

1. In a sole trader business, the decision of what to purchase is usually made by the

(A) cashier
(B) proprietor
(C) stock control clerk
(D) purchasing manager

2. Employees in a large organization are MOST likely to have

(A) very close supervision
(B) limited career prospects
(C) a high degree of specialization
(D) direct contact with management

3. In a letter, the attention line is typed

(A) before the salutation
(B) after the date
(C) after the subject
(D) before the date

4. Which of the following documents are used in a sales transaction?

I. Requisition form
II. Quotation
III. Invoices
IV. Delivery note

(A) I and II only
(B) I and IV only
(C) I, II and III only
(D) II, III and IV only

5. In an office where large quantities of printed materials have to be cut to size, which of the following would be the MOST appropriate tool to use?

(A) Guillotine
(B) Letter opener
(C) Sharp-edged knife
(D) Large pair of scissors

Item 6 refers to the following salary information.

Gross Pay	-	\$1 570.00
PAYE	-	\$ 115.00
NIS	-	\$ 40.00
Pension	-	\$ 30.50

6. The employee is also given a travel allowance of \$200.00. The employee's net pay is

(A) \$1 378.00
(B) \$1 578.50
(C) \$1 762.00
(D) \$1 962.00

7. A sum of money given to a cashier at the start of a day to make change is called a/an

(A) float
(B) refund
(C) deposit
(D) impost

8. Which of the following documents originates from the carrier as a contract between the carrier and the supplier when goods are to be shipped?

(A) Consignment note
(B) Despatch note
(C) Delivery note
(D) Bill of lading

9. Which of the following is NOT a characteristic of registered mail?

(A) It offers proof of postage.
(B) It facilitates safe delivery of mail.
(C) It is normally sent by second-class mail.
(D) It offers compensation for loss or damage up to a specified amount.

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