FEEDBACK TUTORIAL LETTER

2nd SEMESTER 2019

PRACTICAL ASSIGNMENT 2

INFORMATION ADMINISTRATION 3B

IAD720S
INFORMATION ADMINISTRATION 3B

FEEDBACK TUTORIAL LETTER – VACATION SCHOOL 6-9 September 2019

Dear Student

This letter serves to give feedback on the vacation school you have attended in September 2019.

PRACTICAL ASSIGNMENT 9 September 2019

The question paper of the practical assignment as well as model answers (memorandum) is included for all the questions. The marks allocated for display as well as accuracy are clearly indicated on the memorandum.

It seemed that you are acquainted with the MS PowerPoint Application.

Study the attached memorandum carefully and compare each answer with yours.

If you have any questions regarding the marking of the assignments, please do not hesitate to contact me.

Keep practicing and work hard on your own to get the desired results!

Regards

S du Plessis
Marker – Tutor
Information Administration 3B
CENTRE FOR OPEN AND LIFELONG LEARNING (COLL)

VACATION SCHOOL – SEPTEMBER 2019

INFORMATION ADMINISTRATION 3B
PRACTICAL TEST

MARKS: 50
TIME: 1 HOUR
PowerPoint Test

Information Administration 3B

Time: 45 Minutes
Marks: 50

1. Separate
2. Also print notes page of the respective slides
3. Your name and student number in the handout header
4. Print the presentation as 2 slides per page and insert to the handouts
5. Insert slide numbers to the slides and page numbers
6. Read carefully and save frequently
7. Make sure that you format each slide according to the instructions
8. Open a blank PowerPoint presentation and use the information provided to create a new presentation
The successful secretary of the future will have to be able to...

Several changes in the workplace have dramatically affected the secretary's role. It is the coming together of these forces that have given birth to the executive assistant.

Please insert slide 2.

Change Bullets: Red smiley face from Whitings

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SLIDE 6

Secretary

Clerk/Junior Secretary

Executive

In the past, the secretarial role of the secretary was a more traditional role. In the present, the secretary has become a professional. It's been said that there's no substitute for experience and that's probably true. At the end of the day, you'll earn as a professional. Earn what you're worth.
CENTRE FOR OPEN AND LIFELONG LEARNING (COLL)

VACATION SCHOOL SEPTEMBER 2019

INFORMATION ADMINISTRATION 3B
PRACTICAL TEST

MEMORANDUM
BECOMING AN EXECUTIVE ASSISTANT
PIVOTAL TEAM PLAYER

ATTRIBUTES AND SKILLS

MANAGEMENT SKILLS
- Problem solving
- Decision making
- Planning and Organizing

LIFE SKILLS
- Common sense
- Critical creative thinking
- Good memory
- Ability to work under pressure
- Writing, speaking and listening skills
Several changes in the workforce have dramatically affected the secretarial role. It is the coming together of these forces that have given birth to the executive assistant.
ATTRIBUTES AND SKILLS

SOCIAL SKILLS
- Tact
- Politeness
- Accessibility
- Assertiveness

WORKING WITH PEOPLE

TECHNICAL SKILLS
- Word processing
- Data processing
- Electronic office skills
- Time management

KNOWING SKILLS

ROLES

In the past, the more traditional role of the secretary was a prescribed career path that narrowed the higher he/she climbed.

From a clerk or junior secretary, to a secretary and then promoted to an executive secretary
RELATIONSHIPS

The executive assistant will be the key person to permit the transformation of the former hierarchical relationships into team relationships.

EXPERIENCE AFFECTS SALARIES

1. It's been said that there's no substitute for experience - and that's probably true.
2. Experience plays a large part in how much you can earn as a professional.
3. At the end of the day, you'll earn what you're worth.
EXPERIENCE AFFECTS SALARIES

- It's been said that there's no substitute for experience - and that's probably true.
- Experience plays a large part in how much you can earn as a professional.
- At the end of the day, you'll earn what you're worth.

The successful secretary of the future will have to be able to manage her manager – and in order to achieve this, she will have to understand his/her work and have knowledge of business principles.
MOVE INTO THE NEW ROLE

- Adding on responsibility
- Gaining a higher profile
- Become a "mirror" for your boss
- Having excellent oral and written communication skills
- Learning and utilising all of the management skills

Slides = 30
Notes pages = 2
Accuracy = 10
Print = 3
Details = 5

TOTAL = 50