

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

Peter Mack



English For The Secretary:

ENGLISH FOR SECRETARY AND OFFICE STAFF A PRACTICAL GUIDE FOR PROFESSIONALS Dr. Sayit Abdul Karim, S.Pd., M.Pd., Laely Nur Fadillah, According to Wiktionary the word secretary comes from Latin word secretarius which means a confidential clerk or secretary A secretary is a person who maintains a company s secret documents or files There are several titles that can be used to refer to a company secretary including a department secretary an administrative assistant a personal secretary a secretary to the management a senior secretary or an executive secretary Secretary is considered to be one of the most significant roles in any company It seems that a busy employer hires a secretary to help with overload work Her role is to facilitate the management s ability to perform the truly critical tasks As a result a good secretary needs to be adaptable skilled precise efficient and always eager to learn new things

The Polite English Secretary: and Complete Letter-writer, Etc, 1822 **English texts** China. Wai jiao bu, 1923 **The complete letter-writer; or, Polite English secretary** English secretary, 1772 **Corporation Secretary's Guide** William H. Crow, 1926 *Universal Dictionary of the English Language*, 1898 *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 *The Secretary's Guide* G. F. (gent.), 1720 *A Dictionary of American and English Law* Stewart Rapalje, Robert Linn Lawrence, 1883 **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 *The Oxford Handbook of English Prose, 1640-1714*, 2024-10-23 The Oxford Handbook of English Prose 1640 1714 is the most wide ranging overview available of prose writing in English during one of the most tumultuous periods in British and Irish history Stretching from the outbreak of the English Civil Wars to the death of Queen Anne the last Stuart monarch the volume is unprecedented in the breadth of its coverage of an age in which prose moved from the margins of cultural life in Britain to its centre The volume also breaks new ground in the diversity of the prose writing it covers its thirty six chapters by an array of established

literary critics and historians capture the excitingly multiple forms that prose took in what was a golden age for non fictional writing but which also saw the emergence of modes of prose fiction that became part of the origin story of the eighteenth century novel This Handbook reflects that multiplicity and diversity in its structure Four longer introductory chapters map the changing contexts of the publication and reception of prose in the period as well as the influence of the classical heritage and the role of relations with continental Europe The subsequent thirty two chapters are organized by different categories of prose writing The contributors approach key authors and texts from various and often unconventional perspectives The volume offers coverage of well known writers and texts while also capturing the assortment of prose writing in a time of rapid political and social change there are chapters on for example Bites and Shams Circulation Narratives Keys Pornography Recipe Books True Accounts and even Handbooks *The English Reports*, 1914 English Humourists of the 18th Century William Makepeace Thackeray, 1904 *Elizabethan Rhetoric* Peter Mack, 2002-10-17 Peter Mack examines the impact of humanist training in rhetoric and argument on a range of Elizabethan prose texts including political orations histories romances conduct manuals privy council debates and personal letters Elizabethan Rhetoric reconstructs the knowledge skills and approaches which an Elizabethan would have acquired in order to participate in the political and religious debates of the time the approaches to an audience analysis and replication of textual structures organisation of arguments and tactics for disputation Study of the rhetorical codes and conventions in terms of which debates were conducted is currently a major area of historical and literary enquiry and Mack provides a wealth of new information about what was taught and how these conventions were exploited in personal memoranda court depositions sermons and political and religious pamphlets This important book will be invaluable for all those interested in the culture literature and political history of the period **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 Intelligence and espionage in the English Republic c. 1600–60 Alan Marshall, 2023-01-10 This ambitious and important book is a richly detailed account of the ideas and activities in the early modern secret state and its agencies spies informers and intelligencers under the English Republic and the Cromwellian protectorate The book investigates the meanings this early modern Republican state acquired to express itself by exploring its espionage actions the moral conundrums and the philosophical background of secret government in the era It considers in detail the culture and language of plots conspiracies and intrigues and it also exposes how the intelligence activities of the Three Kingdoms began to be situated within early modern government from the Civil Wars to the rule of Oliver Cromwell It introduces the reader to some of the personalities who were caught up in this world of espionage from intelligencers like Thomas Scot and John Thurloe to the men and women who became its secret agents and spies The book includes stories of activities not just in England but also in Ireland and

Scotland and it especially investigates intelligence and espionage during the critical periods of the British Civil Wars and the important developments which took place under the English Republic and Oliver Cromwell in the 1650s The book will appeal to historians students teachers and readers who are fascinated by the secret affairs of intelligence and espionage

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

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