

About Secretarial skills

Choose the best answer.

1. Which is not the secretarial skills?

- ☐ repairing equipment ☐ note-taking
☐ writing letters ☐ ordering food

Read and answer (2 – 3)



2. Who is the caller? and Who is the receiver?

.....

3. Which department does the caller work at?

.....

Read and answer (4 – 5)



4. What did the caller leave the receiver the other day?

.....

5. When was the approval memo ready?

.....

Check ☒ the best choice (6 - 8)

Topic	Make an appointment	Postpone an appointment
6. Be busy on Monday.		
7. Give an interview to BKK Post.		
8. Executive Meeting		

Fill in the blank with suitable words

deal contact task job

9. Secretarial are never and easy
 A secretary does not only
 with her boss but with the people whom she also has to
 for her boss.

arrangements incoming well-organized organizer

10. A secretary should be a person. As the
 executive's personal She has to handle all
 the matters for her boss and put many things,
 in order of importance.



By teacherdream

Elementary Secretary Skills Assessment

United States. Congress. House



Elementary Secretary Skills Assessment:

The Secretary's Annual Report on Teacher Quality United States. Department of Education, 2005 Resources in Education ,1998 **Teaching as an Act of Love** Richard Lakin, 2007-11 Richard Lakin's collection is geared to teachers principals parents and all those concerned with making schools more loving and effective for each child He presents a close look at his school staff working together to create both a caring challenging learning environment and a real partnership between school and home In today's high stakes and test obsessed world Teaching as an Act of Love encourages teachers as they remember why they entered teaching in the first place to zero in on the individual child the whole child and encourage the love of learning In the 55 informative and optimistic pieces in the book Richard proposes more personalized smaller caring schools of choice where the child comes first where bureaucracy testing and NCLB are minimized and where a loving school climate and kindness prevail **Federal Register** ,2013-12 **Journal of the House of Representatives of the United States** United States. Congress. House, 2008 Some vols include supplemental journals of such proceedings of the sessions as during the time they were depending were ordered to be kept secret and respecting which the injunction of secrecy was afterwards taken off by the order of the House **Research in Education** ,1974 **Congressional Record** United States. Congress, 2001 The Congressional Record is the official record of the proceedings and debates of the United States Congress It is published daily when Congress is in session The Congressional Record began publication in 1873 Debates for sessions prior to 1873 are recorded in The Debates and Proceedings in the Congress of the United States 1789 1824 the Register of Debates in Congress 1824 1837 and the Congressional Globe 1833 1873 **United States Code** United States, 1989 Otto E. Miller, Plaintiff-Respondent, Against Fred W. Smythe, Defendant-Appellant , **National Assessment of Educational Progress 1969-1983** Theodore B. Pratt, 1984 During its first 14 years of existence the National Assessment of Educational Progress NAEP was located at the Education Commission of the States ECS This annotated bibliography of 575 references lists all major publications by or about NAEP published between 1969 and 1983 References are in a classified arrangement by specific or special assessment Documents not dealing with a specific assessment are grouped by Methodological Publications Special Analyses and General and Miscellaneous Materials by NAEP are separated from materials about NAEP done by external organizations Subject Personal Author and Preparing Institution indexes are provided The compilation is based on materials documents and journal articles archived in the database of the Educational Resources Information Center ERIC and therefore most documents cited can be obtained through the ERIC Document Reproduction Service EDRS WTB United States Code, 1982 Edition United States, 1984 Annual Planning Information ,1991 *Migrant Education: State Evaluation Report* North Carolina. Migrant Education Section, 1973 *The ETS Test Collection Catalog* Educational Testing Service, 1987-12 **The Massachusetts register** ,1987-11-27 Resources in Education ,1993 **United States Code: Titles 19-25** United States, 1988 **Linguistics and**

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