

3. (a) (i) List THREE main duties of a receptionist. (3 marks)
- (ii) It is important for the receptionist to have a good temperament. Identify TWO other attributes that a receptionist should possess. (2 marks)
- (iii) State TWO security measures that should be practised by the reception staff. (2 marks)

(b) The following are appointments for today:

- 9:15 a.m. Jas Bucknor, Ministry of Finance, Kingston 4, to see the Chief Accountant.
- 8:30 a.m. Nicholas Rhodd of Speedy Hardware, 27 Job's Avenue, May Pen, Tel. 984-3240 to see the Business Development Manager.
- Sean Hanson, Youth Development Centre, Kingston 5, Tel. 907-7070 to see the Chief Technical Director, half an hour after Ms Rhodd's appointment time.
- 1000 hours Winnie Hall, Tel. 983-1220 to see the Purchasing Manager.
- 1150 hours Rajesh Maraj of Total Delight Restaurant, Santa Cruz, Tel. 966-2334 to see the General Manager.

Use the form provided as an insert, to enter the appointments above for the S & K Company, Spanish Town, Jamaica. Convert all times to the 24 hour clock and place in order of time.

(8 marks)

Total 15 marks

4. (a) (i) State TWO advantages of the open plan office. (2 marks)
- (ii) State TWO disadvantages of the cellular office. (2 marks)
- (b) State THREE functions of the office when carrying out business activities. (3 marks)
- (c) You are a receptionist of a large organization in Bridgetown, Barbados. Management has employed a junior clerk to help you with your duties. Write a memorandum to the junior clerk indicating FOUR main rules she should follow when answering the company's telephone. (8 marks)

Total 15 marks

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Table of Contents Cxc Past Papers Office Administration

1. Understanding the eBook Cxc Past Papers Office Administration
 - The Rise of Digital Reading Cxc Past Papers Office Administration
 - Advantages of eBooks Over Traditional Books
2. Identifying Cxc Past Papers Office Administration
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Cxc Past Papers Office Administration
 - User-Friendly Interface
4. Exploring eBook Recommendations from Cxc Past Papers Office Administration
 - Personalized Recommendations
 - Cxc Past Papers Office Administration User Reviews and Ratings
 - Cxc Past Papers Office Administration and Bestseller Lists

5. Accessing Cxc Past Papers Office Administration Free and Paid eBooks
 - Cxc Past Papers Office Administration Public Domain eBooks
 - Cxc Past Papers Office Administration eBook Subscription Services
 - Cxc Past Papers Office Administration Budget-Friendly Options
6. Navigating Cxc Past Papers Office Administration eBook Formats
 - ePub, PDF, MOBI, and More
 - Cxc Past Papers Office Administration Compatibility with Devices
 - Cxc Past Papers Office Administration Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Cxc Past Papers Office Administration
 - Highlighting and Note-Taking Cxc Past Papers Office Administration
 - Interactive Elements Cxc Past Papers Office Administration
8. Staying Engaged with Cxc Past Papers Office Administration
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Cxc Past Papers Office Administration
9. Balancing eBooks and Physical Books Cxc Past Papers Office Administration
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Cxc Past Papers Office Administration
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Cxc Past Papers Office Administration
 - Setting Reading Goals Cxc Past Papers Office Administration
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Cxc Past Papers Office Administration
 - Fact-Checking eBook Content of Cxc Past Papers Office Administration
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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