

EXECUTIVE COACHING CONTRACT TEMPLATE Academic PDF

executive coaching contract template is an essential document that formalizes the professional relationship between an executive coach and their client. It serves as a comprehensive agreement outlining the scope of services, responsibilities, expectations, confidentiality, and terms of engagement. For organizations and individual executives seeking clarity and legal protection, having a well-structured executive coaching contract template is vital. This article delves into the key components of an effective executive coaching contract template, provides guidance on customizing it to specific needs, and explores best practices for drafting and implementing such agreements. Whether you're a coach, a client, or an HR professional, understanding the nuances of this document can streamline your coaching engagements and ensure mutually beneficial outcomes.

Understanding the Importance of an Executive Coaching Contract Template

An executive coaching contract template is not just a legal formality; it's a foundational document that defines the parameters of the coaching relationship. It helps prevent misunderstandings and disputes by clearly communicating roles, responsibilities, and expectations from the outset. Here's why a comprehensive contract template is crucial:

- **Clarity and Transparency:** Outlines coaching objectives, scope, and deliverables.
- **Legal Protection:** Defines confidentiality clauses and liability limits.
- **Professionalism:** Demonstrates a structured approach, enhancing credibility.
- **Accountability:** Establishes measurable goals and evaluation criteria.
- **Flexibility and Customization:** Can be tailored to fit different coaching styles and client needs.

Key Components of an Executive Coaching Contract Template

A well-designed executive coaching contract template includes several essential sections. Each component plays a specific role in ensuring a clear, effective, and enforceable agreement.

1. Parties Involved

- Names and contact details of the coach and client (individual or organization).
- Clarification of whether the client is an individual executive or a corporate entity.

2. Purpose and Scope of Coaching Services

- Specific goals and objectives of the coaching engagement.
- Description of coaching activities, sessions, and methodologies.
- Clarification on areas of focus (leadership development, communication skills, etc.).

3. Duration and Schedule

- Start and end dates of the coaching engagement.
- Frequency and length of coaching sessions.
- Procedures for rescheduling or canceling sessions.

4. Fees and Payment Terms

- Coaching fees (per session, package rates, or retainer).
- Payment schedule and accepted payment methods.
- Policies regarding late payments or refunds.

5. Confidentiality and Privacy

- Confidentiality obligations of both parties.
- Exceptions (legal requirements, risk of harm, etc.).
- Data protection measures and storage of session records.

6. Responsibilities and Expectations

- Coach's commitments (preparation, professionalism, confidentiality).
- Client's commitments (participation, honesty, feedback).
- Mutual responsibilities to foster a productive coaching environment.

7. Outcomes and Evaluation

- Setting measurable goals.
- Methods for measuring progress.
- Feedback and review procedures.

8. Termination Clause

- Conditions under which either party may terminate the contract.
- Notice periods and procedures.
- Consequences of early termination.

9. Dispute Resolution

- Procedures for handling disagreements.
- Mediation or arbitration options.
- Jurisdiction and applicable law.

10. Additional Clauses

- Intellectual property rights.
- Non-compete or non-solicitation clauses.
- Miscellaneous provisions (amendments, entire agreement, etc.).

Customization Tips for an Effective Executive Coaching Contract Template

Every coaching engagement is unique, and a generic template should be tailored to reflect specific circumstances. Here are some tips for customizing your executive coaching contract template:

- **Align with Organizational Policies:** If coaching is within a corporate context, ensure compliance with company policies and legal requirements.
- **Define Clear Objectives:** Specify what success looks like for the engagement to facilitate evaluation.
- **Include Specific Methodologies:** Mention any tools or frameworks (e.g., 360-degree feedback, personality assessments).
- **Address Cultural and Ethical Considerations:** Adapt language and clauses to suit cultural sensitivities and ethical standards.
- **Incorporate Flexibility:** Allow for adjustments in scope or schedule as needed, with mutual consent.

Best Practices for Drafting an Executive Coaching Contract Template

Creating an effective executive coaching contract template involves careful consideration of legal, ethical, and practical aspects. Follow these best practices:

- Use Clear and Concise Language: Avoid jargon and ambiguity to ensure understanding.
- Consult Legal Experts: Have a legal professional review the contract to ensure enforceability and compliance.
- Include Contact Information: Provide multiple ways for parties to communicate.
- Set Realistic Expectations: Clarify what can and cannot be achieved through coaching.
- Review and Update Regularly: Revisit the template periodically to incorporate legal changes or evolving best practices.

