

L4:41

3 of 3

Commercial Department

67/14
c

COMMERCIAL DEPARTMENT

L4.2c

1. Work completed January 15 to 31
2. Plans of work to be completed
February 1 to 12.

Betty Tinsman

LESSON PLANS FOR JANUARY

I. Office Practice

Material to be Covered Jan. 17 to 29

1. For the first six to eight weeks emphasis will be placed upon transcription rules and common errors made in transcripts.
2. The class will study Chapter XIX in the Secretary's Manual learning the rules of Capitalizing, Abbreviating and Writing Numbers.
3. From a list of over four hundred commercial abbreviations, the class will learn two hundred in these two weeks.
4. A test over the rules given in Chapter XIX will be given in the last week in January.
5. The students will transcribe about five articles and letters in the second period.
6. At least four ten-minute tests will be given and the two best ones will be recorded.
7. The students reviewed the shorthand vocabulary in Functional shorthand Book II, Units 52 through 55.
8. The Class studied Chapter XX in the Secretary's Manual, learning to distinguish types of sentences, rules for punctuating and common grammatical errors.
9. Drill will be given in discerning types of sentences and various grammatical constructions.
10. The students were each assigned to a teacher and asked to report some time during the last week in January. Each one wrote a letter of introduction which might be handed to this teacher. Each student was to report at least two hours' of work completed during this period.

II. Bookkeeping II

Material covered January 17 to 29.

1. The Class studied Chapters 16 and 17 which dealt with corporation reports and records.
2. The students completed Exercises 37, 38, 39 and 40.
3. They took the chapter tests which covered these two chapters.
4. Comprehensive test No. 11 which covered Chapters 14 through 17 was given the last week in January.
5. The Bookkeeping set, "The Better Homes Corporation Set" was started during the last week in January.
6. In the bookkeeping set referred to above, the students will learn to deal with all kinds of business papers, write checks, make deposits, write reports, analyze accounts, make decisions relating to bookkeeping and budgeting procedures and many other helpful steps in bookkeeping processes.

III Typewriting II-A --Sixth Period

Material Covered January 17 to 29

1. Emphasis was placed upon tabulation during this two weeks.
2. The students completed about 8 different tabulation problems during this two weeks--found in either their textbook or in their workbooks.
3. Four 10-minute tests were given and the two best ones were recorded.
4. Each student composed and wrote a letter of introduction to the new teacher to whom she was assigned for this next semester.
5. Problems relating to the student-typist program were discussed and analyzed.
6. From two to five hours of work was required in the student-typist program.

IV Typewriting I-A --7th Period

Material covered January 17 to 29.

1. Several new techniques were taken up during this two weeks, such as
 - a. Outlining, p. 83
 - b. How to write minutes of a meeting, p. 86
 - c. Additional practice on Rough Draft copies, pp 87-90
 - c. Writing themes and manuscripts, p. 89
 - d. Making club invitations, p. 93
 - e. Composing and typing a letter of invitation, p. 94
2. For a few minutes each day drill in rhythm, accuracy, or in taking dictation at the typewriter were given.
3. About six 5-minute tests were given and two of the best ones were recorded for each student.
4. Emphasis was placed upon being able to work out problem situations in typing without minute instructions.

V. Co-Curricular Activities During January

1. Sr. Hi. Co-op

- (1) Completed the payment of Share Profits based upon membership purchases during the first semester.
- (2) Audited the Sr. Hi. Co-op Books
- (3) Conducted two meetings for instruction of new Board Members and new clerks.
- (4) Planned one general meeting held the second week in January.
- (5) Individually instructed new Board members as to their duties.
- (6) Had copies of financial reports made to be posted.
- (7) Planned sale of refreshments at the Kampus Kantēen.
- (8) Planned sale of War Stamps during the first week in February.
- (9) Planned for new improvements in the store.

2. Honor Society

- (1) Helped plan a general assembly to introduce new members.
- (2) Helped compile list of those students eligible for Honor Society and obtain faculty recommendations.
- (3) Instructed new officers as to their duties.
- (4) Instructed secretary to make a report of the new members to the National Secretary and to order pins, diploma seals and cards for these members.

3. Blue Cross

- (1) Conferred with Mr. Chery, of Pueblo District Office, concerning our inability to get response from the Denver Office.
- (2) Contacted teachers recently hired concerning their desire to be covered by the Blue Cross.
- (3) Wrote several letters to Denver Office, asking for identification cards, supplies, etc.

V. Co-Curricular Activities, Cont.

4. Student Placement

I made arrangements to place 14 girls in office positions in various project offices, including:

Senior High Office
Junior High Office
Welfare Office
Procurement
Finance
Housing

5. Commercial Department Chairman

- (1) Helped instruct Mrs. Greenwood in her duties as commercial teacher.
- (2) Attended Vocational Meeting to consider possible changes in emphasis.
- (3) Re-assigned office Practice, Typewriting II-A students to teachers for special work. Assigned Typing II-B students for the first time and instructed them in the duplicating processes.

COMMERCIAL SUBJECTS--PLANS FOR FEB. 1 to 12

I. Office Practice, Periods 1, 2, and 7

1. Each Monday the students will make reports of their work for their teachers.
2. In order to improve the transcription skill of the class, I am drilling on sentence structure, punctuation rules, abbreviation, capitalization, and the rules for writing numbers. The class will cover Chapters 19 and 20 in their Secretary Manuals. Also, drills will be taken from the Applied Secretarial Practice, the Business English book and others.
3. Two tests covering special commercial abbreviations, including about 200 abbreviations will be given--found in Chap. 19 of Secretary's Manual.
4. Four 10-minute timed tests will be given and the best two will be recorded. Before these tests I shall give rhythm and accuracy drills to improve the quality of the student's typing.
5. About three articles and six letters will be dictated for transcription--with special emphasis being placed upon accurate punctuation.
6. The class will fill in addresses on about 600 form letters for the library.
7. Discussion and drill will be conducted on common grammatical errors made by secretaries---found pp 461 to 478 of Secretarial's manual.
8. Two timed letters will be typed.
9. Two letters will be dictated at the typewriter for immediate typing.
10. From 4 to 10 hours of work will be completed for their teachers.

Plans for the next two weeks--February 1 to 12.

II. Bookkeeping II

1. The class will cover Chapter 18 in their text which includes the study of C. O. D. Sales and Purchases.
2. The class will learn how to handle sight and time drafts, C. O. D. bills of lading and parcel post C.O.D. Sales as well.
3. A chapter test will be given on C.O.D. Sales and Purchases.
4. The Class will study methods of handling and recording installment sales--Chapter 19.
5. Along with this they will study Sales Contracts, Chattel Mortgages, methods of financing installments, and methods of repossessing merchandise.
6. A chapter quiz will be given on Chapter 19, covering installments.
7. The class will complete Exercises 42, 43, 44, and 45.

Plans for the Next Two Weeks--February 1 to 12

III. Advanced Typewriting, 6th Period

1. On each Monday the students will make a report of the work completed for their teachers. Each student should complete an average of from two to five hours' work each week.
2. On each Monday two 10-minute tests will be given and the better one will be recorded.
3. During this two-weeks period, emphasis will be placed upon special typing problems, including:
 - a. Writing and composing telegrams
 - b. Writing and composing confirmations of telegrams.
 - c. Making file copies of telegrams.
 - d. Composing a memorandum of a telephone message for their employer.
 - e. Typing on ruled cards.
 - f. Typing penny postal cards.
 - g. Typing addresses on form letters--for Mr. Easton.
4. A review will be made on styles of letters.
5. The class will learn types of telegrams and rules for composing them.

Plans for the next two weeks -- February 1 to 12.

IV. Typewriting I-A, 7th Period

1. Emphasis will be placed upon accuracy--after the tests given each Monday corrective drills will be given with the students helping to analyze the cause of their errors.
2. The class will study styles of business letters and types of punctuation commonly used.
3. Several business letters will be typed which will illustrate styles of letters discussed.
4. The students will complete a project where they fold their paper for invitations--write an invitation to a commercial club banquet on the inside and type the addresses to members on the outside--and get them ready for mailing.
5. One tabulation will be completed which will be an enclosure in a letter.
6. About four days will be given to accuracy drills and analysis of errors.

V. Co-Curricular Activities Planned for February 1 to 12.

1. Co-op

- a. During the first week of February the Co-op Board of Directors will conduct a campaign to sell War Bonds and Stamps.
- b. During each week at least one meeting will be held of Boards of Directors and clerks to get the new ones started correctly on their duties.
- c. A general meeting will be held some time during this two weeks to introduce new officers and to present medals to the outgoing officers.
- d. I hope to work out a system wherein the clerks will check in before school each morning to aid the business manager to replace those absent.
- e. We hope to have a bulletin board installed for Co-op announcements at the back of the store.
- f. Copies of the financial statements will be placed upon the main bulletin board.

2. Honor Society

- a. Ordered pins, diploma seals and cards from the National office.
- b. Will have the monthly meeting to discuss plans for a party.

3. Blue Cross

- a. Will contact two or three teachers concerning Blue Cross--these teachers are considering the plan.

4. Student-Stenographers

- a. I have been writing a sheet of suggestions to teachers using student-typists and -stenographers and will issue this to students to give to their teachers.
- b. In the next two weeks I want to start conferring with each teacher who uses a student-stenographer to see what suggestions I can make to the student.

Jan. 31 to Febr. 12

Period 1 Typing I-A 20th Century Typewriting Pages 88-95

Budget IV includes for daily work, condition practice, technique study, five-minute speed tests and timed progression typing, plus special lessons on roughdrafts, typing problems in arithmetic, manuscripts, invitations and addressing of envelopes.

Period 3 Backgrounds for Business Commercial Law Peters and Pomeroy

Material Covered: Part I, Part II Sections I-VIII Contractual relation. The class was unable to cover the material planned last week. It was necessary to study each section carefully.

Plans for next two weeks: Part II Units IX-X. Test and review over the first two units.

Part III The Relation of Principal and Agent Units I-II
Part IV The Relation of Employer and Employee Units I-II-III.

Period 4 Typing II-B 20th Century Typewriting

Materials covered: Plans were changed to prepare the students for work as typist-assistants. Letters of Introduction were written and writing master copies and duplicating them were taught.

Plans for the next two weeks: Students are permitted to work on assignments given them by their teacher on Fridays.

Block VII The Business Letter Lessons 76-83 Each lesson includes conditioning practice, technique study, timed writing and problems in writing business letters.

Period 5 Backgrounds for Business Applied Business Arithmetic Curry and Rice.

Materials covered in past two weeks:

Unit III Personal Finance, Sec. 5, 6, 7

Unit IV Travel and Transportation, Sec. 1, 2, 3, 4, 5.

Plans for next two weeks

Unit IV Sec. 6, 7, 8, Projects I and II. Review and test over Units III and IV.

Unit V Public Utilities, Sec. 1, 2, 3.

Period 6 Shorthand I Gregg Shorthand Leslie

Material covered in past two weeks: Reading, writing and dictation of lessons 40-41.

Plans for the next two weeks: Reading, writing, dictation and transcription of lessons 42, 43, 44, 45.

Period 7 Junior Business Training General Business Crabbe and Salsgiver

Unit VI Part 5 and 6. Review and test on Unit VI, Accumulating Savings.

Unit 7 Travel
Parts 1, 2, 3, 4, and 5.

February 15 to 29

Period 1 Typing I-A 20th Century Typewriting

LA 20

Work covered in past two weeks: Pages 88-95 Budget IV
Beside daily practice on timed writing, accuracy control, technique study and keyboard drill the daily lessons included work on roughdrafts, typing problems in arithmetic, manuscripts, invitations and addressing envelopes.

Work for the next two weeks: Pages 96 to 109 Budget V and VI
In addition to daily drills Unit V takes up the Business Letter, style forms, punctuation and several letters to write, centering exercises and speed tests. Unit VI, pages 104 to 109 has five lessons of intensive Repetitive practice to improve accuracy, speed and control.

Period 3 Backgrounds for Business Commercial Law Peters and Pomeroy

Work covered in past two weeks: Pages 1-100. The class had a review of Parts I and II before taking two tests over this material.

Work for the next two weeks: Pages 101 to 140

Part III The Relation of Principal and Agent

Part IV The Relation of Employer and Employee

Unit I Creating and ending the relation

Unit II Duties and Liabilities of the Employer

Each Unit is studied by an oral quiz of the text, questions for class discussion and case problems. We find the subject matter so difficult to understand that class discussions have to be very thorough.

Period 4 Typing II-B 20th Century Typewriting

Work covered in past two weeks: Block VII, The Business Letter Lessons 76 to 81. Each lesson included conditioning practice, technique study, timed writing and problems in writing business letters.

Work for the next two weeks: Block VII continued. Lessons 81 to 87. In addition to daily conditioning practice, timed writings, techniques, each lesson has a problem in typing of a business letter with carbon copies and envelopes.

These students use Friday as a free period to complete work assigned by their teacher; they do this work as outside work.

February 15 to 29

Period 5 Backgrounds for Business Applied Business Arithmetic Curry and Rice

Work covered in the past two weeks: Unit IV, Travel and Transportation Pages 129 to 173; This included practical problems concerning automobile, railroad, bus, boat, airplane, parcel post, express and freight rates, etc. There was a review and test at the end of this unit.

Unit V, Public Utilities was started, pages 174 to 183, and includes problems concerning the telephone, telegraph and water.

Work for the next two weeks: Public Utilities, pages 174 to 202. This includes problems of electricity, and gas. This unit will be concluded by a test Thursday and Friday.

Unit VI, Taxes pages 203 to 235. This includes problems covering the Property tax, Sales tax, Old Age Benefit and Unemployment Tax, Income tax, Customs tax and a test.

Period 6 Shorthand I Gregg Shorthand Leslie

Work covered in the past two weeks: Reading, writing and dictation of Lessons 42, 43, 44 and 45.

Plans for the next two weeks: Reading and writing Lessons 46, 47, 48 and 49 with daily dictation and transcription of letters from dictation twice a week.

Period 7 Junior Business Training General Business Crabbe and Salsgiver

Work covered in the past two weeks: Unit VI Accumulating Savings, Part 5, Life Insurance with a large saving element and Part 6, Investing in a Home. Review and test.

Unit VII Travel: Sec. 1 Methods of Travel; Sec. 2 Traveling by private automobile; Sec. 3 Planning a trip by train, airplane or bus.

Plans for the next two weeks: Unit VII, Sec. 5 Services for Travelers and Sec. 6 Traveling by Steamship, pages 413 to 434. Review and achievement test on Unit VII.

March 1 to 17

L4.20

Period I Typing I-A 20th Century Typewriting

Work covered in past two weeks: Pages 96-104 Budgets V and VI.
Lessons included: Daily timed writings, technique studies and style forms of the business letter, and punctuation, plus practice by writing letters. Unit VI-Five lessons of intensive Repetitive practice to improve accuracy, control and speed.

Work for the next two and a half weeks: Pages 104-109. Four lessons continue the Repetitive practice of Unit VI.
Part II Personal and office Typing Problems. Pages 109-122.
Detailed instructions on Business letter writing, making carbon copies, speed tests, and problems in dividing words.

Period 3 Backgrounds for Business Commercial Law Peters and Pomeroy

Work covered in past two weeks: Pages 101-152
Part III Relation of Principal and Agent
Part IV Relation of Employer and Employee

Work for the next two and a half weeks: Review and test of work of past two weeks.
Part V Relation of Buyer and Seller. Pages 153-202.
Unit I Creating the Relation
Unit II Form of Sales
Unit III Conditions and Warranties
Unit IV Transferring the title of Goods.
Unit V Rights and Duties of Buyer and Seller.
Test: Each unit is studied by an oral quiz of the text, vocabulary study, questions for the class discussions and case problems.

Period 4 Typing II-B 20th Century Typewriting

Work covered in past two weeks: Block VII, Continued, Lessons 81-87. In addition to timed writings, and techniques, each lesson had a problem in typing business letters with carbon copies and envelopes.

Work for the next two and a half weeks: Lessons 88-95. Pages 129-137
Sustained letter writing exercise. Ten letters to be written and envelopes addressed in six class periods in addition to timed drills and sustained writing paragraphs.

AMACHE SR. HIGH
Oct. 1, 1943

L4.20

REPORT
JR. BUS. TRAINING
(BUS. MATH 9-4)
FOR Miss Betty Beaver

I took over Miss Beaver's class and reviewed with them briefly the four fundamental processes with integers and fractions.

These students are well along in their mathematics, and so there was no necessity for intensive review and drill.

The text used is "Mathematics and Life" Bk. #3. The material thru page 33 was covered.

October 2, 1943

Shigeki Hiratsuka

Florine Greenwood

Teaching Plans from

Jan. 17 to Jan. 28

LA 20

Period 1 Typing 1-A

20th Century Typewriting---Pages 81 to 87.

Lessons 53 to 58.

Daily work includes conditioning practice, technique study, one minute speed tests plus lessons in centering, timed progression writing, outlining, writing minutes of a meeting, division of words, and five minute tests.

Period 3 Backgrounds for Business

Commercial Law--Peters and Pomeroy--pages 1 to 123.

Part I Introduction

Part II The Contractual Relation (ten units)

Part III The Relation of Principal and Agent (two units)

There are 72 case problems following these units. Each student is assigned two for class presentation.

Period 4 Typing II B

20 Century Typewriting--Pages 104 to 112.

Block VI Lessons 70-76

Repetitive practice, an intensive six lessons to build sustained typing power before the study of the business letter begins.

Lesson 76 The Business Letter

Teaching Plans from

Jan. 17 to Jan. 28

Period 5 Backgrounds for Business

Applied Business Arithmetic--Curry and Rice

Material covered in the past two weeks:

Unit I Transactions with a bank

Unit II Arithmetic of Buying

Unit III Personal Finance

Sec. 1 Budgets

Sec. 2 Records

Sec. 3 Savings and Investments

Sec. 4 Borrowing money

Plans Jan. 17 to 28.

Pages 108-173

Sec. 5 Insurance

Sec. 6 Installment Buying

Sec. 7 Buying a Home.

Unit IV Travel and Transportation

This work includes daily drills on the type of arithmetic involved in the lesson, problems and projects that take thinking as well as problem solving.

Period 6 Shorthand I

So far Agnes Moriaka has made the plans for this class.

Period 7 Junior Business Training

General Business--Cragbe and Salsgiver

The first two weeks we were told to review the first five units of the book and take a prepared examination over them. The semester reports were based largely on this.

