

## Award in Office Management and Administration Fundamentals: Intake October 2022

<b>Assessment Task:</b> One written assignment based on chosen questions	
<b>Qualification:</b> <i>Award in Office Management and Administration Fundamentals</i>	<b>Tuition Centre:</b> 21 Academy <b>Licence Number:</b> 2018-017
<b>Level:</b> Award MQF Level 5	<b>Student Name:</b>
<b>Date:</b>	<b>ID Number:</b>
<b>Assignment Deadline:</b> 26 January 2023	
<p><b>Task</b> The purpose of this unit is to develop an understanding of the topics you will write about which form part of Office Management and Administration.</p> <p><b>Note</b> This assessment provides students with an opportunity to explain and discuss the relevant theories in relation to the topic they choose to write about forming part of Office Management and Administration Fundamentals.</p> <p><b>Note</b> <i>You should plan to spend approximately 30 hours researching the assignment question, preparing for, and writing the assignment for assessment. The nominal word count for the assignment is 2,500 words. You are expected to select the most appropriate citation method which you feel most comfortable. You may wish to use <a href="http://www.citethisforme.com">http://www.citethisforme.com</a> for this purpose.</i></p>	
<b>Answer 1 (one) question from the following:</b>	
<p><b>Question 1:</b> You have been invited to a conference to give a keynote speech about a topic you are passionate about. What are the steps that you need to evaluate in order to have an effective speech? Kindly elaborate whether you will be using any visual aids.</p> <p><b>Question 2:</b> Your friend got intrigued by a job posting and wants to apply. She asked you for help. She has no idea on how to write a curriculum vitae and a covering letter and she is feeling very nervous about the job interview. What are the tips and tricks that you have learnt throughout the lecture in order to send the curriculum vitae, covering letter and ace that job interview?</p> <p><b>Question 3:</b> You have been assigned to be the events planner and organise a corporate event. What are the steps to keep in mind in order to make sure it is a successful one?</p>	
<b>Pass Mark of total weighted score, including Quiz - 50%</b>	<b>Assignment weighted score 80%</b>
<b>By submitting I confirm that this assessment is my own work</b>	
<b>Mark:</b>	<b>Signature:</b> <main assessor>
<b>Date</b>	<b>Signature:</b> <quality assurance>