

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)

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Table of Contents Office Practice N5 Past Question Papers

1. Understanding the eBook Office Practice N5 Past Question Papers
 - The Rise of Digital Reading Office Practice N5 Past Question Papers
 - Advantages of eBooks Over Traditional Books
2. Identifying Office Practice N5 Past Question Papers
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Office Practice N5 Past Question Papers
 - User-Friendly Interface
4. Exploring eBook Recommendations from Office Practice N5 Past Question Papers
 - Personalized Recommendations
 - Office Practice N5 Past Question Papers User Reviews and Ratings
 - Office Practice N5 Past Question Papers and Bestseller Lists

5. Accessing Office Practice N5 Past Question Papers Free and Paid eBooks
 - Office Practice N5 Past Question Papers Public Domain eBooks
 - Office Practice N5 Past Question Papers eBook Subscription Services
 - Office Practice N5 Past Question Papers Budget-Friendly Options
6. Navigating Office Practice N5 Past Question Papers eBook Formats
 - ePub, PDF, MOBI, and More
 - Office Practice N5 Past Question Papers Compatibility with Devices
 - Office Practice N5 Past Question Papers Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Office Practice N5 Past Question Papers
 - Highlighting and Note-Taking Office Practice N5 Past Question Papers
 - Interactive Elements Office Practice N5 Past Question Papers
8. Staying Engaged with Office Practice N5 Past Question Papers
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Office Practice N5 Past Question Papers
9. Balancing eBooks and Physical Books Office Practice N5 Past Question Papers
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Office Practice N5 Past Question Papers
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Office Practice N5 Past Question Papers
 - Setting Reading Goals Office Practice N5 Past Question Papers
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Office Practice N5 Past Question Papers
 - Fact-Checking eBook Content of Office Practice N5 Past Question Papers
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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