

ADMINISTRATIVE ASSISTANT

STUDY GUIDE

A written examination for the class of **ADMINISTRATIVE ASSISTANT** to be administered in your jurisdiction will consist of approximately 120 multiple-choice questions covering the following subject areas:

SUBJECT MATTER/CONTENT

<u>SECTION</u>	<u>PERCENT OF EXAM</u>
* Filing	14%
* English Grammar, Word Usage, Punctuation, and Letter Forms	25%
* Resource Materials	8%
* Mathematics	5%
* Office Practices and Procedures	7%
* Reading Comprehension	8%
* Following Written Directions	8%
* Public Relations	8%
* Proofreading	17%
TOTAL PERCENT	100%

SAMPLE ADMINISTRATIVE ASSISTANT EXAMINATION

FILING:

In this type of question you are to select the name which would be filed LAST if the name were in correct alphabetical order.

1. Ernie P. Jones
2. Ernest C. Jenkins
3. Erma T. Jones
4. Ernest G. James

The correct answer in this sample would be 1 because Ernie P. Jones would be filed last.

Administrative Assistant Study Guide

RC Schank



Administrative Assistant Study Guide:

Whispering the Strategies of Language: An Mental Quest through **Administrative Assistant Study Guide**

In a digitally-driven world where screens reign great and quick transmission drowns out the subtleties of language, the profound strategies and emotional nuances concealed within phrases frequently go unheard. Yet, set within the pages of **Administrative Assistant Study Guide** a interesting literary prize sporting with raw feelings, lies a fantastic journey waiting to be undertaken. Published by a skilled wordsmith, that marvelous opus invites visitors on an introspective journey, softly unraveling the veiled truths and profound influence resonating within the very fabric of each word. Within the psychological depths of this touching review, we can embark upon a honest exploration of the book is key themes, dissect its fascinating publishing model, and yield to the powerful resonance it evokes serious within the recesses of readers hearts.

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