

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 Past Papers For Cxc Office Administration

1. Understanding the eBook Past Papers For Cxc Office Administration
 - The Rise of Digital Reading Past Papers For Cxc Office Administration
 - Advantages of eBooks Over Traditional Books
2. Identifying Past Papers For Cxc 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 Past Papers For Cxc Office Administration
 - User-Friendly Interface
4. Exploring eBook Recommendations from Past Papers For Cxc Office Administration
 - Personalized Recommendations
 - Past Papers For Cxc Office Administration User Reviews and Ratings
 - Past Papers For Cxc Office Administration and Bestseller Lists
5. Accessing Past Papers For Cxc Office Administration Free and Paid eBooks

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