

## Paragraph Organization Civil Service Test Examples

Next to Reading Comprehension, Paragraph Organization in the Civil Service exam is another challenging part. It is not so difficult however, it is also very time consuming. Why? Because it is about finding the correct arrangement of the sentences to form the correct paragraph, article or story. You need to organize sentences – which comes first, then next and so on. Thus, it is called “Paragraph Organization.”

Usually, in this type of test you will be given shuffled sentences and you need to arrange them to form a story or a passage with sense. How would you know, you got the arrangement right? Simply re-read your sequence and ask yourself if it makes sense. No worries darlings, we are giving effective techniques and strategies here because the purpose of this reviewer is for you to pass the exam in one take.

As usual, we provide paragraph organization test samples and questions below which you can use as reviewer. I will make a PDF version of this book soon. This tutorial and these tips will help you to prepare for your big day at the Testing Center. Relax and you will pass the test.

### Tips in Paragraph Organization

Every paragraph, story or an article has a pattern and your goal is to organize the whole pattern to present the main thought chronologically. If it's hard for you, make an outline of each topic in the sentences.

Watch out for signal words which indicate time or events. Watch out for the following signal words:

Order or sequence:

- First, second, third, first and foremost, afterwards, then, next, at last, until, finally, lastly

Comparison: Similarities and differences:

- But, however, on the other hand, than, likewise, nonetheless, nevertheless, similarly, oppose to, apparently

Cause and effect:

- Because, hence, thus, therefore, consequently, subsequently

### Paragraph Organization Techniques:

1. Find the topic sentence. It usually contains the main idea or the main topic
2. Next find the supporting sentences that support that topic sentence.

3. Find the concluding sentence or the closing sentence. It usually the final thought or conclusion and marks the end of the article, paragraph or story.

## **Paragraph Organization Test Samples Civil Service Exam:**

Instruction: Choose the best order and sequence of the following sentences to form a well-organized paragraph.

**1.**

- A. One effective way is to diversify his funds to different investments like real estate, stocks and money instruments like bonds and trust funds.
- B. It is always best to expand money to different investment wheels.
- C. A wise investor must not put all his eggs in one basket.
- D. He should always consider the risks involved in investing his money.

1. CBAD    2. CBDA    3. CDAB    4. CDBA

**2.**

- A. It is very vital to have social media presence however personal blogs serve as web domains.
- B. Most people, including celebrities and businessmen, have blogs nowadays.
- C. Therefore, building them will help anyone in promoting himself or his business.
- D. Apparently blogs are like our offices only they are on the internet.

1. BDAC    2. BADC    3. BACD    4. BDCA

**3.**

- A. The basic steps in building a website are easy to remember and registering a domain name is the usual priority.
- B. Designing a layout will come after that.
- C. Finally, adding more content and social media presence are required to keep your site active.
- D. Then you need a hosting provider to host your site's content in the World Wide Web.

1. ABCD    2. ADBC    3. ACBD    4. ADCB

**4.**

- A. Speaking in English every day is also proven effective.

B. Another way is watching English movies and TV shows particularly with English subtitles.

C. Reading articles in books, newspapers, and magazines is just among the helpful ways.

D. There are many ways to improve and develop English proficiency.

1. DCBA    2. DACB    3. DABC    4. DCAB

**5.**

A. Others don't realize yet what to pursue because they have many dreams.

B. Finding the right course in college is one of the most challenging decisions anyone can make.

C. Some people want to pursue their dreams ever since they were just little.

D. Indeed destiny is a matter of choice.

1. BDAC    2. BCDA    3. BADC    4. BCAD

**6.**

A. While passport, airline tickets and valid IDs are required, proof of financial capacity may be required for visa application.

B. Many Filipinos rejoiced hearing that good news.

C. The Bureau of Immigration announced recently that proof of financial capacity is not a primary requirement at the airport.

D. Positive points go to the bureau for this.

1. CBAD    2. CADB    3. CABD    4. CBDA

**7.**

A. This will be one of your tickets to land a job in the government.

B. That is why many people apply to take the Career Service examination.

C. If you passed the exam, you will get a certificate of eligibility.

D. Career Service Eligibility is a major requirement to apply for a job position in the government.

1. DCBA    2. DBAC    3. DBCA    4. DCAB

**8.**

- A. Your passport will arrive in 7 days if you choose the rush processing.
- B. Getting a passport is faster nowadays.
- C. Now, it only takes about 10 working days.
- D. Compared to before, it would take about a month for the regular processing.

1. BCAD    2. BDCA    3. BADC    4. BACD

**9.**

- A. Facebook has been the number one social network in the web and the world for quite long now.
- B. Mobile instant messaging apps are also dominating social presence on the internet.
- C. After many acquisitions, Facebook bought Instagram, one of the fastest growing photo sharing networks.
- D. Because of that, Facebook acquired WhatsApp, a leading instant chat platform like Kakaotalk.

1. ACBD    2. ABCD    3. ADCB    4. ADBC

**10.**

- A. They will help you to purchase through zero-interest installment schemes.
- B. Thus, you must be wise and pay in full if you want to avoid never-ending debts.
- C. Credit cards are helpful if you know how and when to use them wisely.
- D. However, they will produce interest from interests if you didn't pay the whole amount at the due date.

1. CDBA    2. CABD    3. CDAB    4. CADB

**Paragraph Organization Answers:**

- 1. (3) CDAB
- 2. (2) BADC
- 3. (2) ADBC
- 4. (1) DCBA
- 5. (4) BCAD
- 6. (4) CBDA
- 7. (3) DBCA

8. (2) BDCA
9. (1) ACBD
10. (4) CADB