

## STUDENT'S DATA

<b>School's Name</b>	:	
<b>Student's Name</b>	:	
<b>Subject</b>	:	<b>Secretarial English</b>
<b>Class No.</b>	:	
<b>Items No.</b>	:	

## EXERCISES INDEX

<b>Ex.</b>	<b>Topic</b>	<b>Page</b>	<b>Marks</b>
<b>1</b>	<b>Introduction to secretarial</b>	<b>9</b>	
<b>2</b>	<b>Types of letters</b>	<b>17</b>	
<b>3</b>	<b>Types of letters</b>	<b>18</b>	
<b>4</b>	<b>Enquiry- Terms of delivery - Main expenses</b>	<b>31</b>	
<b>5</b>	<b>Quotation - Terms of payment</b>	<b>33</b>	
<b>6</b>	<b>Order letter</b>	<b>35</b>	
<b>7</b>	<b>The invoice</b>	<b>49</b>	
<b>8</b>	<b>The invoice</b>	<b>52</b>	
<b>9</b>	<b>The invoice</b>	<b>55</b>	
<b>10</b>	<b>The invoice</b>	<b>58</b>	
<b>11</b>	<b>Debit Note</b>	<b>67</b>	
<b>12</b>	<b>Credit Note</b>	<b>69</b>	
<b>13</b>	<b>Model Exam No. 1</b>	<b>74</b>	
<b>14</b>	<b>Model Exam No. 2</b>	<b>76</b>	
<b>15</b>	<b>Model Exam No. 3</b>	<b>78</b>	
<b>16</b>	<b>Model Exam No. 4</b>	<b>80</b>	

## Exercise No. [1]

Topic: Introduction to secretarial

### Objective Questions

**[1] Translate the following: [5 Marks]**

English Meaning	Arabic Meaning
1- Manager	١- .....
2 - .....	٢- مواعيد
3 - Communication skill	٣- .....
4 - .....	٤- سكرتارية عامة
5 - Good appearance	٥- .....

**[2] What are the qualities of a successful secretary? [5 Marks]**

- 1- .....
- 2- .....
- 3- .....
- 4- .....
- 5- .....

**[3] Mark true (√) or false (x): [5 Marks]**

- a) Secretary is a person who assists the manager. ( )
- b) The secretary must have a problem-solving skill. ( )
- c) The manager answers the telephone calls. ( )
- d) Secretary must not be a good communicator. ( )
- e) Specialized secretarial provides technical consulting in the field of work. ( )

**[4] Make good sentences from (A) and (B): [5 marks]**

(A)	(B)
1- Typing the documents 2- Polite 3- Planning Polite 4- Private secretarial 5- General secretarial	a- helps different departments in an accomplishment of their works. b- helps the manager in an accomplishment of his works and tasks. c- is one of the qualities of a successful secretary. d- is one of the secretary skills e- is one of the secretary tasks.

## Exercise No. [2]

Topic: Types of letters

Objective Questions

[1] Complete the following table: [6 Marks]

English Meaning	Arabic Meaning
1- Personal letters	..... - ١
2- .....	٢- الراسل
3- Concise	..... - ٣
4- .....	٤- التوقيع

[2] Complete the following table: [6 Marks]

Abbreviation	Abbreviation Meaning
1- Tel	1- .....
2- .....	2- Facsimile
3- Mobile	3-.....
4- .....	4- Enclosures

[3] Fill in the spaces from the list below: [8 Marks]

**salutation - Personal - Accurate - Business**

- a) .....means accuracy in figures, dates, and data.
- b) .....letters are exchanged between relatives and friends.
- c) ..... letter increases the volume of trade.
- d) The .....is the prefatory greeting in

## Exercise No. [3]

Topic: Types of letters

Objective Questions

### [1] Match the English meaning with Arabic meaning: [4 Marks]

English Meaning	Arabic Meaning
1- Good communicator	١- الرسائل التجارية
2- Business letters	٢- البريد الوارد
3- Complimentary close	٣- محاور جيد
4- Incoming mail	٤- تحية ختامية

