

# BSUAOP keynoter

Boise State University  
Association of Office Personnel

Volume 2, Number 3

November 1983

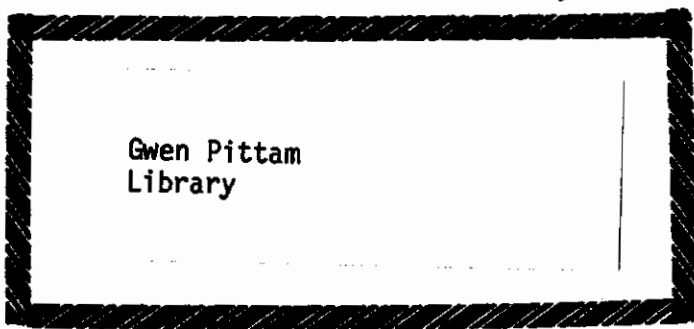
Jackie Fuller, Editor

**Coming event**

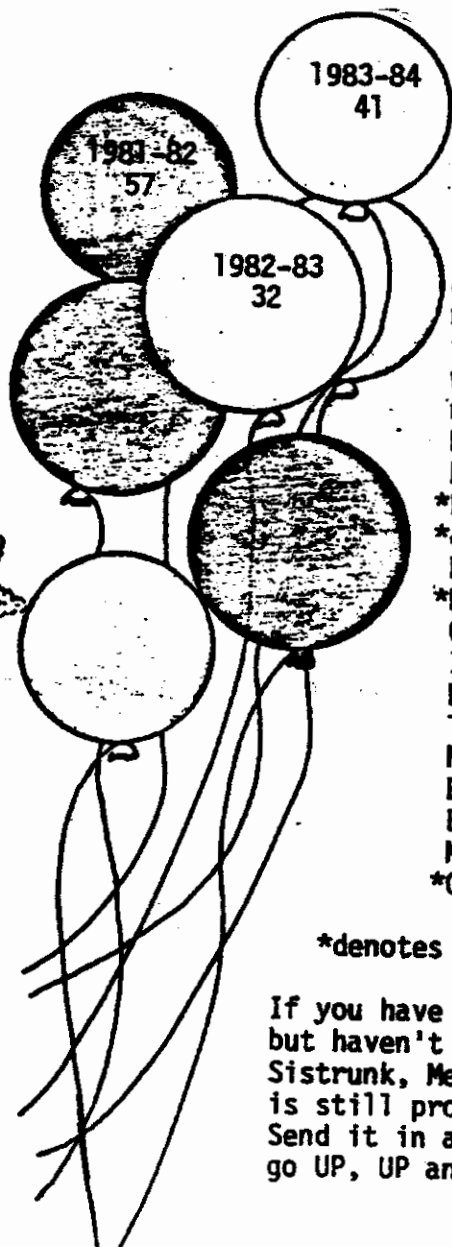
The November meeting of BSUAOP will be on Tuesday the 8th from 11:30-1:30. We plan a terrific program, tempting menu, and great fellowship.

Mark your calendars now and be sure to watch for a notice in your mailbag this week.

**JOIN US!**



## our newest members



**GREAT NEWS!!!!**  
BSUAOP has not surpassed last year's total membership by adding fifteen new members to our rolls this month. We welcome these new members:

- Pearl Burrow
- Diane Cowles
- \*Kathy Belknap Day
- \*Jocelyn Fannin
- Darlene Flacker
- \*Denise Frost
- Catherine Hampton
- Inez Keen
- Linda Koloski
- Trudy Leininger
- Margaret McGhee
- Barbara McGowan
- Eva Jeanne Myers
- Marilyn Paterson
- \*Connie Petty

\*denotes first year member

If you have been meaning to join but haven't done so yet, Donna Sistrunk, Membership Chairman, is still processing memberships. Send it in and help our balloons go UP, UP and AWAY for 1983-84.

## Christmas Party News

Only 40 saving days till the BSUAOP Annual Christmas Auction, Tuesday, December 6 at 11:30 in the Lookout Room. Put it on your calendar now so you won't miss out on the fun. Our auctioneers, Gary Bermeosolo, Lee Mercy, Dr. Richard Hart, and Dr. William Keppler are already getting in shape.

The Christmas Auction is our sole money raising effort for our BSUAOP scholarship fund so we urge each of you to be thinking about what you want to contribute (i.e., craft item, baked goods, or a white elephant).

Get into the Christmas spirit and get some shopping done at the same time.

**Bernie Mueller**  
Christmas Party Chairman

**Editor's Note:** I'm sure Bernie would like some help in planning this party. If you would like to help her, give her a call at 3775.

# sec·re·tary



The word "secretary" is derived from the Latin word secretum, a secret, and means "one entrusted with secrets."

