

A SURVEY OF SELECTED NATIONAL LEADERS
IN THE AREAS OF
SHORTHAND AND TYPEWRITING FROM 1956-76

A Thesis
Presented to
the Business Education Graduate Committee
Morehead State University

In Partial Fulfillment
of the Requirements for the Degree
Master of Business Education

by
Carolyn D. Beam

A SURVEY OF SELECTED NATIONAL LEADERS
IN THE AREAS OF
SHORTHAND AND TYPEWRITING FROM 1956-76

Carolyn D. Beam, M.B.E.
Morehead State University, 1978

Director of Thesis: George Montgomery

The problem in this study was to determine the leaders of shorthand and typewriting during the years 1956-76 as selected by NABTE school representatives. Specifically, the objectives of this study were to (1) identify the leaders in the areas of shorthand and typewriting during the years 1956-76 and (2) present a biographical sketch of each listing their contributions to business education.

Nomination forms were designed and sent to 58 NABTE school representatives in the defined population. Usable responses were received from 41, or 71 percent, of the representatives. The data collected from these forms were tabulated manually to determine the ten national leaders in shorthand and ten national leaders in typewriting.

National shorthand leaders from 1956-76 as selected by NABTE school representatives were:

Ruth I. Anderson
Irol W. Balsley
Edward L. Christensen
Mildred Hillestad
Russell J. Hosler
A. James Lemaster
Louis Leslie
Joe M. Pullis
Madeline Strony
Charles Zoubek

National typewriting leaders from 1956-76 as selected by NABTE school representatives were:

T. James Crawford
Lawrence W. Erickson
D. D. Lessenberry
Alan C. Lloyd
Jerry Robinson
John L. Rowe
Allien R. Russon
S. J. Wanous
Leonard West
Fred E. Winger

Biographical forms were designed and sent to the ten selected leaders in shorthand and ten selected leaders in typewriting. Eighteen leaders, or 90 percent, responded with usable data. Biographical information was compiled and presented in a systematic manner.

Data for this research were obtained from available sources at the Johnson Camden Library at Morehead State University and O'Rear Robinson Library at Pikeville College. These included: (1) periodical literature represented in Business Education Index, (2) professional literature available in the libraries, and (3) books containing information related to the study.

The pertinent findings of this study revealed:

1. National leadership in shorthand and typewriting is based upon the individual's position, reputation, and participation in professional organizations.
2. Leaders in both shorthand and typewriting are prominent as educators on the university level and editor/authors with publishing companies.

3. Through research and publications, the leaders are known nationally by classroom teachers and are accepted as being knowledgeable in their field of study.

4. Leaders in both shorthand and typewriting are active in professional organizations in leadership capacities.

5. In recognition of their contributions to business education, awards and honors have been bestowed upon the selected leaders.

Based on the findings of this study, it was recommended that:

1. Current and concise information on leadership in business education should be made available in college libraries to those involved in business education;

2. Surveys of national leaders in shorthand and typewriting be updated every ten years; and

3. Leadership studies be conducted in other business areas such as accounting, business communications, data processing, and office machines on a regular basis.

Accepted by the faculty of the School of Business and Economics,
Morehead State University, in partial fulfillment of the requirements
for the Master of Business Education degree.

George Montgomery
Director of Thesis

Master's Committee: George Montgomery, Chairman
M. Louise Grinn
James Smiley

July 11, 1978
(date)

TABLE OF CONTENTS

	Page
ABSTRACT OF THESIS	ii
Chapter	
1. THE PROBLEM	1
Introduction	1
Statement of the Problem	1
Need for the Study	1
Limitations of Study	2
Delimitations of Study	2
Definition of Terms	3
2. REVIEW OF SELECTED RELATED LITERATURE	4
Criteria of Leaders	5
Delta Pi Epsilon Fraternity	6
Delta Pi Epsilon Annual Research Award	7
John Robert Gregg Award	7
National Business Education Association Awards Program	8
Summary	8
3. PROCEDURES	9
The Selected Population	9
Selection of Sample for Study	9
Collection of Data	10
4. FINDINGS	13
Shorthand	13
Ruth Irene Anderson	14

Chapter	Page
Trol Whitmore Balsley	17
Edward L. Christensen	22
Mildred Hillestad	26
Russell J. Hosler	27
Arthur James Lemaster	28
Louis A. Leslie	30
Joe Milton Pullis	31
Madeline S. Strony	35
Charles Zoubek	36
Typewriting	37
T. James Crawford	38
Lawrence W. Erickson	39
D. D. Lessenberry	43
Alan Chester Lloyd	44
Jerry W. Robinson	46
John L. Rowe	49
Allien R. Russon	52
S. J. Wanous	55
Leonard J. West	57
Fred E. Winger	60
5. SUMMARY, CONCLUSIONS, AND RECOMMENDATIONS	63
Summary of Shorthand Leaders	63
Summary of Typewriting Leaders	65
Conclusions	66
Recommendations	67

BIBLIOGRAPHY	70
------------------------	----

APPENDIXES

A. Transmittal Letter to Selected NABTE Schools	72
B. Nomination Form	74
C. First Follow-up Letter	76
D. Follow-up Postal Card	78
E. Selected National Leaders	80
F. Letter to Selected National Leaders	82
G. Biographical Forms	84
H. First Follow-up Letter	87
I. Follow-up Postal Card	89
J. Second Follow-up Letter	91

Chapter 1

THE PROBLEM

Introduction

The direction of business education has been guided by the leadership of individuals actively participating in research, editing, instruction, and professional activities. Information pertaining to those persons identified as leaders should be available to all business educators.

There is clearly a lack of compiled information about leaders with their accomplishments listed in a synthesized manner.

Data on leaders in the areas of shorthand and typewriting were compiled in this study.

Statement of the Problem

The problem in this study was to determine the leaders of shorthand and typewriting as selected by NABTE school representatives. Specifically, the objectives of this study were to: (1) identify the leaders in the areas of shorthand and typewriting during the years 1956-76 and (2) present a biographical sketch of each listing their many contributions to business education.

Need for the Study

Current research in the area of leadership in business education is essential in furthering professionalism in existing and future

business educators. Awareness of leaders and their contributions should be an integral part of continuing education in this area.

No previous synthesized study of the development of leadership in business education is available. Noland, Hayden, and Malsbary stated, "There is leadership that results in the formation and guidance of ideas of others."¹ It is essential that information concerning leadership be readily available to all.

This study compiled available information about leaders in the areas of shorthand and typewriting.

Limitations of Study

This study was limited to:

1. The ability of the researcher to interpret correctly the material received from NABTE representatives.
2. The ability of the researcher to interpret correctly the material received from individuals selected by the NABTE representatives.

Delimitations of Study

This study was delimited to:

1. Leaders in shorthand and typewriting during the years 1956-1976.
2. The responses of the NABTE school representatives.
3. The responses of the leaders selected by the NABTE representatives.

¹C. A. Noland, Carlos K. Hayden, and Dean R. Malsbary, Principles and Problems of Business Education (Cincinnati: South-Western Publishing Company, 1967), p. 43.

Definition of Terms

The following terms were defined as they pertained to this study:

Leader: one who directs or influences trends in the teaching of shorthand and typewriting.

Leadership: those who demonstrated innovative ability in research, writing, instruction, and professional activities.

NABTE: National Association of Business Teacher Education, a professional organization for business educators.

NABTE Representative: a college or university individual in business education designated as school representative to NABTE.

Chapter 2

REVIEW OF SELECTED RELATED LITERATURE

The problem in this study was to determine the leaders of short-hand and typewriting during the years 1956-76, as selected by NABTE school representatives.

According to Noland, Hayden, and Malsbary, advances in business education have been made as the result of leadership which has been provided by state and local authorities, teacher-education institutions, business teachers' associations, and textbook publishers.¹

Thompson stated that a society which has a progressive and healthy education system is one in which opportunities are given for leaders to emerge from all ranks of the profession.²

Popham indicated that our nation has been faced with many crises in education, but the profession of business education will continue as long as men and women are willing to dedicate and devote themselves to it.³

¹C. A. Noland, Carlos K. Hayden, and Dean R. Malsbary, Principles and Problems of Business Education (Cincinnati: South-Western Publishing Company, 1967), p. 35.

²Robert J. Thompson, "Leadership...In Business Education," California Business Education Journal, VII (May, 1972), p. 14.

³Estell Popham, Adele Frisbee Schrag, and Wanda Blockhus, A Teaching-Learning System for Business Education (New York: Gregg/McGraw-Hill Book Company, 1975), p. 34.

Criteria of Leaders

According to Thompson, leaders possess certain qualities. Leaders have standards by which they judge themselves and by which they are willing to be judged. The acceptance of high standards is essential in a leader. He must be endowed with a sense of idealism. Another quality is dependability. Being dependable means accepting responsibility. A leader is willing to listen to the opinions and suggestions of others, but he will act on his own decisions. Perhaps the most essential attribute a leader must have is a feeling of security. Instead of constantly seeking approval, he must be able to devote his talents to others.⁴

A two-day conference held in Washington, D. C., on the subject of leadership led to the following conclusions. A leader must be something of a visionary, capable of formulating long-range goals. According to M.I.T. economist Lester Thurow, a leader's most important quality is goal-setting. It is a basic element in the sense of going somewhere.

Senator Robert Packwood suggested these key traits: purpose, integrity, tolerance, which is just a willingness to keep enough open mind to admit you may be wrong, discipline, and imagination. A sixth quality is the ability to inspire others to believe they can do more than they believe they can do.

The article further quoted Harry Truman on the subject of leadership. "It is the ability to get men to do what they don't want to do, and like it."⁵

⁴Thompson, pp. 15-16.

⁵"Leadership: the Biggest Issue," Time, November 8, 1976, pp. 30-32.

Summers stated a person has the greatest chance of being a successful leader if he or she exhibits certain characteristics. The following characteristics are the basic requirements for leadership success: honesty, patience, sensitivity, knowledge of people, knowledge of one's field, and a well-developed sense of value and political knowledge.⁶

According to Southward, a status leader does not impose his will upon the group. Rather, leadership is a combination of the will of the leader and the will of the group, developed in such a way that the leadership that evolves represents the best thinking of all concerned with the outcomes of leadership. Southward further states that it is working with one's colleagues as primus inter pares, first among equals, that distinguishes the real leader today.⁷

Delta Pi Epsilon Fraternity

Delta Pi Epsilon Fraternity was based on the ideals of scholarship, cooperation, and leadership. Paul S. Lomax stated the following thoughts on leadership in the organization:

This will characterize our membership if we constantly endeavor to improve our individual and group scholarship, based on soundly interpreted facts in the experiences of business and schools; and to improve ourselves in our cooperative leadership abilities. True leadership should be won seeking first and always to serve the best good of those whom we seek to lead, rather than primarily to promote the interest of self.⁸

⁶Joseph V. Summers, "Leadership Training in Business Education," Business Education Forum, XXXI, No. 6, (March, 1977), p. 5.