### [2] Choose the correct answer: [4 Marks]

- a) .....arranges the meetings and conferences.  
 1) Manager      2) Boss      3) Secretary      4) Sender
- b) .....letter is a means of advertising.  
 1) Personal      2) Formal      3) Private      4) Business
- c) Be .....means cover all parts of the letter.  
 1) accurate      2) complete      3) concise      4) courteous
- d) .....means any documents attached with the original letter.  
 1) Date      2) Enclosures      3) Salutation      4) Body

### Activity Questions

### [3] You have the following data: [12 Marks]

**Sender:** Mervat Abdullah El-Gohary, 10 Maady St., Cairo

(Mobile: 01221230017- Fax: 02/22659853-E-mail: ME@yahoo.com)

**Addressee:** TECHNOGAS Co., 33 Farouk St., Sharqia.

**Body:** Please send the price list for Gas Cooker size (60 X 60)

**Date :** October 1, 2018

**Required:** Prepare a model of a business letter.

**Model of a business letter**

.....  
.....

**Mobile:**.....  
**Fax:**.....  
**E-mail:** .....

**Date:** .....

.....  
.....  
.....

.....

.....  
.....

.....

.....

.....

.....

## Exercise No. [4]

**Topic: Enquiry -Terms of delivery-Main expenses**

### Objective Questions

**[1] Translate the following: [4 Marks]**

English Meaning	Arabic Meaning
1- Home trade	..... - ١
2 - .....	٢- رسالة الإستفسار
3 - EX Works	..... - ٣
4 - .....	٤- مصاريف النقل

**[2] Mark true (✓) or false (x): [4 Marks]**

- a) Home trade means buying and selling goods outside the country. ( )
- b) Enquiry is a letter sent by the buyer to the seller. ( )
- c) Porterage means the cost of transporting goods by cars. ( )
- d) EXW means deliver the goods at the seller's warehouse. ( )

### Activity Questions

**[3] You have the following data: [12 Marks]**

**Buyer:** Saad Mustafa Kamel, 22 Canal St., Suez

(Mobile: 01006392842 - Fax: 062/667791-E-mail: SK@gmail.com)

**Seller:** Samir & Aly Stationery Co., 1 Adly St., Cairo

(Tel: 02/23344567 - Fax: 02/23344568 - E-mail: SAS@gmail.com)

Goods:	Description	Q	Unit price
	Stapler	50	EGP 150

**Terms : Delivery:** DDP

**Payment:** CWO

**Required:** The enquiry letter dated 1 October 2018

## The enquiry letter

**Saad Mustafa Kamel,**

**22 Canal St., Suez**

**Mobile: 01006392842**

**Fax : 062/667791**

**E-mail : SK@gmail.com**

**Date:**.....

.....  
 .....  
 .....

**Dear Sir,**

.....:

Description	Q	Unit price
.....	.....	.....

.....

**Yours** .....

.....





## The quotation letter

**El-Andalus Co.,**  
**1 Azhar St., Cairo**  
**Tel : 02/22546700**  
**Fax: 02/22546701**  
**E-mail: EAC@yahoo.com**

**Date:** .....

.....  
 .....  
 .....

**Dear Sir,**

.....:

Description	Q	Unit price
.....	.....	.....

**Terms : Delivery:**.....

**Payment:** .....

.....

**Yours** .....

.....

**Aly Alaa**  
**(Sales Manager)**



## 1- The enquiry

**Gamal Aziz Boules,  
5 Saleem St., Asyut**

**Tel : 086/455780**

**Fax : 086/455781**

**E-mail: GAB@gmail.com**

**Date:**.....

.....  
.....  
.....

**Dear Sir,**

.....:

Description	Q	Unit Price
.....	.....	.....
.....	.....	.....

.....

**Yours** .....

.....



