

With the World's Workers

REVIEW of PROGRESS THAT IS BEING
MADE ALONG ALL LINES of ENDEAVOR

FOR BUSINESS GIRLS

Some Hints That May Be of
Value to Workers in Stores
or Offices.

DRESS IS IMPORTANT POINT

Proper interest in the Affairs of the
Institution Also a Requirement—
Remember That Courtesy Is
Always Sure to Pay
Big Interest.

Are you keen about your work? Do you go to it every morning with a lively interest, determined to perform each task that the day brings to the best of your ability?

Are you cheerful and contented in your work? Does the time pass quickly, or are you always watching the clock, longing for the closing hour to strike?

If the latter is the case, let me advise you to either seek more congenial work or mend your ways and take a deeper interest in your present duties.

The chief fault found with the young business girls today is that they are not keen enough about their work.

This fact will always prevent a girl from getting ahead; her chief cannot be expected to give her good opportunities if he sees the cases only about earning her salary and for nothing more.

Let me tell you, girls, of a few ways to get an increase in salary and be worth it.

First of all, and the most important point, is to dress neatly and plainly.

The appearance of the workers will either raise or lower the dignity of an office. Few girls realize the enormous difference a quiet, smart appearance makes in their prospects of work and advancement.

Select neutral colors for your frocks and have them made in a plain, neat style that will attract attention only for a trip, appropriate appearance.

A clerk's manner is equally important; the office girl can do a great deal to make friends for the firm by treating clients with courtesy and prompt attention and by assisting them in many little ways.

If an interview has to be refused, the clerk can put the refusal in such a way that it will not be felt as a rebuff.

Do not be effusive, just quiet, attentive and courteous, keeping in mind that you are a representative of the firm.

A busy man is generally untidy and will always appreciate having his desk kept straight, provided the clerk understands his general system and takes care to follow it to the letter. Some men prefer an untidy desk rather than to have any one touch their papers, fearing they would be misplaced. It is best to first ask if you may keep the desk in order before attempting to clear it up.

Another useful hint for the business girl is to have all letters and carbon fastened together with a paper clip, instead of having the sheets loosely laid in the file. This insures their being kept in order and saves time in sorting out special letters.

When writing business letters the clerk, when she has the opportunity of composing them herself, should avoid hackneyed expressions.

Go straight to the subject in hand. In the first sentence, and state it briefly, as clearly and as politely as possible.

Courtesy is worth its weight in gold in business, and pays big interest.

Avoid office gossip. If other clerks come to you with their troubles, listen and sympathize, if sympathy is warranted; but do not take too much time from your own work hearing others' woes.

Be kind and gentle with your co-workers; do not reserve all your good humor for your employer.

A cheerful word, a bright smile, will often do wonders toward helping your sister-workers on their way.

And if you have an assistant, don't forget the word of praise when it is deserved. The underling will work doubly hard if she is given encouragement and all her efforts are not taken just as a matter of course.

A willing worker is a joy to her employer and is bound to receive a just reward for her services.

High Efficiency of Miners.

The coal-mines of Maryland gave employment in 1910 to 8,600 men, who worked the unusually high average of 270 hours, and although the output of Maryland's tonnage is hand-mixed the average productive efficiency of the miners is considerably above the mean average for all the states.

In 1910 the average production per miner employed was 595 short tons for the year and 3.33 tons for each working day. No labor troubles were reported in the coal mines of Maryland in 1910. The mines are operated ten hours a day.

Let us consider the ways in which we may renew our energy. Some people have the happy faculty of being able to lose consciousness in the daytime; others have not. Few of us have the time, anyhow. But all can learn to rest properly for a few minutes each day. Be alone if possible. Lie down if you can; if you cannot, recline in an easy, comfortable and thoroughly relaxed position. Close the eyes and relax in muscles and brain. Banish all troublesome thoughts and let the busy old world go on for half an hour without your personal supervision. Even too much "rest" will work wonders in restoring your lost energy.

A walk in the open air, viewing the wonders of nature and subjecting one's self to her soothing influence, will produce a good effect. But if we can change our tasks we can work longer and better and use up less energy. If we can take a day or a week away from our work, not merely to rest, but to carry on a different occupation, we can restore our energy very rapidly.

All these suggestions are good in their way, but nothing restores lost energy so completely as sleep. The amount of sleep required depends upon temperament and occupation; the more energy used up, the more sleep necessary to restore it. The restoration of energy goes on only during the hours one spends in actual, sound, unbroken slumber; that is the only beneficial part of the night.

