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# THE KEYNOTE



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GENERAL CONFERENCE  
DEPARTMENT OF EDUCATION

COULD IT BE?

"I do the work; she gets the credit --talking to Him all the time." It may be a familiar scene -- two girls working in one office, one room. Their work is the same, and yet one girl isn't satisfied. Why? Her job is interesting; she is proficient,

"JEALOUSY KILLS FRIENDSHIPS."

"JEALOUSY IS AS CRUEL  
AS THE GRAVE."

"JEALOUSY KILLS USEFULNESS."

"JEALOUSY KILLS AMBITION ."

"THE MOST SUBTLE SIN IS  
J E A L O U S Y ."

and she receives a good word from her Superior. Then why? Let's follow her thoughts again: "I do the work; she gets the credit -- talking to Him all the time. She is good at her work, yes, but there's room for improve- I wish there were some way He could see --h'm-- let's see, perhaps there is a way. I could point out her weaknesses, or maybe catch one or two of

her mistakes --in His presence of course-- and then I could show why I think I do the greater share of the work. That's it! I'll do it now."

She crosses the room, and to her Superior says: "Lord, dost Thou not care that my sister hath left me to serve alone? Bid her therefore that she help me."

Could it be possible that jealousy exists today --in our modern office-- the same as it did that long ago day in Bethany?

As the new baby, 1949 Keynote, makes her first public appearance, we, the nursemaids, wish to say good-by to those who have just left the nursery after successfully rearing 1948 Keynote. As we look at the innocent face of our young charge, we think of her future. It is our desire to make of her a well-rounded, sociable, and worthy creature, one who will become a close friend of all the Keepers. Please report to us immediately if you should discover in her some shortcoming we can correct. Of course, if she should do anything clever or amusing or anything else commendable--well, you know how it is.

The Editors

WHAT -- NO INAUGURATION ?

Grandstands are being erected, plans are under way, and rumors are rampant for the most glorious inauguration in the history of our Nation. The program is to include a reproduction of the fireworks displayed at the inauguration of President Washington. Rain or shine, cold or mild, the parade is planned, and the gala occasion comes on apace -- January 20!

"We hold these truths to be self-evident; That all men are created equal; that they are endowed by their Creator with certain inalienable rights; that among these are life, liberty, and the pursuit of happiness." -- The Declaration of Independence.

"We were highly resolve that these dead shall not have died in vain, that this nation under God shall have a new birth of freedom, and that government of the people, by the people, for the people, shall not perish from the earth." -- Lincoln's Gettysburg Address.

Our heritage! Had it not been for such sturdy stuff and high resolve on the part of our forebears, the United States today would not be a democracy -- there would be no inauguration.

Have you looked into the faces of some of the displaced persons? Have you listened to the stories of those who spent months in internment camps? If you have, then in the midst of the beat of drums and the march of the parade, you will bow your head in solemn awe that we are Americans, and thank God that we have a democratic government -- that there IS an inauguration!

## WHAT MAKES A GOOD SECRETARY

By H. H. Cobban,  
Assistant Treasurer of the General Conference.

"Education and efficient training, ability to learn and capacity to grow in usefulness, a sense of responsibility, loyalty to the one for whom she works, ability to keep in confidence those things which she learns in her work which are not for 'publication,' ability to work in harmony with others, a cheerful disposition, neatness in personal appearance and work, ability to meet the public, ability to do her work quietly and without unnecessarily engaging others in conversation -- these, to my mind, are the principal essentials to the making of a good secretary."

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## ANYBODY'S SCRAPBOOK

"Fate served me meanly, but I looked at her and laughed,  
That none might know how bitter was the cup I quaffed.  
Along came Joy and paused beside me where I sat  
Saying 'I came to see what you were laughing at!!'"

-- Unkown

"He drew a circle that shut me out,  
Heretic, rebel, a thing to flout.  
But love and I had the wit to win,  
We drew a circle that took him in."

-- Edwin Markham

## What do you Think of Worship?

0 Helen Carpenter, Press Bureau--"I especially like morning worship for the glimpses we get 'behind the scenes.' We hear experiences that are not told in other meetings or in our papers."

0 Miss Ruth Williams, Sabbath School Department--"I like to begin the day with a devotional service. It prepares me for the day. I especially like it when we have special music."

