THE GREGG WRITER

A MAGAZINE FOR SECRETARIES STENOGRAPHERS AND TYPISTS



MAY 1939

15 CENTS

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THE GRECG WRITER, May, 1939

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VOL. XLI

MAY, 1939

No. 9

The GREGG WRITER

A Monthly Magazine for Secretaries, Stenographers, and Typists 270 Madison Avenue, New York, N. Y.

JOHN ROBERT GREGG, Editor-in-Chief Guy S. Fry, Business Manager

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By Wits and Wags..... 478 Cover Picture and inside World's Fair photographs, courtesy New York World's Fair, 1939, Inc.

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About This

BY the time this issue reaches you the New York World's Fair, 1939, will be open and visitors will already be making their way to The World of Tomorrow for which the city has been planning and working so long! We hope that every one of you who attends the Fair will drop in and make yourselves acquainted at our offices. The Welcome Mat is always out for all Gregaites at 270 Madison Avenue, and this year we are hoping to meet more of you than ever before!

Our New York headquarters are but a stone's throw from the Grand Central Terminal and not many blocks from the Penn Station-right in the heart of the Midtown district that most of you will be crossing through on your way to the Fairgrounds, so we'll be looking for you!

YOU have, no doubt, read a lot about what has been going on in preparation of this Exposition—it has been widely publicized-but, thinking you would be interested in getting the "stenographic angle" on the thing, as it were, we asked Miss Arell to make a special "preview" of the Fair for you-and here it is, this issue, not only a general view of the Fair as a whole, but a glimpse into the business offices and behind the scenes into the Central Stenographic Department, from which emanates some mighty attractively typed letters that do credit to the organization as well as to the stenographers who turned them out. She cajoled the supervisor into letting us have a copy of the standard instructions for stenographers and typists working in the Administration Building. It would be interesting to know how generally the same regulations are followed in the stenographic departments throughout the country. Are you following them?

For the Attention of Teachers

The names and addresses of your students who are receiving magazines mailed to you in bulk, should now be sent in if the remaining issues are to be mailed to these subscribers direct. Transferring bulk orders to the indirect. Transferring bulk orders to the in-dividual mailing list requires that addresses reach us not later than May 10 for the June mailing. Address your lists to THE GREGG WRITER, 270 Madison Ave., New York, N. Y.

and that " "

YOU will want, if you can, to plan to be on hand for the annual shorthand and typewriting contests that are going to be held this year in the Fair's Education Building instead of at Chicago (Miss Arell gives you the dates and you'll find a bit more about these events in this month's News in Word and Picture). Greggites will have an added interest, too, in seeing Billy Rose's big Aquacade on Fountain Lake—for "Broadway Rose" is "one of us," who has carried his early success in shorthand contests over into his theatrical ventures, as well you know. These are just two features of the many you'll not want to miss!

BUT we must not be leading you from cover to page 427 without a subway ride with M.B. and B.L. in the interesting little skit of Muriel Beresford's and Blanche Laffarque's which opens our May issue.

Then, having "toured" the Fair and received some very practical tips from Dr. Gregg on handling dictation, we are off to Hollywood for the luncheon with Helen Raymond and Marjorie Cantor that we had meant to take you to last

N the Art and Credentials Department, Miss Ulrich starts you On the Home Stretch and gives you a glimpse of some of the Contest specimens that were exhibited at the E.C.T.A. Convention last month; also a preliminary list of outstanding writers among the individual H.M. winners.

And most important, is the call, on page 439, for May Transcription Project papers and the reports of the season's work. Don't overlook it in hunting out your other favorite features and that new story, by Terhune.

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For many months, personal competition will be tremea-dous. Employers—up against new problems, fighting for survival and profits—will be able to pick and choose. Naturally they will prefer the trained man—the man who has special ability. If you want to speed up your prosper ity and insure your share in the business pick-up, you must prepare yourself. And your first step is to get the facts about a proven training program. Check your sub-ject below, write your name and address in the margin, and mail this coupon today.

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Your students may again have a "Gregg Pal" to correspond with this coming vacation. Thousands took advantage of this opportunity during the past two years. This is the third year of our "Gregg Pal" organization. Send in your list of students' names with 5c each and you will receive the addresses of your correspondents. Hundreds of Schools have made this a Classroom project. Why don't you arrange it? Schools from all parts of the United States are invited to participate fee for each name—No stamps, please, Many folks have several "Gregg Pals." Write to

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Head of Commercial Department WASECA, MINN. Waseca High School

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"This is to tell you of the fine new job I have as a result of keeping myself 'fit' by nave as a result of keeping mysest at the reading your most excellent magazine each month. I know of no better friend to the stenographer (other than her mother) than the Grace Writze. Your staff is so friendly and helpful to the young graduate, who has so many problems to solve and needs so much encouragement.

"I am glad that you make the GREGG WRITER available to students as well as stenographers, because we then make a friend in our student days that remains with us in our professional life after we leave school. And what a friend!

"My new position is that of reporter-secretary to the Chairman of our Board. Winning the medal in your Credentials' tests brought me to his attention. We stenographers all subscribe to the WRITER in this office—and solve many of our stenographic problems from its pages."

-PHYLLIS B.

You may have the GREGG WRITER after you are graduated, too. A special order blank will be mailed to you in response to a postal card ad-dressed to the Circulation Manager, 270 Madison Avenue, New York, N. Y.

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The GREGG WRITER

Vol. 41

May, 1939

No 9

YES, IT TAKES ALL KINDS

Business etiquette as they had acquired it in the office practice course at their training school, is the basis of this skit

By MURIEL BERESFORD and BLANCHE LAFFARGUE

"A handful of memories, A cupful of sorrow, A flagon of happiness, Faith in tomorrow. A measure of taking, A measure of giving, A curious jumble—This business of living."

—Don Blanding.

SETTING

ONSIDER yourself, if you will, a passenger on a subway train at nine o'clock in the morning.

It is crowded with people—all sorts of people—some happy, some sad; some quiet, some noisy; some friendly, and some bored—all on their way to start another working day.

They are fellow human beings. It is with these various types of individuals that we will have to work.

Now, as you push your way in, you hear-

M. B. (loudly): Beg Pardon. (Spies B. L.) Well, hi there! Haven't seen you since Laura's wedding. Say, you married yet?

B. L.: No. I'm not, I'm employed by the Jones Brokerage Company.

M. B.: Well, ain't that a coincidence! (Squeezing herself in between B. L. and anather person) I gotta job with Brown & Brown Brokerage Company—or I did have. I haven't been in to work for two days. Death in the family I told the boss.

B. L. (trying to change the subject): Do you ever see any of the kids we graduated with?

M. B. (disinterestedly): Nope—but I guess they're working. Oh, you should see the smooth-looking son old Brown has. All the girls in the office fall for him. Of course he's married, but they don't get along. They say he wants a divorce but she won't give it to him. I heard him telling his father all about it—sure, it's confidential! I also heard him say Blue Steel Stock is going to take a drop. That was confidential, too.

B. L.: Oh, are you reading "The Last Puritan?"

M. B. (laughing): No, sir. I just carry it to look intelligent! (Looks at watch.) I wish this car wasn't so slow. I'm already ten minutes late. (Begins to make-up.) You know, if there's one thing that burns me up, it's the boss correcting my letters. After I spend hours getting one looking okeh he finds that I've put two s's in "occasion." Now I ask you, what difference does it make? And I just can't understand those technical words he uses. He expects me to be interested in stocks and bonds just 'cause I work for him. Maybe if he'd add a few dollars to my fifteen a week I could afford to be interested!

B. L.: Money isn't everything! Don't you really like the brokerage business?

M. B.: It's a'right, but not when you're tired. That party last night just about wore me out. I didn't get in till three, and those aspirins I took this morning didn't help my headache much. Anyone who speaks to me today better smile. It's a good thing the boss

is away. I'll be able to leave early this afternoon.

H. L.: Are you still going to night school?

M. B.: No, when I got this job I quit. I know all I have to in this business. Besides, they never give you any credit for the work you do. I'm still getting the same salary I started with. (After a pause) Say! How about going on a blind with me tonight?

B. L.: Sorry. My boss is away and I'm in charge of the office, so I'll have to work late.

M. B.: Don't be foolish! Let some of the others work for a change. You never see me getting imposed on!

B. L.: It isn't imposing. We all help each other when we're particularly busy.

M. B.: It must be a lot different office from mine. My boss gets mad when I ask a civil question. As though it's my fault that I can't recognize his business associates the second time.

B. L.: That's an art that requires careful observation and concentration. (Trying to change the subject from work to less important matters) Do you ever hear from Doris?

M. B.: Oh sure, I just wrote to her at work the other day. Bet she'll never guess who it's from when she sees the company's paper. Which reminds me—I left that special delivery letter on the desk the other night. Oh, well, the boss'il never find out. I'll mail it when I get in.

B. L.: I hope it wasn't important.

M. B.: I can't help it if it is; they can't expect me to remember everything. As it is, I have to do housework—dust my own desk and typewriter.

B. L.: I guess you would find you have to do that every place. I would just as soon, for then I'm sure it's done.

M. B.: A little dust never hurt any typewriter. Just think—the first will be here in no time. Honestly, I just live for pay day, though mine is all spent before I get it—on stockings. B. L.: We are coming near my station. It was nice to have seen you again. Bye! (Gets up and starts to go off the train.)

M. B.: Drop in at the office to see me, anytime—or, if you'd rather, just call me up. So long. Good luck! (Crosses legs and opens book. Hums some popular air.)

THE QUALITIES OF A SECRETARY AS ILLUSTRATED IN OUR PLAY

Good Taste-the ability to dress appropriately for the office.

Good English-this needs no comment.

Accuracy—office time is valuable and correcting errors wastes both time and money.

.Adaptability—one should be able to adjust oneself to the whims and attitudes of the employer.

Ambition—the desire to learn; not to fall

Enthusiasm—for the work and for its out-

Even Temper—one should not become easily angered or resentful when corrected.

Good Health—this is very important if one is to enjoy working.

Executive Ability—secretaries must often take charge of the office when the employer is absent.

Faithfulness—this includes faithfulness in carrying out instructions and looking after the employer's interests, as well as keeping office business confidential.

Independence—the ability to do her own thinking; a secretary should have a good memory for names, faces, and places.

Originality—the secretary should always be thinking of more progressive ways of doing things.

Resourcefulness—the ability to meet emergencies.

Versatility—the ability to turn her hand to almost any kind of work if necessary.

Some of these characteristics appear in the play in the positive form, some in the negative form.

The tragedy of life is the waste of talent; talent that is stifled because men and women with personality never get waked up, so they can use it. They go through life like walking machines, doing only what they are told to do hy others. They remain slaves because they have never tapped the spring of original, intelligent, creative work; never realized the power which is in every one of us.

-John Mantel Clapp

HEIGH-HO, COME TO THE FAIR

With RUTH ARELL

Here she is "in person" to tell you what's going on at the New York Fair! and Peri Fair-coing tures, all tures

HOTO BY RAY LEE JACKSON

WENT; I saw; I was impressed—yes,
I was thrilled!

If you will permit this paraphrase of a familiar quotation from Caesar, that's exactly how I felt when I made a tour of the New York World's Fair. Officially called The World of Tomorrow, its slogan is "A happier way of American living through a recognition of the interdependence of man, and the building of a better world of tomorrow with the tools of today."

The Fair is located in Flushing, about a fifteen-minute train ride from the heart of the city. When I arrived there for material from which to project to you a word picture of this tremendous enterprise, I realized at once that the best symbol of the phrase "a happier way of American living" is the site of the Fair itself. Three years ago it was a smelly expanse of marshland used principally as a dumping ground for ashes and refuse. Today, through the genius of American scientific and engineering achievement, the marshes have all been drained, filled in, and made healthful, so that now some 1,2161/2 acres have been reclaimed and laid out into beautifully landscaped grounds that will be used as parks, playgrounds, and recreation centers when the Fair is over.

HEIGH-HO, then, come around the Fair with me! The opening date was set for April 30 in celebration of the 150th anniversary of the inauguration of George Washington as first President of the United States, Entering by one of the main gates near the Administration Building—the nerve center of this \$156,000,000 enterprise, in which are housed the business and executive offices—a wide avenue of trees leads us to almost the exact center of the Fair, where are the Trylon

and Perisphere. Both of these words are Fair-coined and are the names of two structures, already world-renowned, which symbolize the Fair theme. The Perisphere is a huge ball, its 4,200,000 pounds of weight seeming to rest very lightly upon sparkling jets of water.

Inside the Perisphere is a theatre where every six minutes is presented a spectacle which combines sound, motion picture, diorama, and theatre. The drama, representing a day in the life of a metropolis of the near-future called Democracity, tells of the interdependence of men and services, and emphasizes the need for urban and rural planning. Entrance to this theatre is through the Trylon, by moving stairways. Moving platforms within the spherical building accommodate 8,000 people an hour. The show lasts the length of time that it takes the platforms to make a complete revolution, and exit is by a spiral ramp 1,000 feet long. The companion building is the Trylon, a steel needle nearly 700 feet high, In addition to providing an entrance to the Perisphere theatre, it also serves as radio station and air beacon.

RADIATING from the Trylon and Perisphere are tree-lined avenues and flower-bordered walks leading to the exhibition buildings. The main thoroughfare is called



Constitution Mall and connects these theme buildings with the Court of Peace, the plaza of foreign pavilions, which is almost a mile away. In front of the Court of Peace lies the Lagoon of Nations mirroring willow trees by day and fire and water spectacles at night. Flanking the Mall are the Courts of Power and Communications connecting with transportation, communication, production, and distribution zones.

