

TEST FOR EXECUTIVE SECRETARY

PART I LANGUAGE TEST

Name _____

Time: _____

QUESTION # 1

Marks 10

Which of the choices mentioned under each of the following sentences is most suitable?

1. I thought this time things were going to be better. Losing the contract was _____ to swallow.
 - a) Bottom Line
 - b) Blue Collar
 - c) A bitter Pill
 - d) Back to the drawing board
 - e) Blow-by-Blow
2. We've lost the contract thanks to your incompetence. You really _____, didn't you?
 - a) Back to the drawing board
 - b) Bottlenecks
 - c) Bottom Line
 - d) Blue Collar
 - e) Blew it
3. I'd be better off stopping my legal job and doing jobs for cash. The _____ is the only way to make money these days.
 - a) Blow-by-Blow
 - b) Back to the drawing board
 - c) Bottlenecks
 - d) Back economy
 - e) Bottom Line
4. The product didn't work in the States. As they say there, it really_____.
 - a) Back to the drawing board
 - b) Bottlenecks
 - c) Bombed
 - d) Blow-by-Blow
 - e) Bottom Line

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Massachusetts



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Utility Corporations United States. Federal Trade Commission,1928 *Report of Utility Corporations to the Federal Trade Commission Pursuant to Senate Resolution 83, 70th Congress, First Session* United States. Federal Trade Commission,1928 The Utilities Act of 1975 United States. Congress. Senate. Government Operations,1969 *Utility Consumers' Counsel Act of 1969* United States. Congress. Senate. Committee on Government Operations. Subcommittee on Intergovernmental Relations,1969 **Annual Report of the Public Utilities Commission of the District of Columbia** Public Utilities Commission of the District of Columbia,1926 **Annotated Laws of Massachusetts** Massachusetts,1932

Congressional Record United States. Congress,1976 *Hearings* United States. Congress. Senate. Committee on Commerce,1958 *Hazel R. O'Leary Nomination* United States. Congress. Senate. Committee on Energy and Natural Resources,1993 *Electrical World* ,1920 **The American Contractor** ,1929 South African Poultry Magazine and Small-holder ,1921 Problems of the Fishing Industry United States. Congress. Senate. Committee on Interstate Commerce,1958 Public Service Magazine ,1927 Public Service Management ,1927 **The National Real Estate Journal** ,1927 *Utility Consumers' Counsel Act of 1969* United States. Congress. Senate. Committee on Government Operations. Subcommittee on Intergovernmental Relations,1969 *The Survey* Edward Thomas Devine,Paul Underwood Kellogg,1917 **Fish and Wildlife Legislation** United States. Congress. Senate. Committee on Interstate and Foreign Commerce,1958 *Federal Register* ,2013-04

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