There have been secretaries for over 3,000 years, and for 2,900 of those years they were men. Even in ancient times, wherever there was business or government, the men who kept records and did other tasks surely needed to keep the secrets of their employers.

BSUAOP's library, established last year, has been moved to Room E-638 (in the Counseling and Testing Center). The library has many books of interest including shorthand and typing books for those of you interested in brushing up on your skills; self-help books authored by Wayne Dyer, Zig Ziglar, and others; tapes of Lee Mercy's career planning workshop; and current issues of The National Educational Secretary, BSUAOP, IAEOP, and NAEOP newsletters. Make use of the library-- it is there for you.

King Hammurabi, who reigned in Babylonia in the year 2067 B.C., might have requested that his secretary "bake a letter" instead of "take a letter," and the transcript would indeed have been baked on a clay tablet. Record keeping took many forms: thumbprints on clay tablets, specially marked stones, carved or notched pieces of wood, and indentations on wax surfaces have been methods of recording various types of business records from earliest times.

For a complete list of books available, call our Library Chairman, Clare Spoor, 1601. She would also be happy to receive any donations you wish to make to the library.

? ? ?  
it's puzzling!  
? ?

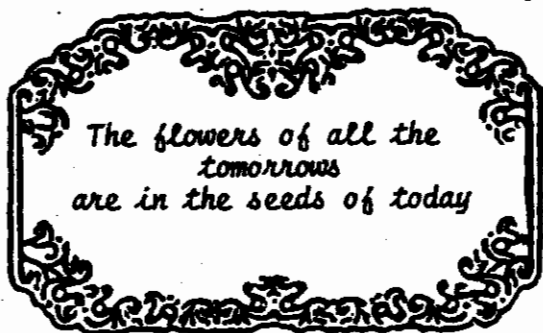
This is an unusual paragraph. How quickly can you find out why? Actually, it looks so ordinary you might think that nothing is wrong with it at all. And, in fact, nothing is. But it is unusual. Why? Study it. Think about it. And you may find out. But you must do it on your own without any coaching from us--or your boss. No doubt if you work at it, and look at it in all ways, it will dawn on you. Go to work now and try your skill. Most girls think it out in half an hour. How will you do?

(See answer at the end of this page.)



The invention of the typewriter about a hundred years ago might be considered one of the early steps towards women's "lib;" for it was as operators of these new machines that women were first allowed into business offices.

Source: Curchack, N. and Parzych, P. Secretarial Training for the Changing Office, 1977. (available in the BSUAOP Library)



??  
? ?  
? letter in the English language!  
? single "e" which is the most used  
? The paragraph does not contain a  
?  
? ?  
??

## area rep. changes...

In the last issue, I asked for volunteers for Area 2 Representative and we got two! They were Melody Clancy who resides in Area 1 and Sue Parsons from the SUB. Since Sue is in Area 2, she got the job, but in the meantime, the Area 1 representative resigned so Melody took over there. WELCOME to both of them!

1  
area

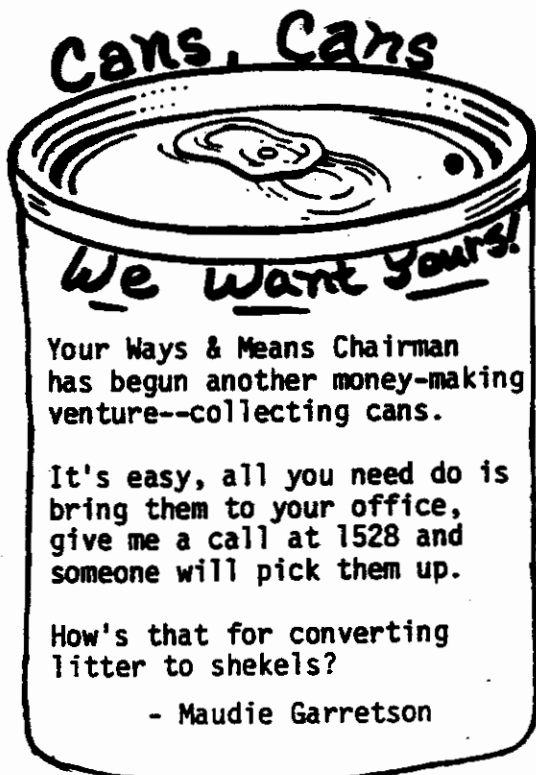
Pavilion  
Varsity Center  
Gymnasium  
Vo-Tech  
Print Shop  
Learning Center

Melody Clancy (1508) has lived in Boise for nine years and for the past two has been an Administrative Secretary in the School of Vocational Technical Education. Melody has two children, ages 1 and 3. As well as her Area Rep. duties, she will also be BSUAOP's Publicity Chairman.