To the south, across a motor boulevard spanned by overpasses is the amusement area, including Fountain Lake. On its shores is the permanent New York State Marine Amphitheatre, with 10,000 seating capacity. This is the largest amusement concession at the Fair. Billy Rose, who staged the water carnivals at the Cieveland and Fort Worth expositions, is producer of the Aquacade here. As many of you may know, before he became a producer of such giant spectacles, Mr. Rose was a Gregg "speedist," with numerous shorthand trophies to his credit.

Located nearby are the various foreign villages and the Children's World, a section especially reserved for juniors, where, in a supervised playground, adults may "park" youngsters for a small fee while they take in more mature delights.

INDUSTRY has made a large investment in the Fair, to tell the story of the making and distribution of its products. Such big businesses as the railroads, automobile, pottery, business equipment, and glass manufacturers have formed exhibit groups to tell the story of these industries and the services they perform, without advertising specific products. Since the Fair is a demonstration of achievement in science, the exhibits in the Medical and Health-Science and Education Building are one of the focal points of the show. If you are going to the Fair on June 27 or 28, make an especial note to visit the building on those dates because that's when the International Commercial Schools Contest will be held.

Some 33 states of the Union have put on exhibits in the Court of States. An indication of the world-wide participation in the Fair is the fact that 22 foreign governments have set up their own buildings while 60 nations, the League of Nations and the Pau American Union are participating. Those nations not erecting their own pavilions have set up exhibits in the Hall of Nations, built by the United States Government. All of this activity is concentrated east of Rainbow Avenue in a large area which includes in addition to the Court of States, the Town of Tomorrow, and Gardens on Parade.

Probably the thing that impressed me most as I wandered over the Fair grounds was the use of color. The many murals used for in-



Exhibited here in the Play Center is the greatest assemblage of human oddities ever gathered under one roof

terior and exterior wall decorations make it a wonderland of various hues. Color is an integral part of the layout, for the paint scheme serves not only as decoration but as a direction finder. The Trylon and Perisphere are white landmarks rising in the approximate geographic center of the Fair. From here, avenues spread fanwise and develop color from pastel tints to deep shades. Constitution Mall deepens from faint pink to burgundy red at the Lagoon of Nations. The Avenue of Patriots shades from cream to rich orange and the Avenue of Pioneers goes from pale blue near the Theme Center to ultramarine at Lincoln Square where it joins Rainbow Avenue, this last being an arc of prismatic color dividing the foreign section from the exhibits area.

IN the concession area I came upon John Hix, the cartoonist whose "Strange As It Seems" feature of unusual happenings is syndicated to newspapers all over the world. So that followers of his cartoon may see some of his rare oddities, he has set up a Strange As It Seems Odditorium to house some of his best examples. With him was his secretary, book in hand and pencil poised to take notes.

When I commented on this, Mr. Hix remarked: "You know, these grounds and all it contains are really a memorial to the stenographer. Time after time I've been out here and have seen exhibitors and Fair executives followed around by their secretaries on the alert to note comment and suggestions. Frankly, all the planning and construction of this enterprise would have amounted to nothing without someone to record and transcribe it all into legible and informative data. It's amazing how many ideas the brain can originate, yet how few it can actually remember and pigeonhole in the recesses of the mind.

Words that seemingly have no foundation and thoughts no definite trend, can be preserved and molded into actuality from the grist of a stenographer's pad.

"Yes, I'd say that just as steel and iron and such were prime ingredients that went into the erection of the Fair, the work of the stenographers was a component part of the building material."

When I returned to the executive offices in the Administration Building, the same thought was expressed to me by a departmental head there. He said that he wouldn't have an assistant in his department who couldn't write shorthand, for the rush of work was so great that "the making of lengthy memos in long-hand is frankly out of step with The World of Tomorrow, which we portray."

WANTING to know exactly what was the shorthand contribution in the work of the Fair, I was taken to its central stenographic department. Here I learned that after the Fair Corporation was set up, the stenographic department was the first to be organized. Engineering, purchasing, bookkeeping, advertising, and dozens of other departments were created as their need arose, but first and foremost the need of a good stenographic department was recognized as an absolute essential to insure a swift and accurate flow of information from one executive to another.

The stenographic department at the Fair operates in two shifts. The day shift, working from nine to five, numbers some 30 men and women while the night shift of 12 works from five to one. Vacancies in the depart-

ment are filled from applications on file in the personnel office. The supervisor of the stenographic department gives each applicant a rigid test on three letters. Although she prefers each stenographer to have a speed of 120 words or more a minute, she actually clocks the test at 100 words a minute. She told me that in filling a vacancy she favored the applicant whose test was spotless over the one who turned in an absolutely perfect transcript but whose work was sloppy.

The supervisor told me also that she preferred stenographers with good education and diversified experience so that they would not be at a loss in handling various types of dictation, which might range from a sports bulletin to instructions for special policemen. Once in the department the new worker is taught the facts about the Fair and is taken on a guided tour to become familiar with many of the things that will come up in dictation. If not already familiar with their operation he has to be taught how to operate such machines as the electric typewriter, the mimeograph, and the multigraph.

EXCEPT where specialists have been engaged for certain technical jobs and have brought their secretaries with them, all departmental secretaries are graduates of the central stenographic department. Many of them work for particular executives who were so pleased with the way they handled the work that when their budgets permitted them the services of a personal secretary they asked for the stenographer who had cooperated so satisfactorily. It is interesting to note that before the work of the stenographers or typists is returned to the department where it originates, it is all checked by a staff of proofreaders, for accuracy as to facts on the Fair or construction of the typed material.

Working conditions for the stenographic force is really very good. Salary compares favorably with other organizations—possibly a shade better. They get an hour for lunch and have two fifteen-minute rest periods in addition. In order that the setup of correspondence may be as uniform as possible, there is a set of standard instructions for stenographers and typists that all must follow (see page 430).

OF course when you visit the Fair, you will be on pleasure bent. There will be nothing in the breath-taking panorama that you see to give you a hint of the behind-the-scenes workings of the stenographic and other departments of this, the greatest temporary peacetime project on record. When you get there, the many shady groves and garden restaurants will give you respite from the hustle and bustle of exhibits. Buses, tractor



A stainless steel fountain in one of the many landscaped gardens that are a feature of the Fair. Seen flanking the court on one side is the Science and Education Building

THE GREGG WRITER, May, 1939

trains, and rolling chairs will transport you all over the grounds, where about 65 per cent of the attractions may be seen free of charge.

There are seven first-aid stations to meet medical emergencies, and washrooms and comfort stations are conveniently located. The problems of public safety and health have been carefully worked out. City police augment special Fair police to keep order and direct traffic. A deputy health commissioner is in charge of a staff organized to control the storage, preparation, and distribution of food at the Fair and the maintenance and operation of all sanitary installations. Grover Whalen.

the president of the Fair Corporation, and his management council, deserve an especial word of praise for the splendid manner in which they carried through the Fair idea from conception to completion. Perhaps one of the best articles written on their problems and how they overcame them appeared in the April 15 issue of *The Saturday Evening Post*.

EVERYTHING possible for your comfort, convenience, safety, amusement, and entertainment has been thought of and provided to make your trip a memorable one. Heigh-ho, then—come to the Fair!

Instructions for Stenographers and Typists

LETTERS

Be sure to use correct stationery.
Do not use a period after the date. (December 6, 1937)

Date and Yours truly should be on an even line (set tabular when you write date).

Official title should be on same line with name (Mr.

J. Brown, President).
Never make an address less than three lines.

Do not abbreviate anything except in special cases. Do not use st. rd or th after street numbers or dates. Always write city and state on same line except in cases where there is a two-line address, in which case the state is written separately to avoid a two-line address.

Mr. William Jones 225 West Third Street New York, N. Y.

Mr. John Brown Glenwood Minnesota

Double space all letters under 14 lines. Double space all President's letters. Always write Honorable address as follows:

The Honorable John J. Smith Glenwood, New Jersey

"Enclosure" should be written in the lower left-hand corner on original and all copies.

On President's letters, the address is always put in the lower left-hand corner.

Stenographer's initials should appear on the carbon copies—but never on original.

No strikeovers . . . Erasures must be clean.

When necessary to separate a word at the end of a line be sure to separate it correctly—consult the dictionary if in doubt. Do not separate words unless absolutely necessary.

MEMORANDA

Use small size memorandum paper whenever possible.

FORM LETTERS

(Fill-ins) Be sure fill-in matches the body of letter (type and color of ribbon).

Be sure letter is clear and clean. If not, discard it. (Circular) When writing the same letter to a num-

(Circular) When writing the same letter to a number of people, do not copy one from the other but write all directly from a proofread copy.

Follow same set up in each letter (as to number of words to a line and number of lines) as it facilitates the proofreading.

COPYWORK

Watch the copy carefully for spacing and set up. Initial all copy pages in pencil in upper right-hand corner.

Typists are particularly cautioned not to "follow copy" too blindly with regard to accuracy, if it seems wrong. Consult the dictionary, or ask a question first. It takes a few minutes' extra time, and may seem to be retarding the work, but it saves many minutes of time later: for yourself, the copy readers, and often the mimeograph room.

Question the form of any copy work that seems to deviate from your instructions. Don't assume that it is right because it comes in from another department. Maybe it is one of those many exceptions to the rule. But if it is merely someone's oversight, you may save yourself the trouble of re-cutting several stencils or re-typing a whole job if you clear up your own doubts first.

CORRECTIONS

Do not remove proofreader's indications of corrections to be made.

PRESS DEPARTMENT WORK

See Bulletin for Forms of Captions and Releases.

Captions: Start on Line 15 of the stencil . . . margins 30/36 to 30/36. Lines should be about 6 inches long—no less.

Releases: Start two inches from the top of paper . . . margins 30/36 to 30/36. Lines should be about 6 inches long—no less.

End paragraphs at the bottom of the page—do not carry part over to the next page.

Watch spelling-particularly proper names-and if doubtful about it look it up in the dictionary.

CONSTRUCTION DEPARTMENT WORK

See Bulletin for Specification Form.

First numeral of all Section numbers should be Roman.

Specifications on stencils are always single spaced.

MINUTES & CALENDAR

Consult the Bulletin for form.

DAILY REPORT

Consult Bulletin for form. (Continued on page 446)

READY TO BEGIN TRANSCRIBING?

Whether you are on the job or still in school, you will find it easier to get out your dictation if you follow these helpful hints

By JOHN ROBERT GREGG

NOWLEDGE of rules for capitalizing is especially important to good stenographic work. Beginners must remember that they will be taking down material from the lips of another person, and they will be expected, by means of a typewritten transcript, to convey just the shade of meaning that the dictator had in mind when he uttered his thoughts.

Unusual capitalization may be the means of placing emphasis on a word (as commonly illustrated by advertising copy), or it may be evidence that the stenographer does not know accepted forms for capitalizing business writing. Study of the rules in "The English of Business" or Woolley's "Handbook of Composition" will give a solid background for efficiency in this phase of transcribing.

THOUGH proper nouns are frequently divided on the printed page, such division should be avoided in setting up a typewritten page. Printers have the problem of "justifying," that is, of making right-hand margins even, and consequently may be compelled to put more or fewer letters on a line than they would if "justifying" were not necessary. For example, a somewhat shortened typewritten line is much better than one on which only part of a proper name is written, the remaining part having been carried to the beginning of the next line. Begin the name Chapman, say, on a new line rather than finish a line out with Chap- and carry the syllable man to the next line.

Initials should also be typed on the same line with the surname, (A. B. Jones at the beginning of a new line rather than A. B. at the end of one line and Jones at the beginning of the following line.)

Likewise, such titles as Mr., Dr., and Col. should be typed as a unit with the name. Avoid placing them at the end of any line on which the remainder of the name cannot be typed without causing the writing to jut too far out into the right-hand margin.

RAGGED margins can nearly always be avoided by shortening or lengthening the preceding line slightly, or by rewording a sentence. If you notice that a proper name appears in your notes as you read a line beyond the point at which you are typing, you can usually adjust the length of the preceding line so as to escape

the necessity of making a too noticeably uneven margin. Only a slight variation in the length of the previous line will make it possible to write a name in full, either at the end of one line or the beginning of the next.

Lengths of lines should also be adjusted on the typewritten page so a date is seen as a unit (not February at the end of one line and 16 at the beginning of the next). A reader's eye should take in an entire date at one glance and a stenographer should exercise regard for the reader's convenience and arrange typewriting in such form that the date is comprehended with the least possible effort.

CAPITALIZATION marks in shorthand must be inserted wherever the slightest doubt exists as to instant recognition of the necessity for capitalizing. However, a shorthand writer should realize that any unnecessary strokes he makes in taking notes impairs efficiency. For example, a stenographer who separates each letter with a distinct line or a circled number, needs no other evidence that notes below that line belong to another letter. Shorthand capitalization marks in an address at the beginning of a letter are usually superfluous; anyone knows that a name and address for a letter will quite certainly be typed in no other than capitalized form. Therefore, stopping to capitalize the following shorthand notes:

ab 26 29/ CB 20 26

Mr. A. B. Smith 291 Brooks Street, Cincinnati, Ohio. Dear Mr. Smith:

would be a waste of time. In textbooks for beginners, who are neither familiar with office procedure nor with the content of the miscellaneous material presented for study, capitalization ticks may be inserted in the shorthand plates for addresses, but the practical stenographer would not stop to capitalize uselessly any more than she would neglect to capitalize a proper noun appearing in the body of a sentence.

