

PRACTICE 6

Situation: You are an Administrative Assistant in the Finance Department of Paul Kavanagh Distribution Ltd.

Last week Mrs Gerard, the Financial Director, called you into her office and asked you to write a report on the increase in the amount of paper being used. You have done some research into the problem and made the following notes. Use the notes to write the report.

Checked with accounts

- paper orders (and costs!) have tripled over 6 months!!!

Reasons for this? Spoke to staff & management.

1 Increase in e-mails sent/ received

Some messages several pages long (especially replied messages/ forwarded messages). Some messages very short (eg "thanks"). Staff print out every message, irrespective of how long it is.

2 Faster printers

Very easy and quick to print - employees don't check work on screen (careless) - they print out, then correct and print again - documents often printed up to 4 times before final version - most thrown into wastepaper bin.

3 Print out web pages

Many employees now finding information through internet. Find useful web page and print it, then find another and print it, etc. Later thrown away.

4 Print documents every time they are needed

Particularly young staff (lazy) - don't like filing, don't like looking for documents. Easier and faster to print out again.

Write the report.