**THE OFFICE**

***1.*** - Adding machine

* Cash register
* Calculating machine
* Accounting machine
* Computer
* Money counting machine.

***2*** -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

***3*** -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 more 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