Now I learn that the class has studied Unit VI also. These two weeks we are going to go over the activities at the end of the parts:

Improving your Business Vocabulary

Reading check list

Activities and projects

Testing your business understanding

General Business Problems (7)

over

Unit VI Accumulating Savings

Part 1. Planning a Savings Program

Part 2. Savings Accounts

Part 3. Governmental Aids in Saving

Part 4. Life Insurance in which the Savings Element is small

Part 5. Life Insurance which the Savings Element is Large

Part 6. Investing in a Home.

February 29, 1944

49-20

REPORT OF CLASS ACTIVITIES

1. Bookkeeping I - Completed Chapter 18 which included the Walker Practice Set. The students assume the duties of a bookkeeper for a fiscal period and experience the entire bookkeeping process for a wholesale mercantile business.
2. Shorthand I - Completed Assignment 48 in Book Two of the Functional Gregg Shorthand. Considerable time was spent on the principle of phrasing. Some definitions and spelling of words were stressed, particularly on the Special Forms. One class period was spent in the typing room typing transcriptions.
3. Typing I A - Completed Instructional Block 4 in Problems in Personal Typing:
 - (1) The personal letter illustrating the various styles.
 - (2) Typing of envelopes.
 - (3) Proof reader's marks.
 - (4) How to outline.
 - (5) How to type minutes of meetings.
 - (6) How to erase.

Movies on stenography, business machines and techniques of typing were shown to all commercial classes.

4. Glee Club - The Glee Club is working on a concert to be presented on the 24 of March by the High School Department. They are also working on several numbers for the Rhythm Show which is to be held on March 31 and April 1.

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Genevieve Klein

SECOND SEMESTER CLASS REPORT

Bookkeeping I

During the second semester, having completed the entire bookkeeping cycle consisting of opening, recording, sorting, summarizing, proving, analyzing, interpreting, and closing, each element of the cycle was expanded and developed as thoroughly as possible, beginning with a single proprietorship, partnership, and ending with a corporation. Some additional units were brought in as a part of the above process, including Interest and Bank Discount, Accrued Income and Accrued Expense Accounts, Social Security Taxes and Income Taxes, Notes and Trade A Acceptances, and Commercial Drafts. The last three weeks were devoted to the Carson and White Practice Set, which entailed all of the bookkeeping principles developed throughout the year.

Shorthand I

Phrasing, Brief Forms, Analogical Word Beginnings and Endings, Building a Vocabulary, and Improving Dictation and Transcription both as to accuracy and speed, were stressed in shorthand the second semester. Students were taught how to set up various letter forms and other office correspondence from their shorthand notes. We were able to use the typing room during shorthand class several times during the semester.

Typing I A

Problems in Personal Typing, The Business Letter, and The Improvement of Typing Power were stressed in typing the second semester. In Improvement of Typing Power the students kept various error analysis charts and daily speed charts, and practiced various corrective drills, based upon notations from these charts, to improve their typing power. In The Business Letter, the complete set-up of the business letter and envelopes were discussed. Placement of short, medium, and long letters, according to single or double spacing, and one or two pages was also discussed. In Problems in Personal Typing, the students were allowed to type their own letters, English compositions, reports, and anything else they wished to type. A written report was made on the amount and nature of personal work typed.

Girls Glee Club

During the second semester, the glee club sang for the following public affairs: Farewell for the Draftees, Sunday morning church service at the Christian Church, Spring Concert, Rhythm Show, Easter Sunrise Service, National Honor Assembly, State Music Festival, Welcome Assembly for new Freshmen, Baccalaureate, and Commencement.

REPORT DUE FEBRUARY 29, 1944

1. Class work covered during the month of February.
2. Co-curricular activities during February.
3. Lesson plans for the next two weeks.
4. Copies of suggestion sheets.
5. Copy of letter received from Mr. McNaughton.

Note: I believe I handed in a report of my work from January 15 to February 1 at the same time I turned in my semester report.

Betty Trinsman

COMMERCIAL SUBJECTS--MATERIAL COVERED FEB. 1 to 29

I. Office Practice, Periods 1, 2, and 7

1. Each Monday the students made reports of their work for their teachers.
2. In order to improve the transcription skill of the class, I drilled on sentence structure, punctuation rules, possessives, abbreviation, capitalization, and the rules for writing numbers. The class covered chapters 19, 20, and 21 in their Secretarial Practice, the Business English book, and I gave others I composed.
3. Two tests covering special commercial abbreviations, including about 200 abbreviations were given--found in Chap. 19 of Secretary's Manual.
4. Eight to ten 10-minute timed tests were given and the best four were recorded. Before these tests I gave rhythm and accuracy drills to improve the quality of the students' typing.
5. About three articles and ten letters were dictated for transcription--with special emphasis being placed upon accurate punctuation.
6. The class filled in addresses on about 600 form letters for the library.
7. Discussion and drill were conducted on common grammatical errors made by secretaries--found pp. 461 to 478 of Secretarial's Manual.
8. Four timed letters were typed.
9. Two letters were dictated at the typewriter for immediate typing.
10. An average of two hours of work each week was completed for their teachers.
11. Shorthand forms and location of all cities with over 40,000 in population were learned--list of about 150 obtained from January issue of The Gregg Writer.
12. Common mistakes in Grammar made by secretaries were analyzed and corrective drills were given (pp 461-495 in Secretary's Manual).
13. The class learned the principal parts of about 200 irregular verbs. (Secy. Manual Chap. 21)

Material Covered--February 1 to 29

14. The class made a dummy and cut a stencil for an invitation which could be used as a mailing piece-- invitation to a club banquet. The idea of this project was to teach figuring spaces and lines for stencil cutting and cutting crosswise and upside down.
15. Rules for using the possessive case were discussed and a drill was given on its use.
16. About 400 common shorthand phrases were learned or reviewed.
17. The class studied chapters XIII and XXII in the Secretary's Manual covering "Writing for the Employer" and "Choice of Words." Also they studied chapters XVI in the Business English book on Sales letters.
18. The class composed order letters and Sales letters. They analyzed several good and bad beginnings and endings for letters and rewrote those that could be improved.
19. Margery Kraus who is employed with W.B.B. talked to the class about Civil Service employment, general office routine, how to get ahead in civil service work, and what is required of the usual stenographer. She answered several questions about living in Washington, D. C., etc.
20. The class saw the movie "Typing Tips" which gave excellent ideas on speeding up work.

Material Covered--February 1 to 29

II. Bookkeeping II

1. The class covered Chapter 18 in their text which includes the study of C. O. D. Sales and Purchases.
2. The class learned how to handle sight and time drafts, C. O. D. bills of lading and parcel post C. O. D. Sales as well.
3. A chapter test was given on C. O. D. Sales and Purchases.
4. The class studied methods of handling and recording installment sales--Chapter 19.
5. Along with this they studied Sales Contracts, Chattel Mortgages, methods of financing installments, and methods of repossessing merchandise.
6. A chapter quiz was given on Chapter 19, covering installments.
7. The class completed Exercises 42, 43, 44, and 45.
8. The class studied Chapters XX, XXI, and XXII which covered
 - a. Consignment Sales
 - b. Departmental Purchases and Sales
 - c. The vaucher system
9. The student completed Exercises 46, 47, 48, 49, 50, 51, and 52.
10. Chapter quizzes were given on these three Chapters.

Material Covered--February 1 to 29

III. Advanced Typewriting, 6th Period

1. On each Monday the students made a report of the work completed for their teachers. Each student was required to complete an average of from two to five hours' work each week.
2. On each Monday two 10-minute tests were given and the better one recorded.
3. During this period, emphasis was placed upon special typing problems, including:
 - a. Writing and composing telegrams
 - b. Writing and composing confirmations of telegrams.
 - c. Making file copies of telegrams.
 - d. Composing a memorandum of a telephone message for their employer.
 - e. Typing on ruled cards.
 - f. Typing penny postal cards.
 - g. Typing addresses on form letters-- for Mr. Easton.
 - h. Checking extensions on invoices and typing them.
 - i. Using window envelopes.
 - j. Chain feeding of envelopes.
 - k. Typing from form paragraphs and keeping a record of letters written.
4. A movie "Typing Tips" was shown giving very good ideas on speeding up office typing.
5. A review was made on styles of letters.
6. The class learned types of telegrams and rules for composing them.

Material Covered--February 1 to 29

IV. Typewriting I-A, 7th Period

1. Emphasis was placed upon accuracy--after the tests given each Monday, corrective drills were given with the students helping to analyze the cause of their errors.
2. The class studied styles of business letters and types of punctuation commonly used.
3. Several business letters were typed which will illustrate styles of letters discussed.
4. The students completed a project where they folded their paper for invitations--wrote an invitation to a commercial club banquet on the inside and typed the addresses to members on the outside--and get them ready for mailing.
5. One tabulation was completed which was an enclosure in a letter.
6. About six days were given to accuracy drills, and analysis of errors.
7. The class had one week of time tests when they completed about four five-minute tests a period. The best test was posted on the board and at the end of the week their average and gain per minute were figured.
8. A couple of drills were given on correcting material for grammatical and typographical errors, and for word division.

V. Co-Curricular Activities Carried on ~~f~~ from February 1 to 29.

1. Co-op

- a. During the first week of February the Co-op Board of Directors conducted a campaign to sell War Bonds and Stamps, selling over \$150. worth.
- b. During each week at least one meeting was held of Boards of Directors and clerks to get the new ones started correctly on their duties.
- c. A general meeting was planned to be held some time during the next two weeks to introduce new officers and to present medals to the outgoing officers.
- d. We worked out a system wherein the clerks checked in before school each morning to aid the business manager to replace those absent.
- e. A bulletin board was installed for Co-op announcements at the front of the store.
- f. Copies of the financial statements were placed upon the main bulletin board.
- g. The By-laws were revised and displayed.

2. Honor Society

- a. Ordered pins, diploma seals and cards from the National office.
- b. Planned to have the monthly meeting to discuss plans for a party.

3. Blue Cross

- a. Contacted six new teachers concerning Blue Cross--these teachers are considering the plan.
- b. Made a report to A.T.A.
- c. Conferred with Mr. Cheny concerning Blue Cross regulations.
- d. Wrote about eight letters.

4. Student-Stenographers

- a. I composed a sheet of suggestions to teachers using student-typists and -stenographers and issued this to students to give to their teachers.

V. Co-Curricular Activities Carried on From February 1 to 29

- b. Started conferring with each teacher who uses a student-stenographer to see what suggestions I can make to the student.
- c. Started making plans for placing students on a trial basis before school is out.

5. School Books

1. Purchased Book of accounts
2. Analyzed each account and have been collecting necessary data to enter the accounts.
3. Started entering the accounts.

SECTION II

I. Office Practice

Plans For The Next Two Weeks:

1. During the next two weeks, I am continuing to emphasize letter writing and other kinds of business writing for which a stenographer might have to be responsible.
2. The students will be assigned to write sales letters, complaint and adjustment letters, and letters of condolence.
3. Also, I am continuing to emphasize the writing of accurate transcripts and shall give from four to six transcripts during these two weeks.
4. The class will be asked to make dummies for a letter to be cut on a stencil.
5. About two hundred spelling words will be given and the students will be asked to learn the parts of speech and to use each word.
6. About ten office problems will be analyzed and students will determine how they would react in these particular situations.
7. From four to six 10-minute timed tests will be given from which the two best will be recorded.
8. A project of typewriting from form paragraphs will be completed.
9. The class will study and learn how to set up different styles of inter-office correspondence.
10. An average of four hours of work for her teacher will be required of each student.

II Bookkeeping II

1. The class will take the comprehensive test Number 12 over chapters 18 through 22.
2. The class will start the Better Homes and Gardens Practice Set which is a bookkeeping project covering two months for a corporation.
3. This practice set will be completed in four or five weeks. The class is using commercial papers and a bookkeeping filing system as part of the project.

III Typewriting 11A

1. From four to six 10-minute timed tests will be given and the two best ones will be recorded.
2. The class will complete a project of about ten letters with enclosures and envelopes following several styles of letters suggested and making suggested changes in form and content in each letter. This project will test their ability to follow directions and to make decisions about the best style to be used for each letter.
3. Special emphasis will be placed during this two weeks upon accuracy. During three consecutive days, several 10-minute accuracy tests will be completed. Points will be given for certain percentages of accuracy. These scores will be placed on a chart on the blackboard.
4. An average of four hours of work will be required for their teachers.

IV Typewriting IA

1. About four 5 minute timed tests will be given and the best one will be recorded.
2. Two 10-minute tests will be given and the better one recorded.
3. Several corrective drills will be given after the students have analyzed the reasons for their errors.
4. About eight business letters in various styles and lengths will be typed. Also, the students will type carbon copies and envelopes for these letters.
5. The class will learn how to set up various styles of envelope addresses.
6. Three timed letter tests will be given and the best one will be recorded.
7. The class will start a project of typing about ten letters making suggested changes in the style or content of each letter.

SUGGESTIONS TO TEACHERS USING STUDENT-TYPISTS

1. You have been assigned a student-typist who may be asked to work an average of two hours each week for you.
2. The work that you ask her to do should be such that will help her to improve her typing ability or to help her gain experience in some phase of office work, such as, typing, making master copies, running the duplicating machine, filing, cutting stencils, making charts, or printing.
3. Since many of the students need to go quite a distance out of their way to come to the SH Block, I would like to suggest that you arrange a definite appointment once or twice each week when this student may call for additional work and bring back work completed. This appointment should be scheduled at a time that is agreeable to both you and the student.
4. Please inquire of the student about how much time it would take her to complete the projects given her--most of the students complain about too little work rather than too much.
5. Since most of the students are very busy studying for tests and completing the work for their courses the last week or two of each quarter, I would like to suggest that you have them start earlier helping you make out report cards. Most of these girls were too rushed the last week or two of this semester.
6. This student may not be able to take dictation--it will be necessary for you to inquire of her whether or not she has this ability before you dictate any material.
7. I would appreciate your keeping in mind the following factors for an evaluation of her work at the end of the quarter:
 - a. Attitude toward work.
 - b. Manner of approach.
 - c. Appearance.
 - d. Neatness of work.
 - e. Correctness of work.
 - f. Ability to complete work without detailed instruction.
 - g. Promptness.
 - h. Additional types of training needed, such as grammar, spelling, Typing techniques, duplicating techniques, and filing.
8. Be sure that you furnish this student with all materials such as, duplicating supplies, paper, and envelopes.
9. Many times the work completed for you was not as good as it should have been because the duplicating equipment needed replacement.
10. Any suggestions that you would like to make directly to the girl to help her improve will be appreciated.
11. I appreciate your interest and co-operation in this Program.

---Betty Tinsman

SUGGESTIONS TO TEACHERS USING STUDENT-STENOGRAPHER

1. You have been assigned a student-stenographer who may be asked to work an average of two hours each week for you.
2. The work that you ask her to do should be such that will help her to improve her stenographic ability or to help her gain experience in some phase of general office work, such as, typing, making master copies, running the duplicating machine, filing, cutting stencils, making charts, or printing, taking dictation and transcribing.
3. In most cases it is better that you arrange a definite appointment, once or twice a week, when this student may call for additional work and bring back work completed. This appointment should be scheduled at a time that is agreeable to both you and the student.
4. Please inquire of the student about how much time it would take her to complete the projects given her--most of the students complain about too little work rather than too much.
5. Since most of the students are very busy studying for tests and completing the work for their courses the last week or two of each quarter, may I suggest that you have them start earlier helping you make out report cards. Most of these girls were too rushed the last week or two of last semester.
6. This student is able to take dictation--please arrange to give her some practice in this phase of her training.
7. I would appreciate your keeping in mind the following factors for an evaluation of her work at the end of the quarter:
 - a. Attitude toward work.
 - b. Manner of approach.
 - c. Appearance.
 - d. Neatness of work.
 - e. Correctness of work.
 - f. Ability to complete work without detailed instruction.
 - g. Promptness
 - h. Additional types of training needed, such as: grammar, spelling, typing techniques, duplicating techniques, and filing.
8. Be sure that you furnish this student with all materials, such as any paper to run off duplicated copies, or for other purposes, stationery, envelopes, etc.
9. Please do not give her any work to be duplicated until it has the O. K. of either Mr. Walther or Miss Lewis. Please do not ask her to get this ok for you.
10. Many times the work completed for you was not as good as it should have been because the duplicating equipment needed replacement.
11. Any suggestions that you would like to make directly to the girl to help her improve will be appreciated. Usually a word of praise or encouragement will *help.*
12. I appreciate your interest and co-operation in this Program.

---Betty Tinsman

WAR RELOCATION AUTHORITY

March 1, 1944

Dear Mrs. Tinsman:

Thank you very much for assigning Yayoi Uyesugi to act as bookkeeper for the Junior Hi Co-op.

Yayoi got the books up to date and had to complete the records for four or five previous months in order to do this. She kept the books for about four months under my directions.

I cannot praise Yayoi's work too highly. She is very cooperative, works long hours willing and her attitude is excellent in every respect. She has outstanding ability as a bookkeeper, uses very good judgement, does very neat work and is able to question anything that does not seem entirely logical. She did many things without my help and seemed to take great pride in her work. She understood the bookkeeping set-up immediately and was able to get it in good form as soon as she had the necessary information. Her help as the bookkeeper made my work as Co-op sponsor a great deal easier.

Will you please tell Yayoi that I appreciate her excellent services very much

Sincerely,

Don A. McNaughton



March 1 to 17

Period 5 Backgrounds for Business Applied Business Arithmetic Curry and Rice

Work covered in the past two weeks: The class finished Unit V, Public Utilities, pages 174 to 202 and had two 45 minute covering the work. Unit VI, Taxes, Sec. 1, Property Tax, Sec. 2, Sales Tax, Sec. 3, Old Age Benefit and Unemployment Tax were studied and problems solved.

Plans for the next two and a half weeks: Unit VI, Taxes continued, including Section 4, Income Tax; Section 5, Customs Tax; review problems and a test over this Unit.

Unit XIV, Weights and Measures, pages 544-68 and twenty-one drills to be worked.

Period 6 Shorthand I Gregg Shorthand Leslie

Work covered in the past two weeks: Reading, writing, and dictation of lessons 46, 47, 48, 49.

Plans for the next two and a half weeks: Reading and writing lessons 50, 51, 52, 53 and 54 with daily dictation and transcription of letters from dictation twice a week.

Period 7 Junior Business Training General Business Crabbe and Salsgiver

Work covered in the past two weeks: Unit VII, Travel, was finished and an achievement test given.