FIGURES immediately following an outline for one of the months of the year clearly indicate that the preceding word is a month, and time consumed in capitalizing the outline would

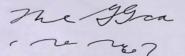
Principal Cities of the United States

(35,000 population or over)

0.	Akren, Ohio	ir 1.	Houston, Tex.	90	Providence, R. 1.
6	Albany, N. Y	iso	Huntington, W. Va.	36.	Reading, Pa.
000	Allemown, Pa	90	Indianapolis, Ind	4 2	Richmond, Va.
206	Altoena, Pa.	bilo	Jacksonville, Fla.	7	Rochester, N. Y.
old	Atlania, Ga.	1/2 +	Jersey City, N. J.	in e	Rockford, 111.
(1	Baltimore, Md.	30-	Kansas City, Kans.	10-0	Sacramento, Calif.
6+	Dayonne, N. J.	3-	Kansas City, Mo.	1	Saginaw, Mich.
1-0	Berkeley, Calif.	7	Knosville, Tenn.	27	Saint Joseph, Mo.
(-	Binghamton, N. Y.	1.0.	Lansing, Mich.	-	Saint Louis, Mn.
200	Burningham, Ala.	un-	Lawrence, Mass.		
-	Botton, Mass.	~ 7	Lincoln, Nebr.	, ,	Saint Paul, Minn.
Le C	Bridgeport, Conn.		Little Rock, Ark,	20000	Salt Lake City, Uta
7		-(Long Beach, Calif.	30 1	San Antonio, Tex.
- 2	Buffalo, N. Y.	y a	Lus Angeles, Calil,	20	San Diego, Calit.
Ter	Cambridge, Mass.		Louisville, Ky.	220	San Francisco, Calif
0	Camden, N. J.	de	Lowell, Mass.	Lod	Savannah, Ga.
2.	Canton, Ohio		Lynn, Mass.	2000	Scheneciady, N. Y.
bu so	Charlutte, N. C.	-7-	Manchester, N. H.	2016	Scranton, Pa.
20 cel	Chattanooga, Tenn.	-	Memphis, Tenn.	3-3	Seattle, Wash.
re	Chicago, III.	-72		40	Shreveport, La.
少.	Cincinnati, Ohio		Milwaukee, Wit.	. 100	Sioux City, Iowa
y.	Cleveland, Ohio		Minneapolis, Minn.	4-0	Somerville, Mass.
E.	Columbus, Ohio	-	Nashville, Tenn.	700	South Bend, Ind.
1-	Dallas, Tex.	1	Newark, N. J.	6,0	Springfield, Mass.
6.	Dayton, Ohio	- 7	New Bedford, Mass.	63	Spokane, Wath.
2	Denver, Colo	(Ni	New Haven, Conn.	4-	Syracuse, N.Y.
Co	Des Maines, Iowa	7	New Orleans, La.	003	Tacoma, Wash.
6	Detroit, Mich.		New York, N. Y.	66	Tampa, Fla.
41	El Paso, Tex.		Niagara Falls, N. Y.	~ .	Tuledo, Ohio
	Elizabeth, N. J.	5	Norfolk, Va.	net +	Trenton, N. J.
66	Erie, Pa.	20	Oakland, Calif.	rond	Tulsa, Okla.
21	Evansville, Ind		Oklahoma City, Okla.	200	Utica, N. Y.
12.	Fall River, Mass.			3/6	Washington, D. C.
120	Flint, Mich.		Omaha, Nebr.	,	
20	Fort Wayne, Ind.	60-e	Pasadena, Calil.	27	Waterbury, Conn.
Jr n	Fort Worth, Tex.	aro	Paterson, N. J.		Wichita, Kant.
-0.1			Pawiuckei, R. I.	/ /	Wilkes-Barre, Pa.
	Gary, Ind.	Coc	Peoris, III.	2	Wilmington, Del.
2	Grand Rapids, Mich.	206	Philadelphia, Pa.	2-0	Worcester, Mass.
9 6	Harrisburg, Pa.	-(-1	Pittiburgh, Pa.	c	Yonkers, N. Y.
(oper	Harriord, Conn.	de	Portland, Oregon	~ ~	Youngstown, Ohio

be wasted. However, if the name of a month does not directly precede figures, transcription might be considerably complicated by the omission of definite indication that the word is a proper noun, especially if one types almost as fast as he reads his notes.

The advantage in writing names and addresses in shorthand lies in the fact that they are generally dictated at an extremely rapid rate. By getting the name down in shorthand as dictated, one is certain to have a complete means for identifying the address later; a few longhand initials or some other brief scrawls for a name frequently prove inadequate for accurate transcribing. Judge for yourself which would be the more legible notes in addressing The Green Grocery Company:



WHEN you have recorded in shorthand exactly what a dictator said, you can take advantage of a break in the stream of dictation (or may even wait until the entire letter is finished) before verifying the spelling and indicating its proper form above the outline:

Clark, Clarke, Cline, Klein

Not all names or words in an address will need specific indication, and the shorthand writer who uses longhand to record proper names is depriving himself of a great aid to speed. Lists of common names are included in this department during the last few months of the school year so that students may familiarize themselves with the shorthand outlines.

Experience teaches a writer what names must have special treatment in shorthand. For example, a few names are exactly alike in outline if the vowel is not clearly marked. Great care must be exercised with the shorthand forms for these names; some writers even use the breve under the plain or short vowel to indicate the first vowel sound definitely:

to be

Black, Blake Low, Lowe Rhawn, Rhone Marie, Mary Johns, Jones

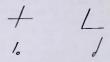
Of course, if one is familiar with the names of the firms or persons addressed, no such careful insertion of vowel markings is necessary. For example, these two names (if not marked) might cause trouble for a stenographer beginning work in a building contractor's office:

However, a stenographer experienced in the building trades would probably have heard Jones & Langhlin so frequently referred to as J & L and the Johns-Manzille firm as JM, that those names would appear in her notes not only without any mark to distinguish Johns from Jones, but in their abbreviated form:

Likewise, such names as Westinghouse and General Electric might be found indicated in the following manner:

Wes(ting)house G(I)E

Notice that great care must be exercised in making up shortened forms for common proper names (such as those suggested for Johns-Manville and General Electric) because the improvised forms can so easily conflict with similar outlines commonly used in the same business:



general manager chief engineer

Johns-Manville General Electric

In practical business situations, many names and addresses may be found on the correspondence handed by the dictator to his stenographer at the end of a dictation period. However, a new employee should always inquire if a dictator is accustomed to releasing such correspondence to his stenographers. The

necessity for knowing a dictator's practice in this matter is obvious to the experienced writer, but beginners occasionally neglect to ask, with the result that vital matters have to be verified later—often after the executive has left the office. Searching for some means of checking an address wastes not only the secretary's own time, but all too frequently involves interruption of the work of other employees more familiar with the routine in that particular office.

Don't hesitate to ask necessary questions; only the novice would fail to get the correct spelling for a name like The Orval-Peirce Company, if he did not know that he was to receive a communication on that company's letterhead. He has no way of knowing whether he should write:

Orville Pierce Orval Pierce Orvil Pierse Orvall Peers

or any one of several other possible spellings.

Brief forms are not used in writing proper names because of the confusion which would result:

86.60 p 2.

goodness, Goodhue; willingly, William; sadly, Bradley, Brady; totally, Italy

Proper names must stand on their own merits because of lack of context to aid a transcriber. Lengths of strokes, sizes of circles, and clearness of hooks are particularly important. This does not mean that a name is less readable in shorthand than in longhand; the reverse is actually true in most cases. One does not usually form such careless habits in writing shorthand as were formed in writing longhand. Furthermore, the time gained in writing names in shorthand can be devoted to care in executing outlines.

Father and Daughter

By HELEN RAYMOND

MET Marjorie Cantor at the Brown Derby in Hollywood, and over a stuffed tomato salad and her favorite Danish pastry she told me something about the work she has been doing as secretary to her father, Eddie Cantor, the famous actor and comedian.

It is Mr. Cantor's desire that each of the five girls—of whom Marjorie is the oldest—learn to do

something practical and be able to earn her own living, should it ever become necessary, so when Marjorie was going to high school, she studied shorthand and typing. She was given a typewriter when she was nine years old and learned to use it by herself; but, later on, when she was studying typing in school, she had to learn all over again to use the touch system. Perhaps Marjorie hopes her youngest sister, Janet, who is eleven, will follow in her footsteps, for she recently gave her a typewriter for her birthday and is now helping her pick typing up at home.

AFTER Marjorie had spent three years at the University of California at Los Angeles, she decided, in the summer of 1935, not to go back. Her father had had various secretaries



from time to time—one, even, a member of the chorus in one of his shows, who would take dictation and do his work between the acts while still in costume—but at this time he was without one, as his radio program was off the air during the summer. Marjorie knew her father would prefer to have her busy rather than loafing, so she persuaded him to let her try the job.

The experiment has worked for three years and a half, so it might be said to be a success. This working arrangement is a regular business proposition, not a family affair. Marjorie is paid a weekly salary; in fact, she was quite thrilled over a raise her father had given her a few weeks ago. She stays at her job all day, except perhaps for a leisurely, two-hour lunch period. Several years ago, when her father was on the Chase & Sanborn radio program, she often worked on the script until two or three o'clock Sunday morning.

MARJORIE'S duties now are many and varied. Her father and his writers dictate the radio program to her and she writes it directly on the typewriter. At first, she said, this was not too easy, but now she is used to

it and likes it. Letters and minutes of meetings, and notes of changes made in the radio scripts during rehearsal, she takes down in Gregg.

Speaking of taking notes, she told me that one time, when Eddie Cantor was broadcasting from a hotel in Florida, a studio had been rigged up in the lobby and she was taking last-minute notes to be incorporated in the script, when, in the middle of it, someone called to her and she left her notes on a chair -to find-on returning-that they had completely disappeared! One of the page boys had thought they were just scraps of paper and had thrown them away. Marjorie felt very badly, but had to confess to her father what had happened, and, since it was too late then to do it all over again, he ad libbed the last two minutes of the show. Luckily, it turned out to be better than the material that had been lost-that was the night he thought up the slogan, "Children should be seen and not hurt," which caused such a sensation and so much favorable comment all over the country.

WHEN her father is out of town and she doesn't go with him, Marjorie keeps up her shorthand by taking down some of the chatter she hears over the radio. She has trouble with Walter Winchell (who wouldn't1), but the others-Bob Burns, Jack Benny, Charlie McCarthy-come quite easily. It is evident from this that she takes her job seriously and is really interested in doing it well. She thinks radio is fascinating and she would like to get into it more deeply than she is nownot acting, but possibly working closer with talent, or writing. She helps some with the writing of her father's program now, finds it a lot of fun, and is greatly pleased when it meets with the approval of her father and the writers on the program.

Fan mail looms large in every prominent actor's life. In the Cantor office on Sunset Boulevard are two girls who handle the bulk of it, but letters that need more personal answers are sent to the Cantor home and are gone over by Marjorie and her father. She told me, though, that even these usually fit into three or four categories and it is only occasionally that very special answers are required.

MARJORIE believes it is quite an advantage to her father to have his daughter as his secretary. Sometimes, when he decides on an impulse to write a letter to someone and she thinks it might be better if he waited until later to write it or that perhaps he shouldn't write it at all,* she can tell him so and he

will see her point of view and not be offended, as some employers would be if their secretaries offered advice. At other times, strangers will come into the office, asking to see her father, and, not realizing that his daughter is his secretary, will go on with a story about how well they know the whole family-which is supposed to give them a perfect right to take up as much of the busy man's time as they want. Since Marjorie is pretty well acquainted with everyone who knows her father that well, she can decide without any waste of time just how important it is for them to disturb her father. Her method of getting rid of them is usually to suggest that they write a letter explaining what they want-at the same time, keeping quiet about the fact that she is Miss Cantor, for fear of embarrassing

ONE of her rather unusual jobs is taking down his entire act when Eddie Cantor is making a personal appearance at a theatre, so that he will have it to refer to later on. She sits in the wings when she does this. Sometimes he talks terribly fast, but by the last show she is almost as familiar with the jokes and stories he tells as he is himself—in fact, I wouldn't be at all surprised if sometimes she has them written down before he tells them. She says her memory is a big help when, on rare occasions, her father talks so fast that she misses something he says.

As far as getting along with her father is concerned, she thinks he is probably the least temperamental of any star, and, although he sometimes gets excited when in the swing of writing his radio program, to the extent that he forgets her name and that she is his daughter, generally speaking, he is most considerate. She feels it would be hard for her to become accustomed to working for anyone else.

MARJORIE thinks her position is exciting and enjoys the interesting people she meets. There is too much work connected with it for it to be very glamorous, though, and almost any job, she thinks, becomes routine after a while!

A Worker's Creed

I WORK because I like to work—I'm only happy when I am busy.

I work because I want to progress—if I did not work I would stagnate.

I work because I like to see myself grow—I want to become more useful.

I work because I particularly enjoy my work—there's a real fascination about it that I would miss if I quit,

^{*} It must have been at some such moment the photograph on last month's cover was taken.

Liberty

for

yped by Jack Milam, Thorn.

pell Orphanage, Clinton, S. C.



Pictorial Tribute to the Teacher

Annual Contest to be held at Fair

HIS panel shown, done by Hildreth Meire, is among the attractions of the Science and Education Building at the New York World's Fair 1939. We understand it is in this building that the seventh annual International Commercial Schools Contest will be held June 27 and 28-the events that usually take place at Chicago each June. Manager W. C. Maxwell (Hinsdale High School, Hinsdale, Illinois) has already distributed registration entry blanks. If you have not received yours, write to Mr. Maxwell at once, for all applications are due in the committee's hands by June 1. There should be an unusually lively interest in this contest-for the entrants, a chance not only to win contest honors, but to take part in the activities of this big exposition. To the onlookers in our field, an interesting feature to make June 27 and 28 red letter days not to be missed!

14-Ton "Giant" for Fair

THE largest typewriter ever built will be exhibited at the New York World's Fair by the Underwood Elliott Fisher Company,

The huge machine, 1728 times larger than a Standard typewriter and weighing over 14 tons, will be in daily operation in the Underwood Elliott Fisher exhibit. In addition to amazing the public with its operation, it will also serve as an entertainment feature by con-

NEWS IN WORD

tinually typing, in letters 3 inches high, the latest news flashes. It will be operated by remote control from a Master Underwood Electric machine and every mechanical action will be visible to spectators.

