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Three-year follow-up of girls in office positions (class of 1926, Business Division, Newton High School)

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BOSTON UNIVERSITY
GRADUATE SCHOOL

Thesis

THREE-YEAR FOLLOW-UP OF GIRLS IN OFFICE POSITIONS
(Class of 1926, Business Division, Newton High School)

by

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(B. S. Ed., Boston University, 1925)

submitted in partial fulfilment of the
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CHAPTER I
INTRODUCTION

Place of Commercial Education

Education has recently been defined as life itself. We have discarded the old definition, "A preparation for life" because we realize that we learn as we live, and that education is a constant adjustment of, and adaptation to the conditions which confront us as citizens of the world.

Commercial education is one of the most striking examples of this new conception of education. This is an economic civilization in which we live. No day passes that we do not experience some kind of a business transaction. Scarcely a week passes that we do not write a business letter. Every person makes use of business principles whether he is the comptroller of a large business house, a salesgirl in a small department store, or a housewife who prepares and puts into effect a budget which will keep the expenses within the family income. Every person desires to be thrifty, and to control his expenses in order that he may establish sound habits of saving. Success in all of these instances depends largely upon the amount of business training which the individual has received.

Society has demanded that the public school offer more practical subjects than the last generation enjoyed. It is still enforcing that demand. We have reached the point where we believe that our young people must be trained to do some-

thing definite, that they must be prepared for some life work. We are preparing them to take their places as citizens of a democracy, but we are overlooking the fact that this good citizenship depends to a very large extent upon the way in which they spend their income, and upon the way in which they influence others to distribute their wealth. We do not realize the value of the knowledge of economics - how necessary it is - in order that town, city, state, and even national funds may be expended and invested in a wise and profitable manner. James Glass says,

"Commercial education in addition to its distinctly vocational values has certain general and practical values for all pupils in secondary education. A course in Junior Business Training should contain those fundamental values of commercial and business practice which are the common need of all pupils irrespective of vocational choice." 1

Never before in the history of this country has there been such a necessity for thinkers in the field of finance and economics. These recurrent periods of depression call for men and women with business training and economic understanding, to change the present financial system.

All of these facts make us realize the importance of Commercial Education, the place it fills in our present civilization and the importance of its function in the future.

1 Glass, James, "Curriculum Practices in the Junior High School and Grades 5 and 6" Page (Supplementary Educational Monographs)

The Importance of Guidance

In listing the functions of our schools in the order of their importance educators tend to place that of counseling boys and girls near the top. That guidance is a very important part of education has been well stated by Inglis,

"When we consider the question of guidance we are considering not something which is to be added to education, not something which exists outside, but something which is really in the very center of education itself. When we speak of guidance, therefore, we are speaking of an integral part of education, one of the most important parts of it...we have made the mistake a great many times in the past of limiting our thinking to a kind of education which excluded the important elements of learning the pupil and then helping him to find his ability, helping to guide him. We find a dangerous tendency on the part of some who have not thought deeply to regard vocational guidance as a piece of machinery added to the regular administration of work in the school and educational guidance as a matter of advising a child rather than fundamentally a matter of education itself." 1

Like other vocational fields the effectiveness and success of commercial education is increased by a system of guidance. Professor Nichols says,

"In no field of educational endeavor is there greater need for a sound vocational and educational guidance policy than in that of commercial education." 2

Purposes of the Present Study

The First Purpose

There is a very definite program of guidance in the Business Division of the Newton High School. The first purpose of this present study was to determine, in a general way,

- 1 Inglis, Alexander J. "Vocational Guidance in Secondary Education," The Vocational Guidance Magazine, October 1925 Page 3
- 2 Nichols, Frederick G. "Vocational Guidance in Commercial Education" in Vocational Guidance Magazine February, 1928

whether the graduates tend to be successful as a result of this program of guidance. That is, we wished to determine not only whether those girls who had majored in shorthand had been successful in employment, but also whether or not those girls, who as a result of very careful guidance had been advised against the election of shorthand, and had majored in the general clerical training, had been successful in their office positions.

The Second Purpose

Business education must ever coincide with the present day practices in the business office. In order to produce a skilled worker we must ascertain the requirements of the position which she may be called upon to fill, and then train her in the subjects fundamental to these requirements. The second purpose of the study was to determine these requirements,--the work being done by the graduates in their business positions--in order that we might be better informed as to the necessity for:

- a. Additional training advisable for the office training curriculum.
- b. Modified training advisable for this curriculum.
- c. New equipment needed to provide for adequate office training.

Class of 1926 Chosen for Study

In this study the girls of the class of 1926 of the Office Training Curriculum of the Newton High School were

followed in their positions for three years. There was no reason for selecting this particular class as a group to follow. It happened that this was the next class to graduate after the decision to complete such a study was made.

Accuracy of Results

Although it might be argued that a single class furnishes an insufficient number upon which to base valid conclusions, still we believe that a careful study of the results and information obtained from this survey will sufficiently justify the conclusions drawn. It is not intended to reflect the situation in all cities, although it is the contention of some commercial educators that conditions of office work are much the same throughout the country. However, the results are probably representative of the achievements of the girls who go into business offices from the Newton High School.

THE NEWTON PROGRAM

Office Training Curriculum -- Newton High School

Grade IX

Required

English 1

Civics

Science (General)

Com. Arith.

Jun. Bus. Trng.

Foods 1
Phy. Ed.

Grade X

Required

English 2

Biology

Bookkeeping 1

Typewriting 1

Clothing
Phy. Ed.

Grade XI

Required

English 3

U. S. History

Hygiene 1/2 yr.
Computing
Mch. Theory 1/2 yr.

Typewriting 2

Phy. Ed.

Elect oneOffice Practice
or
Stenography 1

Grade XII

Required

English 4

Prob. of Dem.

Typewriting 3

Elect one groupBkkg. Mch. Theory
and
Office Machines

or

Stenography 2
and
Correspondence and
Office Assignments

Grade IX

English, General Science and Civics are subjects of general culture required in all curricula. Junior Business Training and Commercial Arithmetic are necessary as foundation subjects for all business curricula.

Grade X

Typewriting (1) and Bookkeeping (1) studied in the Sophomore year are both fundamental subjects for work to be pursued in Grades XI and XII.

Grade XI

The course entitled Office Practice in Grade XI is a study of the application of typewriting to all kinds of business forms, such as invoices, insurance policies, legal forms including contracts, bills of sale, leases, wills and special kinds of business letters.

Grade XII

Those students who have studied Office Practice in Grade XI elect Bookkeeping Machine Theory, and Office Machines in Grade XII.

Bookkeeping Machine Theory is a study of bookkeeping taken up in such a manner as to correlate with the operation of the Bookkeeping and Accounting Machines.

Office Machines is a course in which students are given the opportunity to learn the operation of all important office machines.

This course is one of the most important and valuable in the curriculum. Twenty office machines are assembled in two adjoining rooms, and are operated by twenty students, all working double periods on different machines. By an efficient program of instruction each student becomes familiar with modern office machinery, and specializes on that machine with which she is the most successful.

The course in Correspondence was originally a one-year course in the study of business letters. The time is now divided into three subjects: Correspondence, Filing, and Office Assignments. During the time spent on the latter, the girls are assigned to various Heads of Departments for dictation or clerical work.

GUIDANCE PROGRAM

10th Grade Adviser

There is a special adviser for the commercial students of the 10th grade, and one for those students in the 11th grade. The advisers for the commercial students have the title of Assistant Adviser for Class X, and Assistant Adviser for Class XI. All guidance for Class XII is done by one person--the adviser for Class XII.

The work of the 10th grade adviser for commercial students is an important one. Her task is to bring together the students of all the junior high schools and to organize them into homogeneous groups for commercial work. On the basis of the 9th grade commercial advisers' records she

makes up the divisions of commercial students for the following year. Her duties are as follows:

1. Interviews those students who are failing in two or more subjects to determine cause of failure.
2. Adjusts those students who have been assigned to classes which move either too slowly or too rapidly for them. It should be noted here that as much effort is made to adjust these students who find themselves in classes which move too slowly as to adjust those with less ability.
3. Transfers to other curricula those pupils who by their constant failure seem to be unfitted to do commercial work.
4. Advises girls to elect stenography or office practice as their major field.

It will be observed that all girls electing the Office Training Curriculum pursue identical subjects throughout Grades IX and X.

The election of Office Practice or Stenography takes place about April 15th of the tenth grade and is the result of the most complete prognosis which is done in the Business Division. Students are advised to elect Stenography or Office Practice on the basis of the combined results of the following:

1. Hoke's Prognostic Test for Shorthand
2. Tressler's Minimum Essentials of English
3. Intelligence Quotient

4. Teachers' judgment, based on achievement during Grades IX and X.

In a study of over three hundred pupils, the correlation between success predicted and the actual success achieved has been found to be .728. ¹ Those rating high in the above four requirements are advised to elect Stenography. On the other hand those showing less ability are advised to elect Office Practice, since it is probable that they will be unsuccessful in Stenography.

The fact that some girls show less aptitude for mastering shorthand does not in any way lessen their opportunity for success. This group becomes a well-trained group of graduates who have specialized in clerical work, and may be recommended as efficient typists, operators of office machines, filing clerks, and general clerical assistants. It is interesting to note that those girls are frequently the first to be placed in positions.

11th Grade Adviser

1. Studies carefully the results of the guidance into stenography or clerical work and makes early those adjustments which will prevent later failure. The program is arranged so that it will be possible to transfer students from the slowest class in shorthand to office practice with-

1 Hood, Mildred "Prognostic Testing for Shorthand Ability" (a study made at Newton High School)

out any other subjects because these two subjects are scheduled for the same hour.

