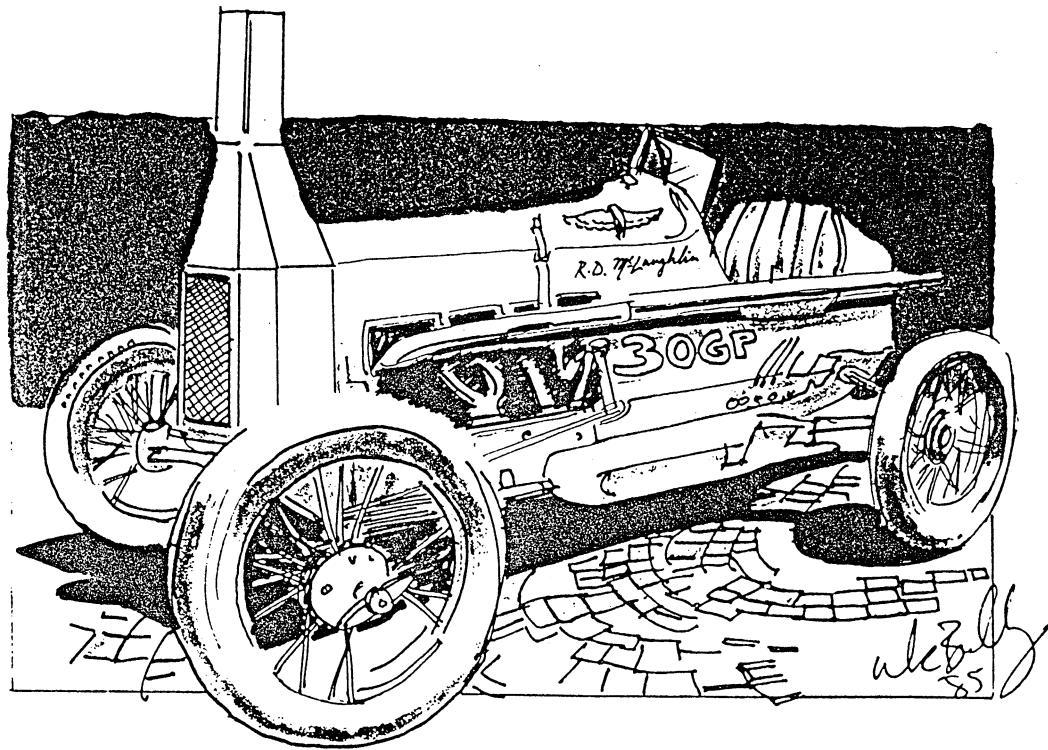


# CROWN CRIER



**AUGUST-SEPTEMBER  
1985**



The CROWN CRIER is the monthly newsletter of  
CROWN INTERNATIONAL, Inc., 1718 W. Mishawaka  
Road, Elkhart, IN.

DEADLINE FOR NEXT ISSUE - OCT. 23

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ON THE OTHER HAND...Dave McLaughlin

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If we knew for certain that within a week the Lord will be here, what would we do? Ah! how it would pull us up, and with what haste we would set our house in order and have our affairs just as we believe He would approve of, and save ourselves from being "ashamed before Him" (1 John 2:28). Let us aim to be found "ready" as to our private life, our service, and our public testimony; "occupying" according to every one's several ability. Then having no accusing conscience of unrighted wrongs, ill-spent lives, and things left undone, we shall, as the hymn says, "Rise to meet the Saviour, happy in the Lord!"

— F. Ferguson

## THE CHRISTIAN'S HOPE

The Christian's hope's a living hope,

'Tis in a living Lord;

His hope is in the living God,

And in His living Word.

I Peter 1:3

I Cor.15:19,20

I Peter 1:21

Ps.119:81; I Pet.1:23

The Christian's hope's a blessed hope,

Delivering from all fear;

It is the hope of seeing God,

His Saviour, soon appear.

Titus 2:13

Rom.5:2; Heb.3:6

Titus 2:13

The Christian's hope's a better hope

Than could the law provide;

For none by law have ever been,

Nor can be, justified.

Heb.7:19

Rom.8:3; Gal.3:21

Gal.2:16

A sure hope is the Christian's hope,

It cannot be o'erthrown;

'Tis fixed on Christ, the precious, tried,

And sure Foundation Stone.

Heb.6:19

Isaiah 28:16

The Christian's hope's a steadfast hope

By it he's saved, secure.

His hope is in the steadfast God,

Whose every word is sure.

Heb.6:19

Rom.8:24

Dan.6:26

2 Peter 1:19

A good hope is the Christian's hope,

By God so freely given;

A hope that ne'er will make ashamed

'Tis safely kept in Heaven

2 Thess.2:16

Rom.5:5

Col.1:5

"The God of hope fill you with all joy and peace in believing, that ye may abound in hope, through the power of the Holy Ghost" (Rom.15:13).

— J. H.

## Corporate Perspective

There are various ways of referring to a corporation. We think of the giant corporation, such as IBM or GMC, as an "It"; we use "it" (the product); we buy and sell "it"; "it" is a machine. We do not really relate to "it" in a human way. There is no moral obligation to an "it". You may take from an "it" but that is not stealing. "It" has plenty of everything!

When we acknowledge the corporation is made up of people and "they" may be our superiors, or another department, or our subordinates in the corporate structure, "they" are separate from us. We observe "them", we may respond to "their" policies, but we do not really participate in their successes or weaknesses.

Consider the corporation as "We". "We" indicates a relationship; "we" are together. "We" share the good and bad, the easy and the hard. "We" also indicates a commitment of caring. "We" indicates greater security but also greater vulnerability.

How do "we" give, as an international corporation? We give to ourselves, the employees, the stockholders, our owners, our vendors, our reps, dealers and especially our customers. We also give to our community.

We gave to help alleviate the starvation in Africa, a short range activity. "We" might send some of us to actually hear and feel what the Africans are experiencing and perhaps realize other ways to participate in their struggle to survive.

The selection of who would go, would depend on criteria decided by Crown as a whole - for example, interest, ability to communicate, seniority. This might be administered by the Employee Council.

