

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. C ✓	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. Inventory
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, accounts and material together it must be utilized in such a way that it can simplify and accelerate the work. C ✓	F. Ergonomics
	G. Workflow
	H. Category 111 - First messenger
	(Sx 1) - (S)

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 internally. **SCYPE** ✓

2.2 are used for travel in the USA and Africa and in countries where credit and 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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**New Zealand Institute of Personnel
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