

**NATIONAL BUSINESS AND TECHNICAL EXAMINATIONS BOARD (NABTEB)
OFFICE PRACTICE (413)**

1. (a) Enumerate the sources of capital for a partnership business.

- i. Money contributed by individual partners.
- ii. A credit facility from individual customers and companies.
- iii. Loan and overdraft from bank.
- iv. Loan from private individuals who have confidence in the business.
- v. Retention of profits.

(b) Briefly explain the following.

- i. Ordinary partner.
- ii. A limited partner.

Ordinary Partner: This is also known as general partner. He takes active part in the management of the business and his liabilities are unlimited.

A limited partner. He is a partner under the limited partnership act and his liabilities are limited only up to the amount he has agreed to contribute to the partnership assets.

2. State and explain FIVE Reprographic Equipment.

- i. Photo-copying machine.
- ii. Printing Machine.
- iii. Typewriter.
- iv. Computers, digital computer.
- v. Spirit duplicating machine.
- vi. Stencil duplication.
- vii. Offset Lithography.
- viii. Micro Filming.
- ix. Microfiche.

Photo-copying Machine

- A piece of light – sensitive paper is placed with its sensitive surface in contact with the original, which may be opaque or translucent.
- Using a method similar to that used in ordinary photograph, a negative is produced.
- Using the negative instead of the original document, true copies are made to the original in whatever number is required.
- After developing and fixing usually in two baths of chemical copies of high quality are produced.

Printing Machine:

Having prepared the plates in required form, sensitive papers are placed on the machine and set to the required number of copies, the light switched on, the copies are printed as needed and thereafter stapled together with the aid of hand operated machine.

Typewriter:

Is another means of reproducing documents, typing papers are fixed with carbon papers depending upon the number of copies required. Copies are eventually reproduced and stapled together by the Secretary who reproduced the copies.

Computers/digital computer:

The original document is typed into the main frame memory of the Computer by an operator. Then and thereafter photocopy papers are slotted and arranged while the Computer is switched on and the number of copies required are set on which is followed by copies been reproduced. It must be proof read before final reproduction of copies required.

Spirit Duplicating machine

- A master sheet is prepared which is done by typing or writing the matter to be copied on a special master sheet, one side of which has a glossy surface.
- The sheet is backed by a carbon paper, which is placed with the coated surface upwards to face the back (or glossy side) of the master sheet while it is being typed or hand written.
- The master sheet is inserted in the duplicator, one sheet at a time, manually or automatically.
- Each sheet of copy paper then passes under a felt pad which dampens it with spirit before it comes into contact with the master sheet on the drum.
- The pressure lever is adjusted to ensure that master and copy paper are pressed together and the drum is rotated manually or automatically.
- The spirit on the copy paper dissolves a small paper, and leaves a positive image on the copy paper.

Stencil Duplicator:

Others are stencil duplication by which relevant documents are typed into stencil and kept for future use; copies could be reproduced at anytime as required.

Offset Lithography:

- The preparatory of the offset master is the first stage which could be produced in many ways.
- Paper and metal plates may be prepared by typing or by photographic or electrostatic processes.
- The master is fixed to the cylinder of the machine, where it is first brought into contact with damping rollers and then inked by an ink roller.

- The operation of the machine brings the inked plate into contact with a rubber covered roller or blanket which takes up the inked image in reverse.
- Paper fed into the machine between the blanket and an impression roller receives the positive image, and is then ejected into the tray.

Microfilming:

The most effective method is to microfilm the most important documents and then destroy the papers. It is also ideal to retain permanently documents needed, through microfilm and the original stored in a strong room or deposited at the bank.

Microfiche:

This is a larger sheet of film incorporating full case history of patent or other records by stages and then frame the whole series of films on a microfiche which is a larger sheet or film. It is for storing records, in full detail without lapses or omission.

It facilitates savings of space due to its miniaturized size for large records.

3. State FIVE factors that would be considered when ordering the purchase of an office photocopying machine.

- i. Capacity of the machine.
- ii. Magnitude of work to be performed.
- iii. Available maintenance opportunity/facilities.
- iv. If the machine is capable of multi-coloured printing purposes.
- v. Cost of equipment.
- vi. If an adjustable machine for other purposes of incorporating scheduled typing job and printing.
- vii. Availability of space.
- viii. Possibility of alternative sources of power supply.
- ix. Availability of qualified technician/personnel.

(b) Briefly explain FOUR methods used for making correction on typed script.

- i. By using correction fluid or tipex.
- ii. By using typing eraser.
- iii. By paper cut out and pasting on the space affected/grafting.
- iv. By scraping the affected part and retyped.
- v. If the magnitude of error is constant beyond acceptance then complete retyping of the document is a solution.

4. Write short notes on each of the following:

(a) Shredding machine.

- (b) Letter opening machine.
- (c) Folding machine.
- (d) Envelope sealing machine.
- (e) Addressing machine.

Shredding Machine:

A shredding machine is used for destroying confidential or secret documents or any other documents that have out-lived their usefulness.

Letter Opening Machine:

Is used for cutting the sealed portion/edge of an envelope to create opportunity for removing inner enclosure or documents.

Folding Machine:

This is used to fold papers, letters, statements, pricelists, invoices, pamphlets, magazines and other business documents into the required shapes and sizes to fit envelopes met for them. The machine is capable of folding papers in a fast, clean and accurate manner.

Envelope Sealing Machine:

This machine is used to seal envelopes which are ready for despatch. It moistens the gum on the flaps of envelopes, folds, compresses and delivers them into receptacle which stacks them for stamping or franking.

Addressing Machine:

This machine is used for inscribing names and addresses on envelopes, statements and cards before they are sent out of the organization. There are different types of addressing machines but the two most commonly used ones are those using metal dates on which names and addresses are embossed and those using a tough type of stencil enclosed in a plastic frames.

5. (a) State six factors determining the choice of communication medium.

- i. Volume of correspondence.
- ii. Mode of reply.
- iii. Cost of correspondence through posting, faxing, etc.
- iv. Distance of the city/town/country where mail will be posted.
- v. Urgency of message and delivery/speed of delivery.
- vi. Frequency of communication/contact.
- vii. Mandatory/importance of communication deterioration of correspondence.
- viii. Level of relationship among the parties involved.
- ix. Number of beneficiaries in a particular mail.
- x. Safety of the message.
- xi. Secrecy of message.