2  
area

SUB  
Military Science  
RSVP

Sue Parsons (1440) moved to Boise from Emporia, Kansas on June 1. She is the Secretary in the ASBSU office, a job she has held since August. She and her husband, Brett, have a 3-year-old son, Travis.



## Self Defense for Women

At the October meeting of BSUAOP, Renshi Godan Rick Boyes and two other black belts in karate gave a demonstration of the Karatedo Doshinkan style of karate. Rick also gave us several pointers on self defense for women. Many of the pointers Rick gave us during his presentation were similar to those of the following article I clipped from CROSSROADS, a newsletter from NAEOP:



It is better to be prepared than feminine in case of an attack. So keep these tips in mind:

- If attacked, make a lot of noise.
- Divert the attention of the attacker.
- Run.

When you're in transit, heed these suggestions:

- Drive on busy streets which are well lit.
- Face your driving speed so you will not have to stop at signals.
- If someone is trying to get into the car, lean on the horn.

If you must defend yourself:

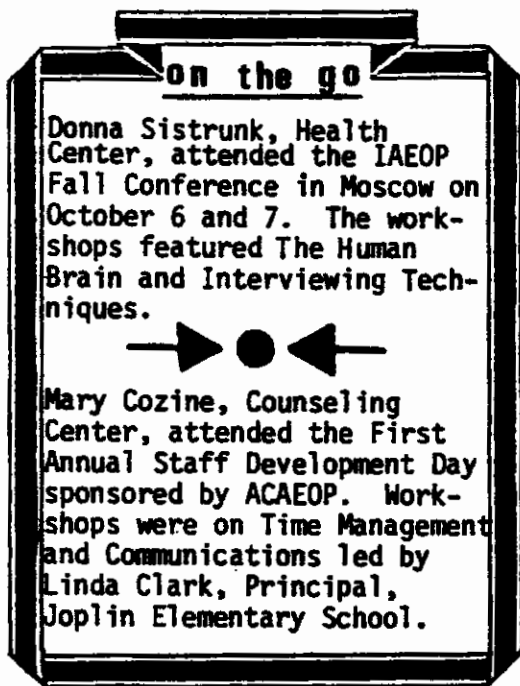
- A good swing with a heavy purse is most effective.
- Knee your attacker if he's got your arms pinned.

To cause the attacker to loosen his grip, try to surprise him:

- If grabbed from behind, slice him in the ribs. Or go limp, he'll be expecting resistance.
- Don't try to talk or be nice to the attacker. He is not a gentleman, so don't be a lady. SCREAM!

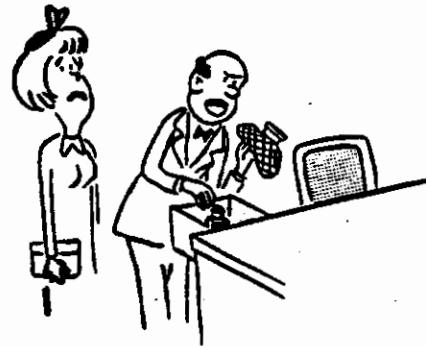


## employees on the move



Switching jobs this fall seems to be in vogue with many classified employees moving around the campus. Current BSUAOP members moving to new jobs this fall include: Kathy Augustine who now works in Student Activities in the SUB, Clare Crisp who changed jobs within the Vo-Tech School, Diane Cowles took a position in Purchasing, and Denise Frost in the Reading Center. In new jobs this year we also have Cathy Hampton in Admissions and Sue Parsons in ASBSU.

It is our hope that none of them felt as apprehensive on the first day as this lady must have:



"Oh, dear! I see my former secretary forgot to take her ice bag and aspirins with her."

## “ ” rules for quotes

Quotation marks are used as guideposts in written conversation to avoid difficulty in reading. Here are some things to remember when typing quotation marks with commas, periods, and other punctuation marks.

The comma and period are placed inside the quotation marks. Examples:

"The weather is really nasty," said Nancy. Sue said, "I got an "A," a "B," and a "C."

The semicolon and colon always go outside the end quotation mark. Example:

Last week she announced, "Recreation time will be lengthened"; however, we have not experienced it yet.

The question mark can be placed either inside or outside, depending on the sentence. It is placed outside if the entire sentence is a question:

When did he say, "I shall not return"?

It is placed inside if only the quotation is a question:

She asked, "Do you know if the train is late?"

Source: Mitchell, Mach, and LaBarre, College Typewriting: A Mastery Approach, 1978.



## typing hint

Do you have trouble getting thick multi-copy forms into your typewriter? Just insert the top edge of the form into the flap of an envelope before rolling into your typewriter. Remove the envelope and form is in place!

