

**INTELLIGENCE RESEARCH SPECIALIST**  
**Selection Process I.D. #**  
**2005/KE/0221**

**EXAMINATION PLAN**

WRITTEN EXAMINATION

Multiple Choice 50-items

Weight = 100%

Pass = 70% or greater

Time Limit = 2.5 hours

Hand-held Calculators Permitted

<b>CONTENT AREA</b>	<b># OF ITEMS</b>	<b>PERCENTAGE</b>
1. Data Analysis (1-6)	6	12
2. Situational Analysis (7-9)	3	6
3. Comprehension and Interpretation of Written Material (10-17)	8	16
4. Communications Principles and Public Contact (18-23)	6	12
5. Administrative Principles (24-27)	4	8
6. Spelling, Grammar, Punctuation and Sentence Structure (28-36)	9	18
7. Logic and Reasoning (37-50)	14	28
TOTAL	50	100 %

**Reference Sources:**

Fulton, Patsy J. and Hanks, Joanna D., *Procedures for the Office Professional*, Second Edition, South-Western Publishing Company, 1990 (1 item)

Locker, Kitty O., *Business and Administrative Communication*, Fourth Edition, Irwin McGraw-Hill, 1997 (2 items)

Mathis, Robert L. and Jackson, John H., *Human Resources Management*, 7th Edition, West Publishing Company, 1994 (2 items)

Rubin, Melanie, *Are You With Me?: Common Courtesy On the Phone*, CMD Publishing, 1998 (1 item)

Sabin, William, A., *The Gregg Reference Manual*, Eighth Edition, Glencoe McGraw-Hill, 1996 (5 items)

Strunk, William Jr. and White, E. B., *The Elements of Style*, MacMillian Publishing Co, Inc. 1979 (4 items)

The American Heritage Dictionary of The English Language, Third Edition, Houghton Mifflin Company, 1996 (3 items)

Truitt, John, *Phone Tactics for Instant Influence*, Dembner Books, 1990 (3 items)

**This examination consists of 50 multiple choice questions, all equally weighted.**