The "Giant," a massive engineering feat. built to scale, required more than three years in construction. It is 18 feet high and types on a sheet of "stationery" which measures 9 by 12 feet, using a ribbon 5 inches wide and over 100 feet long! Each type bar on the machine weighs 45 pounds and the carriage alone weighs 3500 pounds. When this "Giant" was shipped to the World's Fair Grounds two box cars were required to transport it.

Another Patron Saint

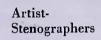
FRANCE no longer will be alone in hon-oring a patron saint of stenographers. At the same time we were carrying the item about the Feast of St. Genes, the Catholic Diocesean newspaper at Omaha published pictures and a short item announcing that preliminary proceedings for the beatification of Sister Mary Margaret Bogner, who died in 1933 at Erd, near the Danube, were being instituted in Hungary. Sister Mary Bogner was a typist at one time, and was considered locally as a protectoress of stenographers and typists. The clipping was sent us by Sister M. Ancilla, of St. Angela Academy, Carroll, Iowa, whose commercial students were especially interested in the simultaneous appearance of the two items.

O acquire a shorthand speed of 120 words a minute in twenty-three weeks sounds to us like a record-at any rate, record or not, it is cause for congratulations to both Miss Christine E. Miller and Mary Marjorie Willis, of Newton, Kansas. In the summer of 1937. Miss Miller gave Mary private lessons in shorthand and typing for two hours each afternoon for eight weeks, and she practiced about the same length of time by herself in the mornings. At the end of the eight weeks she had qualified for the O.G.A. Certificate, the Complete Theory Certificate, and had passed the 60- and 80-word speed tests and she was writing 40 words a minute on the typewriterthe regular first-year high school standard for

AND PICTURE

the debating season was over, Mary reviewed shorthand with the first-year class for six weeks and built herself back to her former standards. "The first six weeks in secondyear work this fall," Miss Miller writes us, "was devoted to similar practice and brought Miss Willis her 100-word certificate. Three weeks later-at the end of twenty-three weeks

of shorthand study-she had won the much prized 120-word pin that many seniors are 'proud' of getting after forty-two weeks of study!"



IN almost every mail we receive interesting specimens of shorthand and typewriting designs that we should like to pass on to you if we had the space. However, occasionally we just can't resist using one of them here in place of some news item that is clamoring for publication!

The excellent copy of "Liberty" that we are showing was reproduced from one of the most beautifully typed originals that has been sent us. If Jack's regular work matches his ornamental typing, he is going to be a joy to some future employer!

Unfortunately, there is not room to give you also a number of other good nictures that are on our desk right now-an attractive spring maiden waving the banner of St. Joseph's Academy, North Bay, Ontario, for one-a nice piece of work by Marjorie Smiley. The blue ink would not reproduce, even though we had more room: nor would

the pencil sketch of a vigorous little Breton girl, from Miriam Stansbury, of Lincoln, Nebraska. There's a good likeness of the amusing Mr. Mumpus, typed by Mary Olive Dealy, of Pipestone (Minnesota) High from the October installment of that story; a charming landscape from Mary Zaborac's machine (Lewistown, Illinois, High); two colored shorthand sketches from high school students of Miss Thelma R. Frazee's at Rahway, New Jersey; and many others!

Got Your Card?

ID you know that Western Union issues for its patrons "collect cards" entitling the bearer to file collect telegrams at any of its offices without having to leave a cash guarantee deposit? This card is used by many people while traveling, to establish their identity. It is particularly handy to have if you have occasion to obtain money by wire. If that money happens to be needed for a ticket to a big league ball game, they'll oblige right at the telegraph office-at least we can get tickets for the games at Ebbets Field at our local office. And at the same time you can doubtless send a message announcing that you are called away to your "grandmother's funeral"! Capitalizing Service?

A New Binder

THEN the last of our supply of Dowst Binders for the GREGG WRITER was exhausted and we decided not to stock binders again, a number of readers were disappointed in not being able to replace the cover they had had. Those interested in securing a hinder for their WRITERS should get in touch with Mr.

Roy W. Arnold, president of the American Binder Company, Inc., 253 Fifth Avenue, New York City. He has submitted to us a sample binder, made up in attractive red cloth, that will hold twelve or fourteen copies very satisfactorily. It is priced the same as the other binder. Mr. Arnold will handle orders direct.



Is This a Record?

an entire year's work. The next year, after



Our exhibit at the Eastern Commercial Teachers Association convention in New York City last month, showing some of the interesting O.G.A. Contest specimens received

On the Home Stretch

By FLORENCE ELAINE ULRICH

TOUR final accomplishment will be determined by the amount of concentrated effort you put into your practice during the next few weeks. It isn't possible to do in these last months all that should have been done regularly throughout the course, but you can attain a measure of proficiency that will surpass expectations if you will put your nose to the grindstone and work! If you practiced faithfully each day, increase in shorthand and typing skill came gradually and easily, and a spurt of effort now will give you that additional proficiency which will place you in the upper group of efficient student-stenographers.

WE have told you in these columns something about the personal characteristics and qualifications that employers seek in employees. We want here to make one point: When applying for a position, the efficiency with which you handle your "test letter" or the "probation period" will determine whether or not you get the job. Proficiency in taking dictation and transcribing it is of first importance. As a matter of fact, your transcript is your introduction. The arrangement of it; the neatness, attractiveness, and accuracy of the typing; the correctness of punctuation, spelling, and syllabification; and

the accuracy and speed with which you transcribe the dictation will be measured by the prospective employer in terms of production and money value.

You, yourself, know from your present production in the classroom how much you are going to be worth to an employer. Without the experience at the outset that will make you helpful in handling other details that usually fall to the stenographer or secretary, what speed and skill have you attained in dictation and transcription that will give you productive power? If an employer dictated fifty letters to you, what would be your attitude about getting them out? Would your behavior be influenced by interest and a sense of responsibility for getting the work out as soon as you could-or by the indifferent advice of some employee who said, "Aw, don't worry. Let 'em wait, that's what I says."

I CAN see the horror on your faces as you read that, and yet recently I actually overheard such advice being given a beginner in a large firm by another girl who, vigorously chewing her gum, was shuffling along with a few papers in her hand that she had just leisurely abstracted from the files. Most of us are as successful as we make up our minds to be, and the young man or woman who

really has an ideal to guide him will shun the advice of those who condone indifference in attitude, shiftlessness, and irresponsibility in their work.

I have had occasion time and time again to watch the development of young people who, fostering a desire to be successful, eagerly sought added jobs and new responsibilities that would help make them more valuable to their company. Of course, employers frequently have themselves to blame in picking employees that are not suited to the job. I know an insurance broker who prides himself on his ability to pick neat stenographers. He looks at their feet, and, if well shod, he hires the girl. But he wonders why his girls always grumble when his back is turned because of the amount of work they have to do!

ONE can usually tell whether or not a young man or woman will respond cooperatively on the job-by watching their reaction as the more difficult phases of it are explained. I remember interviewing a seventeen-year-old graduate who had won honors in her shorthand and typewriting classes and was seeking a position. Explaining that we worked under considerable pressure during the heavy seasons, we told her that if she had no work to do she could knit, but that the chances were she would be so very busy getting out the work assigned to her that she'd have no time for knitting. She responded, "I do not care how hard I have to work if I can only make good, because I want this job." She has been with us for twelve years now, but not one of you (or us) has been able to catch her in a material error-and the faster your subscriptions come in the better she likes it! Employers appreciate such an attitude of cooperation coupled with skill and efficiency.

WHETHER or not you qualify for the Attainment Certificate by reason of having obtained the

O. G. A. Membership Certificate
Complete Theory Certificate
60-word Transcription Certificate
80-word Transcription Certificate
100-word Transcription Certificate
Junior O. A. T. Certificate
Junior O. A. T. Certificate
40-word Competent Typist Certificate
Senior O. A. T. Certificate

depends upon your final effort now. The certificate, while handsome and suitable for framing, is truly valuable in that it represents proficiency in stenography so far as technical ability is concerned. The fact that you have tried for all of the awards demonstrates the kind of attitude that is likely to secure recognition and advancement in the business office. The work you do to secure the awards

strengthens your skill and will help make you a stronger and more productive worker. But do not stop there—go on to the heights you have visions of attaining, and sooner or later you'll arrive!

Don't Forget! Transcription Project Competition Closes This Month

JUDGING from the reports that have already been received, some fine transcription records doubtless will be made in the Transcription Competition this year. This Project, and especially the Competition, should be made the vehicle for stressing more productive transcription skill in the classes, and lifting the speed levels with absolute accuracy to a new high.

The goal of your committee is to help to lift transcription speed skill from the present levels to a minimum of thirty words on mailable letters. When this standard is reached in all daily transcription work, teachers and students alike should concentrate on the attractiveness and neatness of the transcripts produced at this speed. In other words, strive for as many excellent letters from the standpoint of good formation and arrangement as well as accuracy as you can make at these higher speeds. Then increase the speed level.

WHEN these skills are developed by students in the classroom, there will be no faltering in typing the transcript on the first job—the real test of each student's stenographic efficiency.

Strive, therefore, for artistic transcripts. Since the final transcript of this month's project must be submitted with the report of the work done in the Competition, let it reflect your best possible skill in arrangement and artistry as well as accuracy and speed. If it is necessary to make an erasure, see how cleverly you can do it. Type with your eyes on the shorthand notes—you will write more smoothly and faster that way. Before you remove the transcript from the machine, read it over for corrections of any errors that you can make and still have the letter presentable enough for mailing.

WINNING in this Competition does more than bring you a prize—it recommends you as an efficient stenographer, with better-thanaverage transcription skill.

We shall look for your May transcripts and the reports on the work done during the previous months as soon as possible after the May test is written.

Will this year's records show a greater percentage of increase during the eight months than last year's, we wonder?

Some Facility Drills in

By FLORENCE

W71TH the school year drawing to a close, devote as much time as you can to perfecting your writing style at increasingly higher speeds. Differentiate clearly in lengths of strokes and sizes of circles, and between curved and straight strokes. A little precaution through attentive practice now will save you many headaches in transcription later on. Besides that, you want to he able to read your shorthand like print, and you can if you write accurately.

ATTENTIVE PRACTICE on the drills this month will enable you to master completely the writing of those exquisite little curves s and the ses blends. But first let us get a little warming-up practice on the reversed curves. with a view to making them behave when encountered in rapid dictation. Except for have been and before, you will doubtless encounter them only infrequently-but it will help a lot if you can write them smartly when you do. Keep slant uniform, and where the circle intervenes fit it up closely to the back of the first curve. Watch slant and formation,

THAT LITTLE S. Note that the tiny little curve for s is written with the same slant and formation as the longer strokes. Write briskly, and turn those little curves quickly. Count as you write. Compare your notes frequently with the plate. Show improvement not only in the formation of all of these characters, but in speed as well. We shall not analyze the studies for you, because by now you should be a good analyst yourself. This is important not only in penmanship exercises, but in everything that you do now as you prepare for office deportment.

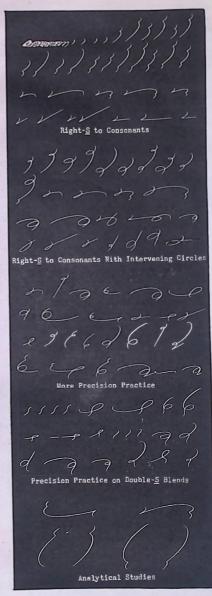
When your transcripts are corrected, note any errors due to faulty construction of notes, and practice the corrected outline until you can execute it properly at the higher speed. It is this practical analysis that perfects your shorthand and your transcription-a good habit to get into!

YOU may want an opportunity of putting your shorthand writing technique to work by writing your congratulations to the contestants whose excellent style of writing enabled them to distinguish their skill in the O. G. A. Contest this year. A partial list of those who won Honorable Mention with shorthand writing skill above the average is given this month. The other prize winners will be reported next month with the results of the

Precision Drill on Reversed Curves Facility Drill Left-S to Consonants Left-S to Consonants With Intervening Circles

Shorthand Penmanship

ELAINE ULRICH



Contest. With you, we congratulate those writers whose excellent style distinguishes them in our O. G. A. Contest!

Some Outstanding Writers Among the Honorable Mention Individual Prize Winners

Elizabeth Schultz, St. Joseph School, Peru, Ill.; Mary Busquez and Eunice Gabbuni, Santa Clara Union High School, Santa Clara, Calif.; Norma Swanson, North St., Feeding Hills, Mass.; Norma-Jane Winter, 2 Federal Ave., Agawam, Mass.; Evelyn Hennrich, 219 W. Gold Ave., Albuquerque, N. Mex.; Mason Notan, Union High School, Forest Grove, Ore; Catherine Burgess, Devil's Lake, N. Dak.; Mary Loraine Muenster, 5034 Alaska Ave., St. Louis, Mo.; Doris Mc-Mullin, Mt. St. Bernard, Antigonish, Nova Scotia,

Adele Biscontini, 1248 Main St., Old Forge, Pa.; Walter Noone, 1703 Clay Ave., Scranton, Pa.; Evelyn Pronko, 524 E. Lacka, St., Olyphant, Pa.; Agnes Ryan, 402 Grove St., Clarks Summit, Pa.; Anne Terzak, 341 Laurel St., Hartford, Conn.; Jean Gibney, West Hartford, Conn.; Beverly Buffum, Middletown, Conn.; Marjorie D. Newton, 25 Arundel Ave., West Hartford, Conn.; Ruby Armen, 745 Cambridge, Fresno, Calif.; Clara Calvert, 3340 Alta Ave., Fresno, Calif.; Jean Nalbandian, R.F.D. 11, Box 126, Fresno, Calif., Review Co. Calif.; Bertha Sam, 1013 G St., Fresno, Calif.

