (C) 66 72  | (D) 108 48 | (E) 27 81  |
| 7.  | 92 86 20 81 77 20 74 72 | (A) 70 68  | (B) 20 70  | (C) 20 71  | (D) 68 66  | (E) 68 20  |
| 8.  | 41 12 40 11 39 10 38 9  | (A) 10 37  | (B) 8 37   | (C) 12 37  | (D) 37 8   | (E) 37 12  |
| 9.  | 8 7 6 9 7 6 10 7 6 11   | (A) 12 10  | (B) 12 6   | (C) 10 9   | (D) 12 7   | (E) 7 6    |
| 10. | 14 16 18 15 17 19 16    | (A) 18 20  | (B) 17 19  | (C) 18 17  | (D) 15 18  | (E) 17 20  |
| 11. | 31 30 30 29 29 29 28    | (A) 28 27  | (B) 28 28  | (C) 27 27  | (D) 27 26  | (E) 28 29  |
| 12. | 96 48 48 24 24 12 12    | (A) 12 8   | (B) 6 3    | (C) 6 6    | (D) 12 6   | (E) 12 10  |
| 13. | 2 2 4 6 8 18 16         | (A) 54 48  | (B) 36 64  | (C) 24 32  | (D) 54 32  | (E) 28 32  |
| 14. | 34 33 31 28 27 25 22    | (A) 21 19  | (B) 21 20  | (C) 20 18  | (D) 20 19  | (E) 19 18  |
| 15. | 86 27 41 86 27 41 86    | (A) 41 27  | (B) 86 41  | (C) 41 86  | (D) 86 27  | (E) 27 41  |
| 16. | 4 0 4 4 4 8 4 12 4      | (A) 8 12   | (B) 16 12  | (C) 8 16   | (D) 16 8   | (E) 16 4   |
| 17. | 100 81 64 49 36 25 16   | (A) 8 4    | (B) 9 4    | (C) 8 2    | (D) 9 3    | (E) 9 5    |
| 18. | 0 22 5 0 23 6 0 24 7    | (A) 25 8   | (B) 0 8    | (C) 24 8   | (D) 0 25   | (E) 25 0   |
| 19. | 25 25 25 27 27 27 29    | (A) 29 31  | (B) 31 33  | (C) 29 29  | (D) 31 31  | (E) 30 31  |
| 20. | 28 31 24 27 20 23 16    | (A) 13 11  | (B) 19 21  | (C) 19 12  | (D) 23 20  | (E) 27 30  |

## Section D: Following Oral Directions

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### Completing Tasks

Section D of tests 460 and 470 looks at how well you can listen to and follow directions. The examiner will read instructions to you. You must understand the instructions as the examiner is reading them, because they cannot be repeated.

You must follow directions according to the instructions that the examiner reads or gives you. After each set of instructions, you are given time to mark in your test book and grid your answers on the answer sheet.

**Note:** You are not permitted to ask questions at any time during this section of tests 460 and 470.

### Scoring Answers

Your score for Part D of tests 460 and 470 is based on the number of questions that you answer correctly in 25 minutes.

### Reducing Errors

For each answer, darken the space for a number-letter combination on your answer sheet. When you finish the test, have no more than one space marked for each number. If more than one space is marked for a number, the item will be counted as wrong.

If you are not sure of an answer, it is to your advantage to guess.

### Completing the Section D Sample Exercise

**Step 1:** Remove the sample answer sheet from Appendix B (if you have not already done so).

**Step 2:** Complete Exercise Set 8: Following Oral Instructions.

For maximum benefit, have someone (e.g., relative or friend) read the instructions that immediately follow the Exercise 8 questions.

**Note:** Do not read aloud the words in parentheses.

**Step 3:** Check answers to Exercise Set 8.

When you have finished, check your answers against those in *Appendix A*.

