

Secretarial Duties By Harrison

United States. Department of State

Secretarial Duties John Harrison,1996-01 This comprehensive guide to secretarial practices covers everything from reception, filing and health and safety, to meetings, cash control, and office skills.

Secretarial duties. 4th ed John HARRISON (F.S.C.T., A.F.C.S.),1970

Analysis of Secretarial Duties and Traits Werrett Wallace Charters,Isadore B. Whitley,1924

Summary of Report on Analysis of Secretarial Duties and Traits Werrett Wallace Charters,Isadore B. Whitley,1924

Secretarial Duties Margaret Leafe,1981

Multiple Choice Questions on Office Practice and Secretarial Duties R. A. Greig,1982-01-01

Secretarial Duties in Action Margaret Leafe,1978

Secretarial Duties John Harrison,1979

Secretarial Case Studies John Harrison,Marion Leishman,1989-01-01

The Private Secretary Edward Jones Kilduff,1916

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The Private Secretary - His Duties and Opportunities Edward Jones Kilduff,1918

Practical Office Procedures John Harrison,1996 This text provides a wide range of practical activities and assignments to support the fourth edition of Office Procedures. It is designed for class activities, homework assignments, computer-based work and for use in work experience. This edition has been brought into line with the revised criteria for the S/NVQ Level 1 and 2 administration courses.

The Presidency of Benjamin Harrison Homer Edward Socolofsky,Allan B. Spetter,1987 Benjamin Harrison was an early proponent of American expansion in the Pacific, a key figure in such landmark legislation as the Sherman Anti-Trust Act and the McKinley Tariff, and one of the Gilded Age's most eloquent speakers. Yet he remains one of our most neglected and least understood presidents. In this first interpretive study of the Harrison administration, the authors illuminate our twenty-third president's character and policies and rescue him from the long shadow of his charismatic secretary of state, James G. Blaine. An Ohio native and Indiana lawyer, Harrison opened the second century of the American presidency in a rapidly industrializing and expanding nation. His inaugural address reflected the nation's optimism:

The masses of our people are better fed, clothed, and housed than their fathers were. The facilities for popular education have been vastly enlarged and more generally diffused. The virtues of courage and patriotism have given proof of their continued presence and increasing power in the hearts and over the lives of our people. But the burdens and realities of his office soon imposed themselves upon Harrison. The biggest blow came at midterm with the Republicans' devastating losses in the 1890 congressional elections. In an era of congressional dominance, those losses eroded Harrison's position as a legislative advocate—at least, for domestic issues. His impact in foreign affairs was more lasting. One of the highlights of this study is its revealing look at Harrison's visionary foreign policy, especially toward the Pacific. Socolofsky and Spetter convincingly demonstrate that although Harrison's ambition to acquire the Hawaiian Islands was not realized during his presidency, his foreign policy was a major step toward American control of Hawaii and American expansion in the Far East.

Practical Secretarial Work Henry Isaac Lee, William Norbert Barr, 1929

Sketch of the Life of Major General William Henry Harrison Isaac Rand Jackson, 1836

Department of State News Letter United States. Department of State, 1965

Accounts and Papers of the House of Commons Great Britain. Parliament. House of Commons, 1816

The Executive Secretary in Europe Carolyn Maclay, John Harrison, 1994 A comprehensive textbook which is an essential reference source for executive secretaries and personal assistants. It is based on five major European markets: France, Germany, Italy, Spain and the United Kingdom, and can be used by secretaries of any nationality working anywhere in Europe.

The Life of Major-General William Henry Harrison Isaac Rand Jackson, 1840

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