

English For Office Skills 8960 Languagecert

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Administrative skills are those related to running a business or keeping an office organized, and are needed for a variety of jobs, ranging from office assistants to secretaries to office managers. Employees in nearly every industry and company need strong administrative skills .

Important Skills for Administrative Jobs
Business English speaking skills exercises can include basic socializing activities, telephoning practice, common office exchanges, short role plays with colleagues, customers and clients, and practice asking, requesting and providing information.