Plans for the next two and a half weeks: Unit VIII, Using our Communication Services, pages 441 to 538. The business vocabulary used in each part is studied, and oral discussion of questions covering the part, as well as a written check of the material read are included in the days work. Each part has several applicable problems to work.

SEMI-MONTHLY REPORT

Due March 18, 1944

1. Material covered since March 1 in all classes.
2. Co-curricular activities completed during the last two weeks.
3. Plans for material to be taught until March 31.
4. Co-curricular activities to be completed or started before March 31.

Betty Linsman
Commercial Teacher

COMMERCIAL SUBJECTS--MATERIAL COVERED

I. Office Practice, Periods 1, 2, and 7

Plans For the Last Two Weeks: Material Covered Mar. 1 to 17.

1. During the last two weeks, I continued to emphasize letter writing and other kinds of business writing for which a stenographer might have to be responsible.
2. The students were assigned to write sales letters, complaint and adjustment letters, and letters of condolence.
3. Also, I continued to emphasize the writing of accurate transcripts and gave three transcripts during these two weeks.
4. The class were asked to make dummies for a letter to be cut on a stencil.
5. About two hundred spelling words were given and the students were asked to learn the parts of speech and to use each word.
6. About ten office problems were analyzed and students had to determine how they would react in these particular situations.
7. From four to six 10-minute timed tests were given from which the two best were recorded.
8. A project of typewriting from form paragraphs was completed.
9. The class learned how to set up different styles of inter-office correspondence.
10. An average of four hours of work for her teacher was required of each student.
11. Kay Fujikawa, Legal Department of WRA, Washington, D. C., talked to the girls concerning housing, duties, job requirements, etc.

II. Bookkeeping II

1. The class took the comprehensive test Number 12 over chapters 18 through 22.
2. The class started the Better Homes and Gardens Practice Set, which is a bookkeeping project covering two months for a corporation.
3. This practice set will be completed during the first week in April. The class is using commercial papers and a bookkeeping filing system as part of the project.
4. A report of outgoing papers was made for the first fifteen days' business.

III Typewriting I-A

1. From four to six 10-minute timed tests were given and the two best ones were recorded.
2. The class completed a project of about ten letters with enclosures and envelopes following several styles of letters suggested and making suggested changes in form and content in each letter. This project tested thier ability to follow directions and to make decisions about the best style to be used for each letter.
3. Special emphasis was placed during this two weeks upon accuracy. During three consecutive days, several 10-minute accuracy tests were completed. Points were given for certain percentages of accuracy. These scores were placed on a chart on the blackboard.
4. An average of four hours of work was required for thier teachers.

IV Typewriting .1A

1. About four 5-minute timed tests were given and the best two were recorded.
2. Two 10-minute tests were given and the better one was recorded.
3. Several corrective drills were given after the students analyzed the reasons for their errors.
4. About eight business letters in various styles and lengths were typed. Also, the students typed carbon copies and envelopes for these letters.
5. The class learned how to set up various styles of envelope addresses.
6. Three timed-letter tests were given and the best one was recorded.
7. The class started a project of typing about ten letters making suggested changes in the style or content of each letter.

V. Co-curricular Activities--March 1 through 17

1. Co-op

- a. A general meeting was held March 17
 - (1) Reports of work done by Board Members were given
 - (2) Financial statements were read for the last two months.
 - (3) An election of a Student Council representative was held.
 - (4) A Nominating Committee to select a list of candidates for officers to serve during the summer were elected.
 - (5) The new By-Laws were read discussed and adopted.
- b. Graduation gift cards, wrapping paper, etc. were ordered
- c. An educational film "Let's Co-operate" was ordered.

2. Blue Cross

- a. Gave information to prospective members.
- b. Sent in application forms for two new members.

3. School Bookkeeping

- a. Checked with John Hoke concerning athletic accounts
- b. Entered more data in new set of books

4. Honor Society

- a. Checked over minutes book with secretary and arranged to have data typed up to date.

5. Office Practice Girls and Typists

- a. Sent evaluation sheets to teachers and added their comments to mine on the reports
- b. Started conferring with teachers concerning quality of work done by the girls assigned to them

6. Department

- a. Had typewriters repaired
- b. Made requisition of available goods from catalog sent around.

V. Co-Curricular Activities Planned for March 18 through 31.

1. Co-op

- a. Weekly meetings of the Board will be held.
- b. Nominating committee will meet to select candidates for officers to hold office during the summer.
- c. Will help set up plan for clerks to figure rebates.
- d. Will start Co-op Manual
- e. Will arrange to serve at Campus Kanteens
- f. Plan next general meeting to hold election
- g. Co-op film "Let's Co-operate" will be shown to all General Education classes.

2. Blue Cross

- a. Will contact all non-members to see if they want to come in now--they may come in on anniversary date--May 16.
- b. Plan to sent notice to members of payment to come in.

3. Honor Society

- a. Set up plan for selection of new Honor Society members.
- b. Make up eligibility list.
- c. Have meeting of active members to plan initiation.

4. School Bookkeeping

- a. Plan to get book entirely up to date.
- b. Draw up reports to show accuracy of accounts.

5. Office Practice Group

- a. Get list of classes of each student and a list of their credits already earned.
- b. Determine whether students should be placed morning, afternoon, all day, or not at all and discuss with their teachers about their leaving.
- c. Contact employment office and make arrangements for placement.

6. Department duties

- a. Plan an inquiry form for commercial students to get data about courses completed to help in future placement and recommendations.
- b. Confer with all teachers about quality of work done by student typists and stenographers.

I. Office Practice Class--periods 1, 2, and 7

Plans for March 18 through 31

1. I plan to continue emphasis upon business writing. The class will be assigned to write a series of collection letters, introduction letters, recommendation letters, and an application letter answering a newspaper advertisement.
2. They will be asked to set up a letter of inquiry about a job offer found in the local leave office.
3. They will be asked to complete a model application letter for a position which they might like to fill upon leaving the project. I shall ask them to turn in a copy of these letters and rewrite them until they have model letters which they may keep for reference.
4. About two hundred spelling words will be studied, used, and the parts of speech for each will learned.
5. About two hundred new shorthand phases will be learned.
6. Three typewritten transcripts will be made.
7. Several 15 minute timed writing tests will be given.
8. A review of stencil cutting will be made.
9. I plan to review all typewriting techniques which the students may be weak in after they analyze what they need.
10. About four to six hour of work will be completed for their teachers.
11. We shall study Chapters 10 and 11 in the Private Secretary's Manual covering "Care of Money and Bank Accounts," and "Financial Reports and Records."

II. Bookkeeping II

Plans for March 18 through 31

1. The students will complete the work for the month of November on their bookkeeping set, "Better Homes and Gardens."
2. They will be asked to hand in a report of their outgoing papers at the end of November.
3. The business for December will be completed from transactions found in the text.
4. During the first week in April this set will be completed and the books for this business will be closed for the year.
5. I shall give a test based upon this particular set which is found in the teacher's manual.

Material Covered--March 18-31

III. ^{To be} Advanced Typing II-A, 6th Period

1. The class will take four 15 minute tests and the best two will be recorded.
2. They will complete a project of four letters on letter-head forms found in their workbooks, making carbon copies, envelopes, and enclosures. One of these is an inter-office communication. This represents what might be an afternoon's assignment to a typist in an office.
3. The class will complete a project of typing on file cards and filing them.
4. They will make a dummy copy of a letter to be mimeographed and will cut stencils from their dummies.
5. At least four hours of work will be required for their teachers.

Material Covered--March 18-31

IV. Typing I-A, 7th Period

1. At least four ten-minute tests will be given and the best two will be recorded.
2. I shall teach the class correct erasing methods and instruct them to erase from now on on regular class work except tests. All copies must come in corrected.
3. From a list of ten typing projects, including business letters, tabulations, etc., the students will be asked to estimate how many they can complete in four class periods. They are to hand in mailable copies in order for them to count and to make envelopes for the letters. Everyone will try to complete as many as he can to see if he can correctly judge his output.
4. Emphasis will be placed upon accuracy during the last week in March, and the class will be asked to write from controll drill paragraphs and to write corrective drills for all errors.
5. A project of typing material on post cards will be given, found on page 146 of text. The students will address these cards for mailing.
6. A few additional business letters will be written.

Florine H. Greenwood

TEACHING PLANS

April 1 to 15

Period 1 Typing I-A 20th Century Typewriting Lessenberry

Work covered the past two weeks: Pages 116-123
Instruction on the use of carbon for making
carbon copies and seven letters to write. The
students had a ten minute speed test.

Work for the next two weeks: Pages 124 to 130,
lessons 85, 86, 87, 88, and the study of how to
address envelopes with practice in writing both
sizes of envelopes.

Period 3 Backgrounds for Business Applied Business
Arithmetic Curry and Rice

Work covered the past two weeks: Unit I Trans-
actions with a Bank, Pages 10 to 34. This unit
covers problems on deposit tickets, check stubs,
bank statement and reconciliation with many
drills on addition and subtraction. A Pretest
and test begin and the unit.

Work for the next two weeks: Monday finish the
test on Unit I. Due to broken classes we were
unable to finish it Friday. Unit II The Arith-
metic of Buying, pages 34 to 76. This unit
covers work on sales tickets, comparing prices,
making change, monthly statements, determining
the unit prices and buying in fractional
quantities.

Period 4 Typing II-B 20th Century Typewriting Lessenberry

Work covered in the past two weeks: Lessons 96
to 100, ten letters to measure output, using 30
minutes for five periods, pages 137 to 138.
Unit for speed emphasis, lessons 101 to 103.

Work for the next two weeks: Fridays are free
for the student to use doing outside work for the
teacher he assists.

Finish lessons 104 and 105 for speed emphasis,
pages 139 to 141. Section 2, lessons 106 to 110,
pages 141 to 145, Typing for Control.

Florine H. Greenwood

April 1 to 15

Period 6 Shorthand I Gregg Shorthand Leslie

Work covered in the past two weeks: Reading and writing of lessons 54, 55, 56 with transcription of letters at least once a week. Special tests to drill on special characters and new forms and phrases given at the beginning of each lesson.

Work for the next two weeks: Reading and writing of lessons 56, 57 and 58 with tests over special characters given with each lesson, and transcription of letters.

Period 7 Junior Business Training General Business Crabbe and Salsgiver

Work covered in the past two weeks: Pages 495 to 538, Unit VIII continued, using our Communication Services. This included Part 6, Kinds of Telegrams; Part 7, Delivery of Telegrams; Part 8, First-Class Mail; Part 9, Business Letters.

Plans for the next two weeks: Pages 527 to 558, continuing Unit VIII, Using our Communication Services. This includes Part 10, Preparing Letters for the Mail and a test over Unit VIII. Unit IX, Our Means of Shipping Goods has three parts, Part 1, Shipping Goods by Mail; Part 2, Shipping Goods by Express; Part 3, Shipping Goods by Freight.

The business vocabulary used in each part is studied, oral discussion of questions covering the part, as well as written check of the material read are included in the work on each Unit. There are several arithmetic problems with each part.

Florine H. Greenwood

TEACHING PLANS

March 17 to 31

Period 1 Typing I-A 20th Century Typewriting Lessenberry

Work covered in the past two weeks: Pages 104-109
Four lessons continued the "Repetitive Practice
of Unit VI. Part II Personal and Office Typing
Problems, pages 109-122. This material included
detailed instructions on Business Letter Writing,
making carbon copies, speed tests, and problems
in dividing words.

Work for the next two weeks: pages 116-123.
This includes instruction on the use of carbon
for making carbon copies and gives experience
through the writing of seven letters with copies.
The students write their first ten minute test
at this time.

Period 3 Backgrounds for Business Applied Business Arithmetic
Curry and Rice

Work covered in the past two weeks: Pages 153-202
Part V, Relation of Buyer and Seller of Commercial
Law by Peters and Pomeroy. Each unit is studied
by an oral quiz of the text, vocabulary study,
questions for class discussions and case problems.

Work for the next two weeks: Unit I Transactions
with a Bank, pages 10 to 34. This unit covers
problems on deposit tickets, check stubs, bank
statement and reconciliation with many drills on
addition and subtraction. A pretest and test
begin and end the unit.

Period 4 Typing II-B 20th Century Typewriting Lessenberry

Work covered in the past two weeks: Lessons 88-95,
pages 129 to 137. This was a sustained letter
writing exercise. Ten letters were written and
envelopes addressed in six class periods in
addition to timed drills and tests.

Work for the next two weeks: Lessons 96 to 100,
ten letters to measure output, using 30 minutes for
five periods, pages 137 to 138.

Lessons 101 to 105 Speed emphasis.

COMMERCIAL DEPARTMENT REPORT

1. Lesson plans for April 15 to May 20
2. Co-Curricular Activities for April 15 to May 20

Betty Fineman

COMMERCIAL DEPARTMENT REPORT

April 15 to May 20

I OFFICE PRACTICE

1. Emphasis will be placed upon accurate transcripts, and, in order to attain this, I shall give
 - a. About 300 spelling words.
 - b. About 2000 shorthand phrases.
 - c. Several new shorthand forms.
 - d. Review methods of setting up material.
 - e. Have many transcripts typed.
 - f. Daily timed dictation will be given.
2. Each member still in the class will be required to cut a stencil for the Statistical Department.
3. Students will be asked to evaluate their weaknesses and needs with an evaluation questionnaire given in Chapter 27 of the Secretary's Manual.
4. About fifteen hours of work for their teachers will be required of those still in the class.
5. Those students who have been placed in offices will be visited and interviewed.

II TYPING 1-A Period 7

1. Emphasis will be placed upon advanced typing techniques and the students will learn to:
 1. Set up material for stencil cutting by justifying lines.
 2. Set up radio script.
 3. Make booklets with a title page.
 4. Set up manuscripts with footnotes.
 5. Arrange all styles of business letters.
 6. Address envelopes.
 7. Use carbons.
 8. Erase and correct errors on all copy.
 9. Students will clean the machines and change ribbons.

III TYPING II-A (Advanced) 6th Period

1. Emphasis will be placed upon stencil cutting. Each student will cut from one to three stencils for the Statistical Department.
2. A unit of tabulation will be completed--found on pp. 257-265 in the text.
3. A unit of legal forms will be completed with each student binding the completed form.
4. The students will be given several days to complete work for their teachers. Each student will be required to complete at least 15 hours of work.

IV BUSINESS BACKGROUNDS 3rd Period - *Bus. Math.*

- I Note: Miss Mc Farling decided to follow the plans I had made.
1. The class will be taught the 60-day, 6% method of finding interest.
 2. The class will learn how to find any one of the three factors not given in $P \times X = I$
 3. Several problems will be solved dealing with percentage, rate and interest.

- II
1. A transportation unit will be completed and the students will learn to solve problems dealing with automobile, bus, train, and airplane travel. Also they will learn how to figure freight and express and parcel post problems.
 2. They will learn to determine time considering the time zones.
 3. They will learn to read time tables.

- III
1. The class will complete a unit of figuring taxes, covering:
 - a. Different kinds of local taxes.
 - b. Different kinds of state taxes.
 - c. Different kinds of federal taxes.

- IV
1. The class will complete a unit on buying and selling which will cover the following:
 1. Purchasing and making invoices
 2. Purchase returns
 3. Freight on purchases
 4. Trade discount
 5. Budgeting purchases
 6. Sales register
 7. Sales returns and allowances
 8. Sales budget
 9. Sales discount

- V
1. A comprehensive test will be given on all material covered.

V TYPING II-B 4th Period

Note: I had the plans made for this class and Miss Mc Farling decided to follow them.

1. Each student in this class will learn how to cut stencils and will cut from one to three for the Statistical Department.
2. The class will review how to justify lines so material can be set up with both sides of the column even.
3. A booklet will be completed with a title page.
4. A radio script will be completed.
5. The students will learn how to set up footnotes and how to type manuscripts.

VI BUSINESS BACKGROUNDS-5th Period- *Bus. English*

Note: I had the plans made for this class and Miss Mc Farling has decided to follow them.

I In preparation for writing business letters, the following points will be covered:

1. Capitalization
2. Punctuation
3. Spelling of terms commonly used in business letters.
4. Choice of words
5. Styles of letters
6. Parts of a letter
7. How to set up an envelope address.
8. Styles of writing--such as the "you" attitude.

11 The following letters will be written and criticized:

1. Letter of inquiry
2. Order letter
3. Remittance letter
4. Hurry-up letter
5. Adjustment letter
6. Collection letter
7. Form letter
8. Introduction letter
9. Letter of recommendation
10. Sales letter
11. Application letter

CO-CURRICULAR ACTIVITIES

Plans for April 15--May 20

I BLUE CROSS

I plan to:

1. Collect payments due May 16 and send into Denver office.
2. Give out change of address cards.
3. Take in three new members into the group.

II CO-OP

1. To hold co-op election.
2. Start training new Board.
3. Give out patronage refunds for this semester.
4. Make withdrawals of memberships to seniors.
5. Get books, memberships data and store completely in order for new Board.
6. Arrange for medals to be presented on awards Day.

III HONOR SOCIETY

1. Select 10% of seniors and 5% of juniors.
2. Present new members at an assembly.
3. Have Charter framed.
4. To hold meeting for new members so they can order pins, etc.
5. Help Miss Good make plans for Honor Society initiation May 16.

IV SCHOOLS BOOKS

1. Check on items with G. Lewis.
2. Make all entries to date.

V STUDENT-TYPISTS

1. Get evaluation sheets to teachers.
2. Put evaluation data on report cards.
3. Determine which students should get awards.
4. Complete stencils for Statistical Department.

VI OFFICE PRACTICE GIRLS

1. Visit girls at their jobs
2. Talk to employers.
3. Interview girls and suggest ways to improve.

Florine H. Greenwood

March 17 to 31

Period 6 Shorthand I Gregg Shorthand Leslie

Work covered in the past two weeks; Reading and writing of lessons 50, 51, 52, 53, and 54 with daily dictation and transcription of letters from dictation twice a week.

Plans for the next two weeks: Reading and writing of lessons 54, 55, 56, and 57 with transcription of letters at least once each week. Special attention to drilling on special characters and phrases.

Period 7 Junior Business Training General Business Crabbe and Salsgiver

Work covered in the past two weeks: Unit VIII, Using our Communication Services, pages 441 to 480. The business vocabulary used in each part is studied and oral discussion of questions covering the part, as well as a written check of the material read are included in the days work.