"We" can also help to work on a long range plan. The Institute for International Development, Inc. (IIDI) has organized an innovative program for "...offering a durable solution to

hunger through small enterprise development". IIDI has recognized that when we feed starving people we do well but we end up having them dependent on us. There are many areas in the third world where people do not have work because there are no jobs, no money to buy equipment, and no training programs available on how to create jobs. IIDI has developed a unique concept of loaning money and technical information to create jobs.

These thoughts are a summary of what was presented at an assembly the week of August 12, 1985 by Clyde W. Moore, Chief Executive Officer of Crown. Since that time, several of our Managers, Enos Yoder, Don Florea, and Ron Harner have consented to coordinate this type of activity for Crown employees.

When asked about the overall perspective of the role of the corporation as it appeared to him as the former V.P./Planning and in the new capacity of Chief Executive Officer, Clyde reemphasized the important goal of this Administration: "One person is worth more than all this material world..." (Jesus). When people are important our goals are not material but personal. We use material things to serve each other, rather than use people to get things.

We want to preserve and increase the "we" concept of our corporation as "our" response to a world that is increasingly impersonal and selfish. This becomes more difficult as the number of employees increases and as our sales and production demands increase.

Crown International has doubled its sales and employees in the past four years. Total corporation sales in 1983 were \$10,434,000; \$14,000,000 in 1984, \$16,000,000 in 1985, and 1986 is expected to bring sales to \$20,000,000. Half of our work force was not here four years ago. However, the turn-over rate at Crown is well under 5%, very low as compared to other industry in the area. There are probably many reasons for this, but there is undoubtedly more "we" in the perspective of this corporation than in many others.

There is a concern for "...what type of lifestyle makes happy, contented older people?....I view this world as created and sustained by a God who 'cares'. I am committed to leading the body of Crown to be a caring, trustworthy and just organization.

- Clyde W. Moore  
8-27-85

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The Officers and Directors of Crown are:

Chairman - Ruby Hunsberger

Vice Chairman and Chairman of the Executive Committee - Clyde W. Moore

Corporate Treasurer - Ross D. Swinehart, Corporate Secretary - Arline J. Bontrager

President of Crown - Max W. Scholfield VP/Manufacturing, Crown - Terry E. Frick

Stephen A. Hunter, III, HCJB Radio

David Bowers, Home-Crest Corp.

Kay Branch, Homemaker, Free lance writer

Edwin C. Moore, Mgr. WCMR/WFRN Radio

Dr. Philip Parker, Professor, Manchester College

Devon Strycker, Retired. Formerly Exec. VP, Reese Products

Walter L. Weldy, Business Management and Finance Consultant

Ancel Whittle, Retired. Formerly Adm. VP & Personnel Dir., Western Rubber

Assuming new titles with the Board are Clyde Moore, Ross Swinehart and Arline Bontrager.

CLYDE W. MOORE began work at Crown in 1951, as the son of founders Clarence and Ruby Moore. He received a Bachelor of Arts Degree in 1960 from Goshen College, and has done graduate work at Michigan State University in Electrical Engineering. Clyde has served as VP/Marketing and VP/Planning, after working in Sales, on the Line, and as an Engineering Technician.

He was involved with radio station 4VEH in Haiti for several years, as part of the Alternate Service Program.



CLYDE W. MOORE

Clyde is currently Vice President/Engineering of the Progressive Broadcasting System, which includes WCMR/WFRN. He serves on the Extension Board of the Missionary Church, the Board of Directors of World Radio Missionary Fellowship and the General Legislative Committee of the Elkhart Chamber of Commerce.

ROSS D. SWINEHART has been with Crown 11 years. He holds an AB Degree in Business Administration from Olivet Nazarene College. He was formerly with Coopers & Lybrand accounting firm. Ross began his work at Crown as Controller and became Vice President/Treasurer February, 1979.

Ross serves on the Board of the Beulah Missionary Church and sings in the church choir. He is Crown's star third baseman and is competitive in tennis, raquetball, and ping pong with his associates.

ARLINE J. BONTRAGER has served Crown since 1962 in Marketing, Service, Accounting, Engineering and was Purchasing Manager for a few years. As Secretary to Max Scholfield, Chief Engineer, and Claude Beachy, Service Manager, she received and shipped parts, typed and collated instruction and service manuals and correlated outside assembly work with production schedules in addition to secretarial tasks and responsibilities.

When Max Scholfield became Sr. Vice President, Arline became his Executive Secretary and added the responsibilities of Purchasing and Supervising office personnel as well as correlating needs of Sales, Production and Engineering Departments.

In 1979 Arline became Administrative Assistant to Max Scholfield, the President of Crown. In this capacity she handles corporate secretarial responsibilities and executive office management.

As a member of PSI (Professional Secretaries International) Arline has been Recording Secretary, Vice President, President, Secretary-of-the-Year in 1982 and has served on numerous committees, and worked with Jr. Achievement and school career programs in the Elkhart Chapter. She is now Indiana Division Treasurer on the State Level. She achieved the Certified Professional Secretary's rating (CPS) in 1984 after



ROSS D. SWINEHART



ARLINE J. BONTRAGER

passing extensive examinations in Office Procedures and Administration, Behavioral Science in Business, Accounting, Secretarial Skills and Decision Making, Business Law and Economics.

Arline is active in her church, teaching the Sunday School class of 3 year olds. She also handles the State-side affairs of YFC Missionaries, Ernie Taylor's, to Singapore.

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## Walter Weldy

Walter Weldy, member of Crown's Board of Directors, has recently become a more familiar face at Crown. As a Business Management and Finance Consultant to Crown, Walter has been interviewing a number of employees from all levels in order to understand concerns, attitudes, goals and achievements which make up the "Human Resources" of Crown International.

The following article was taken from THE WAKARUSA TRIBUNE, Wednesday, June 26, 1985.



WALT WELDY

Effective June 28, Walter L. Weldy, known to friends here as Walt, will resign his position with SalemBank and Trust Company. Walt assures his patrons that effective new management will fill his shoes and there will be no disruption in service to customers.

