

Type of Document	Filing System
Client Files	1 _____
Correspondence	2 _____
_____	3 _____
_____	4 _____
Project Files	5 _____

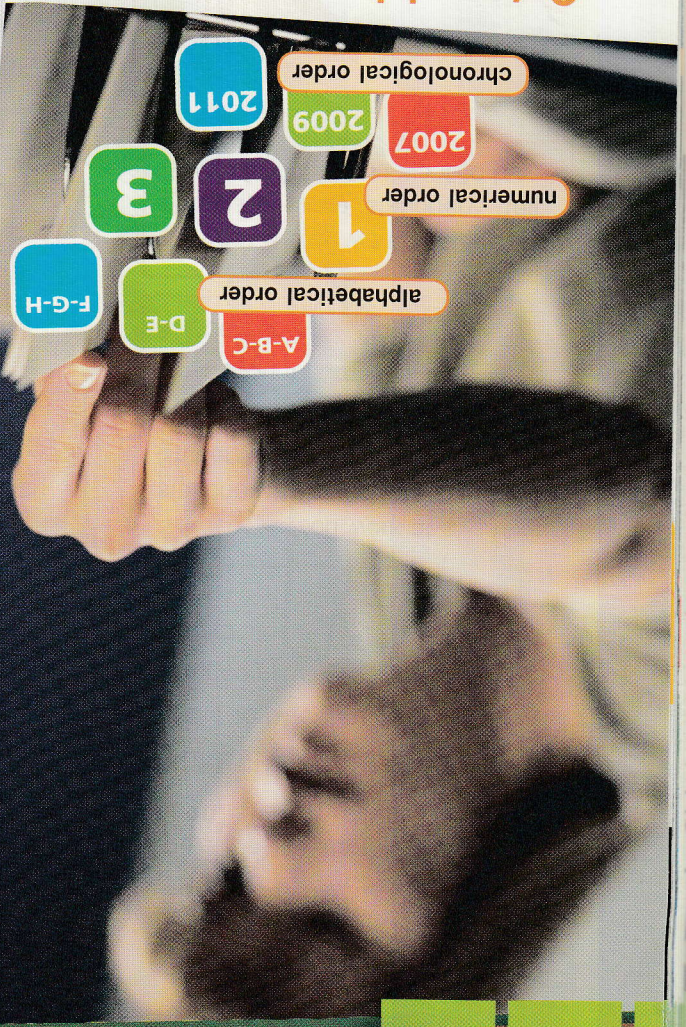
2 Read this letter to a new employee. Then, complete the table using information from the letter.

Reading

- Where do people record their friends' addresses, emails and phone numbers?
- How do people organize their important papers?

1 Before you read the passage, talk about these questions.

Get ready!



Filing systems

- A list in _____ order starts with A and ends with Z.
- A list in _____ order starts with older dates and ends with recent ones.
- To file something _____ is to put all items from the one area together.
- A well-organized office always has a good _____.
- A list in _____ order starts with low numbers and ends in higher ones.

numerical filing system alphabetically chronologically

Word Bank

3 Fill in the blanks with the correct words from the word bank.

Vocabulary



Good luck!
Margaret

in numerical order.

Finally, project files are in the red binders. These are all in **numerical** order. All the forms are in the blue box file. We file these according to **subject**: order forms, new client forms and so on. recent letters are on the right.

We keep all **correspondence** in the ring binders on the top shelf. It is filed in **chronological** order. The most Clients **folder** on the desktop.

We keep the client files in suspension files in the drawers to the right of each desk. We file these **geographically**. Our European clients are in the top drawer, Asian clients are in the middle and American clients are at the bottom. We file the clients in **alphabetical** order. There are also **digital** copies of the client files on the computer. Just click on the Clients **folder** on the desktop.

Welcome to the company! This is a quick note to tell you how the **filing system** works.

Dear Melanie,

