QUESTION 1

1.1.10

telephone services

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 Employees are paid a fixed tariff per hour regardless of their 1.1.3 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 An investment of a fixed amount for a fixed period at a fixed 1.1.9 interest rate

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 (10×2)

(20)

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Table of Contents Office Practice Nquestion Paper June 24

- 1. Understanding the eBook Office Practice Nauestion Paper June 24
 - The Rise of Digital Reading Office Practice Nquestion Paper June 24
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Office Practice Nquestion Paper June 24
 - 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 Nguestion Paper June 24
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Office Practice Nguestion Paper June 24
 - Personalized Recommendations
 - o Office Practice Nquestion Paper June 24 User Reviews and Ratings

- Office Practice Nguestion Paper June 24 and Bestseller Lists
- 5. Accessing Office Practice Nquestion Paper June 24 Free and Paid eBooks
 - Office Practice Nguestion Paper June 24 Public Domain eBooks
 - Office Practice Nquestion Paper June 24 eBook Subscription Services
 - o Office Practice Nquestion Paper June 24 Budget-Friendly Options
- 6. Navigating Office Practice Nquestion Paper June 24 eBook Formats
 - o ePub, PDF, MOBI, and More
 - Office Practice Nquestion Paper June 24 Compatibility with Devices
 - Office Practice Nguestion Paper June 24 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Office Practice Nquestion Paper June 24
 - Highlighting and Note-Taking Office Practice Nquestion Paper June 24
 - Interactive Elements Office Practice Nquestion Paper June 24
- 8. Staying Engaged with Office Practice Nquestion Paper June 24
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Office Practice Nquestion Paper June 24
- 9. Balancing eBooks and Physical Books Office Practice Nguestion Paper June 24
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Office Practice Nguestion Paper June 24
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Office Practice Nquestion Paper June 24
 - Setting Reading Goals Office Practice Nquestion Paper June 24
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Office Practice Nquestion Paper June 24
 - Fact-Checking eBook Content of Office Practice Nquestion Paper June 24
 - 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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