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Period VII

Sanskrit Problems

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## My Future.

Ever since I was a little child, my ambition was to someday become a secretary. I had always admired people who were able to take notes in shorthand and do other work pertaining to an office. So when I was ready to make out my program for high school, I chose the first subject I could take which had to do with my major - Secretarial. This subject happened to be typing. I had never touched or been near a typewriter before taking this subject so I was a total stranger. At first, I didn't like it because everyone else was able to type faster and accurately than I could, and I always had to be poking along, but in the second semester my speed began to increase and everything seemed to improve and I began to enjoy this subject very much.

Then came my eleventh year - from this year we were able to take shorthand. It certainly was a thrill to be in a shorthand class - it just seemed like I had grown up all of a sudden. I just couldn't wait until the day that we were to actually write shorthand, because the first half of the semester was devoted to reading shorthand and from the second quarter, we began to write it. It certainly was fun to be able to write and then ~~to~~ read what you had taken down in shorthand. At first, I didn't know how I was ever going to be able to read the queer-looking characters which looked to me more like worms than words.



The first semester all we did was learn the various forms to build a foundation, but from the second semester it became more thrilling because our speed began to increase and of course when it does begin to increase, you can take more dictation. I enjoyed shorthand very much but I was looking forward to the next semester more because I had signed up to take Secretarial Training. In this class, we learned how to use the adding machine, the comptometer, the mimeograph machine, the dictaphone, and all the other interesting machines of an office. I enjoyed this class very much but because of the evacuation, I had only a few months of it. Coming to Manzanar and not having any equipment, we have not been able to learn how to use or study about these and other equipments more fully. Although we did not have any books but just took notes, I'm sure I learned a lot of new things which I did not know about the various functions of an office.

After having taken shorthand two years, I am very glad that I have because it sometimes comes in quite handy. Of course, I cannot take everything as a good secretary can but it came in very handy when taking notes in classes before we had our typewriters. It took a lot of earnest studying to learn all the various forms but I know that it has really been worthwhile and will be useful in the years to come.



Before all the different things happened, I had planned ~~to~~ that after graduating from high school, I would go on to a junior college or a business college to continue with my studies. I plan to enroll at this junior college from the next semester and take shorthand so that I will not forget it but be able to use it any time that it is needed. In the meantime I'm planning to obtain a position as a typist at one of the offices. This is about the easiest job a person can get as a start in the secretarial field.

The easiest and quickest way to get a start in secretarial work is to go into an office as a typist or stenographer. Girls with little education and some facility with a typewriter can get jobs copying manuscripts or doing routine typing. This type of job is very easily gotten in Mangalore. Girls with a high school education and a knowledge of shorthand as well as the ability to type can get jobs as a stenographer.

A bright ambitious girl with such a start ought to be able in a few years to become so valuable to her employer that her salary will be appreciably increased and her work take on many aspects of the private secretary's.

The secretarial field is a very large field and even though many times you hear that it is overcrowded, there is still a great demand for efficient stenographers and secretaries. Women secretaries now outnumber men secretaries



about twenty to one. Compared to many other fields the secretarial field ranks very high. There are more women in this field than any other, which would put the secretarial field first in rank in the field of women's careers. As said before, there is little competition from men in this field. Secretarship may be divided into three general classes: private secretaries to business or professional persons, social secretaries and official secretaries. Since the entrance of women into business, more and more responsible positions as private secretaries have been entrusted to them.

A private secretary might be defined as being her employer's second self in his realm of business. So, it can be seen that a secretary is in the closest possible contact with the executive.

Secretarial work is one of the most desirable of the "white collar" occupations. The secretary usually has a clean, roomy ~~of~~ office, well-lighted and ventilated in a modern office building, providing comfortable restrooms, of course there are always exceptions. Hours of work, as a rule, are from eight-thirty or nine in the morning until five or five-thirty in the afternoon, with one hour for lunch and a half-day holiday on Saturday. The hours are fairly regular, and there is at least a two-week vacation each year and many commercial offices follow the five day



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week, particularly in the summertime. The job of secretary is a dignified and remunerative occupation and also the associations and environment is very pleasant.

Most of the disadvantages in this work comes either from poor health or unfitness for the position. It is difficult to get enough exercise in the open air so if possible, she should walk to and from work, (of course, most people have to now) take setting up exercises, swim, or join a gymnasium class.

