



Human Resources/Civil Service & The Sheriff's Department is partnering to offer a special Study Guide Review designed to familiarize candidates with the test format and question categories. This 1 hour review session will be offered on two separate dates as follows:

Monday November 9, 2009 4:00 pm	Tuesday November 10, 2009 8:00 am
Bill Priest Auditorium 1402 Corinth Dr. Dallas TX 75215	

If you have any questions, please feel free to contact Isabel Sloan at ibsloan@dallascounty.org

(Attached are helpful websites to get you started!)

Web sites to visit for great practice opportunities

There are many interesting learning activities on all of the web sites below. However, to help you use your study time wisely and efficiently, we are directing you to specific exercises and quizzes that most closely match the types of questions that will be on your Deputy exam.

Understanding Written Information (reading comprehension) 30% of test

<http://www.usingenglish.com/comprehension/beginner.html>

Short reading assignments followed by online questions to test your understanding of what you have read; Graded online.

Start with the Beginning Level exercises. Scroll down through the list of exercises and choose/open the specific exercises recommended by HR/Civil Service. (See page 3 of this document.) When you finish the 3 beginning exercises, you can select "intermediate" from the paragraph at the top of the page and complete those exercises as well.

http://www.abcteach.com/directory/reading_comprehension/middlehigh_school/

Short reading assignments followed by online questions to test your understanding of what you have read. The correct answers follow each test.

Recommended selections: Alexander the Great, Akashi Kaikyo Bridge, Golden Gate Bridge, Landmarks - Mt. Everest, Sparrows, The Gold Rush.

<http://depts.gallaudet.edu/englishworks/exercises/main/reading.html>

Nine reading comprehension exercises about interesting Americans, graded online, with explanations about the correct answers

From the page headed "Reading Exercises", click on the names/titles on the left side to bring up a story, full screen. Close (X) it when you have finished reading, then click on "Reading and Questions" to see a split screen with the reading on the left and test questions on the right. (If one of your answers is incorrect, there's an "Explain" button you can click on to find out why.)

When you've finished the comprehension quiz, go back and click on "Vocabulary" for a vocabulary quiz about some of the words in the story.

Written communication (grammar, punctuation, spelling) 25% of test

<http://grammar.ccc.commnet.edu/grammar/>

Go to the Ask Grammar/Quizzes button - Click on the dropdown arrow and select "Interactive Quizzes". Scroll down through the numbered list of exercises and choose/open the specific exercises recommended by HR/Civil Service. (See page 3 of this document.)

If you have difficulty with one of the quizzes, or just want more information about a topic, you can go back to the first page to the Word and Sentence Level link for

help. Use the drop down arrow to locate tutorial information about specific topics. Some topics also include accompanying PowerPoint presentations.

<http://www.usingenglish.com/quizzes/>

Exercises/quizzes

For each exercise recommended (see page 4 for a list), select "View/ As an Online Quiz". Take the quiz online and immediately see your grade.

<http://www.alphadictionary.com/index.shtml>

Great site for vocabulary and spelling work

Dictionary

You can use this site to work on the vocabulary list that will be included in your Deputy Test Study Guide. Enter a word in the Search window to see the definition.

Spelling practice

Scroll down to Miss Spelling's Spelling Center for interactive, multiple choice "spelling bee" practice, most often misspelled words, and more.

Vocabulary practice

See the list of 250 often confused words with definitions and quizzes.

<http://dictionary.reference.com/>

This online dictionary site also includes a Thesaurus. (Sometimes looking up vocabulary words in a dictionary AND a thesaurus helps you understand and remember the meaning of a word.)

If you would like to receive an e-mail containing links to all of these web addresses (so you can just "click" on them to open), send a message to deputytestprep@dallascounty.org. You can also use this address if you have questions about using these web sites. Please always include your contact/phone number with the message.

Some Practice Exercises Recommended by Human Resources/Civil Service
(See previous pages for additional recommendations included with web site guidelines.)

<http://usingenglish.com/comprehension.html>

Exercise	✓	Exercise	✓
<i>Beginning</i>		Neither a Borrower or...	
Intelligence Pills		Papua New Guinea	
Japan's Most Famous Dog		Reality TV	
Robot Birds		Scottish Independence	
<i>Intermediate</i>		Shambo	
Ada Lovelace		The Digital Divide	
Airbus Crisis		The Man Booker Prize	
Angkor Wat		The ZX Spectrum	
Biofuels		Which is the hardest language?	
Bully for you			

<http://grammar.ccc.commnet.edu/grammar/>

Exercise #	✓	Exercise #	✓	Exercise #	✓
52 "s" Word endings		83 Commas		101 Pronouns	
53 "s" Word endings		84 Punctuation		103 Pronouns	
54 Verb endings		85 Punctuation		104 Pronouns	
55 Final "ed" word endings		86 Punctuation		108 Pronouns	
56 Final "ed" word endings		87 Punctuation		109 Pronouns	
68 Fragments/Run-ons		88 Punctuation		110 Pronouns	
69 Fragments		89 Punctuation		125 Confusables	
70 Fragments		90 Apostrophe		130 It's/its, and There/their/they're	
75 Run-ons		93 Basic mechanics		131 Lie/Lay and Sit/set	
76 Run-ons		95 Capitalization		132 Except/accept and Affect/effect	
77 Run-ons		97 Irregular plurals		140 Spelling	
80 Commas		98 Possessive plurals		141 Spelling	
81 Commas		99 "s" word endings		142 Spelling	
82 Commas		100 Pronouns		170 General review	