**CHAPTER 13.**

**MISCELLANEOUS TERMS AND ABBREVIATIONS.**

1. Learn the following:

<table>
<thead>
<tr>
<th>Dutch</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winkel</td>
<td>shop</td>
</tr>
<tr>
<td>Winkelier</td>
<td>shopkeeper</td>
</tr>
<tr>
<td>Winkelbank, toonbank</td>
<td>shopcounter</td>
</tr>
<tr>
<td>Winkelbediende</td>
<td>salesman</td>
</tr>
<tr>
<td>Winkele</td>
<td>shopping</td>
</tr>
<tr>
<td>Om te gaan winkele, of om</td>
<td>to do shopping</td>
</tr>
<tr>
<td>inkopies te doen</td>
<td>shoptakings</td>
</tr>
<tr>
<td>Winkelgeld</td>
<td>till</td>
</tr>
<tr>
<td>Geldlaaitjie</td>
<td>shop display</td>
</tr>
<tr>
<td>Winkeluitstalling</td>
<td>wares</td>
</tr>
<tr>
<td>Ware</td>
<td>groceries</td>
</tr>
<tr>
<td>Kruideniersware</td>
<td>grocer</td>
</tr>
<tr>
<td>Kruidenier</td>
<td>commerce</td>
</tr>
<tr>
<td>Handel</td>
<td>business</td>
</tr>
<tr>
<td>Besigheid</td>
<td>business matters</td>
</tr>
<tr>
<td>Besigheidsake</td>
<td>merchant, dealer, trader.</td>
</tr>
<tr>
<td>Handelaar</td>
<td>retailer, retail merchant.</td>
</tr>
<tr>
<td>Kleinhandelaar</td>
<td>wholesaler, wholesale dealer.</td>
</tr>
<tr>
<td>Groothandelaar</td>
<td>produce (verb).</td>
</tr>
<tr>
<td>Produseer</td>
<td>producer</td>
</tr>
<tr>
<td>Produsent</td>
<td>products</td>
</tr>
<tr>
<td>Produkte</td>
<td>amount(s)</td>
</tr>
</tbody>
</table>
Som geld — sum of money.
Kantoorseun — office boy, messenger.
Kaoetjoek, uitveer — rubber (India).
Aansuiwer — to adjust.
Aansuiwerings — adjustments.
Maak die volgende aansuiwerings (veranderinge) — make the following adjustments.
Geld voorskiet — to advance money.
Erkentenis — acknowledgment.
Skulderkentenis — an acknowledgment of debt.
Ope-rekening — open account.
Geslote rekening — closed account.
Rekening-koerant — account current.
Kapitaal — capital.
Bedryfskapitaal — working capital.
Porto — postage.
Posseël — postage stamp.
Kontant — cash.
Kleinkontant, kleinkas — petty cash.
Kleingeld — change.
Suiwere wins — net, clear profit.
Bruto wins — gross profit.
Skryffout — clerical error.

2. Learn the following:

n/d. — na datum (after date — A/D).
v.m. — voormiddag (ante meridiem, forenoon — a.m.).
ant. — antwoord (answer — ans.).
r/v — rekening van (account of — a. o.).
art. — artiekel (article — Art.).
V.K. — Verenigde koninkryk (United Kingdom — U. K.).
v.w. — volgens waarde (according to value — A/V — ad. val).
bal. — balans (balance — Bal.).
B/W — bankwissel (bill of exchange — B/E).
L/B — ladingsbrief (bill of lading — B/L).

3. Construct sentences to show clearly the meanings of the following:

Hart, hard; steil, styl; veil, vyl; bond, bont; eed, eet; kleingeld, kleinkontant, skryffout, groothandelaar, produent, kapitaal, kontant, kruidenier, trekker, blanko.

4. Translate:

(a) Die winkelier het my die nodige gegewens gestuur.
(b) Ek het berig ontvang dat die bedrag op die laaste faktuur verkeerd was.
(c) Die groothandelaars verkoop hulle produkte aan die kleinhandelaars teen verminderde pryse.
(d) As 'n mens kontant betaal, kry hy gewoonlik 'n afslag.
(e) Die wisselklerk het die wissel honoreer.
(f) Daar is teenwoordig baie bankbiljette in omloop.
(g) U skryffout op die vorige faktuur, het my baie ongerief veroorsaak.
(h) Loop haal vir my vyf pond kleingeld by die bank.
(i) Sê vir die kassier hy moet 'n tjek vir £ 20 uitmaak, want daar is nie meer kleinkontant in die kantoor nie.
(j) Stuur die kantoorseun met die tjek van £ 20 om dit by die bank te wissel.
5. Give the diminutives of the following:
   Tak, rak, stof, pop, stoof, rook, klok, blik, sak, dak, stok, potlood, wissel, kapitaal, posseël, hand, hen, brief, bewys, rekening, pryslys, tjek, klerk, loon, salaris, boom.

