

A STUDY OF THE
POST-HIGH SCHOOL ACTIVITIES OF THE
GRADUATES OF PONCA CITY HIGH SCHOOL
FOR THE YEARS 1934, 1935, 1936,
1937, AND 1938

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By

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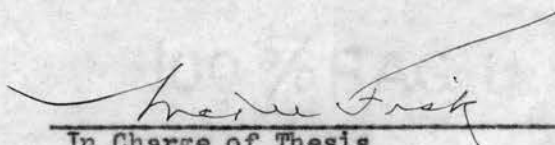
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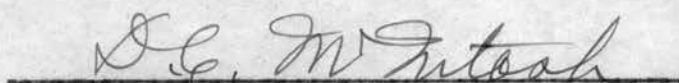
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CHAPTER ONE

INTRODUCTION, PURPOSE, AND PROCEDURE

INTRODUCTION

For some time there has been considerable discussion among the faculty and the administration of the Ponca City, Oklahoma, High School as to the advisability of placing such great emphasis upon a college preparatory curriculum in Ponca City High School. The problem of the actual functioning of the four curricula: College Preparatory, Vocational, Commercial, and General, has also received quite extensive consideration.

Four questions have arisen out of this discussion:

1. Does a sufficiently large proportion of the graduates of Ponca City High School attend college to warrant the great emphasis placed upon preparation for attendance in this type of school?
2. Do those who receive commercial, vocational, college preparatory, or general diplomas actually continue in the specific or related fields in which their high school training was received?
3. If these graduates do continue in the fields in which their high school training was received, is that training sufficient to permit them to continue successfully in the field of their choice?
4. If these graduates do not continue in the fields in which their high school training was received, what curricula revisions are necessary to bring this condition about?

In order to provide factual bases for answering these and similar problems, this study is made. These data could be secured in a number of ways: By inquiring into the objectives of the students while they are in school, by consultation with the parents of the students, by determining the objectives of the school through a check of the courses

offered in the four curricula or by a follow-up study of the graduates after their graduation from high school.

The most effective procedure for gathering data for this study is to examine the post high school activities of the graduates of Ponca City High School by a study of those activities.

Although a follow-up survey is limited in that not all of those to whom questionnaires are sent will respond, and that the results obtained tend to be somewhat complimentary to those responding, and since so many of those who are unsuccessful do not answer such a questionnaire, this type of procedure is an accepted method and is used in this study.

PURPOSE OF THE STUDY

The purpose of this study is to determine the post high school activities of the graduates of Ponca City High School for the years of 1934, 1935, 1936, 1937, and 1938. The relation of the post high school activities of the graduates to the types of diplomas held is shown. In the light of the findings of this study, the need or lack of need for revision of the various curricula is pointed out and recommendations made.

PROCEDURE

In developing this study, some of the literature in the field concerning questionnaire forms was read and studies previously conducted for the same purpose in other communities were reviewed.

A list of desired data which are expected to be obtained from a follow-up study was then set up. This list follows:

1. What is the present address of the graduate?
2. Is the graduate married?
3. Did the graduate attend college?
4. Did the graduate attend business college?
5. Has the graduate been employed?
6. If the graduate has had employment, what was his salary on his initial job?
7. What kind of high school diploma did the graduate receive?
8. What commercial courses were taken after graduation from high school?
9. What was the age of the graduate at first employment?
10. If the graduate worked while attending college, what courses taken in high school helped in that work?
11. What courses should be added to the high school curricula?
12. Will the graduate make notification of job changes to an employment bureau established in the senior high school?

Some sources of questionnaire forms for similar studies were checked for suggestions to be included on the questionnaire form to be used in this study. From the list of expected data and these sources of questionnaire forms, a form for this study was devised. This form, after being submitted to a seminar group at Oklahoma A. and M. College for criticism, was revised and is used in this study. A copy of this form appears in the appendix.

An explanatory letter was written to accompany the questionnaire at the time of distribution. A copy of this letter is found in the appendix.

The mailing lists of the Ponca City High School graduates for the five years involved were obtained from the office of the principal of the Ponca City High School. These mailing lists were sent to the

postal authorities to be checked for accuracy of addresses.

A business reply envelope permit and a permit to use pre-canceled one-cent stamps were obtained from the postal authorities.

This questionnaire was mailed to all graduates for the years 1934, 1935, 1936, 1937, and 1938 whose present addresses were obtainable. Personal interview of graduates in this group was pursued in the form of having questionnaire forms available at all times to be used in interviewing non-responding graduates on the street, in their places of business, or in their homes, as the occasion presented itself.

From the results obtained from this questionnaire, a list of those students who are commercially employed was compiled. By commercially employed is meant: Those people who are engaged in activities which may be classified in whole or in part as stenographic, secretarial, accounting, or distributive in nature.

A list of desired data expected to be obtained from a study of commercially employed people was then set up. This list follows:

1. What kind of work was done by the graduate on his first job?
2. What kind of business was carried on by the firm for which the graduate first worked?
3. What office equipment was used by the graduate on his first job?
4. What duties did the graduate have on his first job?

From this list of desired data and from the sources listed in the bibliography, a second questionnaire was devised. This form was

submitted to a seminar group at the Oklahoma A. and M. College for criticism. A copy of this revised form is found in the appendix. This second questionnaire was sent to all graduates, who by the first questionnaire were found to be commercially employed.

A letter was written to accompany this form at the time of distribution. A copy of this letter is found in the appendix.

In Table I is shown, by years, the number of graduates, and the number and per cent of addresses unobtainable, graduates to whom the first questionnaire was sent, and the responses.

TABLE I
Response to First Questionnaire

| Year | Graduates | Addresses Unobtainable | Per Cent | Number of Questionnaires sent | Per Cent | Number of Responses | Per Cent |
|-------|------------|------------------------|----------|-------------------------------|----------|---------------------|----------|
| 1934 | 208 | 79 | 37.98 | 129 | 62.02 | 15 | 11.62 |
| 1935 | 195 | 29 | 14.87 | 166 | 85.13 | 30 | 18.07 |
| 1936 | 187 | 19 | 10.16 | 168 | 89.84 | 31 | 18.45 |
| 1937 | 231 | 35 | 15.15 | 196 | 84.84 | 61 | 31.12 |
| 1938 | <u>220</u> | <u>8</u> | 3.64 | <u>212</u> | 96.36 | <u>59</u> | 27.83 |
| Total | 1041 | 170 | 16.33 | 871 | 83.67 | 196 | 22.50 |

The number of graduates, 1041, in the years involved, less the number of addresses unobtainable, 170, gives 871, the number of graduates to whom the first questionnaire was sent. Since 196 of the 871 responded, this response in per cent is 22.50.

The fact that a change of commercial teachers occurred after the graduation of the 1934 class accounts for the per cent of response for

graduates of that year being lower than the average for the five-year period.

Table II records, by even and odd years, the number of graduates to whom the first questionnaire was sent, and the number and per cent of responses.

TABLE II

Response to First Questionnaire by Even and Odd Years

| Years | Questionnaires Sent | Responses | Per Cent |
|-------|---------------------|-----------|----------|
| Even | 509 | 105 | 20.63 |
| Odd | <u>362</u> | <u>91</u> | 25.13 |
| Total | 871 | 196 | 22.50 |

Using the formula, $(\frac{D}{SE_D})^1$ to find the critical ratio between the percentages given in Table II, the critical ratio is found to be 1.4 to 1. Since a critical ratio of 3 to 1 or less indicates that the data used are statistically reliable, the 196 who responded to the first questionnaire, form a representative group of graduates of Ponca City High School for the five-year period, so far as years of graduation are concerned.

¹ Henry E. Garrett, Statistics in Psychology and Education, p. 213

Table III shows the number and per cent of boys and girls graduating each year:

TABLE III
Boys and Girls Graduating Each Year

| Year | Number | Boys | Per Cent | Girls | Per Cent |
|-------|------------|-----------|----------|------------|----------|
| 1934 | 207 | 106 | 50.96 | 102 | 49.04 |
| 1935 | 195 | 81 | 41.54 | 114 | 58.46 |
| 1936 | 187 | 94 | 50.27 | 93 | 49.73 |
| 1937 | 231 | 112 | 48.48 | 119 | 51.52 |
| 1938 | <u>220</u> | <u>89</u> | 40.45 | <u>131</u> | 59.55 |
| Total | 1041 | 482 | 46.30 | 559 | 53.70 |

Since 482 of the 1041 graduates for the five years are boys, this number in per cent is 46.30. The per cent of girl graduates is 53.70.

In Table IV is recorded, by years, the number and per cent of boys and girls who responded to the first questionnaire:

TABLE IV
Boys and Girls Responding to First Questionnaire

| Year | Responses | Boys | Per Cent | Girls | Per Cent |
|-------|-----------|-----------|----------|-----------|----------|
| 1934 | 15 | 6 | 40.00 | 9 | 60.00 |
| 1935 | 30 | 8 | 26.67 | 22 | 73.33 |
| 1936 | 31 | 12 | 38.71 | 19 | 61.29 |
| 1937 | 61 | 22 | 36.07 | 39 | 63.93 |
| 1938 | <u>59</u> | <u>21</u> | 35.59 | <u>38</u> | 64.41 |
| Total | 196 | 69 | 35.20 | 127 | 64.80 |

Table V compares the per cent of boys who graduated in the five-year period with the per cent of boys who responded to the first questionnaire:

TABLE V

Comparison of Boys Who Graduated and Who Responded to the First Questionnaire

| | Boys | Per Cent |
|-----------------|----------|----------|
| Total Graduates | 1041 482 | 46.30 |
| Total Responses | 196 169 | 35.20 |

Applying the formula for the critical ratio between the per cent of boys who graduated and the per cent of boys who responded, the critical ratio is found to be $\frac{2.9}{1}$ and establishes the fact that the 196 who responded to the questionnaire, form a representative group so far as boys are concerned.

