



## GENERAL STUDIES

### REVISION THEORY WORK/SPEED DRILLS: TEXT BOOK

DATE	SUBJECT	ACTIVITY
<b>MANAGEMENT ASSISTANT N4</b>		
13 July 2020	Information Processing	Study all examples in text book (modules 3-12), between pages 35-131
14 July 2020	Information Processing	Study all examples in text book (modules 3-12), between pages 35-131
15 July 2020	Information Processing	Study manuscript signs pages 2, 3
16 July 2020	Information Processing	Type speed drills in text book (Exercises 6-20), pages 19-33
17 July 2020	Information Processing	Type speed drills in text book (Exercises 6-20), pages 19-33

**\*Page numbers might differ, refer to contents page in front of the book.**