2. Confers with those students who have two or more failures in an attempt to effect adjustments which will satisfy individual differences.

3. Where courses are offered to General Course students the adviser studies these pupils carefully in order that she may guide into advanced commercial subjects only those pupils who indicate adaptability and interest in business work.

The third year of the class of 1926 began with about one-fourth of the girls in Office Practice and three-fourths¹ in Stenography, the latter having been grouped into three divisions according to ability as indicated by the above battery of tests. During the first two or four months of the year, or even at the end of the eleventh grade, the few who had elected Stenography against advice had proved to themselves that they were unable to succeed in Shorthand and gladly transferred to Office Practice.

At the time of the making of the program of studies, Stenography and Office Practice are scheduled for the same hour in order to facilitate these latter adjustments. At graduation the proportion of Clerical and Stenographic students in this class was about one-third and two-thirds respectively.

¹ Note: The Office Practice curriculum has grown in popularity until today the proportion in these two major subjects is about 1/2 each.

Placement of Graduates

Guidance does not end with graduation. The proof of guidance, and the success of a vocational program, is in the actual placement of the graduates. The transfer of a student from his commercial training to employment is an educational service. This is emphasized by the fact that to an increasing extent business houses are co-operating with high schools in the securing of workers. In return, business is offering suggestions for the content of the commercial curricula. This is bringing education and business closer together and tends to eliminate the employment agency as far as high school graduates are concerned.

Placement Done By Teachers

The actual placement of Seniors of Newton High School is done by two teachers in the Business Division. The stenographers are placed by the teacher of Senior Stenography, the clerical workers by the teacher of Senior Office Practice. Such division of placement makes it possible for the instructors to know well the capacity of each girl, and to place her in the position for which she is best fitted. Such work does place a heavy burden on these teachers, but if they have no extra-curricular responsibilities it does not seem unfair.

At the present time the above arrangement works well, but with the growth of population, the increase in the number selecting the commercial curricula, the increase in the number of years pupils will remain in school, together

with the work to be done in the placement of the boy graduates of the Business Division, it may become necessary in the future to establish a Placement Bureau within the school.

Our Clientel

The Business Division of Newton High School has been very successful in building up an extensive and reputable clientel who enter their needs for office workers with those members of the faculty who are in charge of placement.

Although placement of our graduates is going on throughout the entire year, the greatest amount is done during the period from April 1st to the close of the school year at the end of June. If a student is passing all Senior subjects on April 1st, she may take a position after that time, should the opportunity arise. If her grades in any subject are questionable, she is required to remain in school until the close of the school year.

NEWTON HIGH SCHOOL . . . BUSINESS DIVISION ALUMNI RECORD

Your Name _____ Graduated 19____

Your Home Address _____

_____ Your Telephone Number _____

Check course taken in High School. Clerical _____ Stenographic _____

INFORMATION CONCERNING POSITION WHICH YOU NOW HOLD

Name of firm _____ Kind of business _____

Address of firm _____ Name of position you hold (Give payroll name if there is one) _____
 Length of time you have worked for firm _____

Check here duties you do regularly

Check here duties you do occasionally

- Transcribing shorthand notes
- Transcribing from Dictaphone or Ediphone
- Typewriting from copy
- Typewriting legal documents
- Cutting of stencils
- Statistical tabulation
- Opening and sorting of mail
- Filing of correspondence (Give system)
- Keeping of card catalogue
- Addressing of envelopes (by hand)
- Writing of bills (by hand)
- Figuring of bills (by hand)
- Posting of bills to customer's ledgers

Operation of

- Burrough's Statement Machine
- Burrough's Bookkeeping Machine
- Remington Accounting Machine
- Underwood Bookkeeping Machine
- Adding Machine
- Calculator or Comptometer
- Multigraph
- Mimeograph
- Billing Machine
- Typewriter
- Check-writer
- Addressograph or Addresserpress
- Sealing Machine (Sealing envelopes)

Recording of Entries in

- General Journal
- Cash Book
- Sales Journal
- Purchases Journal
- Ledger
- Preparation of financial statements (Profit and Loss and Balance Sheet)
- Figuring of Inventory
- Making of monthly statements (Customers)
- Sorting of checks
- Filing of checks
- Switchboard Operator

Other duties not mentioned above _____

What courses have you taken since graduating from High School? _____

CHAPTER III
PROCEDURE OF THE STUDY

Consultation with authorities on commercial education led to the belief that the procedure in securing the information desired should be as follows:

1. Composition of a blank to be filled out by the graduate now on the job, indicating her regular and occasional duties.
2. Sending out these blanks for three years.
3. Compilation of results, showing:
 - a. Stenographic work being done.
 - b. General clerical work being done.
 - c. Office machines being operated.
 - d. Bookkeeping being done.
4. Recommendation of changes in curricula on basis of results obtained.

The Blank

After careful consideration, a blank, called the Alumni Record of the Business Division, was prepared, containing space for the following information:

1. Personal Data
 - a. Name
 - b. Address
 - c. Telephone
 - d. Curriculum pursued in high school
2. Position Now Held
 - a. Name of Company
 - b. Name of Position

c. Length of time in position

3. Duties Performed (regular and occasional) under the following headings:

- a. Stenographic work
- b. Clerical work
- c. Office Machines
- d. Bookkeeping

It was thought best to omit the question of salary as this point does not concern the main objective of the study; further it was thought that this might have a tendency to prevent a high percentage of returns.

Sending Out the Blank

On April 1, 1927, presumably at the end of her first year of employment, each graduate received one of these blanks (white). The blank was accompanied by a letter from the Head of the Business Division explaining the blank, expressing the desire to know exactly the work which was being done by each graduate, and asking her co-operation in a three-year study which would determine:

1. How nearly her training had fitted her for her present position.
 2. Changes needed in present curricula to conform to the requirements of present-day business offices.
- The letter closed with a request to fill out the enclosed blank as accurately as possible.

The second blank (blue) sent out on April 1, 1928, was

accompanied by a letter enlisting her co-operation in filling out the second report.

The third blank (pink) mailed April 1, 1929, was accompanied by a letter thanking her for her co-operation in the past, reminding her that this was the last time we should ask for such a report, and informing her that the information obtained would govern the changes to be made in the Office Training Curriculum in order that the latter might correspond to the best office methods.

At the end of each of the three year, a follow-up letter was sent to those who had failed to send in their blanks; in some cases telephone calls were made.

It was only by constantly checking up and requesting those who had neglected to respond to do so, that the complete reports were obtained.

The Returns

Each year as these returns were received, they were entered on a large working sheet. At the end of three years a comprehensive working sheet was prepared from which were compiled the totals, showing the number performing each duty, both regularly and occasionally. Upon these totals are based the conclusions of this survey.

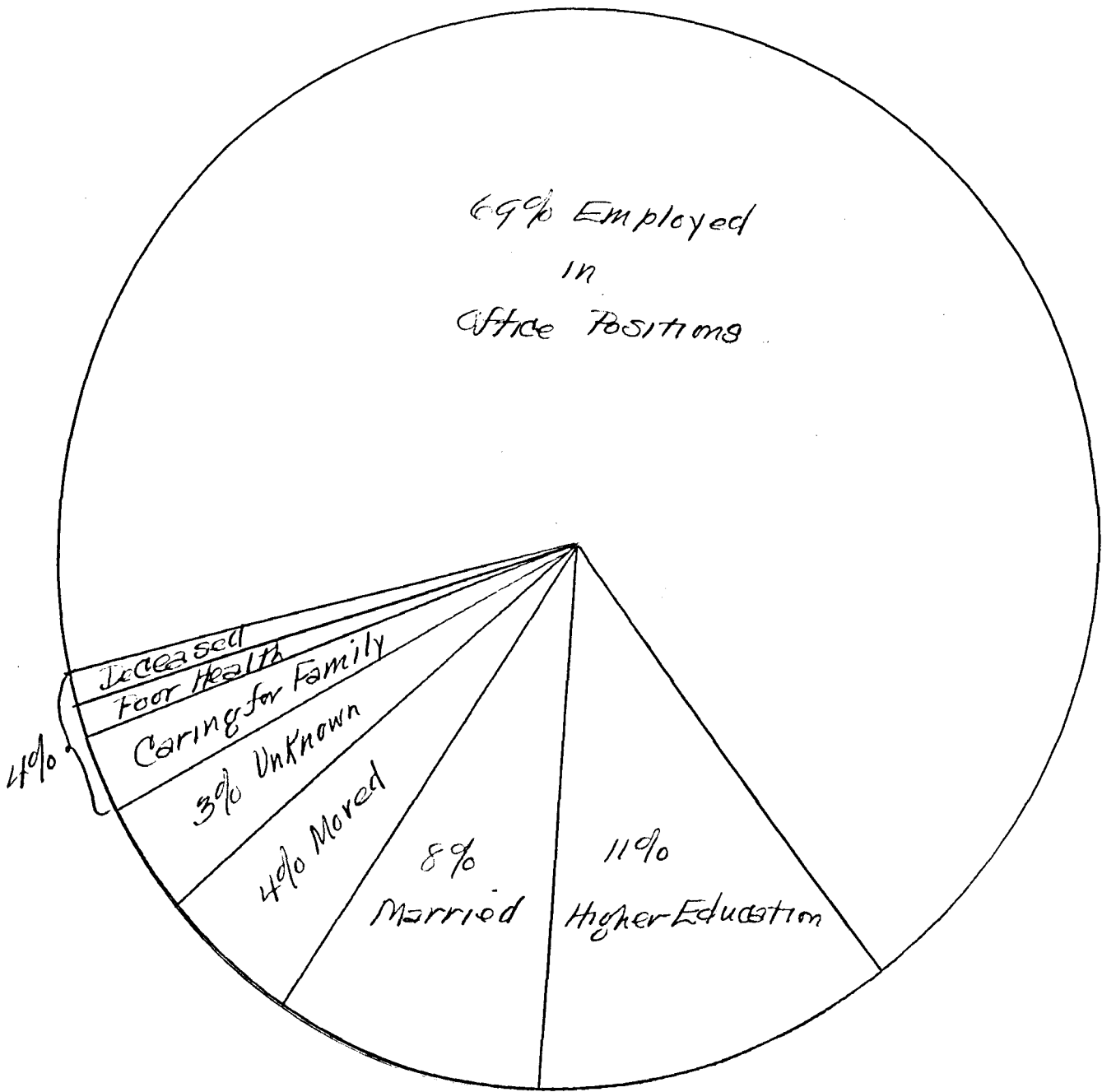


Figure No. 1
 Showing the Location of Members
 Class of 1926, three years after graduation

