

Woman's Realm :- Social and Personal :- Fashions :- Literature

What Does a Girl Owe Her Employer? Dorothy Dix Lists Requisites for Secretary

Every Employer Has a Right to Expect That His Secretary Will be Neatly and Suitably Dressed, Pleasant to Work With and Efficient in Her Work. Declares Dorothy Dix

A young woman wants to know what an employer has a right to expect of his secretary in the way of personal appearance, dress, manners, efficiency, punctuality and health.



What an employer has the right to expect of a secretary in the way of personal appearance is a matter of individual taste. Some gentlemen prefer blondes, and the younger they are the better, and the flapper they are the more sure they are of getting a job. Other men are not interested in a girl's complexion, but only in her efficiency, and it is more important to them that a secretary should be easy on their tempers than easy on their eyes.

Every employer, however, has the right to expect that his secretary shall be neat and clean and well groomed, and especially that she shall smell of soap and water and not cheap perfume. No man wants to spend his days looking at a girl who looks as if she had been in a steam laundry, or in an office that reeks with scented like a drug store. Many a girl loses her job because she doesn't shampoo her hair often enough, or because she wears soiled collars, or because she is a perfume addict.

An employer has the right to expect his secretary to be dressed like a business woman going to work, and not like a society debutante going to a party. She may be as smart as she likes and as her purse affords, but she must bear suitably in mind. Bare backs and naked arms look just as silly and frivolous in an office as would swallow-tail coats and white ties and patent-leather pumps on men. So do rings and jingling chains and bracelets and tons of costume jewelry.

Not long ago a man I know fired an exceedingly competent secretary because she was always so overdressed that every man who came into the office gave him a sly nudge and asked: "Who is your little queen?" "That didn't do me any good with the men whose business I want," he said, "and I simply didn't have the nerve to tell her to lay off the finery and get her some plain, sensible clothes, so I let her go."

And every employer has a right to expect that his secretary will arrange her coiffure and put on her complexion according to her taste and requirements before she comes to work, and that she will not be combing her hair all over the place and powdering her nose and making up her mouth every fifteen minutes during working hours.

Every employer has a right to expect that his secretary shall have good manners, and that she will be pleasant and agreeable to deal with and treat him with courtesy and consideration. He has a right to expect her to park her temper at home and not bring it with her to work. For a busy man has no time to deal with an employe who has to be handled with gloves and around whose peculiarities he has to gumshoe. He gets enough of that sort of thing with customers and clients, the people he has to please in order to succeed.

Therefore, he has a right to expect that his secretary will use some common sense in dealing with the situation and realize that when he corrects a mistake she has made he is not offering her a personal insult and that when she speaks impatiently to her it is not because he doesn't regard her as a perfect lady, but because his nerves are shot to pieces with business worries. The etiquette of the business office eliminates grouches and tears and snappy

comebacks and spreading one's feelings all over the place. They are simply the things that are not done.

Naturally, every employer has a right to expect efficiency from his secretary and he generally gets it, or she gets another job. Once in a blue moon a girl gets away with sex appeal, and makes good looks a substitute for good work, but that happens so rarely that it is not worth considering in the technique of a private secretary.

Most men do their love-making out of business hours and the girls who as a general thing get advances and bonuses in their pay envelopes are not those who roll their eyes at their bosses, but those who are painstaking and accurate; who are interested in their jobs and in trying to improve their work and who never leave of an evening until their desks are cleared up. It is the secretaries who are their employers' memory and filing system and who can lay their hands on any paper in the dark and who never make mistakes, who become indispensable, not the little flipperty-gibbets who are always angling for dates.

An employer has a right to expect health of his secretary, because her absence from her desk disrupts the whole system of business. Of course, there are illnesses that are unavoidable and secretaries, no more than any one else, are immune from the ills of the flesh. But no girl has a right deliberately to make herself sick by wearing paper-soled slippers in winter because she thinks her feet look smaller than they do in galoshes, or by going without her lunches and getting sick headaches because she wants to put the money she has saved on food on her back, or by courting pneumonia by going without a wrap because her old coat isn't the latest style, or by coming to work in the morning half dead with fatigue and dull and sodden for want of sleep because she has been out all night on a wild party.

These are some of the things an employer has a right to expect of his secretary, but her duties do not include kissing him good morning, or listening to his tales of woe about being misunderstood by his wife, or going on joyrides with him, or letting him make love to her.

DOROTHY DIX.

What the Fashionable are Wearing Illustrated Dressmaking Lesson Furnished With Every Pattern

By Anabelle Worthington

DAINTY WEAR

All Tingey models are created and sketched in Paris and the patterns are made in New York.

For party wear when this little model can be delightfully carried out in taffeta or for simpler best when washing shantung is an excellent medium, is today's pattern. It can also be developed in very pliable wools such as wool georgette, while some cottons and rayons, provided the material will "bow" well, are suitable.

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For The Cook

MARBORO - BLENHEIM SALAD One dessertspoon gelatine, one quarter cup cold water, pinch salt, one tablespoon sugar, one cup boiling water, one-third cup lemon juice, three-quarters cup each of diced apple and celery, twelve English walnuts, chopped. Soak gelatine in cold water for five minutes, add salt, sugar, and boiling water, stir until dissolved, and add lemon juice. Pour into moulds, and when beginning to stiffen add apple, celery, and nuts. When firm, serve on hearts of lettuce with dressing.

A Morning Smile

TWO WOMEN WERE TALKING over the back fence about one of their neighbors.

"Who was she before she was married?" asked one. "I don't know," said the other, "but here comes her little boy, maybe he can tell us. Oh, Willie," she called to the child, "who was your mother before she was married?" "Aw, go sell your peanuts!" said Willie. "She wasn't my mother before she was married."

Etiquette

By Roberts Lee Q. What kind of invitation should be sent for a dinner dance? A. A note or an engraved card with "dancing" in the corner. Q. How should cheese be eaten? A. With the fork, sometimes with the fingers. Q. Where should the girls sit when guests at a theater box party? A. In the front of the box, with men behind them.

IRISH FREE STATE LUMBER TRADE

In pre-war years much of the lumber imported into Ireland is stated to have been of Canadian origin, writes John H. English, Canadian Trade Commissioner at Dublin, in the forthcoming issue of the Commercial Intelligence Journal. Increased labour costs and other factors unfavourable to Canada tended to switch the trade to its present sources, Scandinavia and the Baltic.

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There also had been a decline in the past two decades in the demands of the timber-using industries with the result that minimum stocks are being carried no matter what their origin may be. Imports of timber for the past twelve months amounted to \$4,839,621, of which Canada supplied to a value of \$99,438. In 1925 the Canadian figure amounted to \$818,474 out of a total of \$4,447,828. The timber imported consists chiefly of spruce, used for both interior and exterior building purposes; Douglas fir for railway ties; pitch pine for heavy structural work; and hardwoods, oak and beech, user for barrels and but-

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