

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

L Cohen



Office Practice Nquestion Paper June 24:

The book delves into Office Practice Nquestion Paper June 24. Office Practice Nquestion Paper June 24 is an essential topic that needs to be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Office Practice Nquestion Paper June 24, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Office Practice Nquestion Paper June 24
 - Chapter 2: Essential Elements of Office Practice Nquestion Paper June 24
 - Chapter 3: Office Practice Nquestion Paper June 24 in Everyday Life
 - Chapter 4: Office Practice Nquestion Paper June 24 in Specific Contexts
 - Chapter 5: Conclusion
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