## Exercise No. [8]

Topic: The invoice

Objective Questions

[1] **Match the English meaning with Arabic meaning:** [4 Marks]

English Meaning	Arabic Meaning
1- Covering letter	١- خصم نقدي
2- Cash discount	٢- فاتورة
3- Interpersonal skill	٣- رسالة بمرفقات
4- Invoice	٤- مهارة التعامل مع الآخرين

[2] **Choose the correct answer:** [4 Marks]

- a) .....dealing with incoming and outgoing mail and faxes.  
 1) Secretary      2) Seller      3) Buyer      4) Manager
- b) .....means use polite words in the letter.  
 1) Accurate      2) Concise      3) Courteous      4) Clear
- c) .....is the cost of transporting goods by cars.  
 1) Cash discount    2) Portage    3) Trade discount    4) Carriage
- d) .....means the buyer pays the value of goods cash on delivery.  
 1) DDP      2) EXW      3) CWO      4) COD

### Activity Questions

[3] **You have the following data:** [12 Marks]

**Seller:** El Faggala Shops, 2 Faggala St., Cairo (**Manager:** Ramy Sedky)

(Tel: 02/24456078 - Fax: 02/24456079 -E-mail:EFS@yahoo.com)

**Buyer:** Mohamed Rashed Hamed, 5 Nile St., Damanhur

(Tel: 045/23344880 – Fax: 045/23344882)

Goods:	Description	Q	Unit price
	Calculating Machine	10	EGP 500
	Cash Register	5	EGP 1000

**Terms: Delivery:** DDP

**Payment:** Cash payment - Trade discount EGP 500

**Required:** 1- The quotation letter dated December 12, 2018 [4 Marks]

2- The invoice dated December 20, 2018 [8 Marks]

**1- The quotation letter**

**El Faggala Shops,  
2 Faggala St., Cairo.**

**Tel : 02/24456078**

**Fax : 02/24456079**

**E-mail: EFS@yahoo.com**

**Date:.....**

.....  
.....  
.....

**Dear Sir,**

.....:

Description	Q	Unit price
.....	.....	.....
.....	.....	.....

**Terms : Delivery: .....**

**Payment:.....**

.....

**Yours .....**

.....

**Ramy Sedky  
(Manager)  
(Manager)**

**2- The invoice**

**El Faggala Shops,  
2 Faggala St., Cairo  
Tel: 02/24456078  
Fax: 02/24456079  
E-mail: EFS@yahoo.com**

**Date:**.....

**Invoice No.: 657**

**Sold To :**

.....  
.....  
.....

**Terms :Delivery:**.....

**Payment:**.....

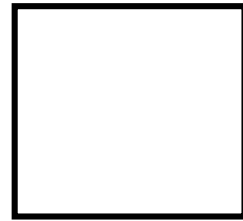
Description	Q	Unit Price	Total
		EGP	EGP
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
<b>Only</b> .....	.....	.....	.....

**E&OE**

## Exercise No. [9]

Topic: The invoice

Objective Questions



**[1] Translate the following: [4 Marks]**

English Meaning	Arabic Meaning
1- Quotation letter	١- .....
2 - .....	٢- تحية افتتاحية
3 - Medical secretarial	٣- .....
4 - .....	٤- اجرة التحميل - مشال

**[2] Fill in the spaces from the list below: [4 marks]**

**Home trade - Cash discount - Trade discount - business letter**

- a) .....is neither a gain nor a loss.
- b) .....is a gain for the buyer and a loss for the seller.
- c) .....is divided into wholesale trade and retail trade.
- d) .....establishes the good relations.

### Activity Questions

**[3] You have the following data: [12 Marks]**

**Seller:** Cairo Equipment Co., 6 Sherif St., Cairo (**Manager:** Nagy Aly)

(Tel: 02/22233770 – Fax: 02/22233771 – E-mail:CECO@gmail.com)

**Buyer:** Modern Sets Co., 5 Sabry St., Faiyum (**Manager:** Fayez Nady)

(Tel: 084/345678 – Fax: 084/345679 – E-mail: MSC@yahoo.com)

<b>Goods:</b>	<b>Description</b>	<b>Q</b>	<b>Unit price</b>
	Fax Machine	8	EGP 1000
	Laser Printer HP [1020]	4	EGP 2000

**Terms: Delivery:** DDP

**Payment:** Trade discount EGP1600 - 1/4 CWO

**Required:**

- 1- The order letter dated 10 December 2018 **[4 Marks]**
- 2- The Invoice dated 18 December 2018 **[8 Marks]**



**1-The order letter**

**Modern Sets Co.,**  
**5 Sabry St., Faiyum**  
**Tel : 084/345678**  
**Fax : 084/345679**  
**E-mail: MSC@yahoo.com**

**Date:**.....

.....  
 .....  
 .....

