

Ministry of education

First term

Technical secondary of commerce Examination

Secretarial practice

first year

time 2 Hours

Write (5) five only of the following abbreviations in full:

P.O.B. - C.R. - F.O.R. - C.B.D. - C/N - ea.

2 - Translate the following into English:

3 - Choose the correct answer between brackets :

a - (Fax machine - Video-conference) a device that can send or receive pictures and text over a telephone line.

b - (Loco - Franco) means that the delivery of goods is at buyer's shop, c - (An enquiry - An order) is sent by the buyer ordering the goods.

d - (Telephones - Mobile phones) make life much easier. Some like to use it as a camera and some for listening to music.

e - (Cartage - Carriage) means the cost of carrying goods by lorries.

4 - Give a word or a term for each of the following:

a - Means a reduction on the price list.

b - A letter sent by the seller telling the buyer the prices and terms, c - Type of secretaries prepares correspondence and legal papers, d - Means buying and selling of products or services on the internet.

e - A statement sent by the seller to the buyer showing an amount added to the seller's credit.

5 - You have the following data :

Seller: The General Importing co.,20, Adly St., Cairo (Phone: 22334455-C.R.:345-P.O.B.: 123-E-mail:.....).

Buyer: The Nile co,1 0, Ahrain st.5 Guiza.(Phone: 23355667-C.R. 234)

Goods: 2 Copy Machines @ L.E. 15000 ea.

20 Electric letter opener @ L.E. 100 ea,

S Automatic telephone Index @ L.E. 50 ea.

Terms : Delivery : Loco Payment: 10 % Trade discount.

Expenses: Packing L.E. 200 - Cartage L.E. 350, **Required :**

1-The Enquiry dated 10th , Sep.,2007.

2 - The Invoice No, 1010 dated 20th , Sep., 2007,

3 —The Covering letter of the Invoice.

Model answer

First year

first term

- 1- P.O.B= post office box
- 2- C.R. = Commercial register
- 3- F.O.R. = Free on Rail
- 4- C.B.D.= Cash before delivery
- 5- C/N= credit note
- 6- Ea. = each

2- Trade discount خصم تجاري

Quotation رسالة تغيير

Successful secretary سكرتير برنامج

Incoming mail البريد الوارد

Connection اتصال

Customers عملاء

Stallite " "

3- Frame - An Order d- Mobile phone e- Carage

4- a- Trade discount b- Quotation c- Lager Secretaries d-

E.Commerce e- The credit note

5- The Enquiry

phone : 23355667

C.R. 234

The Nile Co,
10 Ahram St.
Guiza

Our ref.

Your ref.

The manager

The general importing Co.

20 Adly st. Cairo

Dear sir,

Please quote us for :

2 Copy Machine

20 Electric Letter opener

100 Automatic telephone index

Awaiting you reply,

Weare

Your faithfully

p.p. the mile Co.

Manager

2-The Invoice

phone : 23355667

C.R. 345

The General importing Co.,

20 Adly St,

Cairo

Invoice No, : 1010

20th , Sep. 2007

Sold To

The Nile Co.,

10, Ahram St.

Guiza

Delivery: LoCo

Payment: 10% trade discount

Q	Details	Q	Partial	Total
2	Copy machine	15000	30000	
20	Electrical letter opener	100	2000	
100	Automatic telephone index	50	5000	
	-10% Trade discount		37000	
	+ Expenses		3700	33300
E &O.E.	Packing		200	
	Cartage		350	
	Only thirty three thousands, eight hundared and fifty pounds			550 33850

3- Covering letter

phone : 23355667

C.R. 345

The General importing Co.,

20 Adly St,

Cairo

Our ref.

Your ref.

The manager

The Nile Co,

10 Ahram St., Guiza

Dear Sir ,

We have the pleasure to enclose the invoice No,1010 dated 20th , Sep, 2007 for (thirty three thousand ,eight hundered and fifty pounds).

A waiting you payment ,

We are ,

Your faithfully

p.p. the mile Co.

Manager

Enc. Invoice No. 1010

Ministry of education

Second term

Technical secondary of commerce Examination

Secretarial practice

first year

time 2 Hours

1 - A - Translate five only of the following into Arabic :

Order cheque - Due date - Date of acceptance - Time recording clock - Paper Shredder - Pencil Sharpener - Computer supplies - Months after sight.

B - Give the abbreviations of the following (Five only):

Months after date - days after sight - Receipt - Cheque - months after sight - Refer to drawer - No fund.

