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Don Haacke  
Library

Address correction requested.  
Call Jackie at 1207. Thanks.

## and the winner is...

THE KEYNOTER. Yes, our newsletter has a name. The Name the Newsletter Committee has selected "The Keynoter" from those names submitted in the "Name the Newsletter" contest. According to Webster, keynoter is "one who gives the key or tone." The name was submitted by Mary Cozine from the Counseling and Testing Center. She was presented with a box of See's candy for her winning entry.

Our thanks to the committee: Clare Spoor, Chairman, Sue Ellis, Karen Kelsch, and Donna Sistrunk.

## president's message

The balloons are moving up and I am really pleased. Remember, with each new membership, the balloons will fly higher up the page. We now have 26 but we need more. (See membership list on page 6.)

The \$5 membership fee is primarily used for publishing this newsletter and other announcements you receive during the year. Printing is expensive--about 18-20 cents EACH for this issue alone. We send out over 200 so you can see what we are faced with. So please help us out by sending in your application today.

Don't be put off from joining because you think we will put you to work immediately. Sure, it would be nice to have you work with us, but as far as I am concerned, "No" is always an option with no questions asked. So join us, you (and we) will be glad you did.

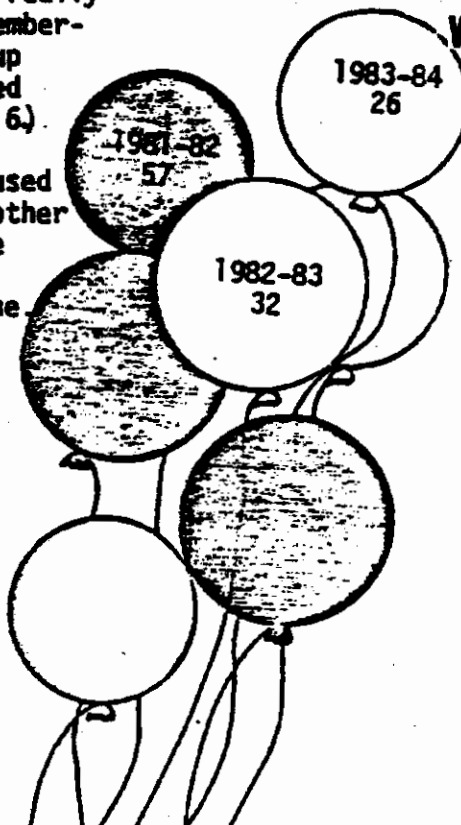
Jackie Fuller  
President, BSUAOP

## workshop planned

BSUAOP is planning to sponsor a full-day workshop in the spring as we have the last two years. The Executive Board has received two very good suggestions so we are asking for input from you to help us to decide which to present.

Elaine Durbin, Health Sciences, has suggested and is willing to chair a workshop dealing with secretarial stress--its causes and how to deal with it. This would include sections on dealing with angry/emotional students, unreasonable bosses, etc.

The other suggestion is to do a workshop similar to last year's "Joe Goes to College." This time, we would take a secretary through her various duties (continued on next page)



(continued from page 1)

including correctly filling out a variety of forms (travel, requisitions, print orders, etc.) ordering films, keeping the budget and a variety of other duties.

Please write your choice of these two or another suggestion on a 3 x 5 card and send it to our secretary, Pat Bowers, in the Radiology Department. Your input will be very valuable in helping us to make our decision.

### \*\*\*\*\*

### "UP, UP AND AWAY" IN A SCHOLARSHIP BALLOON or How You Can "Fly" At Half Price

BSUAOP, ever alert to the needs of its members, now offers assistance in the form of scholarships to members wishing to continue their formal education and upgrade their skills.

Qualification is easy (the hard part is taking the course): be a current member of BSUAOP (a good idea in itself); find a course to take (like one in your own dept. where you are sure to get an "A"); fill out an application form and send it to the Chairman of the Scholarship Committee (S104) by the deadline (see form).

For more information and forms call 1631.

Mildred Edquist, Chairman  
Scholarship Committee

### \*\*\*\*\*

Barbara McGowan, Secretary in Grants and Contracts is at home recuperating from major surgery. Here's wishing you a very speedy recovery, Barbara!

### WHY CALL IT BOND PAPER?

Bond paper was originally developed for the engraving of bonds and stock certificates. The name stuck.



"I think your slogans are just wonderful, Mr. Baxter. I sit here for hours concentrating on them."

### TYPING TWO-PAGE LETTERS.

The second and all other pages of business letters should have a heading including the name of the person receiving the letter, the page number, and the date. Begin the heading approximately one inch from the top of the page. Example:

Mr. John Doe, Jr.  
Page 2  
October 6, 1983

(letter resumes three spaces below)

If you are using carbon paper to make office copies of business letters, consider typing the second page of the letter on the back of the carbon copy. The two pages can never become separated and it saves file space.

