

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

Cxc Past Papers Office Administration Paper 1

Julia Schneider



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