

C) HOW TO USE THE DICTAPHONE WELL:

1. Learn how to use the equipment itself.
2. Plan and prepare: collect your thoughts, make an outline of content, main points and format.
3. Let the cassette run for a while before recording so you can add important notes at the beginning if you need to do so.
4. Begin by advising what you are dictating eg. letter, memo. Instruct routing of copies, number of copies, special set-up and special instructions.
5. Speak: at a steady pace, distinctly, without smoking/eating or drinking coffee at the same time! Switch off if the phone rings.
6. Spell out names, places and difficult or technical terms. Give punctuation instructions simply by speaking words, eg. "comma, new paragraph, underline"

N.B. You may prefer to write reports in longhand, but these become hard to read because of "cut and paste", arrows etc. It can be a time (and frustration) saver to read what you have written into a dictaphone.

D) OTHER EQUIPMENT

- 1) Word Processors are invaluable tools to a secretary. They are useful when making several originals, correcting minor changes, re-organizing paragraphs, drafts, etc. However, inputting into word processors still takes time and know-how. Major changes require total re-inputting of the document. Therefore, care should be given to the draft initially provided to the secretary.
- 2) Memory typewriters are also very useful office tools. These are useful when making minor changes or for numerous originals. Proper training is essential to use these machines well, and time must be allotted for training when these machines are installed.
- 3) Micro Computers are used to some extent in External Affairs and will be used more widely in the future. Before committing funds to acquire a computer, the needs of the division must be considered. Equally, it is important to ensure adequate training for those who will use the machine(s).