

Transcript_Office Communications_1A_An office clerk talks about her working day

Hello, my name is Jane Bennett.

I work as an office clerk in a building company. Every day I get up at 7 o'clock in the morning. I leave home at 8.00 and drive to work. My working day starts at 9.00 am.

My work day begins with checking the answer machine for messages and passing these messages on to my manager. Next, I read and answer my emails and make any calls that I need to make. I then perform general office duties like photocopying, data input and filing until midday.

At about 11am everyone in the office has a short morning break. We have coffee and a light snack, which I prepare at home and take to work with me.

After that I take a lunch break, from 12.00 until 1 o'clock in the afternoon. I then work through the post and answer letters which have been received. After this I spend time on other tasks such as typing invoices and general office administration.

At approximately 5 o'clock my work day is over. I drive home and usually get back by 6pm.

Duration: 1.55 Min.