CHAPTER IV
PRESENT LOCATION OF GRADUATES

Statistics

Following are the figures showing the present location of the 96 girls of the class of 1926:

Employed

Office Positions			
Complete Records	62		
Incomplete Records	<u>3</u>	65	
Sales Clerk		<u>1</u>	66

Engaged in Further Education

Boston University-School of Ed.	1	
Boston University-Arts & Letters	1	
Portia Law School	1	
Emerson College	1	
Framingham Normal School	1	
Convent - (college course)	1	
Hospital Training	<u>5</u>	11

Married (at home) 8

Moved out of town 4

At home caring for family 2

Unknown 3

Poor Health (not working) 1

Deceased 1

Total 96

Employed--66

All but 1 of the 66 girls now employed are in positions for which they were trained in high school. This is significant because it proves that the girls are "making good."

Sales Clerk--1

Although the young woman who is employed as a sales clerk cannot be said to be using her clerical training, she did receive guidance from her commercial instructors, which resulted in her taking this position.

Complete Records of Office Positions--62

For 62 girls there are complete returns of their three years' employment. It is on these reports that the conclusions of this survey are based. Further comment on these 62 cases will be made in Chapter V, the whole of which is devoted to the work actually being done by these girls.

Incomplete Records of Office Positions--3

The returns of this group are not included in the figures used for the basis of conclusions because in one instance the period of employment has been too short, and in the remaining two cases the reports are not complete for the last three years.

Engaged in Further Education--11

The fact that 11 are at higher institutions of learning for which a high school diploma and, in some cases, certificate grades in school records are required, does not confirm

the common idea that business students infrequently go beyond high school because of inferior mental ability. In most of the cases where these girls planned on higher education the family funds were uncertain, making it necessary for the girls to be trained to earn a living if it developed that it would be impossible for them to continue their education.

The young woman who is enrolled at Portia Law School is using her business training to defray her expenses at the law school.

Of the 5 who are now training in hospitals, 2 worked in offices to get money for their hospital course.

The girl who is studying at Boston University Practical Arts and Letters is now a senior, and has recently been serving as an apprentice teacher in the Business Division of the Newton High School.

Married--Eight

Eight of the class have been married during the three-year period and are now at home. Prior to marriage these girls held good positions for which they had been trained. If in the future it should become necessary for them to earn their own living, they will be able to do so because of their high school training. One graduate has been married but is still employed. Her record is included in the 62 complete records.

Moved out of town--Four

These girls entered business positions upon graduation but have since moved out of town. All but one of them are at present working in business offices in other cities.

At Home Caring for Family--Two

The two who are at home entered good positions upon graduation, but because of illness or death in the family have been compelled to resign in order to care for the home.

Deceased--One

The death (from tuberculosis) of one of the girls terminated a promising career in an office position.

STATISTICS OF DUTIES BEING PERFORMED

	(62) 1929 Total	(20) Cler	(42) Sten	(62) 1928 Total	(62) 1927 Total
<u>STENOGRAPHY</u>					
Transcribing Shorthand	24	1	23 ⁵	24	24
<u>OFFICE MACHINES</u>					
Bookkeeping & Transit Mch	9	5	4	5	4
Adding Machine	22	11	11	22	22
Calculator or Comptometer	6	5	1	5	4
Multigraph	1	0	1	2	2
Mimeograph	2	0	2	5	2
Billing Machine	3	3	0	4	4
Typewriter	50	14	36	48	46
Dictaphone or Ediphone	3	0	3	4	1
Switchboard	6	1	5	4	5
Addressograph	3	0	3	5	2
Check-writer	7	2	5	7	4
Sealing Machine	3	3	0	4	4
<u>BOOKKEEPING</u>					
General Journal	5	1	4	6	4
Cash Book	9	2	7	9	5
Sales Journal	3	0	3	4	3
Purchases Journal	1	1	0	2	0
Ledger	11	3	8	9	4
Financial Statements (Profit & Loss and Balance Sheet)	4	1	3	2	0
Figuring Inventory	1	1	0	0	1
Monthly Statements	11	3	8	8	12
<u>GENERAL CLERICAL WORK</u>					
Typewriting from copy	23	4	18	26	26
Typewriting legal documents	6	2	4	10	7
Statistical Tabulation	6	1	5	3	7
Filing of Correspondence	25	4	21	28	26
Keeping Card Catalogues	14	1	13	13	11
Figuring of bills	10	4	6	6	12
Writing of bills	6	3	3	3	3
Cutting of stencils	4	1	3	6	7
Opening & Sorting of mail	9	1	8	13	15
Addressing of envelopes	8	2	6	7	5
Sorting & Filing of checks	10	2	8	9	12

CHAPTER V

DUTIES BEING PERFORMED BY THE GRADUATES

Statistics of Duties Being Performed

On the opposite page are the figures showing the number of girls performing regularly the duties listed. These figures have been compiled from the 62 complete reports of three-years' employment.

The figures in the first column indicate the total number of girls performing the various duties on April 1, 1929. Of this total, the number of girls who were trained in clerical work and the number who specialized in stenography are recorded in the second and third columns respectively. For example, of the 62 graduates now employed and from whom we have complete records, 24 are regularly transcribing shorthand notes. (The number shown as an exponent indicates the number who are spending their entire time on the duty). Of these 24, one majored in clerical work and 23 majored in stenography.

The last two columns show the total number who were performing the duties on April 1, 1928 and April 1, 1927 respectively. These figures are shown for comparison with those of April 1, 1929. The stability of the figures for the three years would seem to indicate accuracy in filling out the records.

Interpretation of the Figures--Transcribing Shorthand

Of the 62 employed, and from whom we have complete records of employment, 42 were trained as stenographers.

Of this number only 23, or 55% were using shorthand regularly. Of the 23, 5, or approximately one-fifth are spending their entire time on dictation and transcription. The records show that in addition to these 23, 8 others use it occasionally, although it is not a necessity for the position. This means that over one-quarter, or 30% of those students who specialized in stenography, are making no use whatever of this subject and training, and in only 54.7% of the cases was it a pre-requisite for the position. Only 12% are devoting their entire time to this work. This is indicative of the fact that shorthand as a necessary requirement for an office position is a condition of the past.

Office Machines--Accounting Machines

It should be noted that in 1927 only 4 girls were employed as Accounting Machine Operators. To the layman that appears an insignificant number, but when we consider that these machines cost from \$900-1325; that they are comparatively new to the business office; their operation requires not only a thorough knowledge of bookkeeping, but also absolute accuracy and a great deal of mechanical skill, it is indeed significant that on April 1, 1927, 4 of our girls, only one year out of high school, were operating them.

On April 1, 1928 the number of girls operating these machines had increased to 5.

Still more significant is the fact that on April 1, 1929 the number of operators had almost doubled, for the returns showed 9 girls operating these machines, including the important Transit Machine in use in the banking houses. It is interesting that one of the girls who was operating an accounting machine in 1928 has been made head teller in a branch office of the same Trust Company.

It is also interesting to note that 4 of the 9 had been trained for stenography, and had received no training in the operation of these machines. This shows that some of the girls who graduated as stenographers in spite of this fact are doing work of general clerical nature.

Adding Machines

Of the 22 now operating the adding machine, 11 are clericals and 11 stenographers. Though this is clearly a clerical task, the stenographers are in positions which require the operation of this machine.

Calculator

The small number using this machine is doubtless due to the fact that business concerns draw their computing machine operators from the schools maintained by the manufacturers to train candidates for this work. An executive of one of these schools recently made the statement that as soon as the high schools could supply the demand for trained operators, the training school would be discontinued since it is maintained at a loss to the company.

Multigraph and Mimeograph

The small numbers reported on the use of these machines may be explained in two ways:

1. The operation of these machines in many houses is the work of the office boy.
2. Many firms send this work out to the concerns who specialize in multigraphing since it is less expensive than using the time of clerical workers.

Billing Machine

The small number of graduates using the billing machine is probably due to the fact that in many business offices the bills are made out on the typewriter. Note that all of the operators are clericals and trained for this work.

Typewriter

It is interesting that 14% of the girls are not using a typewriter. A few years ago such a statement would not have been made nor believed, but the introduction of the other office machinery makes this fact readily understandable.

Addressograph or Addresserpress

It has been a question whether an addressing machine should be included in the equipment of Newton High School. A sufficient number are operating this machine to warrant the consideration of the installation of a machine of this type.