**Dear Sir,**

.....:

Description	Q	Unit price
.....	.....	.....
.....	.....	.....

**Terms :Delivery:** .....

**Payment:** .....

.....  
**Yours** .....

.....  
 Fayez Nady  
 (Manager)

2- The Invoice

**Cairo Equipment Co.,**  
**6 Sherif St., Cairo**  
**Tel : 02/22233770**  
**Fax : 02/22233771**  
**E-mail: CECO@gmail.com**

**Date:** .....

**Invoice No.: 555**

**Sold To :**

.....  
 .....

**Stamp**

**Terms: Delivery:** .....

**Payment:** .....

Description	Q	Unit Price	Total
		EGP	EGP
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
<b>Only</b> .....	.....	.....	.....
.....	.....	.....	.....

.....

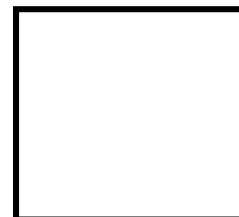
Fayez Nady  
(Manager)

**E&OE**

## Exercise No. [10]

Topic: The invoice

Objective Questions



[1] Complete the following table: [4 marks]

Abbreviation	Abbreviation Meaning	Arabic Meaning
1- CWO	.....	١- الدفع عند الطلب
2- .....	Egyptian pound	٢- .....
3- E&OE	.....	٣- ما عدا السهو و الخطأ
4- .....	Invoice	٤- .....
5- d.	.....	٥- .....

[2] Make good sentences from (A) and (B): [4 Marks]

(A)	(B)
1- Invoice	a) are exchanged between businessmen.
2- Trade discount	b) is a detailed statement of goods sold and expenses.
3- Cash discount	c) It appears on the books.
4- Business letters	d) It appears on the invoice.

### Activity Questions

[3] You are given the Quotation letter: [12 Marks]

<p><b>Eid Ahmed El Samman,</b> 1 Canal St., Ismailia</p> <p>Dear Sir, Pleased to quote:</p> <p><b>Terms:</b> Delivery: EX Works      <b>Payment:</b> Paid in advance EGP 12000 (CWO)</p>	<p><b>Al-Asr Computer Co.,</b> 22 Saad St., Port Said Tel : 066/3456788 Fax: 066/3456789</p> <p><b>Date:</b> December 10, 2018</p>						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Description</th> <th style="width: 15%;">Q</th> <th style="width: 25%;">Unit price</th> </tr> </thead> <tbody> <tr> <td>Lap Top (HP)</td> <td style="text-align: center;">10</td> <td style="text-align: right;">EGP 4000</td> </tr> </tbody> </table>	Description	Q	Unit price	Lap Top (HP)	10	EGP 4000	<p>Awaiting your goods Yours faithfully, <i>Hussin Fahmy</i> (Sales Manager)</p>
Description	Q	Unit price					
Lap Top (HP)	10	EGP 4000					

**Additional data: Expenses:** Porterage EGP 50 - Carriage EGP 150

**Required:** 1-The invoice dated December 24, 2018      2- The covering letter.

**1-The Invoice**

**Al-Asr Computer Co.,**  
**22 Saad St., Port Said**  
 Tel : 066/3456788  
 Fax: 066/3456789

**Date:** .....

**Invoice No.: 600**

**Sold To :**

.....  
 .....  
 .....

**Terms : Delivery:**.....

**Payment:**.....

Description	Q	Unit Price	Total
		EGP	EGP
.....	.....	.....	.....
.....			.....
.....			.....
.....			.....
.....			.....
.....			.....
.....			.....
.....			.....
<b>Only</b> .....			.....
.....			.....

**E&OE**

.....  
 Hussin Fahmy  
 (Sales Manager)

**2- The covering letter**

**Al-Asr Computer Co.,  
22 Saad St., Port Said  
Tel : 066/3456788  
Fax: 066/3456789**

**Date:** .....

.....  
.....  
.....

**Dear Sir,**

.....:

.....our ..... No. : .... For EGP .....

**(Only .....**)

**Awaiting** .....

**Yours** .....

.....