Table VI compares the per cent of girls who graduated with the per cent of girls who responded to the questionnaire:

TABLE VI

Comparison of Girls Who Graduated and Who Responded to the First Questionnaire

| | Girls | Per Cent |
|-----------------|----------|----------|
| Total Graduates | 1041 559 | 53.70 |
| Total Responses | 196 127 | 64.80 |

The critical ratio between the per cent of girls who graduated during the five-year period and the per cent of girls who responded to the questionnaire is $\frac{2.9}{1}$ and establishes the 196 who responded as a representative group so far as girls are concerned.

Since the records in the various offices of administrators of

the Ponca City schools contain information regarding the distribution of the different kinds of diplomas issued, only as far back as 1936, this distribution will be shown for 1936, 1937, and 1938 only.

Table VII shows, by years, the number of graduates and the number and per cent who received each of the four kinds of diplomas:

TABLE VII

Graduates Who Received Each of the Four Kinds of Diplomas

| Year | Graduates | College Preparatory | Per Cent | General | Per Cent | Commercial | Per Cent | Vocational | Per Cent |
|-------|------------|---------------------|----------|-----------|----------|------------|----------|------------|----------|
| 1936 | 187 | 88 | 47.05 | 69 | 36.90 | 10 | 5.35 | 20 | 10.70 |
| 1937 | 231 | 118 | 51.08 | 77 | 33.34 | 18 | 7.79 | 18 | 7.79 |
| 1938 | <u>220</u> | <u>94</u> | 42.73 | <u>80</u> | 36.37 | <u>23</u> | 10.45 | <u>23</u> | 10.45 |
| Total | 638 | 300 | 47.02 | 226 | 35.42 | 51 | 8.00 | 61 | 9.56 |

In Table VIII is shown, by years, the number of those who responded and the number and per cent of those who responded and who received each of the four kinds of diplomas:

TABLE VIII

Response to the First Questionnaire by Kinds of Diplomas Held

| Year | Responses | College Preparatory | Per Cent | General | Per Cent | Commercial | Per Cent | Vocational | Per Cent |
|-------|-----------|---------------------|----------|-----------|----------|------------|----------|------------|----------|
| 1936 | 31 | 13 | 41.94 | 10 | 32.26 | 6 | 19.35 | 2 | 6.45 |
| 1937 | 61 | 33 | 54.10 | 18 | 29.51 | 8 | 13.11 | 2 | 3.28 |
| 1938 | <u>59</u> | <u>32</u> | 54.24 | <u>12</u> | 20.34 | <u>11</u> | 18.64 | <u>4</u> | 6.78 |
| Total | 151 | 78 | 51.66 | 40 | 26.49 | 25 | 16.56 | 8 | 5.29 |

The critical ratio between the per cent of graduates in the years 1936, 1937, and 1938 who received the college preparatory diploma and the per cent of those who responded to the first questionnaire and who hold the same diploma is 1.1 to 1. A like ratio for the holders of the general diploma is 2.25 to 1. For those who hold the commercial diploma, a similar critical ratio is 2.8 to 1. A critical ratio for the vocational diploma group is 2.38 to 1. Since the critical ratio in the case of each kind of diploma held is less than 3 to 1, it is established that the group of 196 students who responded to the first questionnaire form a representative group so far as the kinds of diplomas held are concerned.

Table IX shows, by years, the number and per cent of non-commercially employed graduates, commercially employed graduates, and graduates still in school and commercially employed, as shown by the responses to the first questionnaire:

TABLE IX

Commercially and Non-Commercially Employed Graduates

| Year | Re- sponses | Non-Com- mercially Employed | Per Cent | Com- mercially Employed | Per Cent | In School and Com- mercially Employed | Per Cent |
|-------|----------------|-----------------------------------|-------------|-------------------------------|-------------|--|-------------|
| 1934 | 15 | 1 | 6.67 | 14 | 93.33 | 0 | 00.00 |
| 1935 | 30 | 5 | 16.67 | 21 | 70.00 | 4 | 13.33 |
| 1936 | 31 | 4 | 12.90 | 22 | 70.97 | 5 | 16.13 |
| 1937 | 61 | 17 | 27.87 | 26 | 42.62 | 18 | 29.51 |
| 1938 | <u>59</u> | <u>16</u> | 27.12 | <u>24</u> | 40.68 | <u>19</u> | 32.20 |
| Total | 196 | 43 | 21.94 | 107 | 54.59 | 46 | 23.47 |

In Table IX it is seen that 43 graduates are not commercially employed, 107 are commercially employed, and 46 are in school and commercially employed. The second questionnaire was sent to the 107 commercially employed people and the 46 people still in school but commercially employed, making a total of 153 copies of the second questionnaire sent out.

As column three in Table IX shows, 43 people not commercially employed, Chapter IV will show what part of these 43 are in school and not commercially employed, and what part are neither in school nor employed. Since 107 people are commercially employed, and 46 are in school and commercially employed, these numbers in per cent are 78.06 who are commercially employed according to the definition herein stated.

Table X shows, by years, the number of graduates commercially employed and the number and per cent of graduates who responded to the second questionnaire.

TABLE X

Responses to Second Questionnaire

| Year | Questionnaires | | Per Cent |
|-------|----------------|-----------|----------|
| | Sent | Responses | |
| 1934 | 14 | 2 | 14.29 |
| 1935 | 25 | 10 | 40.00 |
| 1936 | 27 | 15 | 55.56 |
| 1937 | 44 | 25 | 56.82 |
| 1938 | 43 | 18 | 41.86 |
| Total | 153 | 70 | 45.75 |

The data collected in the two questionnaires are treated according to: continued education; marriage and mobility; employment; and initial job duties and salaries, by year of graduation, sex of graduates and kind of diploma held.

Chapter II will discuss the continued education of the graduates for the years 1934, 1935, 1936, 1937, and 1938.

CHAPTER II

POST HIGH SCHOOL EDUCATIONAL ACTIVITIES, MOBILITY, AND MARRIAGE

The data in Chapter II show, by sex and kind of diploma held, the number and per cent of graduates who attended junior college and four-year college. The number of people who dropped out of these colleges before being graduated is also shown.

In addition the graduates who attended business college after high school graduation are shown. The courses taken after graduation from high school, and the high school courses which permitted the graduates to obtain employment while attending college or business college are listed. The courses which these groups of graduates suggested as needed additions to the high school curricula are recorded.

In Chapter II data is also presented with respect to the marriage and mobility of the graduates of Ponca City High School.

PURPOSES OF CURRICULA

The purpose of the college preparatory curriculum is to give training in those subjects which will permit the person who completes this curriculum to enter college. Slightly more than half of the graduates have completed the college preparatory curriculum. The requirements for the vocational and the commercial diplomas are for the purpose of providing training for gainful employment. Approximately 8.0 per cent of the graduates received the commercial diploma. A general diploma is issued to

those people who have completed none of the other three curricula. Approximately 35.0 per cent of the graduates fall into this classification.

ATTENDANCE AT JUNIOR AND FOUR-YEAR COLLEGES

Data relative to attendance of graduates at junior and four-year colleges according to type of curricula completed is shown in Table XI. Specific curricula were in effect only for the last three years of this study.

Of the 151 graduates of these three years, 64 or 42.4 per cent continued their education in higher institutions, whereas 78 or 51.7 per cent completed the college preparatory curriculum. Of the 78 who completed the college preparatory curriculum, 52, precisely two-thirds, entered higher institutions. These were equally divided between boys and girls. A larger proportion of boys who secured the college preparatory diploma continued their formal education than did girls, although girls constituted a greater per cent of those securing the college preparatory diploma.

None of those securing the vocational diploma and only 2 finishing the commercial curriculum attended college. It should be recalled that these curricula are definitely terminal in nature. It would appear, therefore, that these curricula are serving their terminal function.

Of the 40 persons securing general diplomas, only 10 continued their education.

It is interesting to note that proportionately twice as many boys continued in college as did girls, although numerically the number is about equal. Of the 151 graduates, 55 or 36.4 per cent are boys and

TABLE XI

Graduates Attending Junior and Four-Year College

| | C. P. | | Gen. | | Com. | | Voc. | | Total | | 1934-35 | | Total | |
|-------------------------------|-------|----------|------|----------|------|----------|------|----------|-------|----------|---------|----------|-------|----------|
| | No. | Per Cent | No. | Per Cent | No. | Per Cent | No. | Per Cent | No. | Per Cent | No. | Per Cent | No. | Per Cent |
| Attended College | | | | | | | | | | | | | | |
| Boys | 26 | 74.3 | 7 | 58.3 | 0 | 0.0 | 0 | 0.0 | 33 | 60.0 | 11 | 78.6 | 44 | 63.8 |
| Girls | 26 | 60.5 | 3 | 10.7 | 2 | 8.0 | 0 | 0.0 | 31 | 32.3 | 16 | 51.6 | 47 | 37.0 |
| Total | 62 | 66.7 | 10 | 25.0 | 2 | 8.0 | 0 | 0.0 | 64 | 42.4 | 27 | 60.0 | 91 | 46.4 |
| Did Not Attend College | | | | | | | | | | | | | | |
| Boys | 9 | 25.7 | 5 | 41.7 | 0 | 0.0 | 8 | 100.0 | 22 | 40.0 | 3 | 21.4 | 25 | 36.2 |
| Girls | 17 | 39.5 | 25 | 89.3 | 23 | 92.0 | 0 | 0.0 | 65 | 67.7 | 15 | 48.4 | 80 | 63.0 |
| Total | 26 | 33.3 | 30 | 75.0 | 23 | 92.0 | 8 | 100.0 | 87 | 57.6 | 18 | 40.0 | 105 | 43.6 |
| Total | | | | | | | | | | | | | | |
| Boys | 35 | 44.9 | 12 | 30.0 | 0 | 0.0 | 8 | 100.0 | 55 | 36.4 | 14 | 31.1 | 69 | 35.2 |
| Girls | 43 | 55.1 | 28 | 70.0 | 25 | 100.0 | 0 | 0.0 | 96 | 63.6 | 31 | 68.9 | 127 | 64.8 |
| Total | 78 | 100.0 | 40 | 100.0 | 25 | 100.0 | 8 | 100.0 | 151 | 100.0 | 45 | 100.0 | 196 | 100.0 |

96 or 63.6 per cent are girls. Approximately one-third of the girls and three-fifths of the boys entered college.

