Siri Personal Assistant Activity

Group Members:

Duties

1.Devising and maintaining office systems, including data management and filing.

**Question:** How did the group adapt this duty to the context of student/Siri?

**Answer:**

**Question:** What questions did you ask, and what answers did you get?

**Answer:**

**Question:** Did the group determine if Siri was capable or incapable of offering this kind of help? Why or why not?

**Answer:**

2. Arranging travel, visas and accommodation and, occasionally, travelling with the manager to take notes or dictation at meetings or to provide general assistance during presentations.

**Question:** How did the group adapt this duty to the context of student/Siri?

**Answer:**

**Question:** What questions did you ask, and what answers did you get?

**Answer:**

**Question:** Did the group determine if Siri was capable or incapable of offering this kind of help? Why or why not?

**Answer:**

3. Screening phone calls, inquiries and requests, and handling them when appropriate.

**Question:** How did the group adapt this duty to the context of student/Siri?

**Answer:**

**Question:** What questions did you ask, and what answers did you get?

**Answer:**

**Question:** Did the group determine if Siri was capable or incapable of offering this kind of help? Why or why not?

**Answer:**

4. Organizing and maintaining diaries and making appointments; dealing with incoming email, faxes and post, often corresponding on behalf of the manager.

**Question:** How did the group adapt this duty to the context of student/Siri?

**Answer:**

**Question:** What questions did you ask, and what answers did you get?

**Answer:**

**Question:** Did the group determine if Siri was capable or incapable of offering this kind of help? Why or why not?

**Answer:**

5. Taking dictation and minutes; carrying out background research and presenting findings; producing documents, briefing papers, reports and presentations.

**Question:** How did the group adapt this duty to the context of student/Siri?

**Answer:**

**Question:** What questions did you ask, and what answers did you get?

**Answer:**

**Question:** Did the group determine if Siri was capable or incapable of offering this kind of help? Why or why not?

**Answer:**

6. Organizing meetings and ensuring the manager is well prepared for meetings.

**Question:** How did the group adapt this duty to the context of student/Siri?

**Answer:**

**Question:** What questions did you ask, and what answers did you get?

**Answer:**

**Question:** Did the group determine if Siri was capable or incapable of offering this kind of help? Why or why not?

**Answer:**