

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. Q ✓	A. Industrial espionage
1.2 The chain of command, corporate ladder or pecking order. E ✓	B. Administrative staff
1.3 They control and supervise. H ✓	C. Workstation management
1.4 To get hold of an organisation's product plans, production processes, formulas, client information, trade secrets or prospective developments. A ✓	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. Q ✓	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. C ✓	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

Victor M. Corman



Personel Management N4 2013 Question Paper:

Personel Management N4 2013 Question Paper Book Review: Unveiling the Power of Words

In a world driven by information and connectivity, the energy of words has are more evident than ever. They have the capacity to inspire, provoke, and ignite change. Such may be the essence of the book **Personel Management N4 2013 Question Paper**, a literary masterpiece that delves deep in to the significance of words and their affect our lives. Compiled 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 will explore the book is key themes, examine its writing style, and analyze its overall affect readers.

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