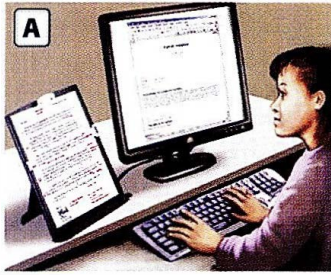




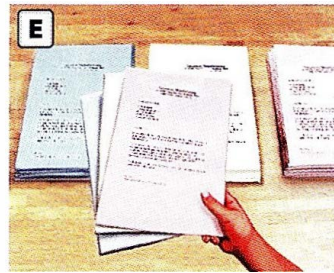
## Office Skills



A. **type** a letter

B. **enter** data

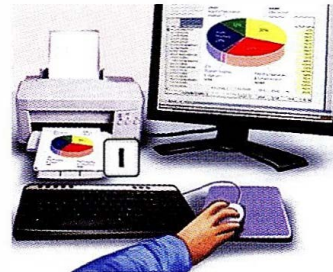
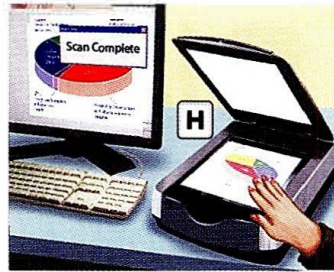
C. **transcribe** notes



D. **make** copies

E. **collate** papers

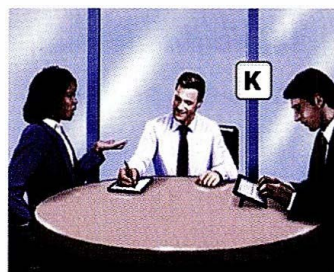
F. **staple**



G. **fax** a document

H. **scan** a document

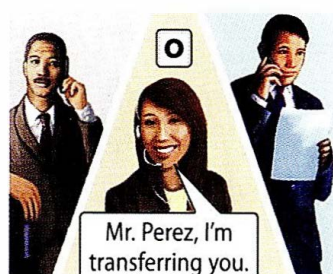
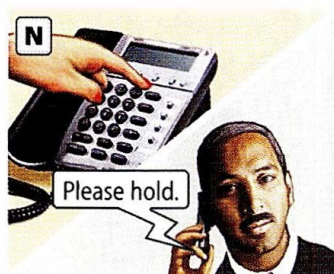
I. **print** a document



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