Nels Young, 252 Chittenden St., Akron, Ohio: Rose Prinzo, 680 Garry Road, Akron, Ohio; Dorothy Leighton, 327 N. Adams St., Akron, Ohio; Mary Louise Gehrlich, 435 Defiance St., Wapakoneta, Ohio; Betty Hardin, 609 Lima St., Wapakoneta, Ohio; Carolyn Jurosic, 210 West Benten St., Wapakoneta. Ohio; Pauline Weimert, 301 S. Blackhoof St., Wapakoneta, Ohio; Marjorie Hitchens, 521 Baker St., Lan sing, Mich.; Gertrude White, 135 Garden St., Lansing.

H. A. Howard, 416 E. 12th, Clovis, N. Mex.; Juanita Ferguson, 820 Connelly, Clovis, N. Mex.; Mary Blanchard, Sybil Charron, Dorothy Holmes, and Dorothy McAnulty, Notre Dame Secretarial School, Montreal, Quebec, Canada; Lois Petersen and Marion Albrecht, High School, Sleepy Eye, Minn.; Junt Monroe, Okanogan, Wash.; Billie Swain, 829 Commercial St., Leavenworth, Wash.; Selma Hansen, 1005 Methow St., Wenatchee, Wash.; Tamotsu Muranaka, 437 N. Vineyard St., Honolulu, Hawaii; Jane Kawano, 528 Kaliki St., Honolulu, Hawaii; Tokuo Fukumolo 1112 Pinkham St., Honolulu, Hawaii; Marilyn Yamada, 1617 Gulick Ave., Honolulu, Hawaii,

Dorothy Templeton and Albert Mackerer, Church man Business College, Easton, Pa ; Marguerite Bigue and Lucille Monette, Our Lady of the Sacred Heart Convent, Ottawa, Ontario, Canada; Barbara Lindstrom, Senior High School, Galesburg, Ill.

Gabrielle Plouffe, Notre Dame Academy, Southbridge, Mass.; Rita Monette, Florence Dureault and Lauretta Monette, St. Louis Academy, Lowell, Mass.; Jacqueline Deschamps, 317 Lafayette St., Salem. Mass.; Juliette Letarte, 78 Palmer St., Salem, Mass.; Gracia Perron, 7 Summit St., Salem, Mass.; Rachel Michaud, 56 Palmer St., Salem, Mass.; Adeline Vaikutis, 4233 South Mozart St., Chicago, Ill.; Elaine Boyd, 2912 Walnut St., Erie, Pa.; Yeznig P. Tahmizian, American Academy, Larnaca. Cyprus; Joseph Weinfurter, 2169 N. 39th St., Milwaukee, Wis.; Anthony Kuban, 2743 N. 29th St., Milwaukee, Wis.

(Continued on page 447)

May Test Material

[All clubs of test papers should be accompanied by a typewritten list of names to expedite checking and insure accuracy in making out certificates. May copy is good as membership tests until June 25, 1939]

Test Copy and Instructions

Junior O. A. T. Test

Instructions for Shorthand Tests

The purpose of the O.G.A. is to develon a practical shorthand writing style. The JUNIOR O.G.A. AWARD is given to students who have had sufficient practice to be able to write freely, smoothly, and correctly the Junior O.G.A. Test on page 447. The pin is awarded on qualifying specimens; papers that do not qualify are returned with criticisms and suggestions for further practice for the perfection of notes. The O.G.A. MEMBERSHIP CERTIFICATE is awarded on specimens qualifying on the Membership Test (page 448) written in a good practical style, with attention given to fluency, formation of curves, proportion, and correct execution generally.

Practice the O.G.A. Test as often as you can in order to secure a specimen of your best writing style to submit for the award.

Typewriting

b The O.A.T. Junior and Senior Memberships encourage proper attention to arrang-ment, accuracy, and rhythmic stroking in typing. Any make of typewriter may be used. The JUNIOR O.A.T. TEST given here requires neatness in arrangement, ac-

b The SENIOR O.A.T. TEST requires skill in setting up the copy; if two parts are given, Part II should be arranged on a second sheet. A study of the test (page 443) will suggest the best method of arranging it to secure an attractive and easily read copy.

The Competent Typist Awards begin at 30 words a minute, for which the PROGRESS CERTIFICATE is issued. The pin is given for 50 words, and COMPETENT TYPIST CERTIFICATES, beginning at 60. The test (page 445) must be written in a ten-minute period, with not more than five errors. It may be practiced as often as you like to secure your best speed for the month before the final paper is submitted for an award.

Senior O. A. T. Test

For this month's test make a correct copy of the Rough Draft opposite. Instead of the usual two pages, keep the earlier test on one sheet, placing the tabulation in the position indicated and the copy instead of on a second sheet. Not all the misspelled words or improper punctuation has been corrected in the droft. It is well to accustom yourself to assuming the responsibility for correcting errors early in your practice, for you will be expected to do so on the job even if not called to your attention.

Make your own letterhead for the following an-nouncement and type the message in your very best style. This matter gives you a good opportunity for attractive display-not just another letter!

(Name) Associated Long Island Newspapers Rooming Bureau, Inc., (address) 24-16 Bridge Plaza South, Long Island City, New York. Telephone Stillwell 9-5910. (Supply date, but no inside address.) Attention: Editorial Department Gentlemen: As the Fair opens and as millions of people get ready to set out for New York, there arises the gigantic problem of finding places for these people to stay. I believe this problem, and the organization we have set up to solve it, would make an interesting story for your publication.

Here's a startling fact. New York City's hotels can accommodate only about 25% of the number of people who are expecting to visit the Fair. Where will the others stay?

All sorts of projects have sprung up, from trailer camps 50 miles outside of the city, to transformation of many of Long Island's sumptuous homes into rooming

My particular organization concerns itself with only one phase of this huge problem. That phase covers the territory on Long Island immediately surrounding the Fair. It is very interesting to trace the activities of Long Island's 150,000 one-family home owners, in their preparations to play host to millions of Fair visitors. Sincerely yours, (Supply signature, and identification initials in the lower left-hand corner, and add postscript.) P.S. The enclosed news release and folder offer an interesting story for your readers. A CENTRAL ROOM-ING BUREAU FOR WORLD'S FAIR VISITORS SPONSORED BY THE LONG ISLAND DAILY PRESS AND LONG ISLAND STAR IOURNAL. (This final copy in caps is carried as part of the letterhead, across the bottom of the page, in the original form letter. Incorporate it wherever you like in your copy.)

A Typical Rough Draft

(Copy for Senior O.A.T. Test-Parts 1 and II)

ONE OUT OF TWENTY

Insert "A" here

The U.S. enjoyed its second yearly decrease (in 1938) in motor vehical fatalities in more than four decades of automobile transportation and its lowest death total since the depression years of 1932 and 1933. This record is heartening.

Nevertholess the death total remains far too high. A can any one feel any complacency about a record which saw 32,000% human lives sacrifised on the alter of carelessness? I In the table below >

	15		and		- " "
TYPES OF ACCIDENT	IS RESULTING I	N DEATHS	& INJURIE	- 1938	4.40
(Colision with:	C Persons Killed	Cent	Persons Injured	Per 8	direct.
Pedestrian	13,340	41.7	295,420	25.8 2	5.8
Automobile	8,220 2	57 -26-7	619,850	54.1	V 5
Horsedrawn behi		3(100	3,690	.3	6.1
Railfoad train	1,380	4.3	6,120	,5,	2 3 2
Street car	260	. 8	12,660	1.1%	Occ 2 of
Other vehical	/60 150	.5	4,650	4	12 / E.
Fixed Øbject	3,420	10.7	82,330	7.2	303 2 KI
Bycicle	770	2.4	374,110	3.0	4 6 34
Non-colision	4,160	13.0	83,080	7.3	7342
Miscallanous	190	. 6	3,690	3	32 5 31
CTOTAL	.(~32,000	7100.0	1,145,600	100.0	10546

Next time your club meets, or you have a family reunion, list the names of 20 of those present. Let them be members of your family, relatives, and close friends. ALook well upon their happy faces. At the present ratey one out of 20 of these will be killed and injured in an automobile accident within the next five year (rs)

It may be you, your daughter, or your mother perhaps your closest friend. It may be a minor injury; It may be a crippling, disifiguring casualty; It may be death.

These figures are based on the law of averages. Fortunately, you and your relatives and friends can get around that law. No penalty is attached to the evasion.

You can beat the law of averages by being above average in , your walking and driving habits. If you and your group of 20 will will weak and drive safely, the average injury probably wen's strike you in the next five years: It may not strike you in the next 20 years; It may never strike in fact,

Strakes

57

115

174

232290

348

408

464

523

585

644

702

759

819

875

929

989

1052

1110

1171

1227

1282

1340

1395

1454

1509

1571

1633

1691

1746

Transcription Speed Project

(See page 439)

May Competent Typist Test

Use double spacing in typing this test

(To find the gross number of words you write, divide gross number of strakes by 5; then deduct ten words for each error to get net words written. The number of strakes is indicated at the end of each line in order to facilitate counting the gross number of strakes written.)

If you have never, no, not ever in your life, made a raid upon the larder at midnight, then it is unwise for you to read further. The words we are about to set down will irritate and not delight you. But if midnight raids upon the larder are not unknown to you, then you will be delighted to have them recalled to your memory, to think once again upon those adventures. They are adventures! And they are not without their perils. For when midnight comes, and you feel the slight pang of hunger, and you go to see what is in the icebox, you often find beauty where beauty is not. You had thought to obtain for yourself a glass of milk and a couple of cookies; but your eye lights upon a sausage replete with condiments including garlic, and you think it beautiful and edible. The next morning, you will of course wonder why on earth that greasy bit of sausage appealed to you. Midnight is an hour not without its perils.

But it is also full of delights. You will have wanted only milk and cookies. But you will find a cold chicken, a chicken which you can tear apart with your fingers, because there is no one about to criticize your manners. Or you will find some bright red tomatoes, which you will salt and shove into your mouth without a thought of cutting them into dainty pieces. Or you will find ice cream left over from dinner, now melted into the beginnings of a sauce. No superlative dinner at the Ritz tastes half so good as that midnight supper of chicken torn with your fingers, tomatoes eaten whole, ice cream that must be drunk from a glass. And it is no small part of the delight which you find in this repast, that you did not expect to find it—that you went down to the larder only to look for milk and cookies.

Strokes

1802

1858

1916

1975

2030

2092

2148

2208

2264

2324

2383

2441

2498

2557

2577

2630

2688

2748

2808

2864

2921

2978

2994

We are about to tell you of a raid made upon its larder by the minions of the Nonesuch Press in London. We are about to tell you of some books which these minions found in their larder, found there by surprise, and found therewe earnestly hope-for your ensuing delight. Nonesuch occupies a fine old house in one of those leafy green squares which help to give London its charm. The house is dignified and lovely, a dwelling built in 1800. In the basement are rooms which were once wine cellars, with walls still catacombed for the proper storage of wines. In these rooms our books are stored. Into these rooms the directors made their way one bright day several weeks ago. They are now engaged upon plans for a series of books to be published this year for the equally-hoped-for delight of the members of our Fellowship.

Shrewd booklovers will recognize these extraordinary book values. These books will be brought over to America in time for you to give them to yourself or to your friends for holiday reading. We call it vacation over here, but in England it is the holiday season, when men and women go on long trips or short jaunts and thoroughly enjoy their relaxation from business. And how a good book does help that enjoyment!-Nonesuch Fellowship Bulletin No. 3.

(Repeat from the beginning until end of the ten-minute test period.)

Instructions for Stenographers and Typists

(Concluded from page 430)

OUOTATIONS

When quoting a quote within a quote be sure to use single quotes. ('....')

When using a quote at the end of a sentence the period should be written inside the quote (..... the

Commas also should be written inside the quote (..... the Fair, ")

GENERAL

Do not go into Proofreaders' Room. All work must be placed in either "RUSH" or "ROUTINE" basket in Stenographic Room.

Do not go into Mimeograph Room. Any questions about stencils will be answered by the Supervisor,

Do not keep large quantities of stationery, pencils, and erasers in your desk,

Inasmuch as tests are being given to newcomers constantly and it is hard for these applicants to hear above the noise of the electromatics, please do not indulge in unnecessary talking.

Do your share toward keeping supply cabinet neat! When you notice stock getting low on any item please make note of it. Be sure current of your machine is shut off when you leave your desk. Also, close your desk and put away copyholder and all papers.

Notices and orders are posted on the Bulletin Boards in the Stenographic Room and Room 110. Be sure to glance at them regularly. When taking dictation ascertain from the dictator just how he wishes his letters signed. Keep a record of this.

If you have any questions-ask the Supervisor.

