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Longman Office Administration for CSEC

By Sylma Finisterre, Lynette Payne, Judy Reid

Pearson Education Limited. Mixed media product. Book Condition: new. BRAND NEW, Longman Office Administration for CSEC, Sylma Finisterre, Lynette Payne, Judy Reid, It is designed to help students gain the knowledge and practical skills required for success in the subject - both at examination time, and in the real world of office work. * Each syllabus topic is systematically and comprehensively taught via logically structured and clearly written chapters. * Chapter objectives outline the syllabus areas covered by each chapter. * Simple exercises within chapter sub-sections allow students to access their understanding at key points and gain confidence in answering questions. * Full CXC-style questions complete each chapter, in the styles of Paper 1 (multiple choice) and Paper 2 (structured), providing plenty of practice opportunities for the student. * Case Studies and Activities provide opportunities for students to develop their skills of application, investigating the world of work via a practical approach. * A wealth of example office documents, diagrams, photographs and other illustrations complement the writing wherever appropriate, bring the text to life. * The book has been specifically written for the Caribbean, using Caribbean examples that give the subject an everyday relevance. * A comprehensive SBA Guide helps...



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