Walt, who has been with SalemBank for 18 years, told The Tribune that he expects to spend more time with his family and involved in church activities. He is a member of the Wakarusa Missionary Church and having experienced a moving Christian experience several years ago, he has been and will continue to devote much of his time to sharing his testimony with groups throughout the country.

He has been Vice President and Manager of SalemBank's Wakarusa Branch Office from which he is resigning but will continue to be an active participant in the bank since he will remain in his position on the Board of Directors. William F. Stose, President and Chairman of the Board, stated "Mr. Weldy has made valuable contributions as an officer and as a director to our organization. We are sorry to lose him at the Wakarusa Branch Office, but are delighted he will continue to be an active member of our Board."

He began his 20-year banking career as Collections and Loan Officer with First National Bank of Elkhart. He then joined the Exchange State Bank of Wakarusa as Assistant Cashier, later was promoted to Assistant Vice President in 1969, Vice President in 1972, elected to the Board of Directors in 1974 and President in 1975. He later joined SalemBank, after the merger of Exchange State Bank of Wakarusa in 1976, when he became a member of the SalemBank Board of Directors.

He will be a business and financial consultant to private industry and will bring his consulting experience to the Board of Directors of SalemBank's operations.

A lifelong resident of Wakarusa, Weldy is a member of the Wakarusa Lions Club and a former Chamber of Commerce Director. He is a graduate of Wakarusa High School.

He and his wife, Carolyn, live on County Road 1 southwest of Wakarusa. She is Secretary at the Wakarusa Missionary Church.

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*If at first you don't succeed, you'll get a lot of advice.*

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## on the other hand



Mouthy

The picnic table at the zoo was wet, but it offended Jeffrey's ten month old sensibilities to sit in his stroller while the rest of us ate. So we set him in the middle of the table where he could inspect everything and not feel left out. He immediately inspected an older brother's turkey sandwich and snatched it when the brother looked away. Using both hands for efficiency he crammed the sandwich into his mouth. It must have beaten Gerber's. Looking like a greedy chipmunk, he ignored the cries of outrage and used the turmoil to camouflage the theft of his sister's peanut butter and jelly sandwich. The pb&j followed the turkey into his mouth. Quick little hands. Big little mouth. Before the meal ended he had stolen another sandwich and his brother's pretzels to supplement his official baby food.

Later on, feeding the ducks at the zoo also clashed with Jeffrey's sense of who should be eating what. After illustrating to him how to toss the pellets of duck food to the ducks, I put one of the pellets into his anxious little fist. He tried to stuff the duck food into his anxious little mouth.

Stones, dirt, carpet lint, house plants, and parts of shoes and furniture have all passed his lips. In this characteristic he is not unlike other babies, who use their mouths, tongues, etc. as a general purpose test facility to get along with the world around them. This may be a better idea than we older babies give them credit for. Bite or taste anything that comes your way and you'll learn a lot about it in a hurry.

Of course, working this out might become tasteless for anyone over a year old, but think of the possibilities. I just happen to have a list of some ways you could be putting your mouth to work supporting your lifestyle. If the list offends you, spit on it.

### The List:

If your neighbor's dog or child bites you, bite it back. Why let the dogs and kids have all the good weapons?

When someone shows you his new car, lick one of the fenders. This will show your happiness at his good fortune and will help keep his car clean. If his new car is a Lamborghini, try not to drool.

The next time McDonald's gives you change back from your twenty, carry it away in your mouth. This technique will come in handy if your fists are full of Macs, cardboard french fries, drinks. You may find the money more nourishing than the stuff you bought.

If someone angers you, insults you, or slights you, lick that person's face. Consider the likely results. How eager would you be to annoy someone who is liable to lick your face in response?

Shop for new clothing or other general merchandise and sink your teeth into it ( not food - Krogers will boil you in Crisco if you test their sirloins and Haagen-Dazs with your teeth; somehow we're supposed to figure out how things are going to taste with our eyes ). Bite a pair of Adidas or Florsheims.

Taste a Black & Decker electric drill. Drool on a Cheryl Tiegs outfit at Sears (oh all right, drool on the picture of Cheryl). Chew on a new tire: "I wouldn't buy any of those radial titanium belt blue walls, Fred. I got a couple last year and they left a bad taste in my mouth for a month."

Visit your local IRS office and spit on their 1040's. The next time the bank screws up your account, chew up a deposit slip and check until they're paper mache before handing them to the teller or feeding them into the machine. When the utilities come out to survey a new line running directly through your bedroom, spread some whipped cream on your mouth, mess up your hair and bite a couple of them.

Lots more could be done, depending on how well you've taken care of your teeth. All new ideas get a poor early reception and this will be no different. But once you start biting and spitting on a regular basis, you'll be pleased to see how quickly others pick it up. Lipservice will become a meaningful term again.

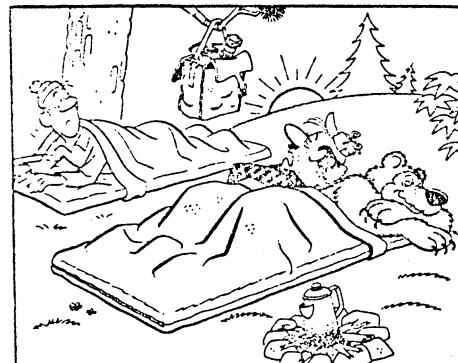
There is a serious danger here which we should at least consider. Politicians, who make their living with their mouths, will have a huge head start over the rest of us. Of course, if we taught them all to read and write, maybe this would distract them until we caught up.

Listen to your dentist. Buy a couple of crates of Chapstick. Invest in a spittoon company. This could work.

\*\*\*\*\* Dave McLaughlin

As the bored baby said, pointing to his highchair, "I get fed up on that."

