

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.