

**Direction:** A set of names of persons, objects, businesses, or organizations are given in each question. Arrange the given set of names based on alphabetizing rules. Select the letter of the correct answer that corresponds to the proper arrangement of the names.

1. 1) Juan Ramon S. Cruz  
2) Sharon Anne Esguerra  
3) Patenia, Marco Lito M.  
4) Christopher Alex Q. Angelo  
5) Raymond DL. Delos Santos

- a) 4 - 2 - 3 - 5 - 1  
b) 4 - 1 - 5 - 2 - 3  
c) 1 - 4 - 2 - 3 - 5  
d) 1 - 2 - 3 - 4 - 5

2. 1) Dr. Harold Q. Salazar  
2) Dr. Mariano A. Tibay  
3) Atty. Silvano G. Mariano  
4) Mr. Mateo S. Ang  
5) Engr. Cruz

- a) 4 - 5 - 3 - 2 - 1  
b) 4 - 3 - 2 - 1 - 5  
c) 4 - 5 - 1 - 2 - 3  
d) 1 - 2 - 3 - 4 - 5

3. 1) Lucas Q. Smith  
2) Lucas Q. Smith-Johnson  
3) Lucas Quezon Smith  
4) Dr. Lucas Q. Smith-Johnson  
5) Lucas Smith-Johnson

- a) 1 - 4 - 3 - 2 - 5

# Clerical Skills Test And Answers

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*Manual for USES Clerical Skills Tests* United States Employment Service,1968      **Manual for USES clerical skills tests** United States. Employment and Training Administration,1976      *Master the Clerical Exams--Practice Test 4* Peterson's,2010-07-01 Peterson's Master the Clerical Exams Practice Test 4 provides a great opportunity for test takers to practice the type of questions encountered on Federal Clerical Exam and then assess their strengths and weaknesses Through this full length practice test readers can find out where their skills are strongest and where they need extra help Clerical test subjects in this practice test include vocabulary and clerical skills Detailed answer explanations can help target the right study plan to score high on the Federal Clerical Exam      Administration, scoring, and interpretation United States. Employment and Training Administration,1976      **CliffsNotes Civil Service Exam Cram Plan** Northeast Editing, Inc.,2011-07-07 It's Civil Service Exam Crunch Time Get a plan to ace the exam and make the most of the time you have left Whether you have two months one month or even just a week left before the exam you can turn to the experts at CliffsNotes for a trusted and achievable cram plan to ace the Civil Service Exam without ever breaking a sweat First you'll determine exactly how much time you have left to prepare for the exam Then you'll turn to the two month one month or one week cram plan for week by week and day by day schedules of the best way to focus your study according to your unique timeline Each stand alone plan includes Diagnostic test helps you pinpoint your strengths and weaknesses so you can focus your review on the topics in which you need the most help Subject reviews cover everything you can expect on the actual written exam verbal mathematics clerical abilities memory following directions judgment decision making mechanical aptitude and personal experience Full length practice test with answers and detailed explanations a simulated civil service exam gives you an authentic test taking experience Test prep essentials from the experts at CliffsNotes      A Diagnostic Test of Aptitude for Clerical Office Work Allen Mead Ruggles,1924      1990 Census Community Action Guide ,1989      **Master the Clerical Exams--Practice Test 8** Peterson's,2010-07-01 Peterson's Master the Clerical Exams Practice Test 8 provides a great opportunity for test takers to practice the type of questions encountered on Municipal Office Aide Exam and then assess their strengths and weaknesses Through this full length practice test readers can find out where their skills are strongest and where they need extra help Clerical test subjects in this practice test include grammar clerical skills and reading comprehension Detailed answer explanations can help target the right study plan to score high on the Municipal Office Aide Exam      Arco Teach Yourself to Pass Civil Service Exams in 24 Hours Shannon R. Turlington,1999 A fast way to study for a wide range of entry level civil service tests Charts and diagrams      **Public Personnel Studies - Bureau of Public Personnel Administration, Institute for Government Research** ,1924      *First [-third] Report* Great Britain. Civil Service Inquiry Commission,1875      New Public Personnel Studies ,1929      College Algebra Jack Moshman,1948

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