

**MINISTRY OF EDUCATION, HERITAGE & ARTS**

**2021 WORKSHEET 6**

**YEAR 9**

**OFFICE TECHNOLOGY**

**Instructions:**

**Write all your answers in the activity book. Please do not write the questions.**

**Paragraph Writing**

1. In a paragraph of **approximately 50-80 words**, discuss why telephone is an essential equipment in an office. **(5 marks)**
  
2. In a paragraph of **approximately 50-80 words**, discuss the steps for becoming an efficient and organized secretary. **(5 marks)**