

Award in Office Management and Administration Fundamentals: Intake October 2023

Assessment Task: One written assignment based on chosen questions	
Qualification: <i>Award in Office Management and Administration Fundamentals</i>	Tuition Centre: 21 Academy Licence Number: 2018-017
Level: Award MQF Level 5	Student Name:
Date:	ID Number:
Assignment Deadline: 25 January 2024	
<p>Task 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>Note 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>Note <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.</i></p>	
Answer 1 (one) question from the following:	
<p>Question 1: You have been asked to deliver a keynote speech at a conference on a subject that is dear to your heart. What steps must you evaluate in order to provide a speech that is effective? If you plan to use any visual aids, please explain how.</p> <p>Question 2: A job posting piqued your friend's interest, so she decided to apply. She requested that you assist her. She is quite anxious about the job interview and has no idea how to prepare a curriculum vitae or a covering letter. What are the hints and techniques you have picked up from the lecture that will help you ace the job interview and send the curriculum vitae and cover letter?</p> <p>Question 3: You've been given the responsibility of planning an official company function. What actions should be taken to ensure its success?</p>	
Pass Mark of total weighted score, including Quiz - 50%	Assignment weighted score 80%
By submitting I confirm that this assessment is my own work	
Mark:	Signature: <main assessor>
Date	Signature: <quality assurance>