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For Women

Miss Draving Hand-Picks Promising Students For Her Personalized Secretarial School

By AGNES H. OSTRUM
FOR 10 YEARS high school and college graduates have rung the buzzer of Apt. 100, at 1320 N. Delaware St., for admittance to one of the most distinctive schools in this part of the country.

The Draving Secretarial School is personalized from start to finish.

The school is headed by gracious Helen Draving, who has discovered the magic combination of learning and fun. She's adept at making classes informal and friendly—but as any former student will testify—you either learn or else.

The idea of personalized training evolved from Miss Draving's own experience. A product of large schools and a teacher in them, she early recognized the advantage of individual education for students studying specialized subjects.

Limited Classes

Both her day and evening classes are limited in number and she interviews prospects personally before they enroll.

"Today's secretary—the glamour girl of the business world—should be highly trained to perform the numerous duties of an efficient secretary and execute her employer's business with finesse in his absence.

"A lawyer's secretary should know legal terms; a doctor's secretary, medical phrases, and a businessman's 'Girl Friday,' merchandising words."

Many Work Abroad

Consequently, Miss Draving's students have held positions both here and abroad. Two girls have been with the Red Cross in England and Italy. One served in the English Embassy in Washington. Another worked as secretary to Elizabeth Arden in New York. Several years ago Horace Heidi's manager selected one as secretary to the band leader and the student toured the country with him. Around town you may find a Draving-trained secretary in any well-run office.

This summer she's been instructing the youngest pupil ever enrolled and the first boy. The special project student is 12-year-old John Allen, son of Dr. and Mrs. Paul van B. Allen, 3055 N. Meridian St. John publishes a bi-monthly newspaper distributed through the apartment where he lives. He de-



Helen Draving and John Allen . . . Teacher and pupil.

cided he needed shorthand to catch all the news and typing for a better job with his copy.

In addition to teaching the usual curriculum of secretarial training, Miss Draving works with each girl on budgeting and clothing problems. She helps them keep a scrapbook on both. They learn to save for insurance and emergencies; as well as plan wisely for everyday living requirements.

They attend the Business Girls fashion shows. There are practice sessions on speech, on giving that all-important hit to the telephone voice, personality and pose suggestions, and of course, posture and office manners. That can't be stressed too much, Miss Draving says.

Field Trips Included

The students take field trips to learn about Indianapolis' industrial and civic life. It's all lots of fun with the gay teacher.

Miss Draving came here from Chicago in 1939. She had attended Ohio State, Bowling Green and Chicago Universities.

4-H Show Winners Listed Here

Award Program Set for Tonight

Winners in the first division clothing project at the Marion County Girls' 4-H Show are announced. The event is being staged in Ipalco Hall. The winners are as follows:

Special merit purple ribbon in handmade towels—Misses Margie Chappel, Janet Henke, Lois Jones, Loretta Moore, Shirley Nachoff, Evelyn Wilson and Phyllis Winters; special merit purple ribbon winners in machine made towels—Misses Janet Henke, Loretta Moore, Janice Mickle and Evelyn Wilson, and special merit purple ribbon winners in aprons—Misses Barbara Barnhart, Mary Harper, Mary Hoover, Lois Jones, Loretta Moore and Rosalie Stuttle.

Towel Winners

Blue ribbon winners in handmade towels—Misses Marcia Bartle, Barbara Barnhart, Sandra Becker, Carol Boyer, Elaine Bell, Barbara Brindine, Barbara Blahey, Carol Carlisle, Tony Cassidy, Rosemary Castleman, Phyllis Clevering, Joyce Churchman, Carolyn Crisler, Patay Drummond, Phyllis Denny, Clara Eck, Sue Fox, Phyllis Fitch, Diane Gutheil, Carolyn Hanna, Marjorie Hopkiss, Lynn Hunt and Ethel Holdeman.

Also Misses Nancy Mae Harris, Dianna Hensmeier, Virginia Jones, Virginia Keifer, Barbara Lentz, Mary Linder, Martha Long, Mary Lain, Patty McQuiston, Judy Marshall, Lola Miller, Madonna Miller, Marilyn Miller, Shirley Munden, Agatha Murphy, Claudia Poland, Phyllis Reilly, Carolyn Robinson, Carol Ryker, Judith Shuler, Sue Stanford, Linda Thomas, Gale Tobias, Jo Ann Underwood, Joyce Van Meter, Mary Wolfe, Mary Williams and Earleen Zook.

For five years she taught commerce in Ohio and West Virginia high schools, setting up commercial courses in Miamisburg, O., and a demonstration school in connection with West Virginia University.

In Chicago she instructed in the Moser Girls' School and part of that time was dean of girls in a near north side residential hotel. She also did personal and competitive shopping for Marshall Fields. While associated with Moser's, Miss Draving helped compile what is known in the business world as "The Model Letter."

