

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 Past Papers

**Rachel Sandford**



## **Office Administration Past Papers:**

## Whispering the Strategies of Language: An Psychological Quest through **Office Administration Past Papers**

In a digitally-driven earth wherever displays reign supreme and quick conversation drowns out the subtleties of language, the profound secrets and emotional nuances concealed within phrases often go unheard. Yet, set within the pages of **Office Administration Past Papers** a interesting literary prize pulsating with organic emotions, lies an exceptional quest waiting to be undertaken. Published by a skilled wordsmith, this enchanting opus encourages viewers on an introspective journey, gently unraveling the veiled truths and profound affect resonating within the very material of every word. Within the psychological depths with this emotional review, we shall embark upon a honest exploration of the book is primary styles, dissect their fascinating writing design, and yield to the strong resonance it evokes heavy within the recesses of readers hearts.

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