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## Inside AICPA, July 13, 1992

American Institute of Certified Public Accountants (AICPA)

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July 13, 1992

**Staff  
Anniversaries**

Congratulations to the following staff members who last week celebrated various anniversaries with the Institute:

		<b>Anniversary</b>
Mary Conte	Order	27th
Donna Garzon	Quality Review	17th
Len Green	Financial Management	14th
Ruby Smith	Office Facilitites	11th
Arline Dederick	CPE Program Dev. Administration	10th
Lauraine Arp	Library Services	5th
Barbara Considine	Records Management	5th

**Shaky on the Podium?**

Here's some handy advice for speaking to groups.

If speaking in groups makes you shake so hard you could thread a sewing machine while it is running, read these tips from public speakers.

According to Just Say a Few Words, The Complete Public Speakers Handbook (1991 Dorset Press, New York), trembles have two interesting characteristics: they don't last the whole time you talk and most people don't notice them. In fact, some public speakers advise the novice talker to take heart from trembles because fear and apprehension can sometimes motivate and focus the speaker.

Nevertheless, it is best, (as they say) **to never let them see you sweat**. To that end, public speaking experts advise the trembling talkers to avoid picking up glasses of water or holding a microphone and leave their notes on the lectern. In addition, if you know you are prone to shaking, don't drink caffeine.

If your legs shake or become wobbly during a speech, shift the weight from one leg to the other or sit down if you can.

Finally, don't let on that you are nervous. It may be tempting to tell the audience in the hopes that it will elicit sympathy, and some speech makers can do that with great success. But it is probably best not to mention it.

Remember, nervousness, even shaking don't show through half as much as it may seem. Don't worry about fluffing a word or a shaky voice. Chances are excellent those symptoms will disappear quickly and the audience won't even notice them.

## HARBORSIDE NEWS

Some of our adventurous Harborside staff have explored the area and report a familiar sighting. Au Bon Pain, a french bakery cafe, is located in the Merrill Lynch Building at 101 Hudson Street, a block and a half from Harborside. Au Bon Pain is open Monday through Friday from 6:30 am to 6:00 pm. For your convenience, listed below is Au Bon Pain's menu.

Other news from Harborside is that on Thursday, July 2nd, several staff members enjoyed viewing the tall ships going up and down the Hudson River in preparation for Op Sail '92. The view was fantastic!

On Tuesday, July 7th, due to a bomb threat during the home rush hour, PATH stopped service to 33rd Street. Passengers were redirected to the World Trade Center. Although our employees found their way with moderate inconvenience, we received reports that PATH's public address system was not audible at the Pavonia Street station. PATH's customer service department advises fiber optic cables have been installed in all tunnels and the public address system will be connected before year end which should greatly improve commuter service.

On Tuesday, July 14th, and every Tuesday through August 4th, Pat Duane from Human Resources will be available at the Harborside office to assist staff with any problems, questions or concerns. Also, if you've found some information worth sharing, let her know. You can reach Pat on x3320 in NJ (on Tuesdays) and x6203 in NY. The Human Resources Division will be relocating most of its operations to the NJ Office in phase two, August 7-9.

### Fresh-Baked Croissants

Made from our own blend sweet creamy butter. Baked fresh several times daily.

Plain  
Chocolate  
Spinach and Cheese  
Apple  
Almond  
Ham and Cheese  
Cinnamon Raisin  
Raspberry Cheese  
Sweet Cheese

### Classic Muffins

The best muffins in town. Your favorite flavors, loaded with the freshest ingredients, like jumbo blueberries, chunks of apple, and the highest quality bran.

Blueberry  
Bran  
Corn  
Carrot  
Whole Grain  
Oat Bran Apple  
Other Seasonal  
Vanillas

### Gourmet Sandwiches

Select a fresh-from-the-oven french bread, four grain bread, or butter-croissant. Then let us create your custom-made sandwich with our smoked meats, imported cheeses and Country Salads. Top it off with your choice of crisp romaine lettuce, fresh tomato slices, creamy mayonnaise, or spicy brown mustard.

Chicken Tarragon Salad  
Albacore Tuna Salad  
Country Ham  
Smoked Turkey  
Roast Beef  
Brie Cheese  
Swiss Cheese  
Bourbon Cheese  
Ham with Cheese  
Smoked Turkey with Cheese  
Roast Beef with Cheese

### Café Beverages

Whether you choose our custom-blend coffee, or an icy cold Orangeina from France, our selection is sure to please.

Coffee/Decaf  
Tea  
Café au Lait  
Cappuccino  
Espresso  
Hot Chocolate  
Soft Drinks  
Orangeina  
Apple Juice  
Iced Tea  
Iced Coffee  
Milk  
Freshly Squeezed  
Orange Juice  
Bottled Water  
Fresh Lemonade

### Hearty Soups

Several choices served daily. Enjoy them along with a sandwich, croissant, or a freshly baked roll.

Cream of Broccoli  
Tomato Florentine  
Vegetable  
Beef Barley  
Clam Chowder  
Chicken Noodle

Gourmet Cookies  
Chocolate Chip  
Oatmeal Raisin

### Freeze Yogurt

Soft Serve  
Elate Bars  
Vanilla with Milk Chocolate and Almonds  
Vanilla with Dark Chocolate  
Strawberry with Dark Chocolate

Not available at all stores.

