

ASSESSMENT # 12

Total Marks: 30

- 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.