**Task 2 - Your task**

In this task, you have settled into Anjark Services and have been provided with administrative tasks to complete. You are expected to complete all your work promptly and accurately – no mistakes at all (i.e. punctuation, spelling, grammar, layout, etc.) – and your work must be handed in on time!

**Some hints for you…**

To successfully complete this task, you are required to:

* Demonstrate that you can communicate in the workplace including gathering, conveying and receiving information and completing routine written correspondence.
* You will need to assemble a portfolio of work from your office tasks to submit to your supervisor (teacher). Some of this is listed below and other parts will have come through the resources in the Learning Resources.
* Undertake word processing training to the level needed to produce a simple office documents.
* Undertake email software training to the level needed to produce a simple business level emails.
* Make a list using a table format of the five people working in the office reception area and attach this to an email you could send to DiSmith@anjark.com.au Print a copy of the email to include in your portfolio but do not send it.
* The Chief Executive Officer of Anjark Services is visiting a regional office of the business a fortnight from today. You have been asked to create an email to advise this office of the visit and also ask them to choose a time when all of the team can attend a meeting with her. Ask the office staff to organise coffee/tea and snacks for this meeting also. Use email software to create this and use the address TvilleCentre@anjark.com.au Print a copy of the email to include in your portfolio but do not send it.
* Using the Anjark Services letter template, write a letter to thank the customer (Hugos Huge Truck Centre, 140 Normandy Road, Redcliffe Qld) for their business and congratulating them for their recent 25th anniversary in business.
* You have been asked to prepare a short Memo on some of the WHS legislation that impacts on this business. You will need to describe the two most important points of Work Health and Safety (WHS) legislation for staff involvement.
* While you were using the photocopier, you noticed that the cord plugging the photocopier into the power point was frayed. Complete a Hazard Report form for this.
* Undertake a short workplace quiz on communication skills.
* Use email to submit the required portfolio to your supervisor (teacher).

**What you must do:**

Refer to the Task Planning Sheet to assist you in completing this task.