Outstanding Writers Among Honorable Mention Winners

(Continued from page 441)

Jane R. Weber, 1624 State Harrisburg, Pennsyl-

Annabelle Scherer, 1126 Spaight St., Madison, Wisconsin

Jean Cottrill, 313 Indiana Ave., Park. West Virginia Evelyn Garmers, Divergon Township High School, Divernon, Illinois

Vari Virangkul, Assumption College, Bangkok, Slam Rose Benda, 30 West Alexis, Ecorse, Michigan

Jacqueline Lamarche, Claire Moquin, and Jeanne Labadie, Holy Angels' Academy, St. Jeromo (Terrebonne) Quebec. Connda

Jerald Ness, High School, Glasgow, Montana Rose-May Plouffe, Timmins,

Ontario, Canada Betty Brennan, St. Mary's Commercial School, Providenes, Rhode Island Dorothy Kobinsky, 528 Second St., Menasha, Wisconsin

Myrtle Broin, Wanamingo, Minnesota David Dill, Walnut High School, Ashville, Ohio Patty Mentzer, 1634 Mulvane

St., Topeka, Kansas Dorothy Lemert, 1607 Central Park, Topeka, Kansas Louise Case, Senior High

School, Topeka, Kansas Esther Mas Draper, Loretha Mainey, Dorothy Shoup, and Lonnie Wege, Topeka High School, Topeka, Kansas Samuel Yap, 1308 Miller

Lane, Honolulu, Hawaii Chieno Suyeoka, 1438 A Luna illo St., Honolulu, Hawaii Yukio Tanlmoto, 1030 Fifth Ave., Honolulu, Hawaii Mary Lee, P. O. Box 444,

Wahiawa, Hawaii Margle Farfaing, 3563 Wabash Ave., Cincinnati, Ohio Helen Flaherty, 1747 Dana Ave., Cincinnati, Ohio

Joe J. Knight, U. P. S. & Jr. College, Tonkawa, Oklahoma K. R. Blackwell, Weyburn School of Commerce, Weyhurn, Baskatchewan, Canada Mary Taylor, 66 Mill St., New

Bedford, Mangehunetts

Irene Ayres, Barnes School of Commerce, Denver, Colorado Evelyn Verkler, Edna Johnson, Helen Shippy, Gladys Moore, Shirley Blue, and Thomas Leeson, Illinois State Normal University,

Normal, Illinois Dorothy Egan and Ruthe Cabill, Seton High School, Cincipnati, Ohio

Ellen Echeverria, Madeline De Brouwer, Dick Foreman, Robert Miller, Charles Hardinghaus, Anna Teague, and Roy Cottingham, Woodbury College, Los Angeles, California Helen Denaro, 341 East 120

Stroet, New York, New York Mary Volps, 176 East 117 Street, New York, New York Idella Archills, 503 West 169 Street, New York, New York Ellen Cocksedge, 464 West 126 Street, New York, New York

Gertrude Greenberg, 87 East 102 Street, New York, New

Julia Enright, 1205 Amsterdam Avenue, New York, New York

Theresa Conti, 362 East 124 Street, New York, New York

Elizabeth Banley, 102 Longueull St., Longueuil, Quebec, Canada Doris E. Jardin, 48 Birch Ave., St. Lambert, Que-bec, Canada Toshiharu Yoshimoto, Kalaheo, Kaual, Hawali

Junior O. G. A. Test

The Boy and the Butterfly

Street, New York, New York Pearl Orio, 508 East 120 Street, New York, New York Teruko Kawamura, Kapas,

Kaual, Hawall Hiromu Suzawa, Box 475, Lihue, Kausi, Hawaii

Tado Morioka, care Kuloyama Hotel, Libue, Kausi, Howail

Bun To Bunyapana, Assumption College, Bangkok, Slam

Frances Schmitt, 409 West 48 Shizuko Yamaguchi, Belmont High School, Los Angeles. California

Alfonso Rods and Daniel M. Vizee. Philippine Union College, Manila, P. I. Eleanor Hennessy, 17 Howard

St., Lewiston, Maine Norma Ely, Guthrie Center High School, Guthrie Center, Lottle Overrah, 13120 Mus-

James Cunningham, Box 83. Lako Mills, Iowa Virginia Ross, Box 555, Chency, Washington Grace Benne, Wiscasset,

Maine Weltha Kirkwood, 33 Oak St., Portland, Maine La Verno Darter, Munday High School, Munday, Texas Maddeline Angelone, 496 W. Cambridge, Alliance, Ohio Dorothy L. Richey, Boring,

Oregon Vera Orr, Hendersonville, North Carolina Maxine Michelson, 1417 Harrison St., Amarillo,

Olga Strobel, 1020 Blaine St., Detroit, Michigan Genevieve Ekwinski, Dolores Kreuziger, Victoria Novak, and Johanna Spitznagel. Mercy High School, Milwaukee, Wisconsin

Grace Duncan, 70 Woodstock St. Hartford, Connecticut Beth Graicerstein, Grace Montstream, and Morris Samler, Weaver High School,

Hartford, Connecticut Hazel Bradford and Rollande Johnson, Presentation of Mary. Sutton, Quebec,

Doris Tyrer, 5338 Colorado Ave., N. W., Washington, D. C.

Georgianna Young, 128-20 Inwood St., South Ozone Park, Long Island, New York Rachel Tilley, 9810 Lawton

Ave., Detroit, Michigan Mary Heffernan, Sacred Heart Academy, Springfield,

Hazel Parker, 497 W. South St., Galasburg, Illinois Charlotte Johnson, 860 Ogden Haroutune Bozadjian,

Larnaca. Cyprus Josie Chessare, R.F.D. No. 1. Montgomery, New York Melvin Plumb, R.F.D. No. 1. Box 423, Centralia,

Phyllis Scott, 1116 W. Chest-nut St., Centralia. Washington

T. N. Subramaniam, Anglo-Oriental (Malaya) Ltd., P. O. Box 300, Kuala Lumpur, F. M. S.

Mary Schneider, Hinchey Cattle Co., South St. Paul, Minnesota Anna Devlatka, 357

St., Newark, New Jersey Kathryn Haynal, 127 Willow Ave., Takoma Park, Mary land

Betty Bickerman, 4362 Fisher. Kansas City, Kansas Helen E. Bergstrom, 421 N. 13th St., Corvallis, Oregon Loreta Richey, Box 728, Toledo, Oregon

Imelda Chartrand, Cobalt, Ontario, Canada Martha Noble, 1419 R St.

N.W., Washington, D. C. Marian Breeden, 595 E. Hazeltine St., Richland Center. Wisconsin Margaret Mary Vosen, High School, Kremlin, Montana kegon Ave., Chicago, Illinois

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Margaret Reliener, 272 Hone erdon St., Newark. New Jersey Eda Brundello, 2815 Alum

Rock Ave., San Jose, Beverly B. Bretz. 209 North 14th St., Harrisburg. California

Pennsylvania E. W. Ingram, 38. Greenheys Pond Wallesey, Cheshire. England

Juhn J. Rankin, 75, Broadway Ave., Wallasey, Cheshire,

Frida M. Monsanto, Krum Bay, St. Thomas, Virgin Irls Lloyd, R.F.D. No. 3. Port Townsend, Washington Ruth McGury, St. Augustine High School, Chicago,

Domingo T. Triblens, 3687 Taft Ave., Extension, Pasay. Rizal, Philippine Islands Hazel Stacey, Bristow Junior College, Bristow, Oklahoma Jacqueline Vickers, Vickers Apartment, Bristow, Okla.

Henry Hopp, Jr., 737 W. Kalamazoo St., Lansing. Michigan Bleardo Alvarez, care Office of Prov. Fiscal, Hollo City.

Philippine Islands Christian Farrelly, 17 Hospital St., Christiansted, St. Croix, Virgin Islands Kay Artinyan, 701 Fallon St., Oskland, California Marguerite Baker, 615 E.

Sixth Ave., Pine Bluff, Arkansas La Verne Lee. P. O. Box 297, Walnut Grove, California Gwenn Smith, Navarre, Ohio Ros Perry. Chester,

Connecticut Manuel Ergra Enleols, 52-13 Rizal St., LaPaz, Holle Philippine Islands William H. Mercer, 1096

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Virginia Forrey, P. O. Box 715, Salina, Kansas Jean E. Davison, 3000 Palmer Drive, Chicago, Illinois William L. Welch, 747 Diver-

er, Chicago, Illinois Mrs. Marjorie Woolfolk, 2971 Imperial Ave., San Diego, California

Arthur Ward, C. T. C., P. O. Hox 175, Port of Spain, Trinidad, B. W. I. Dorothy Hoyle, 23120 Vaster St., Hazel Park, Michigan Vincent De Clucis.

4735 White Plains Ave., Bronx, New York S. Fujikawa, Elecie, Kauai,

Jennie Wreck, 4701-5 N. E., Seattle. Washington Nancy Ochita, P. O. Box 241, Hilo, Banaii

Verenica Garman, R.F.D. No. 1. Miniter, Ohlo Floyd Danshy, 2465 S. 20 St., Omehe, Nebraske

Margaret Shipman, 3706 S 16 St., Omaha, Nebraska Bernard G. Axelman, 1037 Hor Ave., Bronx. New York Ruth Soderholm, 23 S. Mallory Ave., Batavia, Illinois l.im Ah Kow, care Maxwell & Kenion, Ipoh, F. M. S.

Carola Ravell, care Auto Mun-Roselyn Huddleston, Winamac dial S. A., Valencia, Venezuela, South America Indiana Yen Hsun-chung, American Chin Hong Chi. 42, Ho'l-cho, Consulate, Foothow, Fuklen Dairen, Manchurla Andronice Doucakis, 82 Kard

echo, Dairen, Manchurla

Era Khabaroff, Kakakashi.

Mildred Sarkissian, 130 W. Otts St., Hazel Park, Souble Kyc, 3927 Harold St., Detroit, Michigan E aine S. Yamaguchi, care Evelyn Tucker, 2505-23rd St., Wyandotte, Michigan Phillips Commercial School, Green St. at Victoria, Honolulu, Hawali Hetty Sommers, 13 Whitmore St., Rochester, New York Stanley P. Kowalski, 54 Olice

O. G. A. Membership Test

Emilio Guzman G. Yngenio

Santa Fe C. Por, San Pedro de Macoris, Dominican

Lorraine George, Douglas,

Renubli

Aristotle's Advice to Alexander

John Chik Ah Yan, The Secretariat, Sandakan, British North Bornes Anna Marle Herzog, 6607 Fyler Ave., St. Louis, Missouri Concetta M. Marrese, 403 Shadyside Ave., New Castle, Pennsylvania Paciencia Esgra Sollano, 60-V Itizal St., La Paz, Iloilo, Philippine Islands Mary Krane, Houston, Teras Edith Mac Emmons, 1430 Eighth St., Des Moines, Iowa Merlyn Grinden, 4741 Humboldt Ave. S., Minneapolls Minnesota Bertha D. Ulrich, 20 Pennsylvania Ave., Flemington, New Jersey

St., Meriden, Connecticut Norma Cranston, Buron,

South Dakota

Lillian Edwards, Douglas Evelyn L. Smith, R.F.D. No. 2. Oswego, Kansas

Allce Daley, Holy Angels' Convent, Rouyn, Quebec, Canada Anita Christenson, 89 George

St., W., Hazel Park, Miriam Herman, 1033 E. Evelyn St., Hazel Park,

Michigan Lena Murnby, 26 Larrabee St. East Hartford, Connecticut Margarete Class, Western High School, Detroit, Michigan

Helen L. Fuller, High School, Chamberlain, South Dakota Therese Page and Cecile Rousseau, Presentation of Mary, Duck Lake, Sask. Canada

Cecile Larochelle, St. Joseph's High School, Lowell, Massachusetts Lois Howell and Helen Kuoni.

High School, Marysville,

Viola Evans, 1477 Riverside Drive, Susanville, California

Kaye Hughes, St. Marys of the Mount, Helens, Montans Frank Ll Marzi, 299 Central Ave., White Plains, New York

Louise Gatens, Collier High School, Wickstunk, New Jersey

Marion Bensonhaver, West minster West, Vermont Eleanor Sowers, 5467 Wood lawn Ave., Chicago, Illinois

Audrey Reed, High School Weirton, West Virginia Irene Mayer, Box 543, Lonexa. Kansas

Winona Edwards, Villa Anna Lachine, Quebec, Canada Dorothy Collins, core Jeff Collins, Laurel, Mississippi

Frances Bayne, 621-26th St. West Palm Beach, Flu.tels Rose Bernick, 395 Military Road, Buffalo, New York

(To be continued)



The State Capitol at Atlanta

The "Cracker" State

OURTEENTH among our states in point of population (the 1935 Census estimate was 3,345,000), Georgia ranks 20th in area in the entire country. DeSoto and his men passed that way on their hunt for gold that discovered the Father of Waters, but it was not until two centuries later that this 13th of the British Colonies was established under a charter from George II, for whom Oglethorpe named it. The original grant extended to the Mississippi; even today, this "Empire State of the South" is the largest east of that river.

AGRICULTURE is very important here, about two-thirds of the land area being in farms. The cotton crop averages a million bales a year, peanuts 500,000,000 pounds, and tobacco between thirty and seventy million pounds. There is a big acreage in corn, too, and a million cattle and hogs are raised.

Sixty-seven per cent of the kaolin produced in the United States (white clay used in making paper and china) comes from Georgia; the state ranks first, also, in the production of fullers earth, and second in the production of barite and manganese. The land is rich in manganiferous iron ore, in bauxite and mica. Granite, marble, Portland cement, limestone, sand and gravel, other, slate, etc., and gold and silver are produced, too.

THE mule is still the favorite beast of burden here, but the state has abundant facilities for transportation both by rail and water. Savannah has been an important Atlantic port since it was founded in 1733. It is the largest market for naval stores in the world-Georgia pines produce more than half the rosin and turnentine in the country. Knit goods, too, are produced in quantity by the state's 32 hundred thousand spindles.

Atlanta, the capital and chief city of the state, is one of the most progressive in the South. If for nothing else, the entire country knows Atlanta as the home of Georgia Tech. That school was established comparatively recently (1888), while the state university at Athens dates back to 1785-it was the first state university to be established in the country. Georgia also boasts the first chartered college for girls (Wesleyan), at Macon, established in 1836.

We know Georgia, too, for its Warm Springs Foundation, so dear to the heart of the President, and for Stone Mountain, where Borgland is sculpturing an everlasting tribute to the Civil War heroes of the South,

WE may not know of the famous old fort at the mouth of the Savannah River, that was made a national monument in 1924-Fort Pulaski. We could not find a picture of it to give you, but we are showing one of the Old Slave Market at Louisville, built in 1758 where two Indian trails intersected, before that Georgia town was established.

