

The "Vocational" Series.

CAREERS

for Educated Women

Section III.

THE
SECRETARIAL, ORGANISING AND
ADMINISTRATIVE PROFESSIONS

Openings in

Secretarial Work
Accountancy
Bookkeeping
Civil Service
Municipal Work

Journalism
Advertisement Work
Librarianship
Political Organising
Insurance Work

Price 6d.

PAMPHLET

PUBLISHED BY

WOMEN'S EMPLOYMENT PUBLISHING CO.,

For the Central Employment Bureau for Women

54, RUSSELL SQUARE, W.C. 1.

(P) 650.023

CITY OF LONDON POLYTECHNIC
FAWCETT COLLECTION

Calcutta House
Old Castle Street
London E1 7NT

Street, S.W.1. (Tel. 5537), takes
Course in Pitman's Shorthand,
Book-keeping, and General Office
Work. INDIVIDUAL TUITION. FEE (payable in advance) 20 Guineas.

Telephone: Victoria 6216.

MISS TROTMAN

36, Victoria Street, S.W.1.

Secretarial Training Centre

FOR GENTLEWOMEN.

39, St. James's Street, S.W.1.

, including
Duplicating
ng, Card-
e Routine.
The Art of
Speciality.
ent. Terms

DE.
Visit Schools
See Procedure

NG.

Skilled

Bureau

W.C. 1.

lished 1888.

ia Street,
7. 1.

en.

practical

after Six



17/ 650.023

3900214567 ✓

21456 ✓

The "VOCATIONAL" SERIES introduces a new
version of our book, "Careers." Fresh numbers will
appear in quick succession containing all necessary
information on each profession and its allied branches.
Sections I and II have already appeared.

REFERENCE
ONLY

INTRODUCTION.

IN grouping these professions together, there is no idea of
precedence, it is merely a convenience to treat the ever
enlarging field of women's work in sections of more or less
related occupations, so that in the new volume they can be easily
recognised and compared.

Each of these following professions shows progress so far as
women are concerned since we dealt with them four years ago,
and the same characteristics are noticeable in each advance, viz.,
the demand for greater efficiency, and the standardisation of
requirements. It is true that we have not yet reached the normal
in either supply or demand, because there still exist severe trade
depression on one hand and abnormal discharges of workers on
the other.

Employers nowadays insist on a high degree of efficiency,
however humble the position to be filled, and in spite of salaries
being lower (the cost of living is now considerably lower) those
only who have become really capable are needed. The qualities
for which there is a great demand are adaptability, stability and
courtesy.

In **Accountancy**, the progress made recently by women is
too well known to need special record. There is one woman
chartered accountant, several women are public auditors, and
many are qualified to undertake private work. The nervousness
frequently shown in dealing with large finance is wearing off with
achievement, and many women seem to be particularly fitted to
work with men in this profession.

Of **Civil Service** work it is scarcely necessary to speak at
present because the "Geddes axe" has cut very deeply, but we
give all information available about that, and about Clerical and
other work under the L.C.C. in the following paper.

Journalism continues to be the cherished ideal of thousands
of young workers, who have very little notion of the strenuous-
ness and difficulty of the real thing, nor of the comparatively
small demand for "free lance" work as described in the many
alluring advertisements of postal courses.

A general secretarial training, ability to write good English
quickly and easily, imagination combined with accuracy, this
rather rare combination is needed in the worker before she
enters a career in Journalism.

Various interesting developments have taken place in
Library Work, and the increase in specialised or technical libraries
is remarkable. These comparatively new fields offer more scope

BUSINESS AND SECRETARIAL TRAINING.

Miss KERR SANDER, EMPIRE HOUSE, 175, PICCADILLY
W. 1. Gerrard 2130.

A thorough course of training for well educated women wishing to qualify for the
higher grades of the secretarial profession.

Foreign Languages and Foreign Shorthand a Speciality.