Plans for the next two weeks: Pages 495 to 538, continuing Unit VIII, Using our Communication Services. This includes Part 6, Kinds of Telegrams; Part 7, Delivery of Telegrams; Part 8, First-Class Mail; Part 9, Business Letters; Part 10, Preparing Letters for the Mail.

The business vocabulary used in each part is studied, oral discussion of questions covering the part, as well as a written check of the material read are included in the work on each Unit. There are several problems with each part.

BI-MONTHLY REPORT
September 5th through 15th

I. Office Practice

A. TEXTS:

- | | |
|----------------------|--|
| 1. Bernice C. Turner | <u>The Private Secretary's Manual</u> |
| 2. Louis A. Leslie | <u>Gregg Sh'nd Functional Method Bk. 2</u> |
| 3. Lessenberry | <u>20th Century Typewriting</u> |

B. SUPPLEMENTARY:

- | | |
|----------------------|---------------------------------------|
| 1. John Robert Gregg | <u>Gregg Speed Building</u> |
| 2. Charles E. Zoubek | <u>Dictation at In-Between Speeds</u> |
| 3. Loso-Agnew | <u>Secretarial Office Practice</u> |
| 4. Edwin Riemer | <u>A Course in Transcription</u> |
| 5. Webster | <u>Students Dictionary</u> |

C. OBJECTIVES OF FIRST TWO WEEKS:

1. Acquaint the students with the semester's work in entirety; that is, what fields of study will be covered.
2. Endeavor to discover the true abilities of the students in regard to shorthand and typing speed and accuracy.
3. Develop their typing and shorthand speed and accuracy to the point where it was at the end of their last semester's work; then work from there.
4. Develop the ability to proofread own work
5. Increase spelling and working vocabulary in business
6. Teach the mechanics of typewriting

D. PRACTICAL-APPLICATION

1. During the first two weeks the first two chapters were discussed thoroughly; the third chapter was assigned in Turner. They dealt with the secretary and the employer, the secretary as a stenographer, and office mail.
2. In Leslie, the outlines on pages 313 through 343 were studied. This consisted of review of outlines and the learning of new ones. Dictation was given over the work signs and articles in this.
3. Dictation over various articles was given at speeds of 50, 60, 70, 80, and 90 words per minute. Some of these articles were transcribed, others were merely read back.
4. Outside reading was assigned over the pamphlet 21 Ways to Make Friends over the Telephone.
5. In typing drills over the keyboard were given daily; in addition, drills over special characters were performed.
6. 1 minute, 5 minute, and 10 minute time and accuracy tests were given throughout the two weeks.
7. Quite a great deal of work was done over tabulation and centering of material, including columns of figures, lists of articles, and letters with tabulations in them.
8. The typing II students received exactly the same work as mentioned in numbers 5,6,7, and 8

SEMI-MONTHLY REPORT
September 5th through the 15th

I. OFFICE PRACTICE

PLANS 18th thro 29th

- A. Cover the Chapter on THE OFFICE MAIL, Turner, very thoroughly. In addition to that, spend the rest of the time on filing. The latter will require much intensive training as it is often neglected in a business course, and students need to know the fundamentals for office work.
- B. Work on the shorthand principles in Leslie through page 369
- C. Give new vocabulary words of business taken from the book GREGG SPEED BUILDING Page 26 and 44
- D. Dictate articles from GREGG SPEED BUILDING, DICTATION AT IN-BETWEEN SPEEDS, AND A COURSE IN TRANSCRIPTION FOR READING AND TRANSCRIPTION.
- E. Teach carbon work in order that the students may have practice over handling it.
- F. Work on Hectograph duplicating and let the students put their knowledge to a practical use by doing the daily bulletin.
- G. Finish the tabulating material and start work on the strict block form of letter.
- H. Work on daily alphabetical sentence drills and on five and ten minute time and accuracy tests.

The above points, E, F, G, and H apply to the second year typing students as well as the Office Practice group.

SEMI-MONTHLY REPORT
September 5th through the 15th

II. SHORTHAND (PITMAN)

A. TEXTS:

1. Pitman Pub. Corporation NEW STANDARD COURSE IN
PITMAN SHORTHAND
2. Pitman Publishing Corp. PITMAN DICTIONARY

B. OBJECTIVES OF THE FIRST TWO WEEKS:

1. Introduce Pitman Shorthand to students
2. Explain the various types of shorthands
3. Give the students the material over the first 22 consonants sounded and the first four second place vowels
4. Dictate material at the speed of 20 w.p.m. over known material

C. PRACTICAL APPLICATION

1. The students were assigned so much written practice work over the consonants
2. The consonants were presented to them in orderly fashion and drilled in class
3. Vocabulary was put on the board and drilled upon daily
4. From the 4th day of instruction some dictation was given to them over known material
5. The students covered the first 8 pages in the first two weeks (without books). This entailed quite a great deal of theory and new material.

PLANS

September 18th --29th

A. SPECIFIC OBJECTIVES

1. To teach the next group of consonants called the r group
2. To teach the next vowel group; or first place vowels
3. To increase their shorthand vocabulary within their scope of knowledge
4. Increase their speed over known material to at least 30 words per minute.
5. The pages covered will depend entirely upon their ability to grasp the theory. This is a subject which depends a great deal upon the mastering of the theory as the work progresses during the first few weeks. However, it is to be hoped that the students will be able to cover the material through page 17.

MID-MONTHLY REPORT
October 2nd through the 27th

I. OFFICE PRACTICE

A. Objectives of first two weeks of period, and applicatinn

1. Using Turner, Chapter IV, Filing, acquaint the students with various filing procedures
2. In order that they might more thoroughly and systematically study the rules of indexing used for filing, we used the supplementary text, General Business by Crabbe and Salsgiver, pages 383 through 387
3. The Shorthand skill was developed through using drills in Functional Method, by Leslie, for daily practice work, and reading.
4. Transcription work was given very frequently in order to develop the ability to accurately take and read notes at 70 w.p.m., typed at 30 w.p.m..
5. Filing kits were used for actual practice in indexing and filing various types of jobs
6. Hectograph and carbon work was again emphasized, and worked on by various individual students as the jobs were given to us. All students have had at least one chance to type and run off hectograph work.

B. Typing for Office Practice and Typing II students

1. The Block type of letter was studied
2. In order to prepare the student for various types of letter, stenciling, carbon work, and hectograph, assignments for typing of this material ~~were~~ made over this material.
3. Accuracy drills were emphasized and given
4. Office Practice students transcribed their work in many of the typing periods.
5. Accuracy and Time drills, or tests, were given daily--both 5 minute and 10 minute.
6. In order to keep track of their progress, students have been keeping a graph of their speed and errors
7. All students have participated in hectograph typing and running off of copies

MID-MONTHLY REPORT
October 2nd through the 27th

- I. Office Practice Plans for the weeks 16th through 27th
- A. FINISH FILING project, Chapter IV Turner, and pages 573 through 605 General Business
 - B. Finish Filing Project work on filing kits
 - C. Work on shorthand speed, giving 80 w.p.m. minute takes, endeavoring to increase speed from 70 w.p.m. to 80 w.p.m.
 - D. Work on increasing of business vocabulary, using Gregg Speed Bldg., and looking up new words with which we come in contact
 - E. Start on Chapter V in Turner, The Private Secretary's Manual
 - F. Study Record Keeping for Clubs and Business, General Business pages 608 through 625
 - G. TYPING WORK:
 - 1. Continue the teaching of Hectograph Typing and handling of carbons
 - 2. Work on exercises which develop accuracy in typing
 - 3. Drill over numbers and special signs on the typing keyboard
 - 4. Work on alphabetic paragraphs with aim of increasing accuracy on keyboard, and overcoming certain letter difficulties
 - 5. Continue the use of daily typing under pressure for five or ten minutes; also 1 minute drills
 - 6. Work on all parts of the letter and start more intensive typing practice on the forms

MID-MONTHLY REPORT
October 2nd through the 27th

II. SHORTHAND (PITMAN)

A. Objectives of the first two weeks and application of same:

1. The students reviewed all the work from the beginning of the shorthand theory
2. Special emphasis was placed on short forms, as these, of necessity, must be memorized
3. Shorthand speed was increased to 30 words per minute over known material. After practice, the students actually wrote for one and two minutes at 60 w.p.m. known material
4. The students worked through the r consonant group, finishing four new diphthongs, joined diphthongs, and triphones at the end of the 13th
5. Much reading over shorthand material was done. Most of the reading was done as a group, as the individual reading at the beginning often tends to make many individuals lose their "place in the sun."
6. Students were given approximately four pages of shorthand material to do each night--that is, 4 shorthand notebook pages to write on both sides.

B. Plans for the next two weeks:

1. Begin teaching of the consonant H and various ways of using it.
2. Read quite extensively, reviewing and taking new material
3. Cover the S circle and accompanying rules, working through page 43 in the Pitman Book
4. Endeavor to dictate more frequently at 30 w.p.m., and increase the speed of the students to 40 w/p/m, over known material. Also frequently give the known material at faster speeds for those capable of taking it

CO-OP REPORT
October the 16

I. SUMMER WORK ENUMERATED:

- A. This summer all past debts were paid
- B. The order for the Fall Readers' Digests was made up and sent in
- C. The last years' books were read over and filed away
- D. A meeting was called to ascertain the exact duties of each of the board members and a copy of those duties was given to the various members of the board
- E. The inventory was taken three times and new cards were made out to take care of this record, as the old ones were found to be obsolete and to contain information on the inventory taken a year ago. The system of keeping the cards was re-organized and put into effect
- F. The filing system was cleaned up and re organized, as the old one was of no use as it contained no information (other than that of history and duties and By-Laws) that would be pertinent to this year's activities.
- G. A new accounting book was purchased and set up shortly before the Fall School term opened
- H. A new system of keeping an accurate account of bills was instigated so that the constant worry over Petty Cash was eliminated. Bills are now paid by check; only the clerks are paid out of the Petty Cash Fund.
- I. The Co-Op was painted by the board members and sponsor and the shelves were re-arranged to make the store more attractive
- J. The Junior High inventory was moved to the Senior High Co-Op and recorded on the inventory list
- K. The Junior High members were put on the membership list of the Senior-High Co-Op
- L. As the membership was not completely up to date, this was left until Fall when we could recheck personally the members of the Co-Op and add or subtract from the total membership fund

MID-MONTHLY REPORT
November 1st through 30th

I. OFFICE PRACTICE

A. Objectives and application for first two weeks of period

1. Using the practice filing kits, the work on indexing and filing was completed. These sets helped the student learn the various filing procedures and how to use them.
2. General Business by Crabbe and Salsgiver was used in a study of "Record Keeping", pages 608 through 623. Several of the projects at the end of the chapter were worked out by the students.
3. In addition, using the above text, the work unit on "Sources of Useful Information" was covered, in order that the students might know where to go to locate various materials needed in both the business field and others.
4. After studying the above, Turner's "The Private Secretary's Manual" pages 578 through 594 on the "Minutes and Reports of Meetings" was covered, in order that the students might have a good knowledge of the procedures in a correct meeting, and what their duties as secretary in ~~such~~ an organization would be.
5. Shorthand was emphasized throughout this period, as always. The transcription work was given a minimum of three times a week (time barring more) at the speed of 80 w.p.m., and transcribed in $17\frac{1}{2}$ minutes. Much drill work over correct forms was given; this served to increase their working knowledge of shorthand so that the speed could follow. Much drill is required in a subject of this sort.
6. The students have been trained from the beginning of school to take over the class any time. They have learned how to dictate letters that are marked off, know how many syllables constitutes a 80, 90, 100, 110, and 120 w.p.m. take. Almost every student has a chance to conduct the class.

B. TYPING for Office Practice and Typing II students

1. Hectograph carbon work was again emphasized. The students, however, received a great deal of experience running the printed hectograph copies off, but not quite as much in proportion in typing them. However, many have developed this skill now to a good degree.
2. Various typing problems were given the students. Much work was done on corrective drills.
3. Daily 5 and 6 minutes time and accuracy tests were given. These help the students see how their typing practice is enabling them to type with a higher degree of accuracy and speed.
4. The students have, as last time, been keeping a graph recording their time scores and errors.
5. Subject material was typed over stencilling, erasing, International Constest Typing Rules, and other material which the students study for their secretarial tools.
6. *Helped type face sheets for report cards*

MID-MONTHLY REPORT
November 1st through 30th

I. OFFICE PRACTICE (Cont.)

C. Plans for the weeks 15th through 30th

1. Finish work and discussion of Records and Reports, also Content and Form of Letters.
2. Work constantly on shorthand speed at 80 w.p.m., giving some dictation at 90 w.p.m. so the student will become accustomed to taking at faster dictation speeds.
3. Continuously work on increasing a working business vocabulary, using Gregg Speed Bldg. and the dictionary for material.
4. Work on spelling rules and application, using Turner, Private Secretary's Manual and other supplementary material. Stress importance of correct spelling.
5. Review all material covered thus far in the Manual and General Business Book.

D. Typing Plans

1. Work on review material, corrective drills, and special characters not on the keyboard.
2. Work on alphabetic paragraphs--time for accuracy.
3. Continue the accuracy and time tests, increasing time to 6 and 7 minutes--gradually working toward 10 minute tests.
4. Teach stencilling to all students; setting up the dummy copy, typing, and mimeographing.
5. Give many short business letters for typing with carbons for actual mailing.
6. Continue Hectograph typing when necessary.

MID-MONTHLY REPORT
November 1st through 30th

II. PITMAN SHORTHAND

- A. Material covered during the first two weeks of period
1. Constant reviewal and application of shorthand principles from the beginning of the book was done
 2. Continued learning of new short forms and reviewal of previously learned one was carried out.
 3. Shorthand speed was kept at 30 and 40 w.p.m. over known material. The students have been taking material faster for practice, but can actually take known material at 60 and 70 w.p.m..
 4. Reading of the notes in the book and the students notes was emphasized daily
 5. Students were given approximately 4 pages of shorthand work a night for homework. Part of this consisted of practicing writing the correct characters and parts of it was transcription of shorthand notes in the book.
 6. The students worked through page 48 in the Pitman Shorthand Text.
- B. Plans for the next two weeks
1. Continue work on the St and Ster loop and take up the principle of halving, working through page 70 and the abbreviated w.
 2. Continue dictation at 30, 40 and 50 w.p.m. in order to accustom the students to taking dicataion and reading it back in order to develop the ability to take dictation and transcribe it.

MONTHLY REPORT

December 4th through January 5th

I. OFFICE PRACTICE

A. Objectives and their application for the first two weeks period

1. Business English by J. Walter Ross was used for extensive work on Grammar and sentence composition. The students first studied the classification; formation of plurals; and usage of the possessive forms of Nouns. Chapter I formed a background for the study.
2. Again using the above mentioned text, the students worked on Capitalization, Punctuation, and Syllabication; Chapter IX being the chapter used.
3. After having covered these preliminaries, Chapter XVIII entitled "Letters of Application" was studied. Each student wrote two types of letters of application. These were corrected and discussed. Letters will again be written on this subject before the end of the semester. It is particularly important that graduates know how to write a correct letter of application.
4. Shorthand dictation and transcription was constantly emphasized. Letters taken at the rate of 80 and 90 words per minute were transcribed on the typewriter and timed. Dictation, however, was given at the rates of 100 and 110 also, in order that the superior students especially might benefit from the exercise by pushing themselves to the limit of their speed.
5. Drill work over outlines was continuously emphasized. Homework was given over special outlines.
6. During this entire period, a great deal of work was done on the mimeograph, hectograph, mimeoscope, and adding machine.
7. The students have been continuing the practice of taking over the class--sometimes for an entire period; sometimes for only part of a period. This depended upon the material to be covered for the day. This training enables them to carry on whether or not there is a teacher in the room, and serves to make them responsible for their own conduct and that of others.

B. TYPING for Office Practice and Typing II Students

1. A great deal of time was devoted to the teaching of stencil work and mimeographing. In addition, the use of the mimeoscope was taught.
2. Carbons, erasing, special characters, and numbers were drilled on. Syllabication is constantly emphasized.
3. Various forms of letters were practiced during this period.

MONTHLY REPORT

December 4th through January 5th

I. OFFICE PRACTICE (Cont.)

- B.
4. The daily accuracy tests were increased to a limit of 10 minutes. Accuracy is stressed as the important objective to secure fast typing
 5. All students have been keeping a graph for recording speed and accuracy scores on the time tests
 6. 5 minute typing tests over letters have been given to help the student develop the faculty of typing letters quickly and accurately
 7. A movie over typing techniques was shown in order to help students develop their skill by practicing the helpful ideas presented. Drill has been given over some of these suggestions.

II. OFFICE PRACTICE PLANS

- A. Plans for the weeks of December 18th through January 5th
1. Complete work on letters of application
 2. Work on shorthand speed transcription. Dictate at 80, 90, and 110 words per minute. Transcribe at 35 w.p.m. over material dictated at 80 and 90 words per minute.
 3. Review principles of shorthand, using Functional Method by Leslie.
 4. Strive to increase the shorthand vocabulary by using Gregg Speed Bldg., Gregg News Letter, and the dictionary.
 5. Work on Chapter 19 in Turner. This concerns Capitalization, Abbreviation, and Number Problems. Use supplementary material from the Business English book by Ross.
 6. Continue work on adding machine and mimeoscope.
- B. TYPING plans for the above weeks
1. Work on 4 and 5 minute timed writings of letters
 2. Work on the quick and accurate typing of brackets, carets, exclamation marks, quotation marks, and numbers.
 3. Drill over typing of index cards, reference cards, and labels.
 4. Continue time and accuracy tests, gradually increasing the time in order to train students to type for long periods without a rest.
 5. Work further on mimeographing and stencilling
 6. Stress correct division of words at the end of lines. Give additional exercises over this material.
 7. Continue the practice of keeping a record graph in order that the students might see the relationship between errors and speed.

MONTHLY REPORT

December 4th through January 5th

III. PITMAN SHORTHAND

- A. Material covered during the first two weeks' period
1. During these weeks a constant reviewal of all shorthand principles was accomplished
 2. There has been special emphasis on short forms used, with special drills over this material
 3. Dictation has been continued at 40 and 50 w.p.m. over known material. Quite often after drill over special words in certain material, dictation was given at increased speeds until 80 words per minute was reached.
 4. Individual and group reading has been carried on daily.
 5. Students worked through page 82, with review over certain principles continuously
 6. The students have been taught to assume responsibility of the class, and carry on correct business procedures
 7. Grammar points have been pointed out when students participate in reading. This is to make them conscious of their responsibility in this important duty
- B. Plans for the next two weeks
1. Continue working on short forms, always reviewing these because of the importance in the development of speed and accuracy in taking and transcribing notes.
 2. Work through page 94 on the "n" hook.
 3. Give constant dictation; also, transcription when time and facilities permit.
 4. Teach students to assume more responsibility in the classroom through dictation of word outlines and letters.
 5. Emphasize reading as before--both ~~ext~~ of the notes in the book and own notes.

