Postal Service
Practice Exam
Sample Exam # 2
Exam # 710
Exam # 714

Copyright 2022 All rights reserved
Customer Support: support@PostalJobsSourcewcs.com

About Exam 710

This exam is only used for a small number of positions, primarily data entry types of positions. Sometimes this exam is used to fill other clerical or administrative types of positions. In some instances, this exam is used as an internal test for current Postal employees in order for them to qualify for certain promotions or transfers. This exam is also sometimes referred to as the Data Conversion Operator Exam, DCO or Clerical Abilities Exam. Keep in mind this exam covers various BASIC mental skills. If you completed high school, you *should* be able to complete this exam successfully. However, like any exam, practice and preparation are the keys to success.

Exam 710 has two separate sections with multiple parts within each section. However, a very small number of positions may require a third section, which we have listed at the end of this sample.

The first section is Clerical Abilities which consists of the following four parts:

A. Sequencing – This part lists names or codes in alphabetic and/or numeric order. You are asked to place something in alphabetical order or numeric order.

B. Comparison – This part asks you to compare information (names, addresses, numbers, etc.) and determine whether they are alike or different. However, you are also asked to determine if only certain aspects are alike. So this part can be a little confusing.

C. Spelling – This is pretty straight forward where you are determining the correct spelling of a particular word.

D. Math – This is primarily basic math such as addition, subtraction, multiplication and division. Of course, no calculators are allowed.

The second section is Verbal Abilities which consists of the following four parts:

A. Following Written Instructions – This is fairly self explanatory.

B. Grammar, Usage & Punctuation – This part simply covers basic grammar and language questions.

C. Vocabulary – This part simply asks you to identify the meaning or definition of a particular word.

D. Reading Comprehension – You are asked to read a paragraph and select the best answer to a question about that paragraph.

Sample EXAM # 2

Sample Questions 1 through 7 - Clerical Abilities

In sample Questions 1 and 2 below, there is a name or code at the left, and four other names or codes in a alphabetical or numerical order at the right. Find the correct space for the name or code at the left so that it will be in alphabetical and/or numerical order with the others.

1. Smith, John

A) Smith, Don
B) Smith, Steve
C) Snicket, Jeff
D) Stevens, Ray
E)

2. 06315781

A) 06315532
B) 06315645
C) 06315798
D) 06315867
E)

Sample Questions 3 & 4 require you to compare names, addresses or codes. In each line across the page, there are three names, addresses or codes that are much alike. Compare the three and decide which ones are exactly alike.

A if ALL THREE names, addresses or codes are exactly ALIKE
B if only the FIRST and SECOND names, addresses or codes are exactly ALIKE
C if only the FIRST and THIRD names, addresses or codes are exactly ALIKE
D if only the SECOND and THIRD names, addresses or codes are exactly ALIKE
E if ALL THREE names, addresses or codes are DIFFERENT

3. Cathy Wilson Cathy Willson Cathy Wilson

4. 9980 E Miami Rd. 9980 E Miami Rd. 9980 E Miammi Rd.

For the next sample question, find the correct spelling of the word.

5. A) comunity
   B) comunnity
   C) community
   D) none of the above

For Questions 6 & 7, perform the calculation as indicated in the question and find the answer among the list of responses.

6. 28 + 36 =

   A) 62
   B) 58
   C) 67
   D) 64
   E) none of the above

7. 140 / 7 =

   A) 20
   B) 21
   C) 18
   D) 24
   E) none of the above

Sample Questions 8 through 13 - Verbal Abilities

Sample questions 8 & 9 test the ability to follow instructions. They direct you to mark a specific number and letter combination on your answer sheet. These usually will not be in numerical sequence.

8. Draw a line under the number shown below that is more than 5 but less than 10. Find that number on your answer sheet, and darken space C.

   3 14 9 21

9. Look at the letters below. Draw a circle around the last letter. Now, on your answer sheet, find number 8 and darken the space for the letter you just circled.

Q B M A

Answer the remaining sample questions in normal numerical sequence.

Select the sentence below which is most appropriate with respect to grammar, usage and punctuation.

10. A) She should of picked up the book.
B) The book be picked up by her.
C) Her should have picked up the book.
D) She should have picked up the book.

In question 11, you will be asked to decide what the highlighted word means.

11. I would like to **restore** the house.

A) refund
B) rebuild
C) move
D) remove

The following 2 pages contain Questions 12 and 13, Reading Comprehension. You will be asked to read a small paragraph or passage and you will then be asked a question in regards to the paragraph or passage. The paragraphs and questions begin on the next page.

The Earth's past climate--including temperature and elements in the atmosphere--has recently been studied by analyzing ice samples from Greenland and Antarctica. The air bubbles in the ice have shown that, over the past 160,000 years, there has been a close correlation between temperature changes and level of natural greenhouse gases carbon dioxide and methane. One recent analysis from Greenland showed that at the end of the last glacial period (when the great ice sheets began to retreat to their present position), temperatures in southern Greenland rose from 5 to 7 degrees in about 100 years. Air bubbles are not the only method of determining characteristics of the Earth's ancient climate history. Analysis of dust layers from ancient volcanic activity is another such method; as is the study of ice cores, which interpret past solar activity that may have affected our climate.

12. This paragraph states that:

A) the Greenhouse effect is destroying the planet's atmosphere.
B) temperatures in Greenland have been unusually stable over the past 100 years.
C) there is more than one kind of information that scientists can use to determine the characteristics of the Earth's early climate.
D) solar energy is the wave of the future.

French physicist Charles Fabry found ozone gas in the atmosphere in 1913. At room temperature, ozone is a colorless gas; it condenses to a dark blue liquid at -170 F. At temperatures above the boiling point of water, 212 F, it decomposes. Ozone is all around us. After a thunderstorm, or around electrical equipment, ozone is often detected as a sharp odor. Ozone is used as a strong oxidizing agent, a bleaching agent, and to sterilize drinking water. This gas is also highly reactive. For example, rubber insulation around a car's spark plug wires will need to be replaced eventually, due to the small amounts of ozone produced when electricity flows from the engine to the plug.

13. The paragraph implies that:

A) Ozone is the result of pollution.
B) High ozone levels in the atmosphere will cause large numbers of people to buy new car batteries.
C) Ozone has no practical uses.
D) Ozone is a natural part of the Earth's atmosphere.

Correct answers for questions 1 through 13

1. B 2. C 3. C 4. B 5. C 6. D

7. A 8. A 9. C 10. D 11. B 12. C 13. D

Section 3 (Exam 714)

This section is a computer terminal based test. Applicants are assisted with the start up of the exam and with the exam instructions. You do not need prior experience on a computer terminal to take this exam.

The exam list contains a list of alphanumeric postal data entry items. Applicants must demonstrate that they can type these items on the computer terminal at the following rates. The lower level passing rate is 5 correct lines per minute. The higher level passing rate is 7 correct lines per minute. You are only given credit for the correctly typed lines.

The test is simply a test of your ability to use a computer terminal keyboard correctly. The best practice for this exam is to obtain any book and practice typing lines of text at a computer terminal. If you do not have access to a computer terminal, then the use of any typewriter would also work. You simply need to make certain that you are proficient at the use of a computer keyboard. In the exam, you will have five minutes in which to type the test material. Keep in mind that in order to pass the test you must type both rapidly and accurately.