An Analytical Study of Word Processing in Selected Administrative Offices at Utah State University

Lynnette T. Nielson
Utah State University

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AN ANALYTICAL STUDY OF WORD PROCESSING IN
SELECTED ADMINISTRATIVE OFFICES AT
UTAH STATE UNIVERSITY

by

Lynnette T. Nielson

A thesis submitted in partial fulfillment
of the requirements for the degree

of

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in

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Approved:

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Logan, Utah

1975
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Lynnette T. Nielson
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ABSTRACT

An Analytical Study of Word Processing in
Selected Administrative Offices at
Utah State University

by

Lynnette T. Nielson, Master of Science
Utah State University, 1975

Major Professor: Dr. Theodore W. Ivarie, Jr.
Department: Business Education

The purpose of this study was to analyze the word processing
procedures in the offices of the President and Provost at Utah State
University. Seven secretaries participated in the survey by completing
a questionnaire and keeping a record of all typing and nontyping tasks
performed during two nonconsecutive weeks.

Each secretary performed a variety of duties—both typing and
administrative. A combined total of 148 hours was spent by all secre-
taries on typing tasks and 333 hours on administrative tasks during
the two-week study period.

A combined total of 9035 lines (average 12 words per line) of typing
was completed by all workers. Ninety-nine percent of the typing was
classified as text in format and originated in one of several ways in-
cluding: copy type, shorthand, revision, self composition, machine
dictation, and longhand.
Recommendations based on the data collected were made regarding the word processing system analyzed. Recommendations included the implementation of a semi-consolidated word processing system and the addition of standardized dictating equipment and a magnetic medium typewriter.

(88 pages)
CHAPTER I
INTRODUCTION

In a competitive economy the success of a business depends to a large extent on its operating efficiency. Two ways of improving operating efficiency are by motivating people to work faster and by improving the methods of operation. As a result of a limit to the speed at which people can work and maintain quality, many managers seek better methods of operation. System concepts and techniques are used for increasing internal operating efficiency by developing improved methods of operation. (2:13)

Systems engineering involving hardware, software, and personnel has defined some of the needs in the increasing volume of letters, memos, forms, manuscripts, and statistical reports. This increasing volume of paperwork has called for more detailed consideration from managers and executives to the efficiency and cost effectiveness of an office function in a government, business, or educational organization. (20:7)

Improved hardware, combined with the systems approach and new modes of office organization, have brought a valuable and essential discipline to the function of creating, producing, and distributing written business communication. This new approach to paperwork has been termed "word processing." (25:6)

Current thinking among users and manufacturers is to put word processing to work any place in an organization where it effectively raises productivity. What it means: word processing will fit efficiently in a
big administrative center, in satellite centers, or in one-machine situations. The determinants are the nature and volume of work and the way people and departments are presently organized. (12:59)

In order to design a word processing system to meet the needs of those it serves, analysis of the present environment to determine the appropriate applications of this concept is imperative.

Statement of the Problem

The purpose of this study was to analyze the word processing system in selected general administrative offices at Utah State University, and to provide the data necessary for the design of a word processing system that will best fulfill the needs of the offices studied.

More specifically, the objectives of the study were to:

1. Perform a work group analysis to determine
   a. major and minor responsibilities of the work group
   b. average turnaround time
   c. backlogs due to typing
   d. number of office workers and principals

2. Conduct a typing category count to determine
   a. how many lines were typed per day and how much time was spent typing
   b. what kind of typing was done
   c. how the document originated
   d. what non-typing duties were performed and how much time was spent for each
3. Complete a workflow recap to determine
   a. total daily lines typed per worker
   b. total daily lines typed for the work group
   c. total daily lines typed by the work group from long-hand, shorthand, machine dictation, self composition, bopy type, or revised copy
   d. average hours per week spent typing
   e. average hours per week spent on non-typing activities

4. Take an inventory of present equipment to determine
   a. kinds and numbers of dictating and transcribing equipment
   b. present value of equipment

5. Discuss implications of the findings as to
   a. present strengths and weaknesses in the word processing system
   b. dictating and transcribing equipment that would relieve any existing deficiencies
   c. changes in job descriptions of secretaries that would facilitate greater efficiency

**Importance of the Study**

Offices today are finding it necessary to produce more at lower costs. Nevertheless, the cost of paperwork is rising, and productivity seems to be holding. For example, in 1920 a secretary could type 50 to 60 words per minute on a manual typewriter, which is approximately
the same speed typed in 1970 on an electric typewriter. According to Wallace of the IBM Office Products Division, the average transcription rate for secretaries still remains about the same—15 words per minute. (10:36)

For most organizations secretaries comprise one of the largest groups both in number of people as well as costs. Yet for reasons relating to the social nature of the job of the secretary, top management has not looked at secretaries as a group of workers where improvements in performance could be realized. (16:34) Currently with more advanced equipment available for the processing of words in the organization and the increased production that these advanced products make possible, a restructuring in the secretarial occupation seems logical.

Word processing offers the opportunity for business to reallocate secretarial resources to their point of need. It makes possible definable career paths for secretaries and creates functional management positions to which the secretary may aspire. (32:8) At the same time the quality and quantity of office work is improved because these duties are performed by specialists. (1:41)

Currently there are more than 100,000 word processing units at work in offices, and each month hundreds more are being installed. (9:40) Numerous reports and articles have been published on the effectiveness of these systems. Some benefits which have been realized by businesses are: (34:35)

1. Efficient utilization of personnel
2. Flexibility to handle peaks and valleys in secretarial workloads
3. Controlled staffing of clerical growth

4. Executive secretarial support

5. Additional and rapid input

Collins points out that there are "many ways to go with word processing." (19:9)

In fact, work processing is a very flexible concept, not a single, stereotyped approach. The basic idea is to analyze the problem, then design and implement a means of doing the job better than it can be done by traditional methods. (19:9)

A word processing system should be designed to meet the needs of those it serves. When considering word processing an organization should study in depth its present environment.

Stevenson reveals the need to survey present operations in the following.

This survey, its design and operation, is perhaps the most important single element in the development of a word processing program since the decisions made from that point on will be based on it.

This is the only method of obtaining accurate, relevant unbiased facts about existing productivity, level of service, costs (how much time is spent) and utilization of human resources. The survey lets you design a system based on your situation, and then implements this system based on these same facts. (45:44)

**Definition of Terms**

Terms related to word processing used in this paper are defined as follows:

**Administrative Hours** refers to the time devoted by a secretary to office activities other than typing.

**Administrative Secretary** is the person who performs the usual
nontyping tasks, such as filing, processing the mail, handling telephone calls, and other supportive services for management and professional personnel.

Administrative Support Center is the room or area which houses the administrative support group (administrative secretaries, messengers, receptionist, and supervisor) that performs the nontyping tasks and supportive services for management and professional personnel.

Automatic Typewriter is an electric typewriter that records words on a paper tape or on a magnetic medium at the same time as it types on a sheet of paper (or displays on a screen, as in a video text editing machine). Recorded material can be played back with little human assistance at high rates of speed.

Career Paths are the lines of progression from one position to another established by management to provide opportunities for advancement to higher level jobs.

Correspondence Secretary is the person who performs the transcribing of dictation, typewriting, and editing tasks on an automatic typewriter.

Input refers to the information entered into a system to be processed.