Hussin Fahmy

**(Sales Manager)**

**Encs:** .....

## Exercise No. [11]

Topic: Debit Note

Objective Questions

**[1] Translate the following: [4 Marks]**

English Meaning	Arabic Meaning
1- Debit note	..... ١-
2 - .....	٢- دفع آجل
3 - Undervalue	..... ٣-
4 - .....	٤- مؤتمرات

**[2] Complete the following table: [4 Marks]**

Abbreviation	Abbreviation Meaning
1- D/N	1- .....
2- .....	2- Cash On Delivery
3- EGP	3-.....
4- .....	4- Company

**[3] Mark true (✓) or false (x): [4 Marks]**

- a) D/N is a note to correct increase error in the invoice. ( )
- b) Undervalue means the total calculated is lower than the total actual.( )
- c) The sender must sign the letter using handwriting. ( )
- d) The quotation is a letter sent by the buyer to the seller ordering him to send the goods agreed upon. ( )

**Activity Questions**

**[4] You have the following data: [8 Marks]**

**Seller:** Cairo Equipment Co., 1 Emad St., Beni Suef  
(Tel: 082/489090 – Fax: 082/489091- E-mail: CECO@yahoo.com.)

**Buyer:** Aly Khaled Hussein, 10 Noshy St., Asyut  
(Mobile: 01285528217- Fax: 088/598072)

The seller on checking his invoices discovered the following:

Description	Amount
Undervalue : on invoice No. 45 dated December, 15, 2018	EGP 1800

**Required:** The suitable note dated December, 20, 2018

**The ..... note**

<p><b>Cairo Equipment Co.,</b>  <b>1 Emad St., Beni Suef</b>  <b>Tel : 082/489090</b>  <b>Fax: 082/489091</b>  <b>E-mail: CECO@yahoo.com.</b></p> <p><b>Date:</b>.....</p> <p>..... <b>No. : 245</b></p> <p>.....</p> <p>.....</p> <p>.....</p>											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Description</th> <th style="width: 30%;">Total</th> </tr> <tr> <td></td> <th>EGP</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td><b>Only</b>.....</td> <td>.....</td> </tr> </tbody> </table>	Description	Total		EGP	.....	.....	.....	.....	<b>Only</b> .....	.....	
Description	Total										
	EGP										
.....	.....										
.....	.....										
<b>Only</b> .....	.....										

## Exercise No. [12]

Topic: Credit Note

Objective Questions

[1] Match the English meaning with Arabic meaning:[4 Marks]

English Meaning	Arabic Meaning
1- Adjustment notes	١ - سهو
2 - Omission	٢ - الدفع عند التسليم
3 - Legal secretarial	٣ - اشعارات تسوية
4 - Cash on delivery	٤ - سكرتاريه قانونية

[2] Complete the following table: [4 marks]

Abbreviation	Abbreviation Meaning	Arabic Meaning
1- Encs	.....	١ - .....
2- .....	Credit Note	٢ - اشعار دائن
3- EXW	.....	٣ - .....
4- .....	Delivered Duty Paid	٤ - .....
5- Fax	.....	٥ - فاكس

[3] Choose the correct answer: [4 Marks]

- a) .....is a note to correct increase error in the invoice.  
 1) D/N                      2) C/N                      3) DDP                      4) c.d.
- b) .....means the price recorded is lower than the price agreed.  
 1) Overcharge    2) Overvalue    3) Undercharge    4) Undervalue
- c) .....letters are exchanged between the departments of the government.  
 1) Formal                      2) Order                      3) Enquiry                      4) Quotation
- d) .....means deliver the goods at the seller's warehouse.  
 1) DDP                      2) EXW                      3) CWO                      4) COD



**Activity Questions**

**[4] You have the following data: [8 Marks]**

**Seller:** El Nasr For Cars Spare Parts, 7 Bakhaty St., Sohag  
 (Tel:093/566788- Fax :093/566789 - E-mail: ENCS@yahoo.com.)

