

ASSESSMENT # 1**Total Marks: 30**

Answer the following questions:

Q: 1: Short Questions (15)

- I. Describe the importance of physical appearance for an employee.
- II. What is distorted thinking?
- III. Outline some techniques for replacing negative thoughts with positive ones.

Q: 2: Describe the skills required to become a successful Administrative Assistant. (7)

Q: 3: Outline the different ways of making someone feel distorted. (8)