In addition to the analysis of college attendance as compared to the type of curricula pursued, those graduates of 1934 and 1935, all of whom did not pursue differentiated curricula, are added. Of the total of 196 graduates covered in the study, 91 or 46.4 per cent continued in college. The ratio of boys to girls for the total period is the same as during the last three years.

DROP-OUTS FROM JUNIOR AND FOUR-YEAR COLLEGE

This constitutes a check on the reliability of the ratio. Of the 91 graduates in the five-year group who attended junior or four-year colleges, 8 attended college only one semester; 17, two semesters, 4, three semesters; 9, four semesters; 2 six semesters; and 1 attended eight semesters without being graduated. Thus 49 or 53.8 per cent, slightly more than half of those who entered college either were graduated or were still in attendance at the time of the study.

BUSINESS COLLEGE ATTENDANCE

The number and per cent of graduates who attended business college are shown in Table XII.

Of the 69 boys, only 9 or 13.0 per cent entered business college, whereas 39 or 30.7 per cent of the 127 girls entered. Twelve or 15.4 per cent of the college preparatory people and only 1, or 12.5 per cent

TABLE XII

GRADUATES ATTENDING BUSINESS COLLEGE

| | C. P. | | Gen. | | Com. | | Voc. | | Total | | 1934-35 | | Total | |
|---------------------------------|-------|----------|------|----------|------|----------|------|----------|-------|----------|---------|----------|-------|----------|
| | No. | Per Cent | No. | Per Cent | No. | Per Cent | No. | Per Cent | No. | Per Cent | No. | Per Cent | No. | Per Cent |
| Attended Business College | | | | | | | | | | | | | | |
| Boys | 4 | 11.4 | 0 | 0.0 | 0 | 0.0 | 1 | 12.5 | 5 | 9.1 | 4 | 28.6 | 9 | 13.0 |
| Girls | 8 | 18.6 | 11 | 39.3 | 13 | 52.0 | 0 | 12.5 | 32 | 33.3 | 7 | 22.6 | 39 | 30.7 |
| Total | 12 | 15.4 | 11 | 27.5 | 13 | 52.0 | 1 | 12.5 | 37 | 46.4 | 11 | 24.4 | 48 | 24.5 |
| Did Not Attend Business College | | | | | | | | | | | | | | |
| Boys | 31 | 88.6 | 12 | 100.0 | 0 | 0.0 | 7 | 87.5 | 50 | 90.0 | 10 | 71.4 | 60 | 87.0 |
| Girls | 35 | 81.4 | 17 | 60.7 | 12 | 48.0 | 0 | 0.0 | 64 | 66.7 | 24 | 77.4 | 88 | 69.3 |
| Total | 66 | 84.6 | 29 | 72.5 | 12 | 48.0 | 7 | 87.5 | 114 | 43.6 | 34 | 75.6 | 148 | 75.5 |
| Total | | | | | | | | | | | | | | |
| Boys | 35 | 44.9 | 12 | 30.0 | 0 | 0.0 | 8 | 100.0 | 55 | 36.4 | 14 | 31.1 | 69 | 35.2 |
| Girls | 43 | 55.1 | 28 | 70.0 | 25 | 100.0 | 0 | 0.0 | 96 | 63.6 | 31 | 68.9 | 127 | 64.8 |
| Total | 78 | 100.0 | 40 | 100.0 | 25 | 100.0 | 8 | 100.0 | 151 | 100.0 | 45 | 100.0 | 196 | 100.0 |

of the vocational diploma group entered this type of school.

The data reveal that 13 or half of those who hold commercial diplomas entered business college. This would seem to indicate that the high school commercial training is preparatory and not terminal for over one-half of the commercial graduates.

It appears that a slightly larger proportion of the general diploma people enter business college than enter junior or four-year college.

COMMERCIAL COURSES TAKEN AFTER HIGH SCHOOL GRADUATION

Courses taken after high school graduation are listed in Table XIII. Only those reported five or more times are recorded.

TABLE XIII

| Commercial Courses Taken After High School Graduation | | |
|--|-----|-----------|
| Course | No. | Per Cent* |
| Typewriting | 84 | 60.0 |
| Shorthand | 74 | 42.7 |
| Bookkeeping and Accounting | 63 | 45.0 |
| Business English | 28 | 20.0 |
| Business Law | 25 | 17.7 |
| Business Machines | 23 | 16.4 |
| Spelling | 21 | 15.0 |
| Business Arithmetic | 17 | 12.1 |
| Penmanship | 11 | 7.9 |
| Filing | 11 | 7.9 |
| Salesmanship | 6 | 4.3 |

*Fifty-six of the 196 graduates did not enter school of any kind after high school graduation, therefore, the percentages in Table XIII are based upon 140 graduates who have taken such courses.

Of the 140 graduates (71.4 per cent of the total) who entered some school after graduation from high school, 84 or 60.0 per cent were enrolled in typewriting while attending such a school. Enrollment in shorthand included 74 or 52.7 per cent of these graduates. Sixty-three or 45.0 per cent of the 140 graduates entered classes in bookkeeping and accounting. In each of the 8 other courses listed, 20.0 per cent or less of the graduates are included.

HIGH SCHOOL COURSES WHICH PERMITTED GRADUATES
TO OBTAIN EMPLOYMENT WHILE ATTENDING
SCHOOL AFTER GRADUATION FROM HIGH SCHOOL

High school courses which were listed which permitted the graduates to obtain employment while attending schools of higher classification are recorded in Table XIV. Only those courses which were reported five or more times are given.

TABLE XIV

High School Courses Which Permitted Graduates
To Obtain Employment While Attending
School After Graduation from High School

| | No. | Per Cent* |
|---------------------|-----|-----------|
| Typewriting | 41 | 29.3 |
| Shorthand | 27 | 19.3 |
| Business English | 15 | 10.7 |
| English | 13 | 9.3 |
| Office Practice | 12 | 8.6 |
| Business Arithmetic | 9 | 6.4 |
| Bookkeeping | 7 | 5.0 |
| Home Economics | 7 | 5.0 |

*These percentages are based upon 140 graduates who entered school after graduation from high school.

Almost one third of the 140 graduates who entered school after high school graduation reported typewriting to be of job-obtaining assistance while in attendance in such school. Over one-fifth listed shorthand similarly. Only 2 of the courses so listed are non-commercial.

COURSES SUGGESTED TO BE ADDED TO THE HIGH SCHOOL

CURRICULA

In Table XV are recorded the courses which the graduates suggested be added to the high school curricula. Only those courses which were reported five or more times are given.

TABLE XV

Courses Suggested to be Added to the High School Curricula

| | No. | Per Cent* |
|--------------------|-----|-----------|
| Spelling | 34 | 17.3 |
| Transcription | 14 | 7.1 |
| Salesmanship | 14 | 7.1 |
| Penmanship | 11 | 5.6 |
| Business Machines | 11 | 5.6 |
| Business Etiquette | 10 | 5.1 |
| French | 7 | 3.6 |
| Economics | 6 | 3.1 |
| German | 6 | 3.1 |
| Grammar | 6 | 3.1 |
| Psychology | 5 | 2.6 |

* These percentages are based on the total 196 graduates.

Attention should be called to the fact that suggestions for additions to the high school curricula are distributed over many courses. Of the 196 graduates, 34, or 17.3 per cent listed spelling as a necessary addition to the curricula. All other courses were listed by less than 10.0 per cent of the graduates.

MARRIAGE

In Table XVI are recorded the number and per cent of graduates who married within three years after graduation from high school.

TABLE XVI

Graduates Who Married Within Three Years
After High School Graduation

| Sex | Married | | Not Married | | Total | |
|-------|-----------|----------|-------------|----------|-----------|----------|
| | No. | Per Cent | No. | Per Cent | No. | Per Cent |
| Girls | 9 | 7.1 | 118 | 92.9 | 127 | 100.0 |
| Boys | <u>11</u> | 15.9 | <u>58</u> | 84.1 | <u>69</u> | 100.0 |
| Total | 20 | 10.2 | 176 | 89.8 | 196 | 100.0 |

Of the 69 boys, 11 or 15.9 per cent were married within three years after graduation from high school. Nine or 7.1 per cent of the girls were married within this period. Only 10.2 per cent of the total group were married within this three-year period. It seems, therefore, the number is so small that no consideration need be given to this fact.

MOBILITY

Graduates who moved from Ponca City within three years after high school graduation are listed in Table XVII.