Check-writer & Sealing Machine

Although a knowledge of the operation of these two machines is desirable, such information may be learned on the job.

Dictaphone or Ediphone

The small number of girls operating these applicances would seem to indicate that they are little used. Although it is contended that some firms use them almost entirely for dictation of letters, it is a fact that there are a considerable number of smaller offices where they are not used. At present the demand is the same as in 1926--2 or 3 operators a year.

Switchboard

These figures are large enough to warrant the training of seniors in the use of the switchboard to the extent that it is possible to make use of the board in the high school.

Bookkeeping

Of the 45 girls who are regularly performing duties as bookkeepers 12 are clerical and 33 are stenographers.

It is a fair proportion of the clerical girls to be engaged in this work, but 33, or 75% is a large proportion of stenographers to be engaged in regular bookkeeping duties. Three of these girls are devoting their entire time to it; the remainder are doing such work along with their other duties.

The fact that this large number of girls trained as stenographers are engaged in bookkeeping, together with the fact that some are operating accounting machines, would seem to indicate that the stenographers as well as the clerical girls should receive training in this subject in the senior year. Also, a later chapter concerning the education gained by these girls since graduation shows that the stenographic girls have found it helpful to study a second year of bookkeeping which at present only the clericals study in school.

General Clerical Work--Filing of Correspondence

The large number of stenographers who report filing of correspondence as regular work indicates that this is chiefly the work of the stenographer (except in the case of the regular file clerk who devotes her entire time to filing. The stenographer should therefore, have training in filing.

Keeping of Card Catalogues

Fourteen are performing this duty. 10 of the 14 are stenographers who are transcribing shorthand notes regularly. This fact would seem to indicate that the keeping of card catalogues presumably is a stenographic duty and tends to accompany work in correspondence.

Other General Office Work

Note the number of stenographers who are engaged in

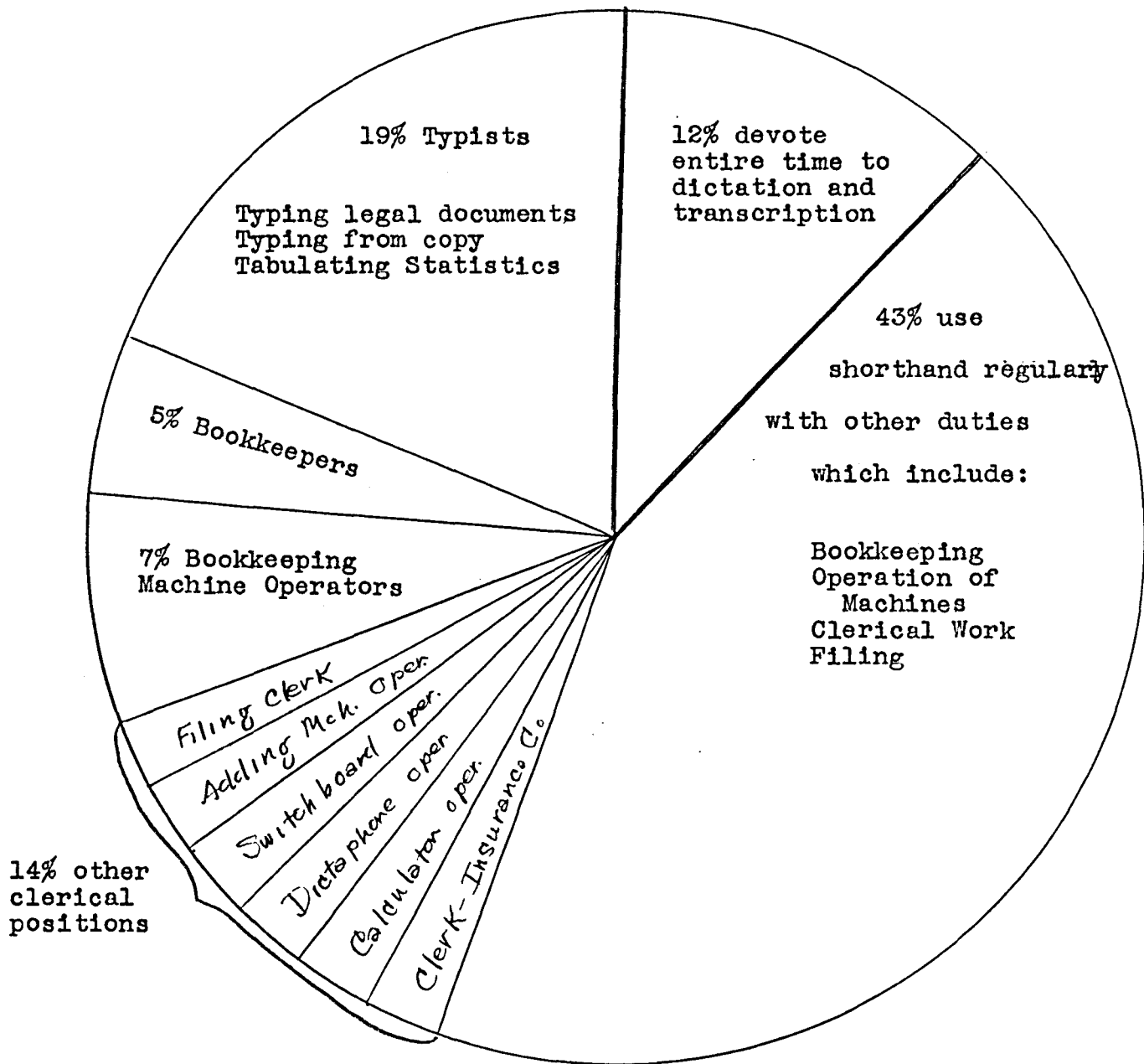


Figure No. 2
 Showing Types of Positions
 Held by Girls
 Who Majored in Stenography

the various duties which are classed as general clerical duties. Not only has a large percentage of these been drawn into clerical work, but those who are using their shorthand regularly are also engaged in clerical work. For example of the 23 who are using their shorthand, note the following duties performed in addition to dictation and transcription:

Typewriting from copy	9
Typewriting legal documents	3
Tabulating statistics	2
Opening and Sorting Mail	5
Figuring bills	4
Working on payroll	2
Bookkeeping machine	5
Bookkeeping duties	9

Significance of Statistics in This Chapter--Stenographers

All of this does not mean that Shorthand should be dropped from the Office Training Curriculum. In many office positions the knowledge of Stenography is a prerequisite, even though it is to be used but little. The above facts do show, however, that it is no longer necessary to train all prospective office workers to be stenographers. Although for several years not all the girls in the Business Division of Newton High School have been trained in stenography, two-thirds have been. Approximately only one-half of those trained in 1926 for stenography are actually using this training. Others are engaged in positions of clerical nature. This means that only those who are assured of success in this subject should be so trained. The growth of business and the advent of office machinery have resulted in the growth in the number and the type of office positions open to the high school graduate. The remainder of the

students should prepare for these new positions. Here again the value of effective guidance at the close of the tenth grade cannot be overemphasized.

It is also a fact that those who DO use their shorthand training PERFORM CLERICAL DUTIES AS WELL. Such duties include the operation of office machinery, bookkeeping, and general clerical work. With the exception of the small group who are engaged entirely in the taking of dictation and the transcription of shorthand notes, the majority of office workers today hold positions which require training in such clerical duties.

Figure No. 2 shows the types of positions now held by the stenographers of the class of 1926 and the percent engaged in each kind of position.

Clerical Workers

It is impossible to make a figure to show the work being done by the clerical graduates since their work is so varied, but reference to the Table No. 1 opposite page 21 will give a comprehensive view of their duties. Note the predominance of office machinery in their work.

Office Machinery

Of the 62 complete reports, 43 or approximately 70%, show regular use of some other machine beside the typewriter (exclusive of sealing machine, checkwriter and switchboard operation.) This is additional evidence of the operation of office machinery as a field of office work.

CHAPTER VI

ADDITIONAL EDUCATION OF THE GRADUATES
SINCE LEAVING HIGH SCHOOL

It is an interesting fact that of those now employed 27% have taken courses in various subjects since their graduation from high school. It is also interesting to note that these courses are such as aid in doing their present work better, and in learning about the job just ahead. It will be recalled that about two-thirds of the class were trained as stenographers and one-third as clerical workers. It is also a fact that one-third of the total number who have taken additional work were clericals and two-thirds were stenographers, showing that exactly the same proportion of each group has taken work since graduation.

The significance of this additional work is two-fold. First, it shows that these girls leave high school with an attitude of self-improvement. Throughout their high school course they are constantly reminded of ways by which they may improve themselves generally and overcome their individual difficulties. They are also taught that education does not end with high school, but that it is life, itself, and that especially in the business fields one must be constantly in touch with the very latest ideas and methods. It is significant that this attitude of self-improvement has been developed to the extent that a part of their salary is spent for further education.

A list of the courses taken, together with the information as to whether the girls were trained in the stenographic or clerical course, is given. Each line represents the work studied by an individual student. Three of the clerical girls are studying shorthand at Newton Evening School. They do this, not because their positions require it, but rather because they desire self-improvement and because evening school provides a reunion of the classes of the past two or three years.

