

NYSITS

2022-03-19

Sarah Lauser

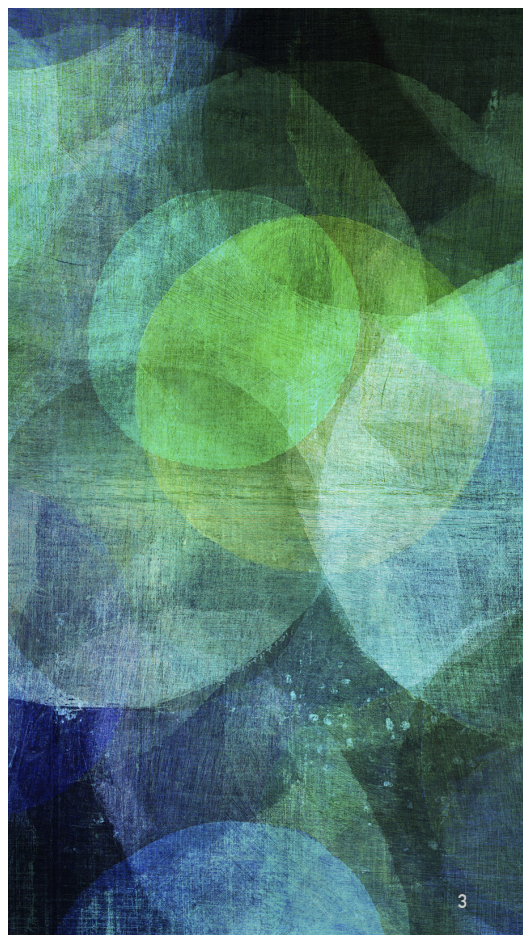
1

AGENDA

- Reminders/Updates since last stream
 - Preparing Written Material
 - Logical Reasoning Using Flowcharts
 - Q&A
-

2

PREPARING WRITTEN MATERIAL



“ These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

Information Presentation

Choosing the best restatement of presented information.

Strategy

- Underline or circle mistakes
- Cross out choices with factual mistakes
- Eliminate choices with awful grammatical mistakes
- Choose the best remaining one

Mistakes to look for

- Factual mistakes
- Grammatical mistakes
- Redundancy
- Awkwardness

Factual Mistakes

- Stating things that aren't in the original
- Not stating things that are in the original
- Same category, different meaning

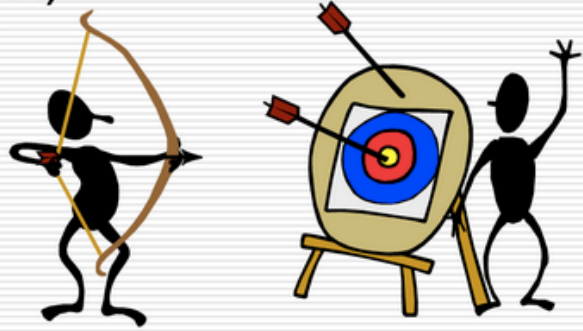
will / may

some / all

Grammatical mistakes

Pronoun Confusion

*I'll position the target,
and when I nod my
head, shoot at it.*



Grammatical mistakes

Pronoun Confusion

Agreement in number

~~Everybody~~ should do ~~their~~ ~~his or her~~ work on time.
singular plural singular

Agreement in person

When ~~a student~~ is late, ~~you~~ ~~he~~ should apologize.
3rd person 2nd 3rd

Eliminate ambiguity

Fred visited Bob after his ~~Fred's~~ graduation.

Grammatical mistakes

Pronoun Confusion

Agreement in number

Everybody should do ~~their~~ **his or her** work on time.
singular *plural singular*

Agreement in person

When **a student** is late, ~~you~~ **he** should apologize.
3rd person *2nd 3rd*

Eliminate ambiguity

Fred visited Bob after ~~his~~ **Fred's** graduation.

Grammatical mistakes

Misplaced Modifiers

The pencil fell out of the student's hand  (with rainbow stripes).

The proctor handed a test to the student  (that was 20 pages long).

The student said the test was tiring  (on Saturday).

Redundancy

- Every sentence starts with the same word.
- A long string of words appears verbatim in more than one sentence.