The full course lasts six months, but pupils can join for shorter periods if desired.

to women than do the older sections of the work, where competition is more keen. Speaking generally, the peculiar suitability of women for work as librarians is becoming gradually but surely recognised.

Lastly, with regard to **Secretarial Work**, about which so much misunderstanding still exists. Thousands of clerical workers seek clerical posts which, by their very nature, cannot exist unless a calamity like the war calls for similar efforts from all classes. The high wave of abnormal demand has ebbed, and the waves of normal demand are smaller; but still they are rising, and those workers left high and dry on the shifting sands of unemployment will gradually be absorbed, if they are alert enough to watch and learn what the incoming tide of new activity demands.

There is a distinct opening for teachers of shorthand and typing who have had the benefit of University education, and it is almost impossible to find them. If some teachers would turn their attention to this opening, they would find the work both interesting and remunerative.

While the numbers of general clerical posts show a sharp decline, there is arising on the other hand a steady and increasing demand for higher specialisation, and especially for a higher standard of education as a basis of such preparation in secretarial work.

Excessive competition among the unskilled or less skilled workers produces in its turn a state of miserable waste and unemployment, which can only be cured when a wider vision recognises a much wider range of occupations, and courageously meets the larger demand which exists even at the present time.

MARY G. SPENCER.

SECRETARIAL WORK.

THERE is a fairly large demand on the part of societies, organisations, and individuals for the Secretary whose training is built upon the foundation of a good education, preferably University.

In order to obtain the best-paid posts, good speeds in Shorthand and Typewriting are needed, as well as a training in Filing, Indexing, Office Routine, Keeping Accounts, etc. A knowledge of one or more foreign languages (gained abroad if possible) is valuable, particularly if a special study has been made of their commercial terms and expressions.

The Secretary of a Society who works under a Committee should be able to deal with men and women of varying temperaments and opinions. As she becomes more experienced she may be expected on occasions to explain the objects of the Society on a platform, and should possess initiative and some organising ability.

The Private Secretary needs much tact and adaptability, and

should be willing to do anything. These posts are often residential, and fitting in with the household is not always easy.

A Secretary to a Member of Parliament or to a Political Society requires a knowledge of general politics, and perhaps of Election Law. She should be able to address a meeting of women electors, and would almost certainly be asked to organise women's meetings and bands of canvassers at election times.

There is a certain demand for the Appeal Secretary (who collects funds for some Cause or Society). She should gain special qualifications by undertaking voluntary work if necessary, in an appeal office at first. She should have personality, resource, and originality in arranging and suggesting methods for obtaining funds. Persuasive powers, and a gift of inspiring others to work are required, as are tact and judgment in dealing with all kinds of men and women. The Appeal Secretary should be able to organise a campaign, and might be expected to address a public meeting.

The educated and accurate stenographer who has taken pains to make herself thoroughly acquainted with medical, legal, engineering or stock exchange technical terms, may make herself invaluable to her employer and will receive a good salary.

Length of Training	6 to 18 months.
Cost of Training	15 to 75 guineas.
Salary	£50 to £150 resident. £150 to £300 non-resident.

CIVIL SERVICE.

THERE are openings for the Educated Woman in the higher branches of the Civil Service, but the regulations with regard to them vary from time to time, and the Civil Service Commissioners expressly state that they "can give no information" (as to appointment, salaries, duties, promotion) beyond what may be discovered in the various documents issued, and supplied by them free of charge. It may be taken generally that these higher appointments are made (after examination) from staff.

When vacancies to be filled by open competition occur, advertisements are inserted (usually on Thursday) in "The Times," "The Morning Post," and "The Daily Telegraph."

Executive and Administrative Class.

Age 18-25 and 22-30. (Open competitions are expected after 1924).

Shorthand Typist in Government Departments.

Age over 19. (Must be an established Typist for at least one year.)]

Apart from these opportunities in the higher branches, the following posts are open to girls after an Entrance Examination:

Clerical Class in various Government Departments.

Age 16½—17½.