**Exercise Set 8: Following Oral Instructions**

1. 5\_\_\_\_\_

2. 1 6 4 3 7

3. D B A E C

4. (8\_) (5\_) (2\_) (9\_) (15\_)

5. (7\_) [6\_] (1\_) [12\_]

6. [ \_A ] [ \_B ] [ \_C ] [ \_D ] [ \_E ]

7. 5 2 8 9 3

8. 7\_\_\_\_\_

9. (4\_) (7\_) (1\_) (10\_) (6\_)

### Instructions To Be Read (the Words in Parentheses Should Not Be Read Aloud)

Remember, in this part of the test, you will be told to follow directions by writing in a test guide and then on an answer sheet.

- You are to follow the instructions that I read to you. I cannot repeat them.
- Look at the samples. Sample 1 has a number and a line beside it. On the line write A as in Ace. (Pause 2 seconds) Now, on the Orientation Guide Answer Sheet, find number 5 (Pause 2 seconds) and darken the letter you just wrote on the line. (Pause 2 seconds)
- Look at Sample 2. (Pause slightly.) Draw a line under the third number. (Pause 2 seconds) Now look on the Orientation Guide Answer Sheet. Find the number under which you just drew a line and darken B as in Boy. (Pause 5 seconds)
- Look at the letters in Sample 3. (Pause slightly) Draw a line under the third letter in the line. (Pause 2 seconds) Now, on your Orientation Guide Answer Sheet, find number 9 (Pause 2 seconds) and darken the letter under which you drew a line. (Pause 5 seconds)
- Look at the five circles in Sample 4. (Pause slightly) Each circle has a number and a line in it. Write D as in Dog on the line in the last circle. (Pause 2 seconds) Now, on the Orientation Guide Answer Sheet, darken the number-letter combination that is in the circle in which you just wrote. (Pause 5 seconds)
- Look at Sample 5. (Pause slightly) There are two circles and two boxes of different sizes with numbers in them. (Pause slightly) If 4 is more than 2 and if 5 is less than 3, write A as in Ace in the smaller circle. (Pause slightly) Otherwise, write C as in Car in the larger box. (Pause 2 seconds) Now, on the Orientation Guide Answer Sheet, darken the number-letter combination in the box or circle in which you just wrote (Pause 5 seconds)
- Now, look at the five boxes in sample six. Each box has a line and a letter. In the first box, write the answer to this question: How many pennies are in a dime? Now, on the Orientation Guide Answer Sheet, darken the space for the number-letter combination that is in the first box.
- Look at sample seven. Draw a line under the second number. Now, on the Orientation Guide Answer Sheet find the number under which you just drew a line and darken space B as in Boy for that number.
- Look at sample eight. Sample eight has a number and a line beside it. On the line, write an A. Now, on the Orientation Guide Answer Sheet, find number seven and darken the space for the letter you just wrote on the line.
- Look at sample nine. Now, look at the five circles. Each circle has a number and a line in it. Write D as in Dog on the blank in the last circle. Now, on the Orientation Guide Answer Sheet, darken the space for this number-letter combination that is in the last circle.

## Appendix A

# Test Orientation Guide Answers

### Answers to Exercise Set 1, Section A, Address Checking

1. D	5. A	9. A	13. D	17. D	21. D	25. D	29. A
2. D	6. D	10. D	14. A	18. D	22. D	26. D	30. D
3. A	7. A	11. D	15. D	19. A	23. D	27. D	
4. D	8. D	12. D	16. D	20. D	24. A	28. A	

### Answers to Exercise Set 2, Section B, Memory for Addresses

1. D	11. A	21. A	31. C	41. D
2. C	12. E	22. D	32. A	42. A
3. A	13. A	23. E	33. B	43. B
4. E	14. C	24. B	34. A	44. B
5. B	15. B	25. A	35. A	45. E
6. E	16. D	26. A	36. C	46. D
7. C	17. D	27. E	37. C	47. C
8. C	18. E	28. B	38. E	48. C
9. D	19. E	29. C	39. D	49. D
10. E	20. B	30. B	40. D	50. B