⁷William Southward, "Leadership," Clearing House, September, 1975, pp. 30-32.

⁸"The History," Delta Pi Epsilon Journal, February, 1976, p. 11.

Delta Pi Epsilon Annual Research Award

The Delta Pi Epsilon Annual Research Award was authorized by the National Council of the fraternity in 1939. Its purpose was to encourage and recognize graduate research in business education.

The following criteria are used by the Research Committee for evaluating the studies submitted:

1. The nature and importance of the problem studied;
2. The originality and resourcefulness exhibited by the investigator;
3. The research techniques and methods employed; and
4. The writer's facility of expression.⁹

John Robert Gregg Award

The John Robert Gregg Award in Business was established by the Gregg Division, McGraw-Hill, Incorporated, in order to encourage and reward outstanding contributions to business education.

The recipient is a person (or persons) who has made an outstanding contribution to the development and advancement of business education during the two-year period preceding the year in which the award is bestowed.

Possible areas of contribution are:

1. Contributions to teaching--theory, method, and/or classroom practice;
2. Contributions to business and industry, with definite implications and significance for education;

⁹"Annual Research Award," Delta Pi Epsilon Journal, February, 1976, p. 63.

3. Contributions to teaching methodology;
4. Contributions to professional literature;
5. Contributions to research (through original research or the direction of research);
6. Contributions to organizations (committees, associations, fraternities, etc.);
7. Contributions through the administration of business education programs in high schools, colleges, or business schools.¹⁰

National Business Education Association Awards Program

The purpose of the Awards Program is to inspire, promote, honor, and reward outstanding achievement in and contributions to business education. Several awards have been designed and are awarded yearly. Nomination criteria dealing with leadership in business education are classroom performance, research, publications, professional activities, civic activities, and administrative responsibilities.¹¹

Summary

Effective leadership is essential in all areas of life. Business education will continue to be a vital part of our educational system as long as leaders continue to emerge that are contributing in a meaningful way to the educational system.

¹⁰The John Robert Gregg Award in Business Education-1977, (New York: Gregg Division, McGraw-Hill, Incorporated, 1977).

¹¹Based on Awards Program, National Business Education Association, (Reston: National Business Education Association, 1977), pp. 3-4.

Chapter 3

PROCEDURES

The Selected Population

The population of the study consisted of business education departments in colleges and universities who held membership in NABTE during the academic year 1976.

A listing of names and addresses of NABTE school representatives was obtained from the 1976 "Business Education Professional Leadership Roster,"¹ which is published in the annual December issue of Business Education Forum.

Selection of Sample for Study

A total of 292 institutions belonged to NABTE for the 1976-77 academic year. A sample of 20 percent, or 58 institutions, was selected as the population for this study.

All members of NABTE were alphabetized and assigned a sequence number. Using a table of random numbers, a systematic random sample with replacement was drawn.² The 58 NABTE members randomly selected were assigned a number for survey identification.

¹"Business Education Professional Leadership Roster," Business Education Forum, XXX (December, 1976), pp. 41-59.

²Allen L. Edwards, Statistical Methods, Second Edition (New York: Holt, Rinehart, and Winston, Inc., 1967), p. 396.

Collection of Data

Mailing the Survey. On March 3, 1977, letters (see Appendix A, page 72) were mailed to the 58 selected institution representatives. Enclosed with the cover letter were a numbered nomination form (see Appendix B, page 74) and a stamped, addressed envelope.

The representatives were requested to list ten individuals they considered to be national leaders in shorthand and ten individuals in typewriting during 1956-76. A reply was requested by March 17. Twenty-one nomination forms, or 36 percent of the total, were returned.

On March 18, follow-up letters (see Appendix C, page 76) were mailed to the remaining 37 school representatives not responding to the first mailing. A second nomination form and stamped, addressed envelope were enclosed. Replies were requested by April 1. Thirteen of the forms, or 35 percent of the total, were returned. This brought the total returns up to 50 percent.

On April 2, 1977, the third mailing, a postcard, (see Appendix D, page 78) was sent to the 24 non-responding representatives. A reply was requested by April 16. Seven letters, or 29 percent of the total, were returned.

A cut-off date of April 16 was selected for the third mailing. Forty-one letters, or 71 percent of the total, were received by April 16. Three letters arrived after that date but were not included in the study.

The names of the national leaders selected by NABTE school representatives were tallied manually. The ten persons in shorthand and ten persons in typewriting with the greatest number of votes by NABTE school representatives were included. (See Appendix E, page 80.)

Mailing to Selected Leaders. On April 27, 1977, letters (see Appendix F, page 82) were mailed to the ten selected national leaders in shorthand and ten selected national leaders in typewriting. Enclosed were a specially designed biographical data sheet (see Appendix G, page 84) standardized for compiling data in a systematic manner, and a stamped, addressed envelope. A reply was requested by May 16. Nine of the letters, or 45 percent, were returned. One letter was returned by a university as "address unknown."

On May 17, follow-up letters (see Appendix H, page 87) were mailed to the remaining 11 selected leaders. A biographical form and a stamped, addressed envelope were enclosed. A reply was requested by May 31. Four of the letters, or a total of 36 percent, were returned. This brought the total response to 65 percent.

On June 1, a postcard (see Appendix I, page 89) was sent to the seven individuals who had not responded. Replies were requested by June 15. Five letters, or 71 percent, were returned. Total response for the first three mailings was 90 percent.

On June 18, a fourth mailing (see Appendix J, page 91) was sent to the two leaders who had not responded. Included with the cover letter were a biographical data sheet and a stamped, addressed envelope. A reply was requested by July 2.

Biographical data were not contributed by two leaders in typewriting, T. James Crawford and D. D. Lessenberry. Dr. Lessenberry did correspond with the researcher, but did not contribute information for the survey. The total returns of leaders in shorthand and typewriting were 90 percent.

Compiling the Data of Selected Leaders. The data returned by the selected leaders in shorthand and typewriting were compiled. Pertinent information on each leader was listed in a systematic manner.

Chapter 4

FINDINGS

The problem in this study was to determine the leaders of shorthand and typewriting from 1956-76 as selected by NABTE school representatives.

Shorthand

The following material was based upon the responses of 41 NABTE school representatives who returned nomination forms. National shorthand leaders from 1956-76 as selected by NABTE school representatives are:

Ruth I. Anderson
Irol W. Balsley
Edward L. Christensen
Mildred Hillestad
Russell J. Hosler
A. James Lemaster
Louis Leslie
Joe M. Pullis
Madeline Strony
Charles Zoubek

The biographical information listed in this chapter was based on the responses of the ten shorthand leaders selected by NABTE school representatives.

Ruth Irene Anderson

Present Position

Professor of Business Education
 North Texas State University
 Denton, TX 76201

Degrees and Institutions

B.S. in C.	Grove City College	
M.C.S.	Indiana University	1942
Ed.D.	Indiana University	1946

Teaching and Administration

Dr. Anderson teaches a graduate methods course in Methods of Teaching Shorthand and Transcription each summer. She teaches an undergraduate course in this area in the winter.

Publications (Partial Listing)

Articles:

Over 80 articles in the following: Business Education World, Balance Sheet, American Business Education Yearbook, National Business Education Quarterly, Journal of Business Education, Business Teacher, American Business Education, Business Educator, The Secretary, Educational Secretary, NBEA Yearbook, and EBTA Yearbook.

Books:

Teaching Business Subjects, Douglas, Blanford, Anderson (New York: Prentice-Hall, Inc., 1958) 2nd Edition; 1972, 3rd Edition.

Complete College Typewriting, Stewart, Payne, and Anderson (New York: Prentice-Hall, Inc., 1959).

The Administrative Secretary: Resource and the Administrative Secretary: Practicum, (New York: Gregg Division, McGraw-Hill, Inc., 1970).

Word Finder, Anderson, Straub, and Gibson. (New York: Prentice-Hall, Inc., 1960) 3rd Edition, 1964; 4th Edition, 1973.

Position Papers Presented to Conferences or Workshops

Dr. Anderson has spoken on such topics as "Research Made in Shorthand," "Research in Shorthand and the Classroom Teacher," "Teaching Shorthand and the One-Year Program," "Teaching Transcription in the One-Year Program," "Teaching Techniques in Transcription," and other related topics, at state conventions, district conferences, and colleges and universities across the country. She has conducted workshops in shorthand at the University of Oregon, Long Beach State College, University of Colorado, Oklahoma State University, Wichita University, Kansas State University, New York State University, and others.

Consulting Services

Dr. Anderson has been a consultant to two different publishing companies.

Research

Experimental Approach to Teaching Transcription in the One-Year Shorthand Program, Forth Worth Public Schools, 1975.

A Comparison of Student Achievement in the One-Year Shorthand Program in Gregg Anniversary; An Analysis of Shorthand Transcription to January 1, 1946.

Other research in the field of typewriting.

Professional Associations

National President of Delta Pi Epsilon
 Dean of Institute of Certifying Secretaries
 Vice President and Secretary of Texas Business Education Association
 Board Member and Program Chairman of the National Association of Business Teacher Education for two years
 Board Member of the National Business Education Association
 Board Member of the Mountain-Plains Business Education Association
 National Research Committee
 National Management Association
 Program Chairman of the Mountain-Plains Business Education Association Convention

Awards and Honors

Business Teacher of the Year, Fort Worth, 1955
 Woman of the Year, B. & P. W., Denton, 1969; District Winner, 1971
 Mountain-Plains Leadership Award, 1970
 Distinguished Alumni Award, Grove City College, 1970
 State Business Education Teacher of the Year, Texas, 1972
 John Robert Gregg Award, 1972

Distinguished Teaching Award, NTSU Alumni Association, 1972
Piper Professor (Awarded by Minnie L. Stephens Foundation), 1973
Special Faculty Recognition Award for services to North Texas State
University, 1977

Irol Whitmore Balsley

Present Position

Professor of Office Administration
 University of Arkansas at Little Rock
 Little Rock, AR 72204

Degrees and Institutions

Ed.D.	Indiana University	1952
M.S.	University of Tennessee	1940
B.A.	Nebraska State College	1933

Special Study

By invitation, participant in IBM Word Processing Seminar,
 Parson's Lake, NJ, January, 1973

By invitation, participant in IBM Data Processing Course,
 Dallas, TX, June, 1960

College of Commerce, Bowling Green, KY, 1937-38

Teaching and Administration

University of Arkansas at Little Rock, Professor of Office
 Administration, 1975-

Texas Tech University, Lubbock, Professor of Education and
 Chairman, Business Teacher Education Program, 1972-75
 Professor of Business Education and Secretarial Administra-
 tion, 1965-72

Coordinator of Secretarial Studies, 1965-72

Louisiana Tech University, Ruston, Professor of Office
 Administration, 1954-65

Head of Department, 1963-65

Indiana University, Bloomington, Visiting Professor, summer
 of 1960

University of North Carolina at Greensboro, Visiting Professor,
 summer of 1955

Michigan State University, East Lansing, Professor of Business
 Education, summer of 1954

Russell Sage College, Troy, New York, Lecturer in Business, 1951-52

University of Utah, Salt Lake City, Lecturer in Management, 1949-50

Indiana University, Bloomington, Assistant Professor, 1942-49

University of Tennessee, Knoxville, spring quarter, 1939

University of New Mexico, Albuquerque, June, 1962 (two-week
 workshop)

Kansas State University at Pittsburg, June, 1960 (two-week workshop)

Other Teaching Experience

Private business schools, public schools, and adult evening schools

Office and Supervisory Experience

Program Chairman, Business Teacher Education, College of Education, Texas Tech University, September, 1972-75

Coordinator, Secretarial Area, Texas Tech University, 1965-72

Head, Department of Office Administration, Louisiana Tech University, Ruston, 1963-65

Coordinator of U.S.A.F. Clerk-Typist Training Program, Pennsylvania State University, April, 1951-August, 1951

Supervisor, Office Training Section, Tennessee Valley Authority, Knoxville, Tennessee, 1941-42

Editorial Assistant, South-Western Publishing Company, Cincinnati, Ohio, 1940-41

Secretary to Superintendent of Hahn High School, Nebraska State College, Wayne, 1929-33

Publications (Partial Listing)

Articles:

"Production Transcription," The Balance Sheet, February, 1977.

