

THE KENYA SCHOOL OF LAW



DIPLOMA IN LAW (PARA-LEGAL STUDIES)

2<sup>ND</sup> YEAR TERM I EXAMINATION

OFFICE PRACTICE AND MANAGEMENT II – PTP - 201

18<sup>TH</sup> FEBRUARY, 2021

DURATION: 2 HOURS

**Instructions to Candidates**

- (a) Answer Question ONE and ANY OTHER THREE Questions
- (b) Question ONE carries **25 Marks**
- (c) All other questions carry **15 Marks** each

PLEASE TURN OVER