1934

Commercial Correspondence (1st Year): Technical School Examinations 1934

Department of Education: Technical Instruction Branch

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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 expla-
nation 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.

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 Saorstat Eireann;

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 Brennan & Co. B.L.
Messrs. Eddie Hughes.
Mr. Jones Bros.
Mr. Michael Flaherty & Son.
Messrs. The Sugar Development Co.
The Manager, Messrs. the National 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.]