

**EFEKTIFITAS KEMAMPUAN MENGETIK CEPAT DAN BERKOMUNIKASI
BAHASA INGGRIS TERHADAP KELANCARAN TUGAS-TUGAS PERKANTORAN**

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Abstract

This research is aimed to determine how fast typing skills and communicate English influence on the office tasks either partially or simultaneously. The method used in this research is the regression analysis, to determine the effect of changes in the independent variable on the dependent variable. The samples are 30 people who work as a secretary at PT SUCOFINDO. The analysis showed that partially variable typing skills quickly affect the continuity of the duties of office has a 0.00 significance value <0.05 , whereas for the English language communication variables have no effect on partial assignments 0948 offices have significant value >0.05 . subsequently simultaneously between the independent variables fast typing skills (X1) and communicate English (X2) in explaining the dependent variable (fluency tasks offices) amounted to 46.7% of the remaining 53.3% is explained by other variables not included in the model. The authors suggest that further research adds another variable and the amount of sample that will get better results.

Keywords: Fast Typing, English Communication, Tasks Office