

Books for Vacation

And You Can Take Them With You

Fall is always a time of going back to books, classes and firesides. Thus it seemed an appropriate time to suggest books for ambitious women clerical employees to consider. We're indebted to Agnes Shields and Marcia Hill, librarians at the State Library, for the following suggestions. (Note to men employees: If you'll look closely you also will find valuable information.)

"According to Hoyle"

Opdycke, J. B. *Take a letter, please! a cyclopedia of business and social correspondence.* Examples of actual letters show good and bad ways of writing. Not a grammar manual.

Taintor, S. A. and Monroe, K. M. *Secretary's handbook; a manual of correct usage.* This 6th edition was completely revised in 1941.

U. S. Government Printing Office. *Style manual* (abridged). Edition revised in January 1945 covers the style and form used in the printing of U. S. government publications. Order from Superintendent of Documents, Washington, D.C. \$1.50.

Weeks, B. M. *How to file and index.* Covers fundamentals of filing practice. Revised 1939.

Career Conscious

Brooks, Esther and Roos, Mary.

Career guide.

Smedley, Doree and Robinson, L. *Careers in business for women.*

Interstate Committee on High School-College Relations. *Mapping your education; a guide to planned education.* Career planning, education and courses available in Northwest schools. Single copy \$2 from James, Kern & Abbott Co., 338 N.W. Ninth Ave., Portland, Ore.

Kaufman, Fritz. *Your job; a guide to opportunity and security.* Information about guidance facilities for those in and out of school. Considerations for choosing first jobs and changing jobs.

Maule, Frances. *Road to anywhere; opportunities in secretarial work.* At

Rainbow Cafe

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