

# Civil Service Test Preparation Workshop

This **members-only** test prep workshop is being offered to help prepare you for the March 3, 2018 NYS Dept. of Civil Service promotion exam for:  
Secretary 1 and Secretary 2.

The following topics will be covered:

- General Test Taking Tips and Strategies
- Grammar, Usage, Punctuation and Sentence Structure
- Office Practices
- Office Record Keeping (**PLEASE BRING A CALCULATOR**)
- Preparing Written Material

<b>DATE:</b>	Saturday, February 10, 2018
<b>LOCATION:</b>	Buffalo State College, 1300 Elmwood Avenue, Bulger Communications Center North, Buffalo, NY 14222 (Parking in any lot designated for staff or students.)
<b>TIME:</b>	9:00 a.m. – 3:30 p.m. (Please arrive by 8:30 a.m. for registration.)
<b>COST:</b>	\$15.75 Please bring your own food. Space is limited. Please register early and prepay by February 2 <sup>nd</sup> .

## **YOU MUST PRE-REGISTER FOR THIS WORKSHOP:**

Online at: <https://www.csealarningcenter.org/learncenter/wregister.cfm>

You can pay with a credit or debit card, but **ONLY** if you register online.

**CSEA members may request a voucher or reimbursement from the NYS & CSEA Partnership for Education and Training for workshop payment or reimbursement.**

Go to: [www.nyscseapartnership.org](http://www.nyscseapartnership.org)

Call the CSEA WORK Institute at 1-866-478-5548 or (518) 782-4427.

No refunds will be given unless class is cancelled.

Can't make it on this date and time? Our online training covers all of these topics and you can do it at any time. Try a free demo at: [www.csealarningcenter.org](http://www.csealarningcenter.org)



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**CSEA**  
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Danny Donohue, President

READY... SET... SUCCEED!

**WORK**  
INSTITUTE