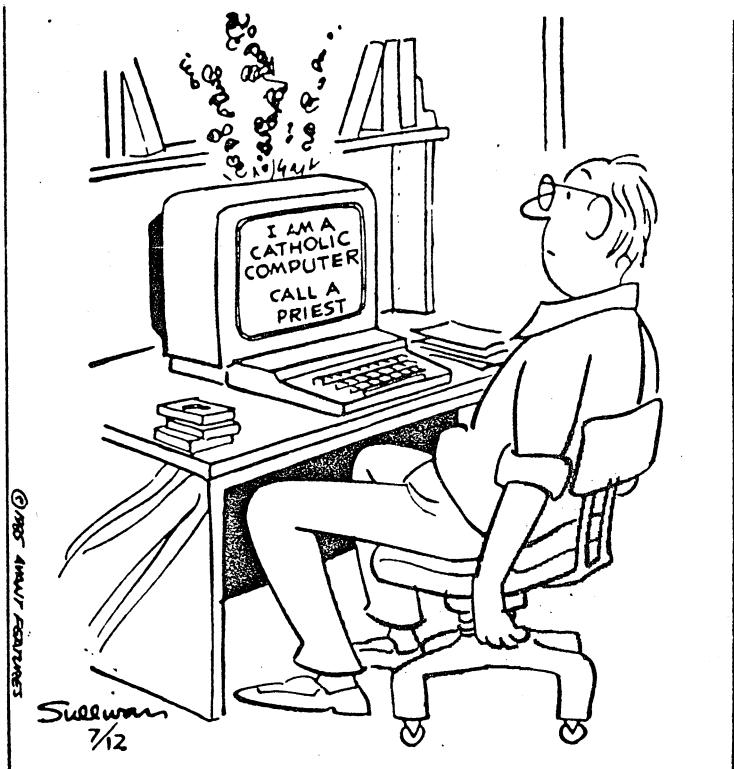
(from "Line Logic", THE HOUGHTON LINE)



A man came home one day from work absolutely dragging. It was all he could do to get to the couch and stretch out.

"Did you have a hard day at the office?" his wife asked.

"It was terrible," he moaned. "The computer broke down in the middle of the morning and we had to do our own thinking all day."



## Milestones Plus



RON HARNER has worked for Crown for 25 years in September. When he was fresh out of Valparaiso Tech he began working on the Crownomatic (COM) assembly line and the 800 Transport under Bob Ryman's Dad, Glen Ryman. As a Technician he set-up the department for tape recorder production which led into supervisory work and Ron later became the first Supervisor of the Transport Dept. Transport and Electronics were later combined into Assembly.

Ron enjoyed working with Walter Myers in Jigs and Fixtures and observed that often problems which seem impossible to solve because the tried solutions become even more complicated, are often resolved by a simple change in method. A finger switch module which was difficult to produce was a good example of this. A simple tap of the hammer eliminated the need to remove the part to assemble the product and then have to return it.

Ron has appreciated Crown because of its emphasis on the assembly period and support of its employees as well as its financial and prayer support to Christian missions. Also the potential for growth within the company as in the job bidding program, is important.

Ron served as Production Manager before becoming Plant Manager and now he is Facilities Manager and Manager of the Industrial Engineering Dept.

Ron's technical and mechanical abilities extend outside of Crown to airplanes and cars. He was formerly a member of Wings for Witness and still enjoys flying. The '69 VW Station Wagon he drives is

distinctive. He and his wife Carol enjoy camping, progressing from tent to trailer. Twin Mills is a favorite spot. They are members of the First Baptist Church in Elkhart.



HELEN COSBY has worked for Crown 20 years and says the constant juggling game of products and schedules keeps it interesting. It is a thrill to solve a problem and/or work out a better way to do something. This aspect of Helen's job is unique, because as Supervisor of Lines 1, 2, and 3, she supervises the assembly, wiring and production of 33 different products, mostly in the PZM line.

She became Supervisor four years ago with two lines and about 20 people; now there are 3 lines and 33 people. Like Ron she began her work on the 700 and 800 transports with Ron as her Supervisor. She later became a coordinator under Zelma Morgan (Max Scholfield's sister).

Helen's daughter Brenda has been working summers in the Engineering Department and is now a senior in Engineering at Purdue University. Daughter, Linda, is Sales Manager for the Marriott Hotel in South Bend and husband, Hobert works at Magnavox. Helen loves to cook and do all kinds of crafts.

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# Milestones

## AUGUST ANNIVERSARIES

Terry Baldwin	16 years
Don Curtis	16 years
Dave Engstrom	12 years
Gloria Baloy	12 years
Ike Kulp	12 years
Gale Balmer	11 years
Sue Kurtz	9 years
Mabel Heaey	9 years
Kay Pamachena	9 years
Jan Smith	9 years
Bill Swihart	9 years
Betty Ivory	9 years
Dan Lutz	7 years
Deborah Granger	7 years
Michael Kinsey	4 years
John Flanagan	3 years
Shirley Parker	2 years
James Crume	2 years
Margaret Palmero	2 years
Janice Rodgers	2 years
Craig Hunter	2 years
Rick Secor	2 years
Sabrina Gall	2 years
Roger Mertz	2 years
Cindy Williamson	2 years
Fannie Coleman	2 years
Beverly Laws	1 year
Leora Overholser	1 year
Cheryl McQueen	1 year
Jackie Dygert	1 year

## SEPTEMBER ANNIVERSARIES

Ron Harner	25 years
Arline Bontrager	23 years
Helen Cosby	20 years
Johnnie Bryant	18 years
Dave Stuber	17 years
Don Florea	15 years
Mike Branch	14 years
Dave Menges	13 years
Bill Miller	10 years
Jane Bontrager	9 years
Linda Paris	9 years
Steve Hamilton	9 years
Patsy Fletcher	7 years
Marilyn Bellows	7 years
Toni Myers	7 years
Preskel Gayheart	6 years
Betty Mohr	4 years
Connie Gerard	3 years
Nancy Brosius	2 years
Robert Malone	2 years
Tammy Lawrence	2 years
Patricia Harris	2 years
Terry Gaskill	2 years
Aaron Carpenter	2 years
Michael Langhorst	2 years
Mark Smith	2 years
Daryl Hochstetler	2 years
Robert Page	2 years
Mary Chupp	1 year
Tina Thursby	1 year
Vickie Fletcher	1 year
Kimberly Rose	1 year
Walter McQuade	1 year
Sheila Cook	1 year
Tom Pettifor	1 year
Arthur Mattox	1 year
Sharon Kempf	1 year
Sally Earnhart	1 year
Mary Reitz	1 year
Theresa Miller	1 year
Steve Butz	1 year

## Words of Wisdom

"IT IS UNWISE to pay too much, but it is worse to pay too little.