TABLE XVIII

Mobility

| | Elsewhere in Oklahoma | | Out of the State | | Total Moved | |
|-------|--------------------------|----------|---------------------|----------|----------------|----------|
| | No. | Per Cent | No. | Per Cent | No. | Per Cent |
| Boys | 3 | 4.5 | 5 | 7.8 | 8 | 4.1 |
| Girls | <u>9</u> | 7.1 | <u>3</u> | 2.4 | <u>12</u> | 6.1 |
| Total | 12 | 6.1 | 8 | 4.1 | 20 | 10.2 |

Data show that only 12 or 6.1 per cent of the 196 graduates moved to some locality within the State of Oklahoma. The data further show that only 8 of the 196 moved to some locality outside the state during the period covered by the study. Thus only 20, or 10.2 per cent, moved from Ponca City. It would appear that mobility of graduates is not a factor to be considered in curriculum reconstruction and that the Ponca City High School curricula should be rather carefully adapted to the local community.

SUMMARY

Of the 151 graduates in the three years for which records of high school diplomas issued are available, 64 or 42.4 per cent continued their education in higher institutions whereas 78 or 51.7 per cent completed the college preparatory curriculum. Since there is a difference of less than 10.0 per cent between the number who enter junior or four-year college and those who completed the college preparatory curriculum, it would appear that this curriculum is serving the purpose for which it was devised.

None of those who completed the vocational curriculum and only two who finished the commercial curriculum attended college. This would indicate that as far as enrollment in junior and four-year college is concerned these curricula are serving their purpose of terminal education.

Proportionately twice as many boys as girls continued in college, whereas only one-third of the graduates were boys. Approximately one-third

of the girls as compared with three-fifths of the boys entered college.

Of the total 196 graduates, 91, or 46.4 per cent continued in college. Forty-nine or 53.8 per cent of the 91 either graduated from college or were still in attendance at the time of the study.

Approximately 4 girls to 1 boy or 30.7 per cent to 13.0 per cent entered business college. The number of college preparatory and vocational diploma people who entered this type of school is so small that no consideration need be given it. However, 52.0 per cent of the commercial diploma holders and 27.5 per cent of the general diploma group did enter business college. This would indicate that for over one-half of the people who finished the commercial curriculum, the high school training was preparatory.

The 140 graduates who entered schools of higher classification listed 11 commercial courses which were taken after high school graduation. Of the 140, 84, or 60.0 per cent listed typewriting. Enrollment in shorthand included 74, or 52.7 per cent. Sixty-three or 45.0 per cent entered classes in bookkeeping and accounting. No other course was listed by more than 20.0 per cent of the 140 graduates.

The 140 graduates who entered higher institutions listed 8 high school courses as being of job-obtaining assistance while in attendance in school subsequent to high school graduation. Typewriting was listed by almost one-third of these graduates. Approximately one-fifth gave shorthand in this classification. Since so many graduates listed these courses as being of aid as job-obtaining help, it would appear that no less emphasis should be placed on them in the high school curriculum.

There were 11 courses reported five or more times as suggested necessary additions to the high school curricula. Spelling was reported by 34 graduates. Some consideration should be given this course when curriculum revision is attempted.

Only 20 or 10.2 per cent of the graduates married within three years after high school graduation. The same number and per cent reported as having moved from Ponca City within the same period. Neither marriage nor mobility is of sufficient importance to be considered as factors in curricula reconstruction.

CHAPTER III

EMPLOYMENT, SALARIES, AND AGE AT FIRST EMPLOYMENT

In Chapter III is shown, by sex and kind of diploma held, the status of employment of the graduates of Ponca City High School. The salaries and age at first employment of those graduates who are employed full time and those who are employed part time are also given.

EMPLOYMENT

Data concerning employment of the graduates of Ponca City High School are recorded in Table XVIII.

TABLE XVIII

Employment

| Employment | Total | | Boys | | Girls | |
|--|-------|----------|------|----------|-------|----------|
| | No. | Per Cent | No. | Per Cent | No. | Per Cent |
| Full time | 77 | 39.3 | 27 | 39.1 | 50 | 39.3 |
| Part time | 27 | 13.7 | 5 | 7.3 | 22 | 17.3 |
| Part Time and Junior or Four- Year College | 41 | 20.9 | 24 | 34.8 | 17 | 13.4 |
| Part Time and Business College | 8 | 4.1 | 1 | 1.4 | 7 | 5.5 |
| In School and Not Employed | 26 | 13.3 | 9 | 13.0 | 17 | 13.4 |
| Not Employed | 17 | 8.7 | 3 | 4.4 | 14 | 11.1 |
| Total | 196 | 100.0 | 69 | 100.0 | 127 | 100.0 |

Of 196 graduates, 77, or 39.3 per cent are employed full time. An additional 27 or 13.7 per cent are employed part time. Only 8.7 per cent are not employed. Those who are in school and not employed constitute 13.3 per cent. Of the 196, 41, or 20.9 per cent are employed part time

and are attending junior or four-year college. The remaining 4.1 per cent are employed part time and are in attendance in business college.

Although, as has been pointed out previously, two-thirds of the graduates are girls, 14 of the 17 persons who are unemployed and not in attendance in school are girls. Thus proportionately there are three times as many girls unemployed as is the case with boys. The same percentage of boys and of girls is employed full time. Proportionately more than twice as many girls are employed part time as is the case with boys. Similarly, about twice as many boys are employed while attending some higher institution than is the case with girls. Thus it would appear from a curriculum standpoint that unemployment is more prevalent among girls than among boys. This would indicate that there is greater necessity for closer curricular attention in the future to the preparation of girls for employment in Ponca City than is necessary for boys. This does not mean, however, that less consideration should be given the problems of boys.

SALARIES

The weekly salaries of the 77 graduates who are employed full time and the 27 part-time employed graduates are given in Table XIX.

The weekly salary range of greatest frequency for full-time employed graduates is \$5.01-\$15.00. Over one-half of the girls and the boys fall within this range. None of the girls report a salary greater than \$25.00 a week, but 3 of the 27 boys reported a weekly salary in excess of this amount. An appreciable difference between the salaries

TABLE XIX

Wages Received

| Salary Range | Full Time | | | | | Part Time | | | | |
|-----------------|-----------|-------------|-------|-------------|----------|-----------|-------------|-------|-------------|----------|
| | Boys | | Girls | | Total | Boys | | Girls | | Total |
| | No. | Per Cent | No. | Per Cent | No. Cent | No. | Per Cent | No. | Per Cent | No. Cent |
| \$00.00--5.00 | 1 | 3.7 | 2 | 4.0 | 3 3.8 | 1 | 20.0 | 5 | 22.7 | 6 22.2 |
| 5.01-10.00 | 7 | 25.9 | 16 | 32.0 | 23 29.9 | 1 | 20.0 | 7 | 31.8 | 8 29.6 |
| 10.01-15.00 | 8 | 29.6 | 15 | 30.0 | 23 29.9 | 0 | 0.0 | 3 | 13.7 | 3 11.1 |
| 15.01-20.00 | 2 | 7.4 | 9 | 18.0 | 11 14.4 | 1 | 20.0 | 0 | 0.0 | 1 3.8 |
| 20.01-25.00 | 2 | 7.4 | 1 | 2.0 | 3 3.8 | 0 | 0.0 | 0 | 0.0 | 0 0.0 |
| 25.01----- | 3 | 11.2 | 0 | 0.0 | 3 3.8 | 0 | 0.0 | 0 | 0.0 | 0 0.0 |
| Not Given | 4 | 14.8 | 7 | 14.0 | 11 14.4 | 2 | 40.0 | 7 | 13.8 | 9 33.3 |
| Total | 27 | 100.0 | 50 | 100.0 | 77 100.0 | 5 | 100.0 | 22 | 100.0 | 27 100.0 |

of boys and girls also appears in the salary range \$15.01-20.00. Nine of the 50 girls and only 2 of the 27 boys appear in this range. The average weekly salary of the 66 persons reporting full-time employment is \$12.27.

The range of highest frequency in weekly salaries for part-time employed graduates is \$5.01-10.00. Nearly one-third of the group falls within this range. No boys gave a part-time salary in the range \$10.01-15.00. No girls appear in the salary range \$15.01-20.00. The average weekly part-time salary for the 18 graduates who reported is \$7.22.

EMPLOYMENT BY KIND OF DIPLOMA HELD

Data concerning the types of employment of the graduates of Ponca City High School are recorded, by kind of diploma held, in Table XX.

Of the 25 commercial graduates, 16 or 64.0 are employed full time. In the general diploma group 15 or 37.5 per cent of the 40 people are found to be employed full time. Three or 37.5 per cent of the 8 vocational diploma holders are employed full time, whereas 17 or 21.8 per cent of the 78 college preparatory people are so employed. It should be remembered that the high school commercial curriculum has for its purpose job training. Thus it would appear that the commercial curriculum is serving to a considerable extent the purpose for which it is intended.

