

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

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Jianjun Gao



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not fall under the company's authorization

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web key achievements highlight some of the things you've already accomplished as an employee demonstrating your diligence and proficiency your desire to grow with the company emphasize your commitment to the employer explaining where you see yourself within the organization in the future your thanks

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web apr 3 2023 request letter for training course sample your name your address city state zip code re opportunity for training dear name of employer this letter is a formal request for you to consider allowing me to take three working days from date to date in order to attend a training course for project management

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web oct 31 2023 answer yes you can mention relevant achievements or qualifications in your request letter for training to demonstrate your commitment and readiness for the training for example i would like to bring to your attention that during my tenure at the company i have successfully implemented several projects and consistently achieved mention

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web apr 11 2023 dear manager's name i am writing to officials request permission to attend a training course that i believe will be instrumental in enhancing my professional skills and knowledge the training course is insert price name and it is projected to take place up insert date at insert location

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web sep 13 2021 i hold an experience of mention duration years and have been working for company for the last years through this letter i would like to inform you that i am looking forward to doing a training session in your reputed company on date

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web sep 29 2023 sample training request letter as you draft your letter to request training reviewing an example may help you frame your letter more effectively dear mrs waters as part of my professional development with this company i would like to pursue additional training to help me further improve and develop my skills

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web mar 19 2021 i am writing this letter to request you to allow training for the employees of department sales marketing accounts any other team as we recently recruited new employees it s necessary for them to get familiar with the dynamic environment hence i request you to allow us to train and introduce the employees to

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web may 18 2023 for example you could say something like i am writing to request training on topic then briefly explain why you need this training and how it will benefit you and the organization as a whole body paragraphs the body of your email should provide more detail about the training you are requesting