When you pay too much, you lose a little money...that is all.

When you pay too little, you sometimes lose everything, because the thing you have bought was incapable of doing the thing it was bought to do.

The common law of business balance prohibits paying a little and getting a lot...it can't be done. If you deal with the lowest bidder it is well to add something for the risk you run.

And if you do that, you will have enough to pay for the something better."

John Ruskin 1819-1900

(You might quote this to your wife the next time she accuses you of paying too much for the quality you want!)

## classifieds

WANTED WANTED WANTED WANTED WANTED

WE, THE CROWN LADIES BOWLING TEAMS are looking for two ladies who would like to bowl on Friday nights 6:30 'til 9:00 PM at Astro Bowl Lanes in Dunlap. This is the winter league and would be every Friday night for about 36 weeks.

We are also looking for four ladies who would like to sub for the regular players.

If you are interested please contact Norma Miller or Mary Miller (Ext. 227).

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## sports shorts



**CROWN INTERNATIONAL** posted a 15-0 record to become the champions of the Elkhart Fast Pitch Softball B-3 League this summer. Members of the team include: Front row (left to right) — Larry Dennison, Bob Leininger, Charles Gushwa, Kim Curry.

Second Row — Ross Swinehart, Craig Hunter, John Reynolds, Steve Hamilton, Randy Secor. Back Row — Preskel Gayheart, Earl Smith, Ed Collins, Michael Kinsey, and Chip Estep. (Truth Photo).

CROWN's Men's fast pitch softball team finished another fine season as B3 League champions. The team won the title for the second straight year and for the third time in the last four years. Not all was rosy for them, however, as they lost two straight games in the Amateur Softball Association, Class B Semi-state Tournament, to close the 1985 season.

The first loss came at the hands of Cripe Title and Escrow by a score of 4-2. Pete's Independents then gave CROWN the "coup de grace" 10-1, leaving them with a 19-5 over-all record.

Following are a list of the team leaders in various categories:

### Highest batting average —

437 Kim Curry

Most hits 28 Kim Curry

Most Home Runs 2 Ross Swinehart

Most Triples 4 Ed Collins

Most Doubles 6 Kim Curry/  
Chip Estep

Most RBI's 21 Preskel Gayheart

Most Stolen Bases —

14 Kim Curry

Most Runs Scored —

29 Kim Curry

Most Pitching Victories —

9 Bob Leininger

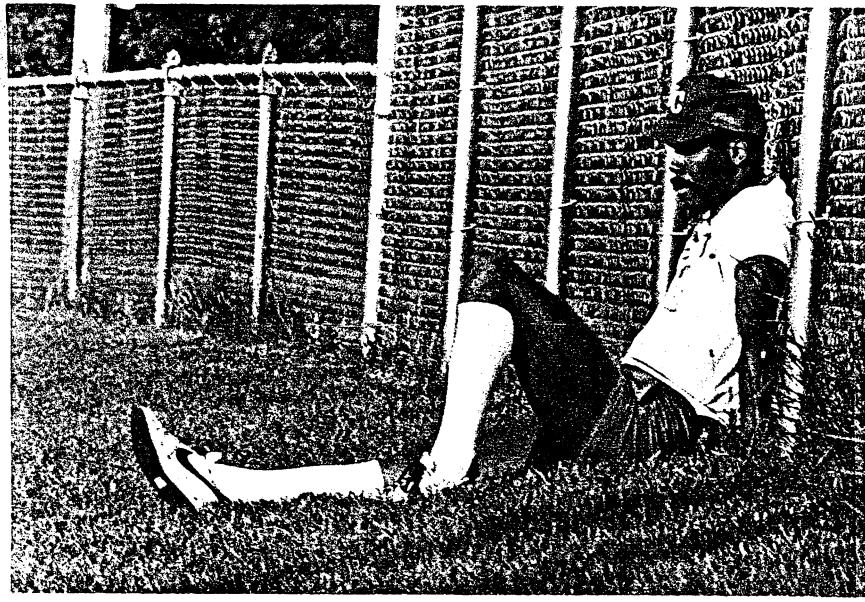
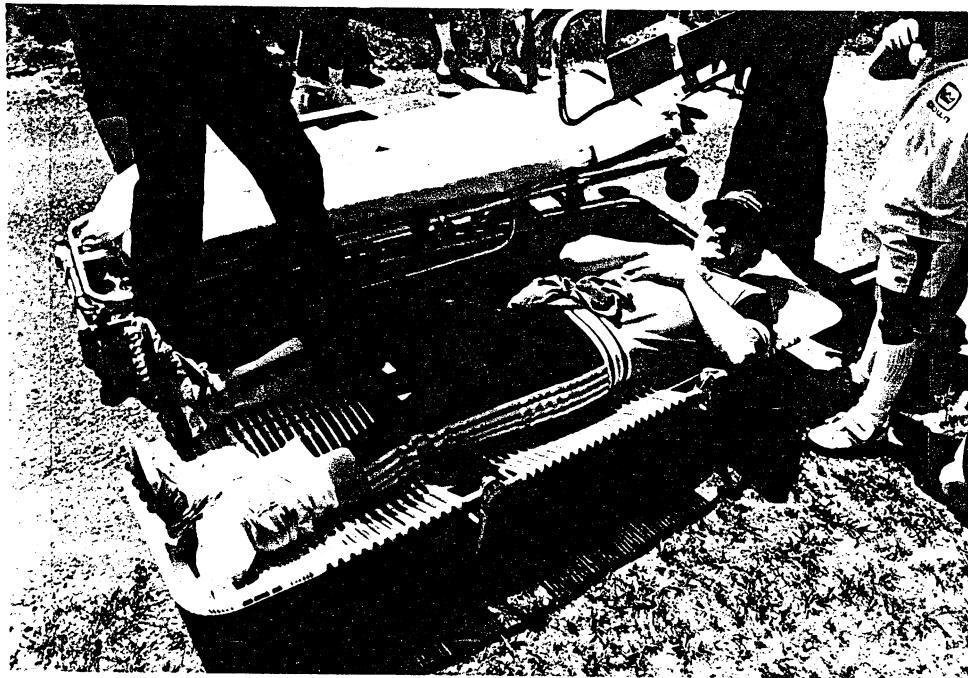
Lowest Earned Run Average —

