

**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

**CL Gary**



**Personel Management N4 2013 Question Paper:**

## Reviewing **Personel Management N4 2013 Question Paper**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is really astonishing. Within the pages of "**Personel Management N4 2013 Question Paper**," an enthralling opus penned by a very acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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