SUBJECTS STUDIED BY GRADUATES

<u>Group</u>	<u>Subject</u>
S	Bank Bookkeeping
S	Bacteriology (Stenographer in Osteopath's office)
S	Accounting and Secretarial Administration at Boston University
S	Bookkeeping at nigh school
S	Accounting at Boston University
S	Advanced shorthand; advanced dictation; English Composition
S	Advanced English Composition; French
S	Advanced shorthand (Newton Evening School) Business English at Boston University
S	Law (studies at Portia Law School evenings)
S	Shorthand at State House
S	Library course at Simmons (works in a library)
S	English Composition and Accounting at Boston University
C	Ediphone Course
C	Accounting
C	Bookkeeping and Shorthand at Newton Evening School
C	Shorthand at Newton Evening School
C.	Shorthand and English Composition at Boston University
C	Shorthand at Newton Evening School

Note that many stenographers are taking courses in bookkeeping and accounting. At the present time the girls who are trained as stenographers have only one year of bookkeeping, and that is studied in the Sophomore year. It is probable that when they find themselves confronted with a

real accounting problem, they have forgotten the small amount of bookkeeping that they did study. This, together with the fact that so many of them are engaged in actual bookkeeping positions and in the operation of bookkeeping machines, seems to indicate that additional work in bookkeeping should be given the girls in the stenographic curriculum.

There should be an opportunity for the stenographers to have a training in the operation of the bookkeeping machine. This would recall the principles formerly learned.

CHAPTER VII
HOLDING THE JOB

One of the greatest costs to business firms today is the tremendous amount of turnover. There are two causes for this great turnover. First, the office manager may select a candidate hurriedly with the thought that if this one does not prove satisfactory, the employment agency will supply another. Secondly, the worker may be unskilled in the work which he attempts to do.

The length of time the graduates of the class of 1926 have held their positions follows:

36	have held their positions	3 years	-	57.7%
15	" " " "	2-3 "	-	<u>24.1%</u>
				81.8%

Approximately 82% of the graduates have held their positions from two to three years. In so far as it has been possible attempts have been made to determine the cause of change. In all but two instances the changes have been in the form of promotion or better opportunity for advancement. One was the case of a young woman's leaving her office position for one with the telephone company. This was not a demotion, but came from her dislike for office work. The other case is that of a girl who has a poor disposition. She changes positions every two or three months.

The above figures indicate that the girls are trained for the work which they enter. That 82% have held their positions for from two to three years is a record of which

Newton High School may well be proud. The credit is due both to the teachers who placed the girls in positions in which they have fitted, and also to the girls who have applied so well the training which they received in their commercial training in the high school.

The success of the latter is due to the fact that the curriculum has kept pace with the changes and adjustments of the modern business office. This must constantly be true if Newton is to maintain her record.

CHAPTER VIII

A COMPARATIVE STUDY OF THE SALARIES OF CLERICAL
AND STENOGRAPHIC GRADUATES

The question of salary was left off the blank sent out because it was felt that this question might seem a personal one to the girls and so result in a small percentage of returns. It has been possible, however, to determine the salary of six of the girls. An effort was made to select the best stenographers, as indicated by high school records, but as stated previously, there was not much choice in the clerical graduates. This was due to the fact that was true at that time even more than at present, that the poorest students had to take the clerical course because they would not be successful in stenography. Hence, the three stenographic girls chosen for this study were the best. The three clerical girls were typical girls, with not a great deal of scholastic ability, but they were hard and willing workers.

The facts regarding school records, intelligence quotients, placement and present salary of these six girls are contained on page 36 .

The results are interesting and show that in spite of low I. Q. and only mediocre scholastic ability, if the student is ambitious, has a pleasing personality, and is properly guided into a position for which she is fitted, she will be successful. The salaries now received are extremely good for high school graduates who have been out of high school only three years.

Reports of Three Stenographic and Three Clerical Workers

Stenographic

Student No. 1 School records show average of B. I.Q. 100

Placed in law office with a member of the school board at \$15 per week in April of her senior year. Later placed in publishing house at \$20, salary now \$24. Is one of a group of Newton girls in this office, all others of whom are receiving \$25-40 per week.

Student No. 2 School records show average of B. I.Q. 107

First position was with an insurance company at \$15 per week. Is now with the White Star Line at \$1200 per annum. She will graduate from Portia Law School next year.

Student No. 3 School records show average of B. I.Q. 106

Placed with investment banker at \$15 upon graduation. Is still with the same firm at \$25 per week.

Clerical

-Student No. 4 School records show average of C - few B's
I.Q. 97

Entered Newton Trust Co. Transferred from first office to another; she is now paying teller
Salary \$25 per week.

Student No. 5 School records show average of C, few B's
I.Q. 85

Went to work for the Boston Consolidated Gas Co.
Is with same firm at present. Salary \$24 per week.

Student No. 6 School records show that she just "got by" with
average at low C I.Q. 95

Went to work for the National Rockland Bank.
Is still with this firm. Salary is now \$100 per month. Is operating the Bookkeeping Machine.

CHAPTER IX
DEDUCTIONS AND RECOMMENDATIONS

Although the special significance of each phase of this study has been indicated in each chapter, it is fitting that these points of importance should be brought together with certain definite recommendations. Although for some years some of the conclusions have seemed evident to Newton educators this is the first time that actual facts and figures have been gathered as evidence. Also, they should be restated as the premises for the recommendations for the improvement of the curricula.

The Conclusions of This Study

1. That those girls of the Class of 1926 who graduated from the Office Training Curricula are engaged in work for which they were trained; that they are apparently successful; they are holding their jobs; that although the salaries for all girls are not known, the salaries received by the 6 cases investigated tends to show that there is no appreciable difference in salaries received by girls engaged in the two fields. Consequently, it would seem to indicate that the guidance training and placement program functions successfully.
2. That the operation of office machinery is quite as much a field as that of stenography, and further that this field is growing constantly.
3. That at present there are more positions of a

clerical nature than of stenographic nature which are open to high school graduates.

4. That a girl does not have to study stenography to obtain a good business position. Those who will be successful in the subject are justified in its selection; the others should select another line of office work.

5. That those who DO use shorthand perform other duties too, and that these duties are of a CLERICAL nature.

Recommendations for Improvement of Office Training Curricula

1. That through guidance a greater number of girls be trained as clerical workers.

2. That only the girls who rate high in the battery of tests be recommended to train as stenographers.

3. That the stenographic group be given training in the operation of office machines, especially the adding and listing machines and elementary work on the computing machine as well as the accounting machine.

4. That the stenographic group be given additional training in filing and bookkeeping, and also tabulating.

5. That additional office equipment be added to the Business Division to make this possible. That this equipment be placed in a separate room.

6. That whenever possible, the Office Training seniors be given training in the operation of the switchboard.

7. That studies of graduates in their positions be made constantly in order that the Office Training Curricula may be adjusted to conform to modern business procedure.

APPENDIX A

Personal Write-up of Each Graduate

(96)

62

COMPLETE REPORTS
FOR
THREE YEARS' EMPLOYMENT

STENOGRAPHERS
(Median I. Q. 100)

ANTONELLIS, CHRISTINE

Stenographic
99

John Finelli (Real Estate)
Newton, Mass.
4 months

Hood Rubber Company
Watertown, Mass.

In both of her positions Miss Antonellis has used her shorthand and typewriting regularly. Her other duties include:

Statistical tabulation
Filing (Alphabetical)
Addressing of envelopes
Figuring of bills
Adding machine
Comptometer
Figuring of Inventory

ATWOOD, MYRTLE

Stenographic
100

Baker Clinic
Boston, Mass.

Vincent Squiers (Contractor)
Newton Highlands
1 year 3 months

Miss Atwood changed from her first position where the work was chiefly typewriting to the one in which she is now engaged. Her present duties include:

Transcribing shorthand notes

Transcribing from Dictaphone or Ediphone

Typewriting from copy

Typewriting legal documents

Filing (alphabetical)

Keeping of card catalogue

Figuring of bills

Adding Machine

Check-writer

General Journal

Cash Book

Ledger

Making of monthly statements

Sorting and filing of Checks

Payroll

BENYON, GERTRUDE

Stenographic
99

C. E. Josselyn (Retail Stationery)
Newton, Mass.
3 years--Sales Clerk

DONOVAN, ANNA

Stenographic

J. E. Downey Company (insurance)
Boston, Massachusetts
3 years.

Miss Donovan's present duties include:

Typewriting from copy

Typewriting legal documents

Figuring of bills

Switchboard Operator

Order and keep record of all Tire Underwriters Policies

BLACKFORD, ROWENA

Stenographic
102

Drs. Tinkham & Humphries
Waltham, Mass.
2 years, 7 months

Miss Blackford has continued her education by the study of Bacteriology. This has enabled her to do some laboratory work for the doctors. Her present duties include:

Transcribing shorthand notes

Typewriting

Filing of correspondence (alphabetical)

Cash Book

Ledger

Making of monthly statements

Sorting and Filing of checks

General charge of all finances

BOISCLAIR, BERTHA

Stenographic
101

Newton Trust Company
Newton, Mass.
3 years

Miss Boisclair entered the Newton Trust Company where she took some shorthand, opened mail, filed correspondence, and occasionally did typewriting from copy, and used the adding machine.

This last year she has been transferred to the Transit Machine. This is a promotion, and very important since absolute accuracy is required.

BRIGHTMAN, MABELLE

Stenographic
121

Newton Free Library
Newton, Mass.
3 years

Miss Brightman is performing the duties of a clerk in the library. The work consists largely of filing.

Additional preparation for this work was gained through a summer course in library course at Simmons College. Her present duties include:

Typewriting

Filing

BROADY, MAE

Stenographic
90

Rev. G. L. Parker
Newton Center

&

Wm. V. Rowe (buyer)
Newton Highlands

Varsity Shop
Cambridge
1 year 6 months

Miss Broady worked part time for two men in which work she used shorthand and typewriting.

