

Vocabulary 1 QUIZ 5

Name ----- Section: -----

Fill in the gap in the following passage. Write the preposition between the parentheses ().

about after by from for in of on to with

Write the following words on the line. You may use the same word twice.

being (2)	demands	education	expected	filing	happened
keeping	looking for	make	making (2)	meeting	neatly
operating	provide	required	sending	skills	speeds
taking	typing (2)	using	works		

A junior secretary may be ----- to work () several people while a personal secretary will work () one particular person. Secretaries may be responsible () dealing () both incoming and outgoing mail, ----- replies () letters, ----- information, ----- the telephone, ----- people, ----- appointments, ----- the various machines found () the office, ----- shorthand, ----- and ----- reports () various kinds,†----- responsible () ordering stock () the office, ----- the little cash and any one of hundred jobs required () her employer. A senior secretary may even act () her employer () his absence, ----- him fully informed () what has ----- while he is away. A good secretary will know all () the company () which she ----- and be able to turn her hand to a wide range () jobs as the situation ----- . Any secretarial course - no matter how good it is - will ----- only the basic training

and the final 'polish' will come () experience. Good ----- speed are essential, 40 words a minute ----- the minimum, while high shorthand speeds, () 100 words a minute, or good audio ----- are invaluable. Most employers look () a good general ----- in addition () training () office skills while the ability to offer proof () ability () English language is often essential. Many secretaries are ----- to speak a second language - especially if the employer is involved () the export trade. In addition () being a 'Jack of all trades' a secretary will be ----- to be able () write ----- and ----- records as well as get () () others.