During the past five years, she has been on the Woman's Rotary Club advisory council for high school graduates and has assisted business men on the set-up of their offices. She worked with the Stockholder-Searstrom Co. when they first organized.

She is also a member of the National Commercial Teachers Association, First Presbyterian Church, Chamber of Commerce Women's Council and the Ohio State Alumni Club.

Entries may be picked up after 5 p.m. today.

New Neighbors Celebrate Birthday And Install Officers for 1949-50 Season



The New Neighbors League installed officers at a recent luncheon celebrating its first birthday in the Hotel Lincoln. Among those installed were (left to right) Mrs. Walter Cooper, membership chairman; Mrs. Robert Moore, secretary; Mrs. Shirl Evans, president, and Mrs. Eugene Baxter, vice president. Other officers include Mrs. John Waterman, treasurer; Mrs. Irving Williams, social chairman; Mrs. R. A. Werner, program chairman, and Mrs. Eugene Cope, publicity chairman.

Party Honors Miss Kiser

Dr. Alan Leonard Weds Miss Elizabeth Ann Adney

Invitations have been sent to 65 local college friends of Miss Janice Kiser of Orlando, Fla., to a garden party and miscellaneous shower tonight.

Miss Joan Pedlow, 5642 Broadway, and Miss Mary Ann Perkins, Monticello, Ind., Miss Kiser's sorority sisters, will be hostesses for the 7:30 p.m. party in the Pedlow home.

Miss Kiser will be married at 4 p.m. Sept. 3 in the Central Christian Church in Orlando to Lloyd Tatlock. Parents of the couple are Mr. and Mrs. William Kiser, Orlando, and Mr. and Mrs. Raymond Tatlock, Jeffersonville, Ind. Both are Butler University graduates.

The bride-to-be, a member of Alpha Chi Omega Sorority, was graduated this month from the university. After their marriage the couple will attend the College of the Bible on the Transylvania College Campus in Lexington, Ky. They plan to be missionaries in China.

Bridal Dinner Is Planned

Mr. and Mrs. Carl H. Becker will honor their daughter, Florence, and her fiance, James W. Mott, with a bridal dinner in the Marott Hotel. The party will be tomorrow night.

The engaged couple will be married Saturday in Sweeney Chapel, Butler University. Guests at the dinner will include Dr. and Mrs. Walter W. Mott, Warren, parents of the prospective bridegroom; the Rev. and Mrs. Theo Fisher; Mr. and Mrs. John H. Stanley, Western Springs, Ill., and Mr. and Mrs. Edwin G. Burd and daughter, Donna, New Albany.

Riviera Club Boosters Group Plans Dinner

The past presidents of the Riviera Club Boosters will entertain with a 6:30 p.m. dinner Friday in the clubhouse. Mr. and Mrs. Joseph Kline will be the dinner hosts.

Elmer Krueger will show movies and talk on South America. Members of the club are invited to attend this 8 p.m. program.

The Bridal Scene—
McCarrell
Hendershott,
Wedding Set

Vows to Be Read in Beech Grove Church

Mr. and Mrs. Kenneth Hendershott, 4841 State Ave., announce the approaching marriage of their daughter, Anita Jean, to Rex E. McCarrell, son of Mrs. Marcelle McCarrell, Beech Grove.

The wedding will be at 7:30 p.m. Aug. 27 in the Beech Grove Methodist Church. The Rev. J. M. Sayre will officiate.

Miss Betty Watts will be the maid of honor. Miss Nancy McCarrell, sister of the prospective bridegroom, and Misses Joan O'Brien, Gloria Fowler and Marilyn Fowler will be the bridesmaids. Ann B. Fowler will be the flower girl.

Jerald McCarrell will be his brother's best man. Serving as ushers will be Merrill Christie Jr., LeRoy Wilson, Richard Morrison and Richard Jones.

Date Is Set

Miss Phyllis Ann Thomas and John Edward Gedig will be married at 1:30 p.m. today in the home of Rabbi Maurice Goldblatt.

Frank B. Adney, Lebanon, is the bride's father and the bridegroom is the son of Mr. and Mrs. Charles Leonard, New Orleans.

The bride wore a beige silk shantung suit with beige accessories and a green felt hat. She carried an heirloom handkerchief.

There were no attendants.

Reception in Club

After a reception in the Ulen Country Club, in Lebanon the couple left for a trip to New Orleans. The reception assistants included Mesdames T. P. Dickin-

son, John Hornaday, Roy Adney, John D. Horn, and Robert Adams and Miss Susanne Reynolds.

The couple will be at home in New Orleans in August.

A graduate of Indiana University, the bride is a member of Zeta Tau Alpha Sorority. The bridegroom is a graduate of Tu-

lane University and a member of Phi Beta Kappa Fraternity.

You Are Cordially Invited to Attend

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