

Private Secretary's Job Is Hard Work, No Glamor

By PATRICIA RUSAK
TORONTO (CP)—The Ann Soberna type of private secretary, whose life is all fun and glamor and no work, exists only in fiction, says one of Toronto's two certified professional secretaries.

Elsie Swartz, who has done secretarial work for about 21 years, also says she has never known a secretary who looks like a movie star, as they do in the cartoons. "I have to polish desks, water plants, serve coffee, in addition to the regular filing, correspondence, dictation, telephone calls and meeting visitors. In fact a secretary has to be everything from a dietitian to a mind reader."

"Anyone can call themselves a secretary and most girls working in business do, but there is a big difference between a secretary and a stenographer."

The most important qualifications of a good professional secretary are interest in and understanding of the subject matter of her routine chores. SPECIAL TRAINING "A top-level secretary should have basic knowledge in economics, business organization, accounting and business law to enable her to become personally interested in her work."

Miss Swartz, who now works

in a Toronto law firm, says that being a good secretary means continuous education to keep up with the times. "The knowledge of 10 years ago is not good enough for today's new machines and telephone techniques."

"A secretary must be able to adjust to new situations created by automation. Now they even have machines which can type from the voice, so the secretary with only mechanical skills is going to have problems."

Miss Swartz says many girls do not take the trouble to become interested in their work because they think they will be working only for a few years. "Today this idea is outdated. Statistics show that women should realistically plan to work about 25 years of their lives rather than just two or three before marriage."

She tried her exams to become a certified professional secretary in 1961—an exam which only 22 Canadian women have passed in the four years it has been offered in Canada.

Vigilantes Threaten New Action

PRESTON, Ont. (CP)—Vigilantes will again take action against teenage violence here if police fail to do anything, says a leader of about 40 men who clashed with a teen-age gang Saturday night.

A riot almost developed when the men poured out of a Canadian Legion hall and challenged the youths in their downtown restaurant hangout.

Shoves and punches were exchanged before police intervened. About 200 people watched as the groups lined the main street on opposite sides, shouting insults at each other until 2:30 a.m.

Ernest Kells, a spokesman for the Canadian Legion group of war veterans, said Sunday: "We were only doing our duty as citizens."

He said he expects to become a certified professional secretary in 1961—an exam which only 22 Canadian women have passed in the four years it has been offered in Canada.

House Briefs

OTTAWA (CP)—The Board of Transport Commissioners this year approved elimination of three railway grade crossings in the Atlantic provinces—two in Nova Scotia and one in Newfoundland—compared with 21 in Ontario. J. A. McInnis, parliamentary secretary to Transport Minister Balcer, informed S. H. Bideau (L.—Westmorland) in the Commons.

The Commons gave first reading to a bill sponsored by Judy La Marsh (L.—Niagara Falls) to change the name of Trans-Canada Air Lines to "Air Canada" as now used abroad and in Quebec.

J. A. McInnis parliamentary secretary to Transport Minister Balcer, said in reply to Robert Beaulieu (SC—Quebec East) that CNR staff appointments are a matter for management. Mr. Beaulieu had asked whether the government intends to appoint a French-speaking Canadian as a CNR vice-president.

CRUISE AREA
Ports in Greece were visited by 2,653 foreign yachts in the first half of 1962, against 1,120 in the same period the previous year.



CREES ACT AS GUIDES IN MARYLAND

Two Cree Indians from the village of Rupert House, in the wild Hudson Bay country of Canada, are shown as they examine a goose blind's Eastern

Shore. The two, Walter Kata-pank, 33, kneeling, and James Frank, 39, travelled from their homes to act as guides during the Maryland goose shooting season. Neither is a

speak English, and had never seen such civilized niceties as a car, train, tall buildings or bright lights. (AP Wirephoto)

Quebec Refrigerator Co. Has Export Success Story

OTTAWA (CP)—In the trade department's campaign to get Canadian companies export-minded, nothing is more welcome than a success story. One such story is that of a refrigerator company which has been trying for export sales since 1959. Now, the refrigerator exports in its current "foreign trade" magazine, its representatives are sold in 42 countries.

The Company, Defrostomatic Company Limited of Montreal, Quebec, exported about 1,000 refrigerators in 1960, valued at \$1.2 million, to 2,500 in 1961, and this year expects to ship about 3,000 to a Canadian market 50 per cent saturated with refrigerators, the company took the first step in 1959 by determining with trade department officers which countries were the most hopeful export markets.

That makes it competitive in many foreign markets that cannot afford more expensive models. Starting with a minimum knowledge of export procedures, its export division has acted quickly on the advice given to it, has kept red tape to a minimum, has carried on a systematic export campaign, and has made deliveries promptly.

Queen Charlotte H & S Plans Project For School Library

The second regular meeting of the Queen Charlotte High School Home and School Association was held on Thursday night with the president, Mrs. F. F. Crosby in the chair. The minutes of the last monthly meeting were read and the treasurer's report dealt with various ways and means of raising money for the school library were discussed and this matter was left in the hands of the executive for a decision.

particular departments and 20 grade ten students, by means of tape recordings, told how they thought "excellence could be achieved in city schools. It was interesting to note that the points brought out by the teachers and the students were quite similar. Dr. Parker pointed out that QCHS had already achieved "excellence" in one facet of its operation, since the school library, under the direction of Mrs. Tom Leatham, is one of the best high school libraries in Eastern Canada. He also spoke on the new vocational school and what it will mean to the city's educational system and of the possibility of obtaining a guidance councillor for Queen Charlotte.

Court Levies Fine Of \$100

A fine of \$100 and costs was paid Monday by Colin Lee MacDonald, Mount Stewart, for driving while impaired. He appeared before Magistrate James H. Johnston in Queens County Magistrate court.

A fine of \$50 and costs was paid by a man for having liquor in a place other than his residence. The motorist was fined \$5 and costs for driving an insufficiently equipped vehicle. A 24-year-old man was given a reprimand for failing to report to RCMP for a vehicle inspection.

Witnesses Hold Assembly

Levi Wall, district supervisor of Jehovah's Witnesses in the Maritimes, discussed "The Bible's answer to our problem of survival" at the closing session of an island assembly at Parkdale Women's Institute Hall, held Friday and Saturday. A total of 200 people attended the assembly.

Other speakers included Jim Smiley, Charlottetown; Mrs. Major Gamble and Mrs. Earle Macdonald and Raymond Lock, Summerside. Three persons were baptized by total immersion Saturday.

Animal Trouble

In 1962 a beaver dropped a tree over power lines, which caused a power line to fall on a power pole, which in turn caused a power pole to fall on a power pole.

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