**Buyer:** Abdel Wahab Hamed Hassan, 3 High dam St., Aswan  
 (Tel: 097/678906- Fax:097/678907- E-mail: AWH@yahoo.com.)

The seller on checking his invoices discovered the following:

Description	Amount
<b>Overcharge:</b> on invoice No. 77 dated January , 1, 2018	EGP 400

**Required:** The suitable note dated January 13, 2018

**The ..... note**

<p><b>El Nasr For Cars Spare Parts,</b>  <b>7 Bakhaty St., Sohag</b>  <b>Tel : 093/566788</b>  <b>Fax: 093/566789</b>  <b>E-mail: ENCS@yahoo.com.</b></p> <p><b>Date:</b>.....</p> <p>..... <b>No. : 689</b></p> <p>.....</p> <p>.....</p> <p>.....</p>											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Description</th> <th style="width: 20%;">Total</th> </tr> <tr> <td></td> <th>EGP</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td><b>Only</b>.....</td> <td>.....</td> </tr> </tbody> </table>	Description	Total		EGP	.....	.....	.....	.....	<b>Only</b> .....	.....	
Description	Total										
	EGP										
.....	.....										
.....	.....										
<b>Only</b> .....	.....										

# ABBREVIATIONS

No.	Abbreviation	English Meaning	Arabic Meaning
1	c.d.	cash discount	خصم نقدي
2	COD	Cash On Delivery	الدفع عند التسليم
3	CWO	Cash With Order	الدفع مع الطلب
4	C/N	Credit Note	إشعار دائن
5	Co.	Company	شركة
6	d.	Discount	خصم
7	DDP	Delivered Duty Paid	تسليم مخازن المشتري
8	D/N	Debit Note	إشعار مدين
9	E&OE	Errors and Omission Excepted	ما عدا السهو و الخطأ
10	EGP	Egyptian pound	جنيه مصري
11	E-mail	Electronic mail	عنوان البريد الإلكتروني
12	Encs	Enclosures	مرفقات
13	EXW	EX Works	تسليم مخازن البائع
14	Fax	Facsimile	فاكس
15	Inv.	Invoice	فاتورة
16	Mobile	Mobile phone	تليفون محمول
17	Q	Quantity	كمية
18	Tel	Telephone	التليفون

# ABBREVIATIONS

No.	Abbreviation	English Meaning	Arabic Meaning
1	c.d.	cash discount	خصم نقدي
2	COD	Cash On Delivery	الدفع عند التسليم
3	CWO	Cash With Order	الدفع مع الطلب
4	C/N	Credit Note	إشعار دائن
5	Co.	Company	شركة
6	d.	Discount	خصم
7	DDP	Delivered Duty Paid	تسليم مخازن المشتري
8	D/N	Debit Note	إشعار مدين
9	E&OE	Errors and Omission Excepted	ما عدا السهو و الخطأ
10	EGP	Egyptian pound	جنيه مصري
11	E-mail	Electronic mail	عنوان البريد الإلكتروني
12	Encs	Enclosures	مرفقات
13	EXW	EX Works	تسليم مخازن البائع
14	Fax	Facsimile	فاكس
15	Inv.	Invoice	فاتورة
16	Mobile	Mobile phone	تليفون محمول
17	Q	Quantity	كمية
18	Tel	Telephone	التليفون

**The First Term  
Models Exams**

**Model Exam No. (1)**

**Question No. (1): Translate the following: [4 Marks]**

English Meaning	Arabic Meaning
1- Private secretarial	..... -١
2- .....	٢- رسائل رسمية
3- Home trade	..... -٣
4- .....	٤- اشعار دائن

**Question No. (2): Complete the following table: [4 Marks]**

Abbreviation	Abbreviation Meaning
1- COD	1- .....
2- .....	2- Debit Note
3- Inv.	3- .....
4- .....	4- Mobile phone

**Question No. (3): Choose the correct answer: [4 Marks]**

- a- ..... means deliver the goods at the seller's warehouse.  
 1) DDP                      2) CWO                      3) EXW                      4) COD
- b- ..... letter is sent by the buyer enquiring about prices and terms of goods  
 1) Quotation              2) Enquiry                      3) Order                      4) Personal
- c- ..... is a note to correct decrease error in the invoice.  
 1) c.d.                      2) C/N                      3) D/N                      4) d.
- d- ..... is one of secretary skills.  
 1) Polite                      2) Communication              3) Concise                      4) Accurate

