

Items From Commercial Department

Dictation Begins For Shorthand Students

After reading stories written in shorthand, learning word drills and most of the brief forms, shorthand students have begun taking dictation. The students are finding that dictation is interesting and enjoyable.

NEW BOOKS

The students will receive another shorthand book after completing the present one.

Book II will be a continuation of book I, with increasing material for dictation and transcribing purposes.

Mrs. Laurine Lassiter, teacher, says the most of the students will be able to take dictation from 80 to 100 words by the end of the course.

Students Increase Speed In Typing

Among the typing I students, Pansy Ray Bissette, Odell Manning, Millard Morgan, James Ray Stone, Juanita Ferrell, Roland Watson, Jerome Vick, Florence Joyner, Millard Lamm, Easter P. Bailey, J. C. Lamm, Margaret Brown, Dorothy M. Parrish, Evelyn Rooker, Sarah Whitley,

and Pete Stone are typing 30 words or more per minute on a five minute speed test. Pansy Ray Bissette, Roland Watson, and Odell Manning have typed 42, 47, and 50 words respectively.

RAMONIA LAMM LEADING

Ramonia Lamm continues to lead the students in typing II with 48 words per minute with no errors, on a ten minute test.

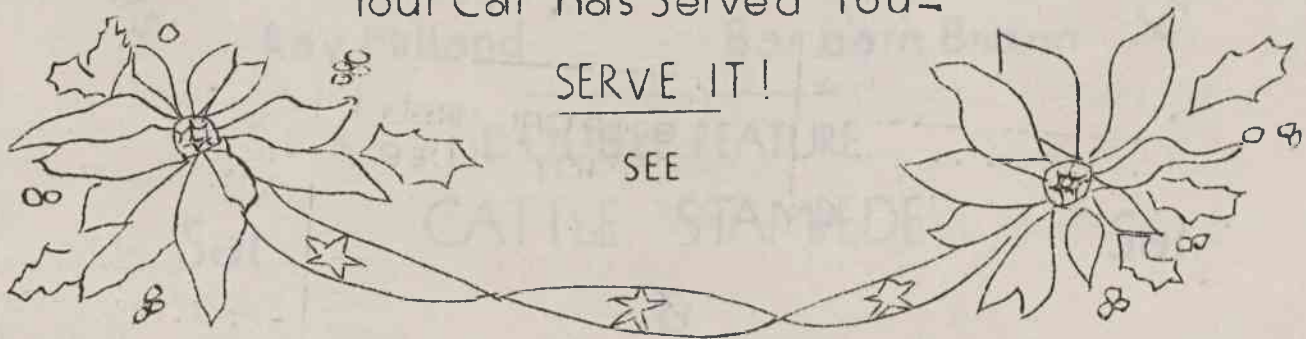
Varied punctuation and business letters is the type of work now emphasized in this class.

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