The role of the secretary has undergone many changes over the past 50 years, but will evolve even more quickly over the next 10 years. Economics, employment conditions and equal opportunity policy will all partly affect the secretary. Most important of all however is the rapid development of office technology, which could ultimately remove the need for shorthand typing altogether.

Mark circle A
TRUE: the statement follows logically from the information or opinions contained in the passage.

Mark circle B
FALSE: the statement is obviously false from the information or opinions contained in the passage.

Mark circle C
You CANNOT SAY whether the statement is true or false without further information.

1. Secretarial duties will undergo significant change over the next decade.
2. The evolution of the secretarial role is due to one single cause.
3. In 10 years time, hardly anybody will have a personal secretary.
4. Office automation will significantly affect the role of the secretary in coming years.

(Source: SHL, 2006b).