Magnetic Medium Typewriter is an electric typewriter that records alphanumeric characters on a magnetic medium (card, tape, cartridge, or tape cassette) at the same time that it types on paper. Corrections are made by backspacing and striking over the error. Once a perfect copy has been recorded, it can be played back at 150 to 185 words per minute (the speed of playback depends upon the brand and model of the typewriter). The magnetic typewriter can also be classified as a text editing typewriter, a power typewriter, an automatic typewriter, a
revision typewriter, or a repetitive typewriter.

Output refers to the final results after recorded information is processed, revised, and printed out.

Playback is the automatic typing out of material recorded on the card, tape cartridge, or tape cassette of a magnetic typewriter. The speed of playback varies from 150 to 185 words per minute, depending upon the brand and model of the typewriter.

Principal is another term for word originator (see Word Originator).

Word Originator is the person (author, dictator, executive, manager principal) who initiates the oral or written ideas to be processed.

Word Processing is the transition of oral or written ideas to typewritten or printed form.

Word Processing Center is the area or room which houses equipment and trained personnel for processing written communications.

Word Processing System is the combination of specific procedures, methods, and equipment utilized by trained personnel to accomplish the transition of oral or written ideas to typewritten or printed form.

Summary

According to Dykeman, word processing is a new approach to paperwork involving the use of improved hardware, combined with the systems approach and new modes of office organization. (25:6) In order to design a word processing system that will meet the needs of those it serves, analysis of the present environment to determine the appropriate applications of this concept is imperative.
The purpose of this study was to analyze the word processing system in selected administrative offices at Utah State University and to provide the data necessary for the design of a word processing system that will best meet the needs of the offices studied.
CHAPTER II
REVIEW OF LITERATURE

The purpose of the review of related literature was to present an overview of the concept of word processing. This chapter describes word processing as reported in literature. Although there have been many articles written about word processing, very few research studies related to word processing were available for review.

Origin and Nature of Word Processing

Word processing has existed ever since man first began using written communications. During the twentieth century, word processing has been enhanced, and especially in the last decade with the formation of word processing and administrative centers. (13:16)

The term "word processing" originated in Germany where it is called "textverarbeitung" (text processing). Ulrich Stenihelper conceived the basic idea shortly after the magnetic tape typewriter was introduced in 1964. His theory included the directing of all dictation to one or more central transcribing locations where error-free documents could be produced on automatic typewriters once the dictation was correctly keyboarded at rough draft speeds. He believed that this method would produce savings in both time and money. (15:292)

According to Rankin, International Business Machines (IBM) adopted Stenihelper's concept of word processing to complement its equipment with text-editing capabilities. By 1968 a system of reorganizing a firm's
and procedures with the support of the specialized equipment was introduced. "IBM named this combination of people, procedures, and equipment that transforms dictation into printed communication and helps to facilitate the flow of related office work--Word Processing." (42:3)

The structure of word processing consists of three basic components. The first part involves equipment. Automatic electronic equipment is used for the input and output functions of the communications process. This equipment is designed to function together to handle a greater amount of work than is otherwise possible. Second is the procedures and controls through which people and machines can be properly utilized to yield a high return on the organization's investment. Third is the personnel component, which offers the organization significant benefits because it: makes possible definable career paths in the clerical environment; introduces the concept of functional management into the secretarial area; permits the organization to establish functional job descriptions for clerical employees; brings about a transference of loyalty to the goals of the organization. (14:4) To realize the benefits of word processing, an organization must address all three parts. The objective should be the synergism that results when all three components are properly implemented.

Word processing is a system which begins with the input by the word originator, who transmits his thoughts most often in the form of machine dictation belts or tape or telephone dictation direct to dictating machines in the transcribing unit. A typist then transcribes on a magnetic typewriter which produces a magnetic tape or card in most
applications. The first draft is then returned to the word originator for approval. If the document is error free and meets his approval, it is signed and transmitted to the recipient. If the word originator decides to make changes or corrections, the document is returned to the typist. Changes and/or corrections are made by the typist to produce an error-free magnetic card or tape. The corrected medium is used to produce the desired document played back at a speed of 150 words per minute. (6:39) A diagram of this system is shown in Figure 1, page 12.

**Increased productivity**

One of the benefits which may be realized in word processing is the increased productivity of word originators, whose time accounts for a high percentage of the cost of written communications. With the use of dictating equipment communications can be recorded at a speed of 60 words per minute. This is twice the usual dictation rate of 30 words per minute obtained while dictating to a secretary, and four times the usual longhand writing rate of 15 words per minute. (44:5)

As well as increasing the productivity of word originators, word processing increases secretarial productivity. Net transcription speed can be increased from 15 words a minute while transcribing from shorthand notes to 20 words a minute transcribing from machine dictation to 30 words per minute with the use of a magnetic media typewriter. (44:5)

With the high cost of paperwork and business communications, productivity and efficiency are of importance. Research completed by Dartnell Institute revealed that "it costs $3.31 to send out just one letter." (3:30) Other figures presented by Dartnell Institute surveys showed the cost
WORD ORIGINATOR

Transmits ideas by
1. longhand copy
2. rough draft copy
3. dictation to secretary
4. dictation to machine

WORD PROCESSING CENTER

To be transcribed on a magnetic (text editing) typewriter for production of typescript

WORD ORIGINATOR

For approval or for changes and/or corrections

APPROVED

As final copy?

Yes

RECIPIENT (OUTBASKET)

Figure 1. Word processing system (17:14)
of the average business letter rose 183 percent in the past 20 years, and could double in another 20 years putting the cost of a dictated business letter to over six dollars. (40:63)

Applications for word processing

Although there are hundreds of ways to use word processing, five main application areas have evolved.

1. Repetitive work. Repetitive work includes straight form letters or any job where the document content remains the same.

2. Repetitive plus variable. This application for word processing involves the selection of standard stored paragraphy that apply to the subject, and the addition of dictated or written paragraphs that apply to that particular document.

3. Correspondence and dictation. Correspondence and dictation involve the transcription or copying from previously written copy and keyboarding on a magnetic keyboard typewriter which then records on some form of magnetic media. Once the copy is corrected, the typist automatically types out the correct portion, manually keyboarding only the necessary corrections or changes.

4. Text preparation, editing, and revision. This application for word processing deals with materials to be published. Material is keyboarded into the word processor for the first draft, which goes back to the originator for corrections and revisions. The word processing operator (or typist) keyboards the changes, and produces a finished typed copy or another output media (such as tape or cards) for producing finished work.
5. Composition and typesetting. This application for word processing involves the use of a word processor to record copy for setting and arranging type, along with instructions. To produce typeset copy, the recorded material (on tape, cartridges, cassettes, magnetic cards, or paper tape) goes to a composing typewriter, photocomposition device, or typewriter. (12:57)

**Equipment Used in Word Processing**

Distinct types of hardware, each suited to particular applications or configurations, provide a selection that enables the user to meet his unique word processing requirements. Equipment used in word processing includes dictating machines for the input and automatic typewriters for the output function. An important part of a word processing system is that this hardware be combined in the creation of business communications to provide greater efficiency.

**Automatic typewriters**

The rapid succession of products for processing words has helped business meet its typing and editing needs more efficiently. From the advances in equipment in the past few years, five distinct types of automatic typing/editing devices have evolved, each with distinct characteristics.

