

LESSON 48

Tabulation 16

Scottish Towns

PAPER: A5 (148 x 210 mm).

TARGET TIME: 10 minutes.

Use double-line spacing.

Aberdeen	Eddleston	Keith
Aberdour	Edinburgh	Kelso
Aberfeldy	Elie	Kenmore
Aberfoyle	Ellon	Killin
Aberlour	Evanton	Kingussie
Abington	Eyemouth	Kippen

Tabulation 17

PAPER: A5 (210 x 148 mm).

TARGET TIME: 10 minutes.

Place the names in alphabetical order.

General Studies	Secretarial Studies
P. Jones	N. Tranter
D. Davies	K. Hill
G. Smith	K. Pugh
J. Williams	M. Shipman

Letter 21

PAPER: A4.

MARGINS: Suitable.

TARGET TIME: 15 minutes.

Ref. MC/CC Today's date. The Powell Press Co. Ltd., 56 Dacko Jare, Chester. CH2 8ES For the attention of Mr. Smallman
Dear Sirs, Business reorganisation In reply to your letter requesting advice as to changes in the organisation of your business, we are prepared to place the results of our investigations at your disposal. We suggest that the two most profitable aspects of your firm regarding reorganisation are the secretarial staff and reducing your bad debts. (Paragraph) With regard to the secretarial staff, we feel that it is too large. Considerable savings could be made by the abolition of your present Shorthand Typing System and the introduction of a centralized Dictation System. Such a System would cut out a large waste of time and money and speed up the flow of work through the Department. (Paragraph) Your bad debt situation is one of the worst we have encountered so far and we suggest drastic reorganisation of your Accounts Department. You should employ the services of a Debt Collecting Agency at the same time. (Paragraph) If you would like us to give you more detailed suggestions, please write to us. Yours faithfully,
OFFICE EFFICIENCY LTD. Mike Crease General Manager