### Answers to Exercise Set 3, Section B, Memory for Addresses

1. C	11. B	21. C	31. E	41. D
2. D	12. D	22. B	32. C	42. C
3. E	13. E	23. B	33. C	43. A
4. B	14. A	24. A	34. E	44. B
5. C	15. B	25. E	35. A	45. A
6. A	16. D	26. D	36. A	46. A
7. B	17. E	27. C	37. C	47. B
8. C	18. E	28. C	38. E	48. D
9. A	19. B	29. A	39. A	49. E
10. D	20. A	30. B	40. E	50. D

## Answers and Explanations to Exercise Set 4, Section C, Number Series

1. (B) The series "123" is repeated.
2. (C) Each number increases by 4.
3. (E) Each number decreases by 1.
4. (A) The series "10 20 30" is repeated.
5. (B) The series "7 6" is repeated.

**Note:** The patterns should have been fairly easy to spot. They simply repeat the same pattern of numbers or contain numbers that increase or decrease by the same amounts.

## Answers and Explanations to Exercise Set 5, Section C, Number Series

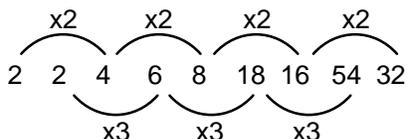
1. (A) Each number is repeated twice; each set of numbers increases by 1.
2. (D) Each number increases by 2.
3. (B) This one gets tricky as there are two alternating series within this grouping. To get a better picture, "select out" the first, third, fifth, and seventh numbers: 4 5 6 7. Say them to yourself. It becomes clear that this is a series of numbers, increasing by 1. Now, "select out" the second, fourth, and sixth numbers: 6 6 6 6. Here you can see that the number 6 is repeated, in between the numbers in the first series. Therefore, the next two numbers should be 6 and 8.
4. (E) Reciting this series in groups of three, you may hear a rhythm: "66 56 10, 46 36 10." The first two numbers in each group decrease by 10, with the third number being the number 10. Therefore, the numbers after 26 should be 16 and 10.
5. (C) Once again, reciting this series to yourself, you may hear a rhythm: "2 2 3, 3 2 3." There are groups of three numbers within this series, with the first number in each group increasing by 1 and the other two remaining the same: "2 2 3" "3 2 3" "4 2 \_." Therefore, the next two numbers should be "3 5" - the last number in the third group and the first number in the fourth group of the series.

## Answers and Explanations to Exercise Set 6, Section C, Number Series

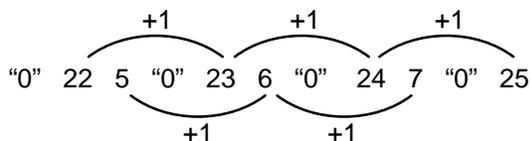
1. (C) 1 (+1) 2 (+2) 4 (+3) 7 (+4) 11 (+5) 16 (+6) 22 (+7) 29 (+8) 37
2. (A) 45 (+5) 50 (-3) 47 (+5) 52 (-3) 49 (+5) 54 (-3) 51 (+5) 56 (-3) 53
3. (D) 2 ( $\times 2$ ) 4 ( $\times 2$ ) 8 ( $\times 2$ ) 16 ( $\times 2$ ) 32 ( $\times 2$ ) 64 ( $\times 2$ ) 128 ( $\times 2$ ) 256
4. (B) 16 ( $\div 2$ ) 8 ( $\times 3$ ) 24 ( $\div 2$ ) 12 ( $\times 3$ ) 36 ( $\div 2$ ) 18 ( $\times 3$ ) 54 ( $\div 2$ ) 27
5. (E) 26 (-3) 23 (+6) 29 (-4) 25 (+6) 31 (-5) 26 (+6) 32 (-6) 26 (+6) 32

