

Name \_\_\_\_\_

Date \_\_\_\_\_

# Secretary

The secretary is the person who helps the boss in the office with tasks such as writing letters and emails, answering the phone, checking documents, scheduling meetings, and organizing trips.

Secretaries should have good spelling and grammar skills, be tidy, and discreet.

They usually work at a desk and use a computer, telephone, and office equipment like printers, photocopiers, and fax machines.

Secretaries may work in public organizations or private partnerships. Most businesses, large and small, have a secretary providing support for their business.

## ANSWER THE QUESTIONS.

1. The secretary helps the \_\_\_\_\_ in the office.

- A. painter
- B. boss
- C. patient
- D. photographer

2. The secretary types \_\_\_\_\_.

- A. letter and emails
- B. phones and faxes
- C. programs and trips
- D. exams and autographs

3. Secretaries need good \_\_\_\_\_.

- A. shoes
- B. friends
- C. spelling and grammar skills
- D. movies

4. Which office equipment do secretaries use?

- A. printers
- B. power generators
- C. thermometers
- D. wheelchairs

