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EU Institutions

AD Competitions 2014

Verbal & Numerical Reasoning

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careers

Verbal Reasoning General

- Highly selective
- Does not require prior knowledge but does require prior practice
- Time pressure: Test is designed to leave you very little time per question (1 min 45 sec) so speed essential!
- Questions are independent from each other and are not increasingly difficult

Verbal Reasoning General

- Marking system:
 - One point for every correct answer
 - No negative marking so make sure to attempt all questions!
 - Time management is key – know how long you have for each question
- The Verbal Reasoning test is in ‘Language One’ and requires a good level of linguistic knowledge.
- Typically, texts are presented in a single long paragraph.
- Topic types vary and are not all EU related
- Usual question is ‘which of the following statements is correct?’
- Occasionally, ‘which of the following statements is NOT correct?’
- Usually four statements, with one correct answer

Verbal Reasoning Example

EPSO

Compulsory self-assessment tests for the EPSO AD cycle 2014 – Part I

[Section: Verbal Reasoning
English

00:40:44

00:18:4

Next

Summary

End Test

Item 1 of 25

Mark item for review

Section: Verbal Reasoning - English

Haiku is an unrhymed Japanese poetic form consisting of 17 syllables printed on either a single line or arranged in three lines containing five, seven, and five syllables respectively. It always contains a word that describes the season in which the verse is set. Haiku expresses as much as possible in the smallest possible number of words. The form gained prominence in the 17th century, when the poet Basho elevated it to a highly refined art form. It remains Japan's most popular poetic form.

Which of the following statements is correct?

- A. Haiku uses subtle rhymes to express the meaning of the poem.
- B. Longer Haiku poems tend to repeat the structure of five, seven and five syllables in verses of six, nine or twelve lines.
- C. Haiku normally contains three words of five, seven and five syllables respectively.
- D. Haiku always refers to the season in which it is set.

Next

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Verbal Reasoning Methodology

- Start by reading question first.
- Read the answer options second. Identify keywords and themes in those statements.
- Then read the text.
- Look for the statement that can be best deduced. If you find a statement that is clearly in agreement with an answer option, stop reading, mark it and move on. It will save valuable time.
- Otherwise, work to eliminate incorrect answers one by one!

Verbal Reasoning Methodology

- Remember throughout that there is no need for prior knowledge – use only the text before you in identifying the correct answer.
- Keep an eye on the clock! Try not to go overtime on any question.
- Key words in statements include:
 - Certainty / Uncertainty (e.g. 'necessarily', 'certainly' vs 'probably', 'perhaps')
 - Finite amounts / vague amounts (e.g. 'each', 'all', 'none' vs 'some')
 - Names, Countries, Dates...

Numerical Reasoning General

- Typically based on a table or a diagram.
- A single question to which four or five possible answers are provided, one of which is correct.
- It's not rocket science! The test assesses your ability to interpret graphs / diagrams and use the following basic calculations:
 - Averages
 - Ratios
 - Percentages
 - Variations
- Calculators are provided at the test centre and available on the computer. But don't over rely on them!
- Time pressure: The test is designed to leave you little time per question (2 min)

Numerical Reasoning Example

EPSO

Compulsory self-assessment tests for the EPSO AD cycle 2014 – Part I

[Section: Numerical Reasoning - English]

00:38:03

00:10:52

Next

Summary

End Test

Item 11 of 25

Section: Numerical Reasoning - English

A calculator is available at the bottom of this page.

Mark item for review

| R & D expenditure by country | | | | | | | |
|------------------------------|----------------------------|------|-------------------------------|------|---|-----------------------------|------------------|
| Country | R&D expenditure (% of GDP) | | % of R&D funded by government | | Number of patent applications (per million inhabitants) | R&D expenditure (€ million) | GDP per head (€) |
| | 2000 | 2003 | 2000 | 2003 | 2000 | 2000 | 2000 |
| Belgium | 1.97 | 1.89 | 22.9 | 23.5 | 145.6 | 3 900 | 19 330 |
| Finland | 3.34 | 3.43 | 26.2 | 25.7 | 350.8 | 3 725 | 21 582 |
| France | 2.15 | 2.17 | 38.7 | 39.0 | 139.5 | 24 075 | 18 874 |
| Germany | 2.45 | 2.52 | 31.4 | 31.2 | 307.0 | 41 100 | 20 261 |
| Netherlands | 1.82 | 1.76 | 34.2 | 36.2 | 246.3 | 6 075 | 21 003 |

In 2000, what was the ratio of GDP in the Netherlands to that in Finland?

- A. 1:3
- B. 2:3
- C. 3:2
- D. 3:1
- E. None of the above

Next

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Numerical Reasoning Methodology

- Read and analyze the question and answer options first, not the table / diagram.
- Based on the question, determine the relevant information and mentally black out unnecessary data.
- Identify the relevant elements of the table / diagram
- Eliminate any unrealistic answer options quickly
- On basis of the answer options and data, decide whether you need to compute an exact figure (using formula and / or calculator) or can make a more general estimate
- Once you've completed calculation, check the result against remaining answer options
- Keep an eye on your time throughout – no more than two minutes for any question!

Verbal & Numerical Reasoning

Practice can make perfect...

But make sure it's effective practice!

- Establish priorities for each practice session
- Always practice within time constraints
- You learn more from your mistakes - spend time reviewing errors

Verbal & Numerical Reasoning Reference Sites

- [EPSO official Sample Tests \(French, English, German\)](http://europa.eu/epso/apply/sample_test/index_en.htm)
http://europa.eu/epso/apply/sample_test/index_en.htm
- [Public Jobs Practice Tests \(Irish, English\)](http://www.publicjobs.ie/publicjobs/advice/test/sample.htm)
<http://www.publicjobs.ie/publicjobs/advice/test/sample.htm>
- [Hudson practice tests and exercises](http://be.hudson.com/en-gb/jobseekers/assessmentdevelopmentcentrefaqs/acdctestsandexercises) <http://be.hudson.com/en-gb/jobseekers/assessmentdevelopmentcentrefaqs/acdctestsandexercises>
- [ORSEU \(Free & Paid Practice Tests\)](http://www.orseu-concours.com/en/run_test.php?test=demo) http://www.orseu-concours.com/en/run_test.php?test=demo
- [EUtraining.eu \(Free & Paid Practice Tests \)](http://www.eustraining.eu/free_demos)
http://www.eustraining.eu/free_demos
- [EUphorum.org \(Free & Paid Practice Tests \)](https://www.euphorum.org/index/show/site/main_home_demo)
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Questions?



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