Writing Assistant.

Age 16—17.

Telegraphists in G.P.O.

Age 15—17.

Post Office.

Typists, Clerks, Telephonists, Telegraphists, Sorters, etc., are appointed as required after an Examination; for conditions and dates of the next Examination, application should be made to the Civil Service Commissioners, 6, Burlington Gardens, London, W. Promotion to the higher-paid administrative posts in the Post Office, such as Inspectors, Controllers of Departments, etc., is usually made from Staff; if by open competition, notice of vacancies is given in the Press.

Inspectors.

Inspectors are recommended for appointment by the various Government Departments concerned, Factory Inspectors by the Home Office, Health Inspectors by the Ministry of Health, Trade Board and Labour Exchange Officials by the Ministry of Labour; Education Inspectors by the Board of Education, and from these Departments details as to qualifications, methods of application, and salaries may be obtained. These appointments are not often open to outsiders, for should a vacancy occur most of the Departments have suitable applicants upon their staffs who have risen from the Junior Grade of administrative class.

Tax Inspectors.

A new field has been opened to women since the Commissioners of Inland Revenue decided that they may compete on equal terms with men for posts as Assistant Tax Inspectors. Applicants must be nominated by the authorities of a University to which they have been attached as wholtime students.

The age limit for entry is from 21 to 24, and admission is by examination, of which notice will be duly given by the Civil Service Commissioners, from whom further details can be obtained.

POSTS UNDER MUNICIPALITIES AND OTHER PUBLIC BODIES.

THE large Municipalities, and various Local Authorities employ a certain number of women in a clerical and administrative capacity, the conditions of such service being, as a rule, good and the salaries adequate. The London County Council may be taken as typical, though salaries in the provinces are slightly lower. Clerkships in the service of the L.C.C. are open to applicants of both sexes, and appointments are made after open competitive examination. Girls, who must be

between the ages of 17 and 19, begin with a basic salary of 17/- per week, which with bonus is brought up to £1 10s. 8d. The bonus will be reviewed not later than September, 1923.

Promotion on the occurrence of a vacancy, may be made by Examination to the higher clerical and administrative posts. Those who wish to sit must be between the ages of 21 and 23 (or 24, if a candidate possesses a First Class Honours Degree or its equivalent). Women under the L.C.C. scheme are only eligible for 10 per cent. of such vacancies.

The scale of salaries of the classified class (men and women) of the major establishment is as follows, promotion taking place as a vacancy occurs:—

	Basic Salary.	Total Remuneration as from March 1st, 1923.
Second Class (minimum) ...	£120.	£203 12 4.
First Class (maximum) ...	£350.	£504 13 10.
Senior Assistants (minimum) ...	£360.	£517 9 3.
Principal Assistants (normal maximum) ...	£560.	£751 11 3.

The bonus will be reviewed not later than September, 1923.

Promotion in the service of the Council is by merit, not by seniority. If and when vacancies in the higher grades occur, which cannot be filled from staff, they will be advertised in the Daily Press.

In work other than clerical and administrative, the L.C.C. employs a small number of women inspectors of shops, employment agencies, massage establishments, and also women secretaries of training colleges. Should vacancies for these posts occur, which are not filled by promotion within the service, they are advertised in certain daily papers, appropriate journals, and in the L.C.C. Gazette. The present tendency of the Council is to reduce the staff, and vacancies for outside competition are not probable in the near future. The salaries of Women Inspectors of Employment Agencies begin at £120 a year in section (b), rising to a maximum of £200 in section (a). The same maximum and minimum apply to Women Inspectors under the Shops Acts.

