

Unit Five

File Management

Learning Objectives

Listening and Speaking

1. Listen and Practice
2. Act Out

Reading

1. Text
2. Exercises

Practical Writing

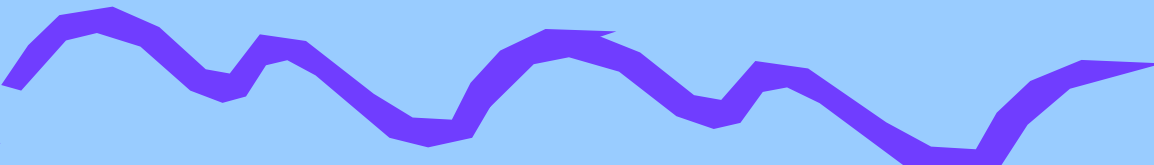
Supplementary Reading



Return

Learning Objectives

- request and provide information on filed documents orally;
- understand how file management works;
- manage files;
- fill in forms and write letters on file management.



Listening and Speaking

Requesting and Providing Information

• Dialogue 1

• 1. Listen to the dialogue, and fill in the blanks.

• (Mr. Green is asking his secretary Helen for the files he requested earlier.)

• Mr. Green: Helen, did you look up those files I requested?

• Helen: I am sorry, Mr. Green. I could not cross-reference information on that company, even though I checked all the _____. I don't think we have a file on them.

• Mr. Green: I'm almost sure that information was filed under a different heading

• Helen: Would you like me to check again _____?

• Mr. Green: Yes. In fact, I believe I asked you to file the information under Mr. Smith's name.

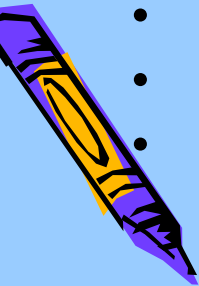
• Helen: Maybe perhaps no I couldn't find it. All the information on the Smith _____ is filed under "S" how our filing system works

• Mr. Green: Do you still remember _____ alphabetically?

• Helen: Yes, I do. All files are arranged _____.

• Mr. Green: That's right. So you'd better check it again.

• Helen: Yes, Mr. Green.



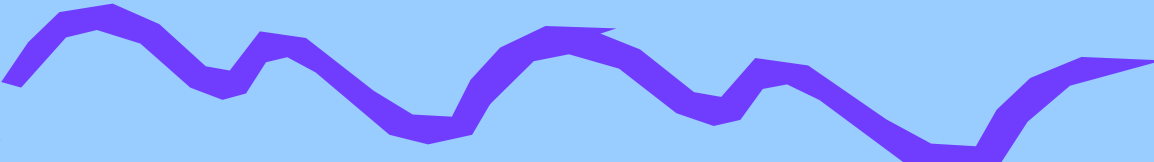
2. Listen to the dialogue again, and answer the questions you will hear. Write your answers below.

(1) Q: What file does Mr. Green want?

Key: The one that contains information on Mr. Smith's company.

(2) Q: How does the filing system work?

Key: All files are arranged alphabetically.



Dialogue 2

1. Listen to the dialogue, and fill in the blanks.

(Mr. Green and his secretary Helen are working on the filing instructions.)

Helen: I've got the list here, Mr. Green.

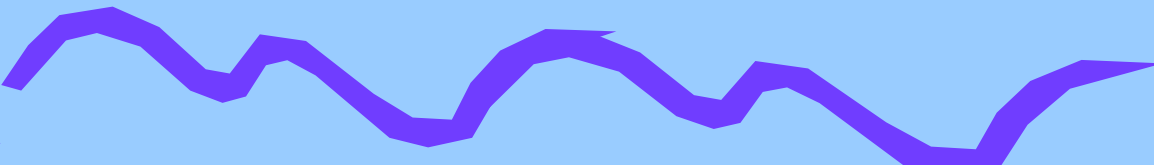
Mr. Green: What list?

Helen: The list of procedures for filing. You said we should discuss it this morning.

Mr. Green: Oh, yes. I remember now. We should make a list of filing procedures for all the staff. Well, what have you written down?

Helen: I thought we might head the page "Notice" and then center the title "_____
Filing Instructions

Mr. Green: Yes, that's all right. Then it can be dated at the end and signed by General Manager.



Helen: Yes.

Mr. Green: what's the first procedure then?

Helen: It is about sorting the files into chronological order.

Mr. Green: Good, and the next one?

Helen: Removing paper clips and pins.

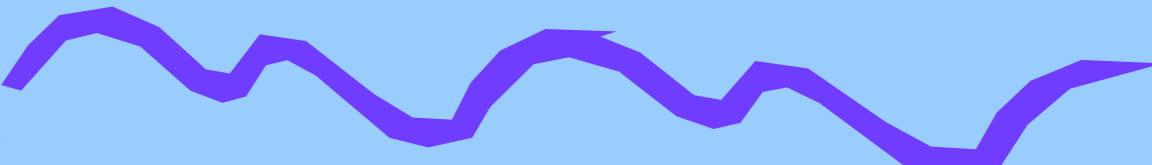
Mr. Green: Ok, the third procedure?

Helen: For the third one I have written down "be consistent".

Mr. Green: Yes, that's essential. One customer—one file is the rule.

Helen: Right, anything else?

Mr. Green: No, that's all. Thanks.



2. Listen to the dialogue again, and answer the questions you will hear. Write your answers below.

(1) Q: What are Mr. Green and Helen discussing about?

Key: They are talking about the procedures one should do when filing documents.

Q: What are the three points Helen mentioned?

(2) 1. Sorting the files into chronological order. 2. Removing paper clips and pins. 3. Being consistent when filing.



Passage

Listen to the passage, and fill in the blanks. You will hear the tape twice.

New technological developments in the office have brought about great changes for secretaries. Much time-consuming and tedious work formerly performed manually can now be done by machines operating at incredible speeds; data can be transmitted instantly via telecommunications networks; and much of the paperwork generated by office procedures has been eliminated. These developments have led to such terms as “office automation” (OA), the “electronic office”, and the “paperless office”. Automated and electronic practices may have reduced much of the paperwork, but the modern office is unlikely to be paperless. Although many files are now stored electronically, a “hard copy” (paper and similar records) is still considered desirable for particular situations: as a back-up in case of computer or power failure; as a means of storing more permanent information; or as more appropriate means of keeping records, like in the case of birth certificates, originals of memorandums of associations, etc.



Part Two Act Out

1. First complete the short dialogue by translating the Chinese into English, and then practice them with your partner.

(1) Mr. Green: Please file all these reports for me.

