

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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Tao Wei



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web apr 6 2022 kompas com kerajaan kutai diyakini sebagai kerajaan hindu tertua di indonesia keberadaannya dibuktikan

lewat berbagai peninggalan seperti arca dan prasasti dilansir dari peninggalan bersejarah di indonesia 2019 peninggalan sejarah kerajaan kutai yang paling penting yakni tujuh yupa yang ditemukan di sekitar muara

bukti sejarah kerajaan kutai isi 7 prasasti yupa - Apr 14 2023

web feb 22 2023 isi 7 prasasti yupa peninggalan kerajaan kutai berupa tulisan kalimat bahasa sansekerta dengan aksara pallawa yupa adalah sebutan untuk prasasti yang terpahat di batu tugu tiang batu prasasti yupa peninggalan kerajaan kutai pertama kali ditemukan di bukit beubus muara kaman pada tahun 1879

7 prasasti sumber sejarah kerajaan kutai kompas com - Jun 04 2022

web aug 16 2022 baca juga silsilah raja raja di kerajaan kutai kerajaan hindu tertua di indonesia sebanyak tujuh prasasti yupa yang berhasil ditemukan menggunakan huruf pallawa dan bahasa sansekerta prasasti ini diperkirakan dibuat kaum brahmana untuk mengenang perbuatan mulia raja mulawarman yang memimpin kerajaan kutai

sejarah prasasti yupa bukti eksistensi kerajaan kutai di hulu - Aug 06 2022

web feb 15 2022 risna halidi selasa 15 februari 2022 10 10 wib prasasti yupa ist suarajogja id prasasti yupa adalah prasasti peninggalan kerajaan kutai prasasti ini ditemukan di kabupaten kutai kalimantan timur tepatnya di hulu sungai mahakam prasasti yupa ditulis menggunakan huruf pallawa pra nagari dalam bahasa sansekerta