Typing Mailable Copy

D. M. Sharp

Bromley College of Technology

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Preface

Although employers still insist on specific shorthand and typing speeds, they are less interested in the mechanics of shorthand writing and typewriting than in the finished typewritten product, and they are becoming more and more conscious that it is the *transcript speed* that really matters. The author's extensive research into the training of secretaries on the Continent has shown that there, too, few colleges or institutes lay particular emphasis on speed in shorthand typewriting, but that tremendous importance is constantly given, both in the teaching situation and within the firm, to *typing mailable copy*. Both in Britain and abroad, therefore, there is an increasing concern that the secretary should produce copy that is mailable, i.e., that is accurate, in the 'house style', and signature-worthy.

For students *Typing Mailable Copy* offers a text designed to give students the experience they will need if they are to produce signature-worthy typescript:

- * *The work is realistic.* All the material in the book has been selected from work supplied by real organisations.
- * *The work is varied.* Each unit consists of material supplied by a different office and the book therefore provides experience of many different kinds of work — legal documents, hospital administration, hotel work, plays and scripts as well as normal business correspondence.
- * *The work demands flexibility.* Each unit requires that a particular 'house style' of presentation be adopted. It will be seen that *what is required in one office may not be acceptable in another*: the important thing is that the typist should adapt quickly to a new style and, as examinations now accept, apply it consistently.

For teachers *Typing Mailable Copy* offers a variety of practical, interesting and up-to-date material which can be used at any stage of training in all types of commercial and secretarial courses in schools, colleges and training departments:

- * *For all typing courses* there is a variety of work within each unit, starting with easy exercises and progressing through intermediate material to advanced work.
The teacher can select complete units for use as assignments or can select jobs from the index to illustrate variations in presentation of particular types of work, e.g. memoranda, agendas, job specifications.
Manuscript work has been presented in a variety of handwriting styles, to meet examination requirements and teachers' constant requests for more handwritten work.
- * *For courses leading to Shorthand-Typist Certificates and Private Secretarial Certificates and Diplomas* the book is a source of realistic shorthand dictation material.
- * *For secretarial linguist courses* a small amount of foreign language material has been included.

All the material for *Typing Mailable Copy* has been compiled from selected correspondence of actual firms and organisations, and the reader's attention is drawn to the following points:

- (a) The hospital and the solicitors have been unable to allow their name to be used. (b) Any firm's style may be reappraised and altered. (c) Not all firms use metric units. (d) Prices quoted in the book are subject to change. (e) Headed stationery has not been reproduced in order to avoid any possibility of misuse. (f) Jobs have been dated, in most instances, '197.' so that students can type the current date on their work.

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