Sample Executive Coaching Contract Template Outline

While customizing your own, consider this outline as a starting point:

- Introduction
- Parties and Contact Information
- Purpose of Engagement
- Scope of Services
- Duration and Schedule
- Fees and Payment Terms
- Confidentiality and Data Privacy
- Responsibilities of Parties
- Goals and Evaluation Metrics
- Cancellation and Termination
- Dispute Resolution
- Miscellaneous and Amendments
- Signatures and Date

Conclusion

An executive coaching contract template is a vital tool to establish a clear, professional, and mutually beneficial coaching relationship. By understanding the essential components and customizing the template to fit specific needs, coaches and clients can foster trust, accountability, and success. Whether you're a seasoned coach or a corporate HR professional, investing time in developing or using a comprehensive contract template will streamline engagements, mitigate risks, and enhance the overall effectiveness of executive coaching programs. Remember, a well-crafted contract not only protects both parties but also sets the stage for meaningful and transformative coaching experiences.

Additional Resources

- Sample Executive Coaching Contract Templates (available online)
- Legal considerations in coaching agreements
- Best practices for coaching engagement success
- Ethical guidelines for executive coaches

By leveraging these insights and templates, you can ensure your executive coaching contracts are thorough, professional, and aligned with industry standards?ultimately driving better outcomes for your coaching engagements.

Executive coaching contract template is an essential document that formalizes the relationship between a coach and a client within the realm of executive development. It serves as a foundational agreement that clearly outlines the scope, expectations, responsibilities, and legal considerations of both parties. As organizations increasingly recognize the value of executive coaching to enhance leadership skills, performance, and organizational effectiveness, having a well-structured contract template becomes crucial. This article explores the key components, benefits, and considerations involved in crafting an effective executive coaching contract template, providing insights to both coaches and clients.

Understanding the Executive Coaching Contract Template

An executive coaching contract template is a pre-designed document that can be customized to fit the specific needs of a coaching engagement. It acts as a blueprint, ensuring all critical aspects of the coaching relationship are addressed upfront. Using a standardized template streamlines the onboarding process, reduces ambiguity, and helps prevent misunderstandings down the line.

Why Use a Contract Template?

- **Clarity and Expectations:** Clearly defines the scope, deliverables, and responsibilities.
- **Legal Protection:** Protects both parties by outlining confidentiality, liability, and dispute resolution.
- **Consistency:** Ensures all engagements follow a professional and comprehensive framework.
- **Efficiency:** Saves time in drafting from scratch for each new client.

Key Components of an Executive Coaching Contract Template

A comprehensive contract template typically includes several essential sections. Each component ensures the coaching arrangement is transparent, enforceable, and aligned with the client's

organizational goals.

1. Introduction and Parties Involved

This section identifies the coach and client, including company details if applicable. It sets the context for the engagement.

Features:

- Names and contact information of parties
- Purpose of the agreement
- Effective date of the contract

2. Scope of Work

Defines what the coaching engagement will cover, including specific objectives, topics, and deliverables.

Features:

- Number and duration of coaching sessions
- Modes of delivery (in-person, virtual, hybrid)
- Areas of focus (leadership development, strategic thinking, etc.)
- Expected outcomes

Pros:

- Clarifies expectations
- Provides a roadmap for both parties

Cons:

- Overly rigid scope may limit flexibility

3. Responsibilities of the Coach and Client

Details the obligations of each party, fostering accountability.

Features:

- Coach's responsibilities (preparation, confidentiality, feedback)
- Client's responsibilities (attendance, openness, providing necessary information)

4. Confidentiality and Privacy

Outlines how sensitive information will be handled, a critical aspect given the nature of coaching.

Features:

- Scope of confidentiality
- Exceptions (legal requirements, risk of harm)
- Data storage and security measures

Pros:

- Builds trust
- Ensures compliance with data protection laws

5. Fees and Payment Terms

Specifies the financial arrangements, including fees, payment schedule, and methods.

Features:

- Session rates or package fees
- Payment deadlines
- Cancellation and refund policies

Pros:

- Prevents disputes over payments
- Clarifies financial commitments

Cons:

- Rigid policies may deter clients

6. Term and Termination

Defines the duration of the coaching engagement and conditions for ending the contract early.