6. Answer in good complete sentences:
   1. As 'n mens kontant betaal, wat kry hy gewoonlik?
   2. Wat moes die kantoorseun met die tjek maak?
   3. Wat het die wisselklerk met die wissel gemaak?
   4. Op watter voorwaarde verkoop die groothandelaars hul produkte aan die kleinhandelaars?
   5. Wat maak jy aanstaande (a.s.) Saterdagmiddag?
   6. Gaan jy ook die voetbalwedstryd tussen Westelike Provincie en die Transvaal sien?
   7. Wat sal die uitslag van die wedstryd wees?
   8. Wanneer breek die skool op?
   9. Is jy bly om te hoor dat ons vakansie kry?
  10. Gaan jy gedurende die vakansie ook Afrikaans leer?
  11. Wil jy graag vir die Afrikaans eksamen inskrywe?
  12. Hou jy baie van voetbal?
  13. Van watter vrugte hou jy die meeste?
  14. Was jy al bo-op Tafelberg?
  15. Wat is jou geliefkoosde spel?
  16. Het jy die Kollege-tydskrif gesien?
  17. Hoe heet die hoof van die Poskantoor?
  18. Hoe heet die hoof van 'n Bank?
  19. Hoe heet die hoof van 'n kollege?
  20. Hoe laat gaan jy soggens na jou kantoor?

7. Give the singular of the following:
   Generaals, skilpaaiie, muise, hasies, wolwe, drifte, mandate, offisiërs, riviere, hottentotte, hotnotts, parlemente, regerings, ringe, diewe, briewe.
CHAPTER 14.

MISCELLANEOUS TERMS AND ABBREVIATIONS.

1. Learn the following:

Met betrekking tot u versoeck — with reference to your request.
Ons moet u berig (meedeel) — we have to inform you.
Ek het u brief ontvang — I received your letter, or I am in receipt of your letter.
Ek (ons) het u brief ontvang — I (we) am (are) in receipt of your favour (letter).
Ons het die eer u te berig — we have the honour to inform you.
Ons erken die ontvangs van u brief van....... — we (have to) acknowledge receipt of your letter of the....... In verband met — in connection with.
Waarvoor ons u dank — for which we thank you.
Kennis te neem — to note.
Kennisgeneem (het kennisgeneem) — noted.
Kennisgeneem van die inhoud — noted contents.
Betref, betreffende — concerning.
Dit spyt ons (spyt dit ons) — we are sorry, we regret.
Ons sluit in — we enclose.
Ons sluit hiermee in — we enclose herewith.
Hiermee ingeslote — enclosed herewith.
Ingeslote — enclosed.
Ingeslote sal u vind — enclosed please find (you will find).
Ons sal ons aandag aan die saak gee — we shall attend to the matter.
Applikasievorm — application form.
Besonderhede — particulars.
Ingeslote sal u besonderhede vind — enclosed you will find particulars.
Op ontvangs — on receipt.
Ons is in ontvangs van u brief — we are in receipt of your letter.
Endossement — endorsement.
Endosseer — endorse.
In afwagting van — awaiting.
As niks in die weg kom nie, as niks verhinder nie — if nothing prevents.

2. Learn the following:

V.a.b. — Vry aan boord (Free on board — F.o.b.).
V.o.s. — Vry op spoor (Free on rail — F.o.r.).
V.o.p. — Vry op pos (postfree).
K.O.A. — Kontant op aflewering (Cash on delivery — C. O. D.).
K.M.B. — Kontant met bestelling (Cash with order — C. W. O.).
v/h. — voorheen (late).
S.S. — stoomskip (steamship — S.S.).
Stg. — sterling (sterling — Stg.).
t.t. — totus tuus (latyn vir geheel die uwe).
e.d.m., ens. — en die meer (etc.).

3. With the aid of the above terms, translate the business letters in chapter 12.

4. Divide the following words into syllables:
   Hake, veilig, grouwwe, helde, veroorsaak, verander, geelagtig, diefagtig, dronkaard, koringoes, reënjas, wingerdstokke, aandklasse, akseptasiewissel, bankrekening, wisselkoers, ossewaens, oorlogfondse, nasionaliteite.

