

# Clerical Ability Practice Test

# Set 1: Alphabetical Filing

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



# **Clerical Sample Test Sorting And Filing**

**United States. Bureau of the Census** 

# **Clerical Sample Test Sorting And Filing:**

The ETS Test Collection Catalog ,1993 **Resources in Education** ,1978-05 Dictionary of Occupational Titles ,1977 Supplement to 3d ed called Selected characteristics of occupations physical demands working conditions training time issued by Bureau of Employment Security Collected Papers of John C. Flanagan: 1971-1976 John Clemans **Dictionary of Occupational Titles** United States Employment Service, 1977 Flanagan, 1935 Agriculture: Special reports United States. Bureau of the Census,1980 Tests Richard C. Sweetland, 1991 Provides descriptive information on some 3 200 tests for the benefit of test evaluators and others who need to determine if a test suits their purposes Each entry includes test name and author an indication of the population for which the test is intended how the test is administered major features of the test how the test is timed and scored pricing and availability information and publisher and distributor Cross referenced and indexed eight ways Distributed by Gale Research Annotation copyrighted by Book News Inc Portland OR The ETS Test Collection Catalog ,1995-06-14 Appraisal Procedures for Counselors and Helping Professionals Robert J. Drummond, 2004 For courses in tests and measurements in counseling and psychology The leading guide to appraisal procedures for counselors this readable up to date volume offers future counselors social workers and other helping professionals a thorough overview of basic measurement theory and all relevant tests carefully aligned to a broad array of assessment vehicles Through clear straightforward prose students receive practical guidance on such topics as test selection administration interpretation and reporting along with thoughtful advice on how and when to use testing in diverse environments with diverse populations Current topics in counseling receive appropriate attention there is solid coverage of national standards and the trend toward high stakes testing is thoroughly explored **NATCON.** ,1983 Sessional Papers Great Britain. Parliament. House of Commons, 1906 California. Court of Appeal (2nd Appellate District). Records and Briefs California (State)., Employment Psychology Henry Charles Link,1919 1978 Census of Agriculture ,1983 Gregg News Letter & Shorthand Speed Tests ,1965 The Office Economist .1921 The City Bulletin Columbus (Ohio),1920 Testing for Teachers Henry Edward Garrett, 1965 **Parliamentary Papers** Great Britain, Parliament, House of Commons, 1907 **Business Education Forum** ,1962

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