

 Pan Books

How to be an EFFECTIVE SECRETARY

LANCE SECRETAN



Written by the Managing Director of Manpower Ltd, one of the foremost suppliers of secretarial help in the British Isles, this invaluable book tells you how to

enjoy a satisfying and exciting career,
cope with responsibility,
earn more money,
deal with people,
gain in prestige, and
make life easier for your boss.

Good secretaries are in greater demand than ever before. There are more opportunities for promotion and greater financial rewards. Whatever your age and experience here is sound and practical advice, easily understood, which will help you meet the challenge of being an effective secretary.

SECTIONS INCLUDE

**PLANNING THE WORKING DAY
TAKING AND GIVING DICTATION
COPIES AND CORRECTION
THE SECRETARY AND MEETINGS
MULTI-COPY METHODS
HANDLING INCOMING AND OUTGOING MAIL
WORKING RELATIONSHIPS
THE TELEPHONE
LAYOUT AND PRESENTATION OF WORK
HINTS ON GRAMMAR**

A Pan Original

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