

FIZABAD COMPOSITE SCHOOL

1905 APRIL 2ND OF MARCH 1981

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

Office Administration Practice Questions

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Medical Assistant Exam Strategies, Practice & Review with Practice Test Kaplan, 2015-12-08 Everything you need to pass the CMA and RMA exams Medical Assistant Exam Strategies Practice Review with Practice Test provides targeted review and practice for the Certified Medical Assistant and Registered Medical Assistant exams as well as a guide to the certification process FEATURES Diagnostic test to target areas for score improvement Review of all tested subjects for the CMA and RMA exams End of chapter quizzes Full length practice test with 300 questions Detailed answer explanations Up to date information on exam content structure and registration Analysis comparing contrasting ICD 9 and ICD 10 Current guidelines for Electronic Health Records Career development resources for medical assistants Guidance on building and maintaining professional credentials

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TABLE OF CONTENTS Solved Paper 2016 General Knowledge Mental Ability Arithmetic Skills Accounts English Language Punjabi Language computer Information Technology Agriculture Punjabi An Overview *Medical Assistant Exam Prep* Kaplan Nursing,2017-11-07 Kaplan s Medical Assistant Exam Prep provides the in depth content comprehensive review and targeted practice you need to pass the Certified Medical Assistant and Registered Medical Assistant exams Whether you re a first time test taker or you re studying for recertification Kaplan s up to date content and proven test taking strategies will help you face the exam with confidence Kaplan is so certain that Medical Assistant Exam Prep offers all the knowledge you need to pass the exam that we guarantee it After studying with the book you ll score higher on your medical assistant exam or you ll get your money back Comprehensive Review Review of all tested subjects for the CMA and RMA exams including a new nutrition chapter and a section on emerging public health issues that affect MAs on the job Diagnostic test to help you target areas for score improvement and make the most of your study time Full length practice test with 300 questions End of chapter quizzes with detailed answer explanations Case study based practice questions to develop your critical thinking skills Current guidelines for Electronic Health Records Expert Guidance Expert advice on building and maintaining professional credentials Updated career resources and a guide to the certification process We invented test prep Kaplan www.kaptest.com has been helping students for almost 80 years Our proven strategies have helped legions of students achieve their dreams The previous edition of this book was titled Medical Assistant Exam Strategies Practice Review with Practice Test

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Volume 1, Administration Klaus Boehm,A. Silberston,1967-07-02 **Beginning Office Worker** David Reuben Turner,1980 *Monthly Bulletin* St. Louis Public Library,1924 Teachers bulletin vol 4 issued as part of v 23 no 9

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