Features:

- Start and end dates
- Termination clauses (notice period, grounds for termination)
- Effects of termination (final payments, data handling)

7. Dispute Resolution and Legal Considerations

Provides mechanisms for resolving conflicts and clarifies legal liabilities.

Features:

- Mediation or arbitration clauses
- Governing law
- Limitation of liability

8. Miscellaneous Clauses

Includes additional provisions such as intellectual property rights, non-solicitation, and amendments.

Benefits of Using an Executive Coaching Contract Template

Implementing a standardized contract template offers numerous advantages:

- Professionalism: Demonstrates a structured and serious approach to coaching engagements.
- Efficiency: Reduces administrative workload by providing ready-made legal and operational frameworks.
- Customization: Templates can be tailored to various industries, organizational sizes, and coaching styles.
- Risk Management: Minimizes legal risks by clearly defining confidentiality, liability, and dispute procedures.
- Clarity for Clients: Sets transparent expectations, leading to higher satisfaction and better

engagement outcomes.

Challenges and Considerations

While templates are highly beneficial, there are some challenges and considerations to keep in mind:

- Customization Needs: Templates must be adapted to specific coaching contexts and legal jurisdictions.
- Legal Review: It's advisable to have legal professionals review templates to ensure enforceability and compliance.
- Balance of Flexibility: Overly rigid templates may hinder the natural flow of coaching relationships.
- Keeping Up-to-Date: Contracts should be reviewed periodically to reflect changes in laws or organizational policies.

Features to Look for in a Good Executive Coaching Contract Template

When selecting or designing a contract template, consider the following features:

- Clarity and Simplicity: Use clear language to avoid misunderstandings.
- Comprehensiveness: Cover all key areas?scope, fees, confidentiality, etc.
- Legal Soundness: Include enforceable clauses aligned with local laws.
- Flexibility: Allow room for customization based on client needs.
- Digital Compatibility: Support electronic signatures and online sharing.

Conclusion

An executive coaching contract template is a vital tool for establishing professionalism, clarity, and legal protection in coaching engagements. It ensures that both coach and client are aligned regarding expectations, responsibilities, and legal considerations. While templates provide a solid foundation, it's essential to customize them to suit specific situations and seek legal advice when necessary. By doing so, coaches can foster trust, minimize risks, and create a conducive environment for impactful leadership development. As the demand for executive coaching continues to grow, leveraging well-crafted contract templates will remain a best practice for ensuring successful and sustainable coaching relationships.

QuestionAnswer What key elements should be included in an executive coaching contract

template? A comprehensive executive coaching contract template should include elements such as scope of services, coaching goals, duration, fees, confidentiality clauses, cancellation policy, and provider responsibilities to ensure clarity and mutual understanding. How can an executive coaching contract template help prevent misunderstandings? By clearly outlining expectations, deliverables, and terms upfront, an executive coaching contract template minimizes ambiguities, sets clear boundaries, and provides a reference point for both parties throughout the coaching engagement. Is it necessary to customize an executive coaching contract template for each client? Yes, customizing the contract ensures that specific coaching objectives, client needs, and unique circumstances are addressed, making the agreement more effective and tailored to the individual or organization. Where can I find a reliable executive coaching contract template online? Reliable sources for executive coaching contract templates include professional coaching associations like ICF or ANSI, legal template providers, and reputable business legal websites that offer customizable and legally sound templates. What legal considerations should be reviewed when using an executive coaching contract template? Legal considerations include ensuring confidentiality clauses are robust, defining liability limitations, clarifying payment terms, and verifying compliance with local employment and contract laws to protect both parties' interests.

Related keywords: executive coaching agreement, coaching contract sample, leadership coaching contract, professional coaching template, executive development agreement, coaching services contract, leadership development contract, coaching engagement letter, executive coaching terms, coaching program agreement

Executive Branch Test And Answers Multiple Choice

executive branch test and answers multiple choice are essential tools for students, educators, and civics enthusiasts aiming to understand the functions, structure, and responsibilities of the executive branch of the United States government. These tests serve as effective assessment methods to evaluate knowledge about presidential powers, the roles of various executive agencies, and the overall functioning of the executive branch. In this comprehensive guide, we will explore key concepts related to the executive branch, provide sample multiple-choice questions with answers, and offer tips on how to prepare for such tests.