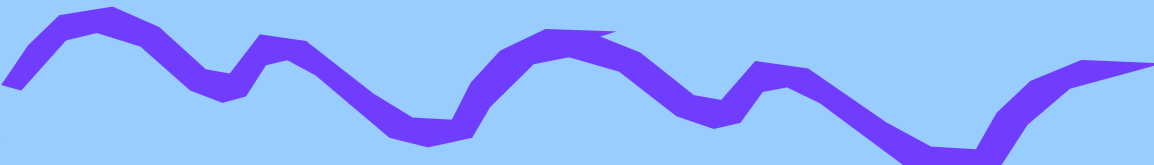
Joan: (您要我依日期顺序归档吗?)

Do you want me to file them according to the dates?

Mr. Green: (不, 请依照字母顺序.)
No, please file them in alphabetical order

Joan: I'll make copies and file them both ways.

Mr. Green: Great idea!



(2) Mr. Green: (我要的那些档案资料都找到了么 ?)

Have you looked up the files I requested?

Helen: (对不起, 尽管我查了全部的对照表, 仍未找到那个公

司的资料。)
I am sorry, I could not find any information on that company, even though I checked all the cross-references

Mr. Green: Are you sure that information was filed?

Would you like me to check again under a different heading?

Helen: Sure. (让我在别的标题下再查一查, 好么 ?)

Mr. Green: Do you still remember how our filing system works?

All files are arranged alphabetically. I am going to clean out all the

Helen: (所有的档案都是按字母顺序排列的)。 (我准备明天把所有的档案都清理一下)。



2. Create a short dialogue for each of the following situations and practice them with different partners.

Suppose you are a secretary in a company:

- (1) Your manager gives you a memo to file.
- (2) A clerk of the financial department comes to your office to look up a last-year report; you give him/her help.
- (3) You cannot find a business report requested by your manager.
- (4) You explain the filing instructions of your company to a new employee.



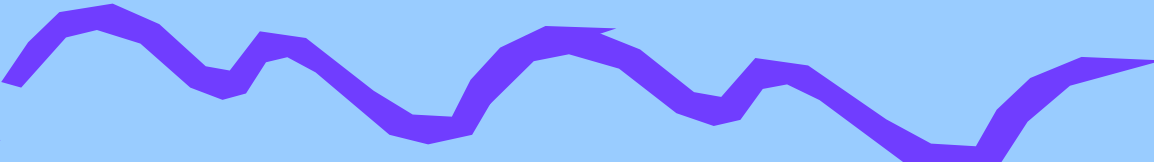
Reading

Filing

1. Why Should Organizations Have a Good Filing System?

Filing means keeping documents organized and in a safe place, allowing people to look information up easily and quickly. Documents that are taken good care of will not easily tear, get lost or dirty.

The filing system is a central record-keeping system of an organization. It helps the staff of an organization become organized, **systematic**, efficient and **transparent**. People who want to **have access to** information can do so promptly and easily through the filing system.



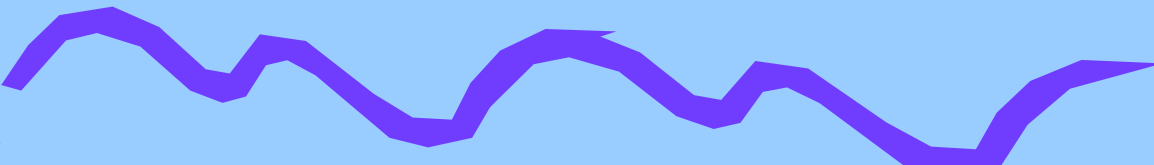
systematic: adj. organized carefully and done thoroughly 有系统的, 分类的, 体系的

e.g. The *systematic* arrangement of chairs makes the hall look spacious.

座椅按照顺序排列, 这使得礼堂里显得很宽敞。

He's very *systematic* in all he does.

他做一切事情都很有条理。



transparent: adj. clear 透明的

e.g. Plain glass is *transparent*.

普通的白玻璃是透明的。

The meaning of this passage seems quite *transparent*.

这一段的意思看来是相当清楚的。



have access to: v. 可以到达 (可以使用)

e.g. Students must *have access to* good books.

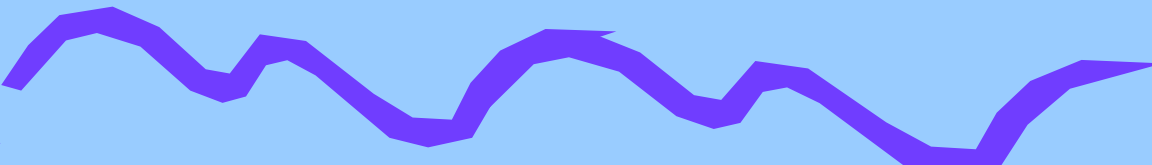
学生必须有机会读到好书。

As her private secretary he *has access to* all her correspondence.

他是她的私人秘书，能接触到她所有的信件。



It is always satisfying, when looking up information, to be able to find it easily and without greater difficulties. People work as a group in an organization. Documents on different subjects are frequently being received and sent out. It is necessary to keep these documents for future **reference**. If they are not taken good care of, people cannot **account for** all the organizational activities. Everyone who needs to access documents should know where they can be found.



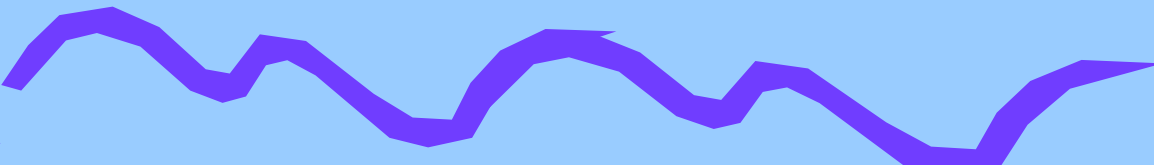
reference: n. part of something you say or write in which you mention a person or thing 参考, 出处, 参照

e.g. There is no further *reference* to him in her diary.

她的日记中没有进一步提到他。

You should make a *reference* to a dictionary.

你应该参考字典。



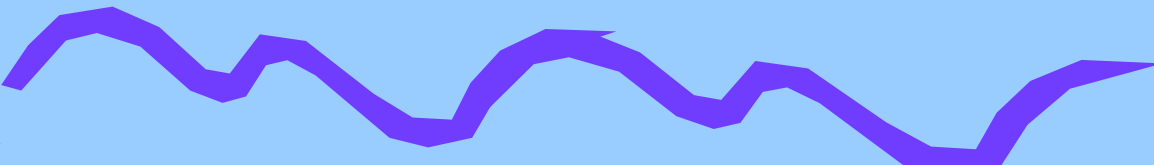


account for: 说明 (原因等) (在数量方面)
e.g. He could not *account for* his absence from school.

