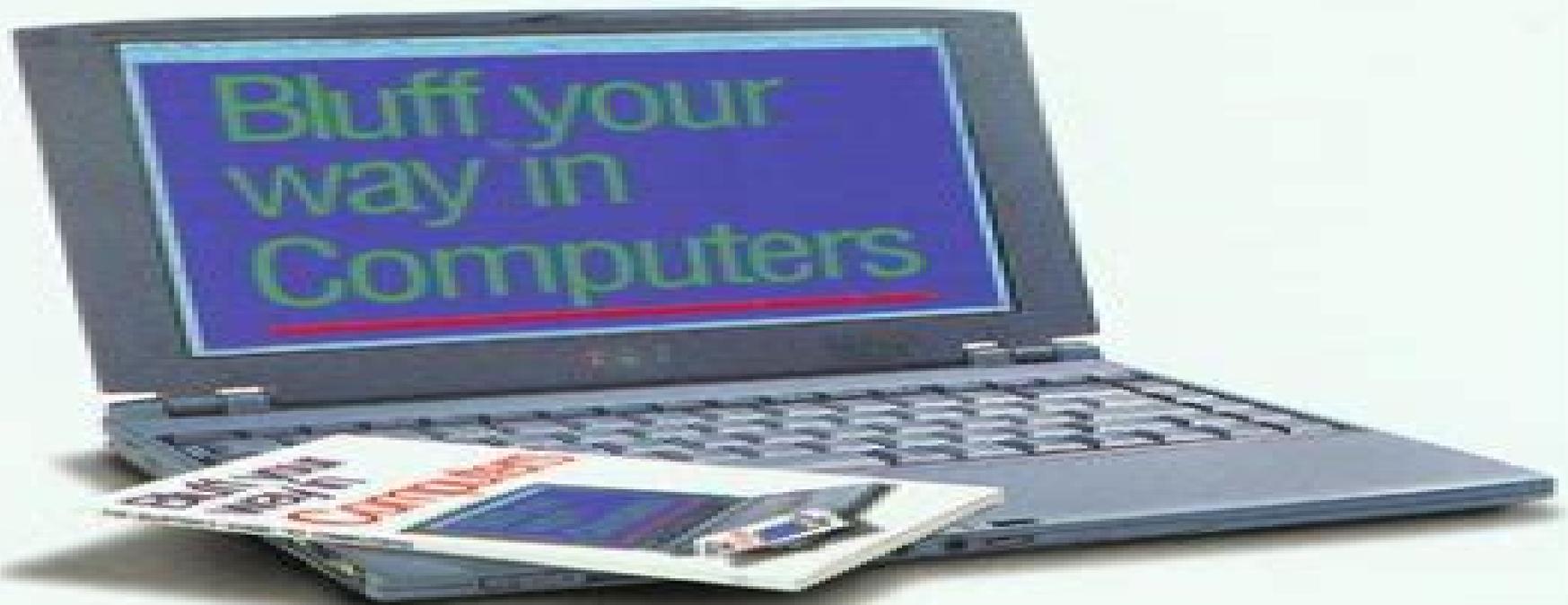


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# Bluffers Guide To Secretaries Bluff Your Way As A Secretary

**Mark Steyvers**



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the female pioneers who infiltrated Capitol Hill offices during the Civil War to today's tech savvy administrative assistants secretaries have withstood criticism for abandoning their rightful sphere the home weathered the dubious advice of secretarial guide books taken hits from feminists and antifeminists alike and demanded the right to resist making coffee all while making their bosses look good In *Swimming in the Steno Pool* author secretary Lynn Peril profiles the various incarnations of the secretary from pliable sexy mate of the office husband to postfeminist executive in training drawing inspiration from a wide range of femorabilia and secretarial guidebooks of yesteryear Featuring an array of fabulous illustrations promoting office equipment and office girls alike Peril delivers a feisty witty celebration of the women who ve been running the show for decades [The Private Secretary, His Duties and Opportunities](#) Edward Jones Kilduff,1916

**For the Secretary** Daisy Hernandez,1971 **Practical Secretarial Work** ,1950 **How to be a Good Secretary** Marie Lauria,1969 **Not Just a Secretary** Jodie Berlin Morrow,Myrna Lebov,1984-04-10 Packed with savvy down to earth advice this practical career planning guide shows secretaries what they re doing right what they re doing wrong and what more they can do to maximize their career growth potential Helps secretaries identify their own special skills and the value of those skills in today's job market and shows how to apply them to their chosen career path Provides guidance on upward advancement changing careers and new approaches to the job interview Exposes the rules and games secretaries must contend with in the office environment Identifies five main behavioral styles associated with secretaries and shows how each affects one's promotability Includes actual case histories a sample time log and skills inventory *Business Methods and Secretarial Work for Girls and Women* Helene Reynard,2023-07-18 *Business Methods and Secretarial Work for Girls and Women* is an essential guide for anyone who wants to succeed in the business world Written by Helene Reynard this book covers topics like office management correspondence and shorthand With practical advice and helpful tips this book is perfect for anyone starting their career or looking to improve their skills This work has been selected by scholars as being culturally important and is part of the knowledge base of civilization as we know it This work is in the public domain in the United States of America and possibly other nations Within the United States you may freely copy and distribute this work as no entity individual or corporate has a copyright on the body of the work Scholars believe and we concur that this work is important enough to be preserved reproduced and made generally available to the public We appreciate your support of the preservation process and thank you for being an important part of keeping this knowledge alive and relevant

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