

**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. Employment and  
Training Administration**



## **Sample Clerical Skills Test:**

## **Sample Clerical Skills Test** Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the energy of words has be more evident than ever. They have the capability to inspire, provoke, and ignite change. Such could be the essence of the book **Sample Clerical Skills Test**, a literary masterpiece that delves deep to the significance of words and their affect our lives. Compiled by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall effect on readers.

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