他无法说明他旷课的原因。

The treasurer has to *account for* the money paid to him.

财务负责人必须说明交给他的钱是怎样用的。



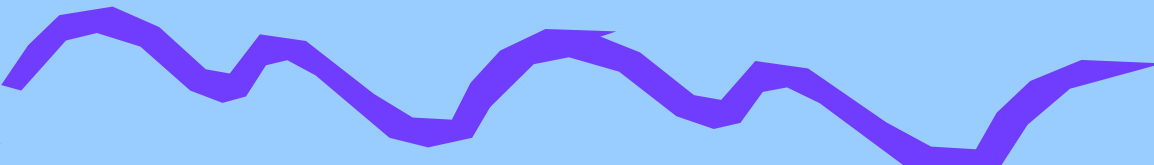
2. What Are the Important Things to Know About Filing?

What Should Be Filed?

One needs to file documents that are sent or received by other people or organizations. Through filing, it is possible to keep a record of all the organizational activities. These documents can be letters, memos, reports, financial records, policy documents, etc.

When Should Documents Be Filed?

It **depends on** how busy the office is. In very busy organizations, filing is done at least every day, and usually the first thing in the morning. In a smaller or less busy office, filing can be done once or twice a week.



depend on: v. 依赖 (依靠 , 取决于 , 随 ... 而定)

e.g. Children *depend on* their parents for food and clothing.

小孩依赖他们的父母供给衣食。

It all *depend on* whether she like the boss or not

一切都取决于她喜欢还是不喜欢这个老板。



What Equipment Do We Use for Filing?

Filing cabinet - used to keep flat files and **suspension** or hanging files.

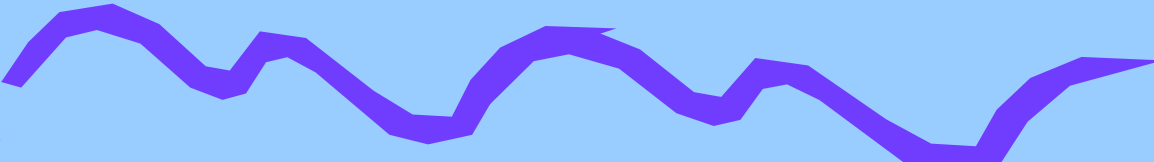
Steel cabinet - used to keep files that need to be locked up.

Date stamp - used to date stamp documents that are received on daily basis so that they are filed in chronological order and so we have a record of when we received the document. **[1]**

Register - used to record when files are taken out or returned.

Filing shelves - used to file box files.

Box file - a big file used to keep big documents that do not fit in a filing cabinet; they are kept in shelves.

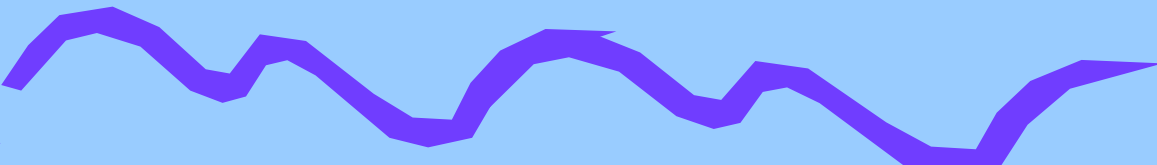


suspension: n. when something is officially stopped for a period of time 悬挂, 未决, 中止
e.g. The headmaster has made a decision of *suspension* of a pupil from school.

校长已经做出对一名学生停学处分的决定。

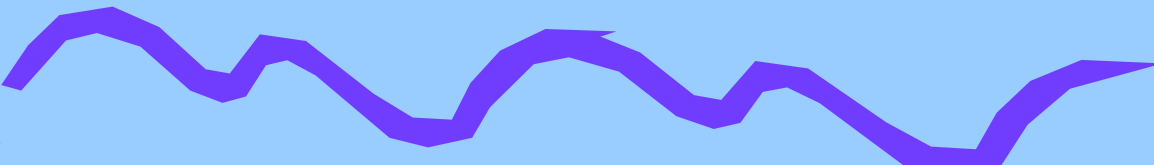
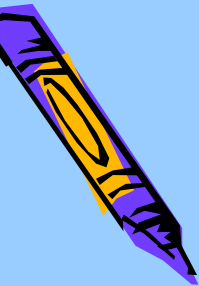
She appealed against her *suspension*.

她对被停职一事已经上诉。



[1] used to date stamp documents that are received on daily basis so that they are filed in chronological order and so we have a record of when we received the document.

“that are received on daily basis” 是定语从句，修饰先行词 “documents”；“so that they are filed in chronological order” 结果状语从句；“when we received the document.” 是 “when” 引导的宾语从句，做介词 “of” 的宾语。



What Kinds of Files Are There?

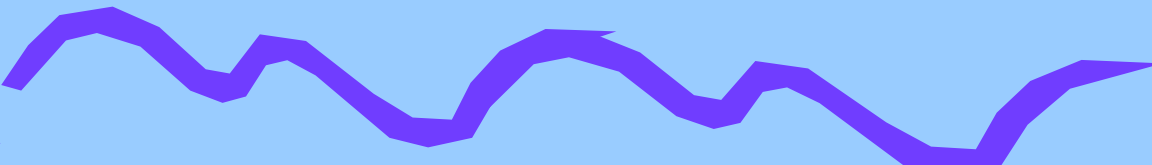
Clip folder – used for documents that need to be taken out very often; it holds the documents tightly so that they do not fall out.

Folder – made of paper or cardboard, used to keep loose documents together; the folders are placed inside a suspension or box file.

Suspension file – used to keep documents in filing cabinets, it is put upright, inside drawers. The suspension file hangs down from the cradle. These files always remain in the cabinets but the folders inside them can be taken out.

Box file – used to keep big documents, including magazines and books.

Lever arch file – documents are kept firm in these files, allowing one to read documents without taking them out of the file.



What Are the Common Methods of Filing?

There are five methods of filing:

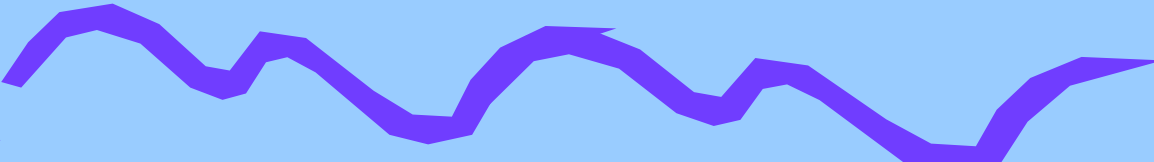
- by subject or category;
- in alphabetical order;
- by number or numerical order;
- by place or geographical order;
- by date or chronological order.

