

Unit two: Principles of providing administrative services**Assessment**

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Please note that this Assessment document has 13 pages and is made up of 9 Sections.

Name: D S

Section 1: Using the telephone

This section will help you to evidence Learning Outcome 1: **Understand how to make and receive telephone calls.**

Learning objective	Place in Assessment
1.1 Describe the different features of telephone systems and how to use them	Question 1 Page 1
1.2 Describe how to follow organisational procedures when making and receiving telephone calls	Question 2 Page 2
1.3 Explain the purpose of giving a positive image of self and own organisation	Question 2 Page 2

1. Complete the table below with descriptions of at least two different features of a telephone system and how / when they would be used. [1.1]

Feature	How / when used
1. Conference Calls	This feature is used when one needs to speak to one or more people. This feature can be used when same information needs to be communicated to more than one person and it saves time because it helps in doing the above as well as answer all questions or opinions from different people at the same time.
2. Speed Dialling	Speed dialling is a feature which uses abbreviated dialling. It is helpful when one needs to call certain people on regular basis. They could be suppliers, regular customers or any other people one needs to be in regular touch with. This feature saves time of looking back the contact details when you need to make calls urgently.

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**David Scannell, Holmesglen Institute.
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Table of Contents Vision2learn Customer Service Assessment 2 Answers

1. Understanding the eBook Vision2learn Customer Service Assessment 2 Answers
 - The Rise of Digital Reading Vision2learn Customer Service Assessment 2 Answers
 - Advantages of eBooks Over Traditional Books
2. Identifying Vision2learn Customer Service Assessment 2 Answers
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Vision2learn Customer Service Assessment 2 Answers
 - User-Friendly Interface
4. Exploring eBook Recommendations from Vision2learn Customer Service Assessment 2 Answers
 - Personalized Recommendations
 - Vision2learn Customer Service Assessment 2 Answers User Reviews and Ratings
 - Vision2learn Customer Service Assessment 2 Answers and Bestseller Lists
5. Accessing Vision2learn Customer Service Assessment 2 Answers Free and Paid eBooks
 - Vision2learn Customer Service Assessment 2 Answers Public Domain eBooks
 - Vision2learn Customer Service Assessment 2 Answers eBook Subscription Services
 - Vision2learn Customer Service Assessment 2 Answers Budget-Friendly Options
6. Navigating Vision2learn Customer Service Assessment 2 Answers eBook Formats

- ePub, PDF, MOBI, and More
 - Vision2learn Customer Service Assessment 2 Answers Compatibility with Devices
 - Vision2learn Customer Service Assessment 2 Answers Enhanced eBook Features
7. Enhancing Your Reading Experience
- Adjustable Fonts and Text Sizes of Vision2learn Customer Service Assessment 2 Answers
 - Highlighting and Note-Taking Vision2learn Customer Service Assessment 2 Answers
 - Interactive Elements Vision2learn Customer Service Assessment 2 Answers
8. Staying Engaged with Vision2learn Customer Service Assessment 2 Answers
- Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Vision2learn Customer Service Assessment 2 Answers
9. Balancing eBooks and Physical Books Vision2learn Customer Service Assessment 2 Answers
- Benefits of a Digital Library
 - Creating a Diverse Reading Collection Vision2learn Customer Service Assessment 2 Answers
10. Overcoming Reading Challenges
- Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Vision2learn Customer Service Assessment 2 Answers
- Setting Reading Goals Vision2learn Customer Service Assessment 2 Answers
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Vision2learn Customer Service Assessment 2 Answers
- Fact-Checking eBook Content of Vision2learn Customer Service Assessment 2 Answers
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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