Awkwardness

- If there are two choices that seem OK, but one portrays information more clearly than the other, choose the clearer one.
- “present information clearly and accurately”

SAMPLE QUESTIONS

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CSEA SAMPLE QUESTION

1. Select the paragraph that best expresses the ideas contained in the sentences above it.

(Example © CSEA Booklet #17 - Preparing Written Material ©2006 p. 13 #21; used with permission)

1. Snowboarding has become an increasingly popular alternative to traditional skiing.
2. From the beginning, snowboarders were perceived as a little wilder, a little more adventurous than skiers.
3. This image of the snowboarder as a free spirit has made the sport particularly popular among young people.

-
- a. In recent years, snowboarding has actually become more popular than traditional skiing. The image of the reckless, carefree snowboarder has made the sport especially popular among young people, who are more inclined to take risks.
 - b. Snowboarding has become increasingly popular over the years. Snowboarding is seen by many as a more adventurous sport than skiing. Snowboarding has become popular for this reason among young people.
 - c. Snowboarding has become an increasingly popular sport, particularly among young people. The image of the snowboarder as a carefree adventurer seems to have an especially strong appeal to the young.
 - d. Adventure and risk-taking, to some degree, is the main appeal of snowboarding. This combination of features makes snowboarding especially appealing to young people.

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CIVIL SERVICE SAMPLE QUESTION 1

Martin Wilson failed to take proper precautions. His failure to take proper precautions caused a personal injury accident.

Which one of the following best presents the information above?

- A. Martin Wilson failed to take proper precautions that caused a personal injury accident.
- B. Proper precautions, which Martin Wilson failed to take, caused a personal injury accident.
- C. Martin Wilson's failure to take proper precautions caused a personal injury accident.
- D. Martin Wilson, who failed to take proper precautions, was in a personal injury accident.

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CIVIL SERVICE SAMPLE QUESTION 2

Senator Martinez met with the county legislature. Then Senator Martinez announced that the meal subsidy program would start in June.

Which one of the following best presents the information above?

- A. After meeting with the county legislature, Senator Martinez announced that the meal subsidy program would start in June.
- B. Senator Martinez met with the county legislature and announced that the meal subsidy program would start in June.
- C. Senator Martinez announced that the meal subsidy program would start in June after a meeting with the county legislature.
- D. Senator Martinez, who met with the county legislature, announced that the meal subsidy program would start in June.

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- D. Senator Martinez, who met with the county legislature, announced that the meal subsidy program would start in June.

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CIVIL SERVICE SAMPLE QUESTION 3

Frank Colombe wrote the press release. He sent three copies to the Director. The Director then gave one of the copies to the Commissioner.

Which one of the following best presents the information above?

- A. Frank Colombe sent to the Director three copies of the press release he had written, who then gave a copy to the Commissioner.
- B. Frank Colombe sent three copies of the press release he had written to the Director, who then gave one of the copies to the Commissioner.
- C. The Director gave the Commissioner one of the three copies of the press release Frank Colombe had written and had been sent to him.
- D. Of the three copies of the press release Frank Colombe had written and sent to the Director, one was then given to the Commissioner by him.

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Paragraph Organization Strategies

Choosing the correct order for sentences in order to form a coherent paragraph

Basic Strategies

- Identify the “question marks” in sentences
 - Pronouns, abbreviations, “the X” without enough detail to understand
- Find the topic sentence
- Underline key words and phrases
- Look for strong connectors
- Let the answer choices help you

DEMONSTRATION

24

"question marks"

answers

other notes

Put these sentences about the Empire Plaza in the best order.

1. The massive undertaking used 232,000 tons of steel, 900,000 cubic yards of concrete, and 40,000 tons of marble, and expended 1.7 billion in 1970s dollars, leading to the popular joke that the governor had an "edifice complex", though not all commentators were so waggish.
2. As the governor remarked: "There's no question that the city did not look as I think the Princess thought it was going to."
3. Governor Nelson A. Rockefeller formulated his plans to build what is now the Empire Plaza in the wake of a diplomatic visit to Albany by Princess Beatrix of the Netherlands that highlighted the dilapidated condition of much of the city.
4. One biographer wrote: "In a deeper sense, art and architecture have a much more intimate relationship. For him, art and architecture often blurred, and there is no doubt that on one plane of consciousness, Rockefeller perceived the outer shell of buildings as sculpture. The Mall here in Albany, for instance, can be characterized as a group of forms on a platform – sculpture on a pedestal, if you will."
5. His attempt to improve the city's looks, however, met with a great deal of criticism due in large part to the effort's gargantuan scope and budget.

