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## GENERAL STUDIES

DATE	SUBJECT	ACTIVITY ( Worksheet 2)
<b>MANAGEMENT ASSISTANT N4 &amp; HOSPITALITY N6</b>		
<b>Theory and Word processing</b>		
20 July 2020		Retrieve question 1A and edit according to the instructions given
24 July 2020		Key in ALL question 1B (Editing) & make changes as required on your worksheet 1
		Key in ALL question 2A (Tab) & make changes as required