## **ICE SKATING LESSONS**

REGISTRATION: Saturday, Nov. 16 9 a.m. to 4 p.m. (8 week course starts week of Nov. 18)

to week course starts week of Nov. 18)

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# BBB offers tips on buying by mail

The Better Business Bureau of Met-ropolitan Detroit is offering helpful in-formation to those doing their Christ-mas shopping by mail. Most mail order companies are le-gitimate but some are not, the BBB warns:

gittmace but some are lost, ute objects
Many medical that have a recommendation of the mail order business are caused by people forgetting the business are caused by people forgetting the business of the some complain too allowed for delivery before making a complaint.

Carefully read catalogues and always keep a copy of the ad or bro-chure.

Pay by check or money order and never in cash, and include any ship-ping or handling charges.

Keep a record of your order includ-ing the date, name and address of the company, cancelled check, number of money order or bank check.

•Check your order promptly upon receipt to insure it is the item you ordered and that it is intact and satisfactory. Notify the company at once if it is not.

The BBB also advises that unrequested merchandise received in the mail may be considered a gift. Nothing can be mailed to you without your consent unless clearly marked as free sample or as merchandise from charitable organizations asking for a donation. Either way, the merchandise is a gift. There is no bbligation. These tips and more are available by requesting a copy of "Consumer Tips on Buying by Mail" from the BBB: 150 Meihigan Ave. Distrott. Mich. 48236.

# Advertising trends will be explored

An advertising agency giant with a leading national account, and a growness are sufficient to the sum of the s

meal. Deadline for preservations 15.

Guest speakers will be Campbell-Ewald's Paul John executive vice president and director of media and Robert Gilbert, president of Inter-national Communications Group C

### Tips on how to find jobs

Tips on how to find a job in today's tough employment market will be given in a series of free workshops starting Thursday, Nov. 21, at Henry Ford Community Gollege (HFCC). Evergreen and Fort Roads, Dear-

born.
The job search workshop is opened to the public. Workshops will be held in eight two-hour sessions on Tuesdays and Thursdays from 7-9

Tuesdays and Thuesdays trum parm.

Among topics to the covered are techniques for finding a job career planning, resume preparation, and tips on employment interviews.

Advance registration isn't necessary, Persons interelyed in attending should meet Nov. 21/at 7 p.m. in Room 102 of the HFCC Science Building. Another series of workshops will are the property of the technique of the the the true of the true.

John has oversees all media decisions made at, Campbell-Ewald—an agency with billings totaling more than \$100 million and Cheyrolet as its major national account.

Gibert, 30, heads one of the fastest growing agencies in the business in just 15 months the firm this captured, two major local accounts, Hulsdon's and Vernor's, and close to \$10 million in billings.

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