These ways of filing are called categorizing and mean putting things that are alike together.[2] It is possible to combine some of these methods. For example, files that are kept together according to what they are about we say are subject filing but, inside each file the documents could be filed according to date order.



[2] These ways of filing are called categorizing and means organizing things that are alike together.

这些存档方法被称为分类，就是将同类的东西放在一起。“means”和“is”是句子的并列谓语；“that are alike”是定语从句，其先行词是“things”。



Part Two Exercises

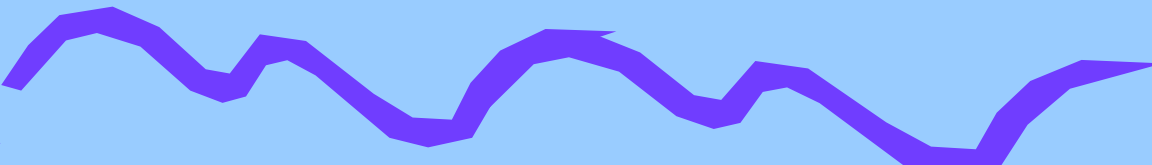
I. Reading comprehension: *Read the text carefully, and choose the best answer for each of the following.*

1. In which of the following ways does filing help us?
 - A. Filing makes the work easier for people in an organization.
 - B. Filing helps people keep a record of their daily routine.
 - C. Filing makes people organized, systematic and efficient.
 - D. Filing makes organizational documents clean and transparent.

Key: C

2. Which of the following is NOT included in our filing?
 - A. Memos and reports.
 - B. Personal letters and policy documents.
 - C. Records of organizational activities.
 - D. Documents sent out and received on different subjects.

Key: B



3. If you work in a big busy company, you should do the filing _____.
- A. every day in the morning
 - B. every Monday
 - C. every two weeks
 - D. on the first day of every month

Key: A

4. When we want to file documents in a chronological order, we should use a _____.
- A. register
 - B. date stamp
 - C. filing cabinet
 - D. suspension file

Key: B

5. Apart from the five methods of filing mentioned above, it is also possible to file according to _____.
- A. the weight
 - B. the usefulness
 - C. different folders
 - D. the subject

Key: D



II. Vocabulary and Structure: *Choose the best one to complete each of the following sentences.*

1. Technology has ___ the sharing, storage and delivery of information, thus making more information available to more people.

- A. finished B. furnished C. functioned D. facilitated

Key: D

2. She spoke in a _____ tone of voice.

- A. secret B. confidential C. low D. small

Key: B

3. She ___ up the letter and put it in her pocket.

- A. folded B. bent C. turned D. curved

Key: A

4. In our highly technological society, the number of jobs for unskilled worker is _____.

- A. shrinking B. obscuring C. altering D. constraining

Key: A

5. She had clearly no ___ of doing any work, although she was very well paid.

- A. tendency B. ambition C. intention D. thought

Key: C



6. Your army has _____ superiority over theirs.

- A. number B. numerous C. quantity D. numerical

Key: D

7. He made _____ to your remarks at the last meeting.

- A. trouble B. reference C. progress D. money

Key: B

8. CCTV programs are _____ by satellite to the remotest areas of the country.

- A. transferred B. transported C. transformed D. transmitted

Key: D

9. “Look what you’ve done! You _____ more careful when you did such an important job!”

- A. should have been B. had to be C. should be D. must be

Key: A

10. All visitors are requested to _____ with the regulations.

- A. comply B. agree C. assist D. consent

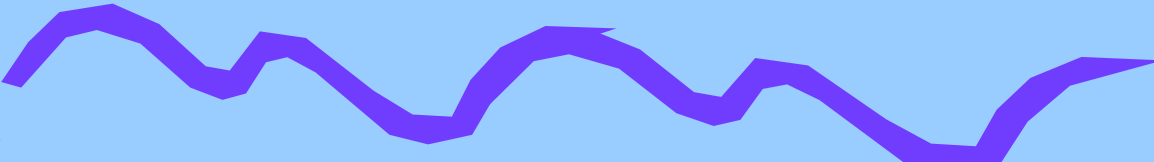
Key: A



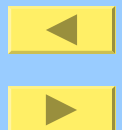
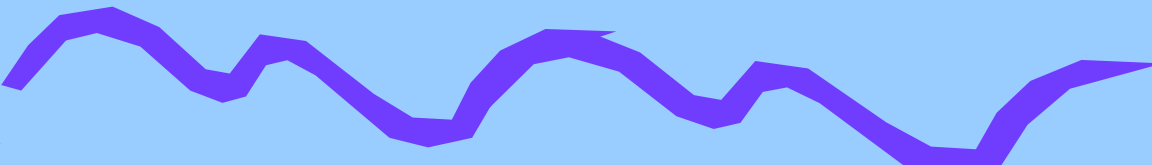
III. Blank Filling: *Choose one word or phrase from the box, and complete each sentence with its proper form.*

account for, fall out, look up, look through, alphabetical, sign, chronological, lead to, go through, on... basis, be unlikely, for reference.

1. The sergeant fell out the squad (班).
2. Look through the proposal, and tell me what you think of it.
3. The defendant couldn't account for the fact that the money was found in his house.
4. We will talk about the causes of the war in a chronological order.
5. Please look up the word in your dictionary.
6. In a dictionary, the words are arranged in alphabetical order.



7. During the 1960s, there were more than 1,000 mergers in that industry, which led to job loss.
8. The company has been going through considerable changes for the past three years.
9. It is unlikely that the thieves will be caught.
10. He gave advice on an individual basis.
11. Britain has just signed a new trade agreement with Japan.
12. During reading, please use this dictionary for easy **reference**



IV. Cloze : Choose the best one from the four choices to finish the passage.

It's 11:30 p.m., you're in San Francisco on business. You want to check the messages at your office in Virginia. First you 1 in and get your voice mail. Next you plug your 2 computer into the hotel-room telephone jack, hit a few keys, and pick up e-mail from a 3 client in South Africa, from your sister in Albuquerque, and from a business associate in Detroit. Before composing your responses, you do a quick bit of 4 on the Internet, tracking down the name of the on-line news group you had mentioned to the man in Detroit, and the title of a book you wanted to recommend to your sister. With only a few more keystrokes and in a matter of minutes your electronic letters have all 5 Albuquerque and Detroit.

