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COURSE IN COMMERCE.

AN ROINN OIDEACHAIS.
(Department of Education.)

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

TECHNICAL SCHOOL EXAMINATIONS.
1934.

COMMERCIAL CORRESPONDENCE.
(First Year.)

Friday, May 25th—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.

(*a*) Answers must be written in *ink*.

(*b*) Candidates must attempt Question 1 and any two of the remaining questions.

(*c*) Write the number of the question before the answer.

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1. *One only* of sections (*a*) to (*e*) to be attempted.

(*a*) Write an account of a day's work in a retail grocery shop;

or

(*b*) Trace the course of Sugar from field to table. In particular refer to sources of raw material, classes of workers employed, and sugar production in Saorstát Éireann;

or

(*c*) Describe the activities and importance of the Electricity Supply Board;

or

(*d*) Write an account of Wheat—what it is—where it comes from—its uses;

or

(*e*) Summarise the history of a plough from mine to furrow.

[50 marks.]

2. A business man is about to make a bank lodgment of cheques, postal orders, silver and copper. Describe in detail the steps necessary to the completion of the lodgment.

What happens to the cheques when they are lodged?

[25 marks.]

3. Draft a specimen page of a postage book and place not less than six entries therein. Explain how your postage expenditure is checked.

[25 marks.]

4. What methods may a wholesaler adopt in order to make sales?

[20 marks.]

5. Correct the following:—

Dr. John Lavin Esq.
Michael Dwyer M.A: Esq.
Mr. Wm. Leet Esq
The Linen Co. Ltd. Esq.
John Bren nan & Co. B.L.
Messrs. Eddie Hughes.
Mr. Jones Bros.
Mr. Michael Flaherty & Son.
Messrs. The Sugar Development Co.
The Manager, Messrs. the Natio nal Bank Ltd.

[20 marks.]

6. What are the chief activities of the Post Office?

[10 marks.]

7. Write an informative note on a tour of inspection you have made of a farm, a factory or other business concern.

[25 marks.]