

## LEARNING UNITS 1, 2, 3, 4 AND 5

### SECTION A

1. Choose a word from **COLUMN B** that matches a description in **COLUMN A**. Write only the letter next to the question number.

COLUMN A	COLUMN B
1.1 The process of passing documents. <b>Q</b> ✓	A. Industrial espionage
1.2 The chain of command, corporate ladder or pecking order. <b>E</b> ✓	B. Administrative staff
1.3 They control and supervise. <b>H</b> ✓	C. Workstation management
1.4 To get hold of an organisation's product plans, production processes, formulas, client information, trade secrets or prospective developments. <b>A</b> ✓	D. Binary
1.5 A document that contains all the destinations, arrivals and departures, dates and times, accommodation details and transport details from the beginning to the end of the trip. <b>Q</b> ✓	E. Hierarchy
1.6 When the management assistant has all the right equipment, means and material together it must be utilised in such a way that it can simplify and accelerate her work. <b>C</b> ✓	F. Ergonomics
	G. Workflow
	H. Category III - First messenger
	(5x1) (5)

2. Complete the statements below. Write only the answer next to the question number.

2.1 Modern technology such as \_\_\_\_\_, teleconferencing and video conferencing make it possible for managers to have important business meetings remotely. **SKYPE**✓

2.2 \_\_\_\_\_ are used for travel in the USA and Africa and in countries where credit card facilities are not readily available. **TRAVELLER'S CHEQUES**✓

2.3 \_\_\_\_\_ refers to a system where files can be filed logically in more than one place. **DECENTRALIZED FILING**✓

2.4 \_\_\_\_\_ refers to a Global Positioning System and is a satellite-based navigation system. **GPS**✓

# Personel Management N4 2013 Question Paper

**Karin Nielsen-Saines**



**Personel Management N4 2013 Question Paper:**

## **Personel Management N4 2013 Question Paper** Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has been apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Personel Management N4 2013 Question Paper**," compiled by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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