

PAD409

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1. A letter classified as Urgent means

It must be treated without delay

Drop every other thing and treat it

--->> It must be treated within 24 hours

It must be treated within two days

2. One of the following is not part of the security classification of documents

Top Secret

--->> Security

Secret

Confidential

3. All letters received should first

Be given to the officer concerned

Be given to the Manager

--->> Be recorded

Weighed

4. Letter that need attention are classified as

Today

--->> Treat me

Immediate or at once

Urgent

5. A letter classified as

Treat within 24 hours

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--->> Set aside every other thing and treat it

Treat not later than the following day

6. The overall purpose of a report is to

Pressure

--->> Communicate

Invent

Integrate

7. A speech is successful if

The audience do not understand the words used

If many are found sleeping

The audience is left more confused

--->> The message is succinctly delivered

8. A letter classified as

Be put in the In-Tray

--->> On the officer's desk

In the officer's chair

be given to the officer physically

9. In the Public Service files are not classified as

Secret

--->> Private

Open

Confidential

10. Ethics backed by law is called

--->> Code of conduct

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Code of manners

Code of

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