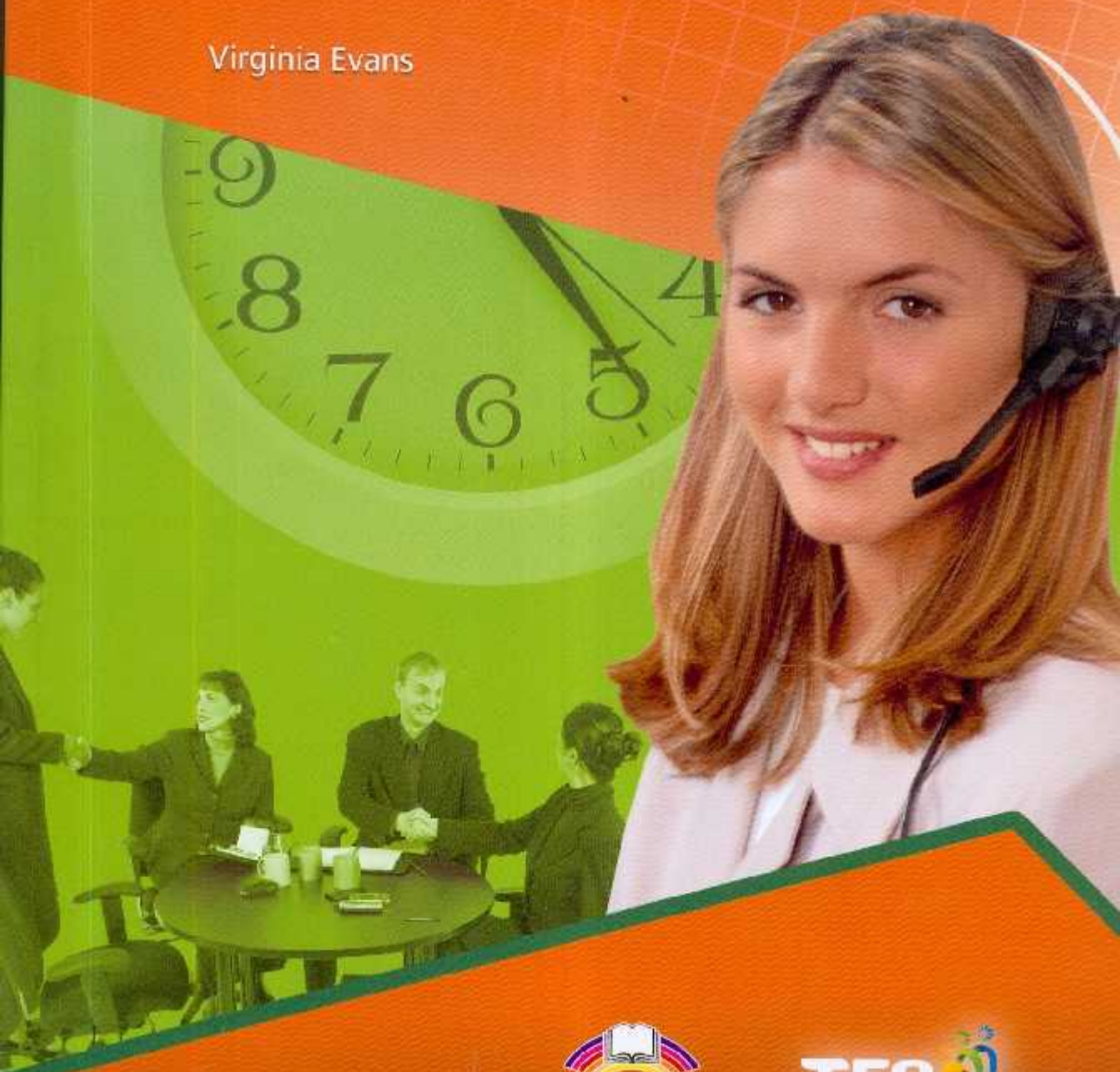


**CAREER
PATHS**

Secretarial

Virginia Evans



Express Publishing

TES



Total Education
Solutions

Table of Contents

Unit 1 – Office Supplies	4
Unit 2 – Office Furniture	6
Unit 3 – Reference Books	8
Unit 4 – Office Machinery	10
Unit 5 – Office Documents	12
Unit 6 – Greeting Visitors	14
Unit 7 – Helping Visitors	16
Unit 8 – Office Schedules	18
Unit 9 – Phone Calls	20
Unit 10 – Qualities of a Good Employee	22
Unit 11 – Departments	24
Unit 12 – Answering the Phone	26
Unit 13 – Making Appointments	28
Unit 14 – Business Letters	30
Unit 15 – Graphs and Charts	32
Glossary	34