

S wguvkqpu"Uvwfgpvu"Uj qwnf"Cum"Tg i ctfkpi "v j g" J ktkpi "qh"V { r kuvu"

**Questions students should ask themselves:**

Y j cv"v { r gu"qh"ugtxkegu"fq"K"y cpv"htq o "c"v { r kuvA"Hqt"gz c o rng." i gpgtcn"eqr { g fkvkpi "cpf"eqttgevkqpu" qh" i tc o o cvkecn"gttqtuA"C f j gtgpeg"vq"CR C"\*qt"uq o g"qv j gt+"hqt o cvA"C f j gtgpeg"vq"WP Eøu" tgs wktgf" fkuugtvcvkqplv j gukulecr uvqpg"hqt o cvA"Etgcvkqplhqt o cvkpi "qh"vcdnguA"Qv j gtA""

Y j cv"ku" o { "vk o gnkpg"htq" c"v { r kuvøu"ugtxkeguA"Hqt"gz c o rng." j q y" s w k e m n { " f q"K"gz r gev"\*qt"p g g f + " v w t p / c t q w p f" h t q o " c" v { r k u v A" C v" y j c v" r q k p v" f w t k p i " v j g" u g o g u v g t" f q"K"p g g f" v j g" h k p c n" r t q f w e v" e q o r n g v g f A" \*M g g r" k p" o k p f" v j c v" v { r k u v u ø" c x c k n c d k n k v { " o k i j v" d g" o q t g" n k o k v g f" v q y c t f" v j g" n c u v" o q p v j" q t" u q" q h" c" u g o g u v g t 0 +"

J q y" o w e j" f g e k u k q p / o c m k p i" r q y g t" f q"K"y k u j" v q" t g v c k p" q x g t" o { " f q e w o g p v A" U r g e k h k e c n n { . " f q"K" y c p v" u q o g p p g" y j q" c u u w o g u" c n n" e q p v t q n" q x g t" e j c p i g u" v q" v j g" f q e w o g p v. " q t" y q w n f" K" r t g h g t" v q" u j c t g" g f k v k p i" v c u m u" k p" q t f g t" v q" r q v g p v k c n n { " u c x g" e q u v u A" C o " K" t g c n k u v k e c n n { " c d n g" v q" r g t h q t o " v j g" g f k v u" k p" v j g" v k o g" c n n q v v g f A"

J q y" o w e j" c o " K" t g c n k u v k e c n n { " c d n g" v q" r c { A" C t g" o { " g z r g e v c v k q p u" q h" c" v { r k u v" t g c n k u v k e" i k x g p" o { " d w f i g v A" H q t" g z c o r n g. " k h" K" p g g f" c" ö t w u j ö" l q d" q t" o { " f q e w o g p v" t g s w k t g u" g z v g p u k x g" e q r { g f k v k p i. " c o " K" y k n n k p i" v q" r c { " g z v t c A""

**Questions students should ask prospective typists:**

Y j cv"eq o r w v g t" r n c v h q t o " f q" { q w" w u g A" R E" q t" O c e A"

Y j cv"xgtukqp"qh"Oketquqhv"Y q t f"ctg" { q w" w u k p i A" \* T w p p k p i" p g y g t" f q e w o g p v u" k p" ö e q o r c v k d k n k v { " o q f g ö" h t q o " c p" q w v f c v g f" O U Y q t f" x g t u k q p" e c p" e t g c v g" o q t g" g t t q t u" v j c p" k v" y k n n" h k z 0 +"

Y j cv"v { r gu"qh"ugtxkegu"fq" { q w" r t q x k f g A" H q t" g z c o r n g. " f q" { q w" e q r { g f k v" c p f" k h" u q. " j q y" g z v g p u k x g A" \* v { r q i t e r j k e c n. " i t c o o c v k e c n. " q v j g t +"

Y j cv"ku" { q w t" w u w c n" v w t p / c t q w p f" v k o g" h q t" c" l q d A" J q y" h c t" k p" c f x c p e g" u j q w n f" u v w f g p v u" u w d o k v" v j g k t" f q e w o g p v u" v q" { q w" h q t" c" i k x g p" f g c f n k p g A"

J q y" o w e j" f q" { q w" e j c t i g" h q t" { q w t" u g t x k e g u A" K u" v j g" e q u v" r g t" j q w t" q t" r g t" l q d A""

Kh" o { " d w f i g v" f q g u" p q v" c n n q y" { q w" v q" e q o r n g v g" c n n" v j g" y q t m" p g g f g f. " y j c v" e c p" { q w" f q" h q t" & z z z" } y j g t g" z z z" k u" { q w t" d q v q o / n k p g" d w f i g v\_ A""