"Strategies for Developing Reading and Writing Skills in Shorthand," Century 21 Reporter, Fall, 1975.

"Basic Conditions of Effective Shorthand Learning," The Balance Sheet, March, 1975.

"\$3.19--Does an 'Average' Letter Really Cost That Much?" Administrative Management, October, 1971.

"Occupational Competency--The Goal of Second-Year Transcription," Business Education Forum, May, 1968.

"New Dimensions for Secretarial Careers," La Ventana, 1968.

"The Awakening," Business Education Forum, May, 1968.

"Developments in Secretarial Education--Past and Future," Catholic Review, Spring, 1968.

Books:

Self-Paced Learning Activities, study manual accompanying Volume 1, Century 21 Shorthand, Theory and Practice (Cincinnati: South-Western Publishing Company, 1977).

Century 21 Shorthand, Theory and Practice, Collegiate Series (Cincinnati: South-Western Publishing Company, 1974) pp. 246.

Century 21 Shorthand, Intensive Dictation and Transcription, Collegiate Series (Cincinnati: South-Western Publishing Company, 1974), pp. 228; coauthored with Robert E. Hoskinson.

Dictation Tests - 62 Tests 50-90 wam (Lubbock: Texas Tech Press, 1973) pp. 42.

Shorthand Transcription Studies, Gregg (Cincinnati: South-Western Publishing Company, First Edition, 1944; Second Edition, 1950; Third Edition, 1958; Fourth Edition, 1968) pp. 249; coauthored with S. J. Wanous.

Integrated Secretarial Studies, Gregg (Cincinnati: South-Western Publishing Company, Jubilee Edition, 1964; Simplified Edition, 1963) pp. 375; coauthored with Jerry Robinson.

In Progress:

Century 21, Secretarial Studies (Cincinnati: South-Western Publishing Company, 1977) coauthored with Ronald D. Johnson.

Monographs:

"Some Suggestions for Achieving Office Practice Objectives in Advanced Typewriting," appearing in Monograph 117, Practices and Preferences in Teaching Typewriting, Spring, 1967.

"Evaluating Typewriting Performance Using Mailable Words a Minute," Monograph 117, Practices and Preferences in Teaching Typewriting, Spring, 1967.

Current Practices in Transcription in 392 Firms. Division of Business and Economic Research, Louisiana Tech University, 1964.

A Study of the Validity of Some Methods of Measuring Straight-Copy Typing Skill. Department of Research, School of Business Administration, Louisiana Tech University, 1956.

In Progress: Monograph of research study on current transcription practices in 207 firms.

Other:

"Evaluation in the Shorthand Program," American Business Education Yearbook, 1960.

Position Papers Presented to Conferences or Workshops

Southern Business Education Association, November, 1975
 Annual Business Education Conference, Kansas State College of
 Pittsburg, September, 1975
 Annual Business Education Workshop, University of Texas, Austin,
 July, 1976
 Annual Business Education Conference, Middle Tennessee State Univer-
 sity, April, 1976
 Annual Business Education Conference, Louisiana Tech University,
 March, 1976
 Arkansas College Professors of Business and Economics Annual Con-
 ference, Little Rock, December, 1976
 Memphis State University Annual Business Education Conference,
 Memphis, March, 1977
 Arkansas Purchasing Managers Association Meeting, Little Rock, March,
 1977
 Southern Illinois University at Edwardsville, Annual Business Ed-
 ucation Conference, May, 1977
 Numerous appearances 1942-75 at state, regional, and national con-
 ferences and workshops

Consulting Services

Numerous secretarial seminars

Research

A Psychological Battery Approach to Assessment and Evaluation of
 Abilities/Disabilities in a Subject Area Involving Multisensory
 Integration, with Drs. Anderson and Halcomb, Psychology Department,
 TTU, Spring, 1973

An Analysis of Current Transcription Practices in 207 Business Firms,
 to be published in 1977

Self-Paced Learning Activities, an individualized study manual to
 accompany Century 21 Shorthand, Theory and Practice (Cincinnati:
 South-Western Publishing Company, 1977)

Professional Associations

National Collegiate Association for Secretaries
 National Executive Secretary, 1976-
 Member, National Advisory Committee, 1968-
 Initiator, Cofounder, First National President, 1962-66
 Member, National Executive Board as Past National President,
 1966-68
 Research Foundation, National Business Education Association
 National President, 1969-71

Member, National Executive Board as Past National President, 1971-73
Vice President, 1965-69
Secretary, 1963-65
National Business Education Association
Member, National Executive Board, 1969-71
Board of Governors for Research and Development in Business Education
Member, 1967-72
Delta Pi Epsilon
National Secretary, 1963-65
Louisiana Business Education Association
State President, 1960-61
State Secretary, 1959-60
Beta Gamma Sigma
Pi Lambda Theta
Alpha Psi Omega
Phi Delta Kappa
Pi Omega Pi
Sigma Tau Delta

Awards and Honors

Alpha Kappa Psi Faculty Award from Eta Theta Chapter, TTU, 1970
Who's Who of American Women
Who's Who in the South and Southwest
Dictionary of International Biography
Contemporary Authors
Leaders in Education

Edward L. Christensen

Present Position

Professor, Graduate School of Management
 Brigham Young University
 Provo, UT 84602

System Design and Research Consultant
 South-Western Publishing Co.

Degrees and Institutions

	Harvard Graduate School of Business, Summer	1962
Ph.D.	University of Utah	1953
	Stanford University, Spring	1949
	Stanford University, Summer	1947
	University of California, Summer	1941
M.S. - B.S.	University of Utah	1939
A.B.	Snow College	1936

Teaching and Administration

Brigham Young University, Graduate School of Management, Professor
 1953-
 University of Utah, Ogden Residence Center, Director, 1946-53
 Weber State College, Business Division, Instructor, 1946-53
 (On leave from University, United States Army-ETO) 1943-46
 University of Utah, Business Education, Instructor, 1941-43
 Dixie College, Business Department, Chairman, 1940-41

Publications (Partial Listing)

Articles:

"The Mastery Theory: Shorthand Principles," Century 21 Reporter,
 South-Western Publishing Co., Fall, 1976, pp. 1-2, 16.

"Individual Difference: Classroom with Mixed Shorthand Systems,"
The Balance Sheet, South-Western Publishing Co., LVIII, No. 2,
 Oct., 1976, pp. 52-55.

"Vagaries of Sound in Shorthand," Century 21 Reporter, South-West-
 ern Publishing Co., Spring, 1975, pp. 11, 13-15.

"Five Crucial Features of a Shorthand System," The Balance Sheet,
 South-Western Publishing Co., LVI, No. 2, Oct., 1974, pp. 52-56.

"Origins of Shorthand Symbols," Century 21 Reporter, South-Western Publishing Co., Fall, 1974, pp. 2-4 and 6-9.

"Dissimilarity in Shorthand Standards," Business Education Forum, National Business Education Association, XVII, No. 1, Oct., 1962, pp. 11-13. (Coauthor)

Books:

Century 21 Shorthand Dictionary (Cincinnati: South-Western Publishing Co., 1976), 385 pp.

Self-Paced Learning Activities (Cincinnati: South-Western Publishing Co., 1976), 124 pp.

Century 21 Shorthand - Theory and Practice (Cincinnati: South-Western Publishing Co., 1974), (coauthor), 252 pp.

Teacher's Manual, Century 21 Shorthand - Theory and Practice (Cincinnati: South-Western Publishing Co., 1974), (coauthor), 312 pp.

6,000 Most-Used Century 21 Shorthand Outlines (Cincinnati: South-Western Publishing Co., 1974), (coauthor), 154 pp.

Shorthand Transcript, Century 21 Shorthand-Theory and Practice (Cincinnati: South-Western Publishing Co., 1974), (coauthor), 67 pp.

Bulletins:

The Shorthand "Mix" After the First Year, South-Western Publishing Co., Cincinnati, 1977. (Coauthor) Different shorthand systems, different time frames, and different student achievements are the basic considerations. 22 pp.

Articles--Higher Education for Business:

"Challenge and Change in Education for Business," The Educational Record, American Council on Education, XLIV, No. 1, Jan., 1963, pp. 77-82, (coauthor)

"The Classroom Creed," Phi Delta Kappan, (Golden Anniversary Edition) XXXVII, No. 4, Jan., 1956, back cover.

"Is Teaching a Genuine Profession?" Business Education World, March, 1955, XXXV, No. 7, pp. 22-23. Republished by request of the editors in the book: Teaching in America, Charles E. Merrill Books, Inc., 1962.

Position Papers Presented to Conferences or Workshops

Dr. Christensen has participated in several university workshops. Most recently he has presented the following:

"How Research Contributes to Quality Education for Business," paper presented before the College-University Section of the Southern Business Education Association Convention. Miami, Florida, November 27, 1976.

"Research and Rationale of Century 21 Shorthand," paper presented before the Shorthand Section of the American Vocational Association Convention, Anaheim, California, December 5, 1975.

Consulting Services

System Design and Research Consultant for several years and on a continuing basis for the South-Western Publishing Co., Cincinnati, Ohio.

Shorthand Research Consultant on a short-term basis for states. For example, Dr. Christensen worked closely with the Writing Committee and the State of New York officials in Occupations and Business Education, Albany and Buffalo, 1975, on the revision of the state shorthand syllabi and Board of Regents exams.

