

ADMINISTRATIVE ASSISTANT

STUDY GUIDE

A written examination for the class of **ADMINISTRATIVE ASSISTANT** to be administered in your jurisdiction will consist of approximately **120** multiple-choice questions covering the following subject areas:

SUBJECT MATTER/CONTENT

<u>SECTION</u>	<u>PERCENT OF EXAM</u>
* Filing	14%
* English Grammar, Word Usage, Punctuation, and Letter Forms	25%
* Resource Materials	8%
* Mathematics	5%
* Office Practices and Procedures	7%
* Reading Comprehension	8%
* Following Written Directions	8%
* Public Relations	8%
* Proofreading	17%
TOTAL PERCENT	100%

SAMPLE ADMINISTRATIVE ASSISTANT EXAMINATION

FILING:

In this type of question you are to select the name which would be filed **LAST** if the name were in correct alphabetical order.

1. Ernie P. Jones
2. Ernest C. Jenkins
3. Emma T. Jones
4. Ernest G. James

The correct answer in this sample would be <u>1</u> because Ernie P. Jones would be filed last.

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G Orfield



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Whispering the Secrets of Language: An Psychological Quest through **Sample Test For Office Assistant Ii**

In a digitally-driven world where monitors reign great and instant interaction drowns out the subtleties of language, the profound secrets and mental nuances hidden within phrases usually move unheard. Yet, nestled within the pages of **Sample Test For Office Assistant Ii** a fascinating literary treasure pulsating with raw thoughts, lies an exceptional journey waiting to be undertaken. Written by an experienced wordsmith, that marvelous opus attracts visitors on an introspective journey, gently unraveling the veiled truths and profound impact resonating within the fabric of each and every word. Within the mental depths of this moving review, we will embark upon a heartfelt exploration of the book is key styles, dissect their fascinating writing design, and fail to the effective resonance it evokes heavy within the recesses of readers hearts.

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