C v" y j c v" r q k p v" k p" v j g" r t q e g u u" y k n n" { q w" r t q x k f g" c p" g u v k o c v g" q h" v j g" q x g t c n n" e q u v" c u" y g n n" c u" j q y" n q p i" k v" y k n n" v c m g" { q w" v q" e q o r n g v g" v j g" y q t m A" Y k n n" { q w" m g g r" o g" c r r t k u g f" q h" j q y" o w e j" v k o g" { q w ø x g"

urgpv"qp" o { "fqew o gpvA"\*gurgekcn { "kh" { qw"ctg"enqug"vq"vjg"ödqvvq o /nkpö" c o qwpv"qh"vk o g"K"ecp" chhqt fA+""

Fq" {qw"gzrgev"uwvfgpvu"vq" i tcpv" {qw"eq o rnvvg"eqpvtqn"qxgt"vjg"fqew o gpv"qt"ctg" {qw"y knkpi"vq" u jctg"kp"vjg"gfkvkpi"vcumu"y kvj"uwvfgpvuA"Kp"qvjgt"y qtfu."j qy" o wej"ödcem"cpf"hqtvjö"gzecpi g"fq" {qw"cmqy"y kvj"vjg"uwvfgpvu"y kvj"y j q o" {qw"y qtmA"

Y jcv"ku" {qwt"rtghgtg" o qfg"qh"eq o o wpkecvkp"\*göi0."g o ckn."r j qpg+"cpf"j qy"fq" {qw"rtghgt"vq" u jctg"hknгу"\*göi0."F tqrdqz." I qqi ng"fqeu."WUD"ftkxg."gve0+A""

Kp" y jcv"hqt o cv\*u+"fq" {qw"fgnkxgt"vjg"hkpcn."g fkvgf"fqew o gpv"vq"uwvfgpvuA"Hqt"gzc o rng."RFH" Y qtf."qvjgtA" J qy" hngzkdng"ctg" {qw"y knkpi"vq"dg"kh"vjg"hqt o cv"kp"y jke j" {qw"rtghgt"vq"fgnkxgt" fqew o gpvu"fkhhgtu"htq o"vjg"hqt o cv"vjg"uwvfgpv"rtghgtu."göi0." {qw"rtghgt"RFH"y jgtgcu"vjg"uwvfgpv" pggfu"vjg"fqew o gpv"kp" Y qtf0"

### General advice to students considering hiring a typist:

Dg"engct"y kvj"vjg"v { rkuv."htq o"vjg"dgi kppkpi."cdqww" {qwt"ödqvvq o"nkpö"equv"nk o kvcvkp0"Ocmg"uwtg" vjg"v { rkuv"wpfgtuvcpfu"cpf"ku"y knkpi"vq"cdkfg"d { "qwt"equv"nk o kv0""

Fq"pqv"ceegr"vxc i wg"tgurqpugu"tgictfkpi"vjg"rtkeg"vjg" {y knn"ejctig" {qw"hqt"vjg"lqd="vjku"ku"c" dwukpguu"vtcpucevkp"vjcv"ujqwnf"dg"engctn { "urgekhhgf0"

Chvgt"vcnmkpi"y kvj"c"rtqur gevkg"v { rkuv."equwv"y kvj"qvjgt"uwvfgpvulhqt o gt"uwvfgpvul {qwt"cfxkuqtu" cpf" o gpvqtu"tgictfkpi"y jgvjgt"qt"pqv"vjg"fgcn"ugg o u"tgcupcdng0" Tgeq i pk | g" {qw"ctg" o cmkpi" fgekukqpu"fwtkpi"cp"g o qvqpcm { "uvtguuhwn"vk o g0" [ qw"ujqwnf"vt { "vq"cxqkf"k o rwnukxg"ejqkegu"tgncvfg" vq"jktkpi"c"v { rkuv"vjcv" {qw"y knn"tgigtgv"ncvgt"kh"vjg"v { rkuv"ku"pqv"c" i qqf"hkv"kp"vgt o u"kpvgtecvkp"uv { ng." uvcpfctfu"qh"swcnkv { .fgnkxgtcdng"hkpcn"rtqfwev."cpf"equv0"

Dg"engct"cdqww"vjg"hqt o cv"qh"vjg"hkpcn"fqew o gpv" {qw"rtghgt"cpf" o cmg"uwtg"vjg"v { rkuv"ku"y knkpi"vq" ci tgg"vq" {qwt"tsgwuv0"Hqt"gzc o rng."uq o g"uwvfgpvu"rtghgt"vjg"gpvktg"fqew o gpv"kp" Y qtf"hqt o cv" y jgtgcu"qvjgtu" o ki jv"rtghgt"ugrctcvg"r fh"fqew o gpvu"hqt"gcej"ugevkp"qh" {qwt" fkuugtvcvqplvjgukulecruvpg0" Tg o g o dgt"vjcv" {qw"ctg"vjg"enkpv"y j q"ku"rc {kpi"htq"vjg"v { rkuvøu" ugtxkegu"cpf"vjwu."ujqwnf"jcxg"vjg"tki jv"vq" o cmg"tgcupcdng"tsgwuvu"qh"vjg"v { rkuv."uwe j"cu" fqew o gpv"htq o cv."pw o dgt"qh"j qwtu" o czk o w o" {qw"ctg"y knkpi"vq"rc { "htq"ugtxkegu."gve0"