REPORT OF CLASS WORK

January 5 through March 3, 1945

I. OFFICE PRACTICE

A. Objectives and Application in Office Practice

1. Review work was given over the entire work of the semester. Much transcription was also given during the period through the 20th, prior to graduation of many of the class members
2. Business English by J. Walter Ross was used for work on business grammar. The chapters on Punctuation, Noun, Adjectives, and Verbs formed a background for study. The application of this study was made in business letters and all transcription work.
3. Transcription is given regularly on Tuesday and Thursday of each week. Letters are dictated at 80, 90, and 100 words per minute, and transcribed back at the rate of 30 words per minute. These letters are, of course, set up correctly as to form and content.
4. A unit on Vocations for women was covered. Emphasis was placed on opportunities in the field of business. Supplementary material from the library was secured for this study.
5. Each student is compiling a vocabulary notebook, containing sections for prefixes, suffixes, common foreign terms, and a general and business term section.
6. New shorthand vocabulary is assigned every day. Vocabulary is secured from the following sources: "Gregg Speed Bldg.," Shorthand Phrase Book, and Gregg Dictionary."
7. The students are trained to take dictation from other students--each student being taught how to do this work of dictating. Students dictate on Tuesdays and Thursdays prior to transcription dictation, in order that this time may be given to the beginning shorthand students in the class.
8. Friday is used for work on vocabulary or business reading from approved books.

B. Typing and Office Practice

1. Tuesdays and Thursdays are spent mainly in transcription for the office practice people.
2. A great deal of time is being spent on drill work over numbers, special characters, and the correction of frequently occurring errors.
3. Daily speed and accuracy tests of 6 to 10 minutes are given. Each student keeps a chart of her progress, using a bar graph for this purpose. A large graph illustrating the comparative scores of the pupils is displayed on the bulletin board. As a student increases her ability, this is noted on this graph.
4. Syllabication of words and word division has been covered.
5. Different types of letters are studied and practiced.
6. Envelope work covering the type of letter studied is done

TEACHING OUTLING
Business Department

II. Pitman Shorthand

Objectives and accomplishments

1. January 8th through the 20th consisted of review work over all work thus studied through page 100. This covered an entire survey of brief forms
2. Every Monday and Wednesday at 8.00 a.m. the students report for transcription. One day transcription of dictated material is typed; the other day, that of printed plates from the book.
3. Dictation is given daily over known material. The dictation is often increased to 80 and 90 w.p.m.. Material for dictation is given at 60 w.p.m..
4. Pages 100 through 141 have been covered since the beginning of the semester. Oral Reading is emphasized.
5. The students have been taught correct letter writing, form, and content. The correct division of words has been emphasized.

III. Gregg Shorthand

1. These students are in the class with the Office Practice people.
2. Daily practice work is done in class over vocabulary.
3. The students have been using the "Gregg Anniversary Edition Manual" and the 2nd book of "Functional Method" by Leslie.
4. Starting with Chapter 9, they completed the Manual and began work on the first part of Leslie.
5. Group and individual reading has been done daily.
6. Transcription at 60 words per minute is given every Tuesday and Thursday. Prior to the actual "take", dictation practice at 60, 70, 80, and 90 w.p.m. is given over known material for practice.

March 5 through April 27

I. OFFICE PRACTICE

A. Objectives and Application of Office Practice

1. Business English by J. Walter Ross was used for work on business grammar. Chapters on Verbs and Punctuation
22. Transcription was given regularly every Tuesday and Thursday at the rates of 90 and 100 w.p.m.. This material was dictated from Dictation at In Between Speeds, Gregg News Letter, and miscellaneous sources. Correct letter form, spelling, and content are emphasized constantly.
3. Words were added to the vocabulary notebooks which were explained in detail in my previous report. Business terms, common foreign terms, and words frequently misspelled were particularly studied this time.
4. New shorthand vocabulary is assigned daily. This consists of phrases and related words.
5. Students are trained to take responsibility in class, and assume control when alone.
6. Friday is used for individual work on business problems, mimeograph work, adding machine work, business reading, and vocabulary building.
7. Applied Business Arithmetic by Curry-Rice is being used for study in business arithmetic procedures. Percentage, Interest Computation, and other related arithmetical processes were studied. The students voted to study Chapters I, II, IV, V, and X, since the time which could be devoted to this study was limited. We have covered I, II, and IV, and are working on Chapter V.
8. Duplication work was continued, with more emphasis on stencilling and mimeograph work.

B. Typing and Office Practice

1. Tuesdays and Thursdays are spent in transcribing dictated notes--that is, the Office Practice and Shorthand students do this.
2. Alphabetic sentence drills are practiced daily, with an eye toward correcting errors which arise.
3. Speed and accuracy tests are given at least 4 times a week. These are taken from articles in the typing book, and vary from 5 to 12 minutes in length. Each student keeps an individual graph showing her progress, and the relationship of speed and errors.
4. Various types of letters are constantly reviewed.
5. Manuscript work was covered.
6. The typing of many carbon copies was reviewed
7. Stencilling and Hectographing was continued

REPORT OF CLASS WORK

March 5 through April 27

II. PITMAN SHORTHAND

Objectives and accomplishments

1. Every Monday and Wednesday the students report at 8:00 o'clock for transcription. On Monday the students transcribe notes taken out of class, from another class, conversation, news report, sermon, etc.,. On Wednesday the transcription is from material dictated at the rates of 60 or 70 words per minute.
2. Dictation practice is given daily over known and unknown material. The speed varies from 50 to 90 w.p.m., depending upon the difficulty of the material and whether or not it is new.
3. Daily phrase work is given. Phrases are put on the board for practice in class and at home. This helps develop the speed by constant usage of phrasing which lessens the number of times the pen is lifted from the page.
4. Oral reading of own and others notes is covered daily.
5. The students are taught correct letter form, spelling, and syllabication of words.
6. A review of the beginning manual is being conducted.

III. GREGG SHORTEAND

Objectives and accomplishments

1. Every Tuesday and Thursday the students have transcription dictation at the rates of 60, 70, and 80 words per minute.
2. These students are in the same class with the Office Practice people, which makes it a trifle difficult to give them all the necessary attention, so they have developed the habit of studying together a great deal of the time. The Office Practice students quite often help in giving dictation practice and assisting in the reading.
3. A review of the first Manual is being conducted daily.
4. Individual and group reading is conducted
5. The students are approximately through the half way mark in the Leslie Functional Method Bk. II.
6. Correct letter form, spelling, and syllabication of words is constantly emphasized.
7. Since these students have transcription in the 6th hour class with the Office Practice students, their assignments in typing are practically the same as the Office Practice group's.

REPORT OF CLASS WORK
April 30 through June 6th

LA. 22

I. OFFICE PRACTICE

A. Objectives and Application of work in Office Practice

1. Applied Business Arithmetic by Curry Rice was used for work on Business Math. The students elected to work on Chapters 1, 2, 4, 5, and 10. Chapters 5 and 10 were completed, and extra work was done over percentages and problems taken out of business magazines.
2. Transcription was given regularly as mentioned in the previous report. The same references for dictation were used. Efforts were made for the increasing of dictation takes and transcription.
3. Work was done over words, in spelling and meaning. An exam was given over knowledge of business terms and words frequently misspelled.
4. New shorthand vocabulary over phrases and terms contained in the Gregg Writer. A review over the beginning Manual has been completed.
5. A field trip to offices where students learned how the telephone switchboard was operated, the teletype operation, and the use of dictaphone, was conducted the latter part of May.
6. Duplication work was continued with emphasis on stencilling and mimeographing.
7. A review over Civil Service work was given the last two weeks of school

B. Typing and Office Practice

1. Tuesdays and Thursdays are spent by the Office Practice students in transcribing notes taken at progressive speeds of 80 through 110 words per minute. Emphasis is placed on a well placed, readable letter.
2. Alphabetic sentences and drill paragraphs are practiced daily.
3. Speed and accuracy tests are given almost daily. A chart of speed and errors is kept by each student.
4. Letters, carbons and envelopes were continued.
5. Work on legal documents, such as typing of wills, deed, etc., was taken up
6. A great deal of work on stencilling and mimeographing was done.

REPORT OF CLASS WORK
April 30 through June 6th

II. PITMAN SHORTHAND

Plan of work completed

1. Transcription was continued twice a week, as mentioned in the previous report. Once a week students transcribed from notes dictated in class, and once a week from notes taken out of class. The dictation rate varied from 60 wpm to 100 wpm--with transcription of the 60 through 80 wpm.
2. Dictation practice was given daily over graded dictation at accelerated speeds.
3. Daily phrase work was given throughout the period. Practice work was assigned over this material. Two exams were given over this work.
4. Review work was done over the first manual
5. Oral reading is stressed daily--both of own notes and those of others.
6. Extra material over the duties of office workers, surveys conducted, etc., was given to the students. Accuracy is stressed in transcription of notes and doing office work.

III. GREGG SHORTHAND

Plan of work completed

1. Each Tuesday and Thursday transcription dictation was given. The speeds vary from 60 through 90 words per minute. This small group was exceptionally good so it was possible to give them higher dictation takes than would be possible with a more heterogeneous group.
2. A review of the first Manual was completed
3. Daily oral work was done, with the help of various Office Practice students in the same class.
4. The students went through page 520 of the Leslie FUNCTIONAL METHOD BK. II text.
5. Correct letter form, syllabication, English usage, and punctuation was stressed.
6. As these students were in the class with the Office Practice group, they obtained a great deal of extraneous material through hectograph work, mimeograph work, adding machine practice, and other materials they they might have otherwise missed in a regular shorthand class.

Sept. 5 to 18

AMACHE SECONDARY SCHOOLS

----Bertha M. Mc Farling

Bookkeeping I and II---1st Period

COURSE OBJECTIVES

This course is taught with the following objectives in mind:

1. To provide basic training in the fundamental principles of business methods, budgets, bookkeeping, and interpretation of records which will be useful to the student in carrying out his own personal affairs.
2. To teach those basic principles that will enable the student to serve the community as treasurer, as an alderman, a trustee, a supervisor, or a legislator.
3. To provide the student with those principles and methods which will enable him to use it as a vocation.

PLAN OF INSTRUCTION

1. Explanations and demonstrations will be used from time to time to enable the student to understand the basic principles and methods used in business.
2. Students will be required to work out exercises that will involve principles in good bookkeeping.
3. The student will have an opportunity to make out many kinds of incoming and outgoing business papers.
4. The student will be required to study, analyze and work out good models of various financial reports.
5. A general knowledge of business problems including taxes, stocks, bonds, insurance etc., will be given in connection with class work.
6. Some special work will be given on income tax reports.
7. The student will be required to work out several complete sets of books.
8. Workbooks will be used to some extent, yet the plan of instruction does not depend entirely on workbooks.
9. The use of various office equipment and machines will be used and studied.
10. Some work in writing business letters and filing business papers will be included in the instruction.

Bookkeeping I and II--1st two weeks--Sept. 5 to 18---page 2

UNITS AND WORK COVERED

1. The objectives that we have in mind in studying bookkeeping were discussed with the class.
2. Chapter I on "Bookkeeping Records and Terms were discussed and the class was given an opportunity to work out questions on the subject.
3. Chapter II, "The Effects of Transactions on Records" was the third topic for discussion. Besides this discussion the class worked on the questions at the close of the chapter.
4. Explanations and demonstrations of the best methods of journalizing which included various journals was taken up in the class. Some work was also given on how to use the general journal. (This will be continued in the 3rd and 4th weeks.)

UNITS AND WORK TO BE COVERED 3rd and 4th WEEKS

1. The principle topic will be analyzing transactions and how to record them in the journal.
2. Many practice exercises will be given students which will include the principles of journalizing as explained on pages 19 to 34 of the text.
3. Chapters IV and V on Posting which includes pages 35 to 60, will be studied at this time.

ADVANCED BOOKKEEPING

UNITS AND WORK COVERED

1. The objectives we have in mind in studying advanced bookkeeping.
2. Discussed Chapters I and II on the Columnar Purchase and Sales Journals.
3. Exercises and questions in both chapters have been worked out by the pupils.
4. The class has also been combined with the elementary class for several days in order to get the review.

WORK TO BE COVERED THE 3rd AND 4th WEEKS.

1. Chapter II, Columnar Cash Journals 29--45
2. Chapter IV, Columnar General Journals 45--62
3. Chapter V, Controlling Accounts 63--76.

COURSE OBJECTIVES

This course in typewriting is being taught with the following objectives in mind:

1. To provide the necessary basic training which will enable the student to type his own business letters and papers.
2. To provide the necessary training which will enable the student to do any clerical work in an office that involves typing or any phases of typing work.
3. To provide basic training for those students who might become office executives.

PLAN OF INSTRUCTION

1. To improve the typing power, particular attention will be given to the following points by means of drills.
 - a. The elimination of faulty movements.
 - b. Continuous and smooth typing.
 - c. Correct rhythm in order to obtain an even stroke
 - d. To develop neatness
 - e. To develop speed and accuracy
2. Each new project and problem will be thoroughly explained and demonstrated after which drills will be given to the class.
3. Unison drills will be used especially in the beginning to stimulate the slow pupil, and to help all pupils get the correct technique in typing.
4. Each student will be given the opportunity to use his own initiative in working out typing problems.
5. Each student will be given an opportunity to do some practical office work.
6. Thursday and Friday are designated as checking days. A short personal conference will be held with each student concerning his problems and all of his papers for the week will be checked and discussed with him.
7. Each child in the class will be provided with a file where they may keep all the work that he hands in.
8. All daily work will be kept so that every child in the department will have a part in the school exhibition next spring.

Typewriting I----2, 3, 4, and 5th Periods.....1st and 2nd weeks, page 2

UNITS AND SKILLS TAUGHT IN THE FIRST TWO WEEKS

1. Some knowledge of the different makes of standard typewriters.
2. The correct method of placing paper in the machine and removing it.
3. The correct method of returning the carriage.
4. Some knowledge and use of the first three rows of the typewriter. This was accomplished by using unison drills.
5. Much attention has been given to the correct rhythm and even stroke.
6. Exercises and words involving the first three rows of the typewriter have been given.
7. A knowledge and use of the floating shift was given by means of unison drills after which each student was given an opportunity to practice on writing his own name.

UNITS AND SKILLS WHICH WILL BE COVERED THE 3RD AND 4TH WEEKS

1. Drills on sentence writing
2. The correct spacing after all punctuation marks
3. Adjusting paper guide, marginal stop, line spacer.
4. Principles to keep in mind when writing the paragraph. Drills will be given.
5. A review of the keyboard will be a part of all lessons for several months.
6. Some work in speed will be started during these two weeks.

Sept. 5 to 18

AMACHE SECONDARY SCHOOLS -----Bertha M. Mc Farling

Shorthand I.....6th Period.....1st and 2nd weeks

COURSE OBJECTIVES

1. To provide the training which will enable the student to take down notes and lectures for personal use.
2. To provide the training which will enable the student to obtain a position in any office which involves stenographic work.
3. To provide the training for those students who might become office executives.

PLAN OF INSTRUCTION

I plan to use two texts, "The Manual" by Robert Gregg and the "Functional Method Book" by Leslie.

I plan to place the emphasis upon reading and writing of shorthand and minimize the rule learning, although theory will be given from time to time.

The students will be given the opportunity of taking down letters, short speeches, and notes from radios, lecturers, and ministers.

A great deal of sight reading and dictation and transcription will form a part of the work from time to time.

UNITS OF WORK COVERED.....1st and 2nd weeks.

1. The aims of the course were discussed the first day, and course outlined.
2. Chapter I on Circular Vowels and Forward Characters was studied in The Gregg Manual.
3. Chapter I on Circular Vowels and Forward Character was studied in the Functional Method Book by Leslie. Since this books gives a great deal of reading, it has not been necessary to give outside reading.
4. Much attention has been given to word signs since 75 to 80% of all the words we use in letters consist of word signs.
5. Some practice on writing has been started, but thus far more emphasis has been placed on reading.

Typewriting I.....2nd, 3rd, 4th, and 5th Periods

TEACHING PROCEDURE DURING 3rd, 4th, 5th, and 6th Weeks ...

Each lesson has been organized with the purpose of helping the student to make measurable improvement in his typing skill from time to time. New elements are introduced one at a time in order to give the learner an opportunity to master each element thoroughly and give him greater confidence in himself and more interest in his work. Much repetition has been necessary during these few weeks in order to develop good practice procedure and the correct technique.

Accuracy has not been stressed at the beginning as it causes the learner to develop incorrect habits. Emphasis has been placed on proper position, eyes on copy, rhythmic writing, concentration, correct method of inserting and removing the paper, returning the carriage, correct fingering of the keyboard, and on making a rapid stroke. All errors in copies will be corrected after the student gains better control of his machine.

WORK COVERED DURING THE 3rd, 4th, 5th, and 6th weeks.

1. Review of the keyboard
2. Correct spacing after punctuation marks
3. Adjusting the paper guide, marginal stops, and line spacer.
4. How to set the marginal stops in order to get an even margins
5. Sentence writing
6. Principles and rules for writing the paragraph.
7. Correct spacing after punctuation marks and the paragraph.
8. How to write Roman numerals.
9. Practice on the Arabic numbers
10. Drill on longer and harder words also formed a part of the drill work.
11. Some work was given on speed and how to count speed by the international rules.
12. Horizontal Centering---This involved letter heads, subjects of themes, etc.

WORK TO BE COVERED DURING THE 7th, 8th, and 9th weeks.

1. Continue drills involving the keyboard and Roman numerals
2. Review spacing after punctuation
3. Review the work on the paragraph and give longer paragraphs.
4. Review horizontal centering.
5. Review the sentence.
6. Take up vertical centering---which will involve placing material on a sheet of paper properly. Some drill will be given.
7. How to underline words properly.
8. How to make exclamation points, dash, apostrophe, quotation marks etc.
9. The correct principles; in writing numbers in ordinary matter.
10. A test will be given on the typewriter.