**Question No. (4): [8 Marks]**

**Seller :** Arts Stationery Shop, 6 Faggala St., Cairo (Tel: 02/23354440 - Fax: 02/23354441)

**Buyer:** Samir Salem, 10 Nasr St., Red Sea (Tel: 065/6655491 - Fax: 065/ 6655450 )

The seller on checking his invoices discovered the following:

Description	Amount
Undervalue: on invoice No.: 3445 dated October 1, 2018	EGP 500

**Required:**1-The suitable note dated October 9, 2018

..... Note

Arts Stationery Shop, 6 Faggala St., Cairo Tel : 02/23354440 Fax: 02/23354441									
.....No: 00235	Date:.....								
..... .....									
<table border="1"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> <tr> <td></td> <th>EGP</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>Only.....</td> <td>.....</td> </tr> </tbody> </table>	Description	Total		EGP	.....	.....	Only.....	.....	
Description	Total								
	EGP								
.....	.....								
Only.....	.....								

**MODELS EXAMS**

**Question No. (5): You have the following data: [20 Marks]**

**Seller:** Misr Trading Co., 44 Naser St., New Valley (Sales Manager: Mr. Adel Emam)  
(Fax: 092/456079 - E-mail: MTCO@yahoo.com)

**Buyer:** Saleh Gad Mahmoud, 7 River St., Luxor  
(Mobile: 01114779550 - E-mail: SGM@gmail.com)

Goods:	Description	Q	Unit price
	Calculating Machine	10	EGP 500
	Fax Machine	20	EGP 1000

**Terms : Delivery:** EX Works                      **Payment:** COD - Trade discount EGP 1500

**Expenses:** Portorage EGP 50 - Carriage EGP 250

- Required:** 1- The order letter dated October 10, 2018 [ 5 Marks]  
2- The invoice dated October 25, 2018 [15 Marks]

**The order letter**

<p>..... .....</p> <p><b>Dear Sir,</b></p> <p>.....:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Description</th> <th>Q</th> <th>Unit price</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> <p><b>Terms : Delivery:</b> .....</p> <p><b>Payment:</b> .....</p>	Description	Q	Unit price	.....	.....	.....	.....	.....	.....	<p><b>Saleh Gad Mahmoud,</b> 7 River St., Luxor Mobile: 01114779550 E-mail: SGM@gmail.com <b>Date:</b>.....</p> <p align="center"><b>Yours</b> .....</p> <p align="center">.....</p>
Description	Q	Unit price								
.....	.....	.....								
.....	.....	.....								

**The invoice**

<p align="center"><b>Invoice No.: 563</b></p> <p><b>Sold To:</b></p> <p>..... .....</p> <p><b>Terms: Delivery:</b> .....</p> <p><b>Payment:</b> .....</p> <table border="1" style="width: 100%;"> <thead> <tr> <th rowspan="2">Description</th> <th rowspan="2">Q</th> <th>Unit Price</th> <th>Total</th> </tr> <tr> <th>EGP</th> <th>EGP</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td><b>(-) Trade discount</b></td> <td></td> <td></td> <td>.....</td> </tr> <tr> <td><b>(+) Expenses:</b></td> <td></td> <td></td> <td>.....</td> </tr> <tr> <td>.....</td> <td></td> <td></td> <td>.....</td> </tr> <tr> <td><b>Only:</b> .....</td> <td></td> <td></td> <td>.....</td> </tr> </tbody> </table>	Description	Q	Unit Price	Total	EGP	EGP	.....	.....	.....	.....	.....	.....	.....	.....	<b>(-) Trade discount</b>			.....	<b>(+) Expenses:</b>			.....	.....			.....	<b>Only:</b> .....			.....	<p><b>Misr Trading Co.,</b> 44 Naser St., New Valley Fax : 095/456079 E-mail: MTCO@yahoo.com <b>Date:</b>.....</p>
Description			Q	Unit Price	Total																										
	EGP	EGP																													
.....	.....	.....	.....																												
.....	.....	.....	.....																												
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.....			.....																												
<b>Only:</b> .....			.....																												

