

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, be very tidy and discreet.

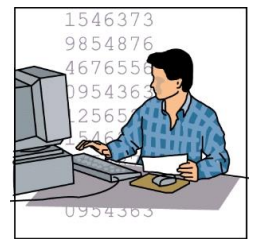
For their work, they usually work at a desk and use a computer, telephone and office equipment like printers, photocopiers and fax machines.

Secretaries may work in public organizations or private partnerships. The majority of businesses, large and small, have a secretary providing important support for the business.

### ANSWER THESE QUESTIONS:

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

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



2. The secretary writes \_\_\_\_\_.

- A. letters and emails
- B. phones and fax
- C. programs and trips
- D. exams and autographs



3. Secretaries should have good \_\_\_\_\_.

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

4. Which office equipment do secretaries use?

- A. Printers
- B. Power Generators
- C. Thermometers
- D. Wheelchairs

