

# **SAMPLE PAPER SNGPL EXECUTIVE SECRETARIES**

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## ENGLISH

Complete the sentences by choosing the most appropriate word, from the given lettered choices (A to D) below each.

1. According to a recent survey, \_\_\_\_\_ doctors do not have a personal physician.

- A. a large amount of
- B. large amount of
- C. a large number of
- D. large number of

Each question below consists of a related pair of words, followed by five lettered pairs of words. Select the lettered pair that best expresses a relationship similar to that expressed in the original pair.

2. CARPENTER: SAW::

- A. stenographer: typewriter
- B. painter: brush
- C. lawyer: brief
- D. tailor: scissors
- E. runner: sneakers

3. METAPHOR: LITERAL::

- A. biography: accurate
- B. melody: spoken
- C. poem: rhythmic
- D. anthem: patriotic
- E. ballet: intricate

Choose the lettered word or phrase that is most nearly opposite in meaning to the word in capital letters.

4. EXAGGERATION:

- A. supplement
- B. strange
- C. direct route
- D. amplification
- E. understatement

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Questions 5-9 are based on the following passage.

**A great scholar recognized that, while all men should have equal opportunity, all did not have the same capacity. Some had the ability to earn more than others. But he believed that those who had talent would be performing the work of society if they used their talent wisely and well. He said that he would allow a man of intellect to earn more and not suppress his talent. But it was his view that the bulk of his larger earnings should go to the common fund. Those with talent and opportunity would find their fulfillment as trustees.**

**He extended this concept of trusteeship to cover all fields of life.**

**5. The scholar mentioned in the passage never believed in**

- A. social equality**
- B. equality of opportunities**
- C. political equality**
- D. complete equality in all respects**

**6. The scholar's trusteeship concept is**

- A. a philosophy**
- B. applicable to social life only**
- C. applicable to all fields of life**
- D. irrelevant today**

**7. According to him, one can serve the society**

- A. if one is talented**
- B. if one used his talent wisely**
- C. if one earned well**
- D. if one worked honestly**

**8. The passage primarily discusses the scholar's**

- A. Character**
- B. Views**
- C. Services**
- D. Personality**

**9. He believed that a man of intellect should**

- A. earn as much as he needs**
- B. earn for others, not for himself**
- C. earn more and not suppress his talent**
- D. live on charity**

## ANALYTICAL REASONING

### Questions 10-13

An editor must choose five articles to be published in the upcoming issue of an arts review. The only articles available for publication are theater articles F, G, H and J, and dance articles K, L, M and O.

At least three of the five published articles must be dance articles.

If J is chosen, then M cannot be.

If F is chosen, then J must also be chosen.

10. If M is not chosen for the issue, which of the following must be chosen?

- A. F
- B. G
- C. H
- D. J
- E. K

11. How many acceptable groupings of articles include J?

- A. One
- B. Two
- C. Three
- D. Four
- E. Five

12. The choice of which article makes only one group of articles acceptable?

- A. F
- B. G
- C. J
- D. L
- E. M

13. If G is chosen for the issue, which of the following must be true?

- A. J is not chosen
- B. Exactly three dance articles are chosen
- C. H is not chosen
- D. All four of the dance articles are chosen
- E. F is not chosen

Travelers may enter and remain in the Republic for up to 59 days. If a traveler is to stay for more than seven days, however, a special visa is required.

14. If the statements above are true, which of the following must also be true?

- A. A traveler who is staying in the Republic for 14 days must have a special visa
- B. Many travelers who stay in the Republic do not need visas
- C. Some travelers who stay in the Republic for more than seven days do not have the appropriate visas
- D. Travelers who stay less than seven days in the Republic do not need visas
- E. Travelers who merely pass through the Republic while this route to other destinations do not need visas

**QUANTITATIVE**

15. During a certain week, a post office sold Rs.280 worth of 14-paisas stamps. How many of these stamps did they sell?

- A. 20
- B. 2,000
- C. 3,900
- D. 20,000

16. What is 15% of 32?

- A. 4
- B. 3.50
- C. 4.80
- D. 3.80

17. What is the effect on area of circle if its radius is cut down to half?

- A. remain same
- B. become half
- C. become quarter
- D. may or may not change

18.  $\frac{2}{3} \times 12$  equals?

- A. 4
- B. 6
- C. 8
- D. 18

19. If  $3(x + 5y) = 24$ , find  $y$  when  $x = 3$ .

- A. 1
- B. 3
- C.  $\frac{33}{5}$
- D. 7

## GENERAL KNOWLEDGE

20. Karachi is known as \_\_\_\_\_.

- A. Broadway of Pakistan
- B. City of Lights
- C. Gateway of Pakistan
- D. Heart of Pakistan

21. C.N.N. stands for \_\_\_\_\_.

- A. Cable Network of News
- B. Cable News Network
- C. Cyber News Network
- D. Central News Network

22. Napoleon Bonapart was the king of:

- A. France
- B. Italy
- C. England
- D. None of the above

## COMPANY BUSNIESS

**23.The company offers services as an contractor in the field of:**

- A. Exploration production and power generation**
- B. Construction and operations**
- C. Transportation and production company**
- D. Design and development of energy systems**

**24.For applying new gas supply connection the maximum security and service line charges are PKR:**

- A. 5000**
- B. 6000**
- C. 3500**
- D. 1500**

**SUBJECT**

25. The first step in the communication process is \_\_\_\_\_.

- A. Information transmission
- B. Message transmission
- C. Idea formation
- D. Message encoding

26. In an organization, authority, accountability and responsibility, they are related to allocation of:

- A. Obligation
- B. Responsibility
- C. Power
- D. Influence





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## ANSWER KEYS

Q #.	Right Choice
1	C
2	D
3	B
4	E
5	D
6	C
7	B
8	B
9	B
10	E
11	C
12	A
13	E
14	A
15	B
16	C
17	C
18	C
19	A
20	B
21	B
22	A
23	C
24	A
25	D
26	D

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