Also remember these typing rules for two-page letters or manuscripts:

- never end a page with a hyphenated word.
- always have at least two lines of a paragraph on each page.

Nuts & Chews

Victorian Toffee

Assorted Chocolates

TO ORDER SEE'S CANDY, CALL MAUDIE AT 1528.

Soft Centers

\$5.75 a pound

Milk Chocolates

# what's your wpm ?

Many of you have worked in offices for years typing many hours a day, but how long has it been since you have taken a timed writing to determine your speed? Typing speed is hard to find out unless you have a writing that is counted out in words per minute (wpm). Well, here is one for you to try--if you can find three minutes in your busy schedule!

Have someone time you--or set a timer--for three minutes. Go ahead and correct your errors since you will be so used to doing so; trying not to would probably slow you down. (If you want to know how many errors you make, put a carbon into your typewriter. It will then be very easy to spot the strikeovers!)

To compute wpm, use the figures in the left column if you typed it once, and the column at the right if you started the timing again. Then for a partial line, use the numbers across the bottom. (Example: if you finished three full paragraphs, you would have 84 + 3 = 87 wpm.)

## 3-MINUTE STRAIGHT-COPY TIMED WRITING *type line for line*

78-space line; 5-space 1 in- duction; BS	All letters are used.	<sup>3'</sup> GWAM
¶ 1 1.4 SI 5.4 AWL 85% EPW	The memorandum is used quite frequently in a business as one of the chief means of communication among the members of the company. It is true that a great deal of business is done by telephone, in person, or in meetings. There is a real danger, though, that a verbal message may not be understood or may be forgotten. The intent of a memorandum is to make the message a matter of record so that there is less chance it will be forgotten or misunderstood.	4 58 9 62 14 67 18 72 23 77 28 81 30 84
¶ 2 1.4 SI 5.4 AWL 85% EPW	As the principal mode of correspondence within a business office, the major advantage of the memorandum lies in the fact that it saves time and money. It is so simple in style that it can be prepared and typed quickly. Although the exact size of paper used for typing the memorandum may vary, it is often typed on a half sheet of plain paper.	35 88 39 93 44 98 49 102 53 107
3' GWAM	1   2   3   4   5   ← Plus	

## practice drills

Now, make a note of your score, analyze your errors, and put the test away. Then spend a few minutes a day on the following practice material. Then after a week or two, time yourself again to see if your speed and accuracy have increased.

### Alphabet Sentences for Accuracy

Pack my box with six dozen lacquered jugs for him.  
 Professor Joy might have been quizzical during the next weeks.  
 Extraordinary jonquils grow marvelously beneath packed fertilized soil.  
 The zeal of the brave boy won extra praise from the quick old judge.  
 The beautiful yacht sailed quickly up the lazily flowing river with a cargo of jam.  
 Six javelins quickly thrown by the quarrelsome savage whizzed fleetly past.

### Alternate Hand Sentences for Speed

"Why does the bugle corps go by the lake?" the girl sang.  
 And on the island men sang proficiently to the audience.  
 But in the big city which lay by the lake they worked to music.

## meet your area reps:

The BSU campus is divided into six areas--each with an elected area representative whose duty it is to serve YOU. Contact her if ...

- ... you want to make reservations for the monthly luncheons.
- ... you have news for the newsletter.
- ... you know of someone who should receive special recognition or be sent a card.
- ... you have questions about BSUAOP.

Make use of them--they represent you! Look over the areas listed below, find yours, jot it down and keep it for future reference. Better yet, give her a call, introduce yourself, and learn more about YOUR ASSOCIATION.

### area one



Pavilion  
Varsity Center  
Gymnasium  
Vo-Tech  
Print Shop  
Learning Center

Rep: Clare Crisp  
Office: Vo-Tech  
Phone: 1441

Until recently, Clare Crisp was Secretary to the Faculty in the Dean's Office of the School of Vocational Technical Education. She is now Secretary, Health Occupations Office in the same school. Clare has five children and five grandchildren. She is a native Boisean who left Boise shortly after her marriage but returned 2½ years ago. She enjoys sewing, handcrafts, music and reading.

Clare is BSUAOP's Hospitality Chairman this year as well as Area I Representative.

### area two



SUB  
Military Science  
RSVP

Rep: Vacant  
Office:  
Phone:

(Area Two, continued)

Any volunteers??? Ann Roderick, who was elected to this post, took a job at Boise Cascade this summer leaving this area unrepresented. So far, we have not filled it. If there is someone in this area that is willing to take it, please call Jackie Fuller at 1207 by the end of the month. If we don't get any volunteers, the board will fill it with someone whose job is in another area of the campus.