**Paper medium repetitive typewriters.** The first repetitive typewriters were sold during World War I. (42:3) These machines used paper rolls and are still used for repetitive typing tasks. The paper roll is run through the machine as many times as needed to type the desired
number of copies of a particular document. Rolls can be programmed to stop at certain points to allow manual keyboarding of items peculiar to that document. (21:44)

With this type of equipment a Guide Letter Book containing all the letters or repetitive texts is usually prepared. When an employee wishes to send a standard letter or use a particular repetitive text, he merely fills out a form, specifying the letter or text by code number, and indicating what variable information should be inserted. As well as using standard paragraphs, the originator can tailor a document to a particular situation by specifying standard paragraphs in whatever order is required, interjecting variable information when necessary.

Paper tape automatic typing machines operate in a similar way as those with paper rolls. The tape, however, is much more fragile than the roll and may not be good for as many letter copies. The advantage of the tape is that it can be stored more compactly than the roll. (21:46)

The major advantage of the automatic repetitive typewriter is its ability to mass-produce letters or other typewritten work at a very low per document cost. Costs for this equipment are usually from $1,500 to $3,000 per unit. (21:43)

Magnetic medium typewriters. Most of the equipment that is used in word processing and is currently in operation are magnetic medium for recording and playback. Prices range from $7,000 to $18,000 for equipment with text-editing capabilities. These units provide features for correction, deletion, insertion, revision, and formatting. (12:56) The recording medium utilized consists of some form of digital recording medium such
as magnetic cards or magnetic tape. A typewriter keyboard is used to enter the information on the medium. (21:43)

These machines allow the operator to type at a rough draft speed, correcting errors simply by backspacing and striking over. The incorrect characters are then replaced by the new material. Once the material is recorded on the medium correctly, the machine automatically types a perfect copy at speeds of 150 words per minute. (36:9) The recorded medium can then be stored for future reference or reused. Form letters are often recorded on this equipment and filed for future use.

Magnetic typewriters were originally classified as either single- or double-station devices. There are some machines on the market, however, which are single-station machines but give greater flexibility than most double-station devices. The basic differences between the single- and double-station devices are described as follows:

With single-station text editing machines, the document is typed on a keyboard similar to that on a regular typewriter; certain codes and instructions to the machine are either keyed in also by the operator, or are already self-contained (programmed) within the medium. Everything needed to produce a document is thus contained on the single medium. The hard copy produced can be used for author "red pencil" editing.

Machine editing is done on conventional models by automatically playing back a typed document. The typist stops the read-out where necessary to make corrections or type in any insertions. Deletions are made by "skipping over" recorded material.

With a dual-station system, the typist uses the same procedure. However, when the first tape or card is reading out prerecorded material, and additions or corrections are keyed in by the typist, the second station records everything that is typed--both the automatically typed read-out and the new keyed material. The revised document is stored on the second medium. This "collating" process can be repeated indefinitely. (21:49)
CRT magnetic typewriters. Machines in this category utilize CRT's (TV tube-like devices) to allow the user to see and correct the copy before it is actually committed on to the media. This type of equipment is often selected for long documents requiring heavy editing.

The basic configuration for CRT magnetic typewriters consists of a CRT and keyboard console for entering the copy, and a printer and logic console which houses the cassette and prints the document. As the material is typed the words appear on the display screen before the typist. An outline of the page also appears on the screen to give the typist an overall picture of how the printed page will look. To correct or erase, the user backspaces and strikes over, and the correction appears on the screen. A cursor (small blinking light) shows the typing location on the screen at all times. (4:32)

Upon completion of a page of typing, the contents of the screen are transferred to a magnetic tape cassette. Paper is then inserted into the typing station, and the station automatically types the first page at 150 words per minute. While the first page is being typed the typist can proceed to type the second page on to the video screen. The capability of this equipment to input and output simultaneously is an advantage of this system. (21:50)

Shared logic text editing. Shared logic text editing systems allow multiple terminals to simultaneously access a common computer's logic and storage. High speed printers and photocomposition equipment make these systems particularly attractive for certain long documents and publication oriented work. (12:56)

Shared logic text editing systems utilize a central minicomputer
to control a number of directly connected typing stations. Stand-alone devices have a one-to-one ratio between the logic console and the input-output typewriter or display console work station. Shared logic systems allow this ratio to increase, in most systems, up to ten-to-one or higher. The higher the number of stations connected to the central processor, the lower the cost per work station. (12:56)

The shared text editing services. The principle of time shared text editing services involves a telecommunications connection to a remote computer, where words may be processed on a time sharing basis similar to that of data processing time sharing. Work processing time sharing makes use of remotely located memories, high-speed printers, and photocomposition devices. The user pays only for the computer time actually used, the cost of the terminal, and sometimes a charge for memory storage. (12:56)

One advantage of time shared service is that original documents can be typed and edited "on line" and then printed by a line printer at the central computer facility and delivered by messenger the next day; therefore, the input terminal and operator are not tied up for extended periods of time. (21:52) Another advantage of time sharing is the large memory capacity and elimination of idle time. (11:27)

Dictating equipment

Dictating equipment has evolved from a distinctly separate office tool into a very vital part of word processing— as much a part as the typewriter. Dictation equipment enables the author to record his paperwork at an average speed of 60 words a minute, which is four times
faster than writing in longhand. There are two major categories of dictating equipment—discrete media machines, and central recorders, including endless loop systems.

**Discrete media machines.** Dictating equipment in the discrete media category use a recording medium which can be stored, moved, mailed, or switched from a dictation machine to a transcription machine. Typical media used includes belts, cassettes, disks, and cartridges. These machines are available in portable, desk, and central recorder models.

(22:56)

Discrete media portable units are distinguished by their mobility. The media used by the portable unit vary from the standard or mini-cassette to magnetic or visible belts. Some are interchangeable with other brands of equipment, while others are exclusive to machines of one manufacture. (35:34) Ober points out that many companies with centralized dictation systems also utilize portable units because of the convenient size and availability. (36:13) Portable models currently make up one-third to one-half of total dictating equipment purchases.

(22:56)

Discrete media desk-top units are categorized by the function they perform: dictate only, transcribe only, and combination units. These units lack the mobility of the portable models, but perform more functions. Features common to most desk-top machines are: (1) review, dictate, and start-stop control capabilities; (2) conference capability to record multiple-person meetings; (3) quick erase for correcting errors; (4) indexing or digital counters to indicate letter length; (5) automatic voice
level control; (6) speed control for use in transcribing; (7) telephone recording capabilities; and (8) remote control microphone.

Central recorders. Central recording systems fall into two basic categories, determined by the way in which the recording medium is used. The first category uses magnetic disks, cassettes, or belts, and is interconnected through a phone system. The second category utilizes endless loop systems which either are used individually or employ a phone system. (22:58)

Private wire systems, unlike PBX, do not use Bell System facilities. A special telephone network connects the word originator to the central recorder. These systems use handsets with "push to talk" capabilities, as with desk or portable units. The sets are connected to the central recorder in one or more of three ways.

1. Nonselector stations are connected to only one recorder. If that recorder is busy, the word originator must wait until it is free before he can dictate.

2. Manual selector stations are connected to several recorders . . . and the word originator selects a recorder which is free for his dictation.

