

Alphabetizing Practice

Instructions: Using the instructions for each row, alphabetize each of the three columns of words in that row. Write the numbers 1-5 to identify how the words would fall in an alphabetical list.

A	a	1			
B	b	Each word begins with a different letter so you alphabetize by the <u>first</u> letter of the word.	_____ pear	_____ come	_____ horse
C	c		_____ cranberry	_____ run	_____ dog
D	d		_____ apple	_____ walk	_____ cat
E	e		_____ grape	_____ go	_____ mouse
F	f		_____ banana	_____ skip	_____ rat
G	g				
H	h	2			
I	i	The first letter of each word is the same so you alphabetize by the <u>second</u> letter of the word.	_____ cranberry	_____ dose	_____ keep
J	j		_____ come	_____ dead	_____ kite
K	k		_____ cat	_____ dry	_____ knock
L	l		_____ chicken	_____ discuss	_____ kale
M	m		_____ cease	_____ dark	_____ Kleenex
N	n				
O	o	3			
P	p	The first two letters of each word are the same so you alphabetize by the <u>third</u> letter of the word.	_____ change	_____ golf	_____ calm
Q	q		_____ chicken	_____ goal	_____ cabbage
R	r		_____ chrome	_____ gong	_____ cactus
S	s		_____ check	_____ gopher	_____ cape
T	t		_____ choose	_____ good	_____ cake
U	u				
V	v	4			
W	w	The first three letters of the words are the same so you alphabetize by the <u>fourth</u> letter of the word.	_____ cheese	_____ goofy	_____ standard
X	x		_____ cherry	_____ good	_____ staff
Y	y		_____ cheat	_____ goon	_____ stall
Z	z		_____ check	_____ goose	_____ stack
			_____ chemistry	_____ goober	_____ stage

Alphabetizing Andclerical Operations Practice

United States Employment Service

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the United States Employment Service text.

Alphabetizing Andclerical Operations Practice:

Counselor's Handbook United States Employment Service,1967 Manual for the vocational guidance counsellor in the USA includes job requirements and occupational qualifications and covers aptitude testing and interviewing techniques

Business Education (UBEA) Forum ,1959 **Business Education Forum** ,1966 *Assessment Practices Survey* California. Assessment Standards Division,1980 **Successful Devices in Teaching Clerical Practices** Jane F.

White,1959 **Master the Clerical Exams** Peterson's,2010-06 Peterson s Master the Clerical Exams 6th Edition provides user friendly test preparation for those seeking public and private sector clerical positions This essential test prep guide includes tips on how to score high on many of the most widely used exams for jobs with federal state and local governments an overview of the civil service test taking process and subject reviews of all test areas Peterson s Master the Clerical Exams offers readers 8 practice tests covering all subjects presented in clerical exams writing typing coding vocabulary syntax analogies reading comprehension spelling and basic math This guidebook is structured to help you achieve a high score on the Clerical Exam Take a Diagnostic Test to determine your strengths and weaknesses in the material so you can focus your study time and efforts on improving your score Review answer keys and detailed explanations for each practice test s correct answers Find detailed information on career opportunities in the public and private sectors including eligibility requirements and application procedures and Top Ten Strategies to Raise Your Score *Yearbook of the National Commercial Teachers' Federation* ,1939 **The Code of Federal Regulations of the United States of America Having General Applicability and Legal Effect in Force June 1, 1938** ,1943 **The Code of Federal Regulations of the United States of America** ,1968 The Code of federal regulations is the codification of the general and permanent rules published in the Federal register by the executive departments and agencies of the federal government *Code of Federal Regulations* United States. President,1968 Special edition of the Federal register containing the full text of Presidential documents with ancillaries and index

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