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Personal assistants, or PAs often act as their manager's first point of contact with people from both inside and outside the organization. Look at the typical work activities and the examples of how a Personal Assistant could deal with them in English.

### English You Need as a Personal Assistant

Personal assistants are similar to executive assistants or office assistants in that all perform routine administrative-type tasks so that someone else does not have to. Duties are likely to include screening or answering phone calls, letters, and emails, managing schedules, and taking notes at meetings.

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