

# CAREERS

By Mrs. L. T. Lassiter

(Each month this column will be written by one authorized to discuss a career designated as a future vocation by the juniors and seniors. Editor)

## SECRETARY

If one is to be a successful stenographer, typing skill is needed; so is skill in taking and transcribing dictation. Even with these skills, though, many stenographers fail to achieve outstanding success in their work. WHY? Frequently the difficulty is caused by a lack of the personal traits that make for success.

Below is a list of suggestive traits which every person preparing for a business career should build into his work habits.

The first trait is accuracy. Accuracy in typing is not enough, important though it is; you must be accurate in work habits, too.

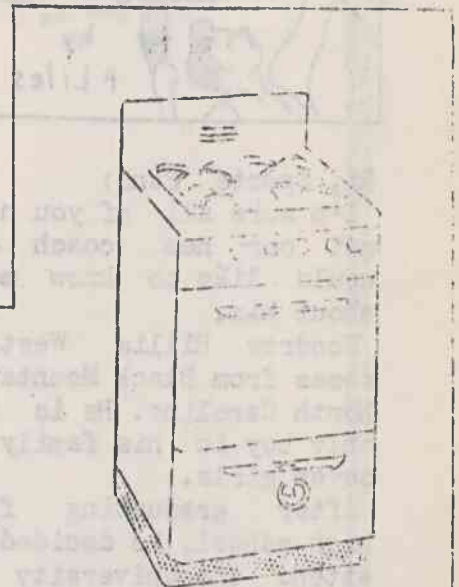
### THE SECRETARY

1. Does not make mistakes in typing.
2. Does not make mistakes in computing.
3. Spells and pronounces names of people correctly.
4. Pays attention to details.
5. Files material under the proper heading.
6. Does not make mistakes in keeping records and data.
7. Gets the exact information asked for.
8. Does not lose papers.
9. Does not make mistakes in transcribing dictation.
10. Does not guess when information is desired.
11. Sees that every let-

ter is perfect before it goes out.

12. Checks all work.
13. Does not send out a letter unsigned.
14. Does not make mistakes in proofreading.
15. Checks names, dates, and figures when copying written material.
16. Does not let letters go out unstamped.
17. Never places the

wrong address on a package. Stenographic efficiency should result after practicing these traits.



TAPAN RANGES

If It's Appliances of  
*TOP* Quality And  
*Economical* Prices  
You Want,  
See

Jefferson Appliance Co.  
WILSON, N. C.

Get All Your  
Summer Clothes  
Cleaned And  
Stored At

LOWEST  
PRICES

Bailey  
Dry Cleaners

BAILEY, N. C.