At the Varsity Shop she holds the position of bookkeeper, which position came as a result of her study of Accounting & Secretarial Administration at Boston University after graduation. Her present duties include:

Posting of bills to customer's ledgers

Remington Accounting Machine

Adding Machine

General Journal

Ledger

Preparation of financial statements

Making of monthly statements

Sorting of checks

CANTER, JULIA

Stenographic
81

Liberty Trust Company
Boston, Mass.
2 years 3 months

At the Liberty Trust Company Miss Canter is a stenographer taking dictation regularly. Her present duties include:

Transcribing shorthand notes
Typewriting from copy
Typewriting legal documents
Filing of correspondence (alphabetical)
Keeping of card catalogue
Operating Switchboard

Further education: Accounting course at Boston University.

CAVALLO, PERINA

Stenographic
111

Waltham Watch Company
1 year

C. C. Hanes Company
11 months

N. E. Telephone Company
3 months

Miss Cavallo was not successful in office work. She drifted from one position to another, never contented in her work. She finally entered the employ of the N. E. Telephone & Telegraph Company where she is now an operator. She writes, "At last I have found work which I like and am happy in my surroundings."

CAVANAUGH, EILEEN

Stenographic
100

Mason B. Fleming (Insurance)
Boston, Mass.
3 years

Miss Cavanaugh is performing the duties of both a stenographer and a clerk. Her present duties include:

Transcribing shorthand notes
Typewriting from copy
Opening and sorting of mail
Filing of correspondence (alphabetical)
Keeping of card catalogue
Addressing of envelopes
Writing of bills
Figuring of bills
Posting of bills to customer's ledgers
General Journal
Cash Book
Ledger
Preparation of financial statements
Making of monthly statements
Sorting and Filing of Checks
Composing letters
Interviewing Customers

CLOUGH, ELEANOR

Stenographic
95

Women's Republican Club
Boston, Mass.
3 years

Miss Clough occasionally takes dictation, but chiefly performs the duties of a clerical worker. Her present duties include:

Typewriting from copy

Cutting of stencils

Keeping of card catalogue

Multigraph

Mimeograph

Addressograph or Addresserpress

Sealing Machine

General information and answering telephone

CURTICE, OLIVE

Stenographic
100

Calkins & Jones, Lawyer
Boston, Mass.
2 years 7 months

The Macmillan Company
Boston, Mass
5 months

Miss Curtice was successful in her position, but resigned to accept a fine offer of Macmillan which includes a higher salary and a much brighter future. Her present duties include:

Transcribing shorthand notes

Filing of Adoption Cards (Geographic)

Typewriter

Sealing Machine

DANGELO, FLORENCE

Stenographic
95

The Belger Company (Textile Mfg.)
Newton, Massachusetts
2 years 6 months

At first Miss Dangelo did only typewriting. After continuing her study of bookkeeping at night school she also included that among her duties. Her present duties include:

Transcribing shorthand notes

Filing of correspondence

Typewriter

Addressograph or Addresserpress

Sealing Machine

Cash Book

Ledger

Making of monthly statements

Sorting of Checks

GALVIN, ANNA

Stenographic
101

N. E. Mutual Life Insurance Company
Boston, Massachusetts
2 years 3 months

Miss Galvin is employed as a file clerk, being Assistant Section Head. The filing is by agencies, and then by months. She occasionally uses the following machines:

Typewriter

Adding Machine

Calculator

Addressograph

GILLIE, CARMEN

Stenographic
101

Frank P. Anthony (Automobiles)
Boston, Mass.
3 months

George L. Weiss Co. (Automobiles)
Boston, Mass.
6 months

National Surety Company
Boston, Mass.
2 years.

Miss Gillie's duties include:

Transcribing shorthand notes

Filing of correspondence (Alphabetical)

Burrough's Bookkeeping Machine

Typewriter

Making of monthly statements

GREAVES, HILDA

Stenographic
91

Atlantic Merrill--Oldham Corp.
Boston--Investment Bankers
3 years

Further education includes courses in:

Adv. Shorthand

Adv. Dictation

English Composition

Miss Greaves present duties include:

Typewriting from copy

Cutting of stencils

Opening and sorting of mail

Filing of correspondence (alphabetical)

Keeping of card catalogue

Mimeograph

HIGGINS, ESTHER

Stenographic
95

W. Mark Noble (Ins. & R. E.)
Newton Center, Mass.
1½ years

Newton Mortgage Corp.
Newton Center, Mass.
1½ years

Miss Higgins began her work as a combination stenographer and bookkeeper, but found as so many girls do a better position in an entirely clerical position. She is now assistant Bookkeeper. Her present duties include:

Opening and sorting of mail
Filing of correspondence
Keeping of card catalogue
Writing of bills
Figuring of bills
Posting of bills to customer's ledgers
Adding Machine
Typewriter
Check-writer
Addressograph or Addresserpress
Ledger
Making of monthly statements
Sorting and Filing
Switchboard Operator (Relief)

HOPWOOD, FLORENCE

Stenographic
96

Patterson Wylde & Windeler (Insurance)
Boston, Massachusetts
3 years

Miss Hopwood's present duties include:

Typewriting from copy

Adding Machine

Typewriter

JOSSELYN, MADELINE

Stenographic
83

Spaulding Baldwin & Shaw (Lawyers)
Boston, Massachusetts
3 years

Miss Josselyn's present duties include:

Typewriting from copy

Opening and sorting of mail

Filing of correspondence (Alphabetically)

KEITH, EVELYN

Stenographic
93

Bachrach Inc.
Newton, Mass.
1 year

Methodist Book Co.
Boston, Mass.
1 year 7 months

In both positions Miss Keith's work has been chiefly dictation and transcription. She also assists in keeping the records of stock.

LA CROIX, ESTELLE

Stenographic
104

Womens Ed. & Ind. Union
Boston, Massachusetts
3 years

Miss La Croix is secretary to Mrs. Snow of Teachers Appointment Bureau as well as Secretary of the Employment Association. She arranges interviews between teachers and principals.

She has furthered her education by the study of Advanced English and French. Her present duties include:

Transcribing shorthand notes

Filing of correspondence (Alphabetical and Numerical)

Typewriter

LE BLANC, EVELYN

Stenographic
86

Hood Rubber Company
Watertown, Mass.
3 years

Miss Le Blanc's present duties include:

Transcribing from Dictaphone or Ediphone

Statistical tabulation

Typewriting from copy

Addressing of envelopes

Typewriter

LEONARD, FLORENCE

Stenographic

Insurance Company
1 year 2 months

Earnshaw Sales Company
Manufacturers of Infants' Wear
Newton, Massachusetts

Miss Leonard's present duties include:

Transcribing shorthand notes

Typewriter

LO CHIATTO, MILDRED

Stenographic
89

Waltham Watch Company
Waltham, Mass.
2 years 5 months

Miss Lo Chiatto checks the figuring of invoices, bills, the foreign orders, and weighs watch material for postage.

Her present duties include:

Calculator

Billing Machine (Elliot-Fisher)

Figuring of bills

Occasional use of the typewriter

MALONEY, THERESA

Stenographic
105

Stowe & Woodward Co.
Newton Upper Falls, Mass.
3 years

Miss Maloney is a stenographer--one of the few
who spend their entire time on:

Transcribing shorthand notes

Filing

Switchboard (occasionally)

MC DONALD, ALICE

Stenographic
97

Joseph T. Ryerson & Son, Inc.
Cambridge, Mass.
1 year 3 months

Pollack Foundation (Economic Research)
Boston, Mass.
1 year 5 months

Miss McDonald's present duties include:

Transcribing shorthand notes

Filing (alphabetical and numerical)

Cash Book

Sales Journal

MAC DONALD, JEAN

Stenographic
106

Shepard & Stearns (architects)
Boston, Mass.
2 years 6 months

Miss MacDonald has a position as stenographer. Her present duties include:

Transcribing shorthand notes

Typewriting from copy

Typewriting legal documents

Statistical tabulation

Opening and sorting of mail

Adding Machine

Typewriter

Check-writer

MCDADE, GRACE

Stenographic
102

Newton Trust Company
Newton Center, Mass.
3 years

Miss McDade has been very successful at the Newton Trust Company as Secretary to the Manager. Her present duties include:

Transcribing from Dictaphone or Ediphone

Typewriting from copy

Opening and sorting of mail

Filing of correspondence (chronological)

Adding Machine

Check-writer

Making of monthly statements

MULLER, HELEN

Stenographic
91

Miss Muller has her office in Barristers Hall, Boston. She is a public stenographer going out into other offices, substituting for absent stenographers or doing special work in advanced accounting. Her present duties include:

Transcribing shorthand notes

Accounting

Making Probate Accounts

Tax returns

Typewriter

Cash Book

Ledger

Sorting of checks

Miss Muller is taking the prescribed courses for the Bachelor of Business Administration degree from Boston University.

O'BRIEN, JOSEPHINE

Stenographic

William M. Noone (Real Est. & Inc.)
Boston, Massachusetts
3 years

Miss O'Brien's present duties include:

Transcribing shorthand notes

Filing of correspondence (alphabetical)

Keeping of card catalogue

Addressing of envelopes

Writing of bills

Figuring of bills

Typewriter

O'HALLORAN, ELEANOR

Stenographic
107

Newton High School
P. G. in languages

Loyal Protective Insurance
Boston, Mass.
13 months

White Star Line
Boston, Mass.
2 months

Miss O'Halloran's first position was that of a typist. Her position at the White Star Line is an advancement since she now has a position as stenographer, performing these Duties

Transcribing shorthand notes

Typewriting from copy

Statistical tabulation

Filing of correspondence

Typewriter

Miss O'Halloran is studying at Portia Law School evenings.

