

## CHAPTER 4

### CONCLUSION

The same answer got too. Mrs. Wahyu answer if the daily routine tasks of secretary, which are:

1. Secretary tasks is make and archived correspondence.
2. Correctly position tools and equipment of stationery.
3. Make report for service.
4. Make a teacher picket schedule.
5. Make students absent.
6. Make school-fee card.
7. Receive school-fee and administration of new corner student registration.
8. Bought some stationery.
9. And make a meeting note or minutes.
10. Making out letter and receive come in letter
11. Receive costumer

I think Ibu Wahyu must type the minutes, speak more English, and coppedespondence better.