

[illegible]

fax

[illegible]

order form

Memorandum

TO: GTS Sales Staff

FROM: Karen Moore

CC: Mr. John Sakazaki

DATE: April 18, 2008

SUBJECT: Customer Presentation

memo

The JSKL Marketing presentation you prepared last week to showcase our new product line was exceptional!

Your enthusiasm, sales strategy, and product knowledge were impressive and certainly sealed the deal with Mr. Lockhart!

Thank you for your outstanding work and dedication. Bonus checks will be distributed next week.

My sincere congratulations to all of you!

memo



receipts



OpenThink Labs

Harmonizing IT, Business and Education

Minutes of Meeting

Summary

Meeting Topic			
Date	... tanggal ...	From	...jam mulai... To ...jam selesai...
Location	...		

Attendee List

#	Name
1	
2	
3	
4	

minutes

Action Items

#	Task	PIC	Due Date
1		Info	
2		Info	
3		Info	
4		Info	
5		Info	
6		Info	
7		Info	
8		Info	

minutes

Company: KLS Law Firm

- 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:

word bank

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?