

Inverted Commas

- 4 Below is a short stanza of poetry.

The night was dark, no father was there.
The child was wet with dew;
The mire was deep, and the child did weep,
And away the vapour flew.

William Blake, 'The Little Boy Lost'

Insert inverted commas (quotation marks) in the correct place in each sentence.

- a) Blake uses words such as night and dark to create a sense of danger.
- b) The picture of the child, wet with dew, invokes sympathy.
- c) Suddenly the danger is gone: And away the vapour flew.
- d) The Little Boy Lost is a very disturbing poem.

[4]

- 5 Insert speech marks correctly in the sentences that follow:

- a) He said, Let's go to the cinema.
- b) Would you like a slice of cake? Mary asked.
- c) I would like one, he replied, but I'd better not.

[3]

- 6 Tick the five sentences in which inverted commas are used correctly.

- a) According to her, the experience was 'heartbreakingly hilarious'.
- b) I'm reading 'Hard Times by Charles Dickens'.
- c) I've just finished 'Hard Times' by Charles Dickens.
- d) 'That's marvellous!' she exclaimed.
- e) Lady Macbeth thinks 'a little water' will wash away her guilt.
- f) I told her that 'I only had a little water.'
- g) 'If I were you she said I would try the chocolate flavour.'
- h) He paused before saying, 'I prefer coffee.'

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Grammar Test For Administrative Assistants

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Grammar Test For Administrative Assistants:

English for Executive Administrative Assistant Nina Inayati, Puji Sumarsono, 2020-06-24 English for Executive Administrative Assistant EAA is written to fulfill students need to learn English for specific Purposes especially those who plan to work as a professional administrative staff The need for increased English language skills for personnel of Professional administration is an urgent matter as the era of globalization has penetrated into various sectors economics culture science and so on Therefore professional Administrative Personnel are required to have competence English and professional attitude to be able to fulfill the needs of the institution or company they represent This book consists of five units which are developed from the decree of the English Language consortium at the Directorate of Course Development and Institution Directorate General of Non Formal and Informal Education Ministry of National Education National Work Competency Standards SKKNI year 2009 The first three units are organized into specific language skills Reading Writing and Speaking containing various activities designed to train and improve students English proficiency related to the targeted administrative skills Unit I covers negotiation skills with the focus on the discussion practices and useful expressions relevant to conducting effective negotiation in English Language Unit II covers presentation skills with key elements of how to make effective presentation in English Language discussed and practiced Next Unit III covers Public Relations with various elements of administrative tasks with close relations to public relations issues discussed and practiced which are then followed by practices to perform administrative tasks using effective English Language To be more specific Unit IV covers intermediate communication strategies including various English expressions indicating hesitation reflection formal and informal requests offers intentions acceptance and refusal Finally Unit V covers summaries and reports with a range of tips to write good reports in English followed by examples and practices The writing tasks in Unit IV and V are mostly presented in the form of guided writing which provides students with the language expressions they need to complete the relevant administrative tasks In addition to reading and writing exercises it also presents speaking which explains about a concept which is then followed by speaking practices

Administrative Assistant's and Secretary's Handbook James Stroman, Kevin Wilson, Jennifer Wauson, 2014-06-18 The expectations and duties of the modern day administrative assistant are higher and more stressful than ever before The Administrative Assistant's and Secretary's Handbook will help professionals everywhere come out on top From managing the phones coordinating meetings and preparing presentations to planning events crafting clear business communications and deciphering legal documents administrative assistants need to be everything to everyone all the time and all with a smile They spend all day helping others but who is going to help them For office professionals seeking to improve their performance and enhance their value to employers this handbook is the definitive source of help for these true jack of all trades In The Administrative Assistant's and Secretary's Handbook you will find information on topics such as Creating graphics charts and presentations Microsoft Word Excel Outlook and Publisher

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Holeman, Richard Docter, 1972-03-15 Educational and psychological tests are often used in ways which touch most intimately the lives of people. For example, tests may influence who gets a job or who is selected to attend a college or graduate school. But not everyone has agreed that tests are a good thing. Over the past twenty years, a wave of complaints has led to congressional hearings, court cases, and formal grievances before state and federal commissions. Holmen and Docter have analyzed these complaints and criticisms not only by considering the tests themselves but through examining the ways tests are used as elements in assessment systems. The applications of tests in clinical and counseling work in educational achievement testing and in personnel selection are discussed and evaluated. While the least amount of testing is in the personnel selection area, this is where the most complaints are found. Educational achievement testing has by far the largest testing programs, and a wide range of criticisms has been voiced concerning this kind of assessment. Testing in connection with clinical and counseling work has generated the least public concern. An extensive analysis is given of the organizations which comprise the testing industry, including the various developers and publishers of tests and also test scoring organizations. The users of tests are considered from the standpoint of their professional training and also in terms of how their organizations influence technical standards of test development.

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Federal Office Assistant Examination United States Civil Service Commission,1973 Report of the Commissioner of Education Made to the Secretary of the Interior for the Year ... with Accompanying Papers United States. Bureau of Education,1889 **The Practice of English as a Medium of Instruction (EMI) Around the World** Carol Griffiths,2023-08-08 This edited volume presents eleven empirical papers reporting the existing literature and the results of an original study focusing on EMI English as a medium of instruction in a particular area Central and Eastern Europe Western and Southern Europe Nordic Baltic countries Central Asia the Middle East East Asia South East Asia North Africa Sub Saharan Africa South Asia and Latin America Each of these different areas tends to have its own ways of dealing with the EMI issue and these are brought together in a meta analysis in the final chapter Implications for the conduct of English as a medium of instruction are drawn both on a chapter by chapter basis and also in the meta analysis The examination of EMI on a contextual basis is a unique feature of this book setting it apart from others in the field which almost all deal with a single or limited context The volume will be of interest to policymakers institutional heads graduate students and their teachers and to thesis writers and researchers

Treasury Enforcement Agent Eve P. Steinberg,1985 Federal Office Assistant Examination Elizabeth D. Johnson,1976 **Kiplinger's Personal Finance** ,1959-07 The most trustworthy source of information available today on savings and investments taxes money management home ownership and many other personal finance topics Achievement Tests in the Modern Foreign Languages Vivian Allen Charles Henmon,1929 The present work reports on one phase of an inquiry carried on from 1924 to 1927 by the Modern Foreign Language Study and the Canadian Committee on Modern Languages Working with subventions granted by the Carnegie Corporation of New York and under the sponsorship of the American Council on Education the two Committees sought to explore as fully as circumstances permitted the situation of modern language teaching in the United States and Canada in respect to enrollment standards of achievement the objectives organization materials and methods of instruction and the training of teachers The ultimate object of the investigation was to ascertain the conditions now prevailing in order to be able to draw conclusions for the future and to make suggestions for improvement in instruction As it was necessary to bring the inquiry to an end within a period of three years the Committees were obliged to limit their activities in the main to the secondary schools and the corresponding levels of college instruction

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