### area three



Library

Rep: Marilyn Paterson  
Office: History  
Phone: 1255

Marilyn Paterson has lived in Boise since 1969 and in the fall of 1970 began working in the History Department. She holds the position of Secretary/Office Coordinator. Marilyn is married and has one son.

Along with her area representative duties, Marilyn is chairman of the Nominations Committee. She will be selecting her candidates for office in February so if any of you would like to run for office or serve on her committee, call her. She will be happy to hear from you.

### area four



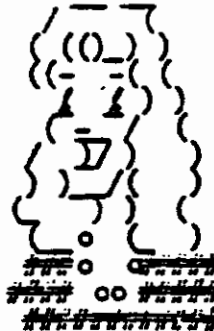
Administration Building  
 Liberal Arts  
 Music  
 Mail Room

Rep: Cathy Hampton  
 Office: Admissions  
 Phone: 1177

After working at BSU for approximately 10 years, Cathy Hampton left the campus for a job in town. She returned in July as Secretary in the Admissions Office (BSUAOP is delighted to have her back). Husband, Greg, is the manager of the Recreation Center of the SUB and they have a 12-year-old daughter, Gwynne.

Area Four is the largest of the areas and Cathy could use some help in this post so if you are willing, please talk to Cathy. She would sure love to hear from you.

### area six



Old Science Building  
 Health Science  
 Health Center  
 KBSU  
 Business Building  
 Political Science  
 Visitor's Center

Rep: Donna Sistrunk  
 Office: Health Center  
 Phone: 1459

Donna Sistrunk has lived in Boise for the past six years and during that time has worked as a Receptionist/Interviewer at the Student Health Center. Donna was married a little over a year ago and has one son. She likes to cook, clean, sew, and paint pictures.

In addition to her area representative duties in BSUAOP, Donna is also our Membership Committee Chairman.

### area five



Education Building  
 Science-Nursing

Rep: Bernie Mueller  
 Office: Physics & Engn.  
 Phone: 3775

Bernie Mueller has worked at BSU for the past seven years--the last four as secretary in the Department of Physics and Engineering. Bernie, her husband, and their 3½ year-old daughter, Anne, enjoy their summers waterskiing.

In addition to her area representative position, Bernie will be in charge of our Annual Christmas Party.

### treasurer's report

Balance 6/21/83	\$1,348.63
Revenue:	
candy	\$285.80
dues	120.00
	<u>\$405.80</u>
Expenses:	
candy	\$256.25
printing	245.97
affilia-	
tions	26.20
misc.	9.51
	<u>\$537.93</u>
Balance 9/13/83	\$1,216.50
Submitted by:	
	Kathy Augustine, Treasurer



**BSUAOP MEMBERSHIP LIST**  
(September 20, 1983)

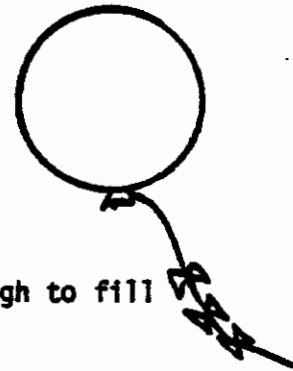
- |                  |                    |
|------------------|--------------------|
| Kathy Augustine  | Dorothy Huston     |
| Edith Benson     | Christy Jedlick    |
| Pat Bowers       | Karen Kelsch       |
| Phyllis Carnahan | *Andrea Krawl      |
| *Melody Clancy   | Claudette Levesque |
| Mary Cozine      | Betty Metkin       |
| Mary Lou Crane   | *Sue Parsons       |
| Clare Crisp      | Ernie Roberson     |
| *Elaine Durbin   | Helen Robins       |
| Mildred Edquist  | Ann Roderick       |
| Sue Ellis        | Donna Sistrunk     |
| Jackie Fuller    | Clare Spoor        |
| Maudie Garretson | *Nancy Walter      |

\*denotes first year of membership



**breathe on this balloon:**

1. If it turns white, you've got the flu.
2. If it turns blue, you've got a cold.
3. If it turns yellow, your arthritis is acting up.
4. If it turns red, you have a hangover.
5. If it turns pink, you have tired blood.
6. If nothing happens--you're positively healthy and well enough to fill out your membership application and join BSUAOP.



**BSUAOP MEMBERSHIP APPLICATION**

\$5 membership dues (Professional dues are tax deductible)  
Make check payable to BSUAOP and send to Donna Sistrunk, Student Health Services.

_____		_____	
Name		Position title and BSU office	
_____		_____	
Home address and Phone		Office Building and Room Number	Phone
_____	Renewal membership	Are you a member of IAEOP (State Assn.)	_____
_____	New membership	Are you a member of NAEOP (Natl. Assn.)	_____
_____	Retired membership	Would you like to serve on a BSUAOP Committee?	_____
		If so, indicate preference	_____