1.11 Bob Leininger

Most Innings Pitched —

66 Chuck Gushwa

"Oh, Man! What a way to end the season!" Catcher (and sportswriter), Steve Hamilton grimaces after pulling ligaments in his leg. The young fan wiping his eyes, says it all!



Kim Curry, fan, contemplates the girls' softball game. Ideas for next year maybe??

## Health Programs

### GETTING A HANDLE ON STRESS First in a Series

Stress is a fact of life, but it can have both positive and negative effects. In order to get a handle on stress, which we all experience, we are pleased to invite you to a program on stress management, to be held here at Crown International.

The Stress Management Program consists of six sessions. Participants learn to recognize negative stress, counteract harmful stress with specific physical and mental techniques, and to use stress as a positive force. It is estimated that 85 percent of all physical symptoms people suffer are related to stress, and millions of people deal with stress by turning to alcohol and tranquilizers.

The program is based on years of scientific research and development. It consists of one-hour group sessions led by professionally trained facilitators. Because of the mutual support and commitment the group setting fosters, it has proved to be the best learning environment.

This positive, effective Stress Management Program is simple to utilize in controlling and relieving stress in our workplace and in our personal lives. Developed by Upjohn HealthCare Services, the program includes learning materials and support that you can continue to use after the program ends.

Keeping our employees healthy is a goal to which Crown is committed. You are our most valuable resource. Please watch for information on the dates and times for this program that will help you effectively deal with stress.

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DR. JACK LEEDY, a New York psychiatrist: "If you want to live to a ripe, old age like Winston Churchill or Picasso, take up art, poetry, music or literature. It will ward off illness, depression, disease and anxiety and slow down aging."

## Happy Birthday



### SEPTEMBER

2	Beverly Wooten
3	Dennis Pierce
4	Rox Ann Hart
5	Eugene Geveart
6	Deborah Selner
8	Sally Earnhart
9	Diana Long
10	Dave McLaughlin
11	David Horst
12	Brenda Cosby
14	Tom Estep
	Gustave Wassenhove
15	Helen Blackwood
	Norma Hill
	Annie House
16	Sandra James
	Ruth Overhulser
17	Terry Bird
20	Wally McQuade
22	Andrew Holtz
23	Bob Ryman
24	Susan Kappes
	Shirley Parker
	Jim Wordinger
25	Julie Towns
26	Ora House
28	Deanne Berden
29	Don McGregor
	Cheryl Borsodi
30	Libby Marshall

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## Candid Comment

From SUNSHINE MAGAZINE, August, 1985 -

JAMES I. SPAINOWER, college president: "When we are willing to receive what the past would teach us, we are on our way to a future that will never stumble over yesterday even though a mountain looks ahead for tomorrow."

# employee council report

Balance as of July 1985 858.49

## Receipts

-	\$	.
TOTAL RECEIPTS	\$	0.00
TOTAL INCOME	\$	858.49
<b>Expenditures</b>		
- <u>PICNIC</u>		206.85
- <u>Ice Cream</u>		82.95
- <u>Flowers</u>		90.30
- <u>Baby gifts</u>		20.75
- <u>Ping Pong balls</u>		20.74
TOTAL EXPENDITURES	\$	421.59 - \$ 429.59
PRESENT CHIPHONE BALANCE	\$	436.90

COMING EVENTS: Trip to Wright Patterson Air Force Base Museum  
being planned.

See Chip Estep in QA or call 484 if you have any suggestions.

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Another "TEST AND TEASER..." from READERS DIGEST:

SPELLBINDER  
By T.K. Brown, III

(Just to put you in the school mood...)

A test of 60 common but hard-to-spell English words was given to 800 college graduates—among them a high proportion of teachers, editors, journalists, proofreaders, advertising men and women. Not a single one of these linguistically sophisticated people got a perfect score. The 20 words they missed most often are listed below, grotesquely misspelled. Try your luck?

1. Ass'-uh-9	11. roe-ko'-ko
2. brag-uh-doe'-C-0	12. tit'-tle-8
3. rare'-uff-I	13. sack-ruh-li'-jus
4. lick'-wuff-I	14. may'-uh-naze
5. puh-vill'-yun	15. im-pray-sor'-ry-0
6. ver-mill'-yun	16. in-ock'-U-late
7. im-pah'-stir	17. soo'-per-seed
8. mock'-uh-sun	18. obly-gah'-to
9. uh-kahm'-uh-date	19. des'-suh-Kate
10. kon-sem'-sus	20. re-sus'-suh-tate

# THE COMMA

*The Secretary* reinstates its language-basics department in this issue with some tips on, and a self-test covering, that small—but universally troublesome—mark of punctuation, the comma.