1. A. check B. go
C. dial D. access

Key: C

2. A. office B. portable
C. new D. old

Key: B

3. A. potent B. potential
C. probable D. prudent

Key: B

4. A. research B. resource
C. examination D. review

Key: A

5. A. reached B. refined
C. replaced D. arrived

Key: A



Then, knowing that the time difference 6 the next workday has begun in South Africa, you call there 7 a second thought. As recently as ten years ago, such nearly instantaneous, world-shrinking communication 8 possible; critical pieces of technology in both computing and communication were just 9. Then, in 1988, the first transatlantic fiber-optic cable was 10, and the “information superhighway” was on its way to becoming reality.

6. A. meaning B. means
C. meant D. is meant

Key: B

7. A. in B. within
C. without D. for

Key: C

8. A. wouldn't be B. won't be
C. was not D. wouldn't have been

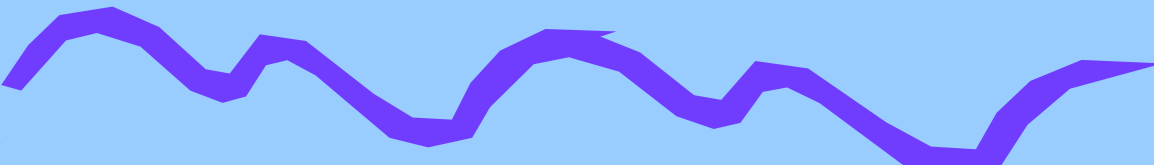
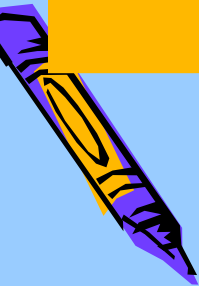
Key: D

9. A. emerging B. immerging
C. merging D. immigrating

Key: A

10. A. laid B. lay
C. lied D. lain

Key: A



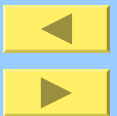
V. Translation: Translate the following sentences into Chinese.

1. We are enclosing a tally of the monthly purchases you made during 2008. We are sorry we cannot provide details on the monthly totals, but our accounting system does not retain itemized purchases beyond one month. I am sorry the information is not as complete as you asked for, but I hope it will be of some help to you.

~~随函寄去您 2008 年的月理货单。很抱歉我们不能向您提供每月的详细记录，因为我们会计制度不保留超出一个月的明细账。这份资料不如您要求的那么详尽，我们将表示歉意，但我希望它能对您有所帮助。~~

2. Here is the information you requested on our company. The enclosed brochure explains in detail our various techniques and procedures for placing orders. We appreciate very much your interest, and hope you will let us know if we can be of any service to you.

~~这里是您想要有关我们公司的资料，随函附上一本详细说明我们各种定货方法与程序的说明书。我们非常感谢您对我们的产品感兴趣，如果需要我们为您服务，请告知。~~

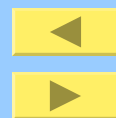
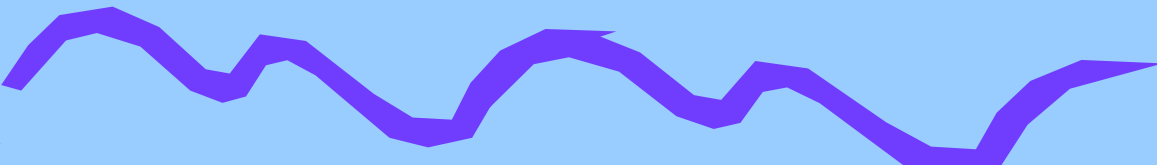
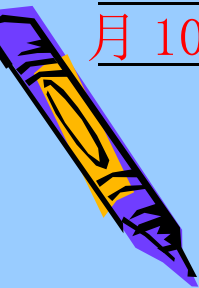


3. I am writing to you just to remind that the customer survey report you are preparing is due November 20th. I'd appreciate it if you would drop me a note indicating the present status of the project.

来信只为提醒一下您正准备的顾客调查报告将于 11 月 20 日交稿，如果您能来信告知这项计划的进展情况， 我将十分感激。

4. Early last month I wrote to request your customer survey report, and your November 20th response stated that the copies would be sent shortly. As I mentioned then, these copies should be distributed at our December 10th sales meeting. The report has not yet arrived, but we are still interested in using it. I'd appreciate it if you could let me know right away whether they will be delivered before that date.

上月初我曾写信向您索要您的客户调查报告，您 11 月 20 日的回复中言及马上就会寄给我。正如我在那封信中所说，我们计划在 12 月 10 日的销售会议上分发这些材料。报告还未寄到，但我们仍然有兴趣。如果您能马上告诉我 12 月 10 前能否把这些材料邮寄到， 我将十分感激。



5. If it meets with your approval, please sign both copies, and then return the original one to me (an envelope is enclosed for that purpose).

如果您同意，请在原文和复印件上签字并把原件寄给我（信内另附有一个信封）。

6. As soon as I have your okay, I'll distribute the final version to all the members.

在征得您的同意后，我将把最终版本分发给所有成员。



首页

Practical Writing

Forms for Files Management

During files management, a secretary will use the following forms: 1) Documents-Receipt Record (文件收发记录单); 2) Routing Slip (传阅文件登记表); 3) Request for material from files (索取档案材料登记表); 4) Out guide (借阅登记表). Read the following samples.



1. Documents-Receipt Record

Documents-Receipt Record

Document Market Survey Report Release Date December, 20, 2007

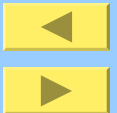
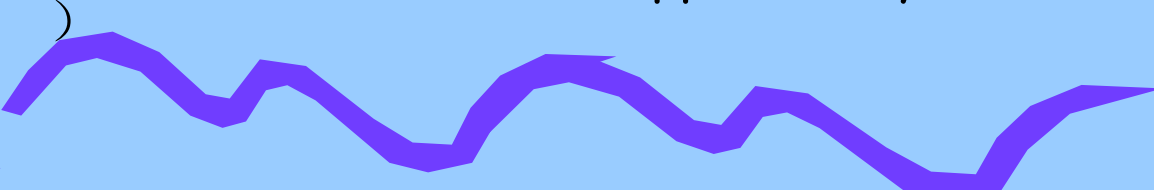
Released to General Manager: Mr. Green Due Date _____

For Reporting the result of market survey

Comments: _____

Approved by Mr. Robert Dept. Sales Dept.

