

THE OFFICE TODAY

Instructions: Answer all questions.

1. Define the term office. (1)

2. How does a traditional office differ from a virtual office, a mobile office, and a home office?(4)

3. Explain the two basic layout used for offices and give one advantage and disadvantage of each layout. (6)

4. What is the main function of an office? (1)

5. List and explain three activities that are carried out in an office? (6)