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CARDINAL  
GIANT

A  
HOW-TO-  
DO-IT  
MANUAL  
FOR THE  
EXECUTIVE  
AND THE  
SECRETARY

SECRETARY'S  
DESKBOOK  
•  
OFFICE MANUAL  
•  
HANDBOOK OF  
BUSINESS PRACTICE

THE  
INDISPENSABLE  
REFERENCE  
AND  
GUIDEBOOK  
FOR EVERY  
OFFICE  
EMPLOYEE

# THE OFFICE ENCYCLOPEDIA

*with hundreds of illustrations*

COMPILED and EDITED by N. H. and S. K. MAGER

GRAMMAR • PUNCTUATION • BOOKKEEPING • FILING  
MAILING TECHNIQUES • SWITCHBOARDS • SPELLING  
DEALING WITH PRINTERS • POSTAL REGULATION  
COMPUTATION • HANDLING MAIL • TYPEWRITING  
OFFICE MACHINES • HOW TO GET INFORMATION  
and many other essential subjects

## **OFFICE QUESTIONS ANSWERED!** **The First Complete Book of Its Kind!**

Business practices present a host of problems even to the experienced executive and secretary. Here in a single volume are the accepted procedures and customs—the answers to the common questions that arise in the operation of a busy office. For example: *"How do I compute interest? Commissions? Discounts? What are the advantages of one filing system over another? How can a mailroom save money? What is machine shorthand? When do I use a semicolon?"* etc., etc.

Here are tips on every phase of office know-how from changing a typewriter ribbon to the insurance a business organization should carry.

For the beginner especially, this book will be invaluable. It will serve as a short cut to advancement by showing the right ways to execute the simplest and most complicated office assignments.

**THIS BOOK WILL SAVE YOU AND YOUR OFFICE TIME AND MONEY!**



# CONTENTS

INTRODUCTION .....	ix
--------------------	----

## PART I—OFFICE ENGLISH HANDBOOK

BASIC GRAMMAR .....	1
---------------------	---

Syntax 2; Sentences 2; Parts of speech 3; Use of Verbs 3; Nouns 5; Pronouns 8; Adjectives 10; Adverbs 13; Prepositions 14; Conjunctions 15; Kinds of sentences 17

Accidence 18; Principal parts of verbs 21; Irregular verbs 21; Mood 25; Voice 27; Agreement 28; Nouns 29; Forming plurals 32; Pronouns 38

USING ENGLISH CORRECTLY .....	40
-------------------------------	----

Words commonly misused or misunderstood 40

THE MATTER OF STYLE .....	68
---------------------------	----

General rules for spelling 69; Preferred spellings and words commonly misspelled 75; Geographic names and adjectives 84; Foreign words in English 89

Numerals 90; Capitalization 92; Punctuation 103; Compound words 115; Word division 121; Italics 123; Bibliography 123; Abbreviations 124; Standard abbreviations 128; Terms of measure 140

## PART II—OFFICE PRACTICE

STENOGRAPHER'S HANDBOOK .....	143
-------------------------------	-----

Working habits 143; Typewriter faces 147; Foreign language types 151; Copying 152; Posture 152; Typewriter ribbons 153; Placement 153; Spacing 154; Special problems 156; Addressing envelopes 156; Carbon copies 158; Typewriters 160; Accessories 161; The Vari-Typer 161; Typewriter care 162; Cleaning 164; Parts 165; How to change a ribbon 168; How to lift and carry a typewriter 171; How to fasten a typewriter to the desk 171; Removing the platen 172; Helpful cautions 173; Developing and retention of good typing techniques 174

FILING .....	180
--------------	-----

Filing procedure 181; Record handling equipment 182; Alphabetical filing 186

<b>OFFICE EQUIPMENT</b> .....	190
Interoffice communications 192; Calculating and computing machines 192; Bookkeeping and billing machines 194; Check machines 195; Checkwriters 195; Counting and imprinting machines 196; Folding machines 196; Inserting and sealing machines 196; Key punch and tabulating machines 196; Letter sealers 198; Letter openers 198; Numbering equipment 198; Scales 198; Paper punches 198; Postage meters 198; Rubber stamps 200; Fasteners and binders 200; Collators 200; Sorters 201; Time recording machines 201; Time stamps 201	
<b>STATIONERY</b> .....	202
Letterheads 202; Envelopes 203	
<b>THE FORM OF A LETTER</b> .....	211
Parts 211; Signatures 213; Spacing 216; How to address important persons 219; Addressing envelopes 234; Hints on office chores 238	
<b>WRITING LETTERS</b> .....	239
Business letters 239; Corporate meetings 244; Corporate minutes 244; Legal documents 247; Copyrights 251	
<b>DUPLICATING PROCESSES</b> .....	253
Form letters and form paragraphs 253; Automatic typing 253; Blueprints 253; Oxalids 254; Photostats 254; Gelatin photostats 254; Hectograph 254; Liquid or spirit duplicator 255; Stencil duplicator—Mimeograph 255; Multigraph 255; Flat bed printing 256; Multilith 256; Controlled line printing 256	
<b>PREPARING COPY FOR DUPLICATING</b> .....	257
Justified margins 257; Cutting stencils 258; Using stencil duplicating machines 264; Addressing machines 264	
<b>PREPARING MATERIAL FOR THE PRINTER</b> .....	267
Corrections in manuscript 268; Illustrations 269; Footnotes 269; References 270; Credits 270; Marking copy 270; Copyreading marks 271; Measurement of type 272; Type sizes 273; Type faces 274; Basic letter forms 275; Copy fitting 288; Proofreading 289; Preparing an index 293	
<b>PRINTING PROCESSES</b> .....	293
Letterpress 293; Offset lithography 294; Gravure or intaglio printing 295; Silk screen process 296; Embossing 296; Photo engraving, electrotypes and stereotypes 296; Hints for preparing copy for photoengraver 302	
<b>PAPER</b> .....	303
Paper selection 303; Paper chart 305; Paper sizes 310	