3. Automatic selector stations are connected to several joint recorders. When the phone is lifted, the system automatically chooses the first free recorder. (22:55)

Another type of central recording system utilizes phone or PBX systems as opposed to the private wire system. Connection between the dictator and the recorder is achieved through use of Bell System telephone equipment. Specially designed trunk links give instructions to the central dictation system as interpreted from rotary signals or Touch-Tone signals. The recorder then performs basic dictation tasks such as "record" and "play back." (35:38)
Voice operated relays is one feature of phone or PBX central systems. They activate the recording equipment only when the voice is being projected into the receiver. An advantage of this feature is that the material to be transcribed is consolidated into a fairly continuous flow. (22:59)

The endless loop systems "use multi-hour loops of magnetic tape permanently fixed within a case, accessible via two tape heads placed a few seconds apart from each other." (22:60) Handling of the recording media is completely eliminated. The tape drops into a transcribing channel as it is recorded, and cycles back to the dictation channel after being transcribed. This allows for continual flow of dictation. (35:36)

The endless loop may be used in an individual or centralized system utilizing either a private wire or PBX connection between the word originator and the recorder. The individual loop systems are generally nonselective, whereas the centralized loops are, most often, selective in either a manual or automatic capacity. (22:60)

Central recording areas using endless loop systems are advantageous for heavy volume dictation. This is reflected in the increased complexity and capabilities of the equipment for use in this type of system. (35:42) Another advantage of the endless loop is the capacity for simultaneous dictation and transcription which saves time by eliminating the need to change belts. (36:12)
Implementation of Word Processing

If word processing is to be successful, user employees in the organization must willingly accept and support it. Administrative Management quotes Riland as follows:

Organizational change is a process which is usually accompanied by almost total emphasis on the logical, financial, and technological reasoning behind it. This process of change, whether the 'scientific management' movement of 50 years ago or the introduction of the computer nearly 20 years ago, often meets its first important resistance when it begins to actually change the work habits and practices of those most involved, the work force affected by the innovation. (8:39)

Companies considering word processing must recognize the need for gradual and well studied implementation. Penzer suggests some ways in which word processing can be introduced.

1. Maintain open communication from the beginning. All personnel should be allowed and encouraged to participate in open discussions concerning the implementation of the new system.

2. Secretaries and users should be involved in developing the plan. People tend to support that which they help create.

3. Allowances for flexibility should be made within the system. Individual differences require different word processing systems.

4. Irrevocable changes should be avoided. The word processing concept should be set up under reasonable rather than perfect conditions.

5. Attitudes as well as performance should be measured. Conventional opinion surveys or interviews should be taken prior to any discussions about word processing with principals or secretaries. The
same instrument should be used approximately six months after the implementation to measure change.

6. Jobs should be designed according to contemporary motivation principles. Job responsibility and opportunity for accomplishment should be commensurate with secretarial talent.

7. Professional managers should be trained as well. Word processing managers must be people experts if the new system is to survive. They should receive specialized word processing management trainings.

(39:58)

Physical facilities

The well thought out location of major elements of an office environment is desirable for effective operation. A word processing environment, which consists of work stations built around machines, should provide worker comfort, efficiency, and attractive surroundings. When creating a work station or a complete word processing center, close attention is required to the physical factors that affect personal performance. Of these physical factors, appearance of the facilities is of great importance. (9:40)

The basic unit of a word processing work station combines the automatic typewriter with furniture. Some automatic text/editing typewriters are incorporated with the desk into one unit; others fit on or in desks, tables, or work surfaces.

Noise control is an important consideration in designing the word processing work station. Excessive noise in an office situation can adversely influence the worker's health, attitude, and performance.
One study demonstrated that typists require 19 percent more energy to do their work in a noisy environment than in a quiet one. (5:68)

Noise pollution is a serious problem in a word processing workstation because of the automatic text/editing typewriters. Although the noise level that exists cannot be eliminated as easily as noise in a general office environment, the noise level can be reduced by acoustic ceilings, insulated partitions, and carpeting on the floors. A combination of both porous and nonporous materials generally creates a most acoustically controlled environment. (7:15)

One of the most effective noise reducing measures is an acoustical enclosure for the automatic typewriters. Users have reported noise reductions of up to 60 percent with an effective acoustical typewriter enclosure. (9:41) These enclosures of plexiglass permit a complete view of the typewriter in operation and easy access to the typewriter keyboard and platen for inserting or changing paper.

Space requirements vary for work stations or for a word processing center. A minimum of 65 square feet per work station, and 35 square feet for each work take should be allowed. Work stations may be grouped in modular setups on a minimum space. For example, one grouping of four modular desks separated by free-standing sound control partitions occupies less than 150 square feet. (9:41)

Employee attitudes and productivity may be improved by the quality of the work environment. Therefore, it is important that the word processing work station or word processing center have a humane, people-oriented atmosphere where the hardware supports human activity.
Types of word processing systems

There is some controversy concerning the size an office must be before it can successfully convert from a traditional word processing system to a more consolidated system. Kleinschrod contends "it is the big-company approach where the volume of work and the sizeable administrative savings justify a top-to-bottom revamping of procedures and a heavy investment in hardware." (30:24)

Although a large company would realize benefits from the adoption of word processing equipment, McGlynn points out that "This systemization of resources can, in one form or another, be implemented productively in any office in which secretaries spend an average of 40 percent or more of their time typing." (32:8) Word processing can be put to work any place in an organization where it effectively raises productivity. Word processing will fit efficiently in a big administrative center, in satellite centers, or in one-machine situations. The determinants are the nature and volume of work, and the way people and departments are presently organized. (12:59)

Many organizations have not adopted a full-scale word processing system because they view it as requiring dramatic changes both in facilities and personnel. However, there are many possible configurations, varying widely in the degree of change required. The essential factor within the concept of word processing is the systemization of dictation equipment and magnetic media typewriters into configurations that take best advantage of employee capacities.

There are four basic types of word processing systems: traditional,
From these four many variations can be developed. (18:67) Kalow points out that:

As far as equipment is concerned, all systems assume that ideas to be transcribed are to be recorded by machine dictation rather than longhand or shorthand. And in all systems, it is the volume and complexity of the typing that determines the keyboard used--stand-alone electric typewriter, stand-alone magnetic keyboard, or communicating keyboard inputting work to a computer. Thus equipment is not the determinant between the various types of word processing systems. (29:9)

Rather than the equipment it is the personnel practices which determine the type of word processing system. For example, the traditional method requires a secretary to do all typing and administrative tasks for one principal, or for him and several other people reporting to him or working with him. Although this mode is the most prestigious and favored among executives because of the high level of personalized service, it is the most expensive to maintain. (28:72) Within the traditional system there may be specialized centers for handling overflow work or other office duties. The distinguishing factor of this system is the generalized job of the secretary and the fact that she reports directly to the principal for whom she works. (29:9)

A second type of word processing mode appeared in 1967--the semi-consolidated mode. According to Collins, "Advancements in personnel and office equipment plus the cost of facilities to handle larger volumes of communications prompted the introduction of this mode." (18:67) In a semi-consolidated word processing system, the typing is consolidated while the balance of the secretarial workload is shared by administrative
secretaries. The administrative secretaries have a variety of duties, while the correspondence secretaries' responsibility for typing is more involved but concentrated in that one area. Again, the personnel structure is the key element. Rather than reporting to the principals they support, both administrative and correspondence secretaries report to secretarial managers. (29:9)

The consolidated word processing system evolved in 1970. (18:67) In this system all secretarial functions are specialized. For example, secretaries may specialize in typing, filing, copying, telephone messages, and other functions. An individual may be responsible for several functions, and there is generally a back-up person trained in these functions. (18:67) Secretarial work is supervised by a central authority. Secretaries report to a center manager. The manager may report to the department manager or to an overall administrative manager. Each principal may work with one secretary who utilizes the specialization of other secretaries to accomplish a task, or the principals may work with each of the specialized secretaries in the center, depending on the requirements of the task. (29:10)

The remote or computerized word processing system differs from the consolidated system in that the personnel are not centralized to manage, control and handle work flow. Rather, the computer is able to provide management with the information required to make possible the desired degree of control in a widely dispersed secretarial force, eliminating the need for a word processing center. (29:10)
Management

Casady points out that a word processing system should include the following management concepts:

**Division of Work** involves the creation of specialists (in typewriting and administrative tasks) where before there were generalists.

