Your task

I have left a number of letters on your desk that I need you to deal with. You'll find that I have attached a document explaining what you need to complete for each letter. The task description indicates what I need you to do with each letter and what resources are available to help you complete your task.

I have numbered each letter and suggest that you deal with the letters in order.

As part of your role, you will be required to process the incoming mail so it is important that you understand how to deal with the different types of mail that we receive. I have left a book on your desk called "Receiving and Distributing Incoming Mail". I suggest you read this book before you deal with the letters.

As you complete your tasks remember to enter the details into your Timesheet. Your completed Timesheet should be emailed to me once you have finished processing the mail.

Once all the letters have been dealt with and you have sent me your completed timesheet, access the Bulletin Board to join a discussion on issues on processing incoming mail. You may want to review the "Receiving and Distributing Incoming Mail" book on your desk before you join this discussion.

Note: When you click on the computer you will automatically be presented with the C.G.L. letter template. When you do not require the letter template select the "New" document icon from the toolbar.

Thanks

Kim Richards.

PS. Remember to create your Task Planning Sheet before you start these activities. Your Task Planning Sheet will help ensure that you don’t miss anything.