Research

Pennsylvania State University, Research Associate, 1959-60
 Carnegie Research Grant, Summer, 1963-69, 1965-66
 Sponsor: American Council on Education
 National Commission on Accrediting, 1968-69
 Editing second book (Readings), Summer, 1972
 South-Western Publishing Co., Research and Systems Consultant,
 1960

Professional Associations

National Business Education Association
 Utah Business Education Association
 President, 1963-64
 Western Business Education Association (Delegate)
 American Business Communication Association
 Phi Delta Kappa
 Phi Kappa Phi
 Delta Pi Epsilon
 Beta Gamma Sigma

Awards and Honors

Contemporary Authors, 1971

Outstanding Educators of America, 1970

Dictionary of International Biography, 1974

Who's Who in the West, 1975

Distinguished Faculty Award, College of Business, 1972, Brigham
Young University

Mildred Hillestad

Present Position

Associate Professor
Ohio State University
Columbus, OH 43220

Teaching and Administration

Shorthand methods courses since 1960
Workshops, Indiana State University, 1974, 1976; University
of Wisconsin, Whitewater, 1976

Publications (Partial Listing)

Articles:

"Cognitive Learning Processes and Research in Shorthand," Delta Pi Epsilon Journal, Feb., 1977.

"Implications of Cognitive Learning Theory for Business & Office Education," accepted NABTE Review, 1978.

Monographs:

Research: Process and Product. (St. Peter, MN: Delta Pi Epsilon, 1977.

Position Papers Presented to Conferences or Workshops

"Implications of Cognitive Learning Theory in Shorthand and Office Procedures," Southern Illinois University, Research Conference, May, 1977.

New York Secretarial Teachers Association, Alfred University, Nov., 1977.

NBEA, Ohio B.T.A., Indiana University and others.

Awards and Honors

Delta Pi Epsilon Research Award, 1960

Russell J. Hosler

Present Position

Professor Emeritus
University of Wisconsin
Madison, WI 53706

Degrees and Institutions

Ed.D.	Indiana University	1946
M.A.	Toledo University	1941
A.B.	Defiance College	

Teaching and Administration

Director of undergraduate and graduate programs in business teacher education, University of Wisconsin, Madison, 1946-76.

Publications (Partial Listing)

Books:

Coauthored college (Gregg) Shorthand series, all editions
Coauthored, Gregg Programed Shorthand
Coauthored, Gregg Personal Typing

Professional Associations

Ohio Business Teachers Association, President
National Business Teachers Association, President
NABTE, President
NBEA, President

Awards and Honors

John Robert Gregg Award, 1966

Arthur James Lemaster

Present Position

Editor-in-Chief, Gregg Shorthand
McGraw-Hill Book Company

Degrees and Institutions

Ed.D.	North Texas State University
M.A.	Sul Ross State University
B.B.A.	North Texas State University

Teaching and Administration

(Full Time)

Baruch College, City University of NY, Director of Business
Education

University of Houston, TX, Associate Professor Business Education

Cooke County Community College, Gainesville, TX

Odessa, TX, Public Schools

(Part time)

Pace University, New York City

North Texas State University, Denton, TX

Dalhousie University, Halifax, NS

Odessa College, TX

Publications

Books:

Gregg Shorthand For Colleges (New York: Gregg/McGraw-Hill Inc.)
Volumes One and Two, Handbook, Transcript, Workbook, Tapes.

Other:

Gregg Shorthand Transparencies, Tapes, and Filmstrips

Gregg Dictation and Transcription, Individual Progress Method

Position Papers Presented to Conferences or Workshops

WBEA

California BEA

Numerous others

Consulting Services

United States and 13 foreign countries

Research

Individual Progress Learning
Basic Learning Theory
Competency-Based Education
Shorthand and Typewriting

Professional Associations

National Business Education Association
Eastern Business Education Association
Delta Pi Epsilon
Phi Delta Kappa
Phi Eta Sigma
Kappa Delta Pi
Texas Business Education Association

Awards and Honors

Who's Who in Education

Other

Seminars conducted for:

Systems and Procedures Association
National Aeronautics and Space Administration
National Secretaries Association
Administrative Management Society
Legal Secretaries Association

Louis A. Leslie

Present Position

Semi-retired

Degrees and Institutions

Honorary Doctorate, Rider College, Lawrenceville, NJ

Teaching and Administration

Teaching demonstration classes in connection with methods lectures all over the United States from 1930-1950.

Publications

Articles:

Several hundred articles in yearbooks and periodicals from 1925 to 1977.

Books:

About 50 books from 1930 to 1977, with more scheduled to appear in 1978. These include shorthand textbooks, teacher's handbooks for methods of teaching the texts, separate volumes on Methods of Teaching Transcription and Methods of Teaching Shorthand.

20,000 Words, published in 1934; now in Seventh Edition.

Research

Constant shorthand and typewriting methods research from 1917 through 1977, and still continuing.

Awards and Honors

Delta Pi Epsilon

Joe Milton Pullis

Present Position

Professor of Business Administration
 College of Administration and Business
 Louisiana Tech University
 Ruston, LA 71720

Degrees and Institutions

Ph.D.	North Texas State University	1966
M.A.	North Texas State University	1961
B.S.	North Texas State University	1960

Teaching and Administration

Professor, Louisiana Tech University	1967
Ass't Professor, North Texas State University	1963 - 1967
Instructor, Tarleton State College	1961 - 1963

Publications (Partial Listing)

Articles:

"The Psychology of Instruction in Shorthand," Journal of the American Psychological Association, Fall, 1979, (accepted).

"Analysis of Words Used in Introducing Gregg Shorthand Theory and a Study of Pure Brief Form Derivatives and Compounds in Commonly Used Words," Business Education Forum, National Business Education Association, Washington, D.C., Fall, 1977 (accepted).

"The Nebulous World of Shorthand Standards," The Balance Sheet, South-Western Publishing Company, Cincinnati, Ohio, Fall, 1978 (accepted).

"Transcription Instruction in Shorthand," Century Twenty-One Reporter, South-Western Publishing Company, Cincinnati, Ohio, Spring, 1979 (accepted).

"A Measure of Independent Variables in Determining Difficulty of Dictation Materials," Business Education Forum, National Business Education Association, Washington, D.C., XXXI, October, 1976.

"Concerns of Shorthand Teachers: Part IV--Improving Evaluation of Shorthand Students," The Balance Sheet, South-Western Publishing Company, Cincinnati, Ohio, LVIII, December, 1976, and January, 1977.

"Concerns of Shorthand Teachers: Part III-Improving Selection and Counseling of Shorthand Students," The Balance Sheet, South-Western Publishing Company, Cincinnati, Ohio, LVIII, November, 1976.

"Concerns of Shorthand Teachers: Part II-Improving Teaching Methodology," The Balance Sheet, South-Western Publishing Company, Cincinnati, Ohio, LVIII, October, 1976.

"Concerns of Shorthand Teachers: Part I-Improving Instructional Materials," The Balance Sheet, South-Western Publishing Company, Cincinnati, Ohio, LVIII, September, 1976.

Position Papers Presented to Conferences or Workshops

"Popular Myths in Business Education," Southern Business Education Association Annual Convention, Miami, Florida, November 26, 1976.

"Nonparametric Statistics in Business Education," Eastern Washington State University, Spokane, Washington, October 9, 1976.

"Research Designs in Business Education," Portland State University, Portland, Oregon, October 8, 1976.

"Business Education for the Future," University of Southwestern Louisiana Business Education Conference, June 14, 1976.

"Where Are We Going in Shorthand?" University of South Florida Business Education Conference, Tampa, Florida, March 13, 1976.

"A New Era for Shorthand Instruction," The University of Tennessee Business Education Conference, Knoxville, Tennessee, March 5, 1976.

"Shorthand Instruction in the '70's," Florida Tech University Business Education Conference, Orlando, Florida, February 20, 1976.

Consulting Services

Consultant in Business Education, Austin Public Schools, Austin, Texas.

Testing Consultant in Business Education, Education Testing Service, Princeton, New Jersey.

Consultant to the Catholic Business Education Association, Southern Region.

Research Consultant to Instructional Dynamics Incorporated, Chicago, Illinois.

Research

A Test of Validity of Syllabic Intensity and Percent High-Frequency Words as a Measure of Difficulty of Published Shorthand

Dictation Materials. Independent Study, Louisiana Tech University (Ruston), 1975.

The Influence of "Cold Notes" on Achievement in Shorthand Dictation.

Utilizing Transparencies in the Transcription Course.

Determining the Optimum Time for Introducing Transcription.

The Psychology of Speed Development in Shorthand.

An Analysis of the Logic of the Construction Patterns of Gregg Shorthand Outlines.

The Application of the Micro-Molar Theory to Instruction in Shorthand. Immediate Verification of Performance in the Communications Course.

The Invalidation of Research Through the Violation of Statistical Assumptions (with Dr. Philip F. Rice, La. Tech University).

An Analysis of the Effect of Test Repetition on Gross Words a Minute and Errors on Five Minute Straight-Copy Tests in Typewriting.

Professional Associations

International Society for Business Education

National Business Education Association

Southern Business Education Association

Louisiana Business Education Association

Catholic Business Education Association

Administration Management Society

Louisiana Business Teachers Association

Louisiana Teachers Association

National Education Association

American Vocation Association

American Education Research Association

International Platform Association

Program Committee, International Society of Business Education, Chicago, 1975

Publications Committee, National Business Education Association, 1975-76

Awards and Honors

Who's Who in Consulting

Outstanding Educators of America

Who's Who in American Education

Leaders in Education

Men of Achievement

National Authorities in Business Education

Outstanding Young Men of America

Personalities in the South

Pi Omega Pi
Delta Pi Epsilon
Phi Delta Kappa
Beta Gamma Sigma
Kappa Delta Pi

Other

CAB Self-Study Committee for the State Board of Education, 1975
CAB Graduate Curriculum Committee
Assistant Editor, Eastern Business Teachers Association Yearbook,
1974
Associate Editor, National Business Education Association Yearbook,
1974
National and International Associations: Publications Committee,
National Business Education Association, Program Committee,
International Society of Business Education
Research Editor, NABTE Review, 1976, 1977

Madeline S. Strony

Degrees and Institutions

New York University

Teaching and Administration

Mrs. Strony has taught business subjects on all levels: high school, business school, college and university, adult evening school, and reporting.

Publications (Partial Listing)

Books: (coauthor)

The Secretary at Work

Gregg Dictation Simplified

Gregg Dictation, Diamond Jubilee Series

Refresher Course in Gregg Shorthand Simplified

Refresher Course in Gregg Shorthand, DJS

The Road to Secretarial Success

Position Papers Presented to Conferences or Workshops

Every summer since 1963, Mrs. Strony has conducted one- and two-week workshops for teachers at California State College, Los Angeles. During the last 20 years, she has conducted workshops in all 50 states, plus Puerto Rico, Canada, Australia, New Zealand, Singapore, Hong Kong, Korea, and Japan. She had a workshop in February, 1977, in Australia. While most of these workshops are for teachers in shorthand and secretarial training, there were sessions for secretaries, office managers, and training supervisors.

