

Book Selection

The methods are clearly presented, one per double page spread, each one being accompanied by a worked example and measures of the efficiency and quickness.

This book can in fact be likened to a simple statistical slide rule—something handy which can be carried around easily and be used to give reasonably accurate answers very quickly.

In this role it serves its purpose very well.

R. GREENSMITH

Developments in Office Management.

J. BATTY (Editor).

Heinemann, London. 302 pp. £3.75.

The degree to which office management has developed in embracing wider ranges of expertise is well illustrated by the contents of this recently published book. Composed of contributions by members of the Institute of Office Management and added to with able additions by the editor, the contents naturally tend to be individualistic in style from chapter to chapter, but have been skilfully arranged to form a coherent review of many facets of office work and technique. One of the most interesting chapters from the OR standpoint is that on Network Planning in office projects, an area not greatly documented previously and which the reviewer has found applicable along the lines described. This chapter, too, is well illustrated with a number of diagrams based on actual cases.

Other chapters are mostly oriented towards the motivation and stimulation of the full-time office manager, covering training, the objectives of organization and management, an introduction to management information systems and some appropriate-level discussion on sampling and statistics. The recurring impression throughout is the intense practicality of all the writing, the approach in most cases being that derived from years of experience on each topic. Perhaps the least satisfactory portion is that dealing with computers and E.D.P., which though eminently sound in structure tends to have been overtaken in hardware terms and capabilities by more recent events; some newly fledged computer men of the current breed may feel much younger as a result of reading these chapters, whilst at least one of an earlier generation feels considerably older.

The publishers and editor have performed a good service in ensuring that these articles have not remained buried in publications of probably restricted circulation and perhaps transitory lives, and by gathering them together in an attractive and permanent form have made them accessible both to a new range of readers and for convenient reference; not the least interesting portions to read are the brief biographical details of each contributor. With the help of the very full index, the enquirer can easily find his way to information in any of the articles and make this new presentation earn its place on the office bookshelf.

W. MASON