

# **Bar Management Manual**

Hongru Du

#### **Bar Management Manual:**

The Professional Bar & Beverage Manager's Handbook Amanda Miron, Douglas Robert Brown, 2006 CD ROM contains forms in PDF and a business plan in MS Word Bartender Training Manual Ryan Dahlstrom, 2016-09-01 The Most Requested Training Manual in the Industry Today Bartender Training Manual Table of Contents INTRODUCTION TRAINING DEVELOPMENT Acceptable Bartending Standards Unacceptable Bartending Standards Techniques Resulting in TerminationThree Strike Rules Personal Appearance Uniforms Pro Active Bartending Alcohol Consumption Tolerance Alcohol Awareness Policy Awareness Sequence of Service and Response WORKING THE BAR Bartender Sequence of Service Up Selling Suggestive Selling Terminology CONDUCTING TRANSACTIONS Register Operations Payment Methods Cash Handling Sequence Credit Card Preauthorization Credit Card Authorization for Total Amount Guest Check Presentation Delivery and Retrieval Credit Card Tip Policy Comps Voids PRICING STRUCTURE WELL SET UP BACK BAR SET UP Bottle Placement Diagram PREPARING DRINK ORDERS Drink Making Drink Service Delivery Bartender Customer Transaction Times ANATOMY OF A COCKTAIL Glassware Ice Garnishes RECIPES Shot Recipes Drink Recipes Signature Drinks SERVICE WELL SHIFT RESPONSIBILITIES Opening Shift Mid Shift End Of Shift Service Well Deep Cleaning Back Bar Cleaning Weekly Cleaning Health Department Compliance Garbage Cans Breaking Bottles TIP POOL CONCLUSION TEAM WORK INTEGRITY

The Restaurant Manager's Handbook Douglas Robert Brown, 2003 Accompanying CD ROM contains copies of all forms The Australian Bar Attendant's Handbook George Ellis, 2015-05-20 The 5th edition of The contained within the text Australian Bar Attendant's Handbook has been updated to reflect today's practices in the hospitality industry along with current training package requirements for bar cellar coffee and the responsible service of alcohol With a clear layout and concise language this text combines underpinning knowledge with real life examples so that students can provide the highest level of customer service Server Training Manual Ryan Dahlstrom, This Server Training Manual is brought to you by Bar Manuals founder and Best Selling author Ryan Dahlstrom Certified Consulting Bar Experts by the Hospitality Association of America If you own or manage a Bar Nightclub or Restaurant and feel like your business should be doing better you should purchase this Server Training Manual Bar-server Management Manual ,1976 **Innovations in Logistics and Supply** Chain Management Technologies for Dynamic Economies Luo, ZongWei, 2012-03-31 This book disseminates supply chain management and applied logistic theories technology development innovation and transformation in various economy sectors upon current advancing technological opportunities and market imperatives Provided by publisher Office Management Manual for Legal Aid Societes Junius L. Allison,1953 The Principles and Practice of Bar and Beverage Management James Murphy, 2013 The bar and drinks business is hugely competitive The key to success or failure between the many beverages and services offered in any bar is the employees who make sell and serve them Customer expectation and demand is constantly increasing and so it s crucial for all staff to have comprehensive product knowledge and superior

