

	Task	My job	Heading
1	Assisting wages clerk with data input ¹		
2	Checking the return ² of assessment interview reports ³		
3	Collecting data concerning staffing levels in company departments		
4	Collecting data from questionnaires ⁴ after a training session		
5	Coordinating a time schedule for job interviews		
6	Filing new job descriptions in employees' records ⁵		
7	Helping prepare notices ⁶ to staff members of annual pay rises		
8	Posting a notice of staff training in company magazine		
9	Preparing a bar chart of total staff costs for past ten-year period		
10	Preparing statistics for staff redundancy plan ⁷		
11	Preparing seminar rooms for in-house training sessions		
12	Putting up vacancy notices ⁸ on the company notice board		
13	Putting letters of dismissal ⁹ into envelopes		
14	Sending promotion notices ¹⁰ to payroll clerk ¹¹		
15	Sorting staff appraisal documents ¹² alphabetically		