



Get Set for Office Administration ANSWER KEY



Canada

**EMPLOYMENT
ONTARIO**

Ontario



SESSION 4



ACTIVITY

Before we begin our lesson on written communication, complete the assessment below, to establish what skills you already have.

Pre-Lesson Assessment

1. Circle or highlight the noun(s) in the following sentences:
 - a. I have a new red **shirt**.
 - b. Please place the **reports** on the manager's **desk** when you have finished.
2. Circle or highlight the verb(s) in the following sentences:
 - a. The dog **ran** across the yard.
 - b. She **photocopied** a lot for the meeting.
3. Circle or highlight the adjective(s) in the following sentences:
 - a. The cat was very **fluffy**.
 - b. It was a **hard** day for the administrative assistant because half the staff called in sick.
4. Fill in the blanks, using the correct form of the homonym: there, their or they're.
 - a. Once Upon a time there were three friends who wanted to be office administrators. They packed their school bags and left for the Conestoga College registrar's office. When they arrived, the registrar said, "you can sit over there." One of the friends asked, "Where are the registration forms?" The registrar responded, "they're over there by the window." When they finished filling out the registration paperwork the friends went home feeling happy and proud of themselves for taking a step towards completing one of their goals.
5. Add punctuation to the following sentences:
 - a. Do you know when the next assignment is due **?**

- b. Emily's mom wants to know when the doctor will be in .
- c. I got 90% on my first test I'm so excited !
- d. What is David's last name again ?

6. Write the contractions below as the complete separate words:

- a. She'll ___ She will ___
- b. Won't ___ Will not ___
- c. Hasn't ___ Has not ___
- d. I'm ___ I am ___
- e. They're ___ They are ___
- f. You're ___ You are ___
- g. We've ___ We have ___

7. Re-write the sentences below, making all necessary corrections:

- a. tina is gonna be late today cause the weather is bad

Tina is going to be late today because the weather is bad.

- b. When your going outside make sure you wear a hat its freezing

When you're going outside, make sure you wear a hat, it's freezing.

- c. we have lots of surprizes for the staff today, there going to love it and you will to

We have many surprises for the staff today. They are going to love it, and you will too.



ACTIVITY

Underline or highlight the noun(s) in each sentence.

1. The **park** is on **Bell Lane**.
2. The **clown** made **balloon animals** for the **children**.
3. My **cousin Tom** is visiting for the holidays.
4. After **class** I like to read my **notes** again.



ACTIVITY

Underline or highlight the verb(s) in each sentence.

1. Emma **studied** for her test.
2. The children are **playing** in the yard.
3. We will **read** chapter 3 next week.
4. The dog **jumped** over the fence.



ACTIVITY

Underline or highlight the adjective(s) in each sentence.

1. Tina has the **longest** hair in the class.
2. The **bubbly** secretary greeted the **scared** patients as they arrived.
3. The **beautiful** swan swam across the pond.
4. The **blue** notebook fell on the ground.



ACTIVITY

Fill in the blanks below with the correct homonym.

1. The students have **their** (there/their/they're) mid-term tomorrow.
2. I can **hear** (hear/here) the music very clearly.
3. They have **two** (to/too/two) tickets to the show.
4. **They're** (there/their/they're) excited to go to school today.
5. Are you going **to** (to/too/two) the party tonight?
6. Were you **here** (here/hear) when Mrs. Smith stopped by?
7. After school **they're** (there/their/they're) going to a study group.
8. Please put the files over **there** (there/their/they're).
9. I'm going to be an office administrator **too** (to/too/two).
10. Meet me **here** (here/hear) after work for coffee.

SESSION 5



ACTIVITY

Let's practice converting 12 hour time to 24 hour time. Complete the questions below.

1. 2:45pm = **1445**
2. 10:22am = **1022**
3. 9:36pm = **2136**
4. 1:13pm = **1313**
5. 7:56pm = **1956**

SESSION 6



ACTIVITY

Read the document on the following page. As you read, highlight important or misunderstood information. Answer the questions below about the document.

1. What is the full name of the employee on this form?
John Smith
2. Is this a supplemental health care benefit?
Yes
3. What must all receipts indicate?
Name of supplier/provider, item/service rendered, and provider telephone number.
4. Which type of supplies were purchased?
Diabetic supplies
5. What city does the employee work in?
Toronto
6. What is the total amount of the claim?
\$785.98



ACTIVITY

Using the chart below, answer the questions that follow.

