

**ELECTRICAL AND ELECTRONICS ENGINEERING DEPARTMENT**  
**RECOMMENDED TEXTBOOKS FOR SECRETARIAL STUDENTS**

**BOOKS**

1. Pitman New Era Shorthand Anniversary Edition by Audrey O'Dea. Joan Syxes  
Julie Waston and Pamela Williams
2. Keyboarding and Document Processing 1<sup>st</sup> Course 6<sup>th</sup> Edition
3. Secretarial Duties Simplified N.A Saleemi
4. Pocket Dictionary New Era (Cream in Colour)