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COURSE IN COMMERCE.

AN ROINN OIDEACHAIS.
(Department of Education.)

BRAINSE AN CHEARD-OIDEACHAIS.
(Technical Instruction Branch.)

TECHNICAL SCHOOL EXAMINATIONS.
1933.

COMMERCIAL CORRESPONDENCE.
(First Year.)

Wednesday, May 17th—7 to 8.30 p.m.

Examiner—G. J. T. CLAMPETT, ESQ., B.L., F.R.ECON.S., F.R.G.S., F.C.R.A.

Co-Examiner—J. F. BURKE, ESQ., D.SC.

GENERAL INSTRUCTIONS.

You are carefully to enter on the Answer Book and Envelope supplied your Examination Number and the subject of examination but you are not to write your name on either. No credit will be given for any Answer Book upon which your name is written, or upon which your Examination Number is not written.

You must not have with you any book, notes or scribbling-paper.

You are not allowed to write or make any marks upon your paper of questions.

You must not, under any circumstances whatever, speak to or communicate with another candidate; and no explanation of the subject of the examination may be asked for or given.

You must remain seated until your answer-book has been taken up, and then leave the examination-room quietly. You will not be permitted to leave before the expiration of twenty minutes from the beginning of the examination, and will not be re-admitted after having once left the room.

If you break any of these rules, or use any unfair means, you are liable to be dismissed from the examination, and your examination may be cancelled by the Department.

One hour and a half is allowed for this paper. Answer-books unless previously given up, will be collected at 8.30 p.m.

INSTRUCTIONS.

Read the General Instructions on page 1.

Answers must be written in *ink*.

Candidates must attempt Question 1 and any two of the remaining questions.

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1. Write an Essay of 150-200 words on **one** of the following subjects:—

(*a*) Coal—from pit to grate.

(*b*) Wheat—from field to table.

(*c*) Life on a small Irish farm.

(*d*) The Telephone—its uses and misuses.

(*e*) The Great Southern Railways (Saorstát Éireann).

[50 marks.]

2. Two young men (or women) decide to open a small retail shop. Draw up a scheme of organisation, assigning a particular "job" to each partner. (You may choose a Grocery or a Drapery shop for your illustration).

[25 marks.]

3. Write a letter to a customer apologising for an error in a Statement of Account and for a delay in executing a valued order.

[20 marks.]

4. State the main functions of a modern bank.

5. Discuss some of the possible methods you could adopt to increase the sale of a floor polish which you manufacture.

[25 marks.]

6. Distinguish between a "Cheque" and a "Money Order." Under what circumstances would you use (*a*) a cheque, (*b*) a money order?

[20 marks.]

7. Trace the procedure connected with outgoing correspondence from dictation to letter box.

[25 marks.]