specialized service skills The Principles and Practices of Bar and Beverage Management The Drinks Handbook is a comprehensive training guide and authoritative resource essential for all students bartenders sommeliers mixologists waiters and food and beverage practitioners the world over Packed with facts explanatory illustrations and case studies it provides an in depth knowledge of the products plus the technical skills practices and latest developments in the bar and beverage area Its 13 chapters are divided into two sections as follows Theory a complete guide to beers wines spirit liqueurs teas and coffee and soft drinks where they re from how they re made how to serve and how to achieve maximum profits Reference a compilation of facts including beers of the world and an indispensible listing of over 90 cocktail recipes Its companion textbook Principles and Practices of Bar and Beverage Management concentrates on the complexities of managing modern bars Together the two books create a must have toolkit for all students and industry professionals in the fields of food and beverage management Online resources in the form of PowerPoint slides will accompany this handbook Professional Bar Manager's Handbook Edward M. Kelly, 1991 The musical educator, by eminent specialists, ed. by J. Greig John ABA Journal ,1971-06 The ABA Journal serves the legal profession The Wisconsin Bar Bulletin, 1982 Greig, 1896 Qualified recipients are lawyers and judges law students law librarians and associate members of the American Bar Highway Safety Program Management Automotive Safety Foundation, United States. National Highway Association **Principles and Practices of Bar and Beverage Management** James Safety Bureau, 1968 Book Catalogues ,1870 Murphy, 2013-05-31 A comprehensive training guide and authoritative resource essential for all students bartenders sommeliers mixologists waiters and food and beverage practitioners the world over It provides an in depth knowledge of the products plus the technical skills practices and latest developments in the bar and beverage area The Publishers' and **Stationers' Weekly Trade Circular**, 1872 Readers' Guide to Periodical Literature, 1922 An author subject index to selected general interest periodicals of reference value in libraries **Management and Administration in** Manufacturing Industries ,1925 Legal Information Buyer's Guide and Reference Manual 2006 Kendall F. Svengalis, 2006

This is likewise one of the factors by obtaining the soft documents of this **Bar Management Manual** by online. You might not require more mature to spend to go to the ebook introduction as capably as search for them. In some cases, you likewise do not discover the statement Bar Management Manual that you are looking for. It will enormously squander the time.

However below, following you visit this web page, it will be consequently utterly simple to acquire as capably as download guide Bar Management Manual

It will not consent many time as we run by before. You can get it though appear in something else at home and even in your workplace. for that reason easy! So, are you question? Just exercise just what we offer below as competently as review **Bar Management Manual** what you taking into account to read!

https://yousky7.com/About/publication/Download PDFS/complete%20guide%20to%20simple%20credit%20score%202025.pdf

#### **Table of Contents Bar Management Manual**

- 1. Understanding the eBook Bar Management Manual
  - The Rise of Digital Reading Bar Management Manual
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Bar Management Manual
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Bar Management Manual
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Bar Management Manual
  - Personalized Recommendations

- Bar Management Manual User Reviews and Ratings
- Bar Management Manual and Bestseller Lists
- 5. Accessing Bar Management Manual Free and Paid eBooks
  - Bar Management Manual Public Domain eBooks
  - Bar Management Manual eBook Subscription Services
  - o Bar Management Manual Budget-Friendly Options
- 6. Navigating Bar Management Manual eBook Formats
  - o ePub, PDF, MOBI, and More
  - Bar Management Manual Compatibility with Devices
  - Bar Management Manual Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Bar Management Manual
  - Highlighting and Note-Taking Bar Management Manual
  - Interactive Elements Bar Management Manual
- 8. Staying Engaged with Bar Management Manual
  - o Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Bar Management Manual
- 9. Balancing eBooks and Physical Books Bar Management Manual
  - ∘ Benefits of a Digital Library
  - Creating a Diverse Reading Collection Bar Management Manual
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Bar Management Manual
  - Setting Reading Goals Bar Management Manual
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Bar Management Manual
  - Fact-Checking eBook Content of Bar Management Manual

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

# **Bar Management Manual Introduction**

In the digital age, access to information has become easier than ever before. The ability to download Bar Management Manual has revolutionized the way we consume written content. Whether you are a student looking for course material, an avid reader searching for your next favorite book, or a professional seeking research papers, the option to download Bar Management Manual has opened up a world of possibilities. Downloading Bar Management Manual provides numerous advantages over physical copies of books and documents. Firstly, it is incredibly convenient. Gone are the days of carrying around heavy textbooks or bulky folders filled with papers. With the click of a button, you can gain immediate access to valuable resources on any device. This convenience allows for efficient studying, researching, and reading on the go. Moreover, the cost-effective nature of downloading Bar Management Manual has democratized knowledge. Traditional books and academic journals can be expensive, making it difficult for individuals with limited financial resources to access information. By offering free PDF downloads, publishers and authors are enabling a wider audience to benefit from their work. This inclusivity promotes equal opportunities for learning and personal growth. There are numerous websites and platforms where individuals can download Bar Management Manual. These websites range from academic databases offering research papers and journals to online libraries with an expansive collection of books from various genres. Many authors and publishers also upload their work to specific websites, granting readers access to their content without any charge. These platforms not only provide access to existing literature but also serve as an excellent platform for undiscovered authors to share their work with the world. However, it is essential to be cautious while downloading Bar Management Manual. Some websites may offer pirated or illegally obtained copies of copyrighted material. Engaging in such activities not only violates copyright laws but also undermines the efforts of authors, publishers, and researchers. To ensure ethical downloading, it is advisable to utilize reputable websites that prioritize the legal distribution of content. When downloading Bar Management Manual, users should also consider the potential security risks associated with online platforms. Malicious actors may exploit vulnerabilities in unprotected websites to distribute malware or steal personal information. To protect themselves,

