

Undergraduate Certificate in Notarial Law Fundamentals for Office Assistants: Intake October 2024

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: 23 January 2025	
<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> <p><i>Please ensure that you refer to 21 Academy's Assignment Guidelines for comprehensive information regarding the submission of your assignment. Additionally, the assignment submission form must be included with your completed work, clearly indicating which question you have chosen to answer by ticking the box next to the question number.</i></p>	
Answer 1 (one) question from the following:	
<p>Question 1: You have been asked to speak as the keynote speaker at a seminar on a subject you are very interested in. Which measures must you consider in order to provide a speech that is effective? If you plan to use any visual aids, please elaborate.</p> <p>Question 2: Your acquaintance decided to apply after seeing a job posting that caught her attention. She asked for your assistance. She is quite nervous about the job interview and is clueless on how to write a cover letter or curriculum vitae. Which tips and strategies from the lectures can help you ace the job interview and submit your cover letter and curriculum vitae?</p> <p>Question 3: The task of organising an official business function has been assigned to you. What steps need to be taken to make sure it succeeds?</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>