

ASSESSMENT # 1

Total Marks: 30

- 1. Give short answers to the following questions:**
 - i. List the primary duties/functions of a PA or secretary.**
 - ii. What is the main purpose or objective of PA services?**
 - iii. What are the PA/secretary's responsibilities with regard to confidentiality?**
- 2. Punctuality and loyalty are essential in the provision of PA services - discuss.**
- 3. Describe a typical day in the life of the professional PA or secretary.**