



CSE REVIEWER · STUDY GUIDE

Analytical Ability

Logical Reasoning · Patterns & Series · Problem Analysis

VOLUME III

A complete, self-contained study guide to the analytical block of the Philippine Civil Service Exam — Professional level.
Built to be the only material you need for this section.

WHAT THIS GUIDE TEACHES

Reason it through, step by step.

The analytical exam tests reasoning itself — what follows from what, and what does not. This guide teaches a deliberate method for every item type and drills it until it becomes automatic.



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TOPIC 1.1

Statements, Assumptions, and Conclusions

Analytical Ability tests reasoning itself — the ability to take given information and determine what does and does not follow from it. The most fundamental of these skills is telling apart three things that ordinary thinking blurs together: what a statement actually says, what it quietly assumes, and what genuinely follows from it as a conclusion.

A civil servant must do this constantly — reading a directive, a report, or a proposal and judging what it truly commits to versus what a reader merely infers. This topic trains that discipline, and it underpins every other topic in the analytical section.

Lesson

Statement, assumption, conclusion — three distinct things

A statement is the information you are given — take it as true for the purpose of the question, whether or not it is true in the real world. An assumption is something unstated that must be taken for granted for the statement to make sense or to achieve its purpose. A conclusion is something that necessarily follows from the statement — it would have to be true if the statement is true.

Consider the statement: 'The office posted the new schedule on the bulletin board so that all staff would be informed.' A hidden assumption is that staff actually read the bulletin board — if they did not, posting it there would not inform them, and the action would not serve its stated purpose. A valid conclusion is far more limited: that the office wanted the staff to be informed. Notice that the assumption is necessary background, while the conclusion is a guaranteed consequence.

Testing whether an assumption is implicit

An assumption is implicit in a statement if the statement simply could not stand without it. The reliable test is the negation test: imagine the assumption is false. If making it false destroys the statement — makes it pointless or contradictory — then the assumption is genuinely implicit. If the statement still holds with the assumption false, it was never required.

Testing whether a conclusion follows

A conclusion follows only if it is forced by the statement. Apply a strict standard: the conclusion must be guaranteed, not merely likely or reasonable. If you can imagine the statement being true while the conclusion is false, then the conclusion does not follow — no matter how plausible it sounds.

- Does not follow if it adds new information the statement never supplied.



- Does not follow if it overstates — turning 'some' into 'all', or 'may' into 'will'.
- Does not follow if it predicts the future, when the statement only describes the present.
- Does not follow if it requires a real-world assumption you had to bring in yourself.

JUDGE ONLY FROM WHAT IS GIVEN

The hardest discipline in this topic is to reason **ONLY** from the statement in front of you — not from what you know about the world. A conclusion that is true in reality still does not 'follow' if the given statement does not force it. The statement is the only evidence that counts.

Worked Example 1

Statement: 'To reduce long queues, the agency now allows citizens to book appointments online.' Which assumption is implicit in the statement?

- A. The agency has no other offices.
- B. At least some citizens are able to book online.
- C. Long queues are the agency's only problem.
- D. Online booking is free of charge.

REASONING

1. Identify the statement's purpose. The agency introduced online booking in order to reduce queues.
2. Apply the negation test to each option. Negate B: suppose **NO** citizen can book online. Then the online system reduces nothing, and the stated purpose fails. So B is required — it is implicit.
3. Test the others. Negating A (the agency has other offices) does not affect the booking system at all. C ('only problem') is far stronger than anything stated. D (free of charge) is not needed for the system to reduce queues. None is required.

ANSWER

B. For online booking to reduce queues, at least some citizens must be able to use it; negating that destroys the statement's purpose.



END OF FREE PREVIEW

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This is a short, free preview of “Analytical Ability” — the complete guide is a full, self-contained study book with in-depth lessons, worked examples, strategy, and practice sets with a complete answer key.

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