

مملكة البحرين

وزارة التربية والتعليم

إدارة الامتحانات / قسم الامتحانات المركزية

MODEL ANSWERS

قطعة الاجابة النموذجية
الاجابة النموذجية
27.11.2017

امتحان منتصف الفصل الدراسي الأول للتعليم الثانوي للعام الدراسي 2018/2017م

المسار: توحيد المسارات

اسم المقرر: Introduction to Office Management

الزمن: ساعة واحدة

رمز المقرر: ادر ١١١

النموذج الثاني

QUESTION ONE:

Choose the correct answer from the followings, only one answer is correct.

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- 1) The main responsibility of the receptionist is:
- Maintaining Appointments Filing Document
- Word Processing Welcome the Visitor
- 2) Aware of external factors is the duty of:
- Top Management Middle Management
- Employee Supervisor
- 3) An office plan which characterized by NO PRIVACY is:
- Open Closed
- Cubicle Closed & Open
- 4) All files of all departments are kept together is called:
- Absent Card Departmental Filing
- Central Filing Dead File
- 5) The department which select and hire employee is:
- Personnel or HR Department Sales Department
- Account Department Purchase Department

QUESTION TWO:

(6*0.5= 3)

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A. Complete the following organization chart using the jobs provided:

| | | |
|---------------------|---------------------------|------------------------|
| General Manager | Purchase Manager | Administration Manager |
| Purchase Supervisor | Administration Supervisor | Receptionist |

QUESTION FOUR:

Complete the REGISTER OF CALLERS, for AlAhmedi constructions LTD from the information given below using TODAY'S DATE:

- 1) Ahmed Ali from Alba visited the company at 9:30 and has seen Jassim in Account Department; he left at 10:00.
- 2) Abdulrahman from Al Moayed co. visited the company at 11:00 and has seen the HR Manager; he left at 11:20.
- 3) At 12:00 Sara Ahmed come from Viva Company, she want to meet the Sales Manager; and she left at 12:10.

Note: The receptionist who met all the visitors above was Ms. Noor Jabber

~~Handwritten signature~~

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Register of Caller

| Date | Caller name | Company | Time of arrival | Seen by | Signature | Time of departure | Remarks |
|--------------------|-------------|----------|-----------------|---------------------------------|-----------|-------------------|---------|
| Exam Date 11/11 | Ahmed Ali | Alba | 9:30 | Jassim Account Department | | 10:00 | |
| Exam Date | Abdulrahman | Almoayed | 11:00 | HR Manager | | 11:20 | |
| Exam Date | Sara Ahmed | Viva | 12:00 | Sales Manager | | 12:10 | |

أدوية على الترتيب

التوقيت

"End of Exam Answers"



بقية التوقيت في صفحة (١ و ٣)