

A secretary – a job description

A list of secretarial duties:

- picking the mail up from delivery firms
- sorting mail and delivering it throughout a firm
- creating and delivering memos
- answering the phone
- taking messages and transferring calls
- running errands
- doing data entry, inputting data
- operating office equipment
- using specific computer programs
- organizing diaries, itineraries and meetings, scheduling appointments
- greeting clients
- coordinating the day-to-day office operations
- sending out promotional material via email and post
- controlling access to a manager
- making coffee

Personality traits of a good secretary:

- she should have a friendly attitude and the ability to get along with others
- responsible
- she should be always on top of things
- trustworthy
- she should be methodical, with a good eye for detail
- she should be well organised
- she should have good phone manners
- she has to have good organisational skills
- she should have very strong typing skills



My name is Kate, I'm 24 and I work at the office of a big insurance company. I've been working as a secretary for 5 years.

My secretarial duties mainly consist of organizing, filing and answering the phone. I am required to keep up with the incoming calls and paper work at the same time. I am also responsible for sorting and delivering mail to different departments. I usually deliver correspondence on paper throughout the company but sometimes I am required to create memos and deliver them electronically through the company email system.

Answering the phone is one of the most important tasks for any secretary. I am responsible for taking messages and transferring calls. A knowledge of English is essential in my job, because I write and edit correspondence and e-mails in English. I make travel arrangements and I often take messages in English.

My secretarial duties also include maintaining databases. I am good at using computer software such as Microsoft Word and Excel. I can operate office equipment for example computers, fax machines or copiers.

I am happy working as a secretary. There are things about my job that I find fulfilling, like being able to help people. I do a lot of different things at the same time and it sometimes drives me crazy but at least my work is not monotonous. As a secretary, I feel like I am definitely an integral part of my company.

English For The Secretary

Jane Ohlmeyer



English For The Secretary:

English for Secretaries - The Fundamentals of Correct Writing Applied to Correspondance Kate M. Monro,2007-03-01

Many of the earliest books particularly those dating back to the 1900s and before are now extremely scarce and increasingly expensive We are republishing these classic works in affordable high quality modern editions using the original text and artwork **The Polite English Secretary: and Complete Letter-writer, Etc** ,1822 *The complete letter-writer; or, Polite English secretary* English secretary,1772

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texts China. Wai jiao bu,1923 The Maccabæan ,1916 *English for Secretaries and Administrative Personnel. Work*

Book Marisela Toselli,Ana María Millán,2006 English for Secretaries and Administrative Personnel prepares future

professionals in a challenging job market The successful first edition has now been updated and fully revised English for Secretaries and Administrative Personnel is a comprehensive Secretarial and Business course organised into three modules

Listening Writing and Reading Each unit provides presentation material of office situations followed by a comprehensive vocabulary and grammar focus and skills work The language level has been carefully graded for use in an elementary to pre intermediate classroom English Historical Linguistics Laurel J. Brinton,2017-07-06 Uniquely organized in terms of

theoretical approaches this is an advanced textbook on the study of English historical linguistics **Lives of the Queens of Scotland and English Princesses Connected with the Regal Succession of Great Britain** Agnes Strickland,1855

Annotated Cases, American and English ,1918 **To Save China, To Save Ourselves** Renqiu Yu,2011-02-07

Combining archival research in Chinese language sources with oral history interviews Renqiu Yu examines the Chinese Hand Laundry Alliance CHLA an organization that originated in 1933 to help Chinese laundry workers break their isolation in

American society Yu brings to life the men who labored in New York laundries depicting their meager existence their struggles against discrimination and exploitation and their dreams of returning to China The persistent efforts of the CHLA

succeeded in changing the workers status in American society and improving the image of the Chinese among the American public Yu is especially concerned with the political activities of the CHLA which was founded in reaction to proposed New

York City legislation that would have put the Chinese laundries out of business When the conservative Chinese social organization could not help the launderers they broke with tradition and created their own organization Not only did the

CHLA defeat the legislative requirements that would have closed them down but their people s diplomacy won American support for China during its war with Japan The CHLA staged a campaign in the 1930s and 40s which took as its slogan To

Save China To Save Ourselves Focusing on this campaign Yu also examines the complex relationship between the democratically oriented CHLA and the Chinese American left in the 1930s **The Heretic in Darwin's Court** Ross A.

Slotten,2004-06-23 During their lifetimes Alfred Russel Wallace and Charles Darwin shared credit and fame for the

independent and near simultaneous discovery of natural selection Together the two men spearheaded one of the greatest

intellectual revolutions in modern history and their rivalry usually amicable but occasionally acrimonious forged modern evolutionary theory Yet today few people today know much about Wallace The Heretic in Darwin s Court explores the controversial life and scientific contributions of Alfred Russel Wallace Victorian traveler scientist spiritualist and co discoverer with Charles Darwin of natural selection After examining his early years the biography turns to Wallace s twelve years of often harrowing travels in the western and eastern tropics which place him in the pantheon of the greatest explorer naturalists of the nineteenth century Tracing step by step his discovery of natural selection a piece of scientific detective work as revolutionary in its implications as the discovery of the structure of DNA the book then follows the remaining fifty years of Wallace s eccentric and entertaining life In addition to his divergence from Darwin on two fundamental issues sexual selection and the origin of the human mind he pursued topics that most scientific figures of his day conspicuously avoided including spiritualism phrenology mesmerism environmentalism and life on Mars Although there may be disagreement about his conclusions Wallace s intellectual investigations into the origins of life consciousness and the universe itself remain some of the most inspired scientific accomplishments in history This authoritative biography casts new light on the life and work of Alfred Russel Wallace and the importance of his twenty five year relationship with Charles Darwin