Consulting Services

Mrs. Strony has been a consultant to many large business houses on in-service training programs for typists, stenographers, and secretaries.

Professional Associations

Alpha Chapter of Delta Pi Epsilon (Charter Member)

Transcription Supervisors Association

Delta Kappa Gamma Society

Theta Alpha Delta

Charles Zoubek

Present Position

Director of Shorthand Publications
Gregg/McGraw-Hill Publishing Company

Degrees and Institutions

Ph.D. Rider Institute (Honorary)

Publications

Books:

Gregg Shorthand, Simplified
Gregg Shorthand, DJS

Consulting Services

All 50 states and various foreign countries

Awards and Honors

Delta Pi Epsilon
Ph.D., Rider College, (Honorary)

Typewriting

The following material was based upon the responses of 41 NABTE school representatives who returned nomination forms. National typewriting leaders from 1956-76 as selected by NABTE school representatives were:

T. James Crawford
Lawrence W. Erickson
D. D. Lessenberry
Alan C. Lloyd
Jerry Robinson
John L. Rowe
Allien R. Russon
S. J. Wanous
Leonard West
Fred E. Winger

The biographical information listed was based on the responses of the typewriting leaders selected by NABTE school representatives. Information was received from eight typewriting leaders. Dr. T. James Crawford did not respond to the survey. Dr. D. D. Lessenberry corresponded with the researcher, but did not include information for the survey.

T. James Crawford

BIOGRAPHICAL DATA NOT RECEIVED

Lawrence W. Erickson

Present Position

Professor of Education and Assistant Dean
UCLA Graduate School of Education
University of California
Los Angeles, CA 90024

Degrees and Institutions

Ed.D.	UCLA Graduate School of Education	1955
M.S.	College of Business Administration University of California	1945
B.S.	College of Business Administration University of California	1942

Teaching and Administration

1944 - Present:

Beverly Hills High School; University of San Francisco; Teachers College, Columbia University; and University of California, Los Angeles (UCLA) Assistant Dean, UCLA Graduate School of Education Chairman, Board of Governors for Research and Development in Business Education; Director, UCLA Education in Family Finance Program; Member, Board of Directors, Heald Colleges; Director, UCLA Consumer Education Program

Publications (Partial Listing)

Articles:

"Using the Typewriting for Learning: Writing," The Balance Sheet, December/January, 1976-77.

"Effects of Socio-Economic Background Factors on Typewriting Speed and Accuracy," NABTE Review, 1975, pp. 107-112.

"Effects of Straight-Copy Difficulty on the Speed and Accuracy of Second Year High School Typing Students," NABTE Review, 1975, pp. 102-106.

"Instructional Aids for Typewriting," Typewriting News, Fall, 1973, Cincinnati: South-Western Publishing Company, pp. 1-4.

"Changing Forces in Typewriting Instruction--Prepare Today's Students for Tomorrow's Needs," Business Education Forum, November, 1968, pp. 3-5.

"An Analysis of the Control Concept in Typewriting," The Balance Sheet, March, 1964, pp. 292-295, 336.

Books:

Century 21 Typewriting (Cincinnati: South-Western Publishing Company, 2nd Edition, 1977), coauthor.

Century 21 Typewriting (Cincinnati: South-Western Publishing Company, 1972), coauthor.

Clerical Office Typewriting (Cincinnati: South-Western Publishing Company, 1972), coauthor.

Typing Our Language (Glenview: Scott, Foresman Company, 1970).

20th Century Typewriting (Cincinnati: South-Western Publishing Company, 9th Edition, 1967), coauthor.

Monographs:

A Guide for the Teaching of Typewriting, Sacramento: Bureau of Business Education, State Department of Education, 1952, Chapters III, IV, and V, pp. 18-53.

"The Manual Portable Typewriter as a Tool of Learning with Fifth-Grade Elementary School Pupils," Summary Research Report, October, 1959, 85 pages.

Practices and Preferences in Teaching Typewriting, (Contributing author), Monograph 117, Cincinnati: South-Western Publishing Company, March, 1967, 100 pages.

Yearbooks:

"Developing Employable Typewriting Production Skill," National Business Education Association Yearbook, 1974.

"Contributions of Research to Improvement of Instruction in Business Education--The Teaching of Typewriting," National Business Education Association Yearbook, 1971. Washington: National Business Education Association, 1971, Chapter 3, pp. 17-37.

"Business Education New and in the 1970's--Production Typewriting for 1970," Twenty-fifth Yearbook, Business Education Association, New York, Section 6, pp. 176-183.

Motion Picture Films, Videotapes, Filmstrips:

Educational Collaborator, Instructional Films, "Typing Skills: Fields of Typewriting," and "Typing Skills: Position and Keystroke." Chicago: Coronet Films, 1972.

"TV Typing and Office Career Training," (Thirteen 30-minute TV Lessons), New York: Commerce and Industry Association of New York, Inc., and Manpower Education Institute, 1967.

"Profile of a High-Speed Typist." A special 12-minute color movie of a student in a high-speed typewriting research program. Produced with the aid of UCLA Media Center, 1974.

"Fundamentals of Typewriting Skill." Produced with the aid of UCLA Media Center, 1973.

Consulting Services

Dr. Erickson is known for his consulting activities in business education. He has been associated with such organizations as Wohl Shoe Company, Armour and Company, Chicago and North Western Railway, and the University of California.

Research

In Progress:

The Effect of the Use of Various Instructional Media on the Learning of Typewriting.

The Typewriter as a Remedial and Functional Learning Tool in Improving Spelling, English, Proofreading, and Related Skills of High School Students.

Case Study Research of the Factors Influencing the Development of High Speed Typewriting.

Training and Educational Needs of Business and Industry.

Recent Reports:

An Evaluation of Reinforcement Learning Theory as it Affects the Learning of Typewriting.

The Effect of the Use of Multi-Colored Typewriter Keyboards on Learning of Typewriting at the Elementary School Level.

The Long-Term Educational Effects of the Use of the Typewriter with Elementary School Pupils.

Determining Typing Standards for First-Year High School Typists.

The Values of a Visual Pacing Device in Developing Typewriting Skill.

Professional Associations

Los Angeles Business Education Association
California Business Education Association
Western Business Education Association
National Business Education Association
National Association for Business Teacher Educators
Alpha Kappa Psi
National Society for the Study of Education
Delta Pi Epsilon, Sponsor, Alpha Omicron Chapter
Phi Delta Kappa
UCLA Graduate School of Education Dean's Council
UCLA Doctoral Alumni Association

Awards and Honors

Beta Gamma Sigma
Phi Beta Kappa
Pi Gamma Mu
Highest Honors with Bachelor's Degree
Recipient of the Alpha Kappa Psi Award as the Outstanding College
Senior in graduating class
Member of the Order of the Golden Bruin
Member of Delta Pi Epsilon Dissertation Awards Committee, 1968-73
Recipient of the 1974 John Robert Gregg Award

D. D. Lessenberry

BIOGRAPHICAL DATA NOT RECEIVED

Alan Chester Lloyd

Present Position

Writer in Residence
McGraw-Hill Book Company

Previously, Editor-in-Chief for Typewriting

Degrees and Institutions

Ph.D.	University of Pittsburgh
Ed.M.	University of Pittsburgh
A.B.	University of Pittsburgh

Additional studies at Harvard University, New York University,
and University of Southern California

Teaching and Administration

Summer "Adjunct" Professor of Business Education, New York University, methods courses for typewriting and word-processing, 1973-76.

Beginning in 1936, teaching experience includes junior and senior high school, elementary school, business school, junior college, community college, university, and methods work in schools of education. Dr. Lloyd was one of America's first D.E. coordinators in 1938-39.

Publications

Articles:

More than 200 between 1938 and to date in all business education and general education magazines and yearbooks. They deal with instruction and curriculum in typing, transcription, and co-op training.

Books:

There are 107 textbooks, workbooks, and/or sets of tapes and transparencies. Best known:

Transcription 36
Typing 75 (Collegiate)
Typing 300
Typing Power Drills
Typing Skill Drives

Selective Practice Typing Drills
Gregg Typing Text-Kits

Position Papers Presented to Conferences or Workshops

Dr. Lloyd has conducted workshops in major city boards of education and in all states except Alaska. He has conducted seminars in 156 colleges and/or universities. He has conducted credit courses in nine universities.

Consulting Services

Training and qualifications consultant to the Olsten (temporary office services) Corporation.

Research

"The Evolution of the American Typewriting Textbook," Doctoral Study, University of Pittsburgh.

Sponsor to 24 master's and 13 doctorate degrees.

Professional Associations

Dr. Lloyd went through the chairs in Tri-State Business Education Association (Ohio, Pennsylvania, and West Virginia) and of the Pennsylvania B.E.A.

Awards and Honors

Life Member of Phi Delta Kappa, Delta Pi Epsilon

Omicron Delta Kappa

Honorary Life Member of Pi Omega Pi

Who's Who in the East

Who's Who in American Education

Contemporary Authors

Other

Served in World War II, Lt. Commander, U.S. Navy

Jerry W. Robinson

Present Position

Assistant Vice President
Senior Editor of South-Western Publishing Company

Degrees and Institutions

Ph.D.	University of California, Los Angeles
M.A.	University of California, Los Angeles
B.A.	University of Denver

Teaching and Administration

Dr. Robinson has taught at the secondary level in both Denver and Los Angeles, at the junior college level in Phoenix and at the university level at UCLA. By invitation, he still teaches on occasion in the Teachers College, University of Cincinnati.

Publications (Partial Listing)

Articles:

"Instructional Aids for Typewriting," Typewriting News. (Coauthor)

"Typing Accuracy: Myth or Mystery?" Delta Pi Epsilon Journal.

"Psychological Conditions of Problem/Production Skill Building,"
The Balance Sheet.

"The Development of Business Letter Production Power," Typewriting Methods in the Seventies, Metropolitan New York Business Teachers Association Twenty-Eighth Yearbook. (Coauthor)

"The Marriage of ZIP and OCR," Typewriting News.

"A Basic Vocabulary for Typewriting," The Balance Sheet. (Coauthor)

Books:

Century 21 Typewriting (Cincinnati: South-Western Publishing Company, 1977). (Coauthor)

Strategies of Instruction in Typewriting (Cincinnati: South-Western Publishing Company, 1972). (Editor and contributing author)

Integrated Secretarial Studies, Jubilee Ed. (Cincinnati: South-Western Publishing Company, 1967).

Integrated Secretarial Studies, Simplified Ed. (Cincinnati: South-Western Publishing Company, 1963). (Coauthor).

