

Certified Professional Secretary Program Explained in Publication

Kansas City—How does management benefit from the CPS—Certified Professional Secretary—program? This question is answered briefly but comprehensively in a brochure written especially for businessmen and available without cost through The National Secretaries Association, 222 West 11th Street, Kansas City 5, Mo.

The brochure opens with a quick resume of the CPS program which culminates annually in a 12-hour certifying examination aimed at placing secretaryship on a professional level. This is followed by an introduction to the benefits management derives from CPS.

Current benefits stress the general improvement in secretarial performance resulting from CPS. Illustrating this is information regarding study programs which Chapters of The National Secretaries Association are developing in cooperation with educational institutions. These courses particularly adapted to the needs of the local

group—and usually based on subjects covered by the CPS examination—are helping participants become better employees and better secretaries.

Under tomorrow's contributions the long-range objectives of the program are emphasized. Aimed at helping management overcome specific secretarial problems, these objectives include eventual lessening of the secretarial shortage through giving secretaryship professional status and attracting career-minded young people into the field; elimination of the difficulties of choosing qualified secretarial personnel since an applicant with a CPS certificate presents proof of skill, intelligence, experience and initiative; finding out management's "wants" in a secretary and developing information so that schools can help the employed secretary, as well as the beginner, serve business better.

The CPS examination which is the main event of the program, is described in the brochure as placing emphasis on "testing judgment, understanding, and administrative ability gained through experience rather than mechanical skills or academic knowledge". The text covers six general areas—secretarial skills, business law, secretarial accounting, human relations, general office practices, methods and procedures and economics and business administration.

Management is also informed that the first CPS examination was given in 1951; that the test is supervised and developed by the Institute for Certifying Secretaries, a group of businessmen, educators, and secretaries, appointed by the non-profit National Secretaries Association, sponsors of the CPS program.

Ending on a note of service, the brochure invites management to consult the Institute for Certifying Secretaries without charge or obligation by writing to Department A, 222 West 11th Street, Kansas City, Missouri. Among other things, businessmen can obtain information about the current CPS examination and local plans for its administration; courses and workshops for employed secretaries in their communities that may be helpful to their secretaries; educational activities of chapters of The National Secretaries Association in their area.

Extension Specialist Says Read Directions On 11 New Appliances

Lincoln, Neb. — (U.P.)—Two rules should be remembered in using new household equipment, Kay Conway, extension specialist at the University of Nebraska says.

Read both the directions and the guarantee.

Changes are constantly being made in household equipment and a careful study of directions is necessary to operate some appliances correctly, Miss Conway said.

She added it is important to read the guarantee because many guarantees are not valid unless a card included with the appliance is filled out and mailed immediately to the manufacturer.

Manila hemp is not a true hemp and is not grown in the immediate vicinity of Manila in the Philippines.

Carpet Squares Now May Be Laid By Householder

Newcomers to the growing field of "do-it-yourself" products are cotton carpet squares that can be laid by an amateur.

This new carpet product consists of 18-inch squares of cut-pile, tufted cotton carpet bonded to a "built-in" padding. The back of the padding has a pressure-sensitive adhesive which causes the carpet to adhere to the floor when lightly pressed.

Called "Karpet Squares," they were developed by Allen Industries. The squares are aimed at "forgotten rooms" such as children's rooms, dens, and playrooms which are rarely carpeted, a company spokesman notes.

The theory behind the development of these squares is that consumers can afford to put carpeting into secondary rooms at a moderate price and without

any costs or installation or padding.

Adhesive Won't Mar

The adhesive on the back of the squares, it is said, will never mar any floor. A square will adhere to any clean floor, though concrete floors must be primed before installation.

The squares can be taken up

and replaced a "reasonable number of times." Badly soiled or marred squares can be removed easily and replaced at any time, it is reported, and the squares can be cleaned by normal on-location methods recommended for cotton carpet.

The carpet is made in 12 colors, including dark green, light

green, sandalwood, cocoa, black, white, turquoise, pink, red dark gray light gray, and gold. The blocks can be laid in various color combinations.

Complete Directions

Masking the adhesive back of the square is a sheet of paper which the consumer pulls off before installing the carpet. This

sheet contains full, illustrated instructions. Squares can be cut with a sharp knife or razor blade.

The carpet will be sold by the square, with each block containing a quarter of a yard.

The new product is expected to have national distribution by early 1956. It already is proving

popular in the areas where it has been introduced.

The President and Congress can designate holidays only for the District of Columbia and federal employees. There are no national holidays in the United States.