The following should be kept in mind while absorbing our short list of rules for comma use:

- Katharine Gibbs, the finishing school for secretaries in New York, used to list 30 rules governing the use of commas.
- Comma errors and comma-related sentence errors are the top two stumbling blocks among college English students.
- You cannot grasp the entirety of any rule from just a few examples, nor can you study comma usage in a vacuum: it is simply too closely tied to other grammar and punctuation questions. Therefore, *The Secretary* recommends a book like *Business English for the 80s* for a wider study of this point.
- Areas of English grammar and punctuation that should be studied for a better understanding of the comma are: the concept of the sentence; subject/verb; predicates; complete sentences; sentence types—simple, compound, complex, and compound-complex; types of sentence errors—fused sentences, sentence fragments, and comma splices ("run-on's"); coordinating and subordinating conjunctions; semicolons; logical connectives; dependent and independent clauses; restrictive and nonrestrictive adverb and adjective clauses; verbals; coordinate adjectives; overall classification of the eight major parts of speech.
- Some people claim to have an intuitive "feel" for correct grammar and punctuation. They say they can't quote a single rule, but can simply *sense* where commas are supposed to go. "Don't confuse me with the rules" is often the attitude in these circles. More power to them.
- But for those of you born without these intuitive powers, the rules will serve as an anchor when your ship of confidence begins to drift. Unless and until our civilization becomes a completely oral one, *someone* has to learn the rules of the written language so as to be able to teach them to *someone* else, to pass them on accurately to those people who need the help and ask for it.

## Ten Basic Rules for the Use of the Comma

Source: *Business English for the 80s, Second Edition*, Robert E. Barry, 1985, Prentice-Hall.

### 1. Use commas to separate items in a series.

*Example:* He has never been in Pittsburgh, Memphis, or New Orleans.

**Note:** The usage of the last comma before the coordinating conjunctions *and* and *or* continues to be disputed. Two-thirds of the sources that we consulted as background for this article termed this construction the "correct" or "currently recommended" usage. The rest of the sources said, "Some writers omit this comma," or called the usage "optional." *Communication for Business and the Professions* (Marla Treace, second edition, 1983, Allyn & Bacon), one of the source books listed in the 1986 CPS® Examination Bibliography, recommends using the last comma before the conjunction. And so does *The Secretary*, especially when the coordinating conjunction is *and*.

### 2. Use a comma before a coordinating conjunction (*and*, *but*, *or*, *nor*, *for*, *so*, and *yet*) that joins two independent clauses.

*Example:* The package arrived on Monday, but the contents had been damaged in transit.

### 3. Place a comma after a verbal phrase (that is, an infinitive or participial phrase that is often introductory) used as a modifier.

*Example:* Before entering the building, Harold stopped to shine his shoes.

### 4. Use commas to separate the items in a date or an address.

*Example:* They met on Saturday, January 6, 1979, in Portland, Oregon. (BUT

**Note:** *The Secretary*, which receives manuscripts displaying various styles, has adopted a standardizing point of style that is slightly at variance with this rule. We omit the comma between the city and the two-letter state abbreviation in addresses. This is the U.S. Postal Service's preference on mailing labels, and we have carried over this form to the pages of the magazine for the sake of uniformity. In *The Secretary*, the full name of the state is spelled out when it appears alone, but not when it appears after a city name.

### 5. Place a comma after an introductory (often adverbial) clause.

*Example:* If she had made the sale, she would have earned an excellent commission.

### 6. Use commas to set off nonrestrictive phrases and clauses.

*Example:* Mr. Ross Williams, who once worked for General Motors, will be our new vice president.

### 7. Use commas to set off parenthetical expressions, or expressions that interrupt (but not words within parentheses).

*Example:* There are, I understand, at least four more items to be discussed.

### 8. Use commas to set off words that are independent of a main clause or are clearly nonrestrictive.

*Example:* This project, Mr. Daniels, may take a week or more.

No, it cannot be completed in two or three days.

**Note:** This rule governs also the usage of a comma to set off—that is, a comma before and a comma after—such personal titles as "Jr." and "Sr." and the corporate title "Inc." In this instance, *The Secretary* opts for an uncluttered look, and omits the comma before these titles. The '82 Ayers *Public Relations and Publicity Stylebook* backs up our decision. We base our omission of the comma before CPS, PhD, and RP on the same neatness-in-appearance principle and cite *The Wiley Office Handbook, Second Edition* (Kutie and Huffman, 1984, John Wiley and Sons) as a corroborating authority.

### 9. Use commas when they are needed simply to prevent misreading.

*Example:* Without Edna, Thomas may find it difficult to stay in business.

### 10. Use commas when they are needed to secure emphasis.

*Example:* The letter of commendation was, belatedly, sent to his home address.

## Comma Self-Test

Insert commas where they are needed. In the parentheses following each sentence, write the number(s) of the rule(s) which guided your decision. For the sake of clarity, we have not included any "correct-as-is" statements, although these are sometimes even more instructive. All of the examples here need commas. (Answers are below.)

1. Phyllis Cosgrove Mr. Crawford's secretary sustained serious burns on her hands arms and shoulders. ( )
2. Since you insisted on these changes and agreed to take full responsibility the staff expects you to make amends. ( )
3. Roger Dawes in order to improve himself is taking evening courses in English typewriting and statistics. ( )
4. Our first year of operation as you may have heard was not particularly profitable. ( )
5. In Brent Haley found a man who was mature dedicated and capable ( )
6. The cast performed admirably but the story left much to be desired. ( )
7. Because he did not believe the witness the prosecuting attorney raised his voice repeated the question and glared accusingly at him. ( )
8. The Golden West Hotel which was designed by Lloyd Crane opened its doors to the public on July 7 1969. ( )
9. We have no intention of merging with Hargrove & Sons nor do we plan to purchase the small electronics firm for which you work. ( )
10. Mr. Blanton noting my lack of confidence gave me a copy of *Public Speaking Can Be Fun* which contains several excellent suggestions for beginners. ( )
11. Stockbrokers daily newspapers and local radio stations are important sources of financial information. ( )
12. Benefits may include improving the speed and quality of operations reducing the number of personnel and minimizing space requirements. ( )
13. The first stage is not yet completed but we are still planning a completion date of June 30. ( )
14. Informed of the shortage in materials the manager revised the production schedule. ( )
15. All applicants even those without degrees will be considered. ( )
16. Cathy Bennet our West Coast representative made the suggestion. ( ) or ( )
17. Hughes has never done this kind of work before but he certainly catches on quickly. ( )
18. To secure the attention of his audience old Mr. Kirby our chairman shouted in a strident authoritative voice. ( )
19. Dick Mason whose work has been exceedingly accurate is being considered for promotion. ( )
20. Hesitatingly he fumbled with a button on his coat and looked pleadingly at Mr. Stone who obviously sympathized with the poor fellow. ( )

