

**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

# Executive Secretary Practice Test

**M Walker**



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