
Commercial Work and Training for Girls

Eaton Jeannette

Title: Commercial Work and Training for Girls

Author: Eaton Jeannette

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1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

2. The second part of the document outlines the various methods and tools used to collect and analyze data. It highlights the need for consistent data collection procedures and the use of advanced analytical techniques to derive meaningful insights from the data.

3. The third part of the document focuses on the role of technology in data management and analysis. It discusses how modern software solutions can streamline data collection, storage, and processing, thereby improving efficiency and accuracy.

4. The fourth part of the document addresses the challenges associated with data management, such as data quality, security, and privacy. It provides strategies to mitigate these risks and ensure that the data remains reliable and secure throughout its lifecycle.

5. The fifth part of the document concludes by summarizing the key findings and recommendations. It stresses the importance of ongoing monitoring and evaluation to ensure that the data management processes remain effective and aligned with the organization's goals.

**COMMERCIAL WORK AND TRAINING
FOR GIRLS**



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COMMERCIAL WORK AND TRAINING FOR GIRLS

BY
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DIRECTOR

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It was under the auspices of the Co-operative Employment Bureau for Girls, Cleveland, that the material for this book was gathered and put into book form.

During the last year this organization has adopted its new name, The Girls' Bureau, to cover more adequately its three lines of activity: Employment (The Vocational Guidance Bureau); Recreation (Lake Breeze Camp); Saving (Vacation Savings Club). The Vocational Guidance Bureau is located in the City Hall and, although at present only tentatively a division of The Public Welfare Department of the city, enjoys unique advantages from its municipal connection.

Generous and valuable assistance in follow-up visiting and in tabulating statistics was given by a group of twenty-five volunteer workers. To these persons and to Miss Ruth Morris who contributed the illustrations, the committee expresses appreciation.

MYRTA L. JONES
J. MARTIN TELLEN
WILLIAM H. BRETT, *Chairman.*
Publication Committee.

TABLE OF CONTENTS

	PAGE
INTRODUCTION.....	ix

PART I

CHAPTER		
I. PUBLIC COMMERCIAL SCHOOLS.....		3
A study of the curriculum. Tabulation of occupational histories of graduates. Criticisms and suggestions.		
II. PRIVATE COMMERCIAL SCHOOLS.....		21
Entrance requirements, methods and equipment. Impressions of teaching force and pupils. Verbatim comments of employers and graduates. Criticisms and suggestions.		
III. COMMERCIAL COURSES IN PAROCHIAL SCHOOLS.....		65
Methods and equipment. Personnel of teaching force. Criticisms and suggestions.		
IV. MISCELLANEOUS COMMERCIAL SCHOOLS AND COURSES		80
Semi-Philanthropic, Correspondence, Private Tutors.		
V. NIGHT COMMERCIAL SCHOOLS.....		85
A survey of opportunities offered and needs not met.		
VI. THE FATE OF GRADE SCHOOL CHILDREN.....		101
Charts and verbatim testimony from private school graduates, showing consequences of immaturity and poor preparation. Constructive recommendations.		
VII. SOLICITATION OF GRADE SCHOOL CHILDREN.....		122
Extent, methods and results of private school soliciting agents. Effect upon high school registration. Constructive recommendations.		

CHAPTER	PAGE
VIII. VOCATIONAL GUIDANCE.....	138
Shows the relation of the public school to the question of vocational guidance generally; also to the question of vocational training in commercial work.	
IX. CONCLUSION.....	157
Summary of recommendations, including suggestions for legislation.	

PART II

I. A CLASSIFICATION OF OFFICE WORK.....	169
A study of 2816 office positions.	
II. WOMAN'S CONQUEST OF OFFICE WORK.....	181
Development of work for women. List of unusual positions. The trend for the future.	
III. THE INVASION OF THE MACHINE.....	201
Description of office machines and comments on their use. Table of local opportunities for training.	
IV. CONDITIONS IN OFFICE WORK.....	226
Physical, economic and moral conditions. Advancement. Suggestions for legislation.	
V. JUST DEMANDS OF THE AVERAGE EMPLOYER.....	249
Suggests a minimum degree of qualification in personality, age and training. Discusses assignment of work and the place of routine.	
APPENDIX.....	273
BIBLIOGRAPHY.....	285

INTRODUCTION

ONE time last winter when the Co-operative Employment Bureau for Girls wanted to get in touch with a stenographer—just a plain, nice girl, with passable intelligence—it placed an advertisement in the morning papers. Before noon 17 applicants had appeared and presented their qualifications. Seventeen girls for one job—that not a notably desirable one; and, of the 17, but one girl had even the superficial requirements for the place though all had had so-called business training. Some were foreign girls, whose broken English would have made a strange mess of the telephoning. One was a tiny, shy child, whose mother came with her and did all the talking. Almost all were ignorant—as their speech soon showed—and they were untidy, if not unsuitable, in their dress. Chewing gum, paint and strong perfume fortified not a few, but their unfitness did not lessen the pang one felt in turning them, one after another, away; for they