



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.
 - Filing
 - Category
 - File
 - Classification



5. How can sub categories be? Give 5 examples.
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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.

