



**KENYA SCHOOL OF LAW**  
**DIPLOMA IN LAW (PARALEGAL TRAINING PROGRAMME)**  
**YEAR 2020/2021**  
**OFFICE PRACTICE & MANAGEMENT 2**  
**CAT**  
**11<sup>TH</sup> FEBRUARY 2021 – EVENING CLASS**

**INSTRUCTIONS:**

**Answer ALL the questions**

**Time allowed 1hr**

- 1.** Briefly discuss factors affecting job design. **(6 Marks)**
- 2.** State and explain the selection tests. **(9 Marks)**