PERKINS, EDNA

Stenographic
112

Edwards & Company (Electric Signals)
Boston, Massachusetts

American Mutual Insurance Company
Boston, Massachusetts

Fidelity Deposit Company
Boston, Massachusetts
1 year

Miss Perkins' present duties include:

Transcribing shorthand notes

Typewriting from copy

Typewriting legal documents

Typewriter

PIERCE, MARJORIE

Stenographic

Boston Consolidated Gas Company
Boston, Massachusetts
3 years

Miss Pierce's present duties include:

Transcribing shorthand notes

Typewriting from copy

Filing of correspondence (alphabetical, numerical
& geograph.)

Keeping of card catalogue

Typewriter

Sales Journal

PURCELL, DOROTHY

Stenographic
94

Newton Playground Dept.
City Hall, West Newton
3 years

Miss Purcell's present duties include:

Transcribing shorthand notes

Typewriting from copy

Statistical tabulation

Opening and sorting of mail

Filing of correspondence

Keeping of card catalogue

Adding Machine

Typewriter

Payrolls

ROMASZIEWICZ, MARIE

Stenographic
98

Saco-Lowell Shops (Textile Machinery)
Newton Upper Falls 1 year
Boston, Mass. 2 years

Miss Romaszewicz entered the office at Newton Upper Falls as Secretary to the Northern Cotton Sales Manager. Her second report shows a promotion to Stenographer at the Boston Office. Her present duties include:

Transcribing shorthand notes

Typewriting from copy

Typewriter

Keeping up a card index file

Miss Romaszewicz has taken courses in English Composition and Accounting at Boston University.

ROURKE, HELEN

Stenographic
88

First National Bank
West Newton, Mass.
3 years

Miss Rourke entered the bank as a stenographer,
performing the following duties:

Transcribing shorthand notes

Cutting of stencils

Opening and sorting of mail

Filing of correspondence (alphabetical)

Adding Machine

She is now operating the Transit Machine

SAMPSON, FLORENCE

Stenographic
104

E. T. Burrowes Co. (Screens & Weatherstrips)
Boston, Mass.
3 years

Miss Sampson's present duties include:

Transcribing shorthand notes

Typewriting from copy

Filing of correspondence

Keeping of card catalogue

Addressing of envelopes

Typewriter

General Journal

Cash Book

Sales Journal

Ledger

Preparation of financial statements

Sorting of checks

SIEBERT, DORIS

Stenographic
104

Chase Parker & Company, Inc.
Boston, Massachusetts
2 years

The first and second reports show Miss Siebert doing stenographic duties, but the last report shows her filling the position of checking clerk, using the Calculator to check all out-going invoices.

STEVENS, MARJORIE

Stenographic
106

F. L. Putman & Co., Inc. (Bond Investment)
Boston, Massachusetts
3 years

Miss Stevens' present duties include:

Transcribing shorthand notes

Cutting of stencils

Keeping of card catalogue

Typewriter

Switchboard operator

Miss Stevens studied Speed Stenography at State House

SULLIVAN, ANNE

Stenographic
95

John Hancock Insurance Company
Boston, Massachusetts
3 years

Miss Sullivan is listed as a Beneficiary Clerk,
changing records of beneficiaries on policies, using
the typewriter for this work.

SULLIVAN, FLORENCE

Stenographic
89

Gamewell Company
Fire Alarm & Police Signalling System
3 years

Miss Sullivan is a stenographer in the Advertising
Department. Her chief duties are:

Transcribing shorthand notes

Typewriting

WILDMAN, ELIZABETH

Stenographic
80

Metropolitan Life Insurance Company
Newton, Massachusetts
3 years

Miss Wildman's present duties include:

Statistical tabulation

Adding Machine

Approving and transferring payments of insurance

Checking on Death Claims

Checking Dividends to be paid

Checking New Business and Lapses

Typewriter

Ledger

Addressing of envelopes

CLERICALS

(Median I. Q. 90)

BRAGAN, CATHERINE

Clerical

General Electric Supply Company
Boston, Massachusetts
3 years

Entered General Electric Supply Company where she has been engaged in typewriting from copy and in the operation of the billing machine.

DOW, DOROTHY

Clerical
80

Waltham Watch Company
Waltham, Massachusetts
3 Years

Miss Dow's present duties include:

Adding Machine
Calculator or Comptometer
Billing Machine
Typewriter

ESCHELBACH, MILDRED

Clerical
90

First National Bank
West Newton, Mass.
 $1\frac{1}{2}$ years

Federal Reserve Bank
Boston, Massachusetts
 $1\frac{1}{2}$ years

Miss Eschelbach began her work in West Newton. Later she secured a better position with the Federal Reserve Bank. Her work is entirely with the Burroughs Bookkeeping Machine. Mildred has studied advanced Bookkeeping and Shorthand at Night School.

HESSION, CATHERINE

Clerical
95

National Rockland Bank
Boston, Massachusetts
3 years

Miss Hession's present duties include:

Burrough's Bookkeeping Machine

Adding Machine

Typewriter

Making of monthly statements

Sorting of checks

Filing of checks

KENNEY, HELEN

Clerical
90

Cecil W. Clark, M. D.
Newtonville, Mass.
3 years

Miss Kenney's present duties include:

Transcribing shorthand notes

Opening and sorting of mail

Filing of correspondence

Addressing of envelopes

Writing of bills

Figuring of bills

Typewriter

Check-writer

General Journal

Cash Book

Since graduating from High School Miss Kenney has studied shorthand at night school.

KING, ANNE

Clerical
98

Miss King has held many positions. She is capable, but her personality is not pleasant and she has no tact. She averages about 4 months in a position. At present she is working at Northeastern University as a typist. Her present duties include:

Transcribing shorthand notes

Typewriting from copy

Statistical tabulation

KLIGMAN, FANNIE

Clerical
98

Field & Cowles (Insurance)
Boston, Massachusetts
3 years

Miss Kligman is a credit to the Business Division of Newton High School. She entered the position as an operator of the Remington Accounting Machine (one of the most difficult of machines) and has kept her position. Her present duties include:

Remington Accounting Machine

Adding Machine

LARRABEE, MARGARET

Clerical
85

Boston Gas Company
Boston, Mass.
3 years

Miss Larrabee's present duties include:

Writing of bills

Figuring of bills

Adding Machine

Typewriter

Ledger

Making of monthly statements

LEVANDER, HELEN

Clerical
92

Joseph Downey Co. (Insurance)
Boston, Massachusetts
2 years 4 months

Miss Levander's present duties include:

Filing

Typewriting

Switchboard

MCDONALD, ALICE

Clerical
97

Newton Trust Company
Newton Highlands 2 years
Newton Center 1 year

Miss McDonald worked at the Newton Highland branch as a bookkeeper and clerical worker. A year ago she was promoted to Receiving and Paying teller. Her duties include:

Handling cash
Figuring semi-annual savings interest
Keeping records of Safety Deposit Boxes

MIELMAN, LILLIAN

Clerical
97

Remington Rand (Typewriter)
Boston, Massachusetts

Miss Mielman's present duties include:

Filing
Typewriting
Adding Machine

MUNROE, DORIS

Clerical
82

W. H. Brayton Co. (grocery)
Waban, Massachusetts

Carouriers Mutual Insurance Company

At the present time the company for whom Miss
Munroe works is in the hands of receivers. Her work
consists chiefly of:

Typewriting from letters
Opening and sorting of mail
Keeping of card catalogue
Writing of bills
Figuring of bills
Posting bills to customer's ledgers
Adding machine
General Journal
Cashbook
Sales Journal
Purchases Journal
Ledger
Figuring of Inventory
Making of monthly statements
Sorting of checks

OBER, PAULINE

Clerical
90

Standard Oil Company
Boston, Mass.
3 years

Miss Ober's present duties include:

Opening and sorting of mail

Addressing of envelopes

Writing of bills

Adding Machine

Calculator or Comptometer

Billing Machine

Typewriter

Sortograph

ROY, JULIET

Clerical

Edison Electric Illuminating Co.
Boston, Massachusetts
2 years 6 months

Miss Roy's present duties include:

Filing

Figuring bills

Adding Machine

Credit Adjustments

Miss Roy studied shorthand and English Composition
at Boston University, evenings.

SALEMME, VIRGINIA

Clerical
91

Earnshaw Knitting Company
Newton, Massachusetts
3 years

Miss Salemme's first and second reports shows her performing the following regular clerical duties:

Figuring of bills
Burrough's Bookkeeping Machine
Adding Machine
Typewriter
Making of monthly statements

The third report shows she is now a Burrough's Bookkeeping Machine operator.

SHORTON, ELIZABETH

Clerical

Patterson Wylde & Windeler
Boston, Massachusetts
3 years

Miss Shorton's present duties include:

Typewriting from copy

Typewriting legal documents

Cutting of stencils

Posting of bills to customer's ledgers

Adding Machine

Calculator or Comptometer

Multigraph

Typewriter

Check-writer

Purchases Journal

Sorting of checks

Filing of checks

Miss Shorton studied shorthand after graduation.