10/15/44

BOOKKEEPING I and II

Bertha M. Mc Farling

Report for 3rd, 4th, 5th, & 6th weeks

TEACHING PROCEDURE

1. Each chapter in the text has been explained and questions and exercises involving the principles of the chapter have been worked out by the students.
2. Much time has been spent in discussing the knowledge and responsibilities required in beginning and operating a business. In discussing these questions, the following factors have been brought out.
 - a. The value of a good personality in operating a business.
 - b. The value of a good knowledge of mathematics, English, reading etc.
 - c. The value of cooperation in business.
"His progress in business and in life will depend largely upon the extent to which he can associate and work harmoniously with others."
 - d. The value of advertising in business.
 - e. The value of being able to interpret records.
 - f. The value in keeping a neat, clean, and orderly business.
 - g. The reasons for making out a balance sheet and profit and loss statements.
 - hh. The effect that location will hold in operating a business.
 - i. The effect of transactions on assets, liabilities, and the proprietorship.

WORK COVERED DURING 3rd, 4th, 5th, and 6th weeks in Bookkeeping I.

1. The interpretation of the Bookkeeping Cycle
2. Chapter III--"Analyzing Transactions through Journalizing."
3. Chapter IV---"Sorting and Summarizing Transactions through Posting."
4. Chapter V-----"Proving the Accuracy of Posting."
5. Chapter VI---"Interpreting the Records with Analysis Paper and Financial Reports."

WORK TO BE COVERED 7th, 8th and 9th weeks.

1. Chapter VII---"Closing the Ledger."
2. Chapter VIII--"The Use of Banking Services
3. Chapters IX and X on "Personal and Social Bookkeeping;"
4. Review and tests.

Bookkeeping page 2.

WORK COVERED BY Bookkeeping II during the 3rd, 4th, 5th, and 6th weeks.

1. Chapter III---"Columnar Cash Journals."
2. Chapter IV----"Columnar General Journals."
3. Chapter V-----"Controlling Accounts."
4. Chapter VI----"Preventing, Finding, and Correcting Errors."
5. The purpose of using Columnar Journals.

Work to be covered during the 7th, 8th, and 9th weeks

1. "Formation of Partnerships"---Chapter VII
2. "Division of Partnership Profits and Losses."---Chapter VIII
3. If possible "Reorganization and Liquidation of Partnerships."---Chapter IX

10/15/44

TEACHING PROCEDURE DURING THE 3rd, 4th, 5th, and 6th weeks.

1. The work in each chapter contained in the texts have been thoroughly explained to the class by blackboard demonstrations.
2. The class has been required to write the words contained in the Anniversary Manual. This has formed a major part of the work.
3. A great deal of sight reading has been carried on in class. This work involves reading matter which has not been previously studied.
4. Brief form **memorywork** has been stressed since 75 to 80 per cent of all the material is made up of brief forms.
5. In teaching shorthand I have not lost sight of the fact that reading should play a major part therefore I have used the Functional Book in connection with the Anniversary Manual and about one-half of the time has been given over to reading.
6. Work in dictation and transcription has been given from the beginning.

WORK COVERED DURING THE 3rd, 4th, 5th, and 6th weeks

1. Chapter II---"Downward Characters." (Anniversary Manual)
2. Chapter III--"The O Hook" (Anniversary Manual)
3. Chapter IV---"The OO Hook."..... (Anniversary Manual)
4. Chapter II---.....(Functional Method)
5. Chapter III.....(Functional Method)
6. Chapter IV(Functional Method)

WORK TO BE COVERED DURING THE 7th, 8th, and 9th weeks.

1. Complete Chapter IV.....(Anniversary Manual)
2. Complete Chapter IV.....(Functional Method)
3. Chapter V.....(Anniversary Manual)
4. Chapter V.....(Functional Method)
5. Review of all work from the beginning
6. A series of tests will be given over all of the work.

Typewriting I10th and 11th weeks

November 8....to November 18.....Bertha M. Mc Farling

INTRODUCTION TO THE SECOND QUARTER'S WORK

In the first quarter the stress was placed on the proper typing technique, while in the second quarter the emphasis will be placed upon speed, accuracy, correct spacing, correct placement of material on the page, the use of the most important parts of the machine, direct dictation, syllabication drills, punctuation drills, spelling drills, a better coordination of mind and hand, the proper use of visualization, holding the student responsible for his own mistakes, and to create a desire on the part of the student to know the best ways of developing typing power.

TEACHING PROCEDURE for 10th and 11th weeks.

1. To help the students to gain a more rapid stroke, speed drills of 1, 2, and 3 minutes were given. These drills consisted of short and easy paragraphs. Attention was centered entirely on the time it took the student to write the paragraph and not on accuracy.
2. In order to develop accuracy students were required to write short paragraphs through without an error. If the student made an error, he was required to rewrite the paragraph until he was able to write the paragraph correctly.
3. Explanations were given on spacing and placement of material on the page after which each student was required to hand in one page of typing drills which was written according to instructions.

WORK COVERED DURING THE 10th and 11th weeks.

1. Copying paragraphs with the typing technique in mind.
2. Speed work on short, and easy paragraphs.
3. Accuracy work on short and easy paragraphs.
4. The principles and drills on writing symbols
5. Some principles and drills on writing numerals.
6. Some work on correct placement of material on the page.
7. The principles and drills on underlining words.
8. Review on spacing after punctuation marks.

WORK TO BE COVERED DURING THE 12th, 13, 14, 15, and 16th weeks.

1. Principles and drills on tabulations
2. Review of horizontal centering
3. The principles involved in making the margins even.
4. Speed drills
5. Accuracy drills
6. Vertical centering as applied to copies.
7. Book assignments
8. Copying paragraphs with the typing technique in mind.
9. Review work of both quarters.

BOOKKEEPING I....10th and 11th weeks

November 8.....to November 18.....Bertha M. Mc Farling

INTRODUCTION TO THE SECOND QUARTER'S WORK

During the first quarter the emphasis was placed upon the basic principles and terms using only the journal and ledger, while in the second quarter the emphasis will be placed upon the journal, ledger, purchase journal, sales journal, cash journal, work sheet, financial reports, closing the ledger, adjusting entries, and buying and selling on account.

TEACHING PROCEDURE during the 10th and 11th weeks

1. During these two weeks the students have given blackboard demonstrations of Profit and Loss Statements, Balance Sheets, and the ledger.
2. All students have been required to work out Profit and Loss Statements, and Balance sheets from dictated Trial Balances. All of this work was required to be handed in properly ruled and will be used in our exhibit next spring.

WORK COVERED DURING THE 10th and 11th weeks

1. Almost all of the work during these two weeks was taken from other texts. The Elwell Text was used extensively in this work.
2. The ledger work was taken from the adopted text.

ADVANCED BOOKKEEPING

INTRODUCTION TO THE SECOND QUARTER'S WORK

During the first quarter the emphasis was placed upon the principles of the columnar purchase journal, columnar sales journal, the columnar cash journal, columnar general journal, controlling accounts, and preventing, finding, and correcting errors. In this second quarter the stress will be placed upon formation of partnerships, division of partnership profits and losses, reorganization and liquidation of partnerships, accruals and deferred items, depreciation and depletion, uncollectible accounts and notes and the Ramsey Griswold, and Kane Practice Sets.

TEACHING PROCEDURE DURING THE 10th and 11th weeks.

1. The teaching procedure consisted of explanations and demonstration of the division of profits and losses in partnership business.
2. Some board work was required by the students on the advantages, disadvantages of a partnership business and the kinds of partnerships.
3. Each student was required to make up an articles of copartnership and type it on legal paper.

WORK COVERED DURING THE 10th and 11th weeks

1. The Formation of Partnerships Chapter VII
2. The Division of Partnership Profit and Losses, Chapter VIII.

Advanced Bookkeeping Continued.

WORK TO BE COVERED DURING THE 12th, 13, 14th, 15, and 16th weeks

1. Chapter IX, The Reorganization and Liquidation of Partnerships.
2. Chapter X, Ramsey Griswold, and Kane Practice Set.
3. Chapter XI, Accruals and Deferred Items
4. Depreciation and Depletion, Chapter XII.

(I am not sure that we will be able to cover the Ramsey Griswold Practice set this quarter.)

SHORTHAND I.....10th and 11th weeks

November 8....to November 18th.....Bertha M. Mc Farling

INTRODUCTION TO SECOND QUARTER'S WORK

The work of the first quarter covered the first four chapters of the Anniversary Manual by Gregg and the first four chapters in the Functional Method by Leslie. During the second quarter the work will involve at least 10 chapters in both texts and a review of those chapters.

TEACHING PROCEDURE DURING 10TH AND 11TH WEEKS

1. In order to develop speed, words have been dictated and the students are required to write the word as many times as possible before the next word is dictated.
2. In order to develop the students ability to read shorthand the students are required to do sight reading in class.
3. To develop the writing skill of shorthand the students are required to write the entire list of words in each chapter. Several days are required to cover this part of the work.
4. To develop the sense of responsibility on the part of each student, they are taking turns in dictating at the beginning of the period. This is one form of socialized recitation.
5. To develop speech and overcome timidity, I have called for volunteers to read shorthand stories given in the Manuals. Sometimes this work covers review work and sometimes it is on work that we are studying at that particular time.

WORK COVERED DURING THE 10th and 11th weeks

1. Chapter V in the Anniversary Manual by Gregg.
2. Chapter V in the Functional Method text by Leslie.
3. This work involves diphthongs, other vowel combinations, omission of short u and ew, joined prefixes and suffixes, compound joined prefixes, and brief forms.

WORK TO BE COVERED THE 12th, 13, 14, 15, and 16th weeks.

1. Chapters VI, VII, VIII, IX, and X in Anniversary Manual by Gregg
2. Chapters VI, VII, VIII, IX, and X in Functional Method text by Leslie.

AMACHE SECONDARY SCHOOLS

REPORT OF TYPEWRITING I for 12, 13, 14, 15, and 16th weeks

By Bertha M. Mc Farling

From November 18 to December 22, 1944

During these five weeks the emphasis as stated in the November 18 Report has been placed upon accuracy, correct spacing, correct placement of material on the page, the use of the most important parts of the machine, a better coordination of mind and hand, the proper use of visualization, direct dictation, making the student responsible for his own mistakes, syllabication drills, punctuation drills, spelling drills, and a desire to know the best ways of developing typing power.

TEACHING PROCEDURE for 12, 13, 14, 15, and 16th weeks

1. Three films have been shown during these five weeks to all of the classes. These films consisted of the correct typing technique, shortcuts in typing, and how to use the different makes of machines. These films were very good, and took the place of a good review.
2. Explanations and demonstrations concerning how to use marginal stops in order to obtain even margins was the basis of several class discussions.
3. The students were given an opportunity to work on assignments from the text which involved accuracy and spacing, and placement of material on the page.
4. Some drill has been given on how to change the paper rapidly when taking speed tests.
5. Some work on syllabication has been given. This work will be continued during the next few weeks.
6. Some dictation on the machine has been given this quarter.
7. Speed as always will form a part of nearly every assignment.

WORK COVERED DURING the 12, 13, 14, 15, and 16th weeks.

1. Twenty assignments from the text, which required spacing, placement, and accuracy, and syllabication.
2. Drills on dictating spelling words
3. Drills on dictating sentences.
4. Practice work in setting margins
5. Two days have been spent in viewing three films on typing.
6. Review of horizontal Centering
7. Vertical Centering.

Report on Typewriting continued

WORK TO BE COVERED DURING THE 17, 18, 19, and 20th weeks

1. More work on division of words.
2. Accent of words will be taken up as part of the class discussion work. This is taught for the purpose of helping students to pronounce words and to help them in dividing words.
3. Explanation of tabulator
4. Speed tests
5. Spelling drills
6. Principles and drills on punctuation
7. Principles and drills on writing numerals.
8. Review work
9. Some book assignments.
10. How to make carbon copies.
11. How to make outlines and programs.

AMACHE SECONDARY SCHOOLS

REPORT ON SHORTHAND I during 12, 13, 14, 15, and 16th weeks

By Bertha M. Mc Farling

From November 18 to December 22, 1944

Thus far we have stressed the basic principles of shorthand by means of reading and writing. This work will continue but in addition we expect to take up dictation, review and complete the first ten chapters in the Anniversary Edition by Gregg and complete the Functional Book I by Leslie.

TEACHING PROCEDURE DURING the 12, 13, 14, 15, and 16th weeks.

1. Review reading assignments have been made to each student and they read them aloud to the class from the shorthand notes.
2. Dictation was begun during this five weeks and we shall continue this during the entire semester and next semester.
3. The transcription work during this time has been by longhand or orally, but during the next few weeks of this semester and possibly next semester the class will begin transcribing on the typewriter.
4. Transcription work will be given twice per week on the typewriter.
5. Sight reading has formed a part of the work during this period.

WORK COVERED DURING THE 12, 13, 14, 15, and 16th weeks.

1. Chapter VI.....Anniversary Manual by Gregg
2. Chapter VII.....Anniversary Manual by Gregg
3. Chapter VIII was begun.....Anniversary Manual by Gregg
4. Chapter VI.....Functional Book I by Leslie
5. Chapter VII.....Functional Book I by Leslie
6. Review work in Functional Book I
7. Review work in Anniversary Manual
8. Dictation of material in Anniversary Manual.

WORK TO BE COVERED DURING THE 17, 18, 19, and 20th weeks.

1. Chapters VIII continued.....Anniversary Manual
2. Chapter IX.....Anniversary Manual
3. Chapter X.....Anniversary Manual
4. Complete Functional Book I
5. Review work
6. Dictation and transcription on the typewriter.

AMACHE SECONDARY SCHOOLS

REPORT ON BOOKKEEPING I for 12, 13, 14, 15, and 16th weeks

By Bertha M. Mc Farling

From November 18 to December 22, 1944

As was stated in the November report, the emphasis is placed upon the proper use of the different journals (general journal, purchase journal, sales journal, cash journal) and the work sheet, financial reports, closing ledger, adjusting entries and buying and selling on account.

TEACHING PROCEDURE DURING 12, 13, 14, 15, and 16th weeks.

1. Drawings were made (by the students) of purchase order, purchase invoice, sales slips, and checks containing the different kinds of indorsements.
2. Many exercises were solved by the students which involved the cash journal, purchase journal, general journal, and sales journal.
3. Explanations and blackboard demonstrations were given concerning the proper or correct way of writing checks.
4. Explanations were made concerning the different journals and their uses.
5. Particular stress was placed upon buying and selling on account.
6. Time was spent on solving problems which involved the Federal Tax on the gate receipts at Amache Activities.
7. Problems which involved making accurate change at a gate which would involve any kind of activity.

WORK COVERED DURING THE 12, 13, 14, 15, and 16th weeks

1. Chapter VIII on Banking Services were continued from last quarter.
2. Discussions on writing checks.
3. Indorsements of checks were discussed in class.
4. Chapter XI on Buying of Merchandise on Account
5. Chapter XII on Selling of Merchandise on Account
6. Chapter XIII on Cash Receipts and Cash Payments and Cash Journals
7. Chapter XIV on Miscellaneous Entries in the General Journal when the other journals are used.

WORK TO BE COVERED IN BOOKKEEPING I during 17, 18, 19, and 20th weeks

1. Chapters XV
2. Chapter XVI
3. Chapter XVII
4. Chapter XIX if possible
5. Tests sent out by SouthWestern Publishing Company will be used.

ADVANCED BOOKKEEPING

In the first part of this quarter or in the last report the emphasis was placed upon the formation, division, and reorganization and liquidation of partnerships, and in this report the emphasis is placed upon accruals, deferred items, depreciations, and depletion, uncollectible accounts and notes.

TEACHING PROCEDURE DURING 12, 13, 14, 15, and 16th weeks

1. Class was combined with the elementary during several days in order to get a review of some of the elementary principles.
2. The class was required to solve exercises and questions in partnership, cash book.

WORK COVERED DURING 12, 13, 14, 15, and 16th weeks

1. Review of elementary principles
2. Work on Cash Book
3. Chapters IX
4. Chapters XI

WORK TO BE COVERED DURING the 17, 18, 19, and 20th weeks

1. Continue Chapter XI on Accruals and Deferred Items
2. Chapter XII on Depreciation and Depletion
3. Chapter XIII on Bad Debts and Uncollectible accounts and Notes
4. Tests sent out by the SouthWestern Publishing Company will form the basis of tests and also some tests will be used which will be taken from the Work book.

AMACHE SECONDARY SCHOOLS
Report for Second Semester in Typewriting I
From Jan. 29 to March 3, 1945

I. INTRODUCTION

The first semester's work in typewriting involved the basic principles and techniques, while in the second semester the work will involve the practical applications of the principles and techniques.

II. THE IMMEDIATE OBJECTIVES

The aims that must be kept in mind in planning the work of the first quarter of the second semester are as follows:

- (1) To teach those principles and skills that will enable the student to set up good personal and business letters accurately and rapidly according to the various forms.
- (2) To teach those principles and skills which will enable the student to address envelopes neatly, accurately and rapidly.
- (3) To teach those office principles and skills which will enable the student to do practical office work neatly and accurately, and rapidly.
- (4) To instill a desire on the part of the student to write accurately with a fair degree of speed. (By a fair degree of speed we mean 40 to 50 words per minute with not more than 5 errors.)

III. PLAN OF INSTRUCTION

1. Suggestions, instructions and demonstrations are given to the entire class concerning each phase of work.
2. Each student will have the opportunity to type and compose some personal letters, and business letters.
3. Each student has had the opportunity of addressing envelopes using block form with open punctuation, block form with closed punctuation, indentation form with closed punctuation and indentation form with open punctuation.
4. Speed test of 10 and 15 minutes are given frequently to aid the student in increasing speed and accuracy.
5. Students will have the opportunity to do practical office work.
6. Each student will be held responsible for checking his own mistakes in speed and office work.
7. Stress is placed upon speed and accuracy in all work.
8. Straight copy work will be given from time to time to relieve strain of formal papers, and to check up on stroking and technique.
9. Each student will have the opportunity of writing business letters using the block form, indentation form, modified block form, and the hanging indentation form. These letters will be written with open and closed punctuation.

Typewriting Report from Jan 29 to March 3, 1945 continued.

10. Students will be given ample opportunity to do problem typing. This requires judgment in planning the material and common sense in making needed corrections. The student must know when the material is right and when it is not. This requires the correct form of expression and the correct use of technical English.
11. Many problems in setting up material so that it will look artistic and attractive, will be given from time to time. This work will involve many business forms as well as programs, menus, etc.
12. Shortcuts and corrections will be taken up during this quarter or semester.