Two-Ways Smart



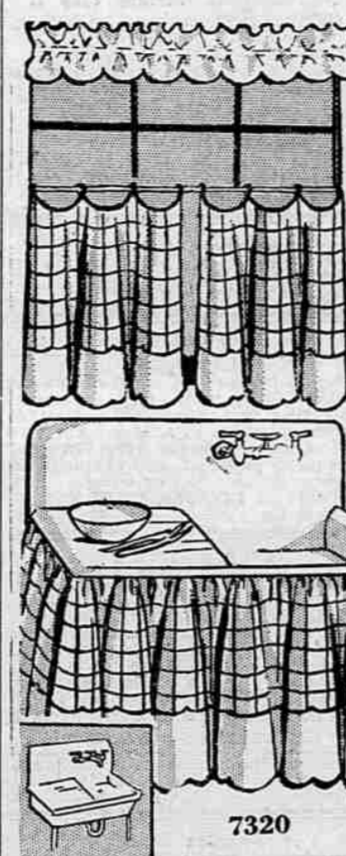
9285 2-10 by Marian Martin

Two pretty ways she can wear this style! Cool halter-neck sundress in graceful princess silhouette; or a "Sunday best" ensemble with button-on capelet! Use gay remnants of check and plaid; add colorful embroidery!

Pattern 9285: Children's sizes 2, 4, 6, 8, 10. Size 6 dress and cape, 1 1/2 yards 35-inch; 1 1/2 yards contrast. Transfer of embroidery.

This easy-to-use pattern gives perfect fit. Complete, illustrated sew chart shows you every step. Send THIRTY-FIVE cents in coins for this pattern—add 5 cents for each pattern for 1st-class mailing. Send to Marian Martin, care of Medford Mail Tribune, Pattern Dept., 232 West 18th St., New York 11, N. Y. Print plainly NAME ADDRESS, SIZE and STYLE NUMBER.

Smart Kitchen Set



7320

by Alice Brooks

Thrifty, jiffy decorations! Use plaid and plain fabrics to make this colorful set for your kitchen! Sink cover and cafe curtains—with pretty scallop trim!

Pattern 7320: Easy directions for sink cover and cafe curtains—to make in any desired size! Send TWENTY-FIVE CENTS in coins for this pattern—add 5 cents for each pattern for 1st-class mailing. Send to Medford Mail Tribune, Household Arts Dept., P. O. Box 168, Old Chelsea Station, New York 11, N. Y. Print plainly NAME, ADDRESS AND PATTERN NUMBER.

Order our Alice Brooks Needlecraft Catalogue. Enjoy pages of exciting new designs—knitting, crochet, embroidery, iron-ons, toys and novelties! Send 25 cents for your copy of this wonderful book now. You'll want to order every design in it!

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EXTRA Special Value!

PENNEY'S NEW SPRING SUITS . . . ALL WOOLS or WOOL-NYLON BLEND, BOXY SILHOUETTES!

Sizes 8 to 16 **\$12**

Your all-important Spring suits, now at an all-important low Penney price! Fashion's best—the boxy silhouette, interpreted in handsome all wool flannel or a lovely wool and nylon blend. You'll find neat pattern fabrics and solid flannels . . . richly lined jackets, and the soft pastel shades that just naturally go with Spring. Shop for this "right in time" Penney special today—see for yourself why the newest fashion doesn't cost a fortune at Penney's!

FABULOUS SPRING SHORT COAT SPECIAL

AT PENNEY'S All 100% Wool

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Sizes 8-18

● All Wool Checks, Shetlands and Homespun Hopsacking.

Penney's brings the tops in new short coat fashion to you when the season is just starting . . . and brings it to you at a spectacular low price! Short and perfect for Easter and Summer . . . done in fine fabrics, all richly lined, all in the most wanted colors of the new season. You'll find classic silhouettes plus the newest slimmed down lines in this exciting collection. Get ready. Get set for Spring . . . GO to Penney's today Where Your Best in Coat Fashion Doesn't Cost a Fortune!

MEN'S BETTER All Wool SUITS Reduced!

\$25

- Medium and Dark Tones All From Regular Stock
- Flannels and Worsteds

A real opportunity to get a first quality suit at a tremendous savings. Here is what we have in stock. Regular sizes: 2 1 3 2 5 5 3 2

36	37	38	39	40	42	44	46
1	3						

SHORTS: 37 38 1 1 2 2

LONGS: 42 43 44 46

35 Suits—Only! So Hurry!

SPECIAL LADIES' COTTON PLISSE SLIPS With A Full SHADOW PANEL

2.00

Glamorous show-off slips to wear with your sheerest fashions . . . they're shadow-proof, wonderfully cool, too! 4-gore cut for smooth, comfortable fit . . . no riding up or twisting. 32-44.

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A Specially Purchased Group of Fabrics, Loomed by Famous Mills!

A sensation! buy at tremendous savings. Selected from beautiful fabrics that only a huge special purchase could bring you at so low a price. You will recognize the quality. You'll be thrilled by the selections. Redecorate your home now and save dollars doing it. Hurry in tomorrow!

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Home Appliance Co.

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- Black Suedes
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- Sizes 7-12

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- 68" Wide
- 30' Long

1.44 Pair