

PEF STUDY GUIDES

The New York State Public Employees Federation (PEF) has a number of Civil Service Test Preparation Booklets available for its membership. They may be requested by contacting:

**NYS Public Employees Federation
1168-70 Troy-Schenectady Road
P.O. Box 12414
Albany, N.Y. 12212-2414**

**Phone (518) 785-1900 - Ext. 328
FAX (518) 782-1796**

Booklets available include:

- ◆ **Study Guides for Promotion Test Battery.**
 - * **Promotion Test Battery; Supervisors and Specialists.**
 - * **Simulation Exercise; Question and Response Books; Answer Key.**
 - * **Simulation Key Management Points Suggested Bibliography; Instructions and Answer Sheet.**
 - * **Written Communication; Analysis of written Communication; Questions and Answers.**
- ◆ **Improving your Test Taking Skills.**
- ◆ **Basic Math.**
- ◆ **Arithmetic Reasoning.**
- ◆ **Basic Algebra & Elementary Statistics.**
- ◆ **Understanding and Interpreting Written Material.**
- ◆ **Understanding and Interpreting Written Material II.**
- ◆ **Supervision.**
- ◆ **Verbal Analysis / Evaluating Conclusions in Light of Known Facts.**
- ◆ **Tabular Reasoning.**
- ◆ **Understanding and Interpreting Tabular Material II / Quantitative Analysis.**
- ◆ **Written English / Preparing Written Material II.**
- ◆ **Administrative Supervision / Supervision II.**
- ◆ **Evaluating Conclusions in the Light of Known Facts.**