Discuss and compile work for presentation on thefollowing: and submit my copy on my e-mail address. rubasimbirageorge@gmail.com

**Form designing**

* Advantages and disadvantages of using a form
* Forms management and control
* Objectives of forms management and control
* Procedures adapted in forms control
* Advantages of forms control
* Number of forms to be produced or ordered at one time

**Information processing**

* Seeking for information
* Passing on information
* Presentation of information
* Displaying of information

**Office stationery and supplies and their control**

* Need for control of office stationery and supplies
* Different kinds of stationery for office use
* Essential requirements for a good system of dealing with stationery
* How to select the right office stationery
* Purchase and storage of office stationery
* Issue, control and regulation on consumption