

Girls Get Experience In Principal's Office

Three junior and ten senior girls have gained "valuable" experience this school year by working in the office of Principal M. W. Weaver says the head of the commercial department.

Various duties of the office girls include helping make and typing reports, typing for other teachers, running errands, answering the telephone, keeping the office while Principal Weaver is in class or in other parts of the building, making deposit slips, helping count money, and writing receipts.

OFFICE WORKERS

Katherine Whitley, senior and sixth period office girl, writes checks this semester in place of Joyce Thompson, senior and former sixth period office girl.

Sonja Manning, junior, who keeps the office the first period, is this semester replacing Bobbie

Batts, junior, who was on duty the first semester.

Shelby Williams, senior, now in charge of the office the second period, has taken over the same hours that Sylvia Vick, senior, had in the fall.

Sonja Lamm and Elsie Eatmon, seniors, take dictation and write letters this semester. Sonja kept the office fifth period during the first semester, but Dixie Howard, senior, has this position now.

Nancy Medlin, senior, is replaced by Becky Lamm as the third period assistant. Mary Bisette, senior, replaces Jane Burgess, senior, who kept the office fourth period during the first semester.

The State Board of Education survey noted that some needs of the office are more space and full time secretarial help.

Principal Weaver stresses: "I want any student, patron, or teacher to feel to come to the office any time a need arises.

"The commercial students do an outstanding job. The big trouble is that they have to shift from period to period and also carry a full class load.

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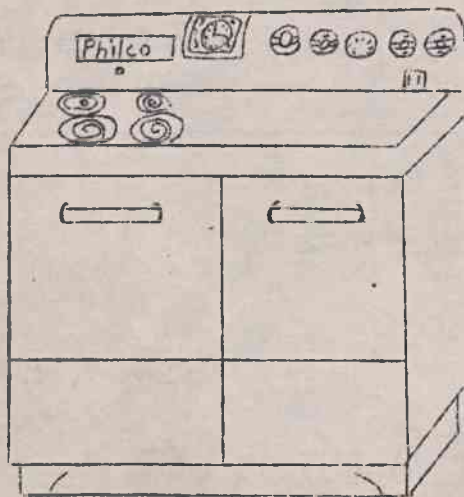
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