25

"question marks"

answers

other notes

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TS

ANSWER: 3 → 2 → 5 → 1 → 4

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SAMPLE QUESTIONS

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CIVIL SERVICE SAMPLE QUESTION 1

1. Eventually, they piece all of this information together and make a choice.
2. Before actually deciding upon a job, people usually think about several possibilities.
3. They imagine themselves in different situations, and in so doing, they probably think about their interests, goals, and abilities.
4. Choosing an occupation is an important decision to make.

Which one of the following is the best arrangement of these sentences?

- | | |
|------------|------------|
| A. 2-4-1-3 | C. 4-2-1-3 |
| B. 2-3-4-1 | D. 4-2-3-1 |

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 4. Choosing an occupation is an important decision to make.
-
- more detailed
- more general

Which one of the following is the best arrangement of these sentences?

- | | |
|------------|------------|
| A. 2-4-1-3 | C. 4-2-1-3 |
| B. 2-3-4-1 | D. 4-2-3-1 |

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CIVIL SERVICE SAMPLE QUESTION 2

1. The phosphates in detergents are carried into sewage systems, and from there into local rivers and streams, and eventually into large bodies of water.
2. The algae absorb much of the available oxygen that is necessary to sustain marine life.
3. There is no doubt that phosphates damage the environment through a complex chain of events.
4. Phosphates are nutrients, and, as such, they aid the growth of the algae living in the water.
5. This results not only in the death of fish and other aquatic life, but also in the too-thick growth of vegetation in the water.

Which one of the following is the best arrangement of these sentences?

A. 1-3-4-2-5

C. 3-1-4-2-5

B. 1-4-2-5-3

D. 3-4-2-1-5

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CIVIL SERVICE SAMPLE QUESTION 2

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C. 3-1-4-2-5

B. 1-4-2-5-3

D. 3-4-2-1-5

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CIVIL SERVICE SAMPLE QUESTION 3

1. Never before has time been measured at a speed beyond the realm of experience.
2. Just how profound an effect it is having on society is as yet to be determined.
3. The computer has accelerated our sense of time beyond anything we have experienced before.
4. Though it is possible to conceive of an interval that brief and even to manipulate time at that speed, it is not possible to experience it.
5. It works in a time frame in which the nanosecond—a billionth of a second—is the primary measurement.

Which one of the following is the best arrangement of these sentences?

- | | |
|--------------|--------------|
| A. 1-2-3-5-4 | C. 3-2-5-4-1 |
| B. 1-4-3-5-2 | D. 3-5-4-1-2 |

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CIVIL SERVICE SAMPLE QUESTION 3

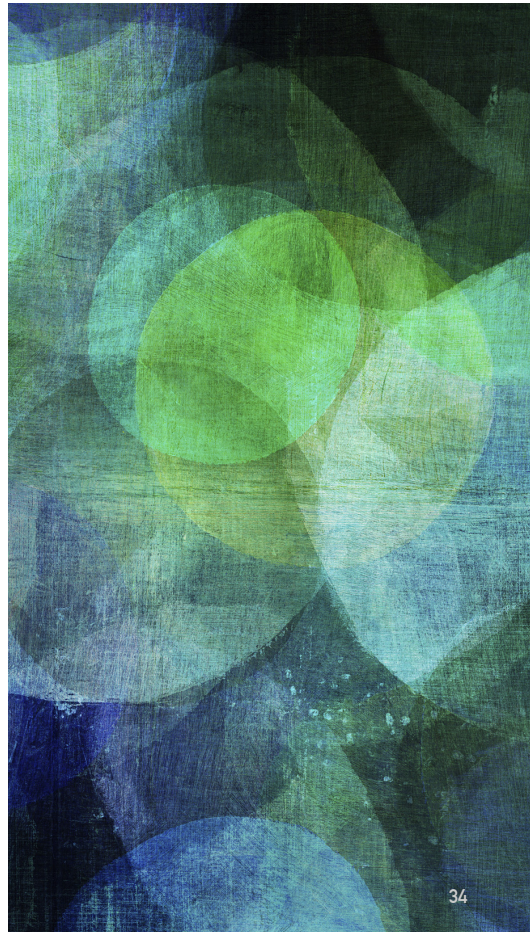
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| B. 1-4-3-5-2 | D. 3-5-4-1-2 |

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LOGICAL REASONING USING FLOWCHARTS



