

**KINGDOM OF BAHRAIN  
MINISTRY OF EDUCATION  
DIRECTORATE OF EXAMINATIONS / EXAMINATION SECTION**

**FIRST SEMESTER EXAM 2007/2008**

**COURSE NAME : OFFICE PRACTICE**  
**COURSE CODE : OP 314**

**TRACK : COMMERCIAL**  
**TIME : 1 and half Hours**

**Question No. 1**

**( 8 ) Marks**

**A- Fill in the blanks correctly.**

1. The first document in business transactions is \_\_\_\_\_.
2. \_\_\_\_\_ is the new method of internet banking.
3. \_\_\_\_\_ are used for internal communications.
4. \_\_\_\_\_ is very important to protect from accidents.
5. Office employees receive a \_\_\_\_\_ showing salary details.
6. To cross a cheque, you should draw \_\_\_\_\_ on its face.

**B- Match the following sentences in the boxes below.**

Group A	Group B
A) Bounced cheque	1. Using equipment properly.
B) Order	2. Paid weekly.
C) A5 papers	3. Returned by the bank unpaid.
D) Wages	4. Prepared by sales department.
E) Avoid injuries by	5. To write a memo.
	6. Paid monthly.
	7. Prepared by Purchases Department.

A	B	C	D	E

**Question No. 2****( 10 ) Marks**

**A- Fill in the statement given below for the month of November 2007, which is send to Golden Trading co. P.O. Box : 167 Muharraq - Bahrain.**

Sultan's Group  
 Tel: 17678900  
 P.O.Box: 345  
 Fax:17674500  
 Arad - Bahrain  
 E-mail: [Sultan@batelco.com.bh](mailto:Sultan@batelco.com.bh)

Statement of Account for the month ending- - - - -

To:-----  
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Date	Details of transaction	Debit BD.	Credit BD.	Balance BD.
1 November	Balance b/fd			1800
4 November	Invoice No.89	250		
7 November	Cheque		600	
11 November	Credit Note		100	
14 November	Good sold	300		
15 November	Debit Note	190		
21 November	Cheque		240	
22 November	Invoice No.101	470		
29 November	Cheque		550	

**B-Write four ways of finding job in Kingdom of Bahrain.**

- 1- \_\_\_\_\_
- 2- \_\_\_\_\_
- 3- \_\_\_\_\_
- 4- \_\_\_\_\_

**Question No. 3**

**( 11 ) Marks**

**A-Tick ( √ ) for true and ( X ) for false. Then correct the wrong sentences.**

1- Statment is sent by the buyer to seller. ( )

2- When items are received , the seller will sign a credit note. ( )

3- Saving Accounts are used by businessmen. ( )

4- A cheque is staled after six months from the date of issue. ( )

5-A good CV is made of main four parts. ( )

6 – Slippery floor is one of the main dangers in offices. ( )

7- People who wrok in offices get salaries monthly. ( )

**B - Fill in the cheque from the following informatio.**

Yousif Mahdi purchased a Mobile from Mars Phones. It's wroth BD 240 on Novermner 12<sup>th</sup> , 2007. His balance was BD 340.250

<p>Date _____</p> <p>To. _____</p> <p>Balance b/fd _____</p> <p>Deposit <u>233.750</u></p> <p>Total _____</p> <p>This cheque _____</p> <p>Balance c/fd _____</p> <p>876987 056789</p>	<p style="text-align: center;">First Bank</p> <p style="text-align: right;">Date _____</p> <p>PAY _____</p> <p>Dinnar _____</p> <p>_____</p> <p><i>Yousif Mahdi</i></p> <p>A/C No. 876987</p> <p>876987 056789</p> <div style="border: 1px solid black; width: 50px; height: 20px; margin: 10px auto; text-align: center;">BD</div> <p style="text-align: right;"><b><u>YOUSIF</u></b></p>
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**Question No. 4****( 12 ) Marks****Complete the Invoice using the information below.**

§ Yesterday, **Good Stationery** received an order No.6789, from Nadia Company, Isa Town – Amman Road- Bahrain.

§ Today, Ali Basha the sales assistant completed an invoice No. 00476 and will send it to Nadia Company, with 10% **cash discount**.

The details of items are as follows:

- 72 A4 Bond papers at the price of BD 1.000 for each reem.
- 36 Staplers at the price of BD 2.500
- 50 Hole punch at the price of BD 1.500

<h1 style="margin: 0;">Good Stationery</h1> <p style="margin: 0;">Government Road P.O. Box No. 456 Manama – Bahrain</p>					
Send to. _____					
<a href="http://www.shmooa.org/vb">www.shmooa.org/vb</a>					
Location	Order No.	Order Date		Invoice No.	Invoice Date
S. No. Items	Details Of Items	Quantity	Unit Price	Total Price	
1					
	Total				

Term: \_\_\_\_\_ Approved by: \_\_\_\_\_

**Question No. 5****( 9 ) Marks**

**Complete the salary slip below for the month of November, 2007. Using the following information.**

Employer: Zayed Al-Rashid

Number: ZA37865

Basic Salary: BD: 450

**Allawances:**

- 1- Social 6 % from Basic Salary
- 2- Transport BD 40
- 3- Telephone BD 30

**Deductions:**

- 1- Medical 5% from Basic Salary
- 2- Housing Loan BD 150

**Overtime:**

He gets BD120 total overtime this month.

Staff Name: _____			
Staff No: _____			
Basic Salary	Overtime	Allowances	Deductions
Total			
Gross pay:			
Net Pay:			

End of Exam