(Notes: Release date: 发文日期; Released to: 收件人;
Due Date: 到期日; Approved by: 审批人; For: 事由



2. Routing Slip

Routing Slip

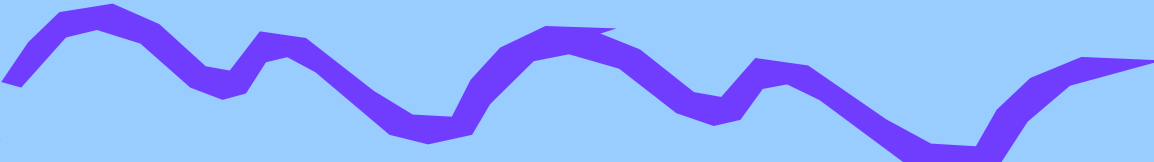
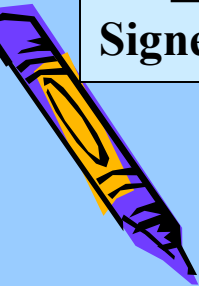
Date December, 22, 2007

To General Manager: Mr. Green

Refer to the attached material and

- please note.
- please note and file.
- please note and return to me.
- please mail to _____
- please note and talk with me at _____ a.m./p.m.
- please answer and send me a copy.
- please write a reply for my signature.
- please handle.
- please have one photocopies made for the Financial Dept.
- Remarks: Pls. pass the attached material to the manages of all departments and collect comments.

Signed: Green



3. Request for Material from Files

REQUEST FOR MATERIAL FROM FILES

Name or subject: Market Survey Report in December 2007

-

Address: Financial Dept.

Date of Material: Near the end of December

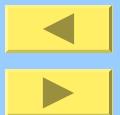
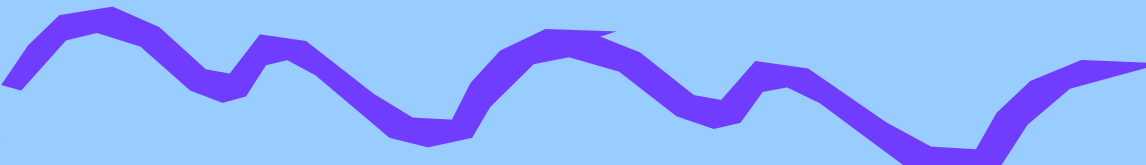
Regarding: for reference to make budget

Requested by: Mrs. Liu Yan

Date due: December, 30, 2007

Charge date: December, 26, 2007

(Notes: regarding: 事由; Charge date : 借阅登记日期)



4. Out guide

OUT GUIDE

Borrowed File: Market Survey Report in December 2007

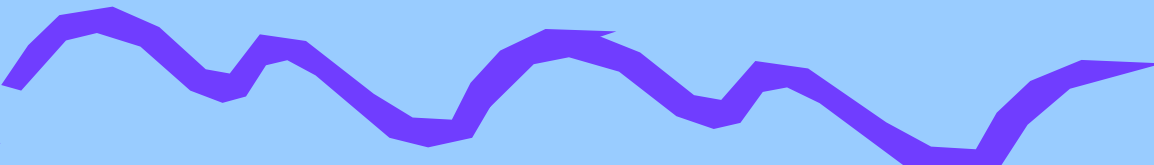
Date Borrowed: December 26, 2007

Borrowed by: Mrs. Liu Yan

Date for Return (归还日期): December 30, 2007

Borrower's signature:

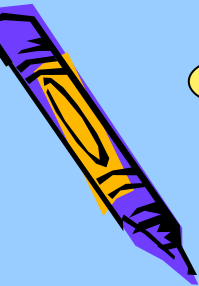
Liu Yan



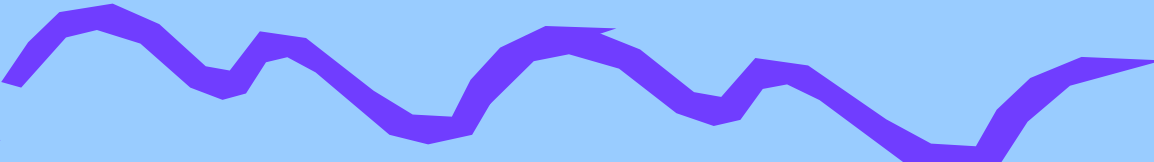
Exercises

1. Make forms according to the following situation:

On November 10th, you received an Agreement Draft dated on November 9th, approved by Mr. Smith, the General Manager from GE Company.



- i. Make a form of Documents-Receipt Record.
- ii. Immediately after you received the draft, you sent the draft to your General Manager, Mr. Green. Mr. Green read the document, and asked you to make a copy and send the copy to Mr. Zhang Ming, the Manager of Sales Department, and invited him to discuss the draft at 13:00 the next day. Make a form of Routing Slip. Moreover, Mr. Green ordered to pass the attached material to the managers of all departments and collect comments.
- iii. On November 15th, Mr. Wen Hua, from Marketing Department, requested the Agreement Draft for reference. Make a form for Wen Hua.
- iv. Make a form for Out Guide when Wen Hua requested the draft for reference.



1. Documents-Receipt Record

Documents-Receipt Record

Document Agreement Draft from GE Company Release Date
November 9th

Released to General Manager: Mr. Green Due Date
November 15th

For Agreement Draft for Electrical Generators

Comments: Urgent to be dealt with

Approved by Mr. Smith Dept. GE Company



2. Routing Slip

Routing Slip

Date November 9th

To General Manager: Mr. Green

Refer to the attached material and

- please note.
- please note and file.
- please note and return to me.
- please note Mr. Zhang Ming and talk with me at 13:00 p.m. on November 10th.
- please answer and send me a copy.
- please write a reply for my signature.
- please handle.
- please have one photocopy made for Mr. Zhang Ming, from sales Dept.

Remarks: Pls. pass the attached material to the managers of all departments and collect comments.

Signed: Green



3. Request for Material From Files

REQUEST FOR MATERIAL FROM FILES

Name or Subject: Agreement Draft from GE Company

Address: Marketing Department

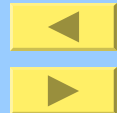
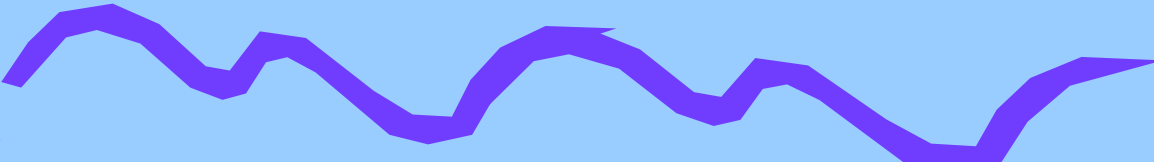
Date of Material: mid-November