**Supervision of Both Types of Specialists** refers to the hour-to-hour and day-by-day professional supervisor of secretarial activities to replace the traditional office manager who supervised secretaries part time.

**Measurement** is designed to achieve a balanced and appropriate amount of performance from both types of specialists.

**Controls of costs, staffing, promotions, turnaround times, and quality** are incorporated for optimum levels of service and employee satisfaction, personal fulfillment, and morale. (17:13)

LaDue stresses the importance of good management of a word processing system as follows:

Management is the key to success or failure of a word processing system. This is true regardless of the design of the system or the size or character of the organization in which it is implemented. Various configurations and forms of organization may be advantageous in different situations; some equipment may be superior to others for a given job; the right procedures and controls are a significant factor in productivity; good facilities planning and design can enhance the overall effectiveness of the system. But ultimately management controls all of these, and it is the quality of the management that determines whether the organization it supports will derive the full benefits now known to be obtainable. (31:3)

Management structures should serve not only to improve functional effectiveness often lacking in traditional secretarial roles, but also to provide incentive for professional growth of participants within functions. For example, managers within both administrative and correspondence functions can better attend to the following:
Distribution of workload among several secretaries to meet deadlines without using overtime or temporary help.

Distribution of work to those having the most appropriate level of skill to handle the jobs.

Effective development of skills resulting in higher productivity and quality of output.

Exercise of effective cost control over manpower.

Fair and accuracy assessment of performance and promotability. (27:27)

Penzer disagrees with the arguments for having professional management as an integral part of secretarial word processing. He contends that "An additional managerial layer fosters dual loyalty and can impose double standards, where accountability is concerned, upon the secretary." (39:54) He also feels that the distant relationships perpetuated by word processing in contrast to the traditional direct contact between a secretary and her boss has many disadvantages. (39:54)

Training requirements

Well-trained personnel are essential to the success of word processing. Dillon believes that "beginning secretaries of the future will have to be better qualified than at any other time in the history of the profession." (37:32)

Training for correspondence secretaries who will be operating the word processing equipment typically receive on-the-job technical training in equipment techniques, center procedures, and a general review of company policy and standards. Typists selected for word processing should have a complete understanding of the automatic typing equipment. The length of time required to reach competency on the equipment varies with
the manufacturers, but generally two to five days is sufficient depending upon the complexity of the equipment. Training may be given in the user's office or in the manufacturer's office. (10:37)

Secretaries selected for the administrative function, or the non-typing tasks, receive training in use of the word processing center, telephone dictation, letter composition, records management, and management principles. (26:55)

The rotation method utilized by Eastern Airlines in their word processing center integrates training directly with the plan. Training is organized along the same lines as the job assignments. During the first eight weeks new secretaries learn how to operate the magnetic media typewriters at acceptable production levels. Approximately every three weeks thereafter, they are rotated to different administrative functions until they have completed the cycle. (38:7)

Implications for business educators. With word processing becoming more prevalent in the business world, business educators are faced with the responsibility of preparing students to enter the word processing domain. Ober makes the following suggestions for preparing students for word processing:

1. Less emphasis should be placed on shorthand and more on transcription ability. Likewise, less emphasis should be placed on typewriting speed and more emphasis on technical and production typing.

2. If it is not economically feasible to provide the expensive word processing equipment for classroom use, students should at least be exposed to machine transcription, not only at the orientation and familiarity levels, but also at the vocational-competence level.
3. An increased amount of class time should be provided during the student's terminal business class, whether it be second-year shorthand, typewriting, secretarial procedures, or something else, for such non-skill learning experiences as editing and abstracting copy, composing, and handling classified and rush projects.

4. Throughout his business courses the student should be exposed, using whatever means and methods available, to situations which aid in the development of those attitudes and traits which, while not unique to the word processing environment, nevertheless are more in demand there. These would include the ability to work without supervision and under pressure, the development of good judgment and initiative, and the ability to make decisions and follow through. (37:32)

Secretary's Role

The word processing concept has perhaps had its greatest impact on the role of the secretary. With the increased productivity made possible through the use of automated equipment for processing words, a restructuring of the secretary's occupation has begun.

Career groups

The secretary's job can be divided into two distinct, integrated, and manageable functions; namely, the correspondence, or typing function, and the administrative, or nontyping function. These two functions are usually designated as the word processing function and the administrative support function, and those performing these functions are called correspondence or administrative secretaries, respectively.

The tasks performed by the two separate secretarial groups vary in amount and level from company to company—depending on the needs of the principals. In general, the correspondence secretary is responsible
for typing, transcription, proofreading, and editing. The administrative secretary is responsible for filing, mail handling, telephone, appointments/calendar, composing, dictation, research, record keeping, and other duties that the group of executives with whom she works might assign. "She handles the quasi-professional duties, and her major purpose is to relieve the executive of clerical and routine activities." (36:21)

Fiore refers to the correspondence function as a "mechanistic function," and the administrative function as an "organic function." He further separates the functional characteristics of the secretary's role as follows. (27:24)

<table>
<thead>
<tr>
<th>MECHANISTIC (Correspondence of typing activities)</th>
<th>ORGANIC (Administrative or nontyping activities)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job description easier</td>
<td>Job description more difficult</td>
</tr>
<tr>
<td>Input/output more controllable</td>
<td>Input/output less controllable</td>
</tr>
<tr>
<td>Problems more predictable</td>
<td>Problems less predictable</td>
</tr>
<tr>
<td>Task elements largely psychomotor</td>
<td>Task elements largely cognitive</td>
</tr>
<tr>
<td>Independent activity more vital to productivity</td>
<td>Dynamic interaction more vital to productivity</td>
</tr>
<tr>
<td>Creativity/innovation areas circumscribed</td>
<td>Creativity/innovation areas less circumscribed</td>
</tr>
<tr>
<td>Peer competition visible</td>
<td>Peer competition less visible</td>
</tr>
<tr>
<td>Multichannel communication less essential to effectiveness</td>
<td>Multichannel communication more essential to effectiveness</td>
</tr>
<tr>
<td>Success relatively independent of the particular boss supported</td>
<td>Success relatively dependent on the particular boss supported</td>
</tr>
</tbody>
</table>

Fiore also feels that the characteristics of the mechanistic and organic functions within the secretarial occupation satisfy different needs through different types of participation on the part of the secretary.
The mechanistic function would be most attractive to the secretary seeking to derive satisfaction and a sense of security from a clearly circumscribed on-the-job role. The organic function would be more attractive to the secretary seeking satisfaction through involvement in higher risk situations. The mechanistic function pays greater psychological dividends for some. Others, however, enjoy the greater freedom offered by the organic function through lack of structure, control, and predictability in the situation. It is possible to think of the two functions in terms of a security/risk trade-off. (27:25)

A study conducted by Casady (17) attempted to identify the factors in the occupational experiences of magnetic typewriter operators that are associated with job satisfaction. A sample was drawn from 77 companies in the state of Minnesota that employ magnetic typewriter operators. The study revealed that magnetic typewriter operators were most satisfied with the pay and the amount of work they do and with the way their coworkers get along with each other. The ability to produce a large volume of error-free work with speed was also a source of satisfaction. Sources of job dissatisfaction included the dislike or pressure to increase production in shorter lengths of time, repetitious work which causes boredom, and little chance for advancement.