Monographs:

Practices and Preferences in Teaching Typewriting, Monograph 117, South-Western Publishing Co., 1967. (Editor and contributing author).

Strategies of Instruction in Typewriting (Cincinnati: South-Western Publishing Co.).

Papers Presented to Conferences or Workshops

Dr. Robinson has been a speaker-consultant for more than 150 city, state, regional, and national in-service institutes, workshops, and conventions. He has appeared on programs in over 35 states, the District of Columbia, and four Canadian provinces. He was honored in 1972 by being invited to deliver the Fifth Annual Distinguished Lecture before the joint chapters of Delta Pi Epsilon at UCLA and USC.

- "Typewriter Instruction: Ritual or Reason?" University of Illinois, Urbana-Champaign.
- "Some Letters from Usual Lee Wong," Western BEA, Salt Lake City.
- "Humanizing Business Education," Manitoba-Saskatchewan Joint BEA, Dauphin, Manitoba.
- "Nobody's Perfect!" Concordia College Business Education Conference, Moorhead, Minnesota.
- "Some Indexes of Excellence in Teaching," Georgia BEA, Athens.
- "Computerizing the Language of Typewriting," Western BEA, San Francisco.
- "Effects of Copy Difficulty Upon Typewriting Performance," NABTE, Chicago.
- "Effective Strategies of Typewriting Instruction," University of Alabama.
- "Research: For What?" Joint chapters of Delta Pi Epsilon, UCLA and USC, Los Angeles.

Research

Recognized for his research in typewriting, Dr. Robinson has measured the effects of copy difficulty upon typewriting performance, determined the relationship of personal characteristics and levels of typewriting achievement, studies the incidence of typewriting errors, surveyed typewriting teacher practices and preferences, computerized typewriting vocabularies, established levels of difficulty for skill-comparison activities, and determined national "norms" of typewriting achievement.

Professional Associations

Phi Delta Kappa

Delta Pi Epsilon

Administrative Management Society

American Business Communication Association

Dean's Advisory Council, UCLA Graduate School of Education

John L. Rowe (deceased)

Last Position

Chairman, Business and Vocational Education Department
University of North Dakota
Grand Forks, ND 58202

Degrees and Institutions

Ed.D.	Teachers College, Columbia University
M.A.	State University of Iowa, Iowa City
B.A.	Wisconsin State University

Teaching and Administration

University of North Dakota, Grand Forks, ND. Chairman, Department of Business and Vocational Education, and Professor of Business Education, 1955-75.

Northern Illinois University, DeKalb, IL. Professor of Business Education, 1952-55.

Teachers College, Columbia University. Associate Professor of Education, 1948-52.

Boston University, Associate Professor of Business Education and Head of Department, 1945-48.

Publications (Partial Listing)

Dr. Rowe authored more than 35 books and over 200 professional articles.

Articles:

"Typewriting in the Seventies - An Overview," National Business Education Yearbook 12 (1974), pp. 58-63.

"A Typical Lesson in Production Typewriting," Business Education Association of the Metropolitan New York Yearbook 28 (1970), pp. 86-92.

"What Typewriting Research has Accomplished," Business Education World 48 (September, 1967), pp. 12-13.

"Teaching Typewriting Tomorrow," Business Education Journal 14 (Spring, 1967), p. 3.

"Standards in Vocational Typewriting," NBEA Yearbook 5 (1967), pp. 165-170.

"Standards in Typewriting," Business Education Forum 20 (May, 1966), pp. 5-7.

Books:

Gregg Typing 2 (New York: Gregg Division, McGraw-Hill Inc., 1966). (Lloyd and Winger)

Gregg Typing 1 (New York: Gregg Division, McGraw-Hill Inc., 1965). (Lloyd and Winger)

Typing 300 (New York: Gregg Division, McGraw-Hill Inc., 1973). (Lloyd and Winger)

Typewriting for Speed and Accuracy (New York: Gregg Division, McGraw-Hill Inc., 1966). (Etier)

Typewriting Drills for Speed and Accuracy (New York: Gregg Division, McGraw-Hill Inc., 2nd Edition, 1959). (Etier)

Gregg Typing, 191 Series (New York: Gregg Division, McGraw-Hill Inc., 2nd Edition, 1967). (Lloyd and Winger)

Position Papers Presented to Conferences or Workshops

Dr. Rowe gave lectures and demonstrations to state, regional, and national professional meetings in 49 of the 50 states. He also lectured and demonstrated in Puerto Rico, Panama, England, Pakistan, Philippine Islands, and six Canadian Provinces. A list of his speeches and consultant activities is unavailable, but it is estimated that he gave between 500 to 600 speeches during his professional career.

Research

Dr. Rowe directed approximately 100 Doctoral Dissertations during his career. He conducted electric typewriting experiments in third and fourth grades, which was financed from a grant.

Professional Associations

Vice-President, Business and Office Division, American Vocational Association

President, Catholic Business Education Association-Midwest Unit

President, National Association for Business Teacher Education

Editor, 1965 Eastern Business Association Yearbook

Editor, 1956 American Business Education Yearbook

Executive Board Member, United Business Education Association

American Association of University Professors
Eastern Business Teachers Association
National Business Education Association
National Education Association
North Dakota Education Association
Delta Pi Epsilon
Gamma Theta Epsilon
Kappa Delta Pi
Phi Delta Kappa
Pi Omega Pi
Sigma Tau Delta
Newcomen Society

Awards and Honors

John Robert Gregg Award, 1976 (awarded posthumously)
American Vocational Association Service Award
Named Chester Fritz Distinguished Professor at University of North
Dakota, 1973, 1974
Named Distinguished Alumnus at Wisconsin State University, Whitewater
Received Distinguished Service Award from the Wisconsin Business
Education Association
Bicentennial Commission, named by former Governor William L. Guy
Named Regent for Mary College in Bismarck, North Dakota
Precinct Committeeman and Delegate to the 1968 Democratic National
Convention
Member of Governor's Commission for Crippled Children in North Dakota
Named University Professor (Distinguished) at University of North
Dakota, 1966
Elected one of the nine outstanding teachers at the University of
North Dakota (through an all-University student election), 1965
Named Outstanding College of Education Professor, University of North
Dakota, 1965

Allien R. Russon

Present Position

Professor of Management and Business Education
College of Business
University of Utah
Salt Lake City, UT 84108

Degrees and Institutions

Ph.D. University of California, Los Angeles 1954

Teaching and Administration

University of Utah, Professor, 1960 to present
University of Utah, Associate Professor, 1954-1960
University of Utah, Assistant Professor, 1947-1954
University of Utah, Instructor, 1943-1947
Chairman, Business Education Division, 1948 to present
Acting Head, Business Education Department, UCLA, Summer, 1954
Instructor, LDA Business College, 1936-1943
Visiting Professor, UCLA, Summers, 1949-1957
Visiting Professor, Colorado State College, Summer, 1962
Visiting Professor, Indiana State College, 1963
Visiting Professor, New York University, Summer, 1965
Visiting Professor, University of North Dakota, Summer, 1966, 1968
Visiting Professor, Catholic University of America, Summer, 1969
Visiting Professor, Montana State University, Summer, 1971
United States Air Force, Mildenhall and Alconbury, England, Winter,
1970; Fall, 1971; Summer, 1973; and Ramstein and Zqeibrucken,
Germany, Fall, 1973

Publications (Partial Listing)

Articles:

"Shorthand," Encyclopaedia Britannica, 1974 edition.

"Typewriting for Clerical Practice--a Three-Way Plan," Business Education Forum, XXII, February, 1968, pp. 5-7.

"Evaluating the Use of Standards by Business Teachers in the Skill Area," National Business Education Quarterly, XXXIV, No. 4, Summer, 1966.

"Psychology Applied to Typewriting," The Balance Sheet, XLVIII, No. 3, November, 1966.

"What Do You Mean, Accuracy?" Business Education Forum, XVIII, February, 1964, pp. 25-26.

Books:

The Administrative Secretary: Resource (New York: Gregg Division, McGraw-Hill Book Company, 1970), 692 pp. (With Ruth I. Anderson and others)

Office Administration and Procedures (New York: Gregg Division, McGraw-Hill Book Company, 1965), 401 pp. (With Harry Huffman and Donald Mulkerne)

Business Behavior (Cincinnati: South-Western Publishing Company, 1964), 310 pp.

Philosophy and Psychology of Teaching Typewriting (Cincinnati: South-Western Publishing Company, 1st Ed., 1960, 438 pp.; 2nd Ed., 1972, 395 pp.). (With S. J. Wanous)

Monographs:

Methods of Teaching Shorthand (Monograph 119) (Cincinnati: South-Western Publishing Company, 1968), 58 pp.

"Principles of Learning Applied to Typewriting Skill Development," Practices and Preferences in Teaching Typewriting (Monograph 117) (Cincinnati: South-Western Publishing Company, 1967), pp. 35-38.

Yearbooks:

"Acquainting Students with Career Opportunities in the Office," The Emerging Content and Structure of Business Education, National Business Education Yearbook, No. 8 (Washington, D. C.: National Business Education Association, 1970), pp. 121-128.

"Typewriting Curriculum and Methodology in Teaching Training Institutions," Methods of Teaching Typewriting, The Eastern Business Education Teachers Association Yearbook, XXXVIII, 1965, pp. 149-155.

Records:

Gregg Secretarial Records, Set 2, McGraw-Hill Book Company, 1964, 12 sides.

Tapes:

Are You Communicating? Division of Continuing Education, University of Utah, 1968. 8 tapes.

Position Papers Presented to Conferences or Workshops

Dr. Russon regularly gives from 10 to 20 speeches a year at state, district, and national conferences and conventions.

Consulting Services

Manpower Administration, Clearfield, Utah, 1971
 U.S. Steel, Geneva, Utah, 1972
 Little Rock Air Force Base, 1972
 Manpower Administration, San Francisco, 1972
 Manpower Administration, New York City, 1973, 1974
 Utah Law Research Institute on project: Secretarial Selection System
 Manpower Administration, Seattle, 1974-75

Professional Associations

Phi Kappa Phi, Secretary, 1959-1960
 AAUP, Secretary, 1958
 UEA, Secretary, 1964-1965
 Beta Gamma Sigma, President, 1966-1967, Secretary, 1964-1965
 Delta Pi Epsilon
 Phi Chi Teta
 Theta Alpha Phi
 Pi Beta Phi

Awards and Honors

Who's Who in American Education
Who's Who of American Women

S. J. Wanous

Present Position

Professor of Education and
 Chairman of Department of Business Education
 Graduate School of Education
 University of California Los Angeles

Degrees and Institutions

Ph.D.	University of Pittsburgh	1940
M.A.	State University of Iowa	1930
B.A.	State Teachers College Whitewater, Wisconsin	1929

Teaching and Administration

Professor of Education and Chairman of Department of Business Education, University of California, Los Angeles, 1941-
 Acting Dean, College of Applied Arts, University of California, Los Angeles
 Associate and Acting Dean, Graduate School of Education, University of California, 1958-67
 Supervisor, Management Training, ESMWT, School of Business Administration, 1944-46
 Principal Investigator, UCLA-AID Sponsored Teachers College and Comprehensive High School, Nigeria, Africa, 1960-69
 Associate Professor of Business Administration, University of Arizona, Tucson, 1934-41
 Head, Business Department, New Mexico Highlands, University, Las Vegas, New Mexico, 1930-34

Publications (Partial Listing)

Articles:

"Assisting Nigeria in Its Educational Development," California Business Education Journal, February, 1970, pp. 12-17.