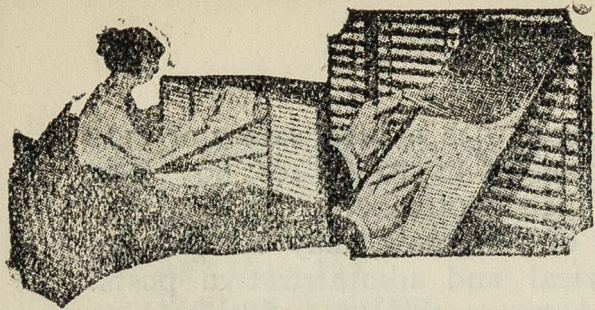
Women Secretaries and Assistant Secretaries of Training Colleges are appointed at an initial salary of £80 in the junior grades, reaching, after promotion to the higher grades, to a maximum of £200. Appointments to these posts are made by the Council, on the recommendation of the Establishment Committee.

The salaries of Women Secretaries, Assistant Secretaries and Women Inspectors are subject to temporary additions on the Civil Service Scale.

Application for further information should be made, in the provinces, to the Clerk of the Town or County Council under which a post is desired, and in London to

The Clerk of the London County Council,
The County Hall,

Westminster Bridge, S.E.1.



She can tell you
INSTANTLY.

Why continue hunting and searching?
Let us put your existing records into
VISIBLE FORM. It costs you nothing
to learn how it is done.

**WRITE TO-DAY FOR OUR
DESCRIPTIVE BOOKLET.**

KARDEX
VISIBLE RECORDS

PARKER, TURNBULL & Co:

**3, HOLBORN VIADUCT,
LONDON, E.C. 1. Tel.: City 926**
REPRESENTED EVERYWHERE

BOOK-KEEPING

THE INSTITUTE OF BOOK-KEEPERS

Limited (by guarantee)

EXAMINATIONS (All Stages)

Held in London and
at over 150 Centres.



Next dates: *Tuesday, 5th June and
Tuesday, 4th December, 1923*
6—8-30 p.m.

For full particulars of the Institute,
Journal, Year Book, Lectures and Meet-
ings, also Application Forms for Exam-
inations and Membership, write:—

THE SECRETARY,
The Institute of Book-keepers, Ltd.,
133, Moorgate, E.C.2.

For the best kind of DUPLICATING use a

RONEO DUPLICATOR

and produce 100 perfect copies per minute.

Clean, Clear and Legible.

If very large quantities are required, the "Roneotype,"
which prints from Type through a Ribbon or from
Printers Ink would fill your every office requirement.

SEND FOR FREE BOOKLETS.



RONEO LTD. (Room 53) 5-11 HOLBORN, E.C.1

ACCOUNTANCY.

AS business improves, and as more enterprises are under-
taken, there will be more openings for women trained in
Accountancy.

In order to take up Accountancy as a profession, a girl
should have matriculated; for those who have not done so, the
Institute of Chartered Accountants has an Entrance Examination
which must be passed.

Apprenticeship to a firm of Chartered Accountants is then
necessary. For a graduate, the term is three years; for a non-
graduate, it is five. Fees charged vary from £50 to £500, accord-
ing to the size and standing of the firm.

The student can then take the examination which admits
her as an associate member of the Institute of Chartered
Accountants or of the Society of Incorporated Accountants.

A woman Accountant, when qualified, can set up for herself,
and since women are entering more and more into businesses,
there is likely to be an increased demand for her services as
auditor, and in some cases as managing director of a company.
This does not mean that her clients are only women. Many
societies make a point of employing a woman auditor when
possible.

Women have been appointed Public Auditors, an appoint-
ment which carries no salary, but which gives added status and
opens fresh fields of government and other work.

Length of Training	Graduate 3 years.
			Non-Graduate 5 years.
Articles Fee	£50 to £500.

BOOK-KEEPING.

THERE is always a certain demand for the really well-
trained Book-keeper who can keep a set of books and
prepare accounts for audit. A Book-keeper is sometimes
confused with a cashier or ledger clerk, but the work is quite
different.

In order to make a success in the profession a girl should
have a genuine taste for figures and accounts—arithmetic having
been her favourite study at school.