Part-time employment was reported by 4 or 50.0 per cent of the

TABLE XX

Employment by Kind of Diploma Held

| Employment | Total | | C. P. | | Gen. | | Com. | | Voc. | |
|--|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| | No. | Per Cent | No. | Per Cent | No. | Per Cent | No. | Per Cent | No. | Per Cent |
| Full Time | 51 | 33.8 | 17 | 21.8 | 15 | 37.5 | 16 | 64.0 | 3 | 37.5 |
| Part Time | 21 | 13.9 | 8 | 10.3 | 9 | 22.5 | 0 | 0.0 | 4 | 50.0 |
| Part Time and Junior or Four- Year College | 34 | 22.5 | 28 | 35.9 | 4 | 10.0 | 2 | 8.0 | 0 | 0.0 |
| Part Time and Business College | 7 | 4.6 | 1 | 1.3 | 3 | 7.5 | 3 | 12.0 | 0 | 0.0 |
| In School and Not Employed | 24 | 15.9 | 19 | 24.3 | 3 | 7.5 | 1 | 4.0 | 1 | 12.5 |
| Not Employed | <u>14</u> | 9.3 | <u>5</u> | 6.4 | <u>6</u> | 15.0 | <u>3</u> | 12.0 | <u>0</u> | 0.0 |
| Total | 151 | 100.0 | 78 | 100.0 | 40 | 100.0 | 25 | 100.0 | 8 | 100.0 |

vocational graduates and 9 or 22.5 per cent of the graduates in the general diploma group. Only 10.3 per cent of the college preparatory people and none of the commercial group reported part-time employment.

Twenty-eight or 35.9 per cent of the 78 college preparatory graduates are employed part-time and attending junior or four-year college. None of the other groups reported more than 10.0 per cent in this type of employment.

Only 3 of the commercial graduates and less than 3.0 per cent of each of the other groups of graduates reported part-time employment while attending business college.

Of those who are neither employed nor in school, 6 or 15.0 per cent of the 40 general diploma people and 3 or 12.0 per cent of the commercial diploma group fall within this classification. Only 5 or 6.4 per cent of the 78 college preparatory group and none of the vocational diploma people appear here. Thus it is apparent that no great per cent of any of the four diploma groups is neither unemployed nor in school.

AGE AT FIRST EMPLOYMENT

The age at which graduates were first employed is given in Table XXI.

TABLE XXI

Age at First Employment

| Age | Boys | | Girls | | Total | |
|--------------|-----------|----------|-----------|----------|-----------|----------|
| | No. | Per Cent | No. | Per Cent | No. | Per Cent |
| 15-16 | 2 | 2.9 | 8 | 6.3 | 10 | 5.1 |
| 17-18 | 30 | 43.5 | 63 | 39.6 | 93 | 47.5 |
| 19-20 | 22 | 31.9 | 18 | 14.2 | 10 | 20.4 |
| 21-22 | 3 | 4.3 | 0 | 0.0 | 3 | 1.5 |
| Not Given | 0 | 0.0 | 7 | 5.5 | 7 | 3.6 |
| Not Employed | <u>12</u> | 17.4 | <u>31</u> | 24.4 | <u>43</u> | 21.9 |
| Total | 69 | 100.0 | 127 | 100.0 | 196 | 100.0 |

The most common age for first employment of the graduates of Ponca City High School is the range 17-18 years. Of the 196 graduates, 93, or 47.5 per cent fall within this range. Thus it would appear that the waiting period for almost all those seeking employment is negligible. The average age for first employment for boys is slightly past 18 and for girls slightly under 18.

SUMMARY

Of the 196 graduates, 77 or 39.3 per cent are employed full time. An additional 27 or 13.7 per cent are employed part time. Only 8.7 per cent are not employed. Of the 196, 41 or 20.9 per cent are employed part time and are attending junior or four-year college. Only 4.1 per cent are employed part time and are in attendance in business college.

Fourteen of the 17 persons who are unemployed and not in attendance in school are girls. The same percentage of boys and of girls are employed full time. Proportionately, more than twice as many girls are employed part time as is the case with boys. Similarly, about twice as many boys are employed while attending some higher institution than is the case with girls. Thus it would appear from a curricular standpoint that unemployment is more prevalent among girls than among boys. This seems to indicate that the necessity for closer attention to the preparation of girls for employment in Ponca City is greater than is necessary for boys.

The weekly salary range of greatest frequency for full-time employed graduates is \$5.01-15.00. Over one-half of the girls and boys fall within this range. The average weekly salary of the 66 persons reporting full time employment is \$12.27.

The range of highest frequency in weekly salaries for part-time employed graduates is \$5.01-10.00. Nearly one-third of the group falls within this range. The average weekly part-time salary for the 18 graduates who reported weekly part-time salaries is \$7.22.

Of the 25 commercial graduates, 16 or 64.0 per cent are employed full time. Fifteen or 37.5 per cent of the general diploma group are found in this classification. Three or 37.5 per cent of the vocational diploma holders are employed full time, whereas 17 or 21.8 per cent of the 78 college preparatory people are so employed. Thus it would appear that the commercial curriculum is serving the purpose for which it is intended.

Part-time employment was reported by 4 or 50.0 per cent of the vocational graduates and 9 or 22.5 per cent of the graduates in the general diploma group. Percentages of part-time employed within the other two groups are negligible.

Twenty-eight or 35.9 per cent of the 78 college preparatory graduates are employed part-time and attending junior or four-year college.

Most of the employed graduates reported their initial employment age in the range 17-18 years. The average age of first employment for boys is slightly past 18 and for girls slightly under 18.

CHAPTER IV

INITIAL JOB DUTIES AND SALARIES, AND THE KIND OF OFFICE

EQUIPMENT USED ON THE FIRST JOB

In Chapter IV are shown the kinds of businesses in which the commercially employed graduates first worked, the initial job duties of the graduates, the kind of work done by the graduates on their first jobs after high school graduation, and the kind of office equipment used on the first job.

In Chapter I it was shown that 153 graduates were found by the first questionnaire to be commercially employed. The second questionnaire used in this study was sent to these 153 graduates. Of the 153 questionnaires sent out, 70 or 45.8 per cent were answered.

KIND OF WORK DONE ON FIRST JOB

The kinds of work done by the commercially employed graduates of Ponca City High School who answered the second questionnaire are recorded in Table XXII.

TABLE XXII

Kind of Work Done on First Job

| Sex | Office | | Retail | | Other | | Total | |
|-------|--------|----------|--------|----------|-------|----------|-------|----------|
| | No. | Per Cent | No. | Per Cent | No. | Per Cent | No. | Per Cent |
| Boys | 11 | 44.0 | 7 | 28.0 | 7 | 28.0 | 25 | 100.0 |
| Girls | 35 | 77.8 | 7 | 15.5 | 3 | 6.7 | 45 | 100.0 |
| Total | 46 | 65.7 | 14 | 20.0 | 10 | 14.3 | 70 | 100.0 |

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Of the 70 commercially employed graduates, 46 or 65.7 per cent were employed in offices on their first jobs. Almost one-half of the boys and more than three-fourths of the girls were so employed. Fourteen or 20.0 per cent of the group were employed by retail firms on their initial jobs. Thus 85.7 per cent of the initial jobs were in business occupations. These data would seem to point to the necessity for emphasis being placed upon the training of both boys and girls in Ponca City High School for either office or retail jobs for their possible initial employment.

KIND OF BUSINESS CONDUCTED BY FIRM FIRST WORKED FOR

The kinds of businesses for which commercially employed graduates first worked after graduation from high school are given in Table XXIII.

TABLE XXIII

Kinds of Businesses Conducted by Firms First Worked For

| Firms | Boys | Girls | Total | |
|------------------|--------|--------|--------|----------|
| | Number | Number | Number | Per Cent |
| Oil | 2 | 8 | 10 | 14.3 |
| Filling Stations | 4 | 0 | 4 | 5.7 |
| Law | 1 | 7 | 8 | 11.4 |
| Variety | 1 | 6 | 7 | 10.4 |
| Insurance | 0 | 4 | 4 | 5.7 |
| Others | 15 | 11 | 26 | 37.1 |
| Not Listed | 2 | 9 | 11 | 15.8 |
| Total | 25 | 45 | 70 | 100.0 |

Other kinds of businesses listed for which boys worked at first employment are:

| | |
|-----------------------|---|
| Electrical Appliances | 2 |
| Grocery | 2 |
| Dry Goods | 2 |
| Furniture | 2 |
| Hotel | 1 |
| Chamber of Commerce | 1 |
| Postal Telegraph | 1 |
| Railroad | 1 |
| Office Equipment | 1 |
| Newspaper | 1 |
| Creamery | 1 |

Other kinds of businesses listed for which girls worked at first employment are:

| | |
|----------------------------|---|
| Laundry | 2 |
| Printing | 2 |
| Bank | 2 |
| Library | 1 |
| Paint | 1 |
| Retail Creditors' Ass'n. | 1 |
| Office Equipment | 1 |
| Radio Broadcasting Company | 1 |

Offices of oil companies afforded employment for the largest group of commercially employed graduates of Ponca City High School. Of the 70, 10 were so employed. Proportionately more than twice as many girls worked in this type of business than boys. Numerically the ratio is four to one. Eight graduates worked initially in offices of law firms. Proportionately nearly four times as many girls as boys were employed by this type of firm.

The largest number of boys was employed in offices of filling stations. Of the 25 boys, 4 were thus employed. Six, of the 45 commercially employed girls, worked initially in variety stores, whereas

only one of the boys was so employed. Of the total commercially employed graduates, 26, or more than one-third, were first employed in 18 different kinds of businesses in addition to those listed in Table XXIII.

It would appear that training for initial work in offices of oil companies and law firms should receive some curricular attention for Ponca City High School girls. These data would seem to show, however, that only slight emphasis should be placed on training for individual jobs and that a rather wide variety of initial job preparation should be given in Ponca City High School.

OFFICE EQUIPMENT USED ON FIRST JOB

In Table XXIV is listed the office equipment used by commercially employed graduates on their first jobs.