So sum up, let us call a halt in this fever pace and strive to conserve our energy by doing our work calmly and without hurry, worry and flurry, by avoiding waste of energy in anger, impatience and foolish unnecessary thoughts and acts, by keeping within us a reserve fund of energy and by learning how to restore our energy in the proper kind of rest and sleep.

The Greatest Power.

Success in business is due to administration. Capacity in administration is due to tact, faculty, power or quality called common sense.—Pope.

Steel Men Prefer Skyscraper to Structure Being Built Over Water.

RESTORE THE LOST ENERGY

Brief Intervals of Rest That Mean Much to Person Called Upon For Much Head Work.

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AVOID BRIDGE WORK

Steel Men Prefer Skyscraper to Structure Being Built Over Water.

FALL MEANS CERTAIN DEATH

Nothing but Water Underneath Them

"At last the Nervous Men Who Daily Risk Life in Guiding Big Beams Into Their Places."

A huge steel bridge, spanning a western river, was nearing completion when a structural worker suddenly lost his balance, hung almost suspended for an instant and then plunged downward, 50 feet, to the water.

When several of his companions fished his body out of the river there wasn't a spark of life left.

Two hours later the railway bridge department, which had charge of the erection of the structure, was confronted with the danger of a slide. Fortunately, the walkway was wrenched, but not before the bridge engineer had been lectured on the dangers which the iron workers face when building a river structure.

"But let a skyscraper every time," said the foreman. "These railway jobs don't look good to me. A bridge worker is only human; even if he does get used to working up in the air, he's a nervous wreck when he's hanging 16 stories over the street and not turn a hair, but this is my last job building a bridge."

"Fete, there, who just fell down and was drowned was like all the rest of us. When we're up in the air on a skyscraper job we never look down, and if we do, there isn't much to make us dizzy."

"But let this job. We're only 20 feet up in the air, but look what he's done. Nothing but water. Not even a beam to grasp if he fell."

"If any of us happen to glance down at the river, we'll get dizzy. Getting dizzy is the beginning. Then what balance we had will slip away, and down we go, plunk into the water."

"Up on a skyscraper job, the center of the building is the center of the world. Even if I'm hanging on the edge of a six-inch rivet, I never let my eyes glance downward."

"On a bridge job, however, you don't make much difference when you fall. If you fall, it's toward the center of the river, there's nothing to save, the fall, and the same condition prevails if he falls over the edge."

"If he falls down while working on the structure building, the chances are ten to one that he will fall in toward the center, and he has a good chance of catching a cross beam while going down."

"I fell 40 feet that way myself, several years ago, and all I got was a severe bruising. I was at work the next day."

"But this river job doesn't look good to me. I'll push up the next one, and so will the boys."

Electric, Ice-Making.

It is estimated that there are now in operation in the United States nearly 300 central electric stations provided with ice-making apparatus. The unusual power of the stations during the "lightning" summer season is employed to run compression motors for liquefying ammonia in the process of freezing artificial ice. The plan, says the Electrical World, has been especially successful with small plants supplying electric power, and light for towns of less than 5,000 inhabitants. In some cases the earnings of the auxiliary ice-making apparatus equal the annual return on the whole plant for other purposes.

Artificial Rubber.

A patent has recently been issued by the Imperial German patent office for a process of manufacturing artificial rubber by the use of the soy bean. The soy bean is a thick and tough liquid product, says the Frankfurter Zeitung, which is mixed with attenuated alkalis and then heated to 150 degrees. The result is the production of a rubberlike, tough and elastic mass capable of being vulcanized like natural rubber. The soy bean is indigenous to Klatschou, and as it may be brought into Germany from any other place, it is a new and important industry.

World's Production.

The world's production of quicksilver in 1910 was 3,399 metric tons of 2,204 pounds each, against 3,230 tons in 1909, and 3,307 tons in 1907. Spain is the largest producer, furnishing nearly a third of the total world's supply from the famous Almaden mines. The United States, Austria-Hungary, and Italy have in turn held second place, this country ranking third in 1910.

GOOD LIVING RULES

FOR THE GUIDANCE OF THE WORKERS WHO WOULD RISE

Ten Resolutions That, Adhered To, Can Not Help but Advance Employee in Employers' Estimation.

I will be square—I will not do any man, nor shall any man do me.

I will be thorough—I will do my work carefully today that tomorrow will bring no regrets.

I will be happy—I will train my face to wear a smile and my tongue to say pleasant things.

I will be faithful—I will stick to my task till it's done and forget the clock.

I will be energetic—when the alarm clock rings I will get up at once.

I will be more saving—I will put by something from my salary each week.

I will work harder—I will remember that a man who does no more work than he is paid for never gets paid for his work.

I will be prompt—I will do it now, and do it right.

