**Office documents**

**fax**

**order form**



**receipts**

**diary**



**memo**



**minutes**

**LegalJobsRUs.com**

**Company: KLS Law Firm**

**Do you want a great job? Here we come with a great offer. We are looking for a secretary with great communicational and computer skills. We need a good employee who can:**

|  |  |
| --- | --- |
| * **prepare legal documents**
* **send faxes**
* **send out memos**
* **write excellent business letters**
* **fill out many forms, including order forms for office supplies**
 | * **keep track of receipts and payments**
* **answer queries on the phone**
* **maintain filing systems**
* **take minutes**
* **manage diaries and make appointments**
 |

**Answering the phone and greeting clients is also important. We would like someone who is friendly and energetic. Interested?**

**Please contact us at** **klc.office@yourbestlawyer.com**

**Reading activities:**

**1. Read the above job advertisement from a website and mark the following statements as True (T) or False (F).**

a. \_\_\_\_\_ The law firm has a position available for a lawyer.

b. \_\_\_\_\_ The law firm needs someone to save and organise receipts.

c. \_\_\_\_\_ The person who gets the job will be responsible for ordering supplies.

**2. Fill in the blanks with the correct words and phrases from the word bank below:**



**order form – fill out – keep track of – fax – prepare – documents**

**a.** It’s essential to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ important documents so you don’t lose them.

**b.** It is easier and faster to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ documents than mail them.

**c.** Complete the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for new office supplies.

**d.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this form with your name and address.

**e.** Please \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this letter for Mr. Bates and put it on his desk.

**f.** Sign these \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ documents so I can send them.

**3. Place a check mark (****) next to the correct response:**

1. Can you send out an email about the meeting tomorrow?

A \_\_\_\_\_\_ Yes, I just need to turn on my computer.

B \_\_\_\_\_\_ Sure, the phone is right there.

 **2.**  Can you give me a receipt?

 A \_\_\_\_\_\_ I’ll take two, please.

 B \_\_\_\_\_\_ Yes, let me print it out.

 **3.** Please type up a business letter for me.

 A \_\_\_\_\_\_ I’ll read it right away.

 B \_\_\_\_\_\_ Who shall I address it to?