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Good Advice

Make Your
Manager's Style
Your Own

By MAUD BENEDICT



FIRST of all the stenographer who would show that she can manage the correspondence shouldn't make it too evident that she can improve on the manager's diction or give him pointers in grammar and management.

Managers usually believe in the efficiency of their own methods, and whoever will step on the toes where their little vanities are concerned isn't likely to be booted.

The stenographer who is inclined to say all she thinks—to air her private opinions regarding what her chief does or doesn't do—is always in danger of spoiling her chances.

Silence is as great a virtue in an office as capable talk, and every one knows that the manager's little whims and predilections have as much to do with your promotion as your own honest efforts always to do the right things at the right time in the right place.

You must copy your manager in the beginning. You may sneer at the copy-cats and the self-satisfied imitators, but on the other hand strain your originality too much in the face of an old fogey manager and see what happens.

The new correspondent must be diplomatic. It ought to be easier for her to tickle the vanity of her chief than to outrage it, though personally she may despise people who are always rubbing you the right way for a purpose.

Make the manager's style your own. Acquire some of his phrases and peculiarities of expression, and you will be surprised to see how soon he will let you handle some of his letters independently. Knotty correspondence is always a bugbear to a harassed, hurried manager, and sometimes he is only too glad of the opportunity of giving over a portion to a reliable assistant. And if you tally with him in the beginning he is more likely to give you own methods a little leeway later on.

When you can once prove your knack at writing good, fetching business letters that do not clash with the head's own way of doing things, you are soon a factor in the office. By and by you can introduce those little original methods that would have rattled and roiled the boss before. At that point your chief is bound to consult your opinion in many things. Because of your steady contact with customers through the mail you may find out a thing or two about his business of which he is not aware. Instead of being only a servant you are also a co-operator.

When a letter involves a particularly knotty problem always consult your boss and recognize him as first authority in adjusting doubtful matters. But a good deal depends on your judgment in referring things to him that may rightly devolve on you. Don't fuss and haggle about trifles. The more readily and firmly you can make up your mind about a thing the more correspondence you can cover in a day, and it stands to reason that the more work you can put out in a day the more substantial your claims to a raise.



If I had a billion dollars I would establish the University of Outdoors.

There would be no buildings to speak of; it is not for them I would need the money, but to hammer my idea into the heads of my countrymen.

Somewhere on one of the great lakes I would set up my school, consisting of twenty miles of water front, plenty of virgin forest, and many little lakes, hills, rocks, streams, meadows and sandbanks.

The health and training of the body would not be an elective hour or two a week in a stuffy gymnasium, after the manner of our extant hothouses, kiln drying educational infirmaries, but the first and unremitting effort would be to perfect the house of the mind.

Whether my children should fill their nogginns or not, their nerves, blood and sinew should be stuffed full of fresh air, they should be graduated as splendid, supple animals, as healthy and physically joyous as dogs or deer.

The school term should begin with the spring and end with autumn. Every minute, day and night, the pupils should be outdoors, using tents for sleeping in bad weather.

They should learn how to be cold and hot, wet and dry, without taking sick.

Girls as well as boys should learn to swim, to sail a boat, to ride and to run and to throw (for which their grandchildren would build me a monument).

Boys should also learn to dance, to sing, to sew and to cook. There would be no clothing question, certain uniforms being prescribed for all.

No human being, before the age of twenty-one, should waste one thought upon clothes.

Would Build School for Out-Door Training

By FRANK CRANE

Criticise Some of Our Modern Sports

By PAUL SIMS
Elgin, Ill.

The followers of sport today demand a spectacle equal to the blood flowing scenes of Nero's time. The recent Elgin races would compare with a gladiatorial contest such as the barbarous Roman emperor was pleased to conduct for the Roman rabble. Instead of a reeking sword and a shield the gladiator of today drives a huge wheeled demon of destruction.

What is the reward of today? It is the same reward that gracious Nero was wont to bestow—honor and gold.

The stamp of disapproval is placed upon prize fighting and numerous laws are passed for its elimination, but in its stead we commend a sport that is more fatal and more brutal.

How quickly will the public condemn two physical giants who endeavor to massage one another's countenance in the most approved prize-fighting style! Meanwhile this sane and civilized public will permit, nay, encourage, the slaughter that seems to be a necessary adjunct to automobile races.

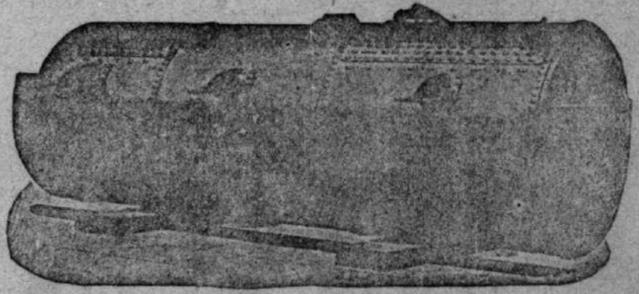
Every one is familiar with the situation of ancient history times, when assassination was a profession, but the game of today seems to be a suicidal contest, with a mixed reward of notoriety and dollars.

NEIL CALLAHAN.

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