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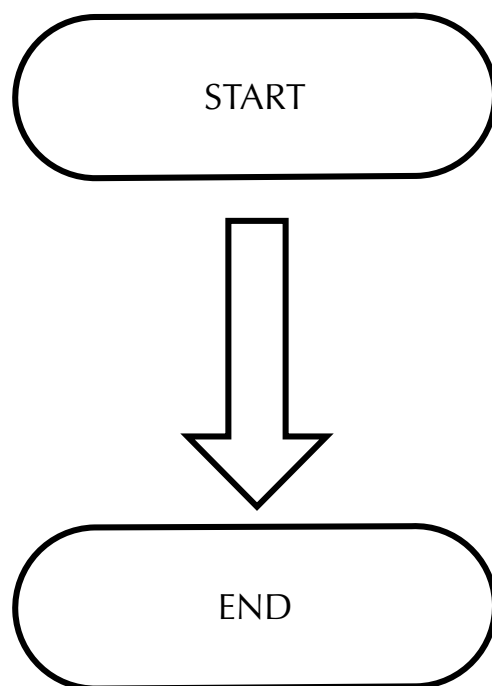
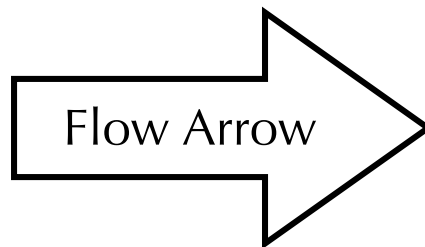
These questions test for ability to reason logically by solving problems involving given variables expressed in flowcharts and accompanying information. All information needed to answer the questions is included within the flowcharts and the accompanying information. Prior knowledge of flowchart conventions is necessary to answer these questions.

FLOWCHART CONVENTIONS

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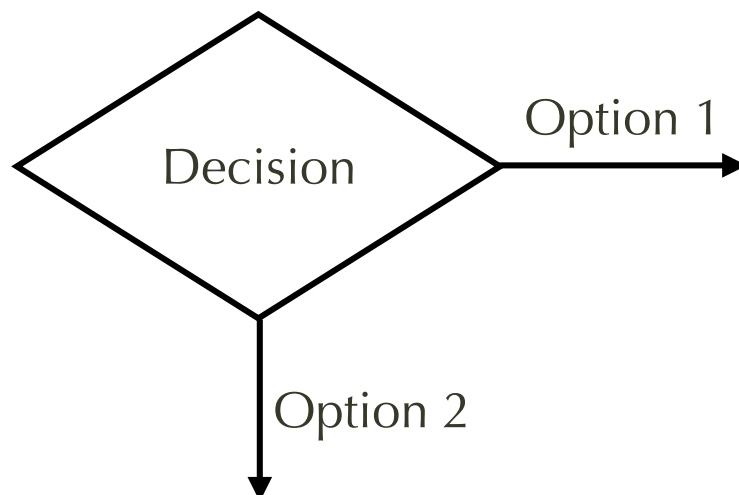


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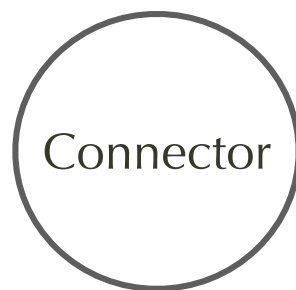
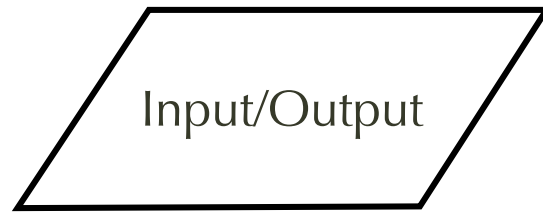


Process

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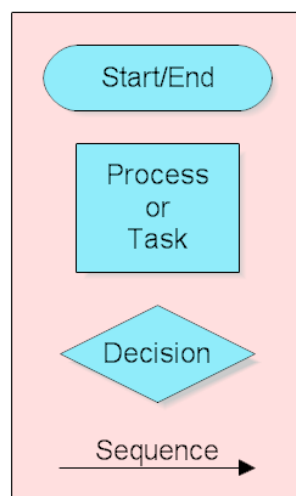
42





