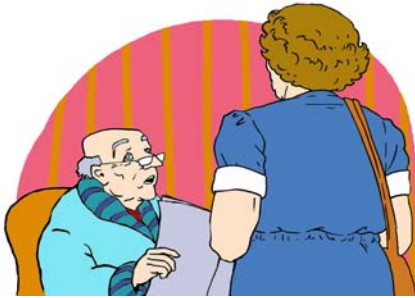


100 job descriptions brought to life	SECRETARY	7.4
		Eval.:



Here is the same text but you have to complete it with the right words. The first letter is given, as is the number of letters for each word to be written.

**Georgina:** Arthur, I've been invited to be the volunteer s \_ \_ \_ \_ \_ for the Society for the Protection of Correct Spelling. It's a voluntary organisation whose director, Miss Thorn, is a retired Primary School teacher. I'll have to attend **m** \_ \_ \_ \_ \_ , send out the **a** \_ \_ \_ \_ \_ and then type the **m** \_ \_ \_ \_ \_ , send **l** \_ \_ \_ \_ \_ to the members, answer the **t** \_ \_ \_ \_ \_ , and from time to time write **r** \_ \_ \_ \_ \_ and do **ph** \_ \_ \_ \_ \_ . I'll have to brush up on my **w** \_ \_ \_ - **p** \_ \_ \_ \_ \_ and my **c** \_ \_ \_ \_ \_ skills to send **e** \_ \_ \_ \_ \_ and do some research on **in** \_ \_ \_ \_ \_ . The organisation will give me a **f** \_ \_ \_ \_ \_ **c** \_ \_ \_ \_ \_ so that I can keep all the **d** \_ \_ \_ \_ \_ in order. And do you know who is to be voluntary treasurer of the association? Our dear neighbour, Mr Blackbird! I can work from home. It's perfect for me. After all, I used to be a perfect secretary!

100 job descriptions brought to life	SECRETARY	7.4



### Retired secretary

**Georgina:** Yes, my dear Angila, before retiring I was a secretary working for your boss, in the offices of the Mastoc supermarket. I can tell you that I was much appreciated! I had a lot to do: type minutes and reports (with no spelling mistakes if you please!) answer the phones constantly, input data, file, take minutes, answer the mail, keep a diary for the directors...and keep the visitors occupied while they waited!

.../...



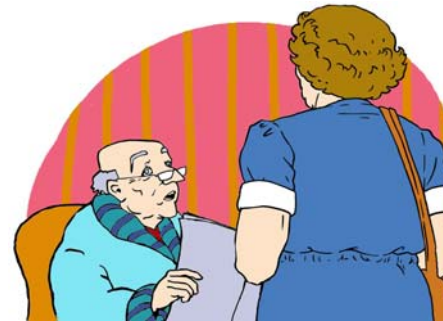
It's a job where you need a good memory. You also have to be able to work independently. You must be observant (I was good at that) and discrete (I found it hard, sometimes, not to gossip about all the interesting things I knew).

You can do secretarial work with a few GCSEs (you need to pass English) and RSA qualifications in word processing, but today this only gives you access to the lowest paid jobs. To become a personal secretary, for example, you have to be better qualified: some A levels and maybe a BTEC or an HND in Business Administration.

I had to do in-training to keep up with all the changes when offices became computerised. I had to learn about word processing, spreadsheets, databases, emails and even a bit of desktop publishing for the Annual Report. This was only a few years before I retired, which goes to show that you're never too old to learn!

\*

*In a similar line of work, Georgina Spectacle could also have been: a personal secretary – an admin worker – a legal secretary – an accountant – a receptionist – a worker in a call centre – a medical secretary...*



### A few words relating to a secretary's work:

*Here is a text using a lot of words from the list. Read it carefully, as you will have to use the same words afterwards.*

Agenda	Appointment	Boss
Computer	Database	Document
Email	Fax	File
Filing	Filing cabinet	Information
Internet	ITC	Letter
Meeting	Message	Minutes
Photocopy	Post	Report
Secretary	Telephone	Word processing

**Georgina:** Arthur, I've been invited to be the volunteer **secretary** for the Society for the Protection of Correct Spelling. It's a voluntary organisation whose director, Miss Thorn, is a retired Primary School teacher. I'll have to attend **meetings**, send out the **agenda** and then type the **minutes**, send **letters** to the members, answer the **telephone**, and from time to time write **reports** and do **photocopies**. I'll have to brush up on my **word-processing** and my **computer** skills to send **emails** and do some research on **Internet**. The organisation will give me a **filing cabinet**, so that I can keep all the **documents** in order. And do you know who is to be voluntary treasurer of the association? Our dear neighbour, Mr Blackbird! I can work from home. It's perfect for me. After all, I used to be a perfect secretary!