A training can be obtained at a recognised school of Book-
keeping, and after this the examination of the London Chamber
of Commerce, or of the Royal Society of Arts, should be taken.
The student is then ready to apply for a post.

Book-keepers are needed in clubs, schools (boys' and girls'),
hospitals, city offices, businesses of various kinds. Publishers,
Court dressmakers and milliners employ Book-keepers and many
of these are women. Private Secretaries command higher salaries
if they include Book-keeping among their qualifications.

Length of Training	6—12 months.
Cost of Training	20—30 guineas.
Salary	£2—£5 weekly.

INSURANCE WORK.

INSURANCE work for women is a profession which is not as yet overcrowded. There is no special preliminary training, for success depends on personality and initiative.

The work of an Insurance Agent who is not a whole-time worker may be undertaken in conjunction with some other employment, and the pleasant part of the business is, that a percentage of the commission earned continues to come in without any further trouble on the part of the agent as long as the policy is kept up. The girl who has many friends and acquaintances, who meets fresh people in the course of her work, who has confidence in herself and can talk convincingly, has opportunity for gaining clients for her company, who quickly recognise an energetic and resourceful agent.

A girl, however, who intends to take up Insurance Work as a profession has two courses open to her. She may either begin as a clerk or typist on the clerical or "inside" branch of the Office, or become attached to a Women's Department, of which a few exist at the moment. If very young, having just left school, she would be well advised to do this, and if she shows ability she may then have an opportunity of learning some of the technicalities of the business. She could meantime practice her persuasive powers on her friends, so qualifying herself for an appointment as an "outside agent."

An older woman of 25—35, who began as an Agent to a Women's Department, would have the opportunity of becoming an Inspector as soon as she had proved her worth. She might begin at a salary of £3 10s. to £4 a week, or work on a commission basis and earn more than this.

Inspectors as a rule are wellpaid officials, and it should not be difficult in time to rise to £300 or £350 a year, though it must be borne in mind that remuneration will be governed by her ability as a producer, that is by sums assured and completed at the end of the year.

These Women's Departments have Women Managers at the head of them, and if these departments are a success—as undoubtedly some of them already are—there will be further openings for women managers, inspectors, agents, thus creating a new career for women.

The work of the Department, which is purely a business-getting one, consists of interviewing all classes of men and women with the object of insuring them: it brings out literature specially adapted to women's needs, sends out circulars, prepares advertisements, etc.

The life is an open-air one, delightful and very fascinating to those who, by means of patience and persistence, are able to withstand discouragement and failure and thus attain success.

Secretarial Training useful.

ACTUARIAL WORK.

THE woman who wishes to take up Actuarial work must have a natural aptitude for figures. The Institute of Actuaries accepts for examination from time to time students who possess suitable educational qualifications. Knowledge of Compound Interest and Life Contingencies, as well as of the Differential and Integral Calculus and of the Calculus of Finite Differences is required. The Institute recommends students, where possible, to obtain a clerkship in an Insurance office in order to gain the necessary practical experience

Length of Training	From one year.
Cost of Training	Fees about £12 12s. besides cost of books.
Salary	According to post obtained.

LIBRARIANSHIP.

THE work of Librarian is eminently suitable for women, but there is very keen competition for every vacant post, and even the fully-trained have often to wait long for an appointment.

The Librarian requires many qualifications besides a general love of books. She must be well educated and thoroughly trained, besides being alert, courteous and observant. The work will provide scope for her personality and organising powers.

In order to obtain a post as Librarian in a Public Library it is necessary to possess the Diploma of the Library Association or of the School of Librarianship in connection with the London University.

Although the Library Association does not train, a student can obtain preparation for its Diploma by means of its correspondence classes. She must work while studying in a Public Library, either as a volunteer or as a paid worker, for not less than twenty-four hours a week for three years.

The School of Librarianship prepares students for the Library Association's Diploma, and for that of the London University. A student on full time can complete her course in two years; a part-time student (one who has perhaps a junior appointment in a library) in three or not more than five years.

