

TEST FOR EXECUTIVE SECRETARY

PART I LANGUAGE TEST

Name _____

Time: _____

QUESTION # 1

Marks 10

Which of the choices mentioned under each of the following sentences is most suitable?

1. I thought this time things were going to be better. Losing the contract was _____ to swallow.
 - a) Bottom Line
 - b) Blue Collar
 - c) A bitter Pill
 - d) Back to the drawing board
 - e) Blow-by-Blow
2. We've lost the contract thanks to your incompetence. You really _____, didn't you?
 - a) Back to the drawing board
 - b) Bottlenecks
 - c) Bottom Line
 - d) Blue Collar
 - e) Blew it
3. I'd be better off stopping my legal job and doing jobs for cash. The _____ is the only way to make money these days.
 - a) Blow-by-Blow
 - b) Back to the drawing board
 - c) Bottlenecks
 - d) Back economy
 - e) Bottom Line
4. The product didn't work in the States. As they say there, it really_____.
 - a) Back to the drawing board
 - b) Bottlenecks
 - c) Bombed
 - d) Blow-by-Blow
 - e) Bottom Line

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**United States. Congress. Senate.
Committee on Interstate Commerce**

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Utility Corporations United States. Federal Trade Commission, 1928 **Report of Utility Corporations to the Federal Trade Commission Pursuant to Senate Resolution 83, 70th Congress, First Session** United States. Federal Trade Commission, 1928 *Annual Report of the Public Utilities Commission of the District of Columbia* District of Columbia, 1926

The Utilities Act of 1975 United States. Congress. Senate. Government Operations, 1969 *Annual Report of the Public Utilities Commission of the District of Columbia* Public Utilities Commission of the District of Columbia, 1928 **Utility Consumers' Counsel Act of 1969** United States. Congress. Senate. Committee on Government Operations. Subcommittee on Intergovernmental Relations, 1969 Hazel R. O'Leary Nomination United States. Congress. Senate. Committee on Energy and Natural Resources, 1993 **Annotated Laws of Massachusetts** Massachusetts, 1932 **Federal Register**, 2013-04 South African Poultry Magazine and Small-holder, 1921 *Electrical World*, 1920 The Survey Edward Thomas Devine, Paul Underwood Kellogg, 1917 *Fish and Wildlife Legislation* United States. Congress. Senate. Committee on Interstate and Foreign Commerce, 1958 **Fire Prevention and Control Act Reauthorization** United States. Congress. Senate. Committee on Commerce, Science, and Transportation. Subcommittee for Consumers, 1981

Congressional Record United States. Congress, 1989 The Congressional Record is the official record of the proceedings and debates of the United States Congress It is published daily when Congress is in session The Congressional Record began publication in 1873 Debates for sessions prior to 1873 are recorded in The Debates and Proceedings in the Congress of the United States 1789 1824 the Register of Debates in Congress 1824 1837 and the Congressional Globe 1833 1873

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