



1

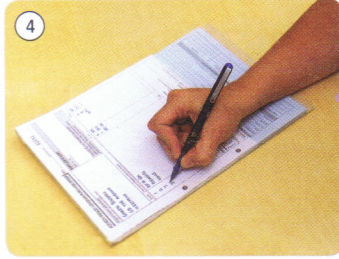


2

- 1 take notes
- 2 type
- 3 staple documents together
- 4 fill in a form
- 5 sign a letter
- 6 note appointments
- 7 file papers
- 8 filing cabinet
- 9 photocopy a letter
- 10 send a fax / fax a document
- 11 answer the phone
- 12 print a hard copy
- 13 greet visitors
- 14 offer refreshments
- 15 write a memo
- 16 send an e-mail



3



4



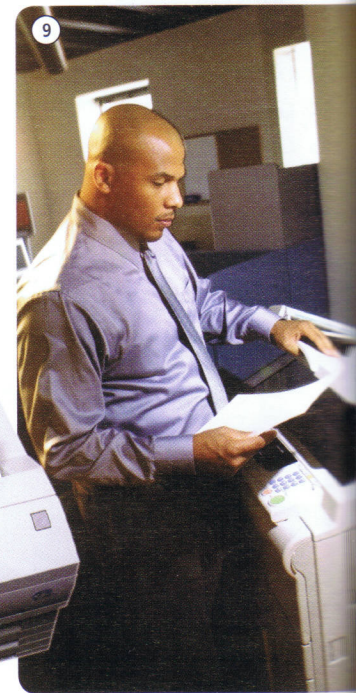
7



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6



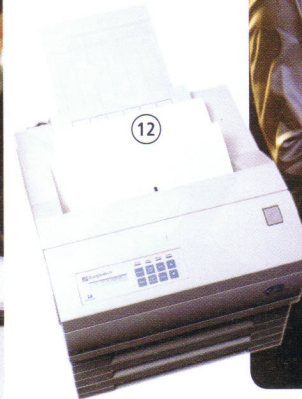
9



10



11



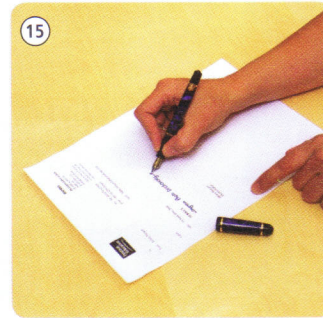
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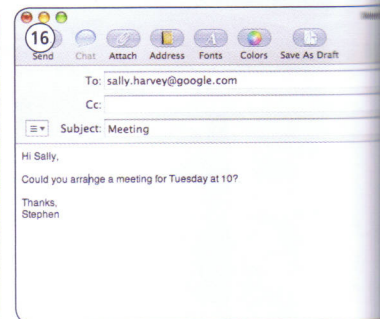
13



14



15



What's she doing? (1)

She's taking notes.

What's he doing? (11)

He's answering the phone.

A What's she doing? (7)

B She's

A What's he / she doing?

B He's / She's

Questions for discussion

- 1 Which of these activities would a manager do?
- 2 Which of these activities would an assistant do?
- 3 Which of these activities are boring?