0 Mrs. Arason, Printing Room--"Besides being an appropriate way for a religious organization to start the day, the worship period inspires me as I listen to the progress of the message."

0 Miss Mary Ogle, Sabbath School Department--"We get a chance to see what happens in other departments than our own. It promotes a feeling of unity and stimulates interest in the work as a whole."

0 Mrs. Brando, Home Study Institute--"Worship hour is my daily vacation, during which time I travel the world over, visiting friends of this and other lands. It is a source of real uplift and inspiration."

0 Hazel Olson, Sabbath School Department--"Morning worship is one of the finest features of life in the General Conference family--a real bright, interesting, and helpful moment of the day."

0 Louise Caslow, Mailing Room--"Worship is an oasis in the desert of the day's work."

Jan. 5, 1882

Dear Keepers,

"In this age of telegraph and telephone, anything which can save time becomes at once a matter of importance. Short-hand, until recently, was confined principally to the lecture hall and the court room. But with the invention of the type-writer, the two have pushed their way into the counting-room, until no business office where much correspondence is carried on is complete without them. This creates a demand for those skilled in the practice of short-hand and the use of the type-writer, which is constantly increasing as their usefulness becomes apparent. To be able to attend to the correspondence in person by dictating his letters rapidly to a stenographer, is an advantage which the business man is not slow to grasp.

"Short-hand, as usually presented, is divided into two parts. The first is used for corresponding and amanuensis purposes, and is called the corresponding style; the second is used for verbatim reporting, and is called the reporting style. The following pages present quite fully the principles of the corresponding style, and if faithfully studied and practiced, will give a speed from 75 to 100 words per minute. Those who wish to pursue the subject further, are referred to the works of Andrew J. Graham, 744 Broadway, N.Y. The study should be commenced with pencil in hand.... Perseverance is sure to win. Good positions are generally attainable by the proficient stenographer and type-writer."

Hoping these words will prepare you for a better position,  
I am

Yours truly,  
The Editor.

— AND NOW —

Jan. 5, 1949.

Dear Keepers,

A little out-dated is the above paragraph from Parsons Handbook of Forms (1882). But, since we are to have a regular column of secretarial hints, we wanted you to see the futility of our finding them in a book (perhaps we did overdo it just a bit with 1882 advice). However, do send those time-savers, money-savers, patience-savers, or what you have to the editor. Watch for this column; we hope it will prove helpful.

Sincerely,  
Your Editor.

## T'wismas Party

December 14, 1948 and the Keepers of the Keys! They weren't as the Keepers usually appear, but as they might have looked between three and thirty years ago, for December 14 was the Christmas Party and all guests were to be "kids" for the night.

Myrtle McGee, 1948 president and hostess for the evening, made a very gracious schoolmarm whose well-trained students responded with an amusing program.

Judge Taft was quite the novelty when his Santa Clause suit of red crepe paper, bells, cotton, buttons, and the ever-present scotch tape was finished. His suit was fashioned for him by the guests whose only directions for making such suits were tiny bits of paper on which was written: "make a sleeve, make the left pant leg, make his whiskers." The finished product was worth seeing.

Professor Tymeson then called the grand march led by Mr. and Mrs. Santa, sometimes known as Dr. and Mrs. Yost. A special thanks to Thelma Wellman for her assistance at the piano.

Miss McGee introduced her pupils. Minnie and Mintie Truitt --long flannel nightgowns, socks, and nightcaps--recited Clement Moore's seasonal poem, "The Night Before Christmas." That well known teller of tales, Elder Spencer Maxwell, had the children grasping for his every word as he told a real life story of travel in Africa. Elder R. Allen Anderson and his choir, with Mrs. Norma Ashlin as soloist, pretended a dress rehearsal. We "children" probably won't ever see the actual performance, but we certainly enjoyed the rehearsal. Villa Houghton was very convincing in her portrayal of the little girl entertaining the minister while her mother was upstairs. The guests demanded more, so Villa then sang "All I Want for Christmas Is My Two Front Teeth," as only she could sing it. Well done, Villa. Lydia Schander gave Van Dyke's, "How to Keep Christmas."

And so with just a few words about the gifts, the beautifully decorated gym, and the delicious refreshments, we leave our Christmas party with the thought Lydia gave: "And if you keep it (Christmas) for a day, why not always? But you can never keep it alone."

