



Laughing All the Way to Work: A Survival Guide for Today's Administrative Assistant

Patricia Robb

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Laughing All the Way to Work: A Survival Guide for Today's Administrative Assistant is the result of a combination of a sense of humour and thirty years of secretarial experience and living to tell the tale.

Laughing is not a secretarial manual, but is a guide. A manual is useful, but a guide you will read. Laughing and Survival are key words in the title because without the one you could never do the other. Laughing is filled with common-sense practical and useful tools for the secretary that are not taught in the classroom but come from experience on the job. It is an easy-to-read book that entertains as well as educates. Laughing is not all about work however. There is a section called The Rest of Your Life to help the busy office worker with after-work hints and tips. Laughing will appeal to both the student just entering the administrative assistant field and the office worker already on the job.

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Connie Simpson:

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Timothy McKinney:

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Margaret Walker:

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