

UNIT 1: THE HISTORY OF THE UNITED STATES **LESSON 1: THE FOUNDING FATHERS**

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LESSON 1: THE FOUNDING FATHERS
 The Founding Fathers were the men who created the United States. They were the first presidents and the first members of Congress.

LESSON 2: THE AMERICAN REVOLUTION
 The American Revolution was a war between the colonies and Great Britain. It was fought from 1775 to 1783. The colonies won and became the United States.

LESSON 3: THE CONSTITUTION
 The Constitution is the law of the United States. It was written by the Founding Fathers in 1787. It describes how the government should work and the rights of the people.

LESSON 4: THE PRESIDENTS
 The President is the head of the executive branch of the government. The first President was George Washington. There have been 45 Presidents since then.

LESSON 5: THE CONGRESS
 Congress is the legislative branch of the government. It is made up of the Senate and the House of Representatives. They make the laws for the country.

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Luke Thomas



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Training for Secretarial Practice Sarah Augusta Taintor,1923 Secretarial Practice Chartered Institute of Secretaries of Joint Stock Companies and Other Public Bodies,Institute of Chartered Secretaries and Administrators, Frank Shewell Cooper,1926 **Secretarial Practice Made Simple** Betty Hutchinson, Carol Milano,1991 A practical hands on guide to secretarial skills and procedures revised and updated to reflect changes and trends in today s workplace Well organized and clearly written this new edition covers the full range of technical and personal skills necessary for success including policies and procedures business etiquette office automation mastering letters reports and memos and developing effective working relationships Practical Secretarial Work Henry Isaac Lee, William Norbert Barr,1958 **Secretarial Practice** Frank Shewell Cooper,1912 **Intermediate Secretarial Practice** K. A. M. Evans,1973 **Secretarial Practice and Office Management Vol. I** Bhushan Y K., A K. Mittal,1965 **Secretarial Practice** Geoffrey Whitehead,1981 Secretarial Practice and Office Management Vol. II Bhushan Y. K.,1985 Secretarial Practice M. C. Kuchhal,1978 **Secretarial Procedures** Emmett N. McFarland,1995 **Dictionary of secretarial practice and office management** Ahmad Zakī Badawī,1991 **The Office Management Manual** Anne Morton,1990 Written for both the experienced and the novice in the office world this primer covers office design how to ask for a raise proper grammar and how to better manage communicate with and handle people **Company Secretarial Practice** ,1999 *Company Secretarial Practice* Stanley James Sidney Eley, Institute of Chartered Secretaries and Administrators, *Practical Secretarial Work* Henry Isaac Lee, William Norbert Barr,1929 *Elementary Secretarial Practice* Sheila Malcolm Wilkie Raeside,1975 Corporate Secretarial Practice Luke Thomas,2017-06-19 *Secretarial Assistant* National Learning Corporation,2016 The Secretarial Assistant Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to Understanding and Interpreting Written Material English Usage Grammar Punctuation and Spelling Office Record Keeping Office Practices Keyboarding Practices and more **Secretarial Practice and Office Administration for Hospitals, Etc** Joseph Edmund STONE,1947

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