individuals should ensure their devices have reliable antivirus software installed and validate the legitimacy of the websites they are downloading from. In conclusion, the ability to download Bar Management Manual has transformed the way we access information. With the convenience, cost-effectiveness, and accessibility it offers, free PDF downloads have become a popular choice for students, researchers, and book lovers worldwide. However, it is crucial to engage in ethical downloading practices and prioritize personal security when utilizing online platforms. By doing so, individuals can make the most of the vast array of free PDF resources available and embark on a journey of continuous learning and intellectual growth.

#### **FAQs About Bar Management Manual Books**

- 1. Where can I buy Bar Management Manual books? Bookstores: Physical bookstores like Barnes & Noble, Waterstones, and independent local stores. Online Retailers: Amazon, Book Depository, and various online bookstores offer a wide range of books in physical and digital formats.
- 2. What are the different book formats available? Hardcover: Sturdy and durable, usually more expensive. Paperback: Cheaper, lighter, and more portable than hardcovers. E-books: Digital books available for e-readers like Kindle or software like Apple Books, Kindle, and Google Play Books.
- 3. How do I choose a Bar Management Manual book to read? Genres: Consider the genre you enjoy (fiction, non-fiction, mystery, sci-fi, etc.). Recommendations: Ask friends, join book clubs, or explore online reviews and recommendations. Author: If you like a particular author, you might enjoy more of their work.
- 4. How do I take care of Bar Management Manual books? Storage: Keep them away from direct sunlight and in a dry environment. Handling: Avoid folding pages, use bookmarks, and handle them with clean hands. Cleaning: Gently dust the covers and pages occasionally.
- 5. Can I borrow books without buying them? Public Libraries: Local libraries offer a wide range of books for borrowing. Book Swaps: Community book exchanges or online platforms where people exchange books.
- 6. How can I track my reading progress or manage my book collection? Book Tracking Apps: Goodreads, LibraryThing, and Book Catalogue are popular apps for tracking your reading progress and managing book collections. Spreadsheets: You can create your own spreadsheet to track books read, ratings, and other details.
- 7. What are Bar Management Manual audiobooks, and where can I find them? Audiobooks: Audio recordings of books, perfect for listening while commuting or multitasking. Platforms: Audible, LibriVox, and Google Play Books offer a wide selection of audiobooks.

- 8. How do I support authors or the book industry? Buy Books: Purchase books from authors or independent bookstores. Reviews: Leave reviews on platforms like Goodreads or Amazon. Promotion: Share your favorite books on social media or recommend them to friends.
- 9. Are there book clubs or reading communities I can join? Local Clubs: Check for local book clubs in libraries or community centers. Online Communities: Platforms like Goodreads have virtual book clubs and discussion groups.
- 10. Can I read Bar Management Manual books for free? Public Domain Books: Many classic books are available for free as theyre in the public domain. Free E-books: Some websites offer free e-books legally, like Project Gutenberg or Open Library.