Career opportunities

Traditionally, a secretary's status and salary have been based primarily on the pay and status of her boss. In contrast, word processing is based on viewing the secretary as an independent professional, whose pay is based on her skills and performance directly. To some secretaries this independent career status poses a threat of loss of status.

Surveys have shown that some secretaries rate the one-to-one contact
with the principal as the most satisfying aspect of a job. The principle of division of work changes the boss–secretary relationship, the one-to-one concept, to a more productive operation. Ober points out that the secretarial staff itself might initially resist the change to word processing because they see the centralized center as merely a typing pool and resent the loss of their secretarial status. (37:14)

Simpson stresses the benefit of the career independence of the individual secretary. The chart below demonstrates his idea of typical vertical career opportunities in a WP/Administrative Support organization. (43:50)

Figure 2. Vertical career opportunities in a WP/administrative support organization
Job enrichment and enlargement

The purpose of job enrichment is to bring greater job satisfaction, commitment, and involvement to the individual worker. This may be accomplished in several ways including task assignments, rotation of task assignments, or delegation of authority. Job enrichment allows employees to exercise varied skills. Fiore states that "The underlying assumptions are that (1) the employee wants to derive greater need satisfaction through more varied task assignments, and (2) productivity will increase as the dynamic interplay of individual with organization increases." (27:26)

A comparison of the characteristics of the correspondence and administrative functions, coupled with need fulfillment theory, indicates that job enrichment finds its greatest application in administrative functions. Fiore believes that:

Application of this concept of the mechanistic function to any large extent, might destroy the character of the function, diminish its appeal to the secretary, and generally interfere with its productive efficiency. (27:26)

Job enlargement is perhaps a more appropriate concept for application to the correspondence or mechanistic functions. Through job enlargement the basic skills exercised remain the same, but the procedures involved are varied. Fiore believes the application of this concept to the mechanistic functions

... provides the benefit of developing increased skill proficiency through introduction of greater procedural complexity. At the same time, it can provide healthy changes in routine and job perspective for secretaries. Conscientious application of job enlargement can also provide the groundwork for designing promotional steps within the function (typing assignments
based on level of difficulty of format, vocabulary, equipment used, speed required, confidentiality, etc.)

(27:26)

As mentioned previously, Eastern Airlines utilized a method whereby secretaries rotate positions within the word processing system. Ornelas makes the following statement concerning the effectiveness of this method.

Involvement and experience in all secretarial roles help our secretaries develop mutual understanding and appreciation for one another's job. By rotating positions, they bring to their jobs a fresh point of view that often generates improved workflow procedures. Because so many of our responsibilities are interrelated, our secretaries feel that an improvement at one workstation affects the entire organization. (38:7)

One of the outcomes of word processing is the development of employee loyalty to the organization and its goals rather than to the immediate superior. Employees identify with the organization as a whole. These loyalties are or should be developed because each employee has clearly defined jobs and realistic career opportunities. (14:5)

Word Processing Survey

The degree of success of a word processing/administrative support operation largely depends upon how the program is initiated. Stevenson points out that "virtually every major decision made during orientation, implementation, and operation of the program depends on the information obtained during initial investigation." (45:44)

Stevenson stresses the importance of setting specific objectives which should be met through the implementation of word processing. These objectives might be reduction and control of cost levels, improvement of
service and executive efficiency, expansion of secretarial career opportunities and job responsibilities, or other such improvements or changes. Overall objectives should then be more specifically stated in terms of measurable standards. (45:44)

Simpson states that before any survey can be taken, specific rules must be established and understood by everyone involved.

First of all, each group or department or "word originators" has two general types of requirements—typing and administrative support. After conversion to WP, typing will be performed by typing specialists or "correspondence secretaries." The administrative support tasks will be handled by "administrative secretaries." Exactly the way this division of work will be achieved is the result of the survey. In addition, surveys also enable management to determine the qualifications, aptitudes and career goals for their secretaries, for later reassignment into "administrative secretarial" or "correspondence secretarial" jobs. (43:62)

Once objectives have been established and priorities set a survey of the present operation should be conducted. Through this survey secretarial output can be categorized as either typing or administrative.

A comprehensive survey should include all secretaries, receptionists, typists, clerk/typists, clerks, secretarial supervisors, administrative assistants, floaters, and temporaries. Some manufacturers of word processing equipment conduct surveys for the prospective buyer of their products. The survey may also be conducted by an outside consultant educated and trained in this speciality, or by staff members of the organization. Each of these three alternatives has advantages as well as disadvantages.

If the survey is conducted internally, the staff of the survey team
is likely to be more knowledgeable about the problems of the organization. However, staff members are often too close to the situation and consequently biased. In addition, they often lack the necessary training for conducting a word processing survey. (45:44)

An outside consultant, educated and trained in word processing, will most likely be able to obtain accurate, unbiased, and relevant data. Equipment recommendations will be based on the organization's needs rather than what the manufacturer has to sell. The disadvantages of using an outside consultant include the uninvolvment of the office personnel within the organization, and the cost may be prohibitive. (45:44)

A survey conducted by equipment manufacturers provides experienced people to conduct the survey at no cost. However, the equipment solutions may be biased and there may be an emphasis on typing not administrative duties. Again if the manufacturer conducts the study the organization's personnel will not learn anything about the word processing/administrative support concept. (45:46)

The data collected during the survey should give management the information needed to make an intellectual decision regarding changes in present word processing operation. Stevenson suggests that a comprehensive word processing/administrative support survey must encompass these basic items:

1. Copies of all documents typed over a two-week period.

2. Analysis, classification, and standards for all documents collected.

3. Random sampling of work stations of all personnel included in the survey.
4. A task analysis questionnaire which has been completed by the personnel surveyed.

5. Inventory of typewriters, dictation, and telephone equipment. (45:46)

Upon completion of the survey the results should be explained and made available to management for decisions with regard to implementation. According to Stevenson, this report should include the following information: A time distribution summary by department based on random observation of every day staff activity; availability of service, typing workload analysis from document study; source of typing input, type and length of document summary; typing performance analysis in standard hours; error ratios, high and low day typing variations; equipment summary and inventory; administrative workload analysis; floor plan symptoms; level of supervision; level of executive service; work distribution; systems and procedures in use, if any; and secretarial salary distribution comparisons by department. (45:46)

Approaching word processing successfully consists of knowing the kind of work performed, who does the work, and then matching the equipment, procedures, and personnel to complete the tasks most efficiently.