A Dictionary of English Normative Grammar, 1700-1800 Bertil Sundby, Anne Kari Bjørge, Kari E. Haugland, 1991-01-01 Eighteenth century English grammarians plead eloquently for purity precision and perspicuity but their method of teaching largely amounts to citing examples of impurity imprecision and lack of clarity from contemporary writings This book is the first of its kind to provide a detailed systematic account of such errors Apart from source and page references the Dictionary gives the context of the error I have not wept this forty years the correct or target form these forty years the name of the authors quoted by the grammarians Addison Swift and the labels which sum up their assessment of the error absurd solecism It operates with error categories such as ambiguity ellipsis and government fourteen in all which are subdivided into grammatically described main entries subentries and so on The Introduction includes a guide to the use of the Dictionary the grammatical code and a discussion of grammatical concepts error typologies problems of identifying literary sources attitudes to correctness grammatical figures and other topics A Bibliography and an Index of lexical items and technical terms round off the volume The way the Dictionary is organized should make it possible to find in it the answer to a wide variety of questions pertaining to grammar style and linguistic historiography

Universal Dictionary of the English Language ,1898 **The Insurance Year Book** ,1922 **Nigerian Languages, Literatures, Culture and Reforms** Ndimele, Ozo-mekuri, 2016-04-30 The papers in this volume were selected from the Silver Jubilee edition of the Annual Conference of the Linguistic Association of Nigerian LAN which was held at the Nigerian Educational Research and Development Council NERDC Abuja Nigeria The Silver Jubilee edition is dedicated to the father of Nigerian Linguistics Professor Emeritus Ayo Bamgbose Professor Emeritus Bamgbose was the first indigenous Professor of Linguistics in Nigeria

and the first black African to teach linguistics in any known university south of the Sahara He was there from the very beginning and together with co operation of people such as the late Professor Kay Williamson he nurtured Nigerian linguistics He is not just a foremost Nigerian linguist but also a most famous respected celebrated distinguished and cherished African linguist of all times To be candid Nigerian linguistics is synonymous with Professor Emeritus Bamgbose In 58 well written chapters by experts in their fields the book covers aspects of Nigerian languages linguistics literatures and culture The papers have not been categorized into sections rather they flow hence there is some overlapping in the arrangement The book is an essential resource for all who are interested to learn about current trends in the study of languages linguistics and related subject matters in Nigeria

Department of Labor United States. Congress. House. Committee on Appropriations. Subcommittee on the Departments of Labor, Health and Human Services, Education, and Related Agencies,1991

Making Ireland English Jane Ohlmeyer,2012-06-26 This groundbreaking book provides the first comprehensive study of the remaking of Ireland s aristocracy during the seventeenth century It is a study of the Irish peerage and its role in the establishment of English control over Ireland Jane Ohlmeyer s research in the archives of the era yields a major new understanding of early Irish and British elite and it offers fresh perspectives on the experiences of the Irish English and Scottish lords in wider British and continental contexts The book examines the resident peerage as an aggregate of 91 families not simply 311 individuals and demonstrates how a reconstituted peerage of mixed faith and ethnicity assimilated the established Catholic aristocracy Tracking the impact of colonization civil war and other significant factors on the fortunes of the peerage in Ireland Ohlmeyer arrives at a fresh assessment of the key accomplishment of the new Irish elite making Ireland English

Satire and Secrecy in English Literature from 1650 to 1750 M. Rabb,2007-12-09 This book revises assumptions about satire as a public masculine discourse derived from classical precedents in order to develop theoretical and critical paradigms that accommodate women popular culture and postmodern theories of language as a potentially aggressive injurious act Although Habermas places satirists like Swift and Pope in the public sphere this book investigates their participation in clandestine strategies of attack in a world understood to be harboring dangerous secrets Authors of anonymous pamphlets as well as major figures including Behn Dryden Manley Swift and Pope share at times what Swift called the writer s life by stealth

Elizabethan Diplomacy and Epistolary Culture Elizabeth R. Williamson,2021-05-23 A new account of Elizabethan diplomacy with an original archival foundation this book examines the world of letters underlying diplomacy and political administration by exploring a material text never before studied in its own right the diplomatic letter book Author Elizabeth R Williamson argues that a new focus on the central activity of information gathering allows us to situate diplomacy in its natural context as one of several intertwined areas of crown service and as one of the several sites of production of political information under Elizabeth I Close attention to the material features of these letter books elucidates the environment in which they were produced copied and kept and exposes the shared skills and practices

of diplomatic activity domestic governance and early modern archiving This archaeological exploration of epistolary and archival culture establishes a multi-tier of state actor that participates in even defines a notably early modern growth in administration and information management Extending this discussion to our own conditions of access a new parallel is drawn across two ages of information obsession as Williamson argues that the digital has a natural place in this textual history that we can no longer ignore This study makes significant contributions to epistolary culture diplomatic history and early modern studies more widely by showing that understanding Elizabethan diplomacy takes us far beyond any single ambassador or agent defined as such it is a way into an entire administrative landscape and political culture

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