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## Book Review

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## Book Review

OFFICE ADMINISTRATION, by J. WILLIAM SCHULZE. *McGraw-Hill Book Company, Inc.*, New York. 295 pp. Cloth, \$3.00 net.

The present volume is an improvement over *The American Office*, by the same author, in many ways, not the least of which is originality. It is also broader in scope and combines more deftly information, versatility and interest.

*Office Administration* is not only a practical reference manual but a volume which offers to a certain type of mind pleasant diversion. It would also serve well as a text.

The author has, as he admits in the preface, departed from that to which he alludes as the academic arrangement and chosen a course which to him seems to follow the "practical every day viewpoint of the business office." One might expect the author to discuss, in the order named, the materials of administration, the organization thereof and the subsequent procedure with its accompanying problems. Instead he begins with a background called the "evolution of the modern office." Not until chapter X. is anything said of the office layout, which is immediately preceded by a chapter on "organization procedure." The whole of the material is so well connected and blended, however, that the technical defect in the organization does not in the main annoy one who is inclined to be rather critical. It is most apparent toward the end where the book dwindles away in a chapter on "business correspondence."

There is a wealth of good material in many of the chapters, noticeably those on selecting office workers, training office employees and office layout.

There is also much straightforward advice which should be of value to those charged with the responsibility of office management, as witness the following: "The office manager's energies should be devoted to the discovery of means by which his present payroll will produce more results."

The book as a whole is instructive, interesting and helpful. Many an office employee as well as executives will be better for its existence.

JOHN RAYMOND WILDMAN.