Hand-hewn posts support the roof, which is approximately twenty feet square. The market bell, which had been sent in 1772 to a convent in New Orleans as a gift from the King of France, was captured by pirates and sold at Savannah, where it was bought for the Louisville Slave Market. In addition to giving notice of slave sales, it warned settlers of Indian attacks and called them together for sheriff's



KEYSTONE VIEWS

This old Slave Market stands in Georgia today just as it was built in 1758



THE FILING CORNER

Where you will find N. MAE SAWYER bringing you the benefit of an expert's knowledge of filing problems and their solution

W/ HAT could be farther removed from the spectacular stage show at Radio City Music Hall than filing, you may think But, not so! A short time ago, as I was waiting for the show to begin, I casually glanced through my program and an article caught my eye about the filing of the costumes used in these shows. It seems that approximately two hundred new costumes are required each week and all of them, after they have been worn, must be so taken care of that they can be found at a minute's notice. Occasionally parts of a costume may be used again, or the designs of the old costumes must be compared with those of the new, in order to make sure no repetitions occur.

A SUBJECT classification has been devised for these costume records, using nationalities, such as, Spanish, Russian, French, for the main headings. Each of these main headings is divided by type of costume—nurse, army officer, etc. A card, 6 by 4 inches in size, shows the type, file number, show, date, what used for, quantity, costume location, hat location, and other information in detail, of each costume. Sketches of the costume in color appear on the reverse side of the card. Today this index includes hundreds of cards, making a most fascinating record.

VERY little of importance in life occurs without some record being made of it. And all records must be filed. Have you ever heard filing criticized as being monotonous work? What makes any work monotonous? Is it the mere repetition of the same task day in and day out? In that case there are few occupations not open to this charge. Every one, from the untrained manual worker to the highest specialist in the professions, is successful only because of the ability to perform the same tasks repeatedly and do them better and quicker each time. Filing can be intensely interesting if the file operator uses her imagination and sees behind the placing of papers in files, the life and action involved in the making of those records.

THE basis of all filing is the alphabetic arrangement of names. You may have heard some one say that the arranging of names in

alphabetic order is very simple—that anyone can do it without any particular training? But is this statement true? Have you ever tried to alphabetize a list of complicated names? And are you sure that you have alphabetized them correctly?

In the days of the little old red schoolhouse, students learned the alphabet by singing it forward and backward. Even if you can sing it both forward and backward rapidly, can you pick it apart and tell, without hesitation, just which letter comes before or after any other letter? If you try to discover which letter comes before W, don't you have to say, T, U, V, W? We learn the alphabet in groups. Not so numbers. We do not have to say 6, 7, 8, 9 in order to find out which number comes before 9. Immediately we say that 8 comes before 9 and 10 comes after it.

NOT knowing the alphabet except in groups, is only one of the many problems involved in correct alphabetic arrangement of names. A far more complex problem is to know what and how much is to be considered as the first unit or word of a name, the second unit, and so on. When the first vertical file was made, in 1892, names to be filed were far less complicated than they are today. Mostly they were names of individuals, or names of firms embodying full names of individuals. Today the typical modern file includes 30 per cent of titles which show no surnames, and among the remaining 70 per cent the majority show no given names.

These names present many problems: for instance, surnames with prefixes, hyphenated surnames and hyphenated firm names; names which can be spelled sometimes as one word and sometimes as more than one word; compound geographic names; names including The, small words like of or for, and words like Company and Incorporated; names of governments of foreign countries and the United States, as well as of States, and Commonwealths, Counties, Cities, and Towns; names with titles, and with Jr. and Sr., names beginning with numerals, names with abbreviations, names with an apostrophe-s (or s'), and many more.

DID you have difficulty in coding any of the names included in the March Filing Corner test? I feel sure you had no difficulty with the name William B. Dorrance. You selected ruc as the key letters—code number 652—didn't you? Did you remember to disregard the second r because of the Russell-Soundex Rule 2a?

Why do we code the s in Hughes? Because it is separated from g, an equivalent, by the vowel e, acting as a separator. Did you code f in Pfennig? Since it immediately follows the initial P, it must be disregarded. In the name Landt, the final t is disregarded because it immediately follows d, an equivalent. Did you remember to add a zero to the code number for Landt in order to make the three digits?

You did code s in *Blakeslee*, I feel sure, since it is separated from k by the vowel e, acting as a separator.

A LL the indexing and filing rules which we discussed in the January GREGG WRITER apply to all methods of filing, the Russell-Soundex method being no exception. In the Russell-Soundex method of filing, we code only the first unit in any name. This is why it is so very important to know all the indexing and filing rules thoroughly. You will remember, when analyzing the name Caine-Weiner, Inc., we considered Caine as the first unit because each part of a hyphenated firm name which does not embody the full name of an individual is considered separately. Hy is the first unit in the name. Hy-Tools, Inc., since it, too, is a hyphenated firm name which does not embody the full name of an individual. There are no key letters in Hy to code, so the code number must be ooo.

HERE is a problem that puzzled some of our Canadian readers who were practicing the Russell-Soundex method of indexing after reading our March article:

"While trying to apply the method to some names in the school, we found a name that brought up two questions.

"That name is *Pfannnuller*. In pronouncing it the *p* is silent. In coding this name, would the initial letter be *f* and the rest coded?

"In this name the m and n both sound. Would the rule 'double consonants or equivalents are coded as one consonant' hold in this case, or would each sound be coded?"

What would have been your answer if I had asked you to write the inquirer? Can you code this name with certainty? After doing this, try the new True-False test, and compare your answers with those given on page 456.

TRUE-FALSE TEST

Some of the following groups of names are alphabetized correctly. Some are not. If alphabetized correctly, encircle the letter T appearing in the right margin. If alphabetized incorrectly, encircle the letter F.

1. Helen McCullough, Henry McCulloch, F T Herbert McCullagh

D. d P. C.			
Peters & Co. J. Grant-Adamson Co., Adom G. Grant.	F	T	
David Grant-Adams 4. Robert Wiley, Richard Wilfert, Ray J.	F	T	
Wilger 5. Grupp's Tavern, Thomas Grupp, Grupp	F	T	
& Thomaseli 6. Twohey Inc., 200 Cab Co., H. K.	F	T	
Twombly 7. Newell Coal Co., New England Boot	F	т	
Shop Newell & Co.	F	Т	
8. Florence Crowe, F. Lewis Crowell, Crow Flour Co.	F		
9. Clifford Gavin, Chas. Gay, Gawell & Childs			
10. Hoch's Dry Goods, D. Burt Hocher, David C. Hocher	F	Т	

A New Book or Two

HEN you finish an interesting novel, you know the characters as if you had seen them in real life or on the streen. You feel as though you had lived through their experiences with them. You wonder how it would feel to show the extraordinary eleverness of the hero, to talk as brilliantly as the heroine, to taste the adventures they have. You long for the glamour of their lives, if only for a day.

"Consciously or unconsciously you form pictures of the heroine by noticing how she answers a certain question, why she refuses an invitation, what she wears for street dress, where she seeks amusement. You watch her behavior as she greets strangers and meets new situations. You are able to guess how she will approach emergencies because you have become acquainted with her usual manner of behaving.

"As an attentive reader, you are aware from your own observation of seemingly small incidents that she is the kind of person who

Catches humor quickly
Takes interruptions quietly
Works vigorously
Plays eagerly
Makes mistakes rarely
Carries herself confidently
Meets criticism objectively
Gets along with others readily
Takes orders willingly
Keeps secrets reliably.

"Now the central character in this book is the perfect secretary. Her salary depends on the adequate way in which she types a letter, keeps affairs confidential, answers her buzzer, meets a new customer, and rises to every emergency. Her value as a secretary is not appraised on the basis of her technical skill alone, or her understanding of business procedure, or her personality, but on the basis of all three of these together. The perfect secretary is paid for her efficiency as a whole."

A very readable and thorough study of the duties, characteristics, and opportunities of secretaries, this "Secre- (Continued on page 456).

WHO'S WHO IN SHORTHAND SPEED

From Shorthand to Vaudeville Office to Court Reporting

Told by EXAMINER A. A. BOWLE

ELL, here's the life story of another Diamond Medal winner. Because he tells the story so well himself, I'll quote from his letter, received in response to a request for information to include in this article—his whole life history in a few words from birth up to the present:

"I WAS born in New York City on August 21, 1908; attended the public schools here, graduating from P. S. 30 in 1921; attended and graduated from the High School of Commerce in 1925 (had the good fortune to be a student of Mr. Oscar Shepard's) and received the highest mark in the Shorthand Regent's examination in that school.

"After graduation I was employed as a stenographer for various individuals and firms in this city, and in 1927 I se-

cured a position as stenographer and secretary to Albert S. Howard, who was the art director for Loew's Theatres Scenic Studio (a subsidiary of Loew's, Inc.), in a short time becoming his assistant and having a stenographer of my own. Six years later, due to the elimination of vaudeville in Loew's Theatres, my services with the Scenic Studio cased and I was given employment as an accountant with the parent company.

"AT or about this time, for obvious reasons, I resumed the practice of shorthand, and in October, 1933, enrolled in the School of Shorthand Reporting at Pace Institute. As a result of having passed a qualifying examination, I was admitted into the third semester and, in June, 1934, was graduated with second highest honors. It was again my good for tune to have as an instructor that fine exponent of Gregg Shorthand, Mr. Herman Lauter.

"In the early part of 1935 I qualified for and passed an examination for Reporting Stenographer, Grade 5, placing fairly high on the list. In the latter part of 1935 I left the employ of Loew's, after having applied for and secured the position of shorthand reporter with the Druckman Case Investigation.

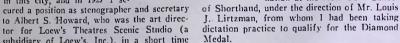
"In the summer of 1936 I qualified for and passed an examination for Court Stenographer, placing eighteen on the list, and on

February 15, 1938, I left the Druckman Case Investigation, after having been certified and appointed as an official court reporter of the Municipal Court of the City of New York, which position I hold at the present time.

"Between the years 1934 and 1938, I re-

ported hearings held before the Interstate Commerce Commission, National Labor Relations Board, United States Maritime Commission, before official referces, and reported conventions, stockholders' meetings, etc.

"THE Saturday following the day that I won the Diamond Medal, I took the examination for the Certificate Shorthand Reporter certificate, which certificate is now in my possession. At the present time I am preparing for the forthcoming Supreme Court Reporter examination at the New York School



"I don't remember whether you asked about my personal life, but I am going to tell you about it, regardless. On the thirty-first of this month, I am going to celebrate the first decade of married life, and I have a handsome son of nine and a gorgeous bit of femininity of three. I have all the vices that are common to man, and am a handball addict and a swimming enthusiast.

"The enclosed photograph, while a likeness, is not a good likeness, and should not be taken seriously."

That's the story, and a good one, too. Diamond Medalist, C.S.R., well on the way to a Supreme Court appointment—what could be better?

WE have been receiving some very complimentary remarks about the Diamond Medal tests. Court reporters tell us that those who pass the Gregg Expert Medal Test at 200 words a minute, are thoroughly dependable—they are real writers of shorthand. It is interesting to note how soon after winning the Diamond medals these young reporters pass the court examinations, and it is not very long before they receive excellent appointments.



Irving Wohl

NOW, WHERE CAN I FIND THAT?

Some helpful suggestions in answer to this question that often confronts the reporter when transcribing are offered you here

By CHARLES LEE SWEM, Official Reporter, New York Supreme Court

where to find it." I have looked through my reference books and do not find this thought in just that form, but I do find that a very wise and very practical man said, "Knowledge is of two kinds: We know a subject ourselves or we know where we can find information upon it." That was uttered by Samuel Johnson, author of the first English dictionary. The more modern and pithy version, as quoted first, may well have been the thought of a shorthand reporter.

NO one mind is capable of holding the sum total of all knowledge. No one man can hope to grasp or retain even the simplification of all available knowledge such as that recorded in the many-tomed encyclopedias of today, which of themselves represent the composite learning of thousands of informed minds. Yet, observe the interesting paradox of the humble shorthand reporter. Here is a man who, during an active career, may have the whole of such encyclopedic knowledge paraded before him, bit by bit, from the mouths of the doctor, the lawyer, the professor, and the scientist, plus the patois of the illiterate but skilled worker who speaks from the knowledge of experience and not of the encyclopedia. Not only does the reporter hear it all, but he must understand it sufficiently to translate it into shorthand symbols and to reproduce it later in recognizable English, spelling, punctuation, and grammar. That he does it acceptably is due chiefly to the particular type of mental equipment that the successful reporter must possess. He may or may not be a person of profound learning or education. Even were he to possess the all-embracive mind of an H. G. Wells, that of itself would not suffice, for as he sits at his reporter's table he would still meet new subjects and newly acquired knowledge-new terms that are daily creeping into the common idiom. But he must possess the mental attributes fairly characteristic of reporters-he must be mentally alert, reasonably intelligent, and industrious to "look it up."

GENERALLY speaking, any subject matter must be fairly well understood before it can be written at reporting speed; yet there are always isolated words and phrases, chiefly

technical, that the reporter is hearing for the first time in his life. These, if he is expert, he readily handles as a routine function-writing them phonetically, as just so many unrelated sounds. Even whole topics saturated with unfamiliar terms and expressions will upon occasion he flung at him, to put his shorthand ability to the acid test; and if he is a master of his system he will emerge from the ordeal with a report potentially as accurate as though he had been reporting the simplest negligence case. The extent to which that potential accuracy is realized, however, will depend entirely upon his reference ability—upon "knowing where to find it."

