

Clerical Ability Practice Test

Set 1: Alphabetical Filing

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
 - 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
 - Lucas Quezon Smith
 - 4) Dr. Lucas Q. Smith-Johnson
 - 5) Lucas Smith-Johnson
- a) 1 4 3 2 5



Sample Clerical Skills Test

M Mark

Sample Clerical Skills Test:

Sample Clerical Skills Test Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has be much more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Sample Clerical Skills Test**," written 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 in to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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