

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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Chao Zhang



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and Procedures ,2007 **Decisions of the Commissioner of Patents and of the United States Courts in Patent and Trade-mark and Copyright Cases** United States. Patent Office,1879 Compiled from Official gazette Beginning with 1876 the volumes have included also decisions of United States courts decisions of Secretary of Interior opinions of Attorney General and important decisions of state courts in relation to patents trade marks etc 1869 94 not in Congressional set Checklist of U S public documents 1789 1909 p 530 *Annual Reports of the War Department* United States. War Department,1907

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