

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

5. However, the same product sold really well in England. As they say there, it _____.
- a) Back to the drawing board
 - b) Bottlenecks
 - c) Bottom Line
 - d) Blue Collar
 - e) Went like a bomb
6. He used to work on the factory floor? Yes, he really started out as a _____ worker.
- a) Blue Collar
 - b) Back to the drawing board
 - c) Bottlenecks
 - d) Bottom Line
 - e) Blow-by-Blow
7. There are many reasons, why this should be a success. However, the _____ is that it has been a big flop.
- a) Bottom Line
 - b) Back to the drawing board
 - c) Bottlenecks
 - d) Blow-by-Blow
 - e) A bitter pill
8. Production has been unable to keep pace with demand. We are doing our best to eliminate the _____.
- a) Blow-by-Blow
 - b) Back to the drawing board
 - c) Blew it
 - d) A bitter pill
 - e) Bottlenecks
9. We'll have to start again on this one—it's time to go _____.
- a) Blow-by-Blow
 - b) Blew it
 - c) Black Economy
 - d) Bombed
 - e) Back to the drawing board
10. Don't leave out any details. I want a full _____ account of what happened in the meeting.
- a) Blow-by-Blow
 - b) Blew it
 - c) Black Economy
 - d) Bombed
 - e) Went like a bomb

QUESTION 2

Marks 8

Each sentence has four underlined words or phrases. One of those is incorrect. Identify by circling the word or phrase that must be changed in order to make the sentence grammatically correct. Write the changed word or phrase in the space provided below:

1. Two of the players has been chosen to participate in the tournament.
2. It is an accepted custom for one to say “excuse me” when he sneezed.
3. In order to get admission in army, one must present a medical report along with your identification.
4. Alike other forms of energy, natural gas may be used to heat homes, cook food and even run automobiles.
5. Neither of the two candidates who had applied for admission were eligible for scholarship
6. All of we students must have an identification card in order to get books out of the library
7. The area where a microchip is manufactured must be the most cleanest environment possible
8. It is extremely important for an accountant to know to use a computer.

Correct Word or Phrase

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

QUESTION 3

Marks 18

Describe in your own words manners to handle internal & external telephone calls.

QUESTION 1

Marks 10

Match and write the correct answer in front of blank space in first column:

- | | |
|------------------|---------------------------------|
| 1. MS Word | A. Slide Presentation Software |
| 2. MS EXCEL | B. File System |
| 3. Oracle | C. Multi user Operating System |
| 4. Windows 95 | D. Word Processing |
| 5. Windows NT | E. Output Device |
| 6. Keyboard | F. Computer Language |
| 7. Printer | G. Spreadsheet |
| 8. FAT | H. Single User operating system |
| 9. PowerPoint | I. Input Device |
| 10. Visual Basic | J. Database |

QUESTION 2

Marks 5

Mark True and False in the space provided against each option:

1. _____ P II Computer is faster than P IV
2. _____ Database is a collection of related records
3. _____ Drag and Drop option can be used without holding any mouse button
4. _____ All MS Office products have almost similar menus and toolbars for common operations
5. _____ MS Excel can provide graphical representation of data.

Question 3

Marks 10

Choose one correct answer from the multiple choices:

1. For drafting a letter involving simple tables and totals, which of the following is most suitable?
 - a) MS Word
 - b) MS Excel
 - c) MS Access
2. For drawing balance sheet involving complex inter dependent calculation which of the following is most suitable?
 - a) MS Word
 - b) MS Excel
 - c) MS Access
3. An A4 Size paper is almost equal to:
 - a) 8.5" X 11"
 - b) 8.5" X 14"
 - c) None of the above
4. The following software is used to edit images in windows:
 - a) MS Paint
 - b) WordPad
 - c) Internet Explorer
5. Yahoo! Web site falls in the following category:
 - a) Search Engine
 - b) Spreadsheet
 - c) Hardware
6. Which of the following is not an example of analog device?
 - a) Tire pressure gauge
 - b) Computer
 - c) Speed-meter
7. The desktop of a computer refers to:
 - a) The visible screen
 - b) The area around the monitor
 - c) The inside of a folder
8. A website can have one or more:
 - a) Spiders
 - b) Web pages
 - c) Networks
9. What do you call a computer that acts like a disc drive, storing the programs and data files shared by users on a LAN?

- a) Database server
- b) Web server
- c) File server

10. What is a hyperlink and how does it work?

QUESTION 4

Marks 5

Describe in your own words the importance of a computer based work environment in today's business world/

QUESTION 1

Marks 5

Numerical Skills

- a) What number gives 12 when you multiply it by 3 and divide by 11
- b) What number gives 15 when you divide it by 6 and add 11
- c) What number gives 34 when you multiply it by 2 and subtract 6
- d) What number gives 30 when you multiply it by 15 and subtract 60
- e) What number gives 7 when you multiply it by 2 and divide by 10

Answers:

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____

QUESTION 2

Marks 5

- a) What does IQ stand for?

- b) You are an employer and one of your employees comes to you with some small idea of increasing efficiency. You had already thought of this idea and are preparing to put it into effect. Which of the following actions will be better to take?
 - i) Tell him that you have already thought of the idea, but do appreciate his suggestions
 - ii) Say nothing about prior conception, but simply praise the employee for his cooperation
- c) You realize that you and a young subordinate were short changed Rs. 50 at a restaurant; you left about 10 minutes ago. You get a substantial salary and your time is pretty valuable. Which should you do?
 - i) Forget the whole thing
 - ii) Send back the subordinate to put in the complaint and claim the money
 - iii) Since it is not the money but as a matter of principle, you should go to the restaurant for return of your dues
- d) Your department has series of tasks to perform which entail a number of complicated details. Being a busy executive who has risen through the

ranks, you know that you can execute those details much better than any number of your staff. Therefore, you should do which of the following?

- i) Take the time to handle in full every detail personally
- ii) Plan to delegate many of the details to subordinates

e) Complete the following proverbs:

- i) Ignorance is _____
- ii) Necessity is _____
- iii) First come _____
- iv) Beauty is in _____