5. Fill in a suitable verb:
   
   Die visser *vis*
   Die onderwyser ................
   Die bedelaar ....................
   Die messelaar ....................
   Die matroos .....................
   Die skip .........................
   Die boer .........................
   'n Kanon .........................
   'n Byl .........................
   Die trein ........................
   Die kind ........................

6. Fill up the spaces with suitable conjunctions:

1. Gert ......... Piet gaan na skool.
2. Hy vra my ......... ek hom kan help.
3. Ek kan nie vandag gaan nie ......... ek baie ander werk het om te doen.
5. Ek sal vir jou wag, ...... jy sal kom.
6. Is dit waar ...... hy môre kom?
7. Jy moet jou plig doen, ...... jy in die wêreld wil aangaan.
8. Ek sal nie vandag kom nie, ...... die reent.
10. Ek gaan vanmiddag vir 'n wandeling ...... dit so lekker is.

7. Give the degrees of comparison of:

(1) Hierdie boom is hoog, maar daardie boom is ......, en die boom daarranderkant is die ......
(2) Jan is baie slim, maar sy broertjie Piet is ......, terwyl sy enigste sussie Annie die ...... van almal is.
(3) My tuintjie is droog, maar die van my buurman is ......, terwyl die een wat ek gister gesien het, die ...... is. (4) ’n Pynappel is lekker, maar ’n lemoen is ......, en die ...... van almal is ’n peer. (5) Gister het ek ’n lelike meisie gesien, maar die een wat ek van- oggend gesien het, is ......, dog van almal is ek die ......

8. Give the corresponding abbreviations of the following:

Kontant op aflewering; poskantoor; ladingsbrief; voorheen; hoek van; Lid van die Provinsiale Raad; laaslede; die Here; Oranje-Vrystaat.
9. Translate:

Posbus 185,
KAAPSTAD.
5 Oktober, 1925.

Die Here JAN MOSTERT en Kie,
18 Joubertstraat,
LAINGSBURG.

Waarde Here,

In antwoord op u brief van 1 deser, het ons die eer om die lys van benodigdhede deur u gestuur in te sluit, met pryse daarby.

Ons is daarvan oortuig, dat u die pryse heel billik sal vind, en wens ook terselfdertyd die uitstekende kwaliteit van die goedere te waarborg.

Met betrekking tot betaling, ons terme is 6 % korting vir kontant, of 'n wissel op drie maande, soos u verkies.

Met agting,

U dienswillige dienare,

FRED. SIMPSON en Seuns,
Per Pro J. FRASER.

10. Make a short summary, in English, of the letter in question nine.

11. Write a letter to your uncle and ask him if you may spend a weekend (naweeke) at his farm.
CHAPTER 15.

REWIESIE – REVISION.

1. Construct short sentences in which the following words and phrases are used:
   
   (a) Vereffen, omset, betaalbaar, salaris, honoreer.
   (b) Volledige informasie, beste geleentheid, u brief van, tien persent (10 %) korting; aansoek doen vir ’n betrekking.

2. Complete the following sentences:

   1. Ek sal kom, as ..........................
   2. Ek sal gaan, hoewel ......................
   3. Hy loop skool-toe, al .....................
   4. Piet het slae gekry, omdat ..............
   5. Piet het slae gekry, daarom .............

3. Translate:

   1. Die handelaar het sy agterstellige rekening van £ 250 vereffen, en moes $1\frac{1}{2}$ % rente betaal.
   2. Daardie bank gee goeie rente op vaste deposito’s.
   3. Die wissel sal verval as dit nie binne drie dae vanaf datum betaal is nie.
   4. Indien die wissel verval, sal ’n vernude wissel opgetrek moet word.
   5. Ek stuur die goedere, wat u bestel het, per passasierstrein.
4. Translate:

1. Who told you that the man could not pay his debts?
2. What is the actual amount of my account?
3. The manager, who helped me with a loan of £1,000 is out.
4. The gentleman, to whom you referred, charged us 7½% interest on our overdue account.
5. We have a balance of your goods in our warehouse amounting to £150, which has been placed to the credit of your account.
6. I shall be greatly obliged if you will let me have a reply by return of post.