IV. WORK COVERED DURING THE FIRST FIVE WEEKS OF THIS QUARTER

1. Addressed 5 envelopes accurately according to block form with open punctuation.
2. Addressed 5 envelopes accurately according to block form with closed punctuation.
3. Addressed 5 envelopes accurately according to indentation form with closed punctuation.
4. Addressed envelopes to the following:

President of the United States	A doctor
United States Senator	A lawyer
United States Representative	A Doctor of Education
State Senator	A Military official
State Representative	Justice of the Supreme Court
A minister (Protestant)	An ambassador
A minister (Catholic)	Two business firms
5. Have practiced on writing personal letters
6. Have studied the parts of a letter and the correct arrangement and spacing of personal letters.
7. The International Typewriting rules have been studied and discussed with the classes.
8. Principles of writing numerals and principles; in punctuation have been taken up and studied. (This was supposed to have been taken up in the first semester but it was impossible to get the work in.)
9. Speed tests have been given frequently.
10. The principles involved in doing office work accurately and efficiently were taken up.
11. Drills on using the variable line spacer were given.
12. Completed about 80 accumulative transcripts for Miss Lewis.

V. WORK TO BE COVERED DURING THE REMAINDER OF THE QUARTER

1. Business letter writing taking up the various forms will be the most important study.
2. Telegrams
3. Some work in composing business letters.
4. Speed tests
5. How to write cards and labels
6. Some shortcuts in typing
7. Office work will be continued frequently. (About one or more days per week)

(It may not be possible to take all of this during this quarter, but if not then I shall take the other subjects up next quarter as they are all very important.)

AMACHE SECONDARY SCHOOLS
Report for Second Semester in Bookkeeping I
From Jan. 29 to March 3, 1945

I. INTRODUCTION

During the first quarter the work involved the fundamental and basic principles of business methods while in this quarter the work will involve the practical applications of present day business practices.

II. The Immediate Objectives

The aims that must be kept in mind in planning the work of the first quarter of the second semester are as follows:

- (1) To teach the student the practical applications of bookkeeping by giving him an opportunity of serving in the capacity of bookkeeper in a practice set so that he may be able to understand the many details involved in keeping books and running a business.
- (2) To teach those principles of personal, property, sales, withholding and income taxes and Federal Old-Age and Survivors Insurance as provide in the Social Security Act that will enable the student to understand and make the proper business adjustments when he relocates.
- (3) To teach those practical principles which can be used by the student in writing short business letters.
- (4) To teach those practical principles which can be used by the student in filing business letters and papers.
- (5) To provide the student with sufficient knowledge that will enable him to understand bank discount, commercial discount, accrued income, accrued expense, and columnar cash records.

III. PLAN OF INSTRUCTION

1. Suggestions, instructions and demonstrations are given to the entire class concerning each phase of work.
2. Problems concerning taxes have been taken up in class and solved.
3. Some problems concerning the Federal Old-Age Insurance as provided in the Social Security Act has been solved in Class.
4. Problems involving bank and commercial discount will be taken up in this quarter.
5. Each student will be given the opportunity of writing short business letters.
6. Exercises in the text will be used to work out the principles involved in discount, accrued income and expense etc.
7. Other texts are used as supplementary from time to time.
8. Income tax forms and tables will be used in teaching that phase of the work.

Bookkeeping I Report from Jan. 29 to March 3, 1945

IV. WORK COVERED FROM Jan. 29 to March 3, 1945

1. The Walker Practice Set (Each student acted as bookkeeper)
2. We have taken up for class discussions the following:

Property tax	Withholding tax
Personal tax	Income taxes
Sales taxes	Federal Old-Age and Survivors Insurance
3. We have solved some problems which involve the above mentioned subjects and plan to take up more of these problems this next week.

V. WORK TO BE COVERED DURING THE REMAINDER OF QUARTER

1. Interest, bank and commercial discount
2. Columnar Cash records
3. More work on taxes.
4. Work in making out monthly statements to customers.
5. Some work in writing short business letters.
6. Accrued income and accrued expense accounts
7. Some more work on depreciation of equipment etc.

AMACHE SECONDARY SCHOOLS

Report for Second Semester in Advanced Bookkeeping

From Jan. 29 to March 3, 1945

I. INTRODUCTION

THE most important problems in the first semester were columnar journals, and the partnership business. In the second semester the most important topics will be based upon corporation accounting, income taxes, Federal Old-Age and Survivors Insurance, installment and consignment sales, voucher system, drafts, ratio analysis of financial reports, budgets and manufacturing accounting.

II. THE IMMEDIATE OBJECTIVES

Since this course should not be confined to skills the aims to be kept in mind are as follows:

1. To teach the important business problems which will relate to book-keeping principles.
2. To develop intelligent individuals who will reveal some independence and initiative in their work, and be able to apply their principles.

III. PLAN OF INSTRUCTION

1. This class has been combined with the elementary class in discussing and working out problems relating to the property, personal, sales, withholding and income taxes. (This will be done many times this year.)
2. Two practice sets will be worked out this semester. One with incoming papers and one without incoming papers.
3. Supplementary texts will be used from time to time.
4. The adding machine is being used by the students in working out the sets.
5. Some work on budgets will be given. Each student will be required to work out some budgets.

IV. WORK COVERED FROM Jan 29 to March 3, 1945

1. The Ramsey, Griswold & Kane Practice Set for October
2. The class has been combined with the elementary class in discussion work and solving some problems in the following subjects:

Property tax
Personal tax
Sales taxes

Withholding tax
Income taxes
Federal Old-Age and Survivors
Insurance.

3. I plan to take up more work of this kind with the classes next week.

Advanced Bookkeeping Report continued

V. WORK TO BE COVERED DURING THE REMAINDER OF THIS SEMESTER.

1. Complete Ramsey, Griswold & Kane Practice Set.
2. The Proprietorship in a corporation
3. The organization of a corporation
4. Corporate records
5. Corporate financial reports
6. Will review interest and bank discount with the elementary class.
7. Insurance if possible.

AMACHE SECONDARY SCHOOLS
Report for Second Semester in Shorthand I (Gregg)
From Jan 29 to March 3, 1945

I. INTRODUCTION

The first semester's work consisted in learning the basic principles and skills involved in writing and reading shorthand, while in the second semester there will be more basic principles and skills yet speed and accuracy in taking dictation and typing transcriptions will be the main objective.

II. The IMMEDIATE OBJECTIVES

1. Speed and accuracy in taking dictation at the rate of 60 to 80 words per minute.
2. Speed and accuracy in typing transcriptions at the rate of 15-20 words per minute.
3. Ability to use good letter forms and fold letters correctly.
4. Ability to concentrate on the dictation and transcription.
5. Developing a business personality.

III. The PLAN OF INSTRUCTION

1. Blackboard and note book drills on phonetics and penmanship.
2. Transcribing on the typewriter twice per week. Part of the class at 8:00 to 8:35 on Tuesday and Thursday and part of the class at 3:45 to 4:15 on Tuesday and Thursday. In this way we do not interfere with any remedial classes.
3. Brief form memory work stressed and reviewed frequently.
4. Daily assignments written in shorthand for home work.
5. Drills in writing and reading.
6. Daily dictation
7. Sight reading
8. Class reading on material previously studied.
9. Transcribing stories in shorthand.
10. Frequent reviews on all work.

Shorthand I (Gregg) continued.

IV. WORK COVERED DURING THE FIVE WEEKS OF FIRST QUARTER **Jan. 29 to March 3

1. Disjoint prefixes
2. Disjoined suffixes
3. Joined suffixes
4. Chapters 8 and 9 in Functional Book. This work consist of stories and letters in shorthand.
5. Chapter 11 and 12 in Anniversary Manual. This work consist of words peculiar to business, initials, and important cities and states.
6. Review

V. WORK TO BE COVERED DURING THE REMAINDER OF QUARTER.

1. Daily dictation from the Manual and supplementary material.
2. Transcriptions twice per week.
3. Review at least 1/2 of the Manual or more.
4. Long hand stories and sentences transcribed into shorthand.
5. Reading practice previously studied.
6. Sight reading.
7. Frequent drills and tests
8. Chapters 10 and 11 and 12 in the Functional Method text.

AMACHE SECONDARY SCHOOLS
Report for Second Semester in Bookkeeping I
From March 5 to April 28, 1945

I. INTRODUCTION

During this quarter the work has involved the practical applications of present day business practices. We continued the work on taxes which was started in the first part of the quarter, studied bank discount, commercial discount, depreciation, columnar cash records, accrued income and expense, bad debts and accounts receivable, retail store bookkeeping systems, and have just begun on notes and trade acceptances.

II. THE IMMEDIATE OBJECTIVES

The aims are as follows:

1. To provide the student with sufficient knowledge that will enable him to understand bank discount, commercial discount, accrued income, accrued expense, bad debts and accounts receivable, retail store systems, and notes and trade acceptances, so that he may be able to analyze and record any transactions which will involve these principles.
2. To provide the student with sufficient knowledge in arithmetical calculations in the above mentioned subjects so that he may be able to solve any problem which might arise in his work as bookkeeper.

III. THE PLAN OF INSTRUCTION

1. We have solved many problems in bank discount, income taxes, social security taxes, property taxes, commercial discount, depreciation etc.
2. Students have worked out many exercises independently which pertain to analyzing and recording these transactions.
3. Much time has been spent in class discussions and explanations.
4. Supplementary work has been used from time to time.
5. Material involving forms, explanations, illustrations and graphs have been used in teaching social security and income taxes.

IV. WORK COVERED DURING MARCH 5 to APRIL 28, 1945

1. Continued income, property, social security, withholding taxes.
2. Chapter 19, "Depreciation of Fixed Assets"
3. " 20, "Bad Debts and Accounts Receivable"
4. " 21, "Interest and Bank Discount"
5. " 22, "Accrued Income and Accrued Expense Accounts."
6. " 24, "Columnar Cash Records."
7. " 25, "Retail Store Bookkeeping Systems."

V. Work to be Covered

1. Chapter 26, "Notes and Trade Acceptances."
2. Chapter 27, "Commercial Drafts."
3. Chapter 28, "Partnerships"
4. Carson and White Practice Set with Incoming and Outgoing Papers
5. Practical Applications
6. Some work on corporations if possible, but it is doubtful since our time is limited.

AMACHE SECONDARY SCHOOLS
Report for Second Semester in Advanced Bookkeeping
From March 5 to April 28

I. INTRODUCTION

During this period the class has been working on the second half of the Practice set of Ramsey, Kane & Griswold and have taken bank discount, commercial discount, retail store bookkeeping systems and notes and trade acceptances with the elementary class. The plan now is to give them work in commercial drafts with the elementary class.

II. The Immediate objectives

The aims are as follows:

1. To provide the student with sufficient knowledge that will enable her to understand bank discount, commercial discount, the retail store systems, and income and social security taxes so that she may be able to analyze and record any transaction which will involve these principles.
2. To provide the student with sufficient knowledge in arithmetical calculations of the above mentioned subjects so that she may be able to solve any problem which might arise in her work as bookkeeper.
3. To provide the student with sufficient knowledge of incoming and outgoing forms and papers that will enable her to understand and appreciate the work of a bookkeeper and the importance of accuracy in making out these forms.

III. PLAN OF INSTRUCTION

1. We have solved many problems in bank discount, income taxes, social security taxes, property taxes, commercial discount etc.
2. Each member of the class has acted as bookkeeper of the Ramsey, Kane, and Griswold Business.
3. Much time has been spent in class discussions and explanations.
4. Supplementary work has been used from time to time.
5. Material involving forms and explanations and illustrations have been used in the class in teaching social security and income taxes.

IV. WORKED COVERED DURING March 5 to April 28

1. The second half of the Ramsey, Kane, Griswold Practice Set.
2. Continued income, property, social security, and withholding taxes with elementary class.
3. Taken bank discount, commercial discount, retail store bookkeeping systems and notes and trade acceptances with elementary class.

V. WORK TO BE COVERED

1. Work in Corporation bookkeeping Chapters 14, 15, 16 and 17.
2. Work in Installment sales, C. O. D. Sales and Purchases, Voucher system, department sales and some in manufacturing business if possible.
3. The "Better Homes Corporation Practice Set."
4. Comparative reports, graphs and budgets.

AMACHE SECONDARY SCHOOLS
Report for Second Semester in Typewriting I
From March 5 to April 28, 1945

I. INTRODUCTION

During this period the class has been studying the various styles of letters, the correct placement, the folding of business letters, the various parts of business letters, correct spacing, open, closed, and mixed punctuation. Some attention has been given to writing postal cards and labels. During the past week, we have been working on Manuscripts. In addition, the class has been working on the accumulative records, grade cards and other practical work for various teachers.

II. THE IMMEDIATE OBJECTIVES

The aims are as follows:

1. To teach those principles and skills that will enable the student to set up good business letters accurately and rapidly according to the various forms.
2. To teach the student the various kinds of punctuation used today in business letters.
3. To teach the student how to type postal cards and labels neatly and accurately.
4. To teach the student to set up good forms for programs.
5. To teach those principles and skills which will enable the student to write theses when using footnotes, title pages, bibliographies, and tables of contents.
6. To instill a desire on the part of the student to write accurately with a fair degree of speed. By a fair degree of speed, we mean 40 to 50 words per minute with not more than 5 errors.

III. PLAN OF INSTRUCTION

1. Suggestions, instructions, and demonstrations are given to the entire class concerning each phase of work.
2. Each student has been given the opportunity of writing business letters using the block form and indentation form. These letters were written with open, closed and mixed punctuation.
3. Each student was given the opportunity of writing postal cards and labels by using the pocket system.
4. This past week students have been writing theses as mentioned in the above paragraph. These manuscripts will be completed and handed in according to the forms specified in all colleges and universities. (This work will continue for another week at least.)
5. Each student has been given the opportunity to do practical office work. Some have typed grade cards, some accumulative records etc.

6. Students have planned and worked out two programs. Attention was given to accuracy, spacing, contents, and placement and English.

IV. WORK COVERED DURING THE PERIOD MARCH 5 to APRIL 28.

1. Typed many business letters
2. Typed many postal cards and labels
3. Typed several programs. One included a play.
4. Worked on the manuscripts
5. Worked on accumulative records for Miss Lewis
6. Worked on other work for teachers, including grade cards, etc
7. Speed tests were given from time to time.
8. Straight copy work was given to relieve strain of formal papers.

V. Work to be COVERED DURING THE LAST WEEKS

1. Continue work on manuscripts. At least 2 must be handed in.
2. Make out various business papers such as reports, telegrams, checks, bills of lading, invoices, etc.
3. Make out legal forms
4. Continue with speed work.
5. Continue with office work of various kinds.
6. Teach students the principles of making the master copies for hectograph.
7. Teach students how to run off copies on the hectograph.
8. Teach students the principles of making or cutting stencils for the mimeograph.
9. Teach students how to run off copies on the mimeograph.
10. Some shortcuts in typing if possible (inserting words and letters etc.)
11. Some more advanced work in tabulation.

AMACHE SECONDARY SCHOOLS
Report for Second Semester in Shorthand I (Gregg)
From March 5 to April 28, 1945

I. INTRODUCTION

The class are reviewing the Manual, "anniversary" by Gregg and are reading the Functional Book No. 2, taking dictation, and transcribing notes at the rate of 60 to 80 words per minute. In addition, they are taking down speeches, meetings and reports which they hear over the radio, in the class room or at any gathering which is worth while. These speeches and reports are transcribed on Thursday.

II. IMMEDIATE OBJECTIVES

These objectives are practically the same for the entire semester. They are as follows:

1. Speed and accuracy in taking dictation at the rate of 60 to 80 words per minute.
2. Speed and accuracy in typing transcriptions at the rate of 15 to 20 words per minute.
3. Ability to use good letter forms and fold letters correctly.
4. Ability to concentrate on the dictation and transcription.
5. Ability to type any page of material so as to look artistic.

III. THE PLAN OF INSTRUCTION

1. Frequent reviews and tests on brief forms, phrases, prefixes and suffixes.
2. Daily assignments in shorthand for home work. This work consists of reading and writing and studying shorthand. Many times it consists of words and many times paragraphs.
3. Daily dictation
4. Transcription twice per week at 8:00 a. m. and 3:40 p. m.
5. Rapid sight reading
6. More difficult dictation from material not previously studied.

IV. WORK COVERED FROM MARCH 5 to APRIL 28.

1. Reviewed chapters 4, 5, 6, 7, 8, 9, 10 and working on chapter 11.
2. Read the shorthand stories in Functional Book 2 from page 380 to 460.
3. Supplementary work for dictation in class.
4. Test over brief forms

V. WORK TO BE COVERED THIS SEMESTER.

1. We have covered the Anniversary Manual by Gregg twice this year and expect to complete it again before school closes.
2. We will complete our Functional Book No. 2.
3. Dictation from supplementary material
4. Transcription twice per week. One transcription to be taken from outside sources such as speeches, radios, class meetings, class reports etc.
5. Frequent drills and tests on brief forms, phrases, prefixes, suffixes etc.
6. Time tests in setting up letters and other material.

AMACHE SECONDARY SCHOOLS
Report for Second Semester in Typewriting I
From April 28, to June 6, 1945

I. INTRODUCTION

During this period the class has continued the work on manuscripts, typed and studied letters on hanging indentation, invoices, notes, checks, receipts, tabulation, bills of lading, telegrams, and legal forms. In addition, the class have been learning the process involved in making master copies and using duplicating machines. For practical work the class has typed many of the accumulative records and all of the merit awards, while some students have been assigned to do extra work for teachers. A fair degree of speed and a high degree of accuracy was required of all students.

II. THE IMMEDIATE OBJECTIVES

The aims are as follows:

1. To teach those principles and skills that will enable the student to set up good business letters accurately and rapidly according to the hanging indentation or inverted paragraph form.
2. To teach the student how to fill out the various business forms that are mentioned in the introduction.
3. To give each student an opportunity to get some actual practice in doing office work, or working for others.
4. To instill a desire on the part of the student to write accurately with a fair degree of speed. By a fair degree of speed, we mean 40 to 50 words per minute with not more than 5 errors.