# **Find Bar Management Manual:**

best strategies for new index fund investing tips
beginner tutorial for what is credit score tips
advanced methods for how to financial freedom guide
simple retirement planning guide
advanced methods for why personal finance guide
trending debt payoff strategies step by step
retirement planning guide
beginner tutorial for how do i financial freedom tips
advanced methods for top roth ira step by step
beginner tutorial for simple credit score 2025
beginner tutorial for ultimate saving money tips step by step
beginner tutorial for how to financial freedom tips
complete guide to how to start passive income ideas for beginners
best index fund investing 2025

## **Bar Management Manual:**

send receive text voice messages in messages messages by google - Apr 02 2023

web send receive text voice messages in messages you can send and receive text messages with friends and contacts on

messages important some of these steps only work on android 6 0 and *messenger* - Oct 08 2023

web [] [] [] hang out anytime anywhere messenger makes it easy and fun to stay close to your favorite people messages for web - Jul 05 2023

web use messages for web to send sms mms and rcs messages from your computer open the messages app on your android phone to get started

messages on the app store - Aug 06 2023

web stay connected to the people and conversations that matter most send unlimited texts photos videos documents and more to any ios ipados macos or watchos device with imessage or use it to send sms and mms messages change messages notifications settings messages by google - Mar 01 2023

web stop sound notifications when you send messages turn off hear outgoing message sounds learn how to change options for specific people change your default messaging app

# messages by google - May 03 2023

web fix issues with business messages use messages to chat with businesses do more with messages use suggested actions in the messages app get reminders with nudges use real time text rtt with calls make video or voice calls with google meet draft rcs messages with magic compose use filters in messages

send and receive text messages from your pc microsoft support - Jan 31 2023

web sending a message if you haven t already set up messages do the following on your pc in the phone link select messages to start a new conversation select new message enter the name or phone number of a contact select

messages par google une application de sms simple et pratique - Jun 04 2023

web tout est possible dans l'appli messages chattez avec le service client accédez aux cartes d'embarquement et obtenez les réponses et informations dont vous avez besoin messages est une application de messagerie simple et pratique qui vous aide à garder le contact avec vos proches Échangez des sms avec d'autres personnes où que

mymessage - Dec 30 2022

web mymessage

#### messenger facebook - Sep 07 2023

web messenger 13 259 930 likes 37 527 talking about this messenger from facebook helps you stay close with those who matter most and on any device

old mutual bursary program application form 2022 2023 - Nov 07 2022

web jan 27 2022 the old mutual invites an application from suitably and qualifies students for their bursary program 2022

2023 every day students are pondering the net about how to apply for bursary 2022 companies offering bursaries in south africa who qualifies for a bursary in south africa

apply now old mutual education trust scholarship 2024 - Sep 05 2022

web jun 8 2023 applications for the 2024 old mutual education trust omet scholarship will open on 1 july 2023 old mutual bursaries  $2023\ 2024\ nafacts\ com$  - Dec 28 2021

web jun 30 2017 1 3 old mutual bursaries requirements 1 4 old mutual bursaries application 1 5 old mutual bursaries closing date old mutual is one of the leading financial companies in south africa and strives to promote social as well as academic talent of south africa

# old mutual education trust bursary scholarship 2021 - Jun 02 2022

web the old mutual education trust bursary is currently looking to fund undergraduates looking for scholarships bursary details the old mutual education trust omet applications are open to all participating union members and their dependents old mutual 2023 graduate program for young africans - Feb 27 2022

web seems like old mutual is not currently accepting applications for this particular scholarship never miss this scholarship again let s alert you when application is going on enter your email address and click the subscribe button imfundo trust scholarships old mutual invest - Aug 16 2023

web how to apply applications must be completed on studytrust s online application platform before 30 september to be considered for a bursary for next year only applications from south african citizens will be considered studytrust old mutual imfundo trust scholarship - May 13 2023

web applications must be completed on studytrust s online application platform before 30 september to be considered for a bursary for next year only applications from south african citizens will be considered get the free scholarship application form old mutual pdffiller - Jan 29 2022

web fillable online scholarship application form old mutual fax email print pdffiller scholarship application form old mutual pdf download here scholarship application form old mutual oldmutual co za documents educationtrust postmatricapplform pdf the old

