

South Dakota Career Peek

Business Management &
Administration Cluster



Office Supervisors oversee workers who do many types of work, usually in an office. The workers may type or file papers. They may keep records of money or prepare bills. They may answer phones. Many use computers in their work. The supervisors make sure workers know how to do their jobs. They correct their mistakes.

Office Supervisors often write or proofread reports. Pretend you are an Office Supervisor and review the report on the next page to make sure it is correct. Do the following:

1. Read the report.
2. Fill in the blanks with the most logical word from the box at the top.
3. Circle any misspelled words and other errors.
4. Check the math and correct any mistakes.



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Office Supervisors Activity, continued

germs	missing	supplies	folders
meeting	machine	pencil	hand

Inventory Report

The order clerks took inventory of the office _____ on April 3. This is a report of their findings.

Inventory of Paper	
Color of Paper	Number of Boxes
White	16
Blue	4
Yellow	2
Greene	1
Total	25

The table at the right shows how many boxes we have of each color of paper.

They also counted the boxes we have of file _____, staples, paper clips and pens. They suggest we order more of those supplies, as shown in the table below.

They also recommend we buy bottles of _____ sanitizer to give to all staff to prevent the spread of _____.

There were two items they could not find. We believe they are _____. One was the computer from the _____ room. The other missing item is the electrical _____ sharpener which belongs by the copy _____. These items will need to be replaced.

Supplies to Order	
Item	Number of Boxes
File Folders	6
Staples	22
Paper Clips	8
Pens	34
Hand Sanitizer	3
Total	55

Bonus question: What two items should be added to the list at the right of supplies to order?



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