

# Proficiency Checkup 2

Name \_\_\_\_\_ Date \_\_\_\_\_

Write your name and the current date in the blanks above. Index and alphabetize the following names in the proper blanks. This checkup is based on filing rules 1-10.

Names	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6
1. Helen Dodds 613 Adams Road Akron, Ohio	_____	_____	_____	_____	_____	_____
2. Wm. R. Fajey	_____	_____	_____	_____	_____	_____
3. Robert A. Kim	_____	_____	_____	_____	_____	_____
4. Dr. Times-up	_____	_____	_____	_____	_____	_____
5. Jane Thomas	_____	_____	_____	_____	_____	_____
6. Father Tom	_____	_____	_____	_____	_____	_____
7. H. Mark Dodds	_____	_____	_____	_____	_____	_____
8. Raja Fakhr	_____	_____	_____	_____	_____	_____
9. King Philip	_____	_____	_____	_____	_____	_____
10. Robt. Kim	_____	_____	_____	_____	_____	_____
11. Judge Wm. R. Fajey	_____	_____	_____	_____	_____	_____
12. Helen Dodds 74 Adams Road Akron, Vermont	_____	_____	_____	_____	_____	_____
13. Shui Chi Tome	_____	_____	_____	_____	_____	_____
14. Wm. R. Fajey, Sr.	_____	_____	_____	_____	_____	_____
15. Professor Jane Thomas	_____	_____	_____	_____	_____	_____
16. Phillip King	_____	_____	_____	_____	_____	_____
17. Helen Dodds 1469 Adams Road Akron, Ohio	_____	_____	_____	_____	_____	_____
18. Louise King-Davis	_____	_____	_____	_____	_____	_____
19. Wm. R. Fajey, II	_____	_____	_____	_____	_____	_____
20. Dong Won Kim	_____	_____	_____	_____	_____	_____