

CHAPTER THREE

Filing



What is Filing?

Q1: Complete the definition of filing.

Filing is arranging in common
according to some

Q2: Why do we file? Tick the correct answer.

- Find documents quickly & easily.
- Keep the documents clean & tidy.
- To save them from insects.
- The first point of contact in the business
- For people visiting the company
- For future reference
- For good communication skills