More shapes at http://www.rff.com/flowchart_shapes.htm

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1. READ INSTRUCTIONS

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2. WORK NEATLY

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3. SET UP ITERATIONS

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PATTERN

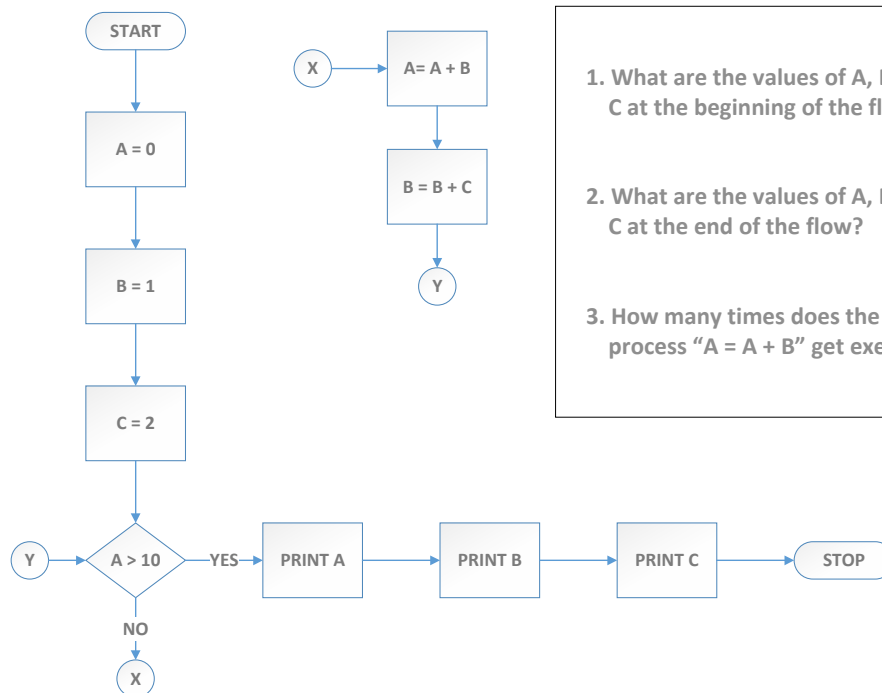
JUMPS

LAST ITERATION

50

EXAMPLE QUESTION 1

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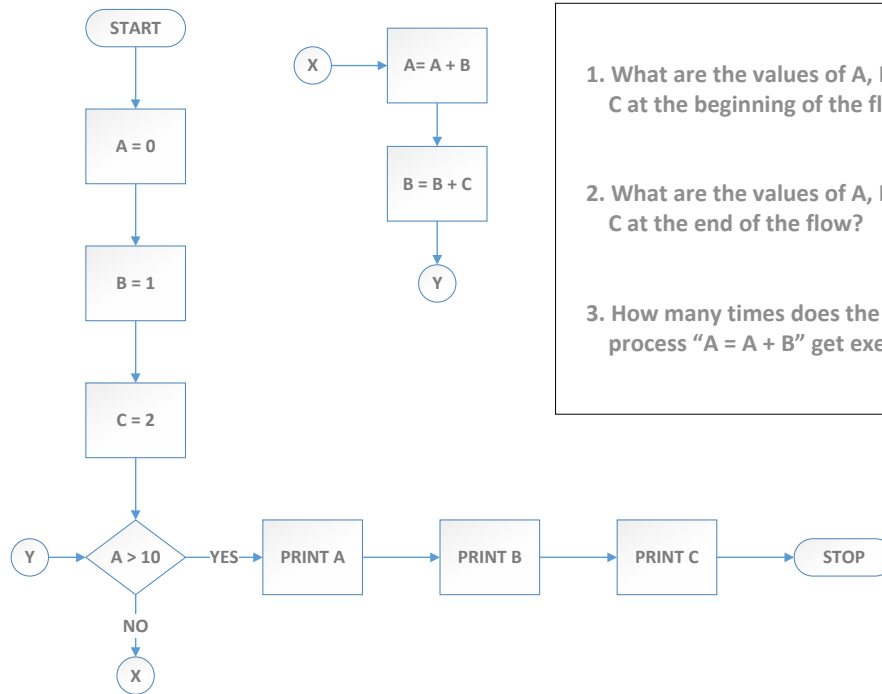


1. What are the values of A, B, and C at the beginning of the flow?

2. What are the values of A, B, and C at the end of the flow?

3. How many times does the process "A = A + B" get executed?

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