Regarding: for reference to make market search

Requested by: Mr. Wen Hua

Due Date: November 18th, 2007

Charge Date: November 15th, 2007



4. Out guide

OUT GUIDE

Borrowed File: *Agreement Draft from GE Company*

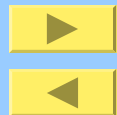
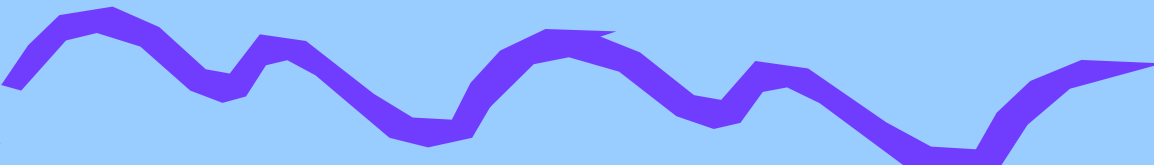
Date Borrowed: *November 15th, 2007*

Borrowed by: *Mr. Wen Hua*

Date for Return (归还日期): *November 18th, 2007*

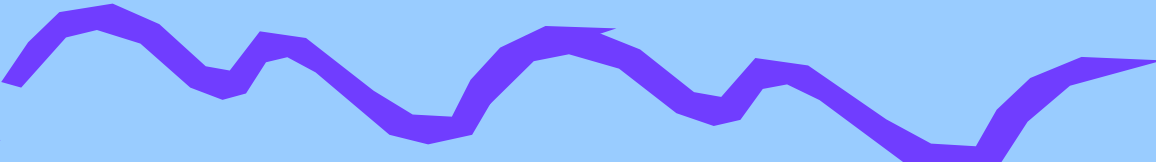
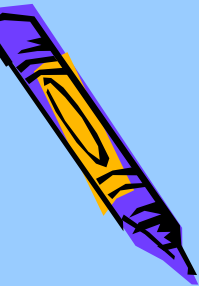
Borrower's signature:

Wen. Hua



Supplementary Reading
Work on the following text and try to comprehend the main idea of the text.

How do we set up a filing system?
Firstly, it is necessary to establish the filing categories, which will make a filing system more useful and practical. The files then are grouped into categories. A category is a group or a collection of things that are similar in some way, and therefore should be filed together. For example, the abbreviations PPWAWU, SARHWU, NUM and NUMSA all belong to the category unions.



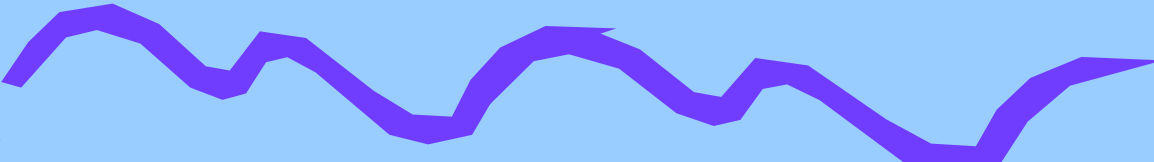
译文





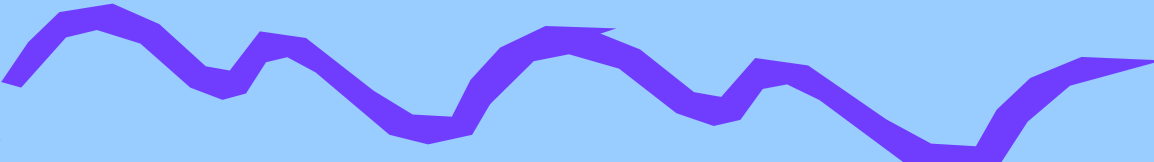
如何建立档案系统？

首先，有必要创建档案目录，这将使档案系统更有用途、更实用。这些文档被分成不同的类别。类别即指在某种方面相似的一类或一组资料，因此，应当归档在一起。例如，缩写 PPWAWU, SARHWU, NUM and NUMSA 都属于目录组。



When we file by categories, we try to file in a logical way; that is, we put files that have something in common together, not only because they start with the same letter. Correspondence can be one category that takes up [1] a whole drawer of our filing cabinet. In that drawer we can also have documents filed as sub-categories, which can be:

- fund raising correspondence;
- correspondence with other organizations;
- correspondence with members;
- correspondence with the public;
- correspondence with the board of directors;
- and so on.

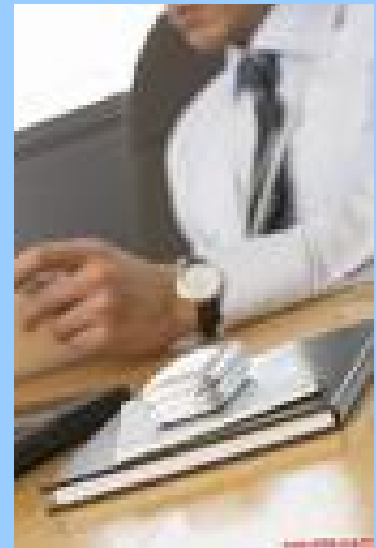


译文



按照类别归档时，我们尽量按照逻辑归档。也就是说，我们把在某些方面相同的资料归为一档，而非仅仅按照首字母相同归档。信件可以单独成类，占据文件档案柜的一整个抽屉。在那个抽屉，我们还可以按照此目录将文件归档，例如：

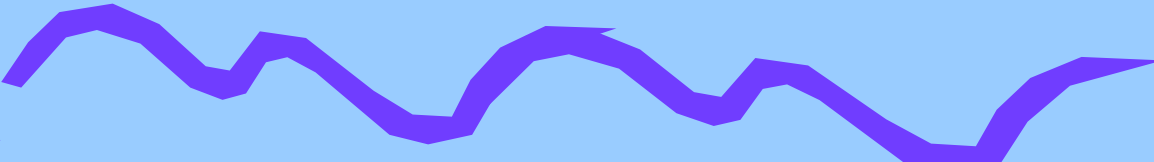
- 集资信件；
- 与其他公司的信件；
- 与成员的信件；
- 与群众的信件；
- 与董事会成员的信件等等。



[1] Correspondence could be one category that takes up a whole drawer of our filing cabinet.

信件可以单独成类，占据文件档案柜的一整个抽屉。

“take up”：填满；占拒（空间或时间）。



Some documents may have to be filed into two categories, so as to make it easier to access the information when needed [2]. For example, you may have a category for “finders” and for “correspondence”. In your finders category, you may need a sub-category for each major finder; you may have to file a letter from a finder in that finder’s file as well as in your fund raising correspondence file.

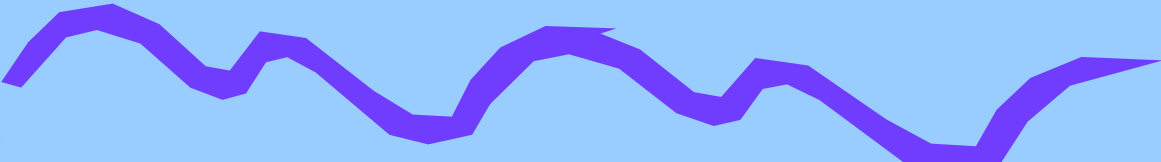
Then, how do you form categories?

