

**HOME STUDY PACKAGE**  
**LABASA SANGAM (SKM) COLLEGE**  
**OFFICE TECHNOLOGY-2021**

**YEAR 10**

**WORKSHEET 7**

**DUE DATE FOR SUBMISSION : 6<sup>TH</sup> SEPTEMBER**

**DURATION: 16<sup>TH</sup> AUGUST-20<sup>TH</sup> AUGUST**

**STUDENT NAME: \_\_\_\_\_**

**YEAR: \_\_\_\_\_**

1. List and explain 4 types of security measures in a reception area?

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2. List 4 ways to generate positive corporate image of a business?

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- [illegible]

- Reception area
- Secretary's office
- Waiting area
- Interview room