

7. (a) Identify THREE functions of the Marketing Office. (3 marks)
- (b) State THREE reasons why a clerk in the Sales and Marketing Department should maintain a mailing list. (3 marks)
- (c) (i) Explain the difference between a 'trade discount' and a 'cash discount'. (2 marks)
- (ii) Mr Charles Brown has sent the Sales Department at Pristine Attire an order for 25 shirts. The price list shows a unit price of \$50.00. Customers who order at least 20 shirts receive a 20% trade discount. In addition, sales are subject to a 5% cash discount with a further 15% special discount allowed to customers who settle their accounts within 14 days. Mr Brown has no prior credits or debits in hand.
- Calculate the amount Mr Brown will pay if he takes advantage of all the discounts.
Show all working. (7 marks)
- Total 15 marks**
8. (a) Outline THREE functions of the Factory, Despatch and Transport Office. (3 marks)
- (b) Identify THREE duties, other than routine office duties, of a clerk in the Transport Office. (3 marks)
- (c) (i) You are Patricia Peterson, a clerk employed by Gummy Corporation, Bridge Street, Castries, St Lucia. The office telephone number is 758-453-7869.
- Your supervisor has asked you to inform Petal Smith of Mary Ann Street, Hanover, that her goods will be delivered by truck on 5 June 2012. The order (Order No. 0034B) which contains 500 bags of gummy bears @ \$5.00 per bag is to be received by Ms Sylma Charles.
- On the form provided as an insert, complete the advice note for the information above. (6 marks)
- (ii) As clerk in the Despatch and Transport department, you have been asked to assist in the design of a gate pass to grant permission for persons and vehicles to leave the compound. Suggest THREE items of information that should be included on the gate pass. (3 marks)
- Total 15 marks**

END OF TEST

IF YOU FINISH BEFORE TIME IS CALLED, CHECK YOUR WORK ON THIS TEST.

Office Administration Cxc Past Papers

H Kauffman



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Table of Contents Office Administration Cxc Past Papers

1. Understanding the eBook Office Administration Cxc Past Papers
 - The Rise of Digital Reading Office Administration Cxc Past Papers
 - Advantages of eBooks Over Traditional Books
2. Identifying Office Administration Cxc Past 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 Administration Cxc Past Papers
 - User-Friendly Interface
4. Exploring eBook Recommendations from Office Administration Cxc Past Papers
 - Personalized Recommendations
 - Office Administration Cxc Past Papers User Reviews and Ratings
 - Office Administration Cxc Past Papers and Bestseller Lists
5. Accessing Office Administration Cxc Past Papers Free and Paid eBooks
 - Office Administration Cxc Past Papers Public Domain eBooks
 - Office Administration Cxc Past Papers eBook Subscription Services
 - Office Administration Cxc Past Papers Budget-Friendly Options

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 - ePub, PDF, MOBI, and More
 - Office Administration Cxc Past Papers Compatibility with Devices
 - Office Administration Cxc Past Papers Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Office Administration Cxc Past Papers
 - Highlighting and Note-Taking Office Administration Cxc Past Papers
 - Interactive Elements Office Administration Cxc Past Papers
8. Staying Engaged with Office Administration Cxc Past Papers
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Office Administration Cxc Past Papers
9. Balancing eBooks and Physical Books Office Administration Cxc Past Papers
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Office Administration Cxc Past Papers
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Office Administration Cxc Past Papers
 - Setting Reading Goals Office Administration Cxc Past Papers
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Office Administration Cxc Past Papers
 - Fact-Checking eBook Content of Office Administration Cxc Past Papers
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

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- Interactive and Gamified eBooks

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