2 — Make good sentences from (A) and (B) :

(A)	(B)
1 - Indexing	A - is a cheque drawn by a bank upon its branch.
2-S/A	B - means arranging and classifying and storing documents in a way that they can be obtained in need.
3 - Promissory Note	C - is sent by the seller to the buyer every period.
4 - Filing	D - is the process of determining the name and the subject under which the documents are filed.
5 - Banker'Draft	E - is an promises written by the debtor to pay a sum of money to his creditor.

3 - Arrange the following names alphabetically:

University of Helwan - Hotel of Alexandria - Hospital of Dar Al-Salam
- School of Al-Ahram - Hospital of Tanta - University of Ain-Shams -
Tower of Cairo - School of Baniswef.

4 - Give one word or a term for each of the following :

A - A communication device used to send and receive calls.

B - A printer that sprays ink, in very tiny droplets, from jet nozzles
onto the paper.

C - Gives simple information about the card holder such as name,
position, company name, and contact details.

D - The person who accepts and pays the B/E.

E - The person who writes and signs the P/N.

5 - On June, 1st, 2007 the Modern Trading Co., 20 Hasan Sabry st,
Cairo (Tel. 2334455 - Fax. 5566 - P.O.B : 35) sent to Mohamed
Kamel 6 , Al-Sudan st., Guiza, a statement of account containing the
following transactions (Terms : 10 % 7 days):

May 1,2007	Debit Balance (b/f)	L.E. 4500
May 5, 2007	Invoice No. 66	L.E. 3000
May 8,2007	Credit Note No. 15	L.E. 700
May 10, 2007	Cash receipt No. 240	L.E. 1900
May 15, 2007	Invoice No. 654	L.E. 3700
May 21, 2007	Debit Note No.55	L.E. 800
May 25, 2007	Cheque No. E/1234	L.E. 4900

On June 4, 2007, Mohamed Kamel sent an order cheque No. S/7865
drawn on Bank of Alex., Al-Maadi, Cairo, to settle the account.

You are requested to Make out:

- A - The statement of account No. 400.
- B - The letter enclosing the S/A.
- C - The cheque sent to settle the account.

Model Answer

Second Term

First Year

Order cheque = شيك لامر

Due date = تاريخ الاستحقاق

Date of acceptance = تاريخ القبول

Time recording clock = ساعة تسجيل الوقت

Paper shredder = آلة تقطيع الورق

Pencil sharpener = بداية اقلام رصاص

Computer supplies = مستلزمات الكمبيوتر

Months after sight =

B –

Months after date = m/d

Days after sight = d/s

Receipt = rect / refer to drqwer = R/O

Cheque = Chq.

Months after sight.

2-

1- Indexing (D) is the process of determining.

2- S/A –© is sent by the seller to the buyer every period.

3- promissory note (E) is an promisier written by

4- Filing (B) means arranging and classifying.

5- Bankers Drfts (A) is a cheque drawn by bank up on it---

3- At First tiles are placed after inrented name :

Helwan university-Alexandria Hotel – Dar Alsalam –Hospital –

Al Ahram School – Tanta Hospital- Ain Shams University –

Cairo Tower – Banswief School

Arrange :

Al-Ahram School – Alex Hotel – Ain shams University

Baniswef School – Cairo Tower –Dar ALSalam Hospital

Tanta Hospital – Helwan University.

4-

a – Telephone

b- Ink JET Printer

c- Business cards

d- The drawee

e- The maker

The Modern trading Co.,
20 Hassan Sabry St,
Cairo

Tel : 2334455

Fax: 5566

P.O.A.:35

Stamp

June ,1st , 2007

Statement of account No.400

Mohmaed Kamel

G. AlSudan St,

Guiza

In account with

Term : 10% 7 day

Q	Details	Q	Partial	Total
2007				
May 1	To debit balance			4500
May ,5	To invoice No.66	3000		
May , 15	To invoice No.46	3700		
May , 21	To invoice No.55	800		
				7500
May ,8	By credit note No, 15	700		
May ,10	By credit note No, 240	1900		
May , 25	By credit note No, 11234	4900		7500

	To debit balance			
	Only four thousand four hundred			4400

**The Modern trading Co.,
20 Hassan Sabry St,
Cairo**

Tel : 2334455

Fax: 5566

Our ref.

Your ref.

Mr. Mohmaed Kamel

G. AlSudan St,

Guiza

Dear sir,

We enclose her with our statement of account No. 400 for L.E.
4400 (on;y four thousand and four hundared).

Awaiting your payment

We are

Your faithfully
p.p. Modern Trading Co.,
Manager

Enc. S/A No.

Sum : L.E. 4400

June 4,2007

Bnak of Alex

El Maadi

Cairo

Pay to the order of the modern trading Co, the sum of only four thousand and four hundred pounds .

No. S/7865

Signature

Mohmed Kamel