

## 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 N5 Past Question Papers

**Yijin Wang**



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