

### **Requirements**

Candidates were expected to type out a notice and agenda of a general meeting displaying it attractively on A5 portrait.

### **Weaknesses**

Some candidates used the wrong stationery while some had inadequate knowledge of typing an agenda.

### **Advice to Teachers**

Teachers should give adequate and frequent exercises in notices of all kinds and especially on enumerated items.

On the whole, there seems to be a decline in the emphasis on teaching the subject. It is not clear if this apathy is related to the fact that the subject is being phased out or lack of staffing. There is even a sharp decline in enrolment. But the fact remains that for as long as it still remains in the syllabus and examinations, candidates need to be adequately prepared and with as much seriousness till the last candidature sits their examination. This is imperative and does not need overemphasizing.