The Librarian who has received her general training may specialise in one or more of the various branches of Librarianship—Reference, Children's, Technical or Commercial, Science or Bibliography, and so increase her earning powers. Besides public libraries, there are quite a number of Commercial, Society, School, College and Institutional Libraries, some of them very considerable in scope and value.

Information can be obtained from the Hon. Secretary, Library Association, Public Library, Buckingham Palace Road, S.W.1, or the Secretary, School of Librarianship, University College, Gower Street, W.C.

Length of Training	2 to 5 years.
Cost of Training	12 to 32 guineas.
Salary	According to size of Library.

JOURNALISM.

ALMOST every important newspaper has upon its Staff at least one woman who deals with women's matters, editing, and largely writing the woman's page. Besides this woman editor, there may be a woman Reporter, who must have a good knowledge of shorthand. Both are expected to give their whole time; they are thoroughly trained and experienced, and receive good salaries. No one should undertake the work of Reporter unless she has very good health; she must be prepared to go out in all weathers, and much of the work is done at night—attending meetings, etc.

Besides those holding these appointments there are journalists who work on a "Free Lance" basis, selecting the matter they will use and sending it to the different papers. A good income can be earned in this way by an experienced woman, but it is unwise to trust to this as the entire source of income till the worker has had several years' experience. Much of this "Free Lance" work is done to supplement an income earned in some other way, and those undertaking it should remember that Newspaper Editors do not require essays on abstract subjects unless by some noted specialist. The woman writer who makes some particular subject her own and specialises in it will in time be able to command high prices for her articles. A good training for daily Journalism is often obtained by taking a post—even at low rates of pay at first—on a provincial paper, or the trained typist who takes a post as secretary to an Editor obtains an insight into the work which will be invaluable, and which may eventually lead to an appointment. There are women writing commissioned articles regularly, and for this the pay is good.

The London University grants a Diploma of Journalism after a two years' course. The first examination for those who had taken this course was held in July, 1921, and a similar examination is to be held annually.

The University does not undertake to find posts for students, but those who obtain the Diploma are equipped to find work, and have gained a certain knowledge of the kind of matter needed and how to present it.

Magazine Work.

Editors of women's papers receive good salaries, but much experience is needed to judge the work sent in, to obtain suitable contributions, and to arrange the items and illustrations on the pages. A well-educated beginner, equipped with good shorthand and typewriting, might obtain a post as secretary to such an Editor, and so gain a thorough knowledge of the work. If she showed an aptitude she might in time become Sub-Editor, and from that position reach the Editorial chair.

Secretarial Training useful.

Length of Training (Diploma Course, University of London).. 2 years.

Cost (Diploma Course, University of London) 28 guineas.

POLITICAL WORK.

POLITICAL work offers openings for women, but should only be undertaken by those genuinely interested in politics, and who have strong convictions, combined with personality and enterprise. There is no better training than a year's voluntary work (or as paid typist) with a political agent. During this time the technicalities of Organisation, Registration, the tracing of "Removals," Canvassing—an art in itself—will be learned. Political Associations, Members of Parliament, and Candidates often appoint organisers to work in Constituencies, particularly among the woman electors, and here there is scope for the woman of originality and initiative. Such an organiser should study Election Law (Wooding's "Conduct and Management of Elections" is an invaluable hand-book, though the price is 6/-, the serious political worker can hardly dispense with it) and so qualify herself to be appointed a sub-agent in charge of a polling district at an Election.

The fee paid to a sub-agent is a pleasant "Extra," and is generally a "lump sum"—£10, £15 or £20—according to the length of the contest. The position of Head Agent may be, and has been reached by women, who have gained experience in the above ways; the legal fee allowed is, for a County Constituency £75; for a Borough £50, exclusive of expenses.