STEVENS, STELLA

Clerical
103

Patterson Wylde & Windeler
Boston, Massachusetts
2 years 4 months

Miss Stevens is a writer of policies. Her present duties include:

Typewriting from copy

Typewriting legal documents

Filing of correspondence (Alphabetical)

SUTCLIFFE, FLORENCE

Clerical

John Hancock Insurance Company
Boston, Massachusetts
3 years

Miss Sutcliffe does the figuring on duplications for insurance. She occasionally uses the typewriter.

SNELL, GLADYS

Clerical
90

John Hancock Insurance Company
Boston, Massachusetts
3 years

Miss Snell makes the proper entries in the books of the insured as premium is received. She also performs the following duties:

Addressing envelopes

Adding Machine

Typewriter

TREADWELL, HELEN

Clerical
93

Mass. Bonding & Insurance Co.
Boston, Massachusetts
1 year 6 months

Miss Treadwell's present duties include:

Figuring of bills

Posting of bills to customer's ledgers

Burrough's Bookkeeping Machine

Adding Machine

Calculator or Comptometer

Typewriter

Cash Book

Preparation of financial statements

Further study of the Ediphone since graduating
from H. S.

2

REPORTS OF GRADUATES

WHO ARE

AT HOME

DONAHUE, CATHERINE

Clerical
84

John Hancock Insurance Company
Boston, Massachusetts
1 year 6 months

Miss Donahue worked for the above firm as a typist and figurer of insurance due, for a year. She was obliged to resign in order that she might stay at home to keep house for her father.

RUSSELL, VIRGINIA

Clerical

At home caring for family

3

INCOMPLETE REPORTS

FOR

EMPLOYMENT

GREENWALD, BERTHA

Stenographic
101

Bureau of University Travel
Newton, Massachusetts
1 year 6 months

Miss Greenwald did not seek employment immediately.
At present she is working for the above tourist agent
as typist occasionally taking dictation.

QUINN, ETHEL

Clerical
81

John Hancock Insurance Company
Boston, Massachusetts
1 month

H. A. Steffans (Inside Lumber)
Newton, Massachusetts
2 years 10 months

Miss Quinn left the John Hancock Company to accept
a better position with H. A. Steffans. Her present
duties include:

Filing (alphabetical and numerical)
Adding Machine
Typewriting
Making out bills

WILSON, R.

Clerical

11

REPORTS ON GRADUATES
WHO ARE ENGAGED IN
FURTHER EDUCATION

ALEXANDER, CAROLYN

Stenographic
94

Portia Law School--3 years

Childs Restaurant, Boston--1 year

Miss Alexander entered law school upon graduation from high school. During the last year to aid in meeting the expense of her law course, she has been employed in the Childs Restaurant, where she has been using shorthand and typewriting.

DOHONEY, MARGARET

Stenographic
116

Boston University Arts & Letters--1 year

Framingham Normal--2 years

Miss Dohoney is at Framingham Normal School. During the summer she works in Boston, making use of her shorthand and typewriting. Last summer she worked for George Frost Company (Manufacturer of the Boston Garter) fulfilling the following duties:

Transcribing shorthand notes

Typewriting from copy

Statistical tabulation

Filing

Sealing Machine

FAHEY, MILDRED

Stenographic
112

P. G. Newton High School--1 year

Framingham Normal--2 years

B. U. School of Education since Sept. 1929

Miss Fahey returned to High School in September 1926 for a post graduate course. She then entered Framingham Normal School graduating last June 1929. She is now attending Boston University School of Education preparing for the teaching profession.

FUSI, INEZ

Stenographic

Convent

After graduation Miss Fusi went to a convent.

HARVEY, MARGARET
(colored)

Clerical

Harlem Hospital, N. Y.

Training to be a nurse

HAYES, T.

Stenographic

Student nurse in training

FROST, EMILEE

Stenographic
84 .

R. S. Whitney & Company (Motion Picture Advertising)
Newton, Massachusetts
2 years

Miss Frost worked for Whitney & Company for 2 years,
performing the following duties:

Filing

Typewriting

Bookkeeping

Cash Book

Ledger

She is now attending Emerson College, Boston, Mass.

REILLY, MARGARET

Clerical
89

Boston City Hospital
Training School for Nurses

Student nurse in training

ROBERTSON, EVELYN
(colored)

Stenographic

Lincoln Hospital
New York

Training to be a nurse

WALSH, ELEANOR

Stenographic

B. U. Practical Arts & Letters
Boston, Massachusetts
3 years

Miss Walsh is now a Senior at P.A.L., having made
a fine record, a source of pride to Newton High School

WENTWORTH, ROSAMOND

Clerical

John Hancock Insurance Company
Boston, Massachusetts
1 year 6 months

Miss Wentworth left the business world to train for
a nurse. She has left a very fine record in the insurance
office where she fulfilled these duties:

Figuring

Typewriter (occasionally)

8

REPORTS OF GRADUATES

(MARRIED)

BUCKLEY, AGNES

Clerical
94

N. E. T. & T. Company
Boston, Mass.
1 year 2 months

Miss Buckley worked only one year as a clerk, performing the duties of filing and typewriting. She started a course in stenography. At the end of that time she was married.

FAHERTY, CATHERINE

Clerical

John Hancock Life Insurance Co.
Boston, Massachusetts
11 months

Miss Faherty worked for the above company until her marriage two years ago. Her duties were as follows:

Typewriting from copy
Statistical tabulation
Opening and sorting of mail
Adding Machine
Typewriter

GANLEY, RUTH

Stenographic

Married

HADLEY, MARY
Married

Stenographic
99

G. Clement Colburn
Newton--Insurance
1 year

Miss Hadley worked for one year as stenographer and filing clerk. She was married two years ago. After graduation she took a course in Public Speaking.

HARNEY, MARY
Married

Clerical
86

Suburban Business (Multigraphing Co.)
Newton, Massachusetts
8 months

Miss Harney did not go to work immediately after graduation. Later she worked for the above firm as general office girl and typist. She has since been married.

ROBINSON, GERTRUDE

Stenographic

Colored--Married

TONRY, ETHEL

Stenographic

American Soda Fountain Co.
Watertown, Massachusetts
1 year

Miss Tonry was very successful in her work, combining with her regular stenographic duties, those of a Spanish interpreter. She studied Spanish after leaving high school. She has not been employed since her marriage two years ago. During her stay with American Soda Fountain Company she performed the following duties:

- Transcribing shorthand notes
- Typewriting from copy
- Typewriting legal documents
- Filing correspondence (Alphabetical & Geographical)
- Adding Machine
- Calculator
- Figuring of Inventory
- Making customer's monthly statements
- Mailing advertising circulars
- Planning of catalogues

For about a year since her marriage Miss Tonry has been contributing about ten articles a week to the Lewiston Journal, the Boston Transcript and other publications (two newspapers and three magazines)

Her editorial work was made possible through courses taken in Journalism at Boston University.

WEAVER, MAUDE

Stenographic
82

Miss Weaver was married soon after her graduation
from high school.

4

REPORTS OF GRADUATES

WHO HAVE

MOVED OUT OF TOWN

ERRICSSON, ANNA

Stenographic

Newton Trust Company
Newton, Mass.
1 year 4 months

National Shawmut Bank
Boston, Massachusetts
5 months

Miss Erricsson began her work with the Newton Trust Company where she operated the Burrough's Bookkeeping Machine. Later she secured a finer position with the Boston Bank where she also operated the Burrough's Bookkeeping Machine. While at the National Shawmut Bank Miss Erricsson took a course in Bank Bookkeeping. She has since moved out of town.

HEFFERMEHL, ETHEL

Clerical
80

John Hancock Insurance Company
Boston, Massachusetts
1 year

Miss Heffermehl worked for this Insurance Company as file clerk and typist. She has since moved to Philadelphia.

MONAHAN, SALLY

Stenographic
95

R. M. Patterson (Real Estate)
Newton, Massachusetts
1 year

Miss Monahan worked for about one year as a stenographer. Her duties were as follows:

Transcribing shorthand notes
Typewriting from copy
Typewriting legal documents
Filing of correspondence (alphabetical)
Figuring of bills
Posting bills to customer's ledgers
Typewriter
General Journal
Cashbook
Sales Journal
Ledger
Preparation of financial statements
Sorting of checks

Miss Monahan has since moved to Oregon.

QUINAN, MILDRED

Clerical
94

Jordan Marsh Co.
Boston, Mass.
2 years

At first Miss Quinan performed the duties of a clerical worker typewriting, filing, and opening and sorting of mail.

Her second report showed her performing the following duties:

Elliott Fisher Bookkeeping Machine

Typewriter

Making customer's statements

Miss Quinan has since moved out of town.

6

REPORTS OF GRADUATES

1 DECEASED

1 SALES CLERK

1 POOR HEALTH

3 UNHEARD FROM

CROUGH, MARY

Clerical

Mass. Bonding & Insurance Co.
Boston, Massachusetts
2 years

Miss Crough was successful in her work, which was chiefly transcribing from the dictaphone with occasional work on the Underwood Bookkeeping Machine. She took additional work at Burdett College.

Her sudden death from tuberculosis terminated a promising career.

BENYON, GERTRUDE

Stenographic
99

C. E. Josselyn (Retail Stationery)
Newton, Massachusetts
3 years - Sales Clerk

LARSON, ANNA

Clerical

Unheard from

SEELEY, RUTH

Clerical

John Hancock Insurance Company
Boston, Massachusetts
1 year 6 months

Miss Seeley worked until poor health compelled her to resign. She left a very fine record with that company. She was a state word and it is not possible to determine her location now.

SMITH, NEIDRA

Clerical

Dropped out of sight

SULLIVAN, MARY

Clerical

Unheard from

APPENDIX B
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