1. Sort all the company’s documents out into categories that have similar characteristics.

2. Give each pile a category name.

3. Make a list of categories.

4. Look at your list critically by asking yourself: can any of these categories be put together? Should we break up a category into two? What sub-categories do we need? Do we need to have alphabetical files within a category?



有些文件可能得在两个不同的地方存档，以便需要的时候更容易获取。例如，你可以创建“发现者”和“信件”两个类别。在“发现者”目录，你需要为每个重要发现者创建子目录，；你也许得在发现者文档中存入其信件，与此同时，将同封信件存入集资类别信件文档。

因此，如何创建类别？

1. 将公司文件中有相似特点的所有文件归在一堆。
2. 给每堆儿文件命名一个类别。
3. 列出一系列类别。
4. 看着你的列表，扪心自问：这些类别是否能够归为一类？我们是否得把一个类别分成两类？我们需要什么子目录？我们是否需要在在一个类别中按照字母顺序排列文档？



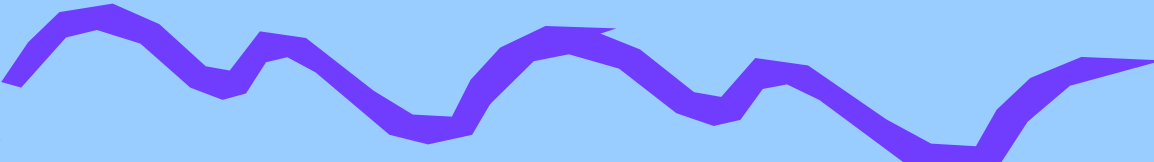
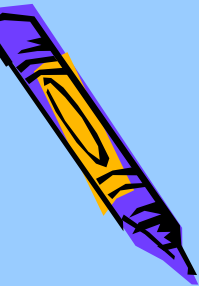


[2] Some documents may have to be filed into two categories, so as to make it easier to access the information when needed.

有些文件可能得在两个不同的地方存档，以便需要的时候更容易获取。

it 做形式宾语； to access the information 动词不定式做真正的宾语；

access : *vt.*, 获取，获得。

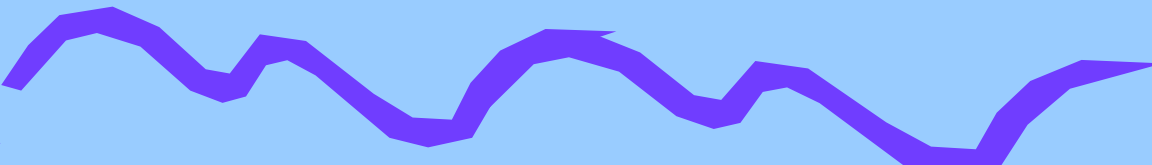


Make sure you don't have too many categories, which makes it easier to decide in which category the information needed is more likely to be found.

Next, what is a filing key?

Once you have decided on the categories, you will have to draw up a filing index so that everyone can understand the system you used and find the information they need. This index is called a filing key.

Write up a filing key by listing all the categories and sub-categories in the order they are filed in. Make sure it is laid out so that everyone can understand it. Put it on the filing cabinet and also put a key for each drawer on the front of them. Give everyone a copy of the whole filing key.



译文



确保，类别数目不要过多，这样才能较容易地找到所需信息属于那种类别。

其次，存档关键词是什么？

一旦决定创建了类别，你得列出存档目录，这样所有人都能明白你使用的系统，找到他们需要的信息。这个目录称为存档关键词。

按照存档顺序，列出所有类别和子目录，写出存档关键。确保其设计合理，这样所有人都能明了。把它放在档案柜上，与此同时，在档案柜前的每层抽屉上写下存档关键词。把全部存档关键词发给所有人一份。

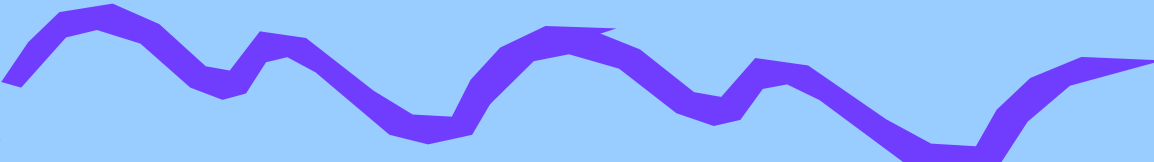


Make sure that everyone who does filing understands the key and makes use of it when filing.

One of the most important reasons why we file is to keep documents safe. It is therefore very important to make sure that all papers and files are kept in good condition.

Never allow filing drawers or shelves to become too full. Acquire new filing cabinets when necessary. And remember that at the end of every day you should:

1. file all the documents you can;
2. put away those you cannot file in filing trays;
3. lock up all confidential documents;
4. place all waste paper in rubbish bins;
5. leave the desks tidy.



译文



确保每个存档的人都明白存档关键词，并在存档时使用存档关键词。

我们存档的重要原因之一是，安全保存文件。因此，重要的是要确保所有文件和资料保存完好。

1. 不要把档案抽屉或档案架塞得过满。必要时，要求配备新的档案柜。记住，每天下班时，你应当：
2. 尽量把所有文件归档；
3. 收好不能放在档案夹中的文件资料；
4. 把所有废纸投入垃圾桶；
5. 保持桌面整洁。



Exercises

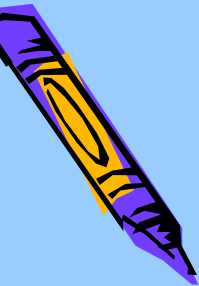
Read the text carefully, and choose the best answer for each of the following.

1. We file things according to their _____.
 - A. spelling
 - B. common grounds
 - C. first letter
 - D. abbreviations

Key : B

2. Why do some documents have to be filed into two categories?
 - A. To make it easier for us to find them.
 - B. To make it easier for us to keep them.
 - C. Because we need the information.
 - D. All the above.

Key : A



3. When you form categories, you should not _____.

- A. name each pile
- B. make a list of categories
- C. have sub-categories
- D. have as many categories as possible

Key : D

4. What is a filing key?

- A. An answer to the filing.
- B. An index to the sub-categories.
- C. A filing index.
- D. A key to the filing cabinet.

Key : C

5. The following are the reasons why we file except _____.

- A. keeping documents safe
- B. accessing the information when we need it
- C. let others use the information more easily
- D. keeping documents in good condition

Key : D

