

Poor Spelling Can Cost a Job

■ Here is a letter of application for a job. Unfortunately, the writer didn't get the job because he misspelled too many words, and the personnel manager considered this an obvious sign of inability and carelessness.

Far from being unusual, this letter contains many of the most common mistakes in spelling, according to the editors of Basic Spelling Goals (Webster Publishing Co., St. Louis, Mo.)

See if you can find the errors in this letter. Better yet, ask your teen-agers to circle the errors and see if they can write the correct spellings, for young people are among the worst offenders when it comes to poor spelling.

Dear Mr. Adams:

I would like to apply for a job with your firm as a shipping and recieving clerk on a temporary basis. Your company was recomended to me by Jim Shaw, a mutual friend, who told me to write you imediately.

On two separte ocasions, beginning in 1956, I worked for Jackson-Miles Trucking Company in a similer capacity. Therefore, it would not be necessery for me to have more training, and I feel my expereince would be of definite benafit to your firm.

I will be happy to accuaint you with my full work record and the names of previous employers. Their all willing to help me find a new job.

Let me know weather you would like me to come in for an interview at any time. This will be allright with me. I hope it's possible for you to make a decision on this soon.

Sincerely yours,
Jack White



ILLUSTRATION BY JACK WOOLHISER

The letter contains 15 of the 20 most common spelling mistakes. Here are the correct spellings for all the words misspelled:

decision	benefit	occasions
all right	experience	separate
whether	necessary	immediately
they're	similar	recommended
acquaint	beginning	receiving



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