5. Re-write the following sentences and change the nouns into the plural:

1. Die klerk skryf 'n brief aan die handelaar.
2. Daardie bestuurder het 'n boekhouer in sy kantoor.
3. Die onderwyser het die kind na die prinsipaal gestuur.
4. Daardie tikster kan nie behoorlik op 'n masjien tik nie.
5. Die leerling het 'n boekprys van sy onderwyser ontvang.

6. Use the verbs in the following sentences correctly:

(1) Gister ons vir 'n wandeling (gaan).  (2) Die man sal (slaan) die vark.  (3) Die esel, wat (loop) daar, aan my Pa (behoort).  (4) Môre ek vroeg na die Kollege (gaan).  (5) Die meisie (tik), terwyl die ander met die boeke (besig is).  (6) Waar het (sien) jy jou oom laaste?
7. Write an affirmative reply, in English, to the following letter:

_Waarde Here,_

_Die wissel vir £ 200, wat vir vier maande deur u getrek is, verval op 12 deser._

_Daar ek op die oomblik nie in staat is om dit te honoreer nie, sal ek dit as ’n guns beskou as u my sal toelaat om dit vir drie maande te vernuwe._

_Met die vertroue, dat u my versoek sal toestaan,_

_Bly ek,_

_Die uwe,_

_(get.) H. Oppel._

8. Write an essay of about 30 lines on “Die Poskantoor”.
CHAPTER 16.

MISCELLANEOUS TERMS AND ABBREVIATIONS.

1. Learn the following:

<table>
<thead>
<tr>
<th>Dutch</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposito</td>
<td>deposit</td>
</tr>
<tr>
<td>Her-diskonteer</td>
<td>rediscount</td>
</tr>
<tr>
<td>Sekuriteit</td>
<td>security</td>
</tr>
<tr>
<td>Belegging</td>
<td>investment</td>
</tr>
<tr>
<td>In transito</td>
<td>in transit</td>
</tr>
<tr>
<td>Geoutoriseerde kapitaal</td>
<td>authorised capital</td>
</tr>
<tr>
<td>Aandele</td>
<td>shares</td>
</tr>
<tr>
<td>Effekte en aandele</td>
<td>stocks and shares</td>
</tr>
<tr>
<td>Beurs</td>
<td>exchange</td>
</tr>
<tr>
<td>Effektebeurs</td>
<td>stock exchange</td>
</tr>
<tr>
<td>Valse tjek</td>
<td>forged cheque</td>
</tr>
<tr>
<td>Die nuutste (jongste) verbeteringe</td>
<td>the latest improvements</td>
</tr>
<tr>
<td>Fabrikate</td>
<td>manufactures</td>
</tr>
<tr>
<td>Fabrikant</td>
<td>manufacturer</td>
</tr>
<tr>
<td>Fabriseer, vervaardig</td>
<td>to manufacture</td>
</tr>
<tr>
<td>Steun, ondersteuning</td>
<td>support</td>
</tr>
<tr>
<td>Firma</td>
<td>firm</td>
</tr>
<tr>
<td>Bate en laste (skulde)</td>
<td>assets and liabilities</td>
</tr>
<tr>
<td>Gemeenskaplike kapitaal (effekte)</td>
<td>joint stock</td>
</tr>
<tr>
<td>Ingeskrewwe kapitaal</td>
<td>subscribed capital</td>
</tr>
<tr>
<td>Voorskotte gee</td>
<td>to make advance</td>
</tr>
<tr>
<td>Uitbreiding</td>
<td>extension, development</td>
</tr>
</tbody>
</table>
Versend, afstuur — despatch.
Gevolglik, dientengevolge — consequently.
Vervolgens — subsequently.
Oorlede, voorheen — late.
Prokurasiehouer — confidential clerk.
Inkoop — purchase.
Verkoop — to sell.
In staat stel — to enable or qualify.
Ontbinding — dissolution.
Ontbinding van 'n vennootskap — dissolution of partnership.
Boekjaar — fiscal year.
Invorder(ing) — collect(ion).
Likwidasie — liquidation.
'n Besigheid ontbind (opsê) — to dissolve a business.
Ontslaan, afdank — to dismiss, retrench.
Aangaande — with regard to.
Kaaigeld — pierage.
Tonnemaat — tonnage.
Polis — policy.
Premie — premium.
Pakhuis, entrepô — entrepot, warehouse.
Besending, konsienjasie — consignment.
Gekonsienjeerde — consignee.
Getjarderde — chartered.
Bruto gewig — gross weight.
Suiwere (netto) gewig — net weight.
Terra — tare.
Mededingers, konkurent — competitor.
Ysterware — hardware.
Bylaag(e) — enclosure(s).
Invoerregte — import duty.
Doeane — custom house.
Doeaneregte — custom duty.
Deurvoerregte — transit duty.
Voorderigger pryse — more remunerating prices.
Gemiddeld — on an average.
Leweransier — furnisher, purveyor.
Ongetwyfeld — undoubtedly.
Rede hè — to have clue (grounds).
Verslag uithbring — issue report (to report).
Kantrumte — margin.
Koopware — merchandise.
Preferente aandele — preferential shares.
Kwynend — dull, languid.
Flooreer — flourish.
Oes(te) — crop(s).
Prysverminderig — reduction of prices.
Etiket — label.
Ruim — ample.
Ruim voorsien — amply supplied.
Uiteindelik — eventually.
Garansie, waarborg (s.n.w.) — guarantee, warranty.
Waarborg (w.w.) — to guarantee.
Kosteloos, vry — without any charge, free.
Prima kwaliteit — prime quality.
Saldo, balans — balance.
Saldo opmaak — to balance.
Balansstaat — balance sheet.
Vir u rekening — on your account.
Sigwissel — sight draft.
Jaargeld — annuity.
Verkoopswaarde — surrender value.
Besondere awery — particular average.
Algemene awery — general average.
Geliwve my.... te kredi-teer — please credit my account.
Trekker van 'n wissel — drawer of a bill.
Betrokkene — drawee.
Ekspediteur — forwarding agent, shipping agent.
Verhandelbaar — negotiable.
Betaling weier — to refuse acceptance (payment).
Kortsigwissels — short-dated bills.

