



TYPES OF FILING SYSTEMS



PART 1. Answer the questions.

1. What are filing methods?

2. Which are the 5 filing methods?

3. What does a well-maintained filing allows?

Choose the correct option.

4. A _____ is a group/collection of things that belong together.
- a) Filing
 - b) Category
 - c) File
 - d) Classification

5. How can sub categories be? Give 5 examples.
- a)
 - b)
 - c)
 - d)
 - e)



PART 2. Order the steps to form categories.

- ___ Look at your list critically.
- ___ Give each pile a category name.
- ___ Sort all your documents out into piles that you think belong together.
- ___ Make a list of categories.

PART 3. Write true (T) or false (F), if it's false write the correct answer.

- ✓ A filing book is a filing index so that everyone can understand the system you used and find the information they want. _____

- ✓ You have to list all the categories and sub-categories in the order they are filed in. _____

- ✓ You have to give just your boss a copy of the whole filing key. _____

- ✓ You have to create new files even if there's a category like it. _____

