

FIZABAD COMPOSITE SCHOOL

1905 APRIL END OF TERM TEST

INSTRUCTIONS : ANSWER ALL QUESTIONS

Pp 1, 2, 3 & AG 1, SC 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

Office Administration Multiple Choice Past Papers

Deborah E. Barbier Holmes



Office Administration Multiple Choice Past Papers:

Office Administration Multiple Choice Past Papers Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Office Administration Multiple Choice Past Papers**," published by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we shall delve to the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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