## Here and There

Miss Ora Williams and Mrs. Baker have been welcomed back to work after their forced vacation in the Washington Saniterium.

Temperance Department workers with their families enjoyed a buffet supper at the home of Elder and Mrs. Scharffenberg on the evening of December 29.

Miss Verna Slate says she has been walking on air since the arrival of her new Dodge. Perhaps before long she will be able to try riding for a change.

Evelyn Perdue's mother is visiting here for a few days.

At the Home Study Institute Sunday afternoon, December 19, a foretaste of Christmas was provided as the group gathered on first floor to exchange gifts and eat cookies and fruit salad. (A heavy snowfall was another special feature planned just for the occasion.)

Thursday afternoon, December 23, was Christmas at the Purchasing Department. At 4 o'clock everyone gathered around the large wrapping table in the shipping room to sing songs, distribute gifts, and enjoy refreshments. A recording was made of the singing, and played back later.

Squawk! Squeek! Screech! Squeel! If any visitor to the Purchasing Department wants to know what causes those eerie sounds, it is only the inter-office communication system being tested again.

Dorothy Ferren, former Seminary librarian, is in town visiting her parents, Elder and Mrs. J. R. Ferren. Miss Ferren is the assistant librarian at Emmanuel Missionary College.

Elsie Argent is happy to have as her guest Miss Ethel Howard of the Canadian Union office in Oshawa, Ontario, Canada. She and Elsie Argent worked together in England at one time.

Miss Rena Curtis, who is in charge of nurses' training at the Nokuphila hospital in Johannesburg, South Africa, is planning to spend part of her furlough with her cousin, T. Rose Curtis.

Miss Kleuser is expressing enthusiasm over the number of General Conference girls attending her Seminary night class to learn to give Bible readings and to do personal work.



## COMING AND GOING

The Christmas holidays found a number of Keepers traveling by bus, train, or car toward all four points of the compass. Others stayed home and welcomed guests into their homes.

Ohio claimed the largest number of travelers. The Bevons, Pauline Klady, Margaret Nettleton, the Schobes, the Tates, and Naomi Vartenuk, all chose to visit there.

Another popular state was Pennsylvania, attracting Marie Brizzee, Mrs. Cooney, Mary Klesa, Evelyn Perdue, and the Rawsons.

North Carolina called Helen Jones, Aline Mangum, and Lois Mullinax.

Ruby and Alice Koger went home to Charleston, South Carolina.

Mrs. Moffett and Georgine Krenrich both drove to New York. Mrs. Krenrich brought back her mother for a visit.

Mrs. Scott spent Christmas evening in Baltimore with her husband's family.

Mrs. and Mr. Gerald Smith and Miss Linscott visited in South Lancaster, Massachusetts.

June Frame and her husband spent the holidays with her parents in Collegedale, Tennessee.

Hazel Broome went home to Hartford, Connecticut.

Dorothy Ninaj spent her vacation in Newark, New Jersey.

Bloomington, Indiana was the destination of Lelia Sanders.

Mr. and Mrs. Howard spent Christmas at their home in Brownfield, Maine.

## Coming and Going,

Mary Neufeld went to Elmira, New York to visit her sister.

Mrs. Buckwalter drove with her family to Oshawa, Ontario, Canada, where they attended a wedding and enjoyed some good ice-skating.

Edith Seek went home to Laytonsville, Maryland, to be with her family.

Irma Faye Doering spent Christmas with a brother and a sister in San Diego, California. On her return trip she plans to visit her home in Kansas.

Another who has sought the sunshine of California is Louise Meyer.

Clara Mae Hardin drove to South Jersey.

Mr. and Mrs. Bob Ruch visited their parents in New Jersey and Delaware.

Mr. and Mrs. Irving Barr ate Christmas dinner with Mr. Barr's parents in Lanham, Maryland.

Mrs. Yost received her son, Donald, home from Emmanuel Missionary College for Christmas vacation.

Miss Verna Slate entertained her father from North Carolina during the holidays.

Vivienne Nye's parents from Buffalo, New York, visited her for Christmas.

Jane Kerr enjoyed a visit from her father of Boulder, Colorado.

Elaine Shull enjoyed having Christmas dinner with Lois Tull and her husband.