

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

Lingsheng Yao



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