

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**✓

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Resources in Education, 1995 Routledge Handbook of Democratization in Africa Gabrielle Lynch, Peter VonDoepp, 2019-07-02 This volume explores the issues and debates surrounding the ongoing processes of democratization in sub Saharan Africa illuminating the central dynamics characterizing Africa's democratic experiments and considering the connections between democratization and economic social and cultural developments on the continent Reflecting the diverse and rich nature of this field of study the Handbook of Democratization in Africa features more than thirty contributions structured into six thematic sections The politics and paths of regime development Institutional dynamics Political mobilization and voting dynamics The politics of identity Social forces from below The consequences of democracy Chapters offer overviews of the key scholarship on particular topics including central insights from the latest research and provide suggestions for those interested in further inquiry The material includes attention to broad cross continental patterns for example with respect to public opinion political violence or the role of different institutions and actors It also includes rich case material drawing on and highlighting the experiences of a diverse collection of countries Encouraging a comprehensive view of key concerns and enhancing understanding of particular issues the Handbook of Democratization in Africa represents a critical resource for experts and students of African politics democratization and African studies

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