E&OE

**Model Exam No. (2)**

**Question No. (1): Translate the following: [4 Marks]**

English Meaning	Arabic Meaning
1- Foreign languages	..... -١
2- .....	٢- اشعار مدين
3- Delivered duty paid	..... -٣
4- .....	٤- دفع فوري

**Question No. (2): Complete the following table: [4 Marks]**

Abbreviation	Abbreviation Meaning
1- C/N	1- .....
2- .....	2 cash discount
3- DDP	3-.....
4- .....	4- Quantity

**Question No. (3): Mark true (√) or false (x): [4 Marks]**

- a) Invoice is a detailed statement of goods sold and expenses. ( )
- b) Business letters saves time and money. ( )
- c) The seller sends a credit note if the goods are recorded and not sent. ( )
- d) The manager arranging appointments. ( )

**Question No. (4): [8 Marks]**

**Seller:** International Co., 87 Demerdash St., Cairo (Tel: 02/22355666 - Fax: 02/22355667 )

**Buyer:** Ahmed Abdel Reheem Mohamed, 1 Arish St., North Sinai  
(Mobile: 01002563489 – Fax: 068/2233564)

Description	Amount
<b>Overcharge:</b> on invoice No. 900 dated November 3, 2018.	EGP 1200

**Required:** 1-The suitable note dated November 8 , 2018  
..... Note

	<b>International Co.,</b> <b>87 Demerdash St., Cairo</b> Tel : 02/22355666 Fax: 02/22355667
.....No.: 53	Date:.....
.....	
.....	
<b>Description</b>	<b>Total</b>
	<b>EGP</b>
.....	.....
<b>Only</b> .....	.....

**MODELS EXAMS**

**Question No. (5): [20 Marks]**

**You have the following data:**

**Seller:** Sakhawy Computer Co., 8 Roxy St., Cairo ((Sales Manager: Samir Deiab)  
(Fax: 02/2233771 - E-mail: SACO@gmail.com)

**Buyer:** Maher Aly Osman, 20 El- Tur Sinai St., South Sinai  
(Fax: 069/34567891 - E-mail: MAO@yahoo.com)

Goods:	Description	Q	Unit price
	Computer Set	2	EGP 3000
	Laser Printer HP	4	EGP 500

**Terms:** Delivery: DDP

**Payment:** 10% Trade discount - 1/2 CWO

**Required:** 1- The Invoice dated 8 November 2018 [15 Marks]

2- The covering letter [ 5 Marks]

**The invoice**

	<b>Sakhawy Computer Co.,</b> <b>8 Roxy St., Cairo</b> Fax : 02/2233771 E-mail: SACO@gmail.com Date:.....																										
<b>Invoice No.: 005698</b>																											
<b>Sold To:</b> ..... .....	.....																										
<b>Terms: Delivery:</b> .....	<b>Payment:</b> .....																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Description</th> <th rowspan="2">Q</th> <th>Unit Price</th> <th>Total</th> </tr> <tr> <th>EGP</th> <th>EGP</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>(-) ..... Trade discount</td> <td></td> <td></td> <td>.....</td> </tr> <tr> <td>(-) ½ CWO</td> <td></td> <td></td> <td>.....</td> </tr> <tr> <td><b>Only:</b> .....</td> <td></td> <td></td> <td>.....</td> </tr> </tbody> </table>		Description	Q	Unit Price	Total	EGP	EGP	.....	.....	.....	.....	.....	.....	.....	.....	(-) ..... Trade discount			.....	(-) ½ CWO			.....	<b>Only:</b> .....			.....
Description	Q			Unit Price	Total																						
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(-) ½ CWO			.....																								
<b>Only:</b> .....			.....																								
<b>E&amp;OE</b>																											

**The covering letter**

	<b>Sakhawy Computer Co.,</b> <b>8 Roxy St., Cairo</b> Fax : 02/2233771 E-mail: SACO@gmail.com Date:.....
..... .....	
<b>Dear Sir,</b>	
..... <b>our</b> ..... <b>No. :</b> ..... <b>For EGP</b> ..... (Only .....) ..... <b>Yours</b> ..... (.....)	
<b>Encs:</b>	