
Alphabetical Filing Lines

rules for alphabetic filing - appendix c • rules for alphabetic filing c-3 b. a name consisting of one word comes before a name that consists of the same word plus one or more other words. **the definite article: acknowledging 'the' in index entries** - the definite article: acknowledging 'the' in index entries glenda browne this article examines rules and practice relating to the filing of 'the' at the beginning of index entries, recommending that the definite article should be accorded more respect, and be considered in filing when the nature of the index entry warrants it. happy is the lot of an indexer of latin, the slavic ... **review questions - office technology news** - business 205 review questions 1. why is consistency in filing important? with consistency, every person working in the files follows the same procedures. **guide to the 1987 t3 trust return - canada** - the filing requirements for a trustee of a retirement compensation arrangement are given in the retirement compensation arrangement guide which will be available to your district taxation office early in 1988. **city of chino clerical aide** - filing system procedures. research files for requested information. as assigned, operate a central telephone system, provide centralized telephone operation and public information services, answer incoming telephone lines, evaluate the nature of the call and direct the call to the appropriate office or person. may receive, time stamp, route and distribute materials or mail in accordance with ... **primary structure and content introduction** - g) arrange primaries in alphabetical order by title, within a section or a primary block. consult your cimb contact if another order seems appropriate. h) within a primary, arrange subject secondaries and case file secondaries respectively in **revised and updated 2006 - wpro** - dotted lines on maps represent approximate border lines for which there may not yet be full agreement. the mention of specific companies or of certain manufacturers' products does not imply that they are endorsed or recommended by the world health organization in preference to others of a similar nature that are not mentioned. errors and omissions excepted, the names of proprietary products ... **reading made easy with blend phonics - don potter** - spelling and in the use of the dictionary, the telephone directory and alphabetical filing systems, but they will help in teaching the sounds. the sounds of many consonants are heard in the letters'

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