

The AOIP Family & Community Reading Newspaper

# THE ADVANCER

VOLUME 3 NUMBER 48

## CLERK TYPIST

**C**HARLES GAINES is a clerk typist. He is a clerical worker. Charles works in the office of his church. It is a small office, so most of the office work is done by Charles. As the work grew, Charles needed an assistant. Rev. Smith put an ad in the local Black-owned newspaper. Lillian Jackson came in for an **interview**.

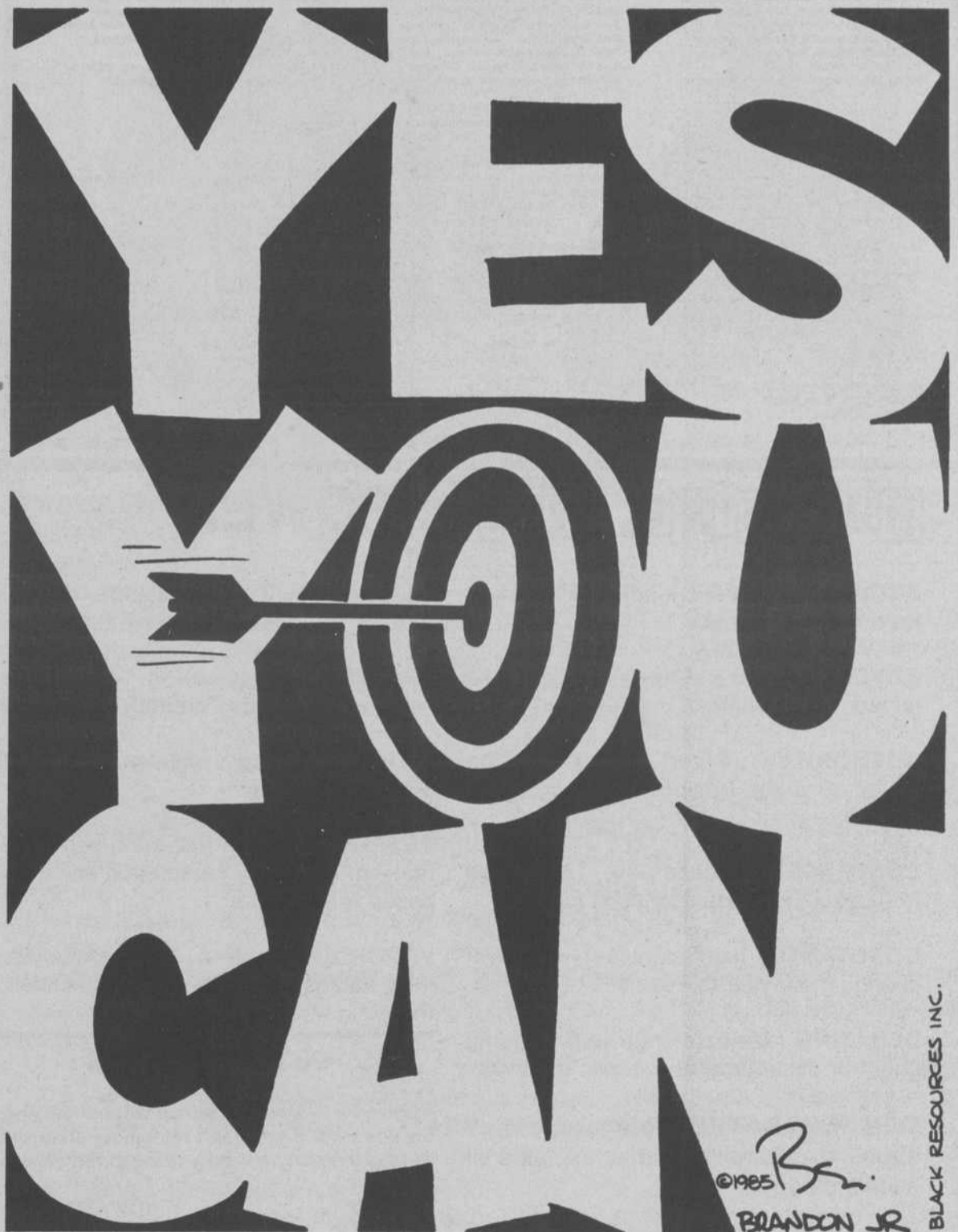
"Hello, Ms. Jackson. My name is Charles Gaines," Charles said. "Welcome to First Baptist Church. Are you applying for the job that was **advertised** in Thursday's newspaper?"

"Yes, Mr. Gaines. I am a good clerk typist. I know many different clerical jobs," Lillian said.

"Well, typing will be your main **responsibility**," Charles said. "How fast can you type?"

"I type about 50 words per minute." said Lillian. "I have been practicing at home. My speed is getting better and better everyday."

"Very good," Charles said. "You will have a lot of typing to do. There are Rev. Smith's sermons to be typed every week. Then there are letters to other pastors and letters to members of the congregation. We have to make out checks to pay the bills every month. There are forms to type for baptisms, weddings and funerals. You'll have



plenty of work to do."

"Oh, I don't think I'll be bored or idle,

said Lillian. "I am anxious to get to work. I have always wanted to work for the

(Continued on Page 7)

BLACK RESOURCES INC.

©1985  
BRANDON JR

..... The ADVANCER Should Be Used By Every Title I-Type Class .....