The moral qualities which are essential to the private secretary for the performance of her duties are trustworthiness and self-abnegation or unselfishness. An employer would not employ anyone unless she is trustful because he does not want her to reveal any business transaction or to repeat anything said. Added to these moral qualities, she should have the following mental qualities: initiative, tact, good reasoning power, quickness and alert of mind, retentiveness of mind, concentration, foresight and skill. She must have initiative for her employer expects her to do the right thing at the right time without being told. At all times, he wants to depend on her. He wants to have faith in her so that he can feel that she will carry on his work in his absence as well as in his presence. She can do his work best when she has cultivated and acquired his habits of thought and judgment, and



when she learns to judge accurately when his decision would be in certain matters. Together with moral and mental qualities, certain physical and personal qualities are looked for in the good private secretary. They are: agreeable personality, correct and easy speech, correct personal appearance, correct deportment and good health. Good health is spoken about here because it is a business asset for the secretary. The good secretary must be energetic and must be wide awake. Unless she is in good health, she very seldom has this energy and so does not do good work. If the secretary is continually getting ill, it means that her employer has to suffer, for he then must do a large amount of the work himself. Good health is one of the most important of all requisites for success as a private secretary.

People whom we like, we strive to help. So it is with the secretary's personality. If her personality is such that it makes a good impression upon callers and others whom the secretary will meet, the secretary will be benefited because she will get them on her side. A person is judged and gives his first impressions by his manner of talking and by his personal appearance. The secretary who is an easy and polished conversationalist or speaker is immediately marked as being well educated and cultivated. In no better way can the secretary advertise herself than



by her speech. Not only should her speech be correct, it should be polished. This means that she must have at her command a well-stocked vocabulary and an ability to speak fluently.

Today most employers demand that their employees have at least a high school education, or the equivalent, and more and more they are seeking secretaries with education even beyond that level. Businessmen have found that an business fundamentals is reflected in poise, attitudes and judgement. Training in the mechanics of stenography and typewriting should be such as to enable her to take dictation with ease and to type accurately and with reasonable speed — accuracy is more important than speed. She should also be able to operate the different machines which are used in the different office.

In most occupations, a typical days work is easily explained but for a secretary there is no typical day. The secretary's work varies with the size of the office, the nature of the work, the demands of her employer and her own capabilities.

I think that I would like this career because it is a career that makes life a glorious adventure. The life of a private secretary is a continuous adventure, each day ushering in new contacts, new activities and new problems



to challenge one's ingenuity and managerial ability. When the president is on a vacation, the secretary is president to all intents and purposes. Also this job is easily within the reach of a normal, ambitious person and occupies a position of great power and influence.

After obtaining a position as a typist, I intend to go to junior college <sup>at night</sup> and take shorthand so that I will not forget it because it is so easy to forget if you do not make use of it or practice it. I had a little bit of experience this month because a few of us students were called to type out the registration forms. This was a very monotonous job but I know it helped me quite a bit with my typing. It also taught me how to mark just and ~~to~~ <sup>to use</sup> carbons and etc. This was the first time that I had ever had an opportunity to ~~work~~ <sup>do any</sup> kind of work. I had taken a little dictation from a person here and there and written letters for them, but of course, that was merely practicing. I think that this job of typing will be my first step into my secretarial career, which I hope to follow. If my shorthand does get better and I feel confident that I can take quite a bit of dictation, I will apply for a position as stenographer. As a stenographer, you would have quite a bit of



responsibility, whereas a typist you do not. If your employer dictates anything to you, you have to transcribe it and have it ready for him at the time it is needed. At the rate I take shorthand now, I know that I can not do it. That is why I would like to continue my schooling - to build up my shorthand speed, which is very essential for a job as secretary. I think that Mangrove is a very good place to get started on any career because it is much easier here than it would be in the outside.

If I did ever reach the point of a secretary, I would like to be a private secretary to a businessman or a professional. I know that the qualifications of a private secretary are very high, but by practicing and trying you can obtain many of these qualifications. When I become a secretary, I want to be a very good one. For instance, when typing a letter, I would want mine to be perfect. Many times I receive letters which are so beautifully typed that you would like to see what kind of person typed it. Business letters are a very important part of a business so it is the secretary's duty to do a neat and good job to win the other person to your side. There are many people who do not like the job of filing, but it is an essential to an office and which a secretary



should know very thoroughly. I know that if you were to work on a file all day you would get very tired, but if you were to just work on it once in a while, it would be very interesting.

A secretary must know how to dress. She should not dress like a school girl and wear ribbons in her hair. Most employees like dark colors which are very becoming to most people. Suits are very nice for office wear too. It is said that "A man spends more time with his secretary than he does with his wife." The secretarial worker need not, and in fact should not be expensively dressed, but her clothing must be appropriate to the office, neat, and properly cared for. Cleanliness is most important. The hair should be well-groomed and becomingly dressed, nails manicured, teeth kept in good condition. Such personal niceties are within the reach of everyone. Too much attention to one's appearance give the impression that the girl is interested in nothing else.

If I ever ~~do~~ reach the position of a private secretary, I know that I will enjoy it very much, but it is a very long way off. It seems at the present moment, but I am going to strive hard so that some day I might become quite close to the position of secretary. How much of it will come true, I do not know.



