

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

Sample Clerical Skills Test

Zhe Xu



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what to expect when attending an assessment centre and offers advice on how candidates might prepare for the different forms of assessment

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Development United States. Employment and Training Administration, 1976

Implementation of the Job Training Partnership Act United States. Congress. House. Committee on Government Operations. Manpower and Housing Subcommittee, 1983

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