

UNITS 71-79 ADMINISTRATION AND CLERICAL VOCABULARY

drafting a letter
error
typing a letter
computers
board meeting
office party
hole punch
editing papers
returning phone calls
parkade
meeting with a client
rush hour traffic
putting the coffee on
meeting my deadline
project funding
etiquette
shorthand
administration office
proofreading
photocopying
picking up the mail
staff meeting
handwriting
head office
satellite office
reception area
boardroom
lunchroom
LRT (Light Rail Transit)
clerk
signage
cubicle
appointment
running errands
stationary store