

Vauxhall High School

Office Administration

Grade 10 Pool 1

Teacher: Ms. Hawkins

Assignment Sheet

Objective:

***1. Select appropriate types and sizes of stationery
for a variety of use in the office***

Questions

1. Research the types of Stationery and provide samples of each for examples:

- i. Bond
- ii. Parchment
- iii. NCR paper (No Carbon Required)

2. Research and create the different sizes of papers and label each dimensions.

