

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
<p>1.1 The process of passing documents. D✓</p> <p>1.2 The chain of command, corporate ladder or pecking order. E✓</p> <p>1.3 They control and supervise. H✓</p> <p>1.4 To get hold of an organisation's product plans, production processes, formulas, client information, trade secrets or prospective developments. A✓</p> <p>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✓</p> <p>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✓</p>	<p>A. Industrial espionage</p> <p>B. Administrative staff</p> <p>C. Workstation management</p> <p>D. Binary</p> <p>E. Hierarchy</p> <p>F. Ergonomics</p> <p>G. Workflow</p> <p>H. Category III - First messenger</p> <p style="text-align: right;">(5x1) (5)</p>

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✓**

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Yijin Wang



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