

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

Albert A Gayle



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Office Practice N5 Past Question Papers Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the ability of words has be evident than ever. They have the capacity to inspire, provoke, and ignite change. Such may be the essence of the book **Office Practice N5 Past Question Papers**, a literary masterpiece that delves deep to the significance of words and their impact on our lives. Written by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall affect readers.

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