

NAT 4-5 ADMINISTRATION

Administrative Practices

Unit 1.1 HOMEWORK



Name _____

Teacher _____



Ques
No

Marks

1 Describe what a business is?

1

2 Using examples explain what is meant by the terms “goods” and “services.

Goods _____

Services _____

4

3 Identify the 4 Departments which an Administrative Assistant will support.

O_____ M_____

H_____ F_____

4

4 Outline the role of Administration in a business.

2

5 Why is Administration important in business?

1

- 6 Identify the kinds of ICT skills an Administrative Assistant would be expected to have.

1 _____

2 _____

3 _____

3

- 7 Identify 2 other skills which an Administrative Assistant would be expected to have as well as ICT skills.

1 _____

2 _____

2

- 8 Describe 2 duties which an Administrative Assistant would be expected to undertake.

1 _____

2 _____

2

- 9 Identify 2 qualities which an Administrative Assistant would be expected to have.

1 _____

2 _____

2

- 10 Describe the following document used when recruiting an Administration Assistant.

Job Description _____

Person Specification _____

2