## Answers and Explanations to Exercise Set 7, Section C, Number Series

1. (A) 24(-6) 18 (+4) 22 (-6) 16 (+4) 20 (-6) 14 (+4) 18 (-6) 12 (+4) 16
2. (B) Each number is repeated three times and increases by 3.
3. (A)  $3 \times 0 = 0$   $3 \times 1 = 3$   $3 \times 2 = 6$   $3 \times 3$
4. (D) 48 (repeat) 48 (-10) 38(-1) 37 (repeat) 37 (-10) 27 (-1) 26 (repeat) 26 (-10) 16
5. (B) 21 (+13) 34 (+13) 47 (+13) 60 (+13) 73 (+13) 86 (+13) 99 (+13) 112
6. (E) 16 ( $\div 2$ ) 8 ( $\times 3$ ) 24 ( $\div 2$ ) 12 ( $\times 3$ ) 36 ( $\div 2$ ) 18 ( $\times 3$ ) 54 ( $\div 2$ ) 27 ( $\times 3$ ) 81
7. (C) 92 (-6) 86 (-5) "20" 81(-4) 77 (-3) "20" 74 (-2) 72 (-1) "20" 71
8. (D) Two alternating series, both decreasing by one: 41 "12" 40 "11" 39 "10" 38 "9" 37 "8"
9. (E) The numbers "7 and 6" are repeated.
10. (A) Groups of three numbers, increasing by 2. Each group begins one step up from the previous group. 14 (+2) 16 (+2) 18; +1 15 (+2) 17 (+2) 19; +1 16 (+2) 18 (+2) 20
11. (B) Each number is repeated one time more than the number before. 31 appears once; 30 appears twice; 29 appears three times. 28 would appear four times.
12. (C) The numbers are divided by 2, with the number repeated. 96 ( $\div 2$ ) 48 (repeat) 48 ( $\div 2$ ) 2 (repeat) 24 ( $\div 2$ ) 12 (repeat) 12 ( $\div 2$ ) 6 (repeat) 6
13. (D) A tricky alternating series of  $\times 2$  and  $\times 3$ .



14. (A) The pattern repeats groups of three numbers descending by -1, -2, -3; -1, -2, -3. 34 (-1) 33 (-2) 31 (-3) 28 (-1) 27 (-2) 25 (-3) 22 (-1) 21 (-2) 19
15. (E) The pattern 86 27 41 is repeated.
16. (E) Another tricky one. 4 ( $\times 0$ ) 0; 4 ( $\times 1$ ) 4; 4 ( $\times 2$ ) 8; 4 ( $\times 3$ ) 12; 4 ( $\times 4$ ) 16; 4...
17. (B) Each number is square in descending order by 1. 100 ( $10 \times 10$ ); 81 ( $9 \times 9$ ); 64 ( $8 \times 8$ ); 49 ( $7 \times 7$ ); 36 ( $6 \times 6$ ); 25 ( $5 \times 5$ ); 16 ( $4 \times 4$ ); 9 ( $3 \times 3$ ); 4 ( $2 \times 2$ )
18. (D) A "0" comes between two alternating series of numbers increasing by 1.



19. (C) Each number is repeated three times. You must assume that the series continues in this way with 29 being repeated two additional times.
20. (C) Two alternating series of +3 and -7. 28 (+3) 31 (-7) 24 (+3) 27 (-7) 20 (+3) 23 (-7) 16 (+3) 19 (-7) 12

## Answers to Exercise Set 8, Section D, Following Oral Instructions

2B, 4B, 5A, 6D, 7A, 9A, 10A, 12C, and 15D.