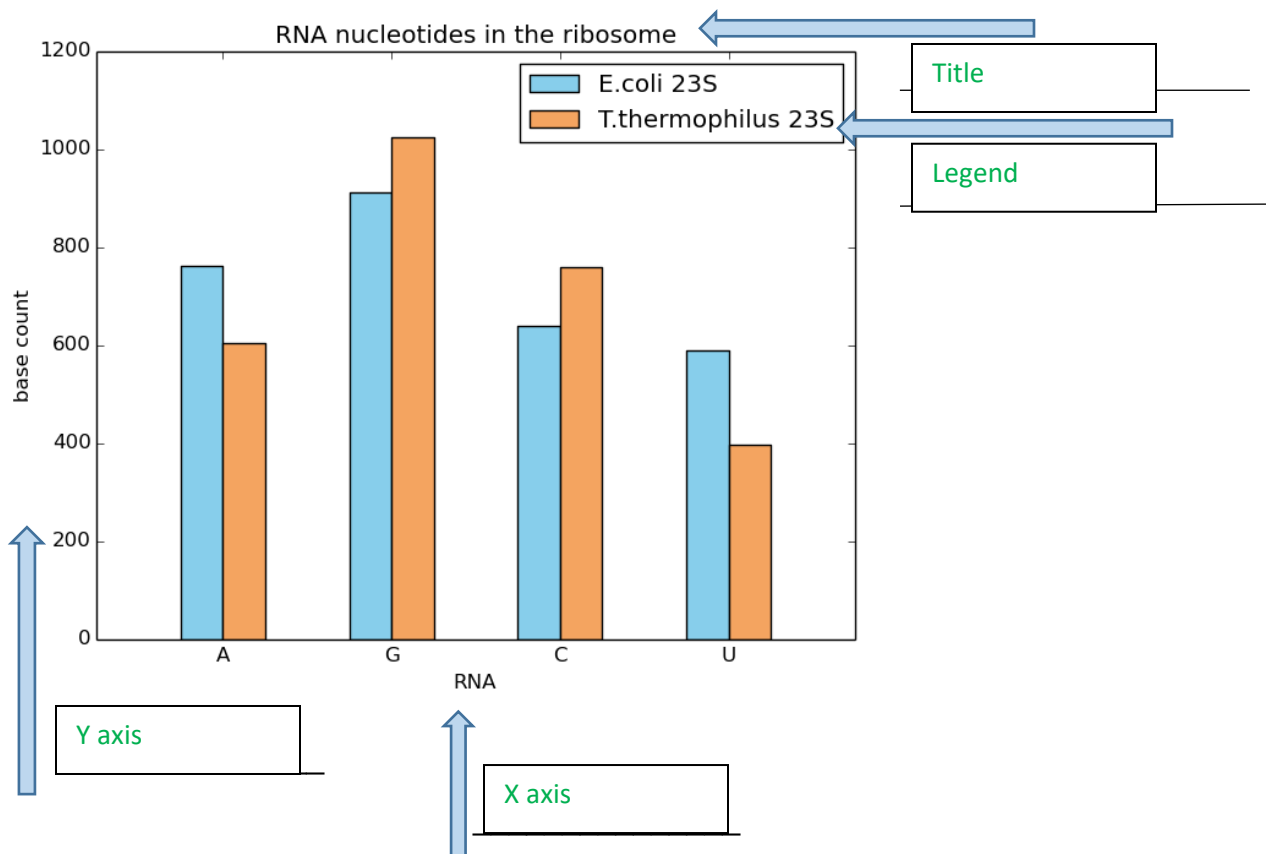
1. How many copies were made on all 3 copy machines on Monday? **1,269**
2. How many copies were made on copy machine C on Friday and Saturday? **1,720**
3. How many copies were made on copy machine B for the week? **3,457**
4. How many copies were made on copy machines A & C on Wednesday? **1,180**



ACTIVITY

Label the parts of a chart on the following page using these terms:

- a) title
- b) legend
- c) y-axis
- d) x-axis



Complete the activities below WITHOUT A CALCULATOR. This will help you determine whether or not you need to upgrade your basic numeracy skills.

1. Susan spent 3 hours at work on Monday. She spent 4 hours at work on Tuesday. She spent 6 hours at work on Thursday. How many hours did she spend at work altogether?
13
2. David had a fever and a cold. His temperature in the morning was 104 degrees. His temperature at night was 99 degrees. What was the decrease in David's temperature?
5 degrees
3. The blood donor clinic had a 15-day sign up period. Each day, 25 people signed up to donate blood. How many people signed up in all?
375
4. Jim Simmons makes \$7,680 a year at his part-time job. He gets paid by the month. How much does he make each month?
\$640 / month
5. There are 542 patients admitted in the hospital. There are 302 female patients. How many patients are male?
240 male patients
6. Maria earned \$22,984 last year. She spent \$19,487 on taxes, rent, food, and other things. She saved the rest of the money. How much did she save?
\$3,497
7. Doug pays \$61 every month for health insurance. How much does he pay in a year?
\$732
8. On Saturday, Pam had to do her week's shopping. She spent \$58.87 at the grocery store, \$13.62 at the hardware store, \$7.52 at the drugstore, \$18.35 at the department store, and \$48.44 at the shoe store. How much did she spend altogether?
\$146.80
9. Alex jogs 6 kilometers an hour. He jogged 36 kilometers last week. How many hours did he jog?
6



ACTIVITY

Below is an inventory document for a local medical clinic. The clinic likes to have 10 packages of every item on hand at all times. Using this information, complete the order form on the following page once you determine which supplies you should order.

<u>Supply</u>	<u>Quantity</u>	<u>Cost per Package</u>	<u>Total Cost</u>
Large bandages	3	\$8.99	\$26.97
Small bandages	1	\$6.99	\$6.99
Gauze	7	\$10.74	\$75.18
Antiseptic spray	6	\$16.59	\$99.54
Cotton balls	6	\$5.89	\$35.34
Surgical tape	5	\$12.37	\$61.85
Tongue depressors	8	\$4.99	\$39.92
Grand Total			\$345.79