

PERSONALITY CHART

Prepared by

Transcription Supervisors' Association, New York City

APPEARANCE

EXPLANATION

Wearing Apparel

- | | |
|-----------------|--|
| 1. Coat or suit | 1. Of conservative cut and color. |
| 2. Dress | 2. Of conservative cut and color. Modish but not extreme as to length of skirt and sleeve and as to depth of neckline. Even as to hemline. |
| 3. Accessories | 3. Immaculate. Free from rip and tear. Feminine. |
| 4. Hat | 4. Modish and becoming but not rakish or bizarre. |
| 5. Shoes | 5. Clean. Straight of heel. Conservative. (Fragmentary heels and toes in poor taste.) |
| 6. Jewelry | 6. Appropriate to the costume. Unobtrusive. |
| 7. Garments | 7. Girdle, brassiere, etc., when necessary. |

Personal Grooming

- | | |
|------------|---|
| 1. Hair | 1. Clean, vital, neat, suitably coiffed for daytime wear. Of natural color. |
| 2. Skin | 2. Clean and clear. |
| 3. Brows | 3. Following the natural lines. |
| 4. Teeth | 4. Free from stain. |
| 5. Nails | 5. Well tended. Free from nicotine or other stain. Restrained tinting permissible if desired. |
| 6. Make-up | 6. Restrained. Suited to daytime wear and to one's natural coloring. |

Posture

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| 1. Carriage | 1. Body erect. Shoulders back. |
| 2. Walk | 2. Toes in. Step light and springy. |
| 3. Hands | 3. Quiet. Avoidance of swinging in wide arc in walking. |

SPEECH

Voice

- | | |
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| 1. Timbre | 1. Pleasant. Well modulated. |
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Diction

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| 1. Vocabulary | 1. Clearly enunciated. Restricted to accepted usage. Absence of slang or colloquialisms. |
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HEALTH

Vigor

- | | |
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| 1. Energy | 1. Acquired by balanced diet, rest, and recreation. |
| 2. Stamina | 2. Giving capacity for sustained effort. |
| 3. Emotional stability | 3. Self-possession and control under ordinary circumstances and under pressure. |

Dear Miss Betty Lea
 Would it be possible
 for you to come to Ballard
 High School to speak
 at our next meeting on
 Thursday, June 14 at
 7:30 P.M.
 Subject.

We hope that you
 will be able to come,
 for we shall be looking
 forward to seeing you.
 Please let us know
 at your earliest convenience,
 if you will be able to
 come.

PERSONAL GROOMING

1. Hair
2. Teeth
3. Brows
4. Skin
5. Goggles
6. Jewelry
7. Shoes
8. Hat
9. Accessories
10. Dress
11. Cost of outfit

1. Clean, neat, suitably combed for occasion.
2. Well washed. Use Palmolive or similar soap.
3. Follow the natural lines.
4. Free from dandruff.
5. Clean, neat, suitably combed for occasion.
6. Apply to face and hair when necessary.
7. Goggles, preservers, etc., when necessary.
8. Appropriate to the occasion. (Preservative, neutral, and not in poor taste.)
9. Clean, suitable of height. Conservative. (Practical and becoming but not flashy or bizarre.)
10. Moderate. Free from rips and tears. Feminine, feminine.
11. and as to length of neckline. Even as to not extremes as to length of skirt and sleeves.
12. Of conservative cut and color. Modish but not extravagant cut and color.

APPEARANCE

Transcription Bureau, Association, New York City

PERSONALITY CHECK

EVALUATION