<b>USING THE MAILS</b> .....	310
Classes of mail 311; Mail travel time between principal cities 316; Postal rates 318; Special services 318; Wrapping packages 320; Keeping your mailing list up-to-date 326; International mail 328; Mail transit time from New York to typical foreign countries 332	
<b>THE TELEPHONE</b> .....	334
Answering the telephone 334; When calls are handled by a secretary 337; Placing calls 342; Listings 346; Classes of toll calls 347; How to use key switchboard service 349; How to operate a switchboard 364	
<b>TELEGRAMS, CABLES, ETC.</b> .....	375
Straight or fast telegram 375; Day letter 375; Night letter 375; Teleprinter service 375; Desk-Fax 375; Commercial News Service 376; Telegifts 376; Address 376; Text of telegram 378; Charges 378; Telemeter service 381; Greeting and social telegrams 381; Singing telegrams 382; Miscellaneous services 382; Commercial news 382; "Operator 25" Service 382; Time service 382; Messenger services 383; Parcel service 383; Advertising Distribution Service 383; Market and Opinion Survey Service 383; Weather forecasting service 384; Special services 384; Shopping order service 384; Installment payment service 384; Illustrated telegram service 385; Cables and radio service 385; Radio to ships at sea 386; Codes 387	
<b>EXPRESS SERVICE</b> .....	389
Packing 390; Air express 390; International express 391; Local messenger services 390; International air express 392	
<b>TRAVEL</b> .....	392
Rail travel 393; Air transportation 393; Automobile travel 394; Foreign travel 394	
<b>CORRECT TIME</b> .....	395
<b>PART III—BUSINESS PRACTICE</b>	
<b>BUSINESS PRACTICE</b> .....	396
Forms of business 396; Bills, invoices, statements 397; Using the bank 398; Notes and drafts 404; Credit 404	
<b>BOOKKEEPING SIMPLIFIED</b> .....	409
<b>FINANCIAL TRANSACTIONS</b> .....	425
Current assets 425; Current liabilities 425; Fixed assets 425; Intangible assets 426; Typical balance sheet 428; Typical profit and loss statement 430; Terms explained 431	

<b>INSURANCE</b> .....	432
Check list of insurance a business should carry 433; An individual should carry 435; Terms explained 435	
<b>ADVERTISING AND PUBLICITY</b> .....	437
Newspapers 437; Magazines 438; Radio and television time 438; Publicity 438; Press agents 441	
<b>THE MATHEMATICS OF BUSINESS</b> .....	442
Percentage 442; Decimal equivalents of fractions 443; Ratio and proportion 449; Rules for computation 453; Tables of weights and measures 454; The metric system 457; Roman numerals 459; Foreign money 460; Mathematical short cuts 464; The slide rule 465	
<b>WORKING WITH THE GOVERNMENT</b> .....	466
<b>SOURCES OF INFORMATION</b> .....	473
Reference books 473; Mailing lists 480; Directories and lists of persons and organizations 481	
<b>ALMANAC</b> .....	484
Reminders for the holidays 484; Legal or public holidays 487; When Easter falls 487; Church holidays 489; Twentieth century calendar 490; Forecasting the weather 491; The seasons 492; Birthstones and language of stones 492; Wedding anniversaries 493	
<b>INDEX</b> .....	494

# 3 VALUABLE BOOKS IN 1

- 1 CORRECT ENGLISH USAGE
- 2 PROPER OFFICE PRACTICE
- 3 BASIC BUSINESS PROCEDURES

Here is a big encyclopedia of invaluable information for secretaries, office managers, mailroom operators, students, salesmen, accountants, top executives and general office personnel.

Simple instructions tell you how to operate office machines—a switchboard, a mimeograph, a dictating machine, a typewriter, calculating, computing, bookkeeping and billing machines, etc.

There is specific and highly useful data on such matters as the wisest choice of envelopes, postal regulations and rates, telegraph procedures, mailing lists, simplified methods of addressing, bills, invoices, statements, credit, etc.

Other subjects include: Grammar simplified, form of a letter, advertising and publicity, insurance, taxes, weights and measures, foreign money.

**THIS BOOK SHOULD BE ON EVERY  
DESK IN EVERY OFFICE!**

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GENUINE  
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