## ANSWERS:

1. Phyllis Cosgrove, Mr. Crawford's secretary, sustained serious burns on her hands, arms, and legs. (6,1)
2. Since you insisted on these changes and agreed to take full responsibility, the staff expects you to make amends. (5)
3. Roger Dawes, in order to improve himself, is taking evening courses in English, typewriting, and statistics. (3,1)
4. Our first year of operation, as you may have heard, was not particularly profitable. (7)
5. In Brent, Haley found a man who was mature, dedicated, and capable. (9,1)
6. The cast performed admirably, but the story left much to be desired. (2)
7. Because he did not believe the witness, the prosecuting attorney raised his voice, repeated the question, and glared accusingly at him. (5,1)
8. The Golden West Hotel, which was designed by Lloyd Crane, opened its doors to the public on July 7, 1969. (6,4)
9. We have no intention of merging with Hargrove & Sons, nor do we plan to purchase the small electronics firm for which you work. (2)
10. Mr. Blanton, noting my lack of confidence, gave me a copy of *Public Speaking Can Be Fun*, which contains several excellent suggestions for beginners. (3,6)
11. Stockbrokers, daily newspapers, and local radio stations are important sources of financial information. (1)
12. Benefits may include improving the speed and quality of operations reducing the number of personnel and minimizing space requirements. (1)
13. The first stage is not yet completed, but we are still planning a completion date of June 30. (2)
14. Informing the shortage in materials, the manager revised the production schedule. (3)
15. All applicants, even those without degrees, will be considered. (6)
16. Cathy Bennet, our West Coast representative, made the suggestion. (7) or (6)
17. Hughes has never done this kind of work before, but he certainly catches on quickly. (2)
18. To secure the attention of his audience, old Mr. Kirby, our chairman shouted in a strident, authoritative voice. (3,6,1)
19. Dick Mason, whose work has been exceedingly accurate, is being considered for promotion. (6)
20. Hesitatingly, he fumbled with a button on his coat and looked pleadingly at Mr. Stone, who obviously sympathized with the poor fellow. (3,6)

## ELECTRONIC LOVE

1. If she wants a date - Meter.
2. If she comes to call - Receiver.
3. If she wants an escort - Conductor.
4. If she's cheating - Detector.
5. If she's fat - Condenser.
6. If she's thin - Feeder.
7. If she's extravagant - Limiter.
8. If she's in error - Rectifier.
9. If she's ugly - Transformer.
10. If her hands are cold - Heater.
11. If she fumes and sputters - Insulator.
12. If she's bossy - Resistor.
13. If she's slow - Accelerator.
14. If she's bored - Exciter.
15. If she refuses - Rejecter.
16. If her sister's better - Switcher.

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"WHO WOULD LOOK AFTER OUR HI-FI EQUIPMENT IF WE HAD A TRIAL SEPARATION?"

## caption contest

Please give your captions to Libby Marshall for the next issue. The "little" tyke needs an answer!



## Customer Comments

"Allow me to introduce you to my staff..."



Dear Crown,

I was wondering if you might have some stickers you could send, for our van that carries our equipment.

We use crown amps in our P.A. system and we love the sound. also the power.

so if possible we would like to help & let everyone know that we use Crown.

thanks,

alan H. Struble  
"Starfire"

2929 N. CENTRAL EXPRESSWAY  
RICHARDSON TEXAS 75080

## new employee profile



NAME: Donna Gaskill

BIRTHDAY: July 11

DEPARTMENT: Assembly - Line 7

POSITION: Line Assembler

HOBBIES & INTERESTS: Reading, swimming, crocheting, volleyball

AMBITIONS OR GOALS FOR THE FUTURE:  
Raising two great kids

HEARD OF CROWN THROUGH: Husband



NAME: James M. Harris

BIRTHDAY: December 5

DEPARTMENT: Assembly - Line 7

POSITION: Assembler - Prep & Pack

HOBBIES & INTERESTS: Sports, movies, physical fitness

AMBITIONS OR GOALS FOR THE FUTURE:  
To own my own home

HEARD OF CROWN THROUGH: My brother



NAME: Rebecca Sawyer

BIRTHDAY: June 19

DEPARTMENT: Wirecut

POSITION: Line Assembler

AMBITIONS OR GOALS FOR THE FUTURE:  
Save money and prepare for years to come.

HEARD OF CROWN THROUGH: Heard they might be hiring.



NAME: Anette Freeman

BIRTHDAY: October 25

DEPARTMENT: Modules

POSITION: Assembler

HOBBIES & INTERESTS: Music, car shows with my parents

HEARD OF CROWN THROUGH: Just walked in

NAME: Dan Steiner

BIRTHDAY: November 6

POSITION: Pilot

HOBBIES & INTERESTS: Softball, golf, volleyball, racquetball

AMBITIONS OR GOALS FOR THE FUTURE:  
Be a part of a growing company in the flight department

HEARD OF CROWN THROUGH: Knew various Crown people from flight instructions and flying



From the CROWN DICTIONARY: PERRICONE  
(per-i-cone), 1. A fairy princess which makes its home in pine trees PER. "peri" + GR. "konos" (derived from "peri" + "konos") 2. a fairy who likes ice cream. peri-PER., 1. In Persian mythology, a fairy or elf descended from evil angels and barred from paradise until penance has been done. 2. any fairy or elfin being.

cone-GR.n, (a wedge, peak or cone) 1. in geometry, a solid with a circle for its base and a curved surface tapering evenly to an apex. 2. any object or mass shaped like a cone -- as a crisp shell or pastry for holding ice cream.

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## Classifieds

WANTED: Reasonably priced men's 10-speed bike. Call Sheryl at 228 or in the evening - 773-4398.

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Baby Faces - Norma Miller, Line 3, and daughter Brenda Mortimer, Supervisor, Line 7 and Wire Cut.