I will be optimistic—I will remember that "if you boost the world, the world will boost you; if you knock your knock alone."

I will believe in myself—there is no devil but fear and no sin but ignorance.

New Geodetic Arc.

All scientific and accurate surveys are based upon primary arcs determined by careful triangulation. An arc of this kind of great future importance has been completed by the coast and geodetic survey. It extends from the tip of a point near San Diego, on the Pacific coast, a length of more than 1,200 miles. Not only will this be one of the utmost use in the survey of the region adjacent to it, but it will also furnish valuable facts for the investigation of the true figure of the earth. There are now about 11,000 miles of primary triangulation in the United States. Probably no other branch of engineering is so romantic as this, the engineers having to traverse all kinds of country, flashing their signals from hill to hill and from mountain to mountain, and enduring every vicissitude of weather and climate.—Youth's Companion.

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WASHINGTON GOSSIP

Great Expense of White House Upkeep

WASHINGTON.—More than \$50,000 was spent on the White House in the last fiscal year by the government in fuel, light and repairs, according to the annual report of C. Spencer Cosby. The executive mansion is the principal building of the department of public buildings and grounds, and is practically the only building of any size that comes directly under the head of the superintendent of public buildings and grounds.

In the year repairs were made to elevators, vestibule, and roof, and the general appearance of the building was kept up. To this regular service of about 100 men, a new system of lighting protection was installed in July, 1910, the work being done under contract. The old zinc and lead rods were removed from the roof and a new copper cable was needed to 190 points on the roof of the house. The rods and points were mechanically connected to the house. A silver closet, with double steel doors and a complete set of shelves and cupboards, was built in one end of the storeroom on the ground floor. A new telephone system was installed, and the furniture throughout the house was repainted or rubbed down while the president was at Beverly.

Not the least part of the work of the office of public buildings and grounds was the part taken in social functions. During the year the office worked on four state dinners, ten small dinners, four musicals, two dances, two balls, four garden parties, and the president's silver wedding anniversary. At each of these functions the office was required to see that proper decorations were in order and to provide additional help to carry the affair to a success.

Fifty hundred dollars was paid for telephone connections between the executive offices and the Capitol and the public printing office. The monument and wharf at Wakefield, Va., the birthplace of George Washington, also came under the head of public buildings and grounds, and a watchman is employed; the year round job see that the grounds are kept in repair. Repairs to the grounds during the year cost \$14.55. The house where Abraham Lincoln died, in Tenth street, between E and F street northwest, also is kept up by the government, and \$182.34 was expended during the fiscal year in repairs.

Queer Features of the New Game Laws

THE game laws for 1911 as compiled by the Biological Survey of the department of Agriculture make interesting and sometimes odd reading. There is a demand for the information they contain which is laborious to supply in a compendious form. The volume of the game legislation of 1911 so exceeded that of any preceding year that even to note changes in the laws is quite an undertaking. All but eight of the states put new game laws on the statute books this year.

Delaware forbade the use of dogs wearing bells or other noise producing devices in wild fowl shooting. North Dakota, the use of automobiles in duck shooting, and Michigan the employment of guinea pigs in hunting rabbits. New Hampshire has prohibited "the scientific collecting" of birds. Wisconsin forbade the use of traps. Nebraska now allows boys under 18 to hunt without a license if accompanied by parent or guardian. Idaho exempts veterans of the Civil War from "license requirements." A bear license is now necessary in Wyoming. It has been the fashion to pay a liberal bounty for bruln's pelt.

Vermont pleased the sportsmen when it barred claims of damage to the crops of landowners, who "poist" their property. Vermont also abolished the alien license, and in West Virginia and Delaware the resident sportsman no longer takes out a license to hunt any game. It is astonishing to learn by inference that Massachusetts expects to number wild turkeys among its game birds. They are growing very scarce even in Virginia. Nebraska now allows boys under 18 to hunt without a license if accompanied by parent or guardian. Idaho exempts veterans of the Civil War from "license requirements." A bear license is now necessary in Wyoming. It has been the fashion to pay a liberal bounty for bruln's pelt.

Two "Widows" of Soldier File Claims

home and lived with his wife and two daughters until he left for Ensenada, Lower California.

On the trip that ended in his murder, the Wood woman, it is understood, followed him into Mexico and was living with him near Alamo at the time he and three other Americans were slain in a most heartless manner. Until the time of the murder, the filing of double claims Dr. Foster's relatives in the east knew nothing of the kind of life he was leading in the west.

