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In this unit you will learn and practise vocabulary related to office administration. You will practise the following skills and functions: ... Multiple Choice Questions. Chose the correct answer. ... secretaries, but administrative assistants or personal assistants. Typewriters and shorthand are mostly a

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of questions assessing how you might react to hypothetical events and situations that are encountered in the workplace.

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choice questions Question 1 A shredder is

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Choice; A. Destroy paper documents by cutting them into small pieces. B. Staple pieces of paper together. C. Fax documents. D. Open envelopes. Question 2 A photocopier is used to; A. Take photos the way a camera does.

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Reply. Unknown December 5, 2018 at
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study of administrative principles, policies,

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procedures and technological competencies governing the modern office environment. The content and teaching strategies used reflect current trends in the modern office.

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Office Administration is a Business Education subject concerned with the study of administrative principles, policies, procedures and technological competencies governing the modern office environment. The content and teaching

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Strategies used reflect current trends in the modern office.

~~Administration~~

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cleaning agent spillage C. Exposure to
electromagnetic radiation D. A
workstation that does not include
ergonomic furniture Ans: A. 2. what type
of mail requires proof of delivery? A.
Express Post

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