**Summary**

Word processing is a method of producing written communications at high speed, with increased accuracy, through the combination of procedures, automated equipment, and trained personnel. The secretary's job is divided into two distinct, integrated, and manageable functions; namely, the correspondence, or typing function, and the administrative, or nontyping function.
These two functions are usually designated as the word processing function and the administrative support function, and those performing these functions are called correspondence or administrative secretaries, respectively.

The word processing system was developed as a result of the magnetic typewriter, which was introduced in 1964. All dictation is directed to one or more central transcribing locations where error-free documents can be produced on magnetic typewriters once the dictation is correctly keyboarded at rough draft speeds.

One of the most discussed parts of word processing is the automatic typing and text-editing devices used in the system. Five distinct types of automatic typing/editing devices that have evolved are: automatic repetitive typewriters, magnetic typewriters, CRT magnetic typewriters, shared logic text editing, and time shared text editing services.

Dictating equipment has evolved from a distinctly separate office tool into a very vital part of a word processing system. The three major categories of dictating equipment are: discrete media machines, central recording systems (either discrete media or endless loop), and endless loop systems. An important part of a word processing system is that dictating and transcribing equipment be combined in the creation of business communications to provide greater efficiency.

The degree of success of a word processing/administrative support operation largely depends upon how the program is initiated. Decisions made during orientation, implementation, and operation of the program depends on the information obtained during initial investigation. It
is necessary to know the kind of work performed, who does the work, and then match the equipment, procedures, and personnel to complete the tasks most efficiently.
CHAPTER III

METHODS AND PROCEDURES

The purpose of this chapter is to discuss the methods and procedures used in conducting the word processing study in selected general administrative offices at Utah State University.

Population Identification

The offices selected for the study included the office of the President of the University, Assistant to the President for University Relations, Assistant to the President for Development and Special Projects, Provost, Vice Provost, Vice President of Business, and Assistant Vice President of Business. These offices were elected for the study because of physical location, budget structure, and lines of authority. After the offices to be included had been identified, permission was received from each principal to conduct the survey.

Secretarial workers in the offices included seven secretaries, five full-time (working 40 hours per week), and two part-time (working 20 hours per week), all of whom participated in the study. The physical location of the offices separated the secretaries into two work groups: the President's office (Work Group A), and the Provost's office (Work Group B). Work Group A consisted of four full-time secretaries; Work Group B consisted of one full-time secretary and two part-time secretaries.
Study Instruments

As discussed in the review of literature, word processing surveys are often conducted by trained personnel employed by the equipment manufacturers. Therefore, a Marketing Representative of the Office Products Division of International Business Machines Corporation was contacted to get permission to review the study instruments used by IBM Corporation for word processing surveys. The forms were reviewed and compared with literature relating to work sampling and work measurement in the office.

The survey instruments used included a Word Processing Questionnaire (Appendix A) and a Typing Category Count (Appendix B). A Word Processing Questionnaire was completed by each secretary. This questionnaire collected information regarding the typing and administrative tasks of the workers. The Typing Category Count required the secretaries to record for each typing job the number of lines typed, the finished format, the origin, and a description of the document produced. Space was provided for recording total hours spent typing and total hours spent performing administrative tasks, each of which was recorded and described.

The Typing Category Count was pilot tested in the office of Student Services at Utah State University for a period of one week. During that time the two secretaries participating in the pilot were contacted frequently to clarify any misunderstandings in the recording of work. A problem identified during the pilot involved some misunderstanding as to what constituted repetitive typing. No other problems were encountered.
Data Collection

There are many ways of performing work sampling and work measurement in the office. Pomeroy states that "having the operator keep the records is the most practical means for procuring time data and production count." (41:77) According to the authors of Business Systems, two week is an adequate period of study in an employee reporting approach. (2:310) Based on these statements, an employee reporting approach was used and conducted during two nonconsecutive weeks.

A prestudy meeting was held on April 5, 1974. All secretaries participating in the study were asked to be present. Two secretaries were unable to attend and were given instructions individually. A Marketing Support Representative from IBM Corporation was present at the meeting and explained how the Typing Category Count was to be kept.

The secretaries were instructed to record their work frequently throughout the day, and immediately upon completion of each typing and nontyping task, if possible. Each document typed was to be recorded on the Typing Category Count, described in meaningful terms to the individual secretary, and the total lines typed recorded in the appropriate column depending upon the origin and finished format of the document. Instructions were given to the secretaries to record all nontyping tasks performed, describing the task and the time required for its completion.

The seven participating secretaries recorded their daily work during the weeks of April 8, 1974, and April 22, 1974. Each secretary was contacted periodically during the two weeks to answer questions concerning the recording of work. At the end of the second week, each secretary was
Data Analysis

Data collected on the Word Processing Questionnaire and the Typing Category Count were organized as it related to the organizational structure of the offices studied, position profile of the workers, productivity, and equipment. Tables were then prepared from the data and the information was evaluated and interpreted. The findings along with the implications and recommendations derived from this study are presented in the remainder of this thesis.
CHAPTER IV
FINDINGS

The findings of the word processing study conducted in the President's office and the Provost's office at Utah State University are presented in this chapter. The data collected on the Typing Category Count, Word Processing Questionnaire, and the information obtained during the personal interview can be considered a representative sample of the work being performed in the offices studied. This information is presented and discussed as it relates to the organizational structure, position profiles, productivity, and equipment.

Organizational Structure

As presented in Figure 3, page 47, the offices included in the study consisted of six principals and seven secretaries. The President, Provost, Vice President of Business, and Assist Vice President of Business each had a full-time secretary. The Assistant to the President for University Relations and the Vice Provost each had a part-time secretary (working 20 hours per week). The secretary to the President was also the immediate supervisor of a full-time secretary.

Because of the physical location the seven secretaries were separated into two work groups. Four full-time secretaries working in the President's office were designated as Work Group A. One full-time and two part-time secretaries in the Provost's office were designated Work Group B.
Figure 3. Organizational structure of personnel in offices studied
The secretaries were grouped according to physical location in the offices studied rather than according to the organizational structure. Principals in the President's office (Work Group A) were the President, Vice President of Business, and Assistant Vice President of Business. Work Group B principals were the Provost, Vice Provost, and Assistant to the President for University Relations.

The data in Table 1 show the length of time each worker had been working for the University and the length of time on that particular job. Worker 1-A had worked for the University for 18 years and had been at her present position for 10 years. Worker 4-A reported the shortest length of time working for the University and at her present job, having been on the job only 2 days at the time the study was initiated.

Table 1. Length of time employed by the University and length of time at present job

<table>
<thead>
<tr>
<th>Worker</th>
<th>Length of time with University</th>
<th>Length of time at present job</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-A</td>
<td>18 years</td>
<td>10 years</td>
</tr>
<tr>
<td>1-B</td>
<td>20 years</td>
<td>4 years</td>
</tr>
<tr>
<td>2-A</td>
<td>6 years</td>
<td>6 years</td>
</tr>
<tr>
<td>2-B</td>
<td>4 years</td>
<td>4 years</td>
</tr>
<tr>
<td>3-B</td>
<td>9 months</td>
<td>9 months</td>
</tr>
<tr>
<td>3-A</td>
<td>6 months</td>
<td>6 months</td>
</tr>
<tr>
<td>4-A</td>
<td>2 days</td>
<td>2 days</td>
</tr>
</tbody>
</table>
Position Profile

The typing and nontyping tasks most often recorded on the Word Processing Questionnaire and Typing Category Count were as follows: consultation with principal, copying and duplicating, errands, filing, mail, preparing back-up material, proofreading and editing, receptionist, scheduling, shorthand, and telephone. Tables 2 and 3 show the number of hours and percentage of time spent on each task by workers in Work Group A and Work Group B, respectively.

