



Learning about Office Work

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These are things you may find in Office Work...



Desk



Computer



Phone



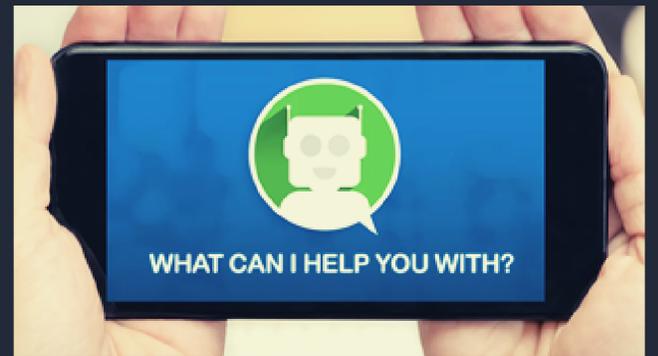
Photocopier
/Printer



Filing
System

- Answering the phone
- Keeping records
- Sending/receiving the post
- Solving a problem
- Taking a payment
- Talking to customers
- Writing a letter

Try these questions for Office Work ...



Would you work inside, often behind a desk?

Yes – No – Maybe

Would you like to be reading and writing for the
job?

Yes – No – Maybe

Would you wear clothes (if needed) to look smart?

Yes – No – Maybe

Would you meet people or work in a team?

Yes – No – Maybe

Would you talk to people on the phone?

Yes – No – Maybe

Would you be tidy and know where to store things?

Yes – No – Maybe

Would you type on a keyboard and look at a screen?

Yes – No – Maybe

Would you work a machine like a photocopier?

Yes – No – Maybe

If the Yes and the Maybe are
more than the No, then Office
Work might be for you!

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What's next for Office Work?

Do you like things to be in their place? Yes/No

Can you find things that matter, when you need them, because you know where they are? Yes/No

..... and do you keep your bedroom tidy? Yes/No

Could you tell the time?  Yes/No

Could you handle money?  Yes/No

Office Work is done in lots of places, from a small business to a large one, and is often called Business Administration - or you may hear people say, they have admin to do.

Make a list of all the local places you might like to work:

.....

Would you ask them if they need a volunteer or helper – for you to get more experience?
Yes – No – Maybe

Or would you find out if they need a part-time or full-time worker?
Yes – No - Maybe



Good Luck! 