The summary arrest and almost immediate killing of Dr. Foster and three other Americans named Duplois, Carroll and Patrick Brennan, has led to a situation that presages a bitter fight in Washington. Dr. Foster and the three other doctors were in prison at Alamo and the doctor was compelled to treat the wounded brought to that city. Among others he dressed the wounds of Gen. Simon Berthold, of the rebel army. Later he was ordered shot by General Verga and was killed while riding on horseback to what he was told was another prison. All four men were shot in the back and thrown into a shallow hole and covered with rubbish.

Two Little Town.

Smiley—That ice man down the street will have to change his name if he wishes to do any business.

Wiley—Why? What's his name?

Smiley—That's right. Some people might not notice it, but I'm afraid most folks would call it a name like that on an ice dealer's sign.

An Unsleeping Youth.

"What business do you think your son will adopt?"

"Can't say," replied Farmer Cornsloss, "not judging by the hours Josh keeps; I should say he was naturally cut out to be a milkman."

Stop the Pain.

The hurt of a burn or a cut stops when Colman's Carbolic is applied. It kills quickly and prevents scarring. It is for burns, cuts, and sores. For free sample write to J. W. Cole & Co., Black River Falls, Wis.

In Cold Storage.

"I am afraid, your honor, this prisoner has a bad egg."

"Hut! Then we'd better put him in the cooler."

Army is Given Praise for Temperance

THE standard of temperance in the army, for both officers and men, is exceptionally high, and is not the wonder of the sober walks of life, unless in the church and among railroad employees," says Major General Frederick D. Grant in a report to the War Department. "While the soldier makes a favorable showing in this connection, in comparison with men in other vocations, General Grant, as commander of the department of the east during the last fiscal year, found nevertheless that the chief cause of military trials was indulgence in alcoholic drinks. There was a remarkable decrease, he adds, in the number of trials by military courts in the department of the east as compared with the previous 12 months.

Army surgeons are urging the war department to act with greater promptness in discharging soldiers for physical disability, insuring that they be put up without loss for duty which they cannot properly perform. The chief surgeon of the department of the east has called attention to some specific instances where soldiers transferred to recruiting depots with

SECOND BIBLE A NECESSITY

Experienced Minister Knew What He Was Talking About When He Advised Junior.

"Now that you are married," said the experienced minister to the young curate, "you will have to stop reading the church Bible for home study. Oh, yes, I know how it is. You get attached to a certain Bible, and can study better with that right under your nose, and would willingly pack it back and forth for the inspiration it affords. I've been through it. Used to do that very thing myself, but after half a dozen volumes and a pair of gloves and some little luxury things that I shall not attempt to specify floated down from the pulpit on Sunday mornings in view of the astounded and amused congregation. I accustomed myself to two Bibles. The woman pressed it is a habit you can't break them of, the first thing you know these feminine knick-knacks go sailing away to humiliate you."

That night the curate turned the pages of his Bible carefully. A vell and a scrap of lace fell out. He sighed. The next day he had to cultivate an affection for a second Bible.

PHYSICIAN SAID ECZEMA CAME FROM TEETHING

"When my little girl was about eight months old, she was taken with a very irritating breaking out, which came on her face, neck and back. When she first came back with it, it came in little watery-like, festers under her eyes, and on her chin, then after a few days it would dry down in scaly, white scales. In the daytime she was quite worrisome and would dig and scratch her face nearly all the time.

"I consulted our physician and found she was suffering from eczema, which he said came from her teething. I used the ointment he gave me and without any relief at all. Then I wrote for a book on Cuticura, and purchased some Cuticura Soap and Ointment at the drug store. I did as I found directions in the Cuticura Booklet, and when she was one year old, she was entirely cured. Now she is three years and four months, and she has never been troubled with eczema since she was cured by the Cuticura Soap and Cuticura Ointment. (Signed) Mrs. Freeman Craver, 311 Lewis St., Syracuse, N. Y., May 6, 1911. Although Cuticura Soap and Ointment are sold everywhere, a sample of each, with 32-page book, will be mailed free on application to "Cuticura," Dept. 2, K. Boston.

ADDED 'EM UP.



His—You said your gun would shoot 500 yards.

Dix—I know I did.

His—It's marked to shoot only 450 yards.

Dix—I know, but there are two barrels.

Too Little Town.

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"I am afraid, your honor, this prisoner has a bad egg."

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Feel Headachy?

It probably comes from the bile or some sick condition of the stomach or bowels. No matter which, put yourself right with

BEECHAM'S PILLS

Sold Everywhere. In boxes 10c and 25c.

DR. J. D. KELLOGG'S ASTHMA

Remedy for the prompt relief of Asthma and Hay Fever. Ask your druggist for the Kellogg's Asthma Remedy. Sold by J. W. Cole & Co., Buffalo, N.Y.