2. Learn the following:

eks. — eksemplaar (copy).
enkelv. — enkelvoud (singular).
meerv. — meervoud (plural).
e.v. — eersvolgende (next).
Gebr. — Gebroeders (Bros).
geill. — geïllustreerde (illustrated).
gen. — genitief (genitive).
Get. — geteken (signed — S. or Sgd.).
Gen. — generaal (general).
H.Ed. — Hoog Edele (honourable — Hon.).
H.H. — here, menere (Messrs.).
HS (S) — Handskrif(te) (manuscript(s) — (MS (S).
I. S. M. D. — In Sy Majesteits Diens (On His Majesty’s Service — O. H. M. S.).
mag. — magistraat (magistrate — Mag.).
Mej. — mejuffrou (Miss).
Mev. — mevrou (Mrs.).
Mnr. — meneer (Mr.).
MS (S) — Manuskrip(te) Manuscripts(s) — MS (S).
N.B. — nota bene — let wel, let op (N.B.).
no. — nommer (number — No.).
3. Translate:

_Dear Sirs_

I have just seen your advertisement (advertensie) for an assistant bookkeeper (boekhouer) in to-day’s newspaper (nuusblad), and beg respectfully (eerbiedig-lik) to apply for the post.

I am twenty three years of age, and had over six years’ experience of office work.

I enclose testimonial from my last employer (werkgewer), and if you appoint me, I can assure you I shall always do my best.

I am,

Your obedient servant,

4. Translate:

(a) Each firm generally possesses two offices, the office where the clerks are and the public office.

(b) The cashier pays the salaries and wages, and takes charge (neem besit) of all the money coming in or going out.

(c) The field is in splendid condition, crops are good, and stock (vee) is improving rapidly.

(d) The price of wool is high, and we hope that it will continue high throughout the year.

(e) Almost every Railway station in South Africa has a waiting-room as well as a booking-office.
5. Give the antonyms (opposite meanings) of the following:
   Lang, hard, rof, vinnig, diep, breed, groot, mooi.

6. Use each of the following words and phrases in sentences:
   Sekuriteit, belegging, uitbreiding, vervaardig, mededinging, invoerregte, in transito, voorskote gee, in staat stel, 'n besigheid ontbind, voordeliger pryse.

7. Write the following letter:
   To the Secretary, Civil Service Commission, asking to be transferred to a University Town in order that you may attend classes at the University to qualify for promotion in your Department. Give also the reply.
CHAPTER 17.

MISCELLANEOUS TERMS AND ABBREVIATIONS.

1. Learn the following:

- Ek het opdrag — I am informed (I rec. information).
- Ek is belas om te berig — I am directed to state.
- Ek is versoek om te berig — I am instructed to state.
- Ek is opgedra om te berig — I am requested (inform- ed) to state.

Met betrekking tot, met referte tot, met verwysing na — with relation to, with re- gard to, as regards, with respect to.