TABLE XXIV

Office Equipment Used by Commercially Employed Graduates on their First Jobs

| Equipment | Occasionally | | Regularly | | Principally | |
|------------------------|--------------|------|-----------|------|-------------|------|
| | Girls | Boys | Girls | Boys | Girls | Boys |
| Noiseless Typewriter | 2 | 2 | 3 | 1 | 4 | 0 |
| Standard Typewriter | 0 | 0 | 23 | 8 | 0 | 0 |
| Ditto | 0 | 1 | 0 | 0 | 0 | 0 |
| Mimeograph | 0 | 2 | 4 | 0 | 0 | 0 |
| Check writer | 2 | 1 | 1 | 0 | 0 | 0 |
| Postage Meter | 2 | 0 | 0 | 1 | 0 | 0 |
| Addressograph | 0 | 2 | 3 | 0 | 0 | 0 |
| Comptometer | 1 | 2 | 1 | 0 | 0 | 0 |
| Adding Machine | 9 | 7 | 9 | 4 | 0 | 2 |
| Vertical Filing | 0 | 0 | 0 | 0 | 10 | 2 |
| Visible Filing | 0 | 0 | 0 | 0 | 5 | 1 |
| Continuous Form Filing | 0 | 0 | 0 | 0 | 6 | 0 |
| Ediphone | 0 | 0 | 1 | 0 | 0 | 0 |
| Multigraph | 0 | 0 | 1 | 0 | 0 | 0 |
| P. B. X. Board | 0 | 0 | 1 | 0 | 0 | 0 |
| Bookkeeping Machine | 1 | 0 | 0 | 0 | 0 | 0 |

The 70 commercially employed graduates listed 16 different kinds of office equipment as being used on their first jobs. The standard typewriter, adding machines and vertical filing equipment were reported the greatest number of times.

It should be pointed out that very little office equipment was reported as being used principally on the first job. Filing equipment was the only office equipment reported as being used principally and not regularly or occasionally.

The initial job duties for this group of graduates are listed in Table XXV.

TABLE XXV

| Duties | Initial Job Duties | | | | | |
|--|--------------------|------|-----------|------|-------------|------|
| | Occasionally | | Regularly | | Principally | |
| | Girls | Boys | Girls | Boys | Girls | Boys |
| Take Dictation and Transcribe | 8 | 3 | 16 | 2 | 2 | 0 |
| Answer the Telephone | 10 | 8 | 18 | 9 | 2 | 0 |
| Interview Callers | 15 | 3 | 10 | 5 | 2 | 1 |
| Make Out Business Papers | 15 | 3 | 11 | 8 | 0 | 0 |
| Obtain Material and Look up Facts for Reports | 10 | 5 | 2 | 3 | 1 | 0 |
| Make Out Social Security Forms | 3 | 5 | 3 | 3 | 0 | 0 |
| Send Telegrams | 9 | 2 | 4 | 3 | 0 | 0 |
| Make and Cancel Appointments | 8 | 3 | 6 | 0 | 0 | 0 |
| Proof Read | 16 | 2 | 4 | 1 | 0 | 0 |
| File and Index | 9 | 4 | 17 | 3 | 0 | 0 |
| Handle the Mail | 10 | 6 | 9 | 4 | 1 | 1 |
| Run Errands | 18 | 6 | 5 | 11 | 0 | 0 |
| Keep Desks and Office Tidy | 5 | 2 | 20 | 12 | 3 | 0 |
| Work at Information Desk | 1 | 0 | 5 | 3 | 1 | 1 |
| Keep Stock Records | 4 | 2 | 1 | 6 | 0 | 1 |
| Keep Time Records | 1 | 2 | 4 | 2 | 0 | 0 |
| Keep Shipping Records | 1 | 2 | 1 | 4 | 0 | 0 |
| Mark Prices | 3 | 3 | 2 | 5 | 0 | 0 |
| Collect Bills and Accounts | 6 | 3 | 4 | 5 | 0 | 0 |
| Make Inventory | 10 | 8 | 11 | 15 | 1 | 0 |
| Letter Show Cards | 2 | 1 | 1 | 1 | 0 | 0 |

TABLE XXV Concluded

| Duties | Occasionally | | Regularly | | Principally | |
|--|--------------|------|-----------|------|-------------|------|
| | Girls | Boys | Girls | Boys | Girls | Boys |
| Mark Shipments | 2 | 2 | 1 | 4 | 0 | 0 |
| Check Claims | 2 | 2 | 1 | 4 | 0 | 0 |
| Make Purchase Orders | 8 | 0 | 1 | 4 | 2 | 0 |
| Make Bank Reconciliation | | | | | | |
| Statements | 1 | 2 | 1 | 1 | 0 | 0 |
| Handle Payroll | 1 | 3 | 1 | 2 | 0 | 0 |
| Check and Verify | 0 | 3 | 6 | 2 | 0 | 0 |
| Post Original Entries | 4 | 2 | 3 | 2 | 0 | 0 |
| Make Out Statements of Accounts | 4 | 2 | 9 | 3 | 0 | 0 |
| Make Journal Entries | 0 | 0 | 3 | 2 | 0 | 0 |
| Check Postings | 1 | 2 | 8 | 7 | 0 | 0 |
| Figure Discounts | 1 | 1 | 1 | 3 | 1 | 0 |
| Work as Cashier | 3 | 2 | 6 | 8 | 0 | 0 |
| Do Statistical Work | 6 | 2 | 0 | 0 | 0 | 0 |
| Make Extensions | 1 | 0 | 1 | 1 | 0 | 0 |
| Make a Trial Balance | 1 | 1 | 4 | 3 | 0 | 0 |
| Balance Accounts | 4 | 1 | 3 | 5 | 0 | 0 |
| Balance, Foot, and Rule | 2 | 1 | 3 | 4 | 0 | 0 |
| Address Envelopes | 7 | 6 | 23 | 5 | 1 | 0 |
| Type from Copy | 15 | 5 | 13 | 1 | 3 | 0 |
| Cut Stencils | 8 | 1 | 3 | 0 | 0 | 0 |
| Type Circulars, Advertisements and Form Letters | 8 | 2 | 10 | 2 | 1 | 2 |
| Make Out Sales Slips and Other Store Forms | 3 | 1 | 6 | 3 | 1 | 2 |
| Sell Merchandise | 3 | 4 | 5 | 8 | 3 | 1 |
| Use Cash Register | 4 | 3 | 10 | 5 | 1 | 1 |
| Take Orders by Telephone | 3 | 7 | 5 | 5 | 0 | 0 |
| Fill Orders Received by Telephone | 3 | 6 | 2 | 1 | 0 | 0 |
| Fill Orders by Mail | 1 | 4 | 1 | 0 | 1 | 0 |
| Direct Customers | 5 | 6 | 4 | 5 | 1 | 0 |
| Mark Goods | 5 | 2 | 2 | 5 | 1 | 0 |
| Operate an Elevator | 0 | 1 | 2 | 2 | 1 | 0 |
| Sort Goods | 5 | 5 | 2 | 5 | 1 | 0 |
| Dust Show Cases and Exhibits | 5 | 3 | 6 | 5 | 1 | 0 |
| Care for Decorations | 4 | 3 | 2 | 4 | 1 | 0 |
| Care for Displays at Closing Time | 3 | 1 | 4 | 5 | 1 | 0 |
| Replace Merchandise Sold | 3 | 3 | 5 | 9 | 1 | 0 |
| Unpack Goods | 7 | 8 | 2 | 6 | 1 | 0 |
| Get Articles from Stock Room | 4 | 5 | 5 | 6 | 0 | 0 |
| Deliver Orders | 2 | 3 | 2 | 5 | 1 | 0 |
| Compare Invoices with Good Re- ceived | 2 | 1 | 2 | 7 | 0 | 1 |
| Assist in Carrying Packages to Car | 0 | 8 | 2 | 5 | 1 | 0 |
| Weigh or Measure Purchases | 1 | 2 | 3 | 7 | 2 | 0 |

TABLE XXV CONCLUDED

| Duties | Occasionally | | Regularly | | Principally | |
|---|--------------|------|-----------|------|-------------|------|
| | Girls | Boys | Girls | Boys | Girls | Boys |
| Write Requisitions | 3 | 1 | 4 | 5 | 1 | 0 |
| Check Sales Slips | 0 | 0 | 3 | 7 | 1 | 0 |
| Make Error Slips | 1 | 2 | 2 | 3 | 0 | 0 |
| Deposit Currency | 7 | 6 | 5 | 5 | 1 | 0 |
| Make Adjustments | 1 | 3 | 1 | 3 | 1 | 0 |
| Set Up Displays | 4 | 3 | 1 | 7 | 1 | 0 |
| Make Demonstrations | 2 | 3 | 1 | 0 | 0 | 0 |
| Pack Goods | 1 | 4 | 1 | 2 | 0 | 0 |
| Adjust Mechanical Work of Office Equipment | 1 | 0 | 0 | 1 | 0 | 0 |

Seventy-one different initial job duties were reported by the 70 commercially employed graduates. Duties such as addressing envelopes, answering the telephone, filing and indexing, and taking inventory were listed the greatest number of times. It should be pointed out that 20 of the 70 graduates or more than one-third gave "keeping the desks and office tidy" as a regular initial office duty. Approximately one-fifth of the group listed such duties as: taking dictation and transcribing, and making out business papers as the regular duties on their first jobs.

Most of the remaining initial job duties received rather even distribution in the listing by this group of graduates. Very few initial job duties were reported as being the principal duties of these graduates on their first jobs. It would appear that this list of initial job duties could well serve as a basis upon which to build units of work to be included in the clerical practice course of the Ponca City High School curricula.

In Table XXVI are recorded the initial job salaries of the 70 commercially employed graduates.

