

QUESTION 1

- 1.1 Give ONE word/term for each of the following descriptions by choosing a word/term from the list below. Write only the word/term next to the question number (1.1.1–1.1.10) in the ANSWER BOOK.

ergonomics; MTN; POLC; clock card; Vodacom; waybill;
visitors register; hourly wage system; planning; remittance register;
human resources; overtime; fixed deposit; Telkom; drawer; courier

- | | |
|--------|--|
| 1.1.1 | An acronym that refers to the management function |
| 1.1.2 | A book in which the movement of people in and out of the organisation's building is recorded |
| 1.1.3 | Employees are paid a fixed tariff per hour regardless of their performance |
| 1.1.4 | Determining the goals and aims that need to be reached within a certain time |
| 1.1.5 | They control and supervise the messengers and coordinate messenger tasks |
| 1.1.6 | The department responsible for dealing with staff |
| 1.1.7 | Extra hours a person works above the minimum prescribed working hours per week |
| 1.1.8 | A card that is inserted into an electronic machine that resembles a large clock |
| 1.1.9 | An investment of a fixed amount for a fixed period at a fixed interest rate |
| 1.1.10 | The only institution in South Africa allowed to provide traditional telephone services |

(10 × 2)

(20)

Office Practice Nquestion Paper June 24

CH Cherryholmes



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Unveiling the Magic of Words: A Review of "**Office Practice Nquestion Paper June 24**"

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