

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

**United States. Congress. House.
Committee on Government
Operations. Manpower and Housing
Subcommittee**

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Manual for USES Clerical Skills Tests United States Employment Service,1968 Manual for USES Clerical Skills Tests United States. Employment and Training Administration,1976 **Administration, scoring, and interpretation** United States. Employment and Training Administration,1976 **Master the Clerical Exams** Peterson's,2010-07-01 Peterson's Master the Clerical Exams provides test preparation for those seeking public and private sector clerical positions This essential test prep guide includes tips on how to score high on many of the most widely used exams for jobs with federal state and local governments an overview of the civil service test taking process and subject reviews of all test areas Master the Clerical Exams offers readers 9 practice tests covering all subjects presented in clerical exams writing typing coding vocabulary syntax analogies reading comprehension spelling and basic math Answer keys and detailed explanations for each practice test Detailed information on career opportunities in the public and private sectors including eligibility requirements and application procedures **MGMT4** Chuck Williams,Alan McWilliams,Rob Lawrence,Wahed Waheduzzaman,2019-09-09 MGMT4 is the fourth Asia Pacific edition of this innovative approach to teaching and learning the principles of management Concise yet complete coverage of the subject supported by a suite of online learning tools and teaching material equips students and instructors with the resources required to successfully undertake an introductory management course This highly visual and engaging resource is now available on the MindTap eLearning platform allowing for seamless delivery both online and in class With the Cengage Mobile app students can take course materials with them anytime anywhere New print versions of this book include access to the MindTap platform **The ETS Test Collection Catalog** ,1995-06-14

Management Arthur G. Bedeian,1993 Development United States. Employment and Training Administration,1976
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human factors and preparing for jobs of the future The chapter on consumer psychology remains unique to this textbook This new edition includes coverage of employable skills desired by hiring managers and executives the ways the highly publicized replicability crisis has affected the science and practice of industrial organizational psychology online and mobile employment testing diversity and inclusion throughout the workplace including microaggressions preparing people and organizations for jobs of the future incivility and harassment at work including abusive supervision safety climate and employee health and advertising on social media and video games Including many illustrative examples of industrial organizational psychology in real world workplaces the 11th Edition is thoroughly updated to include the latest theory research and practice on each key topic Each chapter features defined key terms a chapter outline a chapter summary review questions annotated additional reading and engaging Newsbreak sections The book will be of interest to undergraduate students in introduction industrial organizational psychology or psychology of work behaviour courses

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