

FIZABAD COMPOSITE SCHOOL

1905 APRIL END OF TERM TEST

INSTRUCTIONS : ANSWER ALL QUESTIONS

Pp 1, 2, 3 & AG 1, 20 1

1. If you are ill and cannot attend a job interview at the appointed time, the appropriate action for you to take would be to
 - (A) send a letter stating that you are unable to keep your appointment
 - (B) go in for the interview when you feel better
 - (C) inform them of your illness by telephone and ask for a new date
 - (D) cancel your interview immediately
2. The matters to be dealt with at a meeting are set out in the
 - (A) minutes
 - (B) schedule
 - (C) programme
 - (D) agenda
3. A clerk was asked to file some invoices in chronological order. These documents should be arranged by
 - (A) date
 - (B) reference number
 - (C) order number
 - (D) quantity
4. How should the name, Dr. F. D. Singh, appear on a filing folder?
 - (A) (Dr.), F. D. Singh
 - (B) F. D. Singh, (Dr.)
 - (C) (Dr.) Singh, F. D.
 - (D) Singh, F. D. (Dr.)
5. Assume that you have been elected to be secretary of your school's thrift society. Which of the following gives the correct sequence of the items to be put on the agenda?

I. Matters Arising	II. New Business
III. Approval of the Minutes	IV. Any Other Business

 - (A) III, I, II, IV
 - (B) I, II, III, IV
 - (C) II, III, I, IV
 - (D) III, I, IV, II
6. Which of the following actions should be taken by the sales office of a department store if the stock-taking report shows that an item is unpopular with customers?
 - I. Lower the price of the item.
 - II. Carry the item at the same price.
 - III. Store the item for another season.
 - IV. Arouse interest in the item through advertisement.
 - (A) I and III only
 - (B) I and IV only
 - (C) II and III only
 - (D) II and IV only
7. In the Caribbean, travellers cheques may be purchased from a/an
 - (A) commercial bank
 - (B) airline office
 - (C) travel agent
 - (D) hotel

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Table of Contents Office Administration Multiple Choice Past Papers

1. Understanding the eBook Office Administration Multiple Choice Past Papers
 - The Rise of Digital Reading Office Administration Multiple Choice Past Papers
 - Advantages of eBooks Over Traditional Books
2. Identifying Office Administration Multiple Choice Past Papers
 - 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 Office Administration Multiple Choice Past Papers
 - User-Friendly Interface
4. Exploring eBook Recommendations from Office Administration Multiple Choice Past Papers
 - Personalized Recommendations
 - Office Administration Multiple Choice Past Papers User Reviews and Ratings
 - Office Administration Multiple Choice Past Papers and Bestseller Lists

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

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