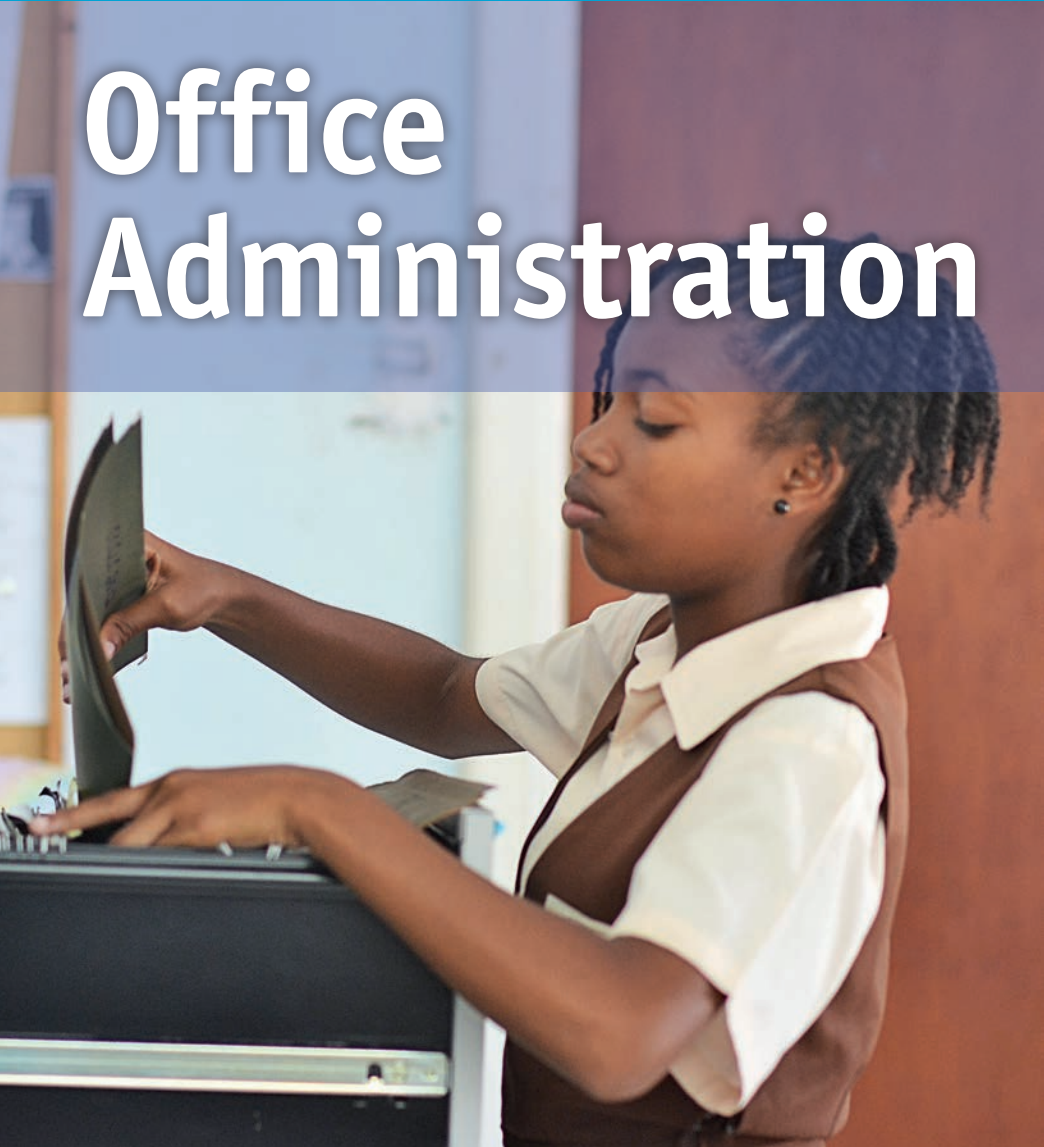




CARIBBEAN EXAMINATIONS COUNCIL

Office Administration



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With thanks to the students of Choiseul Secondary School, St Lucia: Dania Eugene

CSEC® Office Administration Past Papers

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MAY/JUNE 2005

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SECONDARY EDUCATION CERTIFICATE
EXAMINATION**

OFFICE PROCEDURES

Paper 02 – General Proficiency

2 hours

07 JUNE 2005 (p.m.)

INSTRUCTIONS TO CANDIDATES

1. Number each answer in your booklet correctly.
2. Begin each answer on a new page.
3. Use the blank form(s) supplied to prepare answers where necessary.
4. Answer ALL questions in SECTION I and any TWO in SECTION II.

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