

- 1. Give short answers to the following questions:**
  - i. What is meant by 'organisational structure'? Provide examples.**
  - ii. What is a virtual team and what are its benefits?**
  - iii. Ethical behaviour is crucial in business - explain.**
  
- 2. Explain the primary duties and responsibilities of the office manager/supervisor.**
  
- 3. Provide an example of one your goals established using the SMART model. Explain how it fits each of the five aspects of the SMART acronym.**