

Task



Hopefully, you took in as much of the information in this 7th module as possible. To find out how well you have done, complete the following worksheet.



We recommend that you allocate at least 30 minutes to this worksheet.

SELF-MARKING



At the end of the worksheet is a convenient answers/feedback and advice section to allow you to see how well you have done.

You are not required to return this worksheet.

Activity #1



10 minutes

Write a paragraph explaining the benefits of an efficient filing system.

Write or type your answer here

Activity #2

 10 minutes

In a brief paragraph define a centralised filing system and name a few benefits of having one in your office.

Write or type your answers here

Activity #3

 10 minutes

Work your way through the following paragraphs and insert the most appropriate words to fill in the missing blanks. There are 10 for you to have a go at in all.

A 1_____ or personal assistant will have to keep track of every record, account, employee profile and business 2_____. An accurate filing system will make your job much easier and a well-stored 3_____ that is easy to use will make accounting 4_____ much easier to execute.

As a PA, you may be expected to create and 5_____ a successful, readable, easy-to-navigate filing system. You may have to plan one right from scratch and implement it. A good filing 6_____ contributes to efficient execution of operations and helps foster a strong brand image. Regardless of whether files and records are stored on the computer, or 7_____ files, they should be easily accessible.

A filing system is the precursor to a 8_____ management system. Record management refers to the systematic, logical and practical control to 9_____. A centralised filing system is intended for use by a single organisation and the system must allow the 10_____ of files (regardless of the format) as and when needed

Write or type your answer here

1

2

3

4

5

6

7

8

9

10



Answers/feedback and advice section

Use this section to check your answers and see how well you have done

You are not required to return this worksheet

Activity #1

Advice and Feedback

An efficient filing system will provide an organisation with the following benefits: (1) It saves the company time and costs that could be incurred during the filing process. (2) It Increases staff productivity and efficiency. (3) A filing system allows easy access to pending bills, invoices and open contracts. (4) It will reduce the risk of loss if there is ever a need for litigation.

Activity #2

Advice and Feedback

A centralised filing system places all your office records in one central location within the office. This system is useful in an office where a lot of employees need access to the files. Choosing to incorporate a centralised filing system in your office offers a variety of benefits including easy access to sourced information in one vital place, greater control of storage and a lower risk of duplicate files.

Activity #3

Answers

1. Secretary 2. Event 3. Archive 4. Tasks 5. Maintain 6. System 7. Paperback
8. Records 9. Information 10. Retrieval

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SUMMARY

Now that you have studied Module 7, it is time to decide if you feel you are ready to move on to the next module. Even if you struggled only slightly in this module, make sure you take the time to read through the material one more time.

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