Understanding the Executive Branch of the U.S. Government

The executive branch is one of the three branches of the United States government, alongside the legislative and judicial branches. Its primary responsibility is to enforce laws, manage national affairs, and oversee the operation of government agencies.

Core Functions of the Executive Branch

The executive branch is tasked with several critical functions, including:

- Implementing and enforcing federal laws
- Managing national defense and foreign policy
- Appointing government officials and federal judges
- Preparing the federal budget
- Overseeing federal agencies and departments

Key Components of the Executive Branch

The main components include:

- **The President:** The head of state and government, responsible for executing federal laws.
- **The Vice President:** Assists the President and presides over the Senate.
- **Executive Departments:** Major administrative units like the Department of Defense, State, Treasury, and others.
- **Executive Agencies and Commissions:** Smaller agencies like the CIA, EPA, and NASA that carry out specific functions.
- **Independent Agencies:** Agencies that operate independently of executive departments, such as the Federal Reserve.

Common Topics Covered in Executive Branch Tests

Understanding the scope of questions typically asked in multiple-choice tests about the executive branch can help students prepare effectively. Key topics include:

Presidential Powers and Responsibilities

- Roles as Commander-in-Chief, Chief Executive, Chief Diplomat, and Chief Legislator.
- The process of presidential elections and terms.
- Powers to veto legislation and issue executive orders.

Checks and Balances

- How the legislative and judicial branches check the President's powers.

- The process of confirming appointments and ratifying treaties.

Roles and Responsibilities of the Vice President

- Duties in succession and specific constitutional roles.
- The vice president's influence in policy-making.

Executive Departments and Agencies

- The functions of major departments like State, Defense, and Treasury.
- The role of independent agencies.

The President's Cabinet and Advisory Bodies

- Composition and functions of the Cabinet.
- The role of advisory bodies like the National Security Council.

Sample Multiple-Choice Questions and Answers

To give a clearer picture of what to expect, here are some sample questions with correct answers highlighted.

Question 1:

What is one of the primary roles of the President of the United States?

- A) Drafts and passes laws
- B) Enforces federal laws
- C) Interprets the Constitution
- D) Serves as the head of Congress

Answer: B) Enforces federal laws

Question 2:

Which constitutional power allows the President to reject legislation passed by Congress?

- A) Veto
- B) Executive order
- C) Judicial review
- D) Impeachment

Answer: A) Veto

Question 3:

Who is next in line to succeed the President if the President can no longer serve?

- A) Speaker of the House
- B) Vice President
- C) Secretary of State
- D) Senate Majority Leader

Answer: B) Vice President

Question 4:

Which of the following is NOT a power of the President?

- A) Sign treaties
- B) Declare war
- C) Appoint federal officials
- D) Grant pardons

Answer: B) Declare war

Question 5:

The department responsible for managing the country's finances is:

- A) Department of State
- B) Department of Defense
- C) Department of Treasury
- D) Department of Justice

Answer: C) Department of Treasury

Strategies for Preparing for the Executive Branch Test

Effective preparation can significantly improve performance on multiple-choice exams about the executive branch. Here are some tips:

Understand Key Concepts

- Focus on understanding the roles, powers, and limits of the President, Vice President, and other executive officials.
- Memorize the main functions of major departments and agencies.

Practice with Sample Questions

- Use practice tests and quizzes to familiarize yourself with question formats.
- Review explanations for both correct and incorrect options.

Use Visual Aids

- Create flashcards for important terms, roles, and processes.
- Use diagrams to understand the structure of the executive branch.

Stay Updated on Current Events

- Keep abreast of recent presidential actions, executive orders, and cabinet appointments to contextualize your knowledge.

Review the Constitution

- Pay particular attention to Articles II (the Executive), amendments, and key rulings related to executive powers.

Additional Resources for Learning About the Executive Branch

To deepen your understanding and prepare thoroughly, consider the following resources:

- [The U.S. Constitution](#)
- [Official White House Website](#)
- [Kids Konnect - Executive Branch](#)
- Educational videos and tutorials on platforms like Khan Academy and YouTube.