"Curriculum Standards in Business Education," Parts 1 & 2, The Balance Sheet, September and October, 1968.

"An Analysis of Some Evaluative Measures of Typewriting Performance," Parts 1 & 2, The Balance Sheet, September and October, 1968.

"Re-evaluating Business Programs," an Editorial, Business Education Forum, 1968.

Books:

Fundamentals of Data Processing (Cincinnati: South-Western Publishing Company, 1971). With E. E. Wanous and Gerald Wagner.

Personal and Professional Typing (Cincinnati: South-Western Publishing Company, 4th Ed., 1973). With James Bennett.

Philosophy and Psychology of Teaching Typewriting (Cincinnati: South-Western Publishing Company, 2nd Ed., 1973). With Allien R. Russon.

College Typewriting (Cincinnati: South-Western Publishing Company, 9th Ed., 1975). With D. D. Lessenberry and Charles Duncal.

Personal Typewriting for Junior High Schools (Cincinnati: South-Western Publishing Company, 3rd Ed., 1971). With Darle Ragblade.

Other:

"Teacher Preparation for Business Education," Encyclopedia of Education, 1970.

"Innovative Programs in Business Education," Chapter 41, National Business Education Association Yearbook, 1970.

"Office Machines," Encyclopedia Britannica, 1966, 1970.

Consulting Services

Redondo Beach, California, schools
Torrance, California, schools--Occupations Center
Seattle, Washington, schools

Research

Rhythm Studies in Typewriting

Awards and Honors

Who's Who in America

Leaders in Education

Alumnus of the Year, Wisconsin State University, Whitewater
John Robert Gregg Award for Outstanding Contributions to Business Education, 1967

Dictionary of International Biography, 1970

The Blue Book, Leaders of the English-Speaking World, 1970

International Who's Who, 1973

International Who's Who in Community Service, 1974

Leonard J. West

Present Position

Professor of Education
Baruch College
City University of New York

Degrees and Institutions

Ph.D.	Columbia University	1953
M.A.	Teachers College, Columbia University	1947
ASTP Diploma	University of Minnesota (German Language & Area Studies)	1945
B.B.A.	City University of New York Baruch College	1941

Teaching and Administration

Professor of Education, Baruch College, CUNY, 1974 to present
Visiting Professor, Business Education Dept., Teachers College, Columbia University, 1964-70
Associate Professor, Business Education & Psychology Depts., Southern Illinois University, Carbondale, 1957-64
Visiting Professor, Business Education Dept. (summer sessions): University of Northern Colorado, 1959; University of North Dakota, 1961; University of Tennessee, 1964
Instructor (shorthand and typewriting), Baruch College (evening), 1946-1952, 1950 (day)
High School teaching of business subjects in various New York City High Schools for 3 1/2 years, plus 5 1/2 years Washington Irving Evening High School, 1946-1952

Publications (Partial Listing)

Articles:

"Design and Conduct of Educational Surveys and Experiments," NABTE Review 1975, pp. 26-39.

"Principles and Procedures for Testing of Typewriting and Stenographic Proficiency," Business Education Forum, 1975, 29 (5), 24-27, 30-32.

"Review of Instructional Research in Business Education," Business Education Forum, February, 1973, 25 (5), 29-36.

"Trends in Teaching Typewriting," Business Education Forum, May, 1972, XXVI, No. 8, pp. 20-22.

"Reverse the Training Procedures for Production Typing Skills," Sincerely Yours (Business Teachers Association of New York State), April, 1972, XVI, No. 32, pp. 14-15.

Books:

Modern College Typewriting: Basic Course (New York: Harcourt, Brace, Jovanovich, 1977).

Acquisition of Typewriting Skills: Methods and Research for Teaching Typewriting (New York: Pitman, 1969), pp. 635 + xxvi.

300 Commas (New York: Gregg Division, McGraw-Hill Book Company, 1964). (Programed punctuation)

Other:

(Review of) National Business Entrance Tests: Typewriting. In O. K. Buros, ed.; Eighth Mental Measurements Yearbook (Highland Park, NJ: Gryphon Press).

"Implications of Research for Teaching Typewriting" (2nd ed.) Delta Pi Epsilon Research Bulletin No. 4, 1974.

Effects of Programed vs. Conventional Instruction on Proficiency at Office-Typing Tasks. City University of New York (Office of Teacher Education). Research Report 71-8, September, 1971. ERIC ED No. 055 420.

Consulting Services

1957 to present Consultant to: U. S. Army, U. S. Air Force, U. S. Office of Education, N. Y. State Dept. of Education, Illinois and New England Bell Telephone Companies, American Telephone and Telegraph, First National City Bank, Educational Development Council, Perceptual Development Laboratories, Royal Typewriter Company, and others.

Research

1964-74 Associate Professor (1964-69) to Professor (1969--), Division of Teacher Education, CUNY. Also (1) Member, Doctoral Faculty in Educational Psychology and (2) Judge, CUNY Faculty Research Awards Program

1953-57 Research Psychologist (Experimental), GS-12, Training Research Laboratory (Chanute AFB, Ill.) of the Air Force Personnel and Training Research Center

1950-52 Research Assistant and then Lecturer, Division of Teacher Education, CUNY (half time)

Professional Associations

American Psychology Association
American Education Research Association
National Business Education Association
Delta Pi Epsilon

Awards and Honors

Delta Pi Epsilon national award for best article in Journal of Business Education, 1968, 1973

Fred E. Winger

Present Position

Professor Emeritus
Oregon State University

Author-Consultant
Gregg Division
McGraw-Hill Book Company

Degrees and Institutions

Ed.D.	University of Oregon
M.A.	University of Iowa
B.S.	University of Nebraska

Teaching and Administration

Coordinator of Business Education, Oregon State University, 1970-74
Professor of Business Education, Oregon State University, 1947-74
College Instructor, Stephens College, 1939-47
(U.S. Army, 1942-45)
Business Teacher in high schools in Nebraska, Iowa, 1934-39

Publications (Partial Listing)

Books:

Author/coauthor of the following typewriting textbooks for the Gregg and Community College Division of McGraw-Hill Publishing Company:

Typing 300, Volumes 1 & 2, Secondary
Typing 75, Basic, Advanced, Expert, Professional, Collegiate
Gregg Typing 1 & 2, Text Kits, Adult Education
Typing Power Drills, Supplementary
Typing Skill Drives, Supplementary
Gregg Tailored Timings, Supplementary
Selective Practice Typing Drills, Supplementary
Typing I, General Course

Position Papers Presented to Conferences or Workshops

Dr. Winger has given hundreds of speeches at workshops, seminars, and conventions. Since early retirement in 1974, he has been traveling over 100,000 miles a year and doing hundreds of workshops to thousands of teachers.

Consulting Services

School districts throughout the country
Gregg Division, McGraw-Hill Publishing Company

Research

Pioneered tachistoscopic training in 1951 as result of doctorate.
One of the first teacher trainers to experiment with electricians and to have a full classroom of electricians in 1954.

Well known for action research projects in typewriting. Completed the largest action research project (along with Southern Oregon State College) ever conducted in typewriting. He has been presenting it since 1974 and has over 150 schools involved at the present time.

Professional Associations

Oregon Business Education Association
Western Business Education Association
National Business Education Association
American Vocational Association
Oregon Vocational Association

Awards and Honors

Selected as one of the top three university instructors in the first such selection process at Oregon State University in 1956
Selected by Phi Chi Theta as top instructor in the School of Business and Technology in 1967
Selected as one of two all-university faculty members for membership in the Blue Key Honorary in 1974
First former graduate at the University of Nebraska to be selected as honorary member of the Alpha Upsilon Chapter of Delta Pi Epsilon, 1970
Awarded a plaque by the Beta Kappa Chapter, Delta Pi Epsilon, Portland State University, for contributions to research in Business Education, 1974
Elected to membership to Pi Omega Pi and Phi Kappa Phi
Awarded a plaque by the Oregon Business Education Association, and named as Business Teacher of the Year, 1974-75.
Awarded "Outstanding Educator, 1975," Oregon Vocation Association

Listed in the following publications:

Who's Who

Who's Who in American Education

Who's Who in the West

Dictionary of International Biography

Creative and Successful Personalities

- Personalities of the West and Midwest
- Men of Achievement, 1973
- The Directory of British and American Writers
- Leaders in Education
- Contemporary Authors
- International Platform Association
- Who's Who in U. S.

Chapter 5

SUMMARY, CONCLUSIONS, AND RECOMMENDATIONS

The problem in this study was to determine the national leaders of shorthand and typewriting during the years 1956-76, as selected by NABTE school representatives.

Summary of Shorthand Leaders

National shorthand leaders selected by NABTE school representatives were:

Ruth I. Anderson
Irol W. Balsley
Edward L. Christensen
Mildred Hillestad
Russell J. Hosler
A. James Lemaster
Louis Leslie
Joe M. Pullis
Madeline Strony
Charles Zoubek

The following information was based on the responses of the ten selected national leaders in shorthand.

Present position. Six leaders are involved in education at the university level. Four are professors, one is an associate professor, and one is a Professor Emeritus. Two of the leaders are with publishing firms. One leader is retired, but active in speaking, consulting, research, and writing.

Education. Six of the responding leaders hold a Ph.D or Ed.D degree. Two leaders were awarded honorary doctorate degrees by universities.

Teaching and Administration. Nine of the respondents listed teaching positions in the past or at the present time. Four of these leaders also listed administrative duties.

Publications. The ten leaders in shorthand are active in research and writing. Business education articles in periodicals, year-book chapters, and textbooks were the main publications.

Position Papers Presented to Conferences and Workshops. Seven leaders listed topics presented at state, regional, national, and international conferences and workshops.

Consulting Services. Seven of the responding leaders listed consulting activities. These services were offered to publishing houses, public school systems, educational testing services, private business corporations, states, and foreign countries.

Research. Seven leaders indicated topics of research pertaining to shorthand. One of the respondents was the recipient of the Delta Pi Epsilon Research Award, 1960. Four of these leaders also listed research conducted in typewriting.