TABLE XXVI

| Range | Initial Weekly Job Salaries | | | Per Cent |
|---------------|-----------------------------|-----------------|-----------------|----------|
| | Boys Number | Girls Number | Total Number | |
| \$ 0.00- 5.00 | 5 | 4 | 9 | 12.9 |
| 5.01-10.00 | 7 | 22 | 29 | 41.4 |
| 10.01-15.00 | 6 | 10 | 16 | 22.9 |
| 15.01-20.00 | 3 | 4 | 7 | 10.0 |
| 20.01----- | 1 | 0 | 1 | 1.4 |
| Not given | 3 | 5 | 8 | 11.4 |
| Total | 25 | 45 | 70 | 100.0 |

Of the 70 commercially employed graduates, 29 or 41.4 per cent reported an initial weekly salary in the range \$5.01-\$10.00. Proportionately almost twice as many girls as boys gave such a salary, although numerically more than three girls to one boy fall within this salary range.

Sixteen of this group of graduates listed a beginning weekly salary in the \$10.01 to \$15.00 range. No girls and only one boy reported a salary in excess of \$20.00. The average beginning weekly salary is \$9.44.

These data seem to indicate that for almost one-half the graduates of Ponca City High School who obtain employment, the initial weekly salary for that employment will be in the range \$5.01 to \$10.00.

SUMMARY

Approximately two-thirds of these graduates who are commercially employed did office work on their first job. One-fifth of the group were employed initially in retail work. More than three-fourths of the girls and almost one-half of the boys were employed in offices in

their first work. It would appear that training for office or retail jobs should receive attention in the preparation of both boys and girls of Ponca City High School for initial job opportunities.

The commercially employed graduates listed 23 different kinds of businesses for which they worked on their first jobs. Ten of the 70 were employed in offices of oil companies. Of the 70, eight were employed in offices of law firms. Seven worked in retail stores on their initial jobs. Four of the boys listed filling stations as the kind of business by which they were first employed.

Two of the girls, but none of the boys, gave insurance companies as the kind of business for which they first worked.

These data would seem to show that only slight emphasis should be placed on training for individual jobs and that a rather wide variety of initial job preparation should be given both boys and girls in Ponca City High School.

Sixteen different kinds of office equipment were reported by this group as being used on their first jobs. Standard typewriters, adding machines, and vertical filing equipment were reported the greatest number of times.

In reporting the initial job duties, the 70 graduates gave 71 different duties with the following being reported the greatest number of times: Addressing envelopes, keeping the desks and office tidy, answering the telephone, filing and indexing, and taking inventory.

It would appear that this list of initial job duties could well

serve as a basis upon which to build units of work to be included in the clerical practice course in the Ponca City High School.

The beginning weekly salary range of highest frequency for both boys and girls is \$5.01 to 10.00. Sixteen reported an initial weekly salary in the \$10.01 to \$15.00 range. Nearly one-half of the girls reported a beginning weekly salary of \$5.01 to \$10.00, and slightly over one-fourth of the boys reported such a salary. No girls and only one boy gave a beginning weekly salary of over \$20.00.

It is indicated by these data that for almost one-half of the graduates of Ponca City High School who obtain employment the initial weekly salary in such employment will likely be in the range of \$5.01 to \$10.00.

CHAPTER V

FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS

The data reported in this thesis deal with the post-high school activities of the graduates of Ponca City High School for the years 1934, 1935, 1936, 1937, and 1938. The purpose of the study is to determine the post-high school activities of these graduates and to show the relation of those activities to the types of diplomas held by that group of graduates. From the data reported in the preceding chapters, certain findings are pointed out.

FINDINGS

Of the 871 graduates to whom a follow-up questionnaire was sent, 196, or 22.5 per cent, responded. Ninety-one, or 46.4 per cent of the 196 graduates, entered junior college or four-year college. Of these 91, 49 or 53.8 per cent either had been graduated or were still in school at the time of this study. Nearly one-half dropped out of school before completing the course. Of the 196 graduates, 48 or 24.5 per cent entered business college, making 70.9 per cent who continued their education in some advanced institution of learning.

The data show that at the time of the study, 77 or 39.3 per cent of the 196 graduates were employed full time. Of the 196 graduates, 27 or 13.7 per cent were employed part time. Forty-nine or exactly one-fourth were employed part time and were attending higher institutions. Only 17 or 8.7 per cent were neither employed nor in school. Of the 17, 14 were girls.

Almost two-thirds of the boys and over one-third of the girls attended a junior college or four-year college. Approximately one-third of the girls and only one-eighth of the boys attended business college.

At the time of the study, over one-third of both the boys and the girls were employed full time. Slightly less than one-sixth of the girls and only one-fourth of the boys were employed part time. Over one-third of the boys but approximately one-eighth of the girls were employed part time while attending junior college or four-year college.

Exactly two-thirds of those who held the college preparatory diploma attended junior college or four-year college. Of the general diploma holders, exactly one-fourth attended this type of higher institution. Only 2 of the commercial graduates and none of the vocational people continued their formal education.

Of the college preparatory group, slightly more than one-sixth attended business college, whereas over one-half of those who held the commercial diploma attended this type of school. Over one-fourth of the general diploma people and one-eighth of the vocational group attended business college.

Of those who held the college preparatory diploma, less than one-fourth were employed full time at the time of the study, whereas approximately two-thirds of the commercial people were so employed. Exactly three-eighths of each of the general and the vocational groups were employed full time.

Approximately one-tenth of the college preparatory group and almost one-fourth of the general group were employed part time at the time the study was made. Exactly one-half of the vocational people were employed part time. None of the commercial graduates were so employed. Exactly one-fifth of the commercial people were employed part time and attending either formal college or business college, whereas over one-third of the college preparatory people were thus employed. Less than one-fourth of the general diploma holders and none of the vocational group were employed part time and in attendance in some type of school.

These data show that in relation to the kind of high school diploma held, 66.7 per cent of the college preparatory group had entered junior college or four-year college. Eighty-four per cent of the commercial group were employed in some way, and 87.5 per cent of the vocational graduates were employed either full time or part time. Of the general diploma group 60.0 per cent either were employed full time or part time and 25.0 per cent attended some kind of school.

The 140 graduates who attended some kind of school after high school graduation reported 11 commercial courses taken while attending those schools. Typewriting, shorthand, and bookkeeping were reported by far the greatest number of times.

These 140 graduates reported 8 high school courses which permitted them to obtain employment while attending school after graduation from high school. Approximately one-third gave typewriting in this classification and approximately one-fifth reported shorthand similarly. Only two of the courses so listed are non-commercial.

The 196 graduates reported 11 courses five or more times each, as suggested additions to the high school curricula. Thirty-four of the 196 listed spelling in this classification. Each of the other courses was reported by less than 10.0 per cent of the group.

Only 20 or 10.2 per cent of the 196 graduates were married within three years after high school graduation. The same number and percentage reported as having moved from Ponca City within this period.

Over one-half of the 196 graduates reported a weekly salary in the range \$5.01 to \$15.00. The range of highest frequency in weekly salaries for part time employed graduates is \$5.01 to \$10.00. The average initial full-time weekly salary is \$12.27 whereas the average part-time weekly salary is only \$7.22.

The most common age for first employment of the graduates of Ponca City High School is the range 17 to 18 years. The average age for first employment for boys is slightly past 18 and for girls slightly under 18.

Of the graduates who were commercially employed at the time of the study, nearly two-thirds did office work on their first jobs. Exactly one-fifth did retail work in their initial employment.

Twenty-three different kinds of businesses were reported by these graduates as the kind of business conducted by the firm first worked for. Oil companies, law firms, and variety stores were reported the greatest number of times.

The commercially employed graduates reported 16 kinds of office equipment as being used on the first jobs. The standard typewriter,

adding machines, and vertical filing equipment were given the greatest number of times. Very little office equipment was reported as receiving principal initial use.

Seventy-one initial job duties were reported by this group of graduates. Duties such as addressing envelopes, answering the telephone, filing and indexing, and taking inventory were given the greatest number of times. Most of the duties were reported as either occasional or regular duties and very few as principal duties.

The beginning weekly salary of highest frequency is in the range \$5.01 to \$10.00. The average initial beginning weekly salary is \$9.44.

CONCLUSIONS AND RECOMMENDATIONS ✓

From the findings listed above the following conclusions and recommendations appear to be warranted:

Each of the three specific curricula of the Ponca City High School, college preparatory, commercial, and vocational, is serving reasonably well the purpose for which it is intended.

It appears that for seven out of every ten graduates of Ponca City High School, the work which they take in high school, either vocational or academic, is in a sense preparatory. In this connection, it should be remembered that less than 25.0 per cent of the graduates actually finish the four-year institution. For the remaining 75.0 per cent, the training in high school should be occupational in nature. This is further evidenced by the data which show that more than one-half of the graduates,

at the time of the study, were employed either full time or part time and that an additional one-fourth were employed part time while attending some higher institution. Thus again it is shown that for approximately 75.0 per cent of the graduates, occupational training on the high school level is an important factor. In this connection it is assumed, of course, that for most occupations pre-training is desirable.

✓ The data further show that training in the commercial department of Ponca City High School is preparatory for approximately one-half of the commercial graduates. The commercial curriculum is meeting its purpose of job preparation as well as the college preparatory curriculum is serving its function since the data show that two-thirds of the commercial graduates were employed full time at the time of this study. Proportionately twice as many commercial people were employed full time as there were from the general or the vocational curricula groups.

It would appear that the general curriculum is not serving any function except as that of a "catch-all" for those who have no definite goal, since about three-eighths of those who hold this type of diploma were employed full time and about one-fourth went on to college. It is indicated that a better guidance program should be established which would be effective in eliminating Ponca City High School students from this general curriculum.

