NAME: Adelaiye Oluwakayode Matthew

**DEPARTMENT: MLS** 

COLLEGE: MHS

MATRIC NO: 19/MHS06/002

- 15. A major advantage that a person keeps hidden till the right time
- 8. business of the day
- 12. To not succeed
- 10. Purpose and Strategy
- 7.
- 4. Skimming
- 6. Diary
- 5. A Report
- 3. Minutes of meeting
- 9. The Title and Table of contents