Appendix B

# Test Orientation Guide Answer Sheet

Exercise Set 1, Section A, Address Checking

1	(A) (D)	11	(A) (D)	21	(A) (D)
2	(A) (D)	12	(A) (D)	22	(A) (D)
3	(A) (D)	13	(A) (D)	23	(A) (D)
4	(A) (D)	14	(A) (D)	24	(A) (D)
5	(A) (D)	15	(A) (D)	25	(A) (D)
6	(A) (D)	16	(A) (D)	26	(A) (D)
7	(A) (D)	17	(A) (D)	27	(A) (D)
8	(A) (D)	18	(A) (D)	28	(A) (D)
9	(A) (D)	19	(A) (D)	29	(A) (D)
10	(A) (D)	20	(A) (D)	30	(A) (D)

Exercise Set 2, Section B, Memory for Addresses

1	(A) (B) (C) (D) (E)	11	(A) (B) (C) (D) (E)	21	(A) (B) (C) (D) (E)	31	(A) (B) (C) (D) (E)	41	(A) (B) (C) (D) (E)
2	(A) (B) (C) (D) (E)	12	(A) (B) (C) (D) (E)	22	(A) (B) (C) (D) (E)	32	(A) (B) (C) (D) (E)	42	(A) (B) (C) (D) (E)
3	(A) (B) (C) (D) (E)	13	(A) (B) (C) (D) (E)	23	(A) (B) (C) (D) (E)	33	(A) (B) (C) (D) (E)	43	(A) (B) (C) (D) (E)
4	(A) (B) (C) (D) (E)	14	(A) (B) (C) (D) (E)	24	(A) (B) (C) (D) (E)	34	(A) (B) (C) (D) (E)	44	(A) (B) (C) (D) (E)
5	(A) (B) (C) (D) (E)	15	(A) (B) (C) (D) (E)	25	(A) (B) (C) (D) (E)	35	(A) (B) (C) (D) (E)	45	(A) (B) (C) (D) (E)
6	(A) (B) (C) (D) (E)	16	(A) (B) (C) (D) (E)	26	(A) (B) (C) (D) (E)	36	(A) (B) (C) (D) (E)	46	(A) (B) (C) (D) (E)
7	(A) (B) (C) (D) (E)	17	(A) (B) (C) (D) (E)	27	(A) (B) (C) (D) (E)	37	(A) (B) (C) (D) (E)	47	(A) (B) (C) (D) (E)
8	(A) (B) (C) (D) (E)	18	(A) (B) (C) (D) (E)	28	(A) (B) (C) (D) (E)	38	(A) (B) (C) (D) (E)	48	(A) (B) (C) (D) (E)
9	(A) (B) (C) (D) (E)	19	(A) (B) (C) (D) (E)	29	(A) (B) (C) (D) (E)	39	(A) (B) (C) (D) (E)	49	(A) (B) (C) (D) (E)
10	(A) (B) (C) (D) (E)	20	(A) (B) (C) (D) (E)	30	(A) (B) (C) (D) (E)	40	(A) (B) (C) (D) (E)	50	(A) (B) (C) (D) (E)

Exercise Set 3, Section B, Memory for Addresses

1	(A) (B) (C) (D) (E)	11	(A) (B) (C) (D) (E)	21	(A) (B) (C) (D) (E)	31	(A) (B) (C) (D) (E)	41	(A) (B) (C) (D) (E)
2	(A) (B) (C) (D) (E)	12	(A) (B) (C) (D) (E)	22	(A) (B) (C) (D) (E)	32	(A) (B) (C) (D) (E)	42	(A) (B) (C) (D) (E)
3	(A) (B) (C) (D) (E)	13	(A) (B) (C) (D) (E)	23	(A) (B) (C) (D) (E)	33	(A) (B) (C) (D) (E)	43	(A) (B) (C) (D) (E)
4	(A) (B) (C) (D) (E)	14	(A) (B) (C) (D) (E)	24	(A) (B) (C) (D) (E)	34	(A) (B) (C) (D) (E)	44	(A) (B) (C) (D) (E)
5	(A) (B) (C) (D) (E)	15	(A) (B) (C) (D) (E)	25	(A) (B) (C) (D) (E)	35	(A) (B) (C) (D) (E)	45	(A) (B) (C) (D) (E)
6	(A) (B) (C) (D) (E)	16	(A) (B) (C) (D) (E)	26	(A) (B) (C) (D) (E)	36	(A) (B) (C) (D) (E)	46	(A) (B) (C) (D) (E)
7	(A) (B) (C) (D) (E)	17	(A) (B) (C) (D) (E)	27	(A) (B) (C) (D) (E)	37	(A) (B) (C) (D) (E)	47	(A) (B) (C) (D) (E)
8	(A) (B) (C) (D) (E)	18	(A) (B) (C) (D) (E)	28	(A) (B) (C) (D) (E)	38	(A) (B) (C) (D) (E)	48	(A) (B) (C) (D) (E)
9	(A) (B) (C) (D) (E)	19	(A) (B) (C) (D) (E)	29	(A) (B) (C) (D) (E)	39	(A) (B) (C) (D) (E)	49	(A) (B) (C) (D) (E)
10	(A) (B) (C) (D) (E)	20	(A) (B) (C) (D) (E)	30	(A) (B) (C) (D) (E)	40	(A) (B) (C) (D) (E)	50	(A) (B) (C) (D) (E)

