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Administrative skills are those related to running a business or keeping an office organized, and are needed for a variety of jobs, ranging from office assistants to secretaries to office managers. Employees in nearly every industry and company need strong administrative skills .

Important Skills for Administrative Jobs

Business English speaking skills exercises can include basic

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socializing activities, telephoning practice, common office exchanges, short role plays with colleagues, customers and clients, and practice asking, requesting and providing information.

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