Ten opsigte van — in respect of.
Ten behoewe van, namens — on behalf of.
Ten gunste van — in favour of.
In verband met — in connection with.
Na gelang van, ooreen- komstig — in accordance with, in compliance with.
Na aanleiding van — in consequence of.
U versekerende van .... — assuring you of ........
U ten alle tye van ons beste aandag versekerende — assuring you of our best attention at all times.
Voorsien, verskaf — supply.
U aandag te bepaal, vestig — to draw your attention.
U goedgunstige konside- rasie — your favourable consider- ation.
Met die vertroue om 'n antwoord so spoedig moontlik te ontvang. — trusting to receive a reply at your early convenience.

U versekerende van ons beste poginge om volle tevredenheid te gee, verskaf. — assuring you of our best endeavours to give full (entire) satisfaction.

\* In sake u brief } — { regarding your letter.
Aangaande u brief } — { concerning your letter
Na insage — after perusal.
Hiermee sluit ek in vir insage — herewith I enclose for perusal.

2. Learn the following:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.K.</td>
<td>poskantoor (post office — P.O.).</td>
</tr>
<tr>
<td>p.k.</td>
<td>perdekrags (horse power — H.P.).</td>
</tr>
<tr>
<td>p.v.</td>
<td>posvry (postfree).</td>
</tr>
<tr>
<td>Ontv.</td>
<td>ontvang (receive — Rec.).</td>
</tr>
<tr>
<td>o.s.</td>
<td>onderstaande (the following).</td>
</tr>
<tr>
<td>a.s.</td>
<td>aanstaande (next).</td>
</tr>
<tr>
<td>t.w.</td>
<td>te wete, terwyl (to wit, while).</td>
</tr>
<tr>
<td>D/S</td>
<td>dae na sig (days after sight — D/S).</td>
</tr>
<tr>
<td>K.A.V.</td>
<td>koste assuransie, vrag (cost insurance, freight — C. I. F. — c.i.f.).</td>
</tr>
<tr>
<td>K.s.b.</td>
<td>kombuis, spens, badkamer (kitchen, pantry, bathroom — K.p.b.).</td>
</tr>
<tr>
<td>V/B</td>
<td>vragbrief (bill of lading — B/L).</td>
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<tr>
<td>s.g.</td>
<td>sogenoemde (so-called).</td>
</tr>
<tr>
<td>O.K.</td>
<td>in goeie orde (in good order — O.K. — &quot;Orl krect&quot; (all correct).</td>
</tr>
<tr>
<td>e.o.</td>
<td>ex officio, amphiwalwe (e.o.).</td>
</tr>
<tr>
<td>e.a., ens.</td>
<td>en ander, ensovoorts (et cetera — etc.).</td>
</tr>
</tbody>
</table>
3. Construct sentences in which the following words appear:

Verruil, verlies, koers (2), opruim (2), vermaan, monster (2), posvry, bankier, insolvent, sersie.

4. Give the diminutives of the following:

Wa, boek, kar, boom, hand, rib, kis, kas, kalwers, tjek, wissel, noot, bankbiljet, brief, papier, inkpot, lessenaar, pen, potlood, penhouer, besigheid, meule-naar, appelkoos.

5. Give the plural of:

Blad (2), kiewiet, meulenaar, bedrag, kind, perske, kussing, neef, stoel, spies, skip, straat, straf, appelkoos, besigheid.

6. Translate:

1. Please note that I have not yet received the goods you promised.
2. Please supply bearer with a cheque book containing 50 cheques.
3. With further reference to my letter of the 10th instant, I beg to advise you that the goods have gone forward to-day.
4. I shall be glad, if you will take the necessary steps to investigate the matter thoroughly, with regard to the dishonoured bill I received yesterday.

5. The manager saw me in connection with the last consignment.

7. Correct the printers’ errors:

AtlantIEse HOTEL?
STRAndweg;
SEE PUNT.
9 Sep tember 1925.

Waarde here,

Dei wissek vir &200, watvir viermaande deeur u getrek is, verVal op 12 deser.
Daaar ik op dei oomBLIKnie in staat is om dit to hoonnreer nie, salek dit as 'N guns beskouw as U mij sal tOelaa at dit vir driemaande te vernu we.
Met die VerTrouwe dat u my versoek sal yoe-staan.

Bly Eh,

DIE Uwe,

8. Write to the Manager of the Standard Bank of S. A. Ltd., Cape Town asking for a fortnight’s special leave, giving fully the reasons for your request. Give also the reply.