

ability check

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Ability to organise
Exercise 6

Time: 6 minutes

You are working in a Head office and you have to carry out 3 errands using as little time and effort as possible. Place the errands in the order which means you will complete them in the fastest time.

Errand 1

1. An order (order note) has to be delivered to the branch office
2. A parcel (weight about 5 kilos) has to be delivered to the town office
3. A spare part (weight about 5 kilos) has to be picked up from the warehouse
4. A delivery has to be picked up from the workshop

Order:

Errand 2

1. A parcel has to be delivered to the town office.
2. A spare part has to be fetched from the specialist shop.
3. An express letter has to be brought to the post office.
4. A construction plan has to be brought to the workshop

Order:

Errand 3:

1. A spare part has to be picked up from the warehouse.
2. An express letter has to be posted at the post office..
3. A CD-Rom has to be brought to the workshop.
4. An express consignment has to be sent off at the station (about 5kg)

Order:

