

THE OFFICE

1. - Adding machine
 - Cash register
 - Calculating machine
 - Accounting machine
 - Computer
 - Money counting machine.

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 - loyal
 - able to work for long hours
 - qualified in secretarial duties
 - good planner
 - able to keep secrets
 - good communication skills
 - good grooming

3.
 - Properly addressed
 - should be dated
 - should be précised
 - Must contain the main objective/massage
 - Be signed

4.
 - (i) Provide legal advice
 - (ii) Writing minutes of board meetings
 - (iii) Maintains confidential records of the organization
 - (iv) Maintains and updates organizations legal registers
 - (v) Ensures compliance by the organization with legislation or law
 - (vi) Preparation of contracts, leases and other legal documents
 - (vii) Interprets law and legal notices to the directors

5.
 - Fast/quick
 - Store large amount of information/data
 - Large output
 - Quality output/standard output
 - Save on labour

6.
 - Operation

 - Easy to supervise
 - Loss expenses on office partition
 - Sharing of equipment
 - Office can be put to various uses (e.g. conference)

7.
 - To ensure efficient use/prevent misuse
 - Maintain their safe custody
 - For accounting purposes/store keeping records
 - To monitor their movement within the organization
 - Ensure adequate supply at all times

8.
 - Leads to unemployment
 - Hinders creativity and innovativeness
 - Many machines are subject to frequent breakdowns
 - Expensive to acquire, install and maintain

9.
 - Cost
 - Speed/urgency
 - Quality
 - Quantity
 - Availability of power

10.
 - i) Work flow which refers to the continuous flow of documents and work in a particular

direction

- ii) The arrangement of the office must facilitate ample supervisory of workers
- iii) Provision should be made for each worker to have enough working space
- iv) Proximity of workers to the equipment to avoid unnecessary movement
- v) Office appearance should be pleasant
- vi) Office arrangement should promote low of communication
- vii) The type of job and grade

11. - Use of computers

- Technological changes in communication
- More emphasis on customer care service
- Changing trends in office location and layout
- Changing trends in office furniture and equipment
- Changing trends in office procedures and routines

12. -Distraction of movements of fellow workers

- Lack of privacy
- Generally overcrowded
- Difficult to distinguish workers of different ranks
- Creates difficult in monitoring usage of joint facilities
- Noise from machines.

THE OFFICE

1. - Easy retrieval of documents
 - Office very tidy
 - Documents safe
 - Documents kept neat
 - Documents kept away from unauthorized persons

- Saving on space
 - Information of future reference is kept
 - Filed documents used as evidence in cases of dispute
- 2.
- Cost of buying the machine if its affordable
 - Availability of spare parts – if they are readily available
 - Durability – consider if it can last long
 - Effect on staff morale – consider staff attitude i.e. Positive /negative
 - Adaptability /extent of use, consider to cope with future changes and development it
can serve more than one purpose
 - Service personnel- consider whether there are qualified personnel to service/repair
the equipment
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- No close supervision of workers since the supervisor and workers are separated by a wall
- Because of many walls, a closed office is expensive to build and maintain
 - Since presence of workers is not easy to monitor, absentism is encouraged
 - A lot of time is wasted as workers move from office to office making consultation
 - Encourages laxity in offices due to lack of close supervision
 - Office equipment
- 4.
- Information is stored systematically for future reference
 - It provides continuity in records by maintaining safety and security of documents
 - It enables one to keep the office tidy and work efficiently
 - It is economical on space and material

- Presentable output
 - Stores large volumes of information
 - It protects against the problem of documents being misplaced
- 5.
- Cost-critical maintenance and running costs
 - Adaptability-able to cope with future changes
 - Possibility of hiring rather than buying-convenience and cost of buying as opposed to hiring
 - Durability the life span of the machine
 - Effect on staff morale-the attitude of staff towards the equipment is threaten their job security
 - Availability of complementary resources-e.g. spare parts and electricity /power availability
 - Availability of manpower-the personnel required to run or operate the equipment ./affordability training costs
 - Security of the equipment -whether the available resources are adequate to offer enough security of the document
 - Accuracy-use should result in neat and presentable work in the office
 - Flexibility-equipment should be able to handle greater and varied work load
 - Prestige- equipment being efficient and effective one portraying a good image to the visitors