

LETTERS SECTION

1515 Prisoner's Row
Textile Valley
November 42, 2956

Dear Friendless Friend:

Because Monday comes on Friday instead of Tuesday, you are invited to a Christmas Eve party on the afternoon of Easter morning, October 39.

The party will begin at 13° below zero provided the sun is shining brightly that night. The boat leaves the airport at 14 pm. If you miss the boat, swim to the train, as we do not charge for intermission. When you come to the corner, you will know you have come the wrong way, so jump on the little red boat painted green and paddle down the street. My address is above, although I do not live there anymore. I now live at 200th Street in the house on the vacant lot.

Please be there on time, although I do not expect you, but if you insist on coming, it will be quite alright for I will not be there.

Never yours,

I. M. Nuts

I. M. Nuts

IMN:kro

I would have sent you the dime you owe me, but I have already sealed the envelope.

Still--

I. M. Nuts

THE MESSAGE DEPARTMENT

The Successful Secretary

Every top secretary would probably agree that the real secret of her success lies in her attitude toward her work. The successful secretary loves her job. She finds pleasure in being with people and finds it easy to talk with them.

Business executives expect the secretary to be skillful in doing the jobs requiring office knowledge and also to be successful in dealing with people. The smart secretary always remembers that her actions are being watched constantly by visitors to the office and by her associates, and acts accordingly.

The successful secretary learned a long time ago that the first impression many people have about her company comes from her. When visitors come into her office, she knows how to receive them graciously. When she speaks to people on the phone, she is helpful and courteous. Most of all, she knows that her appearance means a lot, so she takes time with her makeup, her hair styles and her clothes to make sure she looks her best at all times.

The business world is an exciting and challenging place. It demands much from an executive secretary. To measure up to its demands, she needs a deep sense of pride in what she is doing.

by Mary Barnhill

NEW COURSE OFFERED

Beginning this winter quarter, a new course called Personal Development will be offered in the Medical and Executive Secretary programs. Mrs. Alyne Woodall will teach the course. Classes will meet for two hours on Mondays and Wednesdays.

Personal Development will deal with the beauty, charm, and poise of today's modern secretary.

The students will discuss the proper manner of dressing, walking and standing.

Demonstrations will be given on proper makeup procedures, hair styling and etiquette.

All phases of good grooming will be covered.

by Deloris Cuddington

TODAY'S EDITORIAL

Wayne Community College has a book store where students can purchase new books for their courses, but what about the used books we students have and need to sell?

The College should establish a book store for the students to use to get rid of unneeded books. This store could purchase these used books from us at a reasonable price (the price depending upon their condition). These books could then be resold to other students at a profit but at a lower price than for new books.

If it is not necessary for the book store to make a profit in order to be established, the book store could resell the used books at the same price for which they were bought. Students could still sell the unwanted books and acquire money to purchase books they need, whether new or used.

An establishment of this type would be beneficial to the students at the College.

by Julia Williams.

THE WAYNE COMMUNIQUE STAFF
WISHES EVERYBODY A VERY ENJOYABLE THANKSGIVING HOLLIDAY!!

Karen R. Overholt