Conclusion

Understanding the executive branch is fundamental to grasping how the United States government functions. An executive branch test with multiple-choice questions assesses knowledge of presidential powers, the structure of the executive agencies, and the system of checks and balances that maintains government accountability. By familiarizing yourself with common questions, key concepts, and effective study strategies, you can confidently approach such tests and improve your civics knowledge. Remember, consistent practice and staying informed about current governmental affairs are invaluable in mastering the content related to the executive branch.

Executive Branch Test and Answers Multiple Choice: A Comprehensive Guide for Students and Civics Enthusiasts

Understanding the intricacies of the executive branch is fundamental to grasping the functioning of government and the distribution of power within the United States. As part of civics education, many students encounter multiple-choice assessments designed to evaluate their knowledge of the executive branch's structure, powers, responsibilities, and historical context. This article aims to provide an in-depth review of common questions, detailed explanations of answers, and analytical insights to help learners navigate such tests confidently.

Introduction to the Executive Branch

The executive branch is one of the three core branches of the U.S. government, alongside the legislative and judicial branches. Its primary role is to enforce and administer federal laws, with the President serving as the head of state and government. The functioning of this branch directly influences national policy, foreign relations, and domestic administration.

Understanding the executive branch involves knowledge of its constitutional basis, key officials, powers, limitations, and how it interacts with other branches. Multiple-choice tests often focus on these foundational aspects, emphasizing the roles of the President, Vice President, Cabinet, and various federal agencies.

Common Multiple Choice Questions on the Executive Branch

These assessments typically include questions that cover the following core areas:

- The constitutional basis of the executive branch
- The powers and duties of the President
- The structure and function of the Cabinet
- The process of presidential elections and succession
- Checks and balances involving the executive branch
- Key amendments affecting presidential powers
- Notable historical executive actions and policies

Below, we explore these areas in detail, providing sample questions, correct answers, and comprehensive explanations.

The Constitutional Foundations of the Executive Branch

Sample Question 1:

Which article of the U.S. Constitution establishes the executive branch?

- A) Article I
- B) Article II
- C) Article III
- D) Article IV

Answer: B) Article II

Explanation:

Article II of the U.S. Constitution explicitly establishes the executive branch, outlining the powers, responsibilities, and election process of the President and Vice President. It delineates the President's role as Commander-in-Chief, chief diplomat, and chief executive, among other powers. Understanding this constitutional foundation is crucial for grasping how the executive functions within the federal government.

The Powers and Responsibilities of the President

Sample Question 2:

Which of the following is NOT a formal power of the President?

- A) Vetoing legislation
- B) Declaring war
- C) Appointing federal judges
- D) Granting pardons

Answer: B) Declaring war

Explanation:

While the President has significant powers, declaring war is explicitly a congressional power as outlined in Article I of the Constitution. The President can request declarations of war and is the Commander-in-Chief of the armed forces, but the formal authority to declare war resides with Congress. The other options?vetoing legislation, appointing judges, and granting pardons?are formal presidential powers.

Additional note:

The President?s powers are also shaped by informal powers, such as issuing executive orders and engaging in diplomacy, which are often discussed in test questions for their influence on presidential authority.

The Structure and Role of the Cabinet

Sample Question 3:

The Cabinet is composed of:

- A) The heads of the executive departments
- B) The members of Congress
- C) The Supreme Court justices
- D) Elected state officials

Answer: A) The heads of the executive departments

Explanation:

The Cabinet consists of the heads of the 15 executive departments, such as the Department of State, Defense, Treasury, and others. These officials advise the President on policy matters and oversee their respective agencies. The Cabinet is not a legislative or judicial body but a key component of the executive advisory system.

Analytical insight:

Multiple-choice questions may also probe understanding of how Cabinet members are appointed (by the President and confirmed by the Senate) and their role in policy implementation.

Presidential Elections and Succession

Sample Question 4:

Who becomes President if the sitting President dies or becomes incapacitated?

- A) The Vice President
- B) The Speaker of the House
- C) The Secretary of State
- D) The Chief Justice of the Supreme Court

Answer: A) The Vice President

Explanation:

The 25th Amendment explicitly states that the Vice President assumes the presidency if the President dies, resigns, is removed from office, or becomes incapacitated. This process ensures continuity of government and stability during crises.

Additional context:

Questions often explore the procedures for presidential succession beyond the Vice President, including the roles of Cabinet members in a line of succession.

