

### Assignment 1

Total Marks: 30

1. Give short answers to the following questions: **(15)**
  - 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. **(8)**
3. Describe a typical day in the life of the professional PA or secretary. **(7)**

