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. **G**√	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 of prospective developments. **A**√	D. Itinerary
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. **D**√	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 the work. **C**√	F. Ergonomics
	G. Workflow
	H. Category 111 - First messenger
	(5x1) (5)

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

2.1 Modern technology such as _____, tele-conferencing 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**√

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