Since so many of those graduates who enter junior college or four-year college drop out of school before the completion of such a course, it would appear that some study should be made to determine which group of diploma holders is most successful in the completion of formal education.

The data show that more than one-half of the graduates were gainfully employed either full time or part time at the time of the study. Two-thirds of the gainfully employed graduates do office work and one-fifth do retail work. Only 15.0 per cent of the gainfully employed graduates were employed in occupations other than business. It would appear, therefore, that an increased emphasis should be given to the commercial program in Ponca City High School.

More specific attention should be given to spelling as a part of the Ponca City High School curricula since so many of the graduates suggested spelling as a needed addition to the high school curricula.

Through the guidance program in Ponca City High School it would appear that it should be made clear to the students that the remuneration for beginning employment in business positions in Ponca City is not great.

Since 14 of the 17 graduates who were neither in school nor employed at the time of the study are girls, it appears that greater attention should be given to the preparation of girls in Ponca City High School for employment than is given to the employment preparation of boys.

The data indicate that only slight emphasis should be placed on training for individual jobs but that a wide variety of initial job preparation should be given in Ponca City High School.

Consideration should be given to the organization within the clerical practice course of instructional units based on the initial job duties listed in this study.

APPENDIX

1. Bibliography
2. Letters and Questionnaires

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TO PONCA CITY HIGH SCHOOL GRADUATES:

In conjunction with my work as head of the commercial department of the Ponca City high school, I am desirous of conducting a follow-up study of the activities of the graduates of this high school with the purpose in view of making our commercial training courses more valuable and effective, if conditions warrant material changes.

Please read the following questions carefully and fill in the blanks in the manner indicated. All information will be considered confidential. The facts desired are general in nature and all individual data will be lost in the total evaluation.

The success of the plan depends upon the number and completeness of the returns. If you are interested in the final results, the information will be made available upon completion.

Very truly yours

C. C. Callarman

CCC:MEH

name

(Girls only: If married, give name before marriage, and after marriage).

Present address _____
(If not in Ponca City, state year in which you moved).

Are you married? Yes ___ No ___. If so, in what year were you married? _____

If you attended school after graduation from high school, fill in spaces below:

| School attended | : Year | : How long | : When |
|-----------------|-------------|------------|-------------------|
| | : attended: | Years: | Months: Graduated |
| _____ | : | : | : |
| _____ | : | : | : |
| _____ | : | : | : |
| _____ | : | : | : |
| _____ | : | : | : |
| _____ | : | : | : |
| _____ | : | : | : |
| _____ | : | : | : |

List commercial courses taken after graduation from high school:

- a. _____ e. _____
- b. _____ d. _____ f. _____

If you worked while attending school after graduation from high school, list the courses you took in high school which helped you in that work:

- a. _____ d. _____ g. _____
- b. _____ e. _____ h. _____
- c. _____ f. _____ i. _____

Fill in spaces below:

| Jobs held: Name and location of firm | : Months: | Weakly: | Part: | Full |
|--------------------------------------|-----------|---------|-------|------|
| | : worked: | salary: | Time: | Time |
| _____ | : | : | : | : |
| _____ | : | : | : | : |
| _____ | : | : | : | : |
| _____ | : | : | : | : |
| _____ | : | : | : | : |
| _____ | : | : | : | : |
| _____ | : | : | : | : |
| _____ | : | : | : | : |
| _____ | : | : | : | : |
| _____ | : | : | : | : |

At what age were you first employed after graduation? _____

List the courses which should be added to the high school curriculum:

- a. _____ c. _____ e. _____
- b. _____ d. _____ f. _____

Will you make notification of job changes to an employment bureau established in the senior high school?

Yes ___ No ___

Check kind of diploma received: College Prep. ___ Commercial ___ Vocational ___
General ___

TO PONCA CITY HIGH SCHOOL GRADUATES:

The second step in checking the activities of graduates of Ponca City high school is to determine just what each graduate, who is commercially employed, did on his first job. For that reason, I am asking you to fill out the enclosed questionnaire.

This is the most important step, as it will give the exact activity in which Ponca City high school graduates are engaged on their first jobs, and will give us direct information upon which to base our instruction.

This is the last bit of information for which I shall ask you, and I shall appreciate just as prompt a response as you can give to this questionnaire.

Very truly yours,

C. C. Callarman

CCC:JF

1. Name _____ Year Graduated _____
2. State the kind of work you did on the job you first held after graduation:
Office work _____ Retail work _____ Other work _____
3. State the kind of business carried on by the firm by which you were first employed after graduation:

4. Check any of the following office equipment which you used on your first job:

| | Occasionally | Regularly | Principally | Never |
|--|--------------|-----------|-------------|-------|
| Typewriter, Noiseless Standard _____ | _____ | _____ | _____ | _____ |
| Duplicating Machine: Type _____ | _____ | _____ | _____ | _____ |
| Mail Handling Machine: Type _____ | _____ | _____ | _____ | _____ |
| Check Writer and Signer: Type _____ | _____ | _____ | _____ | _____ |
| Addressing Machine: Type _____ | _____ | _____ | _____ | _____ |
| Billing Machine: Type _____ | _____ | _____ | _____ | _____ |
| Dictating Machine: Type _____ | _____ | _____ | _____ | _____ |
| Calculator or Comptometer _____ | _____ | _____ | _____ | _____ |
| Adding Machine _____ | _____ | _____ | _____ | _____ |
| Bookkeeping Machine _____ | _____ | _____ | _____ | _____ |
| Filing Equipment: Vertical _____ Visible _____ Continuous Form _____ Others: _____ | _____ | _____ | _____ | _____ |
| Other Equipment _____ | _____ | _____ | _____ | _____ |

5. Check any of the following duties which you performed on your first job:

| | Occasionally | Regularly | Principally | Never |
|--|--------------|-----------|-------------|-------|
| Take dictation and transcribe _____ | _____ | _____ | _____ | _____ |
| Answer the telephone _____ | _____ | _____ | _____ | _____ |
| Interview callers _____ | _____ | _____ | _____ | _____ |
| Make out business papers _____ | _____ | _____ | _____ | _____ |
| Obtain material and look up facts for reports _____ | _____ | _____ | _____ | _____ |
| Make out Social Security forms _____ | _____ | _____ | _____ | _____ |
| Send telegrams _____ | _____ | _____ | _____ | _____ |
| Make and cancel appointments _____ | _____ | _____ | _____ | _____ |
| Proof read _____ | _____ | _____ | _____ | _____ |
| File and index _____ | _____ | _____ | _____ | _____ |
| Handle the mail _____ | _____ | _____ | _____ | _____ |
| Run errands _____ | _____ | _____ | _____ | _____ |
| Keep desks and office tidy _____ | _____ | _____ | _____ | _____ |
| Work at information desk _____ | _____ | _____ | _____ | _____ |
| Keep stock records _____ | _____ | _____ | _____ | _____ |
| Keep time records _____ | _____ | _____ | _____ | _____ |
| Keep shipping records _____ | _____ | _____ | _____ | _____ |
| Mark prices _____ | _____ | _____ | _____ | _____ |
| Collect bills and accounts _____ | _____ | _____ | _____ | _____ |
| Take inventory _____ | _____ | _____ | _____ | _____ |
| Letter show cards _____ | _____ | _____ | _____ | _____ |
| Mark shipments _____ | _____ | _____ | _____ | _____ |
| Check claims _____ | _____ | _____ | _____ | _____ |
| Make purchase orders _____ | _____ | _____ | _____ | _____ |
| Make bank reconciliation statements _____ | _____ | _____ | _____ | _____ |
| Handle payroll _____ | _____ | _____ | _____ | _____ |
| Check and verify _____ | _____ | _____ | _____ | _____ |
| Post original entries _____ | _____ | _____ | _____ | _____ |

| | Occasionally | Regularly | Principally | Never |
|--|--------------|-----------|-------------|-------|
| Make out statements of accounts | | | | |
| Prepare financial statements | | | | |
| Make journal entries | | | | |
| Check postings | | | | |
| Figure discount | | | | |
| Work as cashier | | | | |
| Do statistical work | | | | |
| Make extensions | | | | |
| Take a trial balance | | | | |
| Balance accounts | | | | |
| Post | | | | |
| Balance, foot and rule | | | | |
| Address envelopes | | | | |
| Type from copy | | | | |
| Cut stencils | | | | |
| Type circulars, advertisements and form letters | | | | |
| Make out sale slips and other store forms | | | | |
| Sell merchandise | | | | |
| Use cash register | | | | |
| Take orders by telephone | | | | |
| Fill orders received by tele- phone | | | | |
| Fill orders by mail | | | | |
| Direct customers | | | | |
| Mark goods | | | | |
| Take inventory | | | | |
| Operate an elevator | | | | |
| Sort goods | | | | |
| Dust show cases and exhibits | | | | |
| Care for decorations | | | | |
| Care for displays at closing time | | | | |
| Replace merchandise sold | | | | |
| Unpack goods | | | | |
| Get articles from stockroom | | | | |
| Deliver orders | | | | |
| Compare invoices with goods received | | | | |
| Assist in carrying packages to car | | | | |
| Weigh or measure purchases | | | | |
| Write requisitions | | | | |
| Check sales slips | | | | |
| Make error slips | | | | |
| Deposit currency | | | | |
| Make adjustments | | | | |
| Set up displays | | | | |
| Make demonstrations | | | | |
| Pack goods | | | | |
| Others: _____ | | | | |
| _____ | | | | |

6. Salary per week on first job held \$ _____

Typist: Winnifred Vogler

Stillwater, Oklahoma