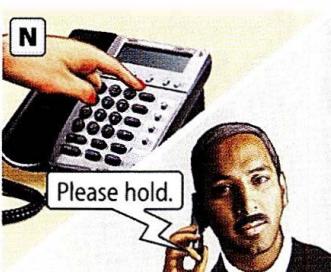
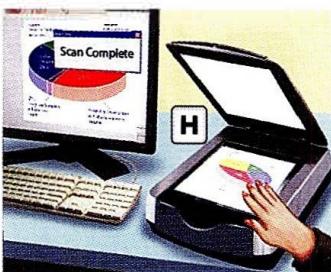
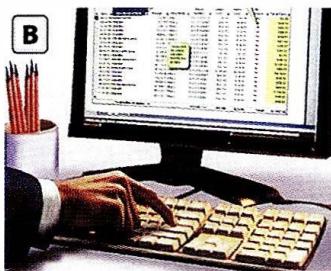
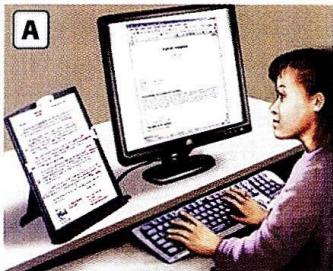


# Office Skills



## Office Skills

A. type a letter

B. enter data

C. transcribe notes

D. make copies

E. collate papers

F. staple

G. fax a document

H. scan a document

I. print a document

J. schedule a meeting

K. take notes

L. organize materials

## Telephone Skills

M. greet the caller

N. put the caller on hold

O. transfer the call

P. leave a message

Q. take a message

R. check messages