



20th Century Typewriting - Handy Hints for Better Typing: Plus more success tips from the mid-century modern office

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Straight from the modern, mid-century modern, office, replete with typewriters, steno pads and dial telephones, the successful secretary offers valuable advice on how to run or work in one's own office. In *20th Century Typewriting* the modern office worker (male and female) will learn the workplace secrets of the secretary of the golden age of office supplies. The variety of duties, lovingly illustrated with period art, that the present day secretary will learn about is varied, and dare we say even useful, includes, typing and typewriter use, filing, letter writing, telephone etiquette, ordering supplies for the office, using adding, calculating and duplicating machines, keeping expense accounts and office politics. Those who pay attention to the lessons expounded in *20th Century Typewriting* will find that, in the office at least, they are cheerfully poised, highly responsible, detail oriented, attractive to look at, and able to effectively operate a manual typewriter.

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