

QUALITIES ESSENTIAL FOR ADVANCEMENT IN THE OFFICE

by

A. Sidney Galper
Salem Vocational High School
Salem, Massachusetts

1. **APPEARANCE**
Hair, teeth, and fingernails well cared for. Clothing immaculate, well pressed, and well arranged. Facial expression one of honesty, happiness, and courage.
2. **HEALTH**
Ability to do a day's work every day. Proper living and eating. Good habits of work and play.
3. **ATTITUDE TOWARD AUTHORITY**
Willingness to take suggestions. An understanding and appreciation of relationship between self and superiors.
4. **HONESTY AND TRUTHFULNESS**
Avoidance of exaggeration and misrepresentation. Confession of ignorance rather than the making of a misstatement. Fair dealings with customers and employer.
5. **ATTITUDE TOWARD FELLOW WORKERS**
Cooperation the keynote for harmony. The company and its success come first. A positive attitude comes first. A positive attitude toward others.
6. **COURTESY**
A careful attention to and respect and consideration of others and their opinions.
7. **INDUSTRY**
Do your job well to the end that you become a necessary part of the business organization. Do not put off little jobs until tomorrow.
8. **INITIATIVE**
Be resourceful; do things without always waiting for detailed instructions or supervision.
9. **LOYALTY**
Keep the company affairs private. Abide by the company rules and regulations. Avoid finding fault with superiors and associates.
10. **PUNCTUALITY**
Do things on time because they should be done on time instead of waiting to be prodded and reminded.
11. **TACT**
Learn to say or do the right thing at the right time. "Take the sting out of the stinger." Exercise this attitude in your daily association with associates.
12. **DEPENDABILITY**
Do what you are supposed to do when you are supposed to do it. Be thorough--check your work for accuracy and completeness.

Taken from page 62 of the "Stenographic Office Practice".