Professional Associations. Seven leaders listed membership and offices held in professional associations. Six of the seven listed membership in NBEA. The responding leaders were active in state, regional, and international business education associations. Three indicated leadership functions in NABTE.

Awards and Honors. Nine shorthand leaders listed awards and honors bestowed by local, regional, national, and international associations. Two of the nine were recipients of the John Robert Gregg Award.

Summary of Typewriting Leaders

National typewriting leaders selected by NABTE school representatives were:

T. James Crawford
Lawrence W. Erickson
D. D. Lessenberry
Alan C. Lloyd
Jerry Robinson
John L. Rowe
Allien R. Russon
S. J. Wanous
Leonard West
Fred E. Winger

The following information was based on the responses of eight of the ten national leaders in typewriting. Biographical information was not received from T. James Crawford and D. D. Lessenberry.

Present Position. Six of the responding leaders were professors of business education at the university level. Of these six, one was a department chairman, one was the assistant dean of a graduate school of business, and one was a Professor Emeritus. One was deceased; however, at the time of his death, he was a department chairman. Two leaders held executive positions with publishing companies.

Education. All of the eight responding leaders in typewriting held Ph.D. or Ed.D. degrees.

Teaching and Administration. The eight leaders who responded to the survey listed teaching positions ranging from elementary through graduate levels. Six of the eight listed administrative positions.

Publications. Eight of the leaders in typewriting listed articles in periodicals, textbooks, monographs, and yearbooks.

Position Papers Presented to Conferences and Workshops. Five of the eight leaders indicated topics or participation in state, regional, national, and international professional meetings.

Consulting Services. Six leaders listed consulting services to city, state, national, and international governments, business corporations, and publishing companies.

Research. Six leaders listed research in progress or recent reports given on their current research.

Professional Associations. Six typewriting leaders indicated membership in professional associations. Three of the six held leadership positions in these associations. Four were members of NBEA and two indicated membership in NABTE.

Awards and Honors. Seven leaders listed awards and honors bestowed by local, regional, national, and international organizations. Three of these leaders were recipients of the John Robert Gregg Award.

Conclusions

Based upon the findings in this study, the following conclusions are drawn:

National leadership in shorthand and in typewriting is based upon the individual's position, reputation, and participation in professional associations.

Leaders in both areas are prominent in the field of business education as educators on the university level and editors/authors with publishing companies.

Through research and publications, the leaders are known nationally by classroom teachers and are accepted as being knowledgeable in their respective areas of study.

Leaders in shorthand and in typewriting are active in professional organizations on local, state, regional, national, and international levels. Many have assumed leadership roles in these organizations.

In recognition of their contribution to business education, awards and honors have been bestowed upon these selected leaders. Five of the leaders have been awarded the John Robert Gregg Award. Two shorthand leaders and three typewriting leaders have been recipients of the Gregg Award.

Recommendations

The following recommendations are made concerning leadership in business education:

1. That current and concise information on leadership in business education should be made available in college libraries to those involved in business education;
2. That surveys of national leaders in shorthand and typewriting be updated every ten years; and

3. That leadership studies be conducted in other business education areas such as accounting, business communications, data processing, and office machines on a regular basis.

BIBLIOGRAPHY

BIBLIOGRAPHY

Books

- Edwards, Allen L. Statistical Methods, Second Edition. New York: Holt, Rinehart, and Winston, Inc., 1967.
- Noland, C. A., Carlos K. Hayden, and Dean R. Malsbary. Principles and Problems of Business Education. Cincinnati: South-Western Publishing Company, 1967.
- Popham, Estell, Adele Frisbee Schrag, and Wanda Blockhus. A Teaching-Learning System for Business Education. New York: Gregg/McGraw-Hill Book Company, 1975.

Periodicals

- "Annual Research Award," Delta Pi Epsilon Journal, (February, 1976), 63.
- "Business Education Professional Leadership Roster," Business Education Forum, (December, 1976), 41-59.
- "Leadership: the Biggest Issue," Time, (November 8, 1976) 30-32.
- "The History," Delta Pi Epsilon Journal, (February, 1976), 11.
- Thompson, Robert J. "Leadership...In Business Education," California Business Education Journal, (May, 1972), 14-15, 18-19.
- Southward, William. "Leadership," Clearing House, (September, 1975) 30-32.
- Summers, Joseph V. "Leadership Training in Business Education," Business Education Forum, (March, 1977), 5.

Pamphlets

- Awards Program National Business Education Association (Reston: National Business Education Association, 1977), 3-4.
- The John Robert Gregg Award in Business Education--1977 (Gregg/McGraw-Hill Inc., 1977).

APPENDIXES

APPENDIX A

Rt. 5, Vince Road
Nicholasville, KY 40356
March 3, 1977

Dr. Alton V. Finch
Department of Business Education
University of Mississippi
University, MS 38677

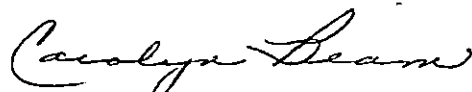
Dear Dr. Finch

The enclosed form is part of a study to determine national leaders in the areas of shorthand and typewriting.

The purpose of this study is to identify individuals who are or have been considered leaders in the areas of shorthand and typewriting from 1956-76. A compilation of this data would then be available to business educators.

Please take a few minutes to complete and return the enclosed form by March 17. A stamped, addressed envelope is enclosed for your convenience. A summary of the results will be sent to you upon request.

Sincerely yours



Mrs. Carolyn Beam

Enclosures

APPENDIX B

The business educators whom I consider to be national leaders in the areas of shorthand and typewriting during 1956-76 are:
(Please list name and address)

SHORTHAND

TYPEWRITING

- | | |
|-----|-----|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |
| 5. | 5. |
| 6. | 6. |
| 7. | 7. |
| 8. | 8. |
| 9. | 9. |
| 10. | 10. |

APPENDIX C

Rt. 5, Vince Road
Nicholasville, KY 40356
March 18, 1977

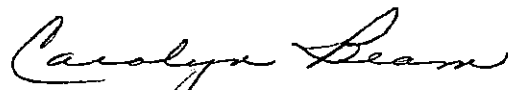
Your help is needed!

A few weeks ago you received a letter requesting information about leaders in shorthand and typewriting.

Please complete and return the enclosed form by April 1.

Your contribution in the selection of national leaders in shorthand and typewriting is needed.

Sincerely yours

A handwritten signature in cursive script that reads "Carolyn Beam". The signature is written in dark ink and is positioned above the typed name.

Mrs. Carolyn Beam

Enclosures

APPENDIX D

April 2, 1977

Dear

This is to remind you of the letter you received two weeks ago. The study is to determine national leaders in the areas of shorthand and typewriting from 1956-76.

Please take a few minutes now to complete the information and return the form by April 16.

Sincerely yours

APPENDIX E

NATIONAL LEADERS SELECTED BY
NABTE SCHOOL REPRESENTATIVES

1956-76

Shorthand

Ruth I. Anderson
Irol W. Balsley
Edward L. Christensen
Mildred Hillestad
Russell J. Hosler
A. James Lemaster
Louis Leslie
Joe M. Pullis
Madeline Strony
Charles Zoubek

Typewriting

T. James Crawford
Lawrence W. Erickson
D. D. Lessenberry
Alan C. Lloyd
Jerry Robinson
John L. Rowe
Allien R. Russon
S. J. Wanous
Leonard West
Fred E. Winger

APPENDIX F

Rt. 5, Vince Road
Nicholasville, KY 40356
April 27, 1977

Dr. Joe M. Pullis
Dept. of Office Administration
Louisiana State Technical University
Ruston, LA 71270

Dear Dr. Pullis

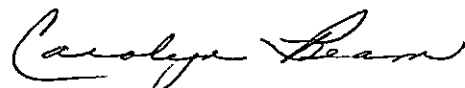
You have been selected by NABTE school representatives as a national leader in business education in the area of shorthand.

As a graduate student at Morehead State University, my thesis is concerned with the identification of national leaders in the areas of shorthand and typewriting from 1956-76.

Your biographical data is needed so that the study can be completed. Please complete the enclosed form and return it by May 16. A summary of the study will be mailed to you upon request.

Your cooperation in this endeavor is appreciated.

Sincerely yours



Mrs. Carolyn Beam

Enclosures

APPENDIX G

DATE _____

FULL NAME _____

ADDRESS _____

PRESENT POSITION(S) _____

DEGREES AND INSTITUTION(S) _____

DESCRIPTION OF CONTRIBUTIONS IN SHORTHAND

1. TEACHING AND ADMINISTRATION (MOST RECENT FIRST)

2. PUBLICATIONS (PUBLISHER AND DATES)

ARTICLES

BOOKS

MONOGRAPHS

OTHER

3. POSITION PAPERS PRESENTED TO CONFERENCES OR WORKSHOPS

4. CONSULTING SERVICES

5. RESEARCH

6. PROFESSIONAL ASSOCIATIONS (OFFICES HELD)

7. AWARDS AND HONORS

8. OTHER

APPENDIX H

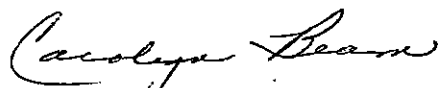
Rt. 5, Vince Road
Nicholasville, KY 40356
May 17, 1977

A few weeks ago you received a letter requesting biographical data. This information is necessary for the completion of my thesis concerning national leadership in shorthand and typewriting.

Please complete and return the enclosed form by May 31.

Your cooperation in this endeavor is appreciated.

Sincerely yours

A handwritten signature in cursive script that reads "Carolyn Beam".

Mrs. Carolyn Beam

Enclosures

APPENDIX I

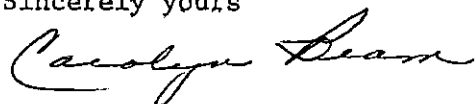
June 1, 1977

Dear

This is to remind you of the letter you received two weeks ago. You were selected by NABTE school representatives as a national leader in shorthand from 1956-76.

Please take a few minutes now to complete the requested information and return the form by June 15.

Sincerely yours

A handwritten signature in cursive script that reads "Carolyn Dean". The signature is written in dark ink and is positioned below the typed name "Carolyn Dean".

APPENDIX J

Rt. 5, Vince Road
Nicholasville, KY 40356
June 18, 1977

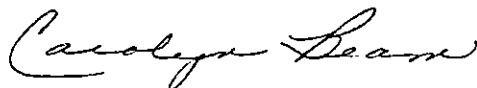
Your help is needed!

You have been selected by NABTE school representatives as a national leader in typewriting. A few weeks ago you received a letter requesting biographical data. This information is necessary for the completion of my thesis concerning national leadership in shorthand and typewriting.

Please complete and return the enclosed form by July 2.

Your cooperation in this endeavor is appreciated.

Sincerely yours

A handwritten signature in cursive script that reads "Carolyn Beam".

Mrs. Carolyn Beam

Enclosures