The Presidential Election Process

Sample Question 5:

Electors in the Electoral College are:

- A) Selected by the popular vote in each state
- B) Elected directly by the people in a national vote
- C) Appointed by Congress
- D) Selected randomly

Answer: A) Selected by the popular vote in each state

Explanation:

Electors are chosen by popular vote within each state, and their number corresponds to the total congressional delegation (House + Senate). The Electoral College then casts the official votes for President and Vice President. This indirect election process reflects the federal structure of the U.S. government.

Analytical note:

Understanding the Electoral College system is a common focus in multiple-choice tests, especially regarding its role, criticisms, and potential reforms.

Checks and Balances Involving the Executive Branch

Sample Question 6:

Which of the following actions can Congress take to check the power of the President?

- A) Override a presidential veto with a two-thirds majority
- B) Appoint Supreme Court justices
- C) Issue executive orders
- D) Serve as Commander-in-Chief

Answer: A) Override a presidential veto with a two-thirds majority

Explanation:

Congress can check presidential power primarily through legislative actions such as overriding vetoes, approving appointments, and ratifying treaties. The veto override requires a two-thirds majority in both chambers. Appointing judges is a presidential power, while issuing executive orders is an executive power, and serving as Commander-in-Chief is presidential.

Critical analysis:

Test questions often focus on the delicate balance between branches, emphasizing how each branch can check the other to prevent abuse of power.

Important Amendments Affecting Presidential Power

Sample Question 7:

Which amendment limits the President to two terms in office?

- A) 20th Amendment
- B) 22nd Amendment
- C) 25th Amendment
- D) 19th Amendment

Answer: B) 22nd Amendment

Explanation:

Ratified in 1951, the 22nd Amendment limits Presidents to serving two terms in office, either consecutively or cumulatively. This was a response to Franklin D. Roosevelt's four-term presidency and aims to prevent the concentration of executive power.

Additional detail:

Other amendments, like the 25th, deal with presidential succession and incapacity, while the 20th sets the terms for congressional and presidential terms.

Historical Executive Actions and Policies

Sample Question 8:

Executive orders are:

- A) Laws passed by Congress
- B) Directives issued by the President to federal agencies
- C) Judicial decisions by the Supreme Court
- D) Amendments to the Constitution

Answer: B) Directives issued by the President to federal agencies

Explanation:

Executive orders are official directives from the President that manage operations of the federal government. They are not laws passed by Congress but have the force of law when issued within the scope of presidential authority.

Analytical insight:

Some questions explore the limits of executive orders, such as their potential to be challenged by courts or overridden by legislation.

Conclusion: Navigating Executive Branch Tests Effectively

Mastering multiple-choice questions about the executive branch requires a thorough understanding of its constitutional basis, powers, limitations, and historical context. Effective test preparation involves not only memorizing facts but also understanding how different elements interact within the system of checks and balances. Analyzing questions critically, recognizing key keywords, and applying knowledge to interpret scenarios will enhance performance.

In summary, the executive branch is a dynamic and vital component of U.S. government functioning. From the constitutional foundations to modern-day policies, comprehending its structure and operations is essential for any civics student or enthusiast aiming to excel in assessments or deepen their understanding of American governance.

Final tip: Always review recent developments and landmark Supreme Court cases related to presidential powers, as these often feature in advanced civics tests and discussions.

Question What is the primary function of the executive branch in the U.S. government?
Answer To enforce and carry out laws passed by Congress. Which of the following is a power of the

President? Veto legislation passed by Congress. Who is responsible for appointing federal judges and cabinet members? The President. What is the term length for the President of the United States? Four years. Which document officially establishes the powers of the executive branch? The U.S. Constitution. Which of the following is NOT a role of the President? Making laws (that is the legislative branch's role). What check does the legislative branch have over the executive branch? The power to impeach and remove the President. Which agency is responsible for advising the President on national security? The National Security Council. How can the President influence legislation without passing laws? By using veto power or issuing executive orders. Which of the following best describes the 'State of the Union' address? An annual speech where the President reports on the condition of the country and proposes legislative priorities.

Related keywords: executive branch quiz, government civics test, executive branch questions, multiple choice government exam, presidential powers quiz, executive branch practice test, civics multiple choice questions, government test prep, executive branch history, government exam answers

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