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WRITE your name on the line below and return this booklet with your answer sheet. Failure to do so may result in disqualification.

FORM TP 2020061**TEST CODE 01251010****MAY/JUNE 2020**

**CARIBBEAN EXAMINATIONS COUNCIL
CARIBBEAN SECONDARY EDUCATION CERTIFICATE®
EXAMINATION**

ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT**Paper 01 – General Proficiency***1 hour 30 minutes***29 MAY 2020 (a.m.)****READ THE FOLLOWING INSTRUCTIONS CAREFULLY.**

1. This test consists of 60 items. You will have 1 hour and 30 minutes to answer them.
2. In addition to this test booklet, you should have an answer sheet.
3. Each item in this test has four suggested answers lettered (A), (B), (C), (D). Read each item you are about to answer and decide which choice is best.
4. On your answer sheet, find the number which corresponds to your item and shade the space having the same letter as the answer you have chosen. Look at the sample item below.

Sample Item

The MOST appropriate salutation for a business letter is

- (A) Hi James.
(B) Dear Mrs Ali
(C) My Dear Solomon
(D) To All Staff Members

Sample Answer

The best answer to this item is "Dear Mrs Ali", so (B) has been shaded.

5. If you want to change your answer, erase it completely before you fill in your new choice.
6. When you are told to begin, turn the page and work as quickly and as carefully as you can. If you cannot answer an item, go on to the next one. You may return to that item later.

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO.

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of phosphorus increases it increases the green algae ... ch-15-study-guide_freshwater-systems.docx The answers can be found in the Simbio Nutrient Pollution Virtual Lab Introduction (Posted on the APES Lecture and Review Materials Page - password needed), and ... SimBio Virtual Labs Liebig's Barrel and Limiting | Chegg.com Feb 19, 2022 — Explain your results in terms of limiting nutrients and Tilman's resource competition model. * HINT: Do all three species share the same ... SAMPLE ELIGIBILITY WORKER I - ... 1. take time to do a careful job, paying more attention to detail. 2. ask a co-worker who is good at details to proofread ... FAQs Simply list the position title on the application (example ... Can I submit a resume in lieu of completing the official Yuba County Employment Application form? A Job with Yuba County Simply list the position title on the application (example ... Can I submit a resume in lieu of completing the official Yuba County Employment Application form? Eligibility Technician resume example Looking for Eligibility Technician resume examples online? Check Out one of our best Eligibility Technician resume samples with education, skills and work ... eligibility-worker-ii | Job Details tab | Career Pages ... Sutter, Tehama, Trinity, Tulare, Ventura, Yolo and Yuba. #INDSSA. Typical Tasks. Analyzes, evaluates and verifies financial, personal and ... Social Worker II (20438462) - Yuba County HARD COPY APPLICATION: You may access a hard copy of the Yuba County employment application by visiting our website at <http://www.yuba.org>. Our applications are ... Medi Cal Eligibility Worker Jobs, Employment 393 Medi Cal Eligibility Worker jobs available on Indeed.com. Apply to Eligibility Worker, Social Worker, Customer Service Representative and more! SAR 7 ELIGIBILITY STATUS REPORT Examples include babysitting, salary, self-employment, sick pay, tips. etc. If you lost your job, attach proof. Job #1. Job #2. Job #3. Name of person who got ... Eligibility Worker I The Eligibility Worker I is the entry-level classification in the Eligibility Worker series. ... Incumbents will be placed in a work team and initially may ...