Typewriting and Shorthand are necessary for a woman who acts as Private Secretary to a Candidate or Member of Parliament. If she is to be something more than a clerk she will do active work in his constituency, organising the women electors, keeping them interested between elections (no easy matter) and gaining new adherents to her employer's cause. The organiser should be able to address a meeting, though not necessarily a large mixed one in a Town Hall, as in this work the supply of professional speakers far exceeds the demand. Salaries vary according to experience, and may be from £3 to £5 a week for a Secretary-Organiser.

The headquarters of the various Political Parties now appoint women organisers, whose work it is to travel from one constituency to another, organising women's branches. Meetings must be addressed, local committees arranged, etc., and much experience and knowledge are necessary. This work is, as a rule, very well paid.

It should be remembered that Political work is, in the nature of things uncertain; the candidate may not be returned, the Member may be unseated. All Parties however keep up a certain amount of permanent organisation, and as the thoroughly experienced worker becomes known her services are likely to be in demand, especially if she does not mind moving from one part of the country to another.

Training Secretarial useful.

ADVERTISING AND PUBLICITY WORK.

THE art of advertising has advanced so much within the last few years that there are now posts with good salaries open to the woman who does not mind beginning at the bottom of the ladder. Canvassing, writing, and poster drawing for advertisements are all branches of the business, but in only exceptional circumstances, and after long experience, would it be wise to rely on these as a means of earning an income.

The girl who intends to take up Publicity Work as a profession should enter one of the big advertising firms as a shorthand-typist. If she is willing to work voluntarily for a short time at first, stating that she wishes to learn the business, she may be able to arrange that she has three or more months in each department. Thus she will learn about the different types and their names, the "setting out" of an advertisement so as to make it look attractive, the technicalities of block-making and colour-printing, and then the "copy" writing which is of a specialised kind. A Publicity Agent may have no idea of drawing herself, but with experience she should be able to indicate to the artist and writer what is required to carry out her ideas.

Most large stores and businesses have advertising departments of their own, and in them women are employed at good salaries. Some of the Railway Companies employ a woman Publicity Agent, as do some Municipalities in holiday resorts. The latter work, though well paid, is as a rule only seasonal.

A woman with ideas, originality and enterprise, combined with tact and judgment, may at the end of four or five years (during which she would have been earning) command a salary of from £300 to £500, not including commission. Experienced women have been able successfully to open Publicity or Advertising businesses of their own.

Training Secretarial useful.

Women's Employment Publishing Co., Ltd.

Uniform with this pamphlet:—

1. Cookery and Catering Professions.
 2. Medical, Nursing and Allied Professions.
 3. Secretarial, Administrative and Organising Professions.
 4. Social Work.
 5. The Artistic Professions.
 6. Out-of-Door Work.
 7. The Teaching Professions.
- } *In preparation.*

Price 6d. each, post free 7d.

54, RUSSELL SQUARE, W.C. Telephone 519 Museum

Miss MILDRED RANSOM

Member of the London Chamber of Commerce,
Author of "The Chairman's Handbook," etc.

Trains Educated Girls in Secretarial Work

The Most Practical and Efficient Training in London, and consequently the most satisfactory posts are obtained by students from this School.

The School is situated on high ground, and the rooms are sunny and airy.

197, EDGWARE ROAD, LONDON, 2.

Telephone: Paddington 6302.

Moderate Fees.

The "New Times" Secretarial Office

(Miss Thorburn Smith)

30, Baker Street,
Portman Square,
W. 1.

Practical Secretarial & Commercial
Training for Gentlewomen.

Moderate inclusive fees. Positions guaranteed.

The Misses Berrow Brackenbury & Cowley

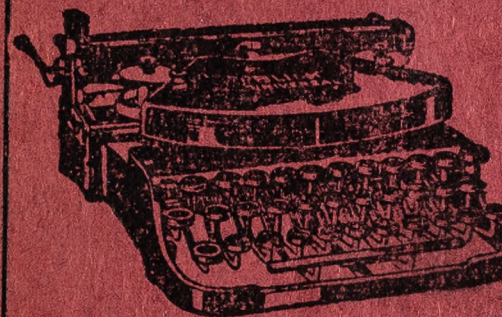
31, Westminster Palace
Gardens—S.W.

