

Clerical Interests: Administrative Duties - Modified Version

Name: _____

Date: _____

Instructor: To support comprehension, show either photos of the machine or materials, or show the actual machine or materials as you present each question. See page two for example photos.

	1 Not at All	2 Maybe	3 Yes	4 Very Much
1) Do you think you would like working with a copy machine?				
2) Do you think you would like working with a postage machine?				
3) Do you think you would like to sort and deliver mail in an office?				
4) Do you think you would like to send out bulk mail in an office (100 to 500 pieces of mail at a time)?				
5) Do you think you would like to process invoices or orders and to file information on electronic files for billing, shipping and handling?				
6) Do you think you would like to manage supplies and keep an inventory of office materials and supplies?				
7) Do you think you would like to use a fax machine or scanner?				



To Support Item #1



To Support Item #2



To Support Item #3



To Support Item #4



To Support Item #5 and #6



To Support Item #7