

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.

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**Sylma Finisterre, Lynette Payne, Judy
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Patton, 2017-06-15 This handbook provides a concise overview of special education services in countries across the world using the Article on Education in the United Nations Convention on the Rights of Persons with Disabilities as the analytical frame. The Praeger International Handbook of Special Education presents a concise and clear overview of special education services in more than 70 countries across the world using the Article on Education in the United Nations Convention on the Rights of Persons with Disabilities as the analytical frame. Each chapter offers information about the country in general followed by sections on the public education system, the private education system, the special education system, teacher training requirements, and barriers to and promising trends in inclusive and special education. The volumes and chapters are organized by the United Nations Geoscheme with Volume 1 including an overview of the volumes and chapters on countries in the Americas, Volume 2 addressing countries from Europe and Africa, and Volume 3 focusing on countries in Asia and Oceania. This is the most complete exploration of the delivery of supports and services to children and youth with disabilities across the globe available. The volumes do not compare among or between countries but rather provide a baseline for understanding current special education practices and their relationship with general education and inclusive practices across the globe. Readers will come away with an in-depth understanding of what is happening with regard to the implementation of special education services and Article 24 of the Convention for the Rights of People with Disabilities. This valuable reference set serves researchers, graduate students, and policymakers in special and general education as well as professionals focused on issues of education worldwide and scholars focused on international special education. As such, this handbook will be an important reference source for university libraries, professional associations, and policy entities. **The**

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