



GENERAL STUDIES

DATE	SUBJECT	ACTIVITY
MANAGEMENT ASSISTANT N4 & HOSPITALITY N6		
Theory and Word processing		
22 June 2020		Retrieve question 1A and edit according to the instructions given
23 June 2020		Key in ALL question 1B (Editing) & make changes as required on your worksheet 1
24 June 2020		Key in ALL question 1B (Editing) & make changes as required on your worksheet 1
25 June 2020		Key in ALL question 2A (Tab) & make changes as required