III. PLAN OF INSTRUCTION

1. Lengthy discussions were given which involved how to make a master copy for the hectograph. (This was taken up step by step), how to run copies off of the hectograph and how to care for the machine.
2. Lengthy discussions were carried on which involved how to cut a stencil for the mimeograph, (this was also taken up step by step), how to run copies off of the mimeograph and how to care for the machine.
3. Since we are not equipped to give each student an opportunity of making a stencil and running it off of the mimeograph, I used several stencils and let each student in each class type part of the stencil. (I realize this is not the best way to teach this particular subject, but it was the best I could do under the circumstances.)
4. Each student was required to write two manuscripts and put them in folders as they would do if they were to hand them to a college professor.
5. Each student was given an opportunity to do some of the practical office work on accumulative records and merit awards.
6. Attention was given to accuracy, spacing, contents, placement and English.

Typewriting Report Continued page 2

7. Speed test have been given to enable the students to help them gain speed and to check upon their accuracy.

IV. WORK COVERED DURING THIS PERIOD APRIL 28 TO JUNE 6

1. Continued the work on manuscripts
2. Filled out and made the various business forms as mentioned in the introduction.
3. Have written some Accumulative records for Miss Lewis
4. Have made out the merit awards
5. Some students have worked for teachers.
6. Speed tests have been given
7. Letters on Hanging indentation have been written
8. Students made out their own grade cards.
9. Checked for for accuracy

V. OUTCOMES

1. Many of the students have made a speed over 50, The highest about 59. While many students are making a speed over 40, and many making between 30 and 40. I have had a few students who were making less than 30, Nevertheless, they will be able to use their knowledge and skill for their own personal affairs.
2. They have learned to be more careful about mistakes in typing, spelling, punctuation, placement, English, and etc.
3. They have learned the process of making master copies and using the duplicating machines. Some students have already done some duplicating work.
4. Most of the students are able to do office work. Many of them are working in the center now.

AMACHE SECONDARY SCHOOLS
Report for Second Semester in Bookkeeping I
From April 28, to June 6, 1945

I. INTRODUCTION

During this period the class has been studying notes and trade acceptances, commercial drafts, and partnerships. In addition each student acted as bookkeeper for the Carson and White Practice Set which involved the partnership business. This set involved the Incoming and Outgoing Papers in order to give each student practice on writing checks, notes and other business forms.

II. THE IMMEDIATE OBJECTIVES

The aims are as follows:

1. To provide the student with sufficient knowledge that will enable him to understand trade acceptances, notes, commercial drafts, and the organizing and dissolving of partnerships.
2. To provide the student with incoming and outgoing papers in order that he may have practice in writing these forms correctly.
3. To provide the student with the experience of keeping books for a partnership business.

III. PLAN OF INSTRUCTION

1. Suggestions, instructions, and demonstrations were given to the entire class concerning each phase of the work.
2. Students have worked out many exercises independently which pertain to analyzing and recording transactions concerning the above mentioned subjects.
3. A Practice Set was provided each student. This set contained all of the books and papers which were necessary for working out the Partnership books.

IV. WORK COVERED DURING APRIL 28 to JUNE 6

1. Chapter 26, "Notes and Trade Acceptances."
2. Chapter 27, "Commercial Drafts."
3. Chapter 28, "Partnerships"
4. Carson and White Practice Set with Incoming and Outgoing Papers.
(We covered just half of the entire set.....The month of April.)

V. OUTCOMES

1. Many of these students will be able to do bookkeeping work in an office, while others will be able to use it for their own personal affairs
2. All of the students have a better knowledge of the practical business methods and principles which are used today by business firms.

AMACHE SECONDARY SCHOOLS
Report for Second Semester in Shorthand I
From April 28 to June 6, 1945

I. INTRODUCTION

During this period the class have been reviewing the Anniversal Manual by Gregg, have covered the Functional Book No. II to page 500, have taken dictation from supplementary material, have transcribed twice per week, have had frequent drills and tests on brief forms, phrases, prefixes, suffixes etc.

II. THE IMMEDIATE OBJECTIVES

These objectives are practically the same for the entire semester. They are as follows:

1. Speed and accuracy in taking dictation at the rate of 60 to 80 words per minute.
2. Speed and accuracy in typing transcriptions at the rate of 15 to 20 words per minute.
3. Ability to use good letter forms and fold letters correctly.
4. Ability to concentrate on the dictation and transcription.
5. Ability to type any page of material taken from shorthand notes so as it will look artistic.

III. THE PLAN OF INSTRUCTION

1. Reviews and tests on brief forms, phrases, prefixes and suffixes.
2. Daily assignments in shorthand for home work. This work consists of reading and writing and studying shorthand. Many times it consists of words and many times paragraphs.
3. Daily dictation
4. Transcription twice per week at 8:00 A. M. and 3:40 P. M
5. Sight reading of shorthand stories and letters.
6. Dictation from material not previously studied.

IV. WORK COVERED DURING April 28 to June 6.

This has been covered in the introduction.

V. OUTCOMES

1. It is a little early to give a complete summary of the outcomes, but many of the girls have taken down the meetings of different clubs, have done stenographic work for teachers, and will work in offices this summer in the center.
2. Many of the girls will be able to hold positions after a little experience while others will need to take another year of the work before they are able to work in an office.

AMACHE SECONDARY SCHOOLS
Report for Second Semester in Bookkeeping II
From April 28 to June 6, 1945

I. INTRODUCTION

During this period the advanced class has spent most of the time on corporations, and have taken some work on installment sales, and some work on C. O. D. Sales and Purchases. In addition they completed the Ramsey, Kane, and Griswold Practice Set.

II. The IMMEDIATE OBJECTIVES

1. To provide the student with sufficient knowledge of corporations, C. O. D. Sales and Purchases, and Installment sales so that they may be able to analyze and record any transaction which will involve these principles.
2. To provide the student with a practical knowledge of the Stock Market, so that they may be able to understand the trend of markets, if they desire to invest money or if they should acquire any stocks.

III. THE PLAN OF INSTRUCTION

1. Much time has been spent in class discussions and explanations.
2. Each student was asked to select a stock from the New York Stock Exchange and follow the trend of that market over a period of time.
3. Each member continued on the work of the Ramsey, Kane, and Griswold Practice Set that was begun in the first quarter of the second semester.

IV. WORK COVERED DURING THE PERIOD FROM April 28 to June 6

1. Work in Corporation bookkeeping Chapters 14, 15, 16, and 17
2. Work in Installment sales and Purchases
3. Work continued on Ramsey, Kane, and Griswold Practice Set.

V. OUTCOMES

1. At least three out of the four students will be able to work in an office which involves bookkeeping or some phases of bookkeeping.
2. They have gain a broader knowledge of business.

A statement of the required work in Typewriting I for those
who plan to relocate from May 20 to June 6, 1945

1. The regular semester test will be given May 19. (Saturday 8:00 A. M)
2. Hanging Indentation letters p. 201 and 202 1.....2 letters
3. Invoices.....2
4. Notes.....2
5. Checks.....2
6. Receipts.....2
7. Tabulation problems..... 2
8. Bills of Lading..... 2
9. Speed tests.
10. Office work

A student leaving May 20 must complete 13 hours of typing outside of class time
to make up class from May 20 to June 6.

See me for forms.

Bertha M. Mc Farling

J3,50

BOND

AMACHE SECONDARY SCHOOLS

FINAL REPORT OF THE COMMERCIAL DEPARTMENT

By

Bertha M. Mc Farling

June.....1945

BOND

AMACHE SECONDARY SCHOOLS
FINAL REPORT OF THE COMMERCIAL DEPARTMENT

HISTORICAL STATEMENT

The Commercial Department was started on October 12, 1942 in the 8H Block of the Center. It was very crowded and there was not very much equipment available at that time. Books were ordered but were not all secured until the first of the year 1943. This made it very difficult as there was only a very limited blackboard space. In the Spring of 1943, the High School building was partly completed and the Commercial Department was moved to that building. In this building several rooms were used to accommodate the various commercial courses being offered.

During the first year the commercial courses were taught by two regular teachers and two evacuee teachers. The second year there were three regular teachers and one part time teacher. In the third year there were two full time teachers. The courses Business Backgrounds and Junior Business Training were not offered the third year, but there were about 300 students in the department who enrolled in typing, bookkeeping, shorthand, and office practice the first semester. Due to the fact that a few relocated and the mid-year graduating class took out many of the commercial students, the enrollment decreased to 225 the second semester.

AIMS

The basic factor which was taken into consideration in planning the commercial course was relocation. Therefore the course was planned:

1. To provide the basic training in the fundamental principles of business, methods, skills and their application which will be useful to the student in carrying on his own personal affairs.
2. To teach those basic principles, methods and skills and their application that will enable the student to serve his community as a secretary, treasurer, councilman or in any other official capacity.
3. To provide the student with business principles, methods, and skills which he may use as a vocation.
4. To provide the student with business principles, methods, and skills and their application that he may use as a tool in gaining better and higher positions.
5. To develop those habits, attitudes, appreciations, and ideals that will aid the student in making the proper adjustments when he relocates.

OFFERING

Typewriting I was a one year course open to Sophomores, Juniors, and Seniors. There were no prerequisites. Preference was given to Juniors, Seniors, and commercial majors. The student masters the keyboard by the touch system and becomes acquainted with the mechanical parts of the typewriter, with the setting up of all kinds of business forms and with the techniques involved in the duplicating processes. In this course stress is placed upon a high degree of accuracy and a fair degree of speed. Basic Text used was 20th Century Typewriting by D. D. Lessenberry.

Typewriting II was a full year course open to Juniors and Seniors. Commercial majors were given preference. Students entering this course must have completed one full year of typewriting. Advanced typewriting techniques, duplicating processes, setting up legal and business forms are perfected by means of drills and practical office work. Stress was placed upon a high degree of speed and accuracy. Basic Text used was 20th Century Typewriting by D. D. Lessenberry.

Shorthand I was a one year course open to Sophomores, Juniors, and Seniors. There were two systems offered--Gregg and Pitman. Typewriting was a prerequisite or may be taken along with the course. At the end of the year the students acquired the ability to read shorthand fluently, take dictation at 60 to 80 words per minute and type an accurate transcript at the rate of 15 to 20 words per minute. Basic texts used were Anniversary Manual by Gregg, and Functional Method Books I and II by Leslie.

Office Practice and Transcription was a one year course which required a double period daily and open to Seniors. Typewriting I and Shorthand I were prerequisites. Stenographic skills and office procedures were developed. Letters were dictated and transcribed at increasing rates of speed. Students gained experience and skill in real office situations and learned to adjust themselves to any business or social situation. Emphasis was placed upon personality traits, business ethics, conduct in the office and how to get and keep a stenographic position. Basic text used was Secretary Training by Turner

Bookkeeping I was a one year course offered to Sophomores, Juniors and Seniors. The basic methods of keeping records for simple organizations was presented through the use of the journal, ledger, purchase book, cash book, sales book and incoming and outgoing business papers. Each student was required to work out at least two sets of books and many exercises that involved business methods and principles. Social Security, Federal Old Age Insurance, State, and Federal taxes were given attention. Applications of bookkeeping principles to personal and club records and to personal budgets were made. Basic text used was 20th Century Bookkeeping I by Carlson, Prickett and Forkner.

Bookkeeping II was a one year course open to Juniors and Seniors who have completed Bookkeeping I. In this course the student is introduced to partnership and corporation principles in bookkeeping as well as other complex records in business organizations. Basic text used was 20th Century Bookkeeping II by Carlson, Prickett and Forkner.

Business English was offered as a separate course in the year 1942 and 1943, but in 1943 and 1944, this course was incorporated in the course, Business Backgrounds. This course included a review of the fundamental principles of English grammar and the application of these principles to business literature. All types and forms of letters, both business and personal were written. Basic text used was Business English by Ross

Commercial Law was taught as a separate course for the first semester of 1942 and 1943, but in 1943 and 1944 this course was incorporated in the course, Business Backgrounds. This course emphasized contracts, agreements, relations of employer and employee, principal and agent, negotiable instruments, insurance, property, and responsibilities of buyer and seller. Basic text used was Commercial Law by Peters and Pomeroy.

Business Mathematics was taught as a separate course for the first semester of 1942 and 1943, but in 1943 and 44 this course was incorporated in the course Business Backgrounds. This course emphasized addition, subtraction, multiplication, and division of whole numbers, decimals and fractions. In addition, emphasis was placed upon percentage, payrolls, banking services, budgets, saving, personal finance, taxes, organization of business finance, weights, measures, and public utilities. Basic text used was Applied Business Arithmetic by Curry and Rice.

Junior Business Training was a one year course offered in 1943 and 1944 for those students who were entering upon a business course. It was set up as a general knowledge course, stressing spelling, business forms, use of the telephone, post office regulations, some mathematics etc. Basic Text used was General Business by Crabbe and Salsgiver.

Preinduction Training was offered as a summer school course only in the summer of 1943. The course was outlined by the Adjutant General's Office in Washington, D. C. and was taught to enable: "The boys to fit into any army clerical position if they volunteered, The girls interested in the WACs to make a better adjustment, and any boy or girl to better understand and handle many types of clerical situations and forms." Basic text used was:

PLAN OF WORK

1. Explanations, demonstrations, and drills have been used from time to time to enable the student to understand the basic principles and techniques of the subjects.
2. Students become acquainted with business procedures and techniques, office etiquette and customs by actual experience in real office situations.
3. Students were assigned to part-time positions in the relocation office, administrative office, accounting department, welfare department, hospital, educational section and many other offices in the Center.
4. Standard objective tests have been used in typing and bookkeeping and office practice to enable the student to measure his progress.
5. Outside readings were encouraged and used in teaching office procedure, and business practices and principles.
6. The films "Techniques of Typing," "Short Cuts in Typing," and the "Care of Office Machines," and "How Professionals Write Shorthand" were used the second semester as an aid in teaching typing technique, shorthand and office procedure.
7. Charts were used as a means of teaching character and personality traits.
8. Students were required to work out problems which involved setting up of business forms and the correction of material that has been written.

TIME ALLOTMENT

Typewriting I, Typewriting II, Bookkeeping I, Bookkeeping II, Shorthand I, and Junior Business Training were given one period per day, five days per week for two semesters.

Transcription in Shorthand I was given twice per week for 15 to 40 minutes.

Business English was given one period per day, five days per week for two semesters during the year 1942-43, when taught as a separate subject. When taught as a unit of work in Backgrounds for Business, it was taught for twelve weeks.

Commercial Law was taught one period per day, five days per week for one semester when taught as a separate course. When taught as a unit of work in Business Backgrounds, it was taught for twelve weeks.

Business Mathematics was taught one period per day, five days per week for one semester when taught as a separate course. When taught as a unit of work in Business Backgrounds, it was taught for twelve weeks.

Preinduction Training was given two periods per day, five days per week during the summer term 1943. One period was devoted to army technique and the second period was given to typewriting, and forms and filing used in connection with the army.

Office Practice and Transcription were given two periods per day, five days per week. One period was given to shorthand and dictation and the other was given to transcription, typewriting, filing, Business English, business practices, duplicating devices etc.

STANDARDS

In Typewriting I the student was required to write 40 words per minute at the close of the second semester, with a high degree of accuracy. He was required to do any type of personal typing and any work in a business office which required typing or any phases of typing skill.

In Typewriting II the student was required to write from 50 to 60 words per minute at the close of the second semester with a high degree of accuracy. He was required to do any kind of advanced typing work which involved duplicating processes and legal and business forms.

In Shorthand I the student was required to take dictation at 60 to 80 words per minute at the close of the second semester and transcribe an accurate transcript at the rate of 15 to 20 words per minute.

In Bookkeeping I the student was required to complete the 20th Century Book I. Emphasis was placed upon the ability to apply his knowledge in practical everyday situations, especially to be able to set up or keep a record of his own personal affairs, and to interpret and analyze financial statements and accounts.

In Bookkeeping II the student was required to complete Book II of the 20th Century. At the close of this course the student was able to apply his knowledge to real situations and records of complex nature, and was able to secure a position in a business organization.

In Business English the student was required to have a good working knowledge of English principles so that he might be able to write and speak correctly, clearly, and forcefully. Good habits of oral English were gained through the creation of business-like situations such as speeches for special functions, telephone conversations, interviews, receptionist work, staff meetings etc.

In Business Mathematics the student was required to have a good working knowledge of the fundamentals/principles which would be used in ordinary business organizations.

In Commercial Law the student was acquainted with the general rules in the conduct of business and trained in the application of those rules in typical business situations. He was trained to realize that he had certain obligations and rights in society which he should exercise if he expected to participate more intelligently in the various activities of his community.

In Junior Business Training the student was required to have a general knowledge of business and business organizations.

In Preinduction Training the student was required to be able to perform the clerical duties in the Armed Forces without further training.

In Office Practice and Transcription the student was required to take dictation at the rate of 80 to 100 words per minute and typew an accurate transcript at the rate of 30 words per minute. He was required to have a good working knowledge of English, mathematics, business law, filing, office procedure, and duplicating devices.

ACCOMPLISHMENTS

1. All the students have been able to meet the required standards.
2. Many students have exceeded the required standards.
3. All students who desired to work have been placed in typing and stenographic positions in the Center.
4. The students who have relocated have been able to secure good positions in business offices and in civil service.
5. Some have been able to use their knowledge in securing a job whereby they could attend college.
6. The students have acquired habits, attitudes, appreciations and ideals that will enable them to adjust themselves when they relocate.

COMMENTS

WEAKNESSES

1. We did not have the equipment or room which is necessary to carry out the work in bookkeeping as efficiently as it should have been done. The students did not have a place in the school where they could sit down and do their bookkeeping work. The only desk that they had was an arm chair. Each student who takes bookkeeping should have been provided with a large commercial desk where they can keep all of their supplies and not only do work in class under the teacher's supervision, but where they can go at any time and work on their books. This desk would also have provided a good working space for shorthand students.
2. We did not have our blackboards ruled especially for bookkeeping work. It took up too much class time and time before and after school to rule the board in order to be able to put on an exercise or problem which was to be explained.
3. It was not possible to teach personal and business banking as it should have been taught. There was only one bank in eleven miles and it was a mile off of the Project and about two miles from the High School Building, therefore it was not convenient for students to go to the bank. If it had been located on the Project, there would have been many opportunities for the Bookkeeping class to have learned this phase through experience.
4. The Commercial Department did not have a mimeograph or hectograph. While this work was taught yet the elementary students were not able to get the practice that they should have had.

STRENGTHS

1. We were able to use all of the test material, workbooks, carbon paper, typewriting ribbons, and second sheets that we desired.
2. We were very fortunate in having a good supply of typewriters. We had 33 typewriters in the department during the last school year.
3. We were fortunate in having a good electric adding machine for use in bookkeeping.