

1933

Business Methods (2nd Year): Technical School Examinations 1933

Department of Education: Technical Instruction Branch

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COURSE IN COMMERCE.

(9)

AN ROINN OIDEACHAIS.

(Department of Education.)

BRAINSE AN CHEARD-OIDEACHAIS.

(Technical Instruction Branch.)

TECHNICAL SCHOOL EXAMINATIONS.

1933.

BUSINESS METHODS.

(SECOND YEAR).

Monday, May 1st—6 to 7.30 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 books, 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 7.30 p.m.

- (iii) Who are the "parties" to a Bill?
 (iv) How may a Bill be endorsed? (Give four methods).
 (v) How may a Bill be discharged? (Give three methods).

[25 marks.]

4. Would you—a retail trader—keep a Bank or a Post Office account? Give reasons.

[20 marks.]

5. Draft a notice for insertion in a daily paper advertising a Technical School. (The name or district of the Technical School you attend must not be mentioned.)

[20 marks.]

INSTRUCTIONS.

Read the General Instructions on page 1.

- (a) Candidates must attempt Question 1 and any two of the remaining questions.
 (b) Write the number of the question before the answer.
 (c) Answers must be written in ink.

1. Draft in complete form each letter and document necessary to the following matter:—

- (a) Letter of enquiry from Retail Sports Firm to Wholesaler asking for full particulars of footballs, football jerseys, football boots, gymnasium mats, jumping standards, barbells, dumbbells, skipping ropes.
 (b) Reply from Wholesaler—letter and quotation.
 (c) Letter from Retail Firm to Wholesaler giving references and enclosing order.
 (d) Letters from Wholesaler to two Referees.
 (e) Replies from Referees to Wholesaler.

[50 marks.]

2. Distinguish between an Invoice and a Statement of Account. Draft a specimen of each document, and illustrate the use of each by the insertion thereon of not less than five items.

[25 marks.]

3. Note:—You may answer (a) or (b) but *not* both.

- (a) In regard to Cheques, answer the following queries:—
 (i) What is a Cheque?
 (ii) What is the effect on a drawer of delay in presentment?
 (iii) What is the distinction between a "general" and a "special" endorsement?
 (iv) What is a Negotiable Instrument?
 (v) When is a Cheque "negotiable" and when "not negotiable"?

or

- (b) In regard to Bills of Exchange answer the following queries:—
 (i) What are the main essentials of a Bill of Exchange?
 (ii) What is meant by "Days of Grace"?