#### old mutual education trust scholarship programme 2023 - Mar 31 2022

web oct 12 2022 how to apply for old mutual education trust 2023 scholarship plan applications must be submitted online at old mutual imfundo trust scholarship application 2023 required documents submit clear copies of the following supporting documentation along with your online application south african id document certified imfundo trust old mutual investment group scholarship 2023 2024 - Dec 08 2022

web by sabursaries the imfundo trust scholarship is an initiative from the old mutual investment group this scholarship is a

full cost scholarship supporting young black students to fund their study and develop their academic skills imfumdo stands for education in the zulu language

old mutual education trust bursary 2024 all bursaries sa - Jan 09 2023

web jul 16 2023 you may apply for this bursary online through old mutual education trust omet bursary application all fields have to be filled correctly and the provision of supporting documents which must be sent in clear copies together with your online application is necessary

# apply for the old mutual education trust - Jun 14 2023

web applying for the old mutual education trust scholarship please note the old mutual education trust allocates 60 scholarships each year the final selection process is based on academic scores

# scholarship application form old mutual yumpu - Apr 12 2023

web scholarship application form old mutual en english deutsch français español português italiano român nederlands latina dansk svenska norsk magyar bahasa indonesia türkçe suomi latvian lithuanian česk

#### application form scholarship bursary at old mutual education - Oct 06 2022

web may 24 2016 the trust s scholarships provide funding to study on a full time part time or distance learning basis for a first time undergraduate degree diploma including btech at an accredited higher education institution in south africa **old mutual investment group imfundo trust scholarship south** - Jul 03 2022

web jun 6 2022 application details for the bursary students interested in applying for the old mutual scholarship must follow these steps to submit their application 1 fill in the online application old mutual investment group imfundo trust scholarship application 2022

apply 2023 old mutual graduate programme for young africans - Aug 04 2022

web aug 16 2023 details requirements 2023 ongoing scholarships duration and reward method of application deadline september 1 2023 summary host old mutual financial organization study abroad study in usa study in canada study in uk study in europe study in asia study in australia study in africa category internships

#### find bursaries at old mutual - Mar 11 2023

web digital application form aced the assessment awesome now expect an email that will require you to complete our digital application form where we would like to know why you have chosen the old mutual bursary and why you are interested in actuarial science accounting as the craft you would like to own live video interview now we get to meet

# scholarship application form old mutual yumpu - Feb 10 2023

web scholarship application form old read more about scholarship cape attach certified applicant and surname **bursaries and scholarships old mutual** - Jul 15 2023

web bursaries one route to follow when looking for financial aid is that of a bursary according to bursaries south africa bursaries are sponsorships given by companies to qualifying students to study further and achieve a great qualification for better work opportunities and a decent future

# fillable online application form old mutual fax email print - May 01 2022

web confidential application for old mutual learners scholarship program closing date 15 july 2011 this completed application must be returned to the scholarship administrator central human resources

# mcqs in pharmacology by g vidya sagar pdf book free download - Jun 19 2023

web mcqs in pharmacology by g vidya sagar free pdf book download test your knowledge of pharmacology via mcqs mcqs in pharmacology by g vidya sagar ed 1st free pdf download - Sep 10 2022

web mar 23 2023 mcqs in pharmacology by g vidya sagar ed 1st free pdf download contents chapter 1 general pharmacology chapter 2 drugs acting on central nervous system chapter 3 drugs acting on autonomous nervous system chapter 4 vitamins minerals mcqs in pharmacology by g vidya sagar ed 1st free pdf

mcqs in pharmacology mohd farook google books - Nov 12 2022

web mar  $7\ 2016$  mohd farook createspace independent publishing platform mar  $7\ 2016\ 308$  pages this book contain more then  $1700\ mcq$  s on pharmacology which have sufficient practice questions for pharmacy

# 140 pharmacology chapter wise solved mcqs with pdf download - May 18 2023

web question and answers in pharmacology pharmacology multiple choice questions and answers pharmacology important mcqs solved mcqs for pharmacology pharmacology mcqs with answers pdf download solved mcqs for pharmacology with pdf download and free mock test

# pharmacology mcg pdf book download class 10 pharmacology - Mar 04 2022

web the book pharmacology mcq pdf download class 10 pharmacology book 2023 24 mcq questions chapter notes practice tests with answer key grade 10 pharmacology mcqs pdf textbook notes question bank includes revision guide for problem solving with solved mcqs pharmacology mcq with answers pdf book

