CXC Office Administration – Paper 2 Practice Questions

Name: _____ Date: _____

Instructions: Answer ALL questions. This paper tests knowledge across all major topics in the syllabus.

1. (The Office and Its Functions) Question 1: _____

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2. (Travel Arrangements) Question 2: _____

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3. (Travel Arrangements) Question 3: _____

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4. (The Office and Its Functions) Question 4: _____

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5. (Health, Safety, and Security) Question 5: _____

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6. (Office Layout and Ergonomics) Question 6: _____

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Cxc Office Administration Question 2paper Two

Terry C. Jones

Cxc Office Administration Question 2paper Two:

Heinemann Office Procedures for CXC Alan Whitcomb,Gill Clarke,2000 Key features of this book include thorough coverage of all the key concepts in office procedures complete and thorough coverage of the current CXC syllabus obviating the need to use several texts detailed guidance for the SBA compondent of the syl   **The British National Bibliography** Arthur James Wells,1968   **Resources in Education** ,1998-07   Commerce Business Daily ,1998-07   **American Lumberman** ,1905   **The Examiner** ,1851   **The Post Magazine and Insurance Monitor** ,1898   **"The" Illustrated London News** ,1854   **Engineering Record, Building Record and Sanitary Engineer** ,1894   **Police** ,1961   **A Supplement to the Oxford English Dictionary** R. W. Burchfield,1972   *Dictionary Catalog of the William Andrews Clark Memorial Library* William Andrews Clark Memorial Library,1974   **The Oxford English Dictionary** ,1989   Business Week ,1984   *The Journal of Immunology* ,2007-12   **Whitaker's Books in Print** ,1998   **Heinemann Office Administration for CSEC®** Alan Whitcomb,2012   Longman Office Administration for CSEC Sylma Finisterre,Lynette Payne,Judy Reid,2013 Help students gain the knowledge and practical skills required for success both in CSEC exams and in the real world of office work Developed specifically for the Jamaican syllabus Increase students use and understanding of related vocabulary with key terms highlighted throughout and a comprehensive glossary Support teachers and students with clear outlines of syllabus statements explaining the new skills and knowledge students will acquire to help focus learning while an expanded SBA guide helps teachers and students through this integral part of the assessment Test knowledge and prepare for the exam with in text practice questions case study analysis and end of chapter exercises Go Digital The accompanying CD Rom and website present invaluable additional materials for further practice and revision Log on now www officeadministration exintra net   Office Administration Caribbean Examinations Council,2014   Heinemann Office Administration for CSEC® Alan Whitcomb,2012-04

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