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SECRETARIAL DUTIES

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THE KENYA NATIONAL EXAMINATIONS COUNCIL

BUSINESS EDUCATION SINGLE AND GROUP CERTIFICATE EXAMINATIONS

CRAFT CERTIFICATE IN SECRETARIAL STUDIES

MODULE 1

SECRETARIAL DUTIES

Knec Revision Papers

JG Myers



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Essentials of Commerce in East Africa Safdar Ali Butt,1985 **Press Review** ,1918 *The Lancet* ,1893

Revision papers in English for school certificate Francis Kong Chi KWAN,1967 *One hundred revision papers* Edwin Chirgwin,1926 Mathematics Revision Papers; Series James Teng,1965* **Twenty Revision Papers in English Language (G.C.E."O" Level)** Margaret Eyden,Edith Potter,1959 **Revision Papers in Mathematics for Form IV & Form V (with Solutions).** Mrs Goon,1972 **Revision Test Papers in School Certificate Mathematics, Etc** William Abraham Evans,James William Harding,1936 **Revision Test Papers in School Certificate Mathematics, Etc** William Abraham EVANS (and HARDING (James William)),1936 **PTE Revision CRE** , *Revision and Examinations* Roy Johnson,1993 This text offers advice on preparing for exams and passing them successfully It provides suggestions for coping with a variety of examinations and contains detailed strategies for improving self confidence and overcoming nerves and anxiety The guidance notes can be used as a programme of advice or as a source of reference The book also contains useful suggestions on how to achieve the best possible performance in examinations and contains a number of specimen exam papers useful hints from tutors and explanations of what examiners are looking for

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