# pdf pharmacology mcqs samson molla academia edu - Oct 11 2022

web pharmacology mcqs by samson molla 2022 total no of mcqs 45 marks 45 t ime 45 minutes topic specification general pharmacology mcq 1 3 reference lippincott s pharmacology 3 rd ed 01 the steady state concentration of a drug can be double by a

mcqs in pharmacology pdf 1 47 mb pdf room - Jul 20 2023

web mcqs in pharmacology free pdf download 408 pages year 2013 pharmacology read online pdf room

download free pharmacology and toxicology mcqs - Apr 17 2023

web volume 1 features 375 best of five questions on clinical sciences clinical haematology and oncology cardiology and clinical pharmacology therapeutics and toxicology all 375 questions contain questions written and reviewed by successful candidates and previous examiners and are accompanied by detailed explanations and further

# jayant s kulkarni mcqs in pharmacology pdf scribd - Mar 16 2023

web what is scribd documents 50 2 949 views 352 pages jayant s kulkarni mcqs in pharmacology uploaded by knizhonki knizhonki mcqs in pharmacology covers all the topics in pharmacology it contains total number of 1301 questions these questions have been designed for self assessment and revision

pdf mcq pharmacology lippincott free download pdf - May 06 2022

web mcg pharmacology lippincott click the start the download download pdf

top 100 pharmacology mcq ans pdf slideshare - Feb 15 2023

web apr 5 2018 top 100 pharmacology mcq ans download as a pdf or view online for free submit search upload top 100 pharmacology increased dosage will cause decrease in free drug in plasma throughout the therapeutic range ans b 18 idiosyncrasy is

pharmacology quizzes practice mcq pharmacology tests - Aug 21 2023

web 30 questions mechanisms of action mechanisms of action in pharmacology refer to how a drug works to exert its therapeutic effect here are three mcq tests each of which has 10 questions covering a detailed range of must know mechanisms of action quiz 1 quiz 2 quiz 3 30 questions side effects

mcqs in pharmacy practice 2nd edition pdf free download - Aug 09 2022

web this book provides the reader with a variety of practice mcqs which can be used to assess essential pharmacy practice knowledge in a number of areas including drug action uses clinical pharmacology adverse effects pharmaceutical care counselling points product selection and pharmaceutical calculations

#### mcq pharmacology pdf free download medical study zone - Jul 08 2022

web in this blog post we are going to share a free pdf download of mcq pharmacology pdf using direct links in order to ensure that user safety is not compromised and you enjoy faster downloads we have used trusted 3rd party repository links that

#### pharmacology mcq free pdf objective question answer for - Oct 23 2023

web oct 30 2023 get pharmacology multiple choice questions mcq quiz with answers and detailed solutions download these free pharmacology mcq quiz pdf and prepare for your upcoming exams like banking ssc railway upsc state psc

# pdf 101 mcqs in pharmacology researchgate - Jan 14 2023

web mar 25 2017 pdf multiple choice questions mcqs is a form of an objective assessment which is most frequently used

evaluation component in examinations of find read and cite all the research you **pdf kd tripathi mcqs in pharmacology free download pdf** - Jun 07 2022 web kd tripathi mcqs in pharmacology click the start the download download pdf **mcqs in pharmacology pdf free download** - Apr 05 2022

web a mescaline and related hallucinogens are thought to exert their cns actions through dopaminergic systems in the brain mcqs in pharmacology 38 b teratogenic effects are known to occur with the use of lsd during pregnancy c scopolamine is unique among hallucinogens in that animals will self administer it d dilated pupils tachycardia

 $kd\ tripathi\ mcqs\ in\ pharmacology\ pdf\ google\ drive$  - Sep 22 2023

web view details request a review learn more

frank s mcqs in pharmacology with answers pdf free download - Dec 13 2022

web oct 15 2021 here you can download free pdf file of frank s mcqs in pharmacology this book book coves wide range of pharamcology topcis in 1700 mcq s it is a best and fast way to check your prepartion and ready yourself for exams