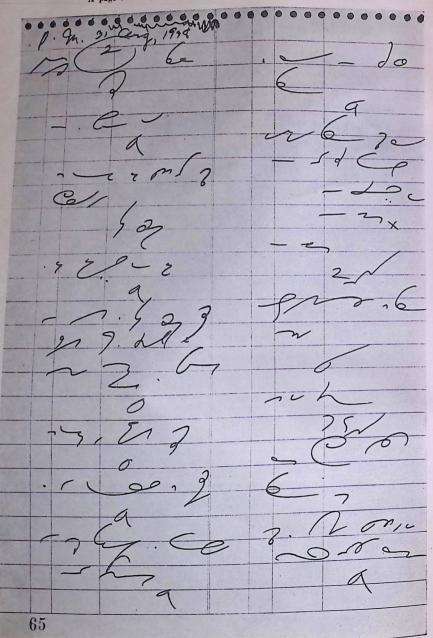
THERE is nothing technical or mysterious about looking things up. All it requires is common sense, patience, and a little imagination. It is a comparatively simple matter when one has the leisure in which to do it. The rub, so far as we are concerned, is that the reporter often hasn't that leisure. When he sits down to dictate his notes, it is usually at night. The public libraries are closed and, even were they open and available, he couldn't take the time to consult them. Sometimes he may be so pressed that he has just six minutes in which to dictate a five-minute take before relieving the man in court on the next shift-giving him at best a full minute in which to make the necessary reference. Of course, some references he may not be able to complete within that time. There are, however, many obscure things that can be cleared up in a minute's time by an alert mind, and the successful, active reporter, if we claim nothing else for him, must have such a mind.

TO speak of reference books to the practicing reporter—what they should be and how they should be used—is in a sense carrying coals to Newcastle, for all reporters by experience have discovered what books they need most, and they have evolved a pretty successful method of using them. But there are those who do not yet feel too sure of those adjectives "successful" and "active," and to them I feel a hint is not out of order as to what a minimum reference library for the reporter should be. Just as a suggestion:

1. An English dictionary. Our grammar.

Notes from Famous Cases

A page taken by CHARLES LEE SWEM in the Hines trial



syntax, and particularly our spelling, being what they are, no reporter should ever be without a dictionary within reaching distance. It is easy enough to say "operator, spell it," but most of us have a feeling that that is our responsibility, and that in the interest of both good reporting and of fellow-feeling that extra burden should not be shifted to another. Anyway, there are greater prohlems than spelling problems that cause us to reach for the dictionary-problems of identification of half-heard words, problems of fine discrimination, and the not infrequent problem of the new word. A small hand dictionary is hardly sufficient for the purpose. The reporter's reference dictionary should by all means be an unabridged edition. In many instances when a reporter must consult the dictionary, he will find what he is looking for below the long horizontal line at the bottom of the page, where are listed all the minor words, the variants, the foreign phrases and abbreviations. These rarely ever will be found in a hand dictionary.

- 2. A book of quotations. When crators quote, they frequently quote fast, and more frequently they quote wrong. Sometimes it is our business to correct their quotations and sometimes it isn't, depending upon circumstances or discretion. (Some people will vary a quotation deliberately, and who is the reporter to deny a speaker that quaint privilege?) However, quotations are for the most part poetic and of unusual construction, so that often we do not hear them plainly even when spoken correctly, and a book at hand, for verification, makes for peace of mind, if nothing else.
- 3. A dictionary of law terms. This is a useful reference book in almost all types of reporting, for most public speakers are lawyers and they frequently resort, for an apt phrase, to their legal terminology, which is for the most part of Latin (good and bad Latin) derivation. It is especially useful to a reporter just beginning in the courts. There are so comparatively few of these terms that are in general daily use that the young reporter can and should learn most of them before he steps into the court rooms, but there is no telling when some more or less obscure term is going to be hurled at him. A law dictionary, if only a pocket edition, is a wise safeguard.
- 4. A medical dictionary. No reporter in the courts today, particularly the courts of the large cities where the calendars are full of negligence issues, can be for a moment without a medical dictionary. The active practicing reporter comes to know, whether by study or by experience, a great deal of the terminology of medicine, so that even medical specialists on the witness stand are sometimes astonished by the ease with which we handle the ramifications of their particular specialties. But no reporter, even if he were medically trained as a doctor, can know them all in this day of medical refinement and re-

search, and it is no disgrace for an experienced reporter to have lying on his desk, right beside his English dictionary, an unabridged edition, or as nearly unabridged as may be, of a good medical dictionary. It is a relatively expensive book, but a necessary one.

5. A book of anatomy. This is just as essential to a reporter dealing with medical terms as is the medical dictionary. This book should be as complete and comprehensive as it is possible to secure. It will cover the human anatomy, from the skeleton to the nervous system, with drawings and diagrams all fully annotated, each section of the body being treated separately and conveniently indexed. The value of a book of this type is illustrated in the not uncommon situation when you hear a medical term that is new, so completely new that you are uncertain of everything about it, even its initial letter. This will happen very frequently when you are reporting a medical man of foreign education or with a foreign accent, and his pronunciation of rare medical terms will sound like nothing you ever heard before in the English language. The medical dictionary is of no use to you then, for you haven't the slightest conception of how the word begins. But you know what the man is talking about; that is, you know from the context what portion of the body he is referring to; you may even know whether it is bone, tissue, ligament, or nerve; so you turn to the desired section of your anatomy book, and in ninetynine cases out of a hundred it is there.

This is also an expensive book, but no court reporter taking medical testimony can be without it.

- 6. A World Almanac, for odd, miscellaneous reference. Cost, fifty cents.
- 7. A telephone book, including the classified directory. The humble telephone directory comes free of charge, but is an extremely valuable book of reference! Lawyers' names, state, city, county, and private agencies, business firms, accountants, bakers, doctors, butchers—names that are likely to occur in almost any case arising in your community are all there, in their correct spelling, with addresses and professed occupations. A most remarkable book of reference.

And as a suggestion: When the company delivers you a new book each year and asks for the old one, just decline to give up the old volume. Keep it yourself, and as the years go by you will find yourself accumulating an important reference library that records not only names but changes that have taken place—changes of residence, of partnerships, of firm affiliation—in your community.

THESE, I feel, constitute the minimum reference library of the active reporter, the books that should be immediately available to him at all times. Perhaps it would be better to call it a nucleus, rather, to be added to or modified according to the status of the

may 19

individual reporter, his locality and the type of reporting in which he is engaged. There are undoubtedly reporters who will find no use for the medical references, and to that extent the nucleus may be revised, but in practically all large centers of population, where reporting is a more active profession than in sparsely settled communities, the negligence case with its train of medical witnesses is always with us, and it is for that reason that those particular books are suggested here.

IN other localities other books can and should be added. In Washington, for instance, I cannot conceive of a reporter's library that did not contain a Congressional Directory, and in other parts of the country I have no doubt that there are essential collections of special information of which I in New York and you in California have never heard but which are as valuable as those that I have named

The libraries and the book stores are full of available books of information for reference purposes. There is little excuse or reason for the alert, intelligent reporter, properly equipped, to be overawed by the tremendous amount of available knowledge that he cannot acquire personally and which he is not expected to know offhand. Naturally it is better and far easier from a reporting standpoint to know it, but next to knowing a thing is knowing wehere to find it.

Key to Swem's Hines Trial Notes

(Shorthand appears on page 454.)

DINIE DAVIS on stand. DIRECT EXAMINATION by Mr. Dewey.

Take No. 2, following Behrin.

- Q. In an apartment there? A. Yes, sir,
 Q. Who else was with you at the time you were apprehended? A. George Weinberg.
 Q. And was Hone Dare there also? A. Yes, sir.
- Q. Then did you and George Weinberg waive extradition after a few days of court maneuvers and battles? A. Yes.
- Q. You resisted extradition (notes show "the expedition," a mishearing) at first? A. Yes,
- Q. And then later you waived? A. Yes, sir.
- Q. Then you were brought back and placed in the Tombs! A. Yes, sir.
- Q. And held in vers high ball? A. Yes, sir.
- Q. What was the ball you were held in, in the first place? A. In Philadelphia or in New York?

 Q. In New York. A. \$200,000.
- O. Thereafter did you get your hail cut? A. I did.
- Q. To what figure? A. \$75,000.
- Q. Were you able to make ball? A. No. sir.
- Q. You were a defendant accused of crime at that time, were you not? A Yes, sir.

Answers to the True-False Test on Page 451

1. False. 2. False. 3. True. 4. True. 5. True. 6. True. 7. False. 8. False. 9. False. 10. True.

A New Book or Two

(Continued from page 451)

tarial Efficiency" by Frances Avery Faunce, former secretary to the editor of the Atlantic Monthly, assistant editor of the Atlantic Readers, and assistant to the business manager of Wellesley College. The opening paragraphs, which we have quoted, are characteristic of the zestful and efficient manner in which the book is handled. We recommend it for giving you that "lift" in your work, as well as for the concrete information and assistance it provides. "Secretarial Efficiency" is a McGraw-Hill publication.

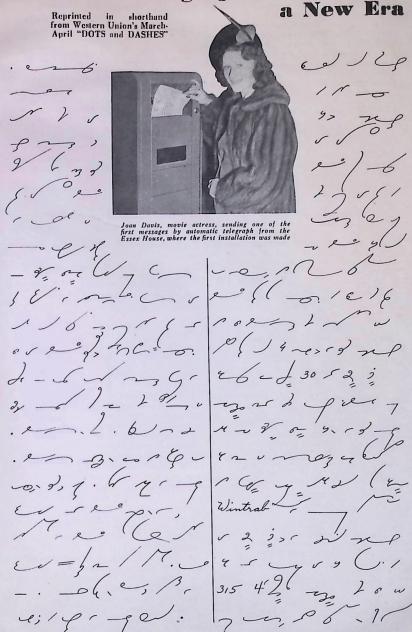
W E do not know how many of our readers enjoy literature, but our own especial hobby is books-attractively bound and beautifully printed, in addition to being interesting and enjoyable! We have especially enjoyed the select library of beautifully bound classics provided through membership in the Heritage Club-an economical way for book collectors to secure the world's great classics at amazingly low cost. Comfortably ensconced in an armchair the other evening, perusing this special edition of "Pickwick Papers," we found several humorous references to shorthand writers! Our acquaintance with Pickwick formerly had been confined to "required reading." Having a library of choice books at one's disposal is an excellent way of really enjoying the cultural value of reading. But perhaps it is your hobby, too!

A FRIEND of ours, private secretary to one of New York's outstanding judges, told us recently that she was practicing for the coming reporter's examination for Supreme Court appointment. She lamented the dearth of counted dictation material for dictation. So we recommended "Jury-Charge Dictation," "Testimony Dictation," "Congressional Record Dictation," "Shorthand Championship Tests," and "Vocational Vocabulary for Stenographers and Court Reporters," "The finest books I have ever come across," she enthused, "I didn't know one could buy such excellent dictation material, and counted out, too! It is exactly what I needed."

If you are ambitious to reach the upper levels of dictation speeds, get yourself copies of these books. They are Gregg publications.

We are frequently asked by stenographers to recommend a book that would be suitable and helpful in a review of shorthand and for speed practice. The recommendation depends generally upon the kind of practice needed, but for general review we suggest the new Speed Building. Excellent material is given in this book for dictation, penmanship studies, and phrase- and vocabulary-building exercises.

Automatic Telegraph Introduces



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A Beneficent Error

From "Chats," published by the P. H. Glatfelter Company Paper Manufacturers, Spring Grove, Pennsylvania

Graded Dictatio

By CLARA HELLICKSEN

For Use with Chapter Ten of the Manual

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By CLARA HELLICKSEN
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Sunnybank's Canine Ghost

From "The Rook of Sunnybank"

ALBERT PAYSON TERHUNE

Convicto 1906, by Harper & Bros.

framework in shorehold by special permission of author and publishers



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- Wayne Klopflenstein

[Only the 37 words starred are beyond the vocabulary of the first eight chapters of the Manual.]



MAY

From "The Death of Our Almanac" By HENRY WARD BEECHER



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Qualifications Business Demands of Business and Commercial School Graduates

By MABEL A. STOAKLEY

Secretary-Treasurer R. C. Smith & Son, Ltd. Advertising Service Agency, Toronto, Canada

15 mas 1) Konkay (Reprinted by permission of the author from "School Progress," Toronto, Ontario, Canada)

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THE GRECC WRITER, May, 1939

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The man who waits for some seventh wave to toss him on dry land will find that the seventh wave is a long time coming.

—John B. Gough

Actual Business Letters

Railroad Correspondence

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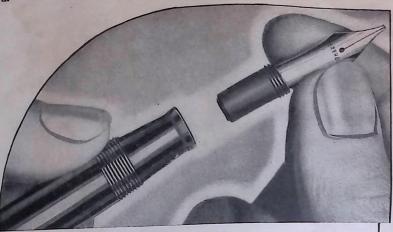


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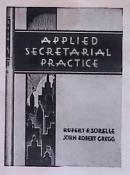
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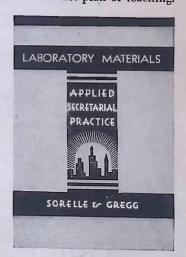
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QUESTION: What's the "short cut" for centering headings on a page?

ANSWER: Set paper gauge at zero, so left-hand edge of sheet is at zero on the scale. Set printing indicator on the mark which represents one half the width of paper. Then press backspacer once for each two letters of heading as you spell it out. Now type out heading and it will be centered.



The sensational new "Super-Speed" L C Smith offers exclusive features that save time, save work, and cut costs. Ask any branch office or dealer for free demonstration.

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LCSMITH & CORONA
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Its colloidal* lead is stronger, smoother, flows over the paper without interruptions. No annoying broken points. Its convenient typewriter eraser is designed to rub out individual letters easily.

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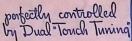
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vidually tuned to the finger tips of the typist . . . adjusted to her individual typing habits.

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