Training in Book-keeping and
Accountancy.

Three months' Course... 15 guineas.

Six months' Course... 30 guineas.

21/- DOWN Puts this High-Grade, Light-weight Typewriter in your hands.



Our special offer of payment by instalments now makes it possible for purchasers to have full use of the machine at ONCE—and pay for it whilst they are using it. Immediately upon receipt of first payment of 21/- we will deliver the Blick Universal, complete in Handsome Travelling Case with all Accessories.

3 Years' Guarantee
Such is the measure of our confidence in the Blick Universal that we include, with every machine, full and complete guarantee holding good for three years.

Blick
UNIVERSAL

Send p.c. now for Folder 123, giving full particulars.
BLICK TYPEWRITER CO., LTD., 9 and 10, Cheapside,
London, E.C. 4.

TRAINING IN METHOD (SECRETARIAL WORK)

AT THE

Central Employment Bureau

For educated women and girls who are prepared for posts offered by the
Appointments Branch of the Central Bureau.

Training Period: 6—12 months.

Fee from 35 guineas.

54, RUSSELL SQUARE, W.C. 1.

Telephone 7396 Museum.

SECRETARIAL AND INDEXING TRAINING.

25, QUEEN ANNE'S GATE, S.W.
Founded 1895. Telephone: Victoria 5691.
Miss PETHERBRIDGE (Nat. Sci. Tripos).
Official Indexer to His Majesty's
Government.
THE TECHNIQUE OF INDEXING, 2s. 9d.,
post free.

MANCHESTER.

Miss WILKINSON ⁵⁵ CROSS ST.

Proficiency Course—Shorthand, Type-
writing, Minutes, Filing, Précis-writing.
£25. French Shorthand and Commercial
French. Period six months.
Prospectus on request.



FOUNDED 1910.

THE TRIANGLE SECRETARIAL OFFICES

60 & 61, SOUTH MOLTON STREET, W. 1.

(Near Bond Street Tube Station).

*Interesting Careers for elder girls leaving School or College.
Training in all Secretarial subjects—Literary Work or Journalism—on thoroughly
practical lines.*

*Six months' course. Individual tuition. Moderate fees.
Wide and varied connection for introduction to posts.*

Prospectus on application by letter or telephone (Mayfair 732).

THE WOMEN'S INSTITUTE

92, VICTORIA STREET, S.W.

Secretarial Training in all its branches.
Shorthand, Typewriting, Book-keeping, Com-
mercial French, etc. Full course one year, 45
guineas. Short courses arranged. WOMEN'S
CLUB. Lectures, Debates, Library, Lunch
Room. Information Bureau. Subscription:
Professional Women 15/-, Non-Professional 25/-.

That Book you Want

FOYLES have it, or will soon obtain it.
1,000,000 vols. in stock on every con-
ceivable subject, including the largest
stock of Books for Study in Great Britain

SECOND-HAND AND NEW.

Books on approval. Catalogue 10s free. Mention
requirements. Books purchased.

FOYLES, 121 Charing Cross Rd.
LONDON, W.C. 2.

Yorkshire Secretarial Training School

Yorkshire Ladies' Council of Education (Incorporated),

5, De Grey Terrace, LEEDS.

FOR GIRLS OVER 17 YEARS OF AGE.

Two Scholarships of 25 guineas each open to girls in Yorkshire
schools. Loan Training Fund available for Yorkshire girls.

The New
REMINGTON No. 1
The Quiet Typewriter

*"It works in
a whisper."*

PAMPHLET

Quiet—as quiet as a Typewriter can be—but with
all essential features for ease of operation, speed
and dependability.

REMINGTON TYPEWRITER CO., LTD.,
100, GRACECHURCH STREET, LONDON, E.C. 3
BRANCHES IN ALL PRINCIPAL TOWNS.