Section C, Number Series

<p><b>Exercise Set 4</b></p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"><p>1 (A) (B) (C) (D) (E) 2 (A) (B) (C) (D) (E) 3 (A) (B) (C) (D) (E) 4 (A) (B) (C) (D) (E) 5 (A) (B) (C) (D) (E)</p></div>	<p><b>Exercise Set 5</b></p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"><p>1 (A) (B) (C) (D) (E) 2 (A) (B) (C) (D) (E) 3 (A) (B) (C) (D) (E) 4 (A) (B) (C) (D) (E) 5 (A) (B) (C) (D) (E)</p></div>	<p><b>Exercise Set 6</b></p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"><p>1 (A) (B) (C) (D) (E) 2 (A) (B) (C) (D) (E) 3 (A) (B) (C) (D) (E) 4 (A) (B) (C) (D) (E) 5 (A) (B) (C) (D) (E)</p></div>
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Section C, Number Series

**Exercise Set 7**

1 (A) (B) (C) (D) (E)	5 (A) (B) (C) (D) (E)	9 (A) (B) (C) (D) (E)	13 (A) (B) (C) (D) (E)	17 (A) (B) (C) (D) (E)
2 (A) (B) (C) (D) (E)	6 (A) (B) (C) (D) (E)	10 (A) (B) (C) (D) (E)	14 (A) (B) (C) (D) (E)	18 (A) (B) (C) (D) (E)
3 (A) (B) (C) (D) (E)	7 (A) (B) (C) (D) (E)	11 (A) (B) (C) (D) (E)	15 (A) (B) (C) (D) (E)	19 (A) (B) (C) (D) (E)
4 (A) (B) (C) (D) (E)	8 (A) (B) (C) (D) (E)	12 (A) (B) (C) (D) (E)	16 (A) (B) (C) (D) (E)	20 (A) (B) (C) (D) (E)

Section D, Following Oral Instructions

**Exercise Set 8**

1 (A) (B) (C) (D) (E)	5 (A) (B) (C) (D) (E)	9 (A) (B) (C) (D) (E)	13 (A) (B) (C) (D) (E)	17 (A) (B) (C) (D) (E)
2 (A) (B) (C) (D) (E)	6 (A) (B) (C) (D) (E)	10 (A) (B) (C) (D) (E)	14 (A) (B) (C) (D) (E)	18 (A) (B) (C) (D) (E)
3 (A) (B) (C) (D) (E)	7 (A) (B) (C) (D) (E)	11 (A) (B) (C) (D) (E)	15 (A) (B) (C) (D) (E)	19 (A) (B) (C) (D) (E)
4 (A) (B) (C) (D) (E)	8 (A) (B) (C) (D) (E)	12 (A) (B) (C) (D) (E)	16 (A) (B) (C) (D) (E)	20 (A) (B) (C) (D) (E)