Each worker performed a variety of tasks during the study period. Of the nontyping tasks, the telephone and mail generally required the most time. Because of a special project being completed during the first week of the study, the tasks listed as "other" amounted to a rather large percentage of the total for some workers. No time was spent on errands during this particular sampling period.

The total hours spent typing and the total hours spent on administrative duties for each secretary are shown in Table 4. Five of the seven secretaries spent a majority of their time performing administrative tasks. Worker 1-B spent 51 hours (87.9 percent) performing administrative duties and 7 hours (12.1 percent) on typing tasks. Worker 3-A spent the most time typing, totaling 41 hours (51.9 percent) and 38 hours (48.1 percent) performing administrative duties. Total hours for the combined work groups were 148 hours (30.8 percent) typing and 333 hours (69.2 percent) administrative.
<table>
<thead>
<tr>
<th>Task</th>
<th>Worker 1-A Hours</th>
<th>Worker 1-A Percent</th>
<th>Worker 2-A Hours</th>
<th>Worker 2-A Percent</th>
<th>Worker 3-A Hours</th>
<th>Worker 3-A Percent</th>
<th>Worker 4-A Hours</th>
<th>Worker 4-A Percent</th>
<th>Total Hours</th>
<th>Total Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultation with principal</td>
<td>5</td>
<td>6.2</td>
<td>2</td>
<td>3.1</td>
<td>0</td>
<td>0.0</td>
<td>2</td>
<td>2.5</td>
<td>9</td>
<td>3.0</td>
</tr>
<tr>
<td>Copy/duplicating</td>
<td>0</td>
<td>0.0</td>
<td>3</td>
<td>4.7</td>
<td>6</td>
<td>7.6</td>
<td>1</td>
<td>1.2</td>
<td>10</td>
<td>3.3</td>
</tr>
<tr>
<td>Errands</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
<td>0.0</td>
<td>8</td>
<td>10.1</td>
<td>2</td>
<td>2.5</td>
<td>10</td>
<td>3.3</td>
</tr>
<tr>
<td>Filing</td>
<td>2</td>
<td>2.5</td>
<td>3</td>
<td>4.7</td>
<td>1</td>
<td>1.3</td>
<td>2</td>
<td>2.5</td>
<td>8</td>
<td>2.6</td>
</tr>
<tr>
<td>Mail</td>
<td>13</td>
<td>16.3</td>
<td>4</td>
<td>6.3</td>
<td>7</td>
<td>8.9</td>
<td>4</td>
<td>5.0</td>
<td>28</td>
<td>9.3</td>
</tr>
<tr>
<td>Preparing back-up material</td>
<td>6</td>
<td>7.5</td>
<td>2</td>
<td>3.1</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
<td>0.0</td>
<td>8</td>
<td>2.6</td>
</tr>
<tr>
<td>Proofreading and editing</td>
<td>6</td>
<td>7.5</td>
<td>1</td>
<td>1.6</td>
<td>3</td>
<td>3.7</td>
<td>4</td>
<td>5.0</td>
<td>14</td>
<td>4.6</td>
</tr>
<tr>
<td>Receptionist</td>
<td>2</td>
<td>2.5</td>
<td>1</td>
<td>1.6</td>
<td>0</td>
<td>0.0</td>
<td>8</td>
<td>10.0</td>
<td>11</td>
<td>3.6</td>
</tr>
<tr>
<td>Scheduling</td>
<td>5</td>
<td>6.2</td>
<td>2</td>
<td>3.1</td>
<td>0</td>
<td>0.0</td>
<td>3</td>
<td>3.8</td>
<td>10</td>
<td>3.3</td>
</tr>
<tr>
<td>Shorthand</td>
<td>0</td>
<td>0.0</td>
<td>14</td>
<td>21.9</td>
<td>0</td>
<td>0.0</td>
<td>12</td>
<td>15.0</td>
<td>26</td>
<td>8.6</td>
</tr>
<tr>
<td>Telephone</td>
<td>16</td>
<td>20.0</td>
<td>10</td>
<td>15.6</td>
<td>6</td>
<td>7.6</td>
<td>4</td>
<td>5.0</td>
<td>36</td>
<td>11.9</td>
</tr>
<tr>
<td>Typing</td>
<td>11</td>
<td>13.8</td>
<td>19</td>
<td>29.6</td>
<td>41</td>
<td>51.9</td>
<td>30</td>
<td>37.5</td>
<td>101</td>
<td>33.3</td>
</tr>
<tr>
<td>Other</td>
<td>14</td>
<td>17.5</td>
<td>3</td>
<td>4.7</td>
<td>7</td>
<td>8.9</td>
<td>8</td>
<td>10.0</td>
<td>32</td>
<td>10.6</td>
</tr>
<tr>
<td>Total</td>
<td>80</td>
<td>100.0</td>
<td>64</td>
<td>100.0</td>
<td>79</td>
<td>100.0</td>
<td>80</td>
<td>100.0</td>
<td>303</td>
<td>100.0</td>
</tr>
</tbody>
</table>
Table 3. Time spent by secretaries in Work Group B performing typing and administrative tasks

<table>
<thead>
<tr>
<th>Task</th>
<th>Worker 1-B</th>
<th>Worker 2-B</th>
<th>Worker 3-B</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hours</td>
<td>Percent</td>
<td>Hours</td>
<td>Percent</td>
</tr>
<tr>
<td>Consultation with principal</td>
<td>1</td>
<td>1.7</td>
<td>8</td>
<td>10.0</td>
</tr>
<tr>
<td>Copying/duplicating</td>
<td>3</td>
<td>5.2</td>
<td>2</td>
<td>2.4</td>
</tr>
<tr>
<td>Errands</td>
<td>0</td>
<td>0.0</td>
<td>1</td>
<td>1.3</td>
</tr>
<tr>
<td>Filing</td>
<td>5</td>
<td>8.6</td>
<td>2</td>
<td>2.4</td>
</tr>
<tr>
<td>Mail</td>
<td>6</td>
<td>10.3</td>
<td>3</td>
<td>3.8</td>
</tr>
<tr>
<td>Preparing back-up material</td>
<td>6</td>
<td>10.3</td>
<td>8</td>
<td>10.0</td>
</tr>
<tr>
<td>Proofreading and editing</td>
<td>3</td>
<td>5.2</td>
<td>1</td>
<td>1.3</td>
</tr>
<tr>
<td>Receptionist</td>
<td>0</td>
<td>0.0</td>
<td>6</td>
<td>7.5</td>
</tr>
<tr>
<td>Scheduling</td>
<td>2</td>
<td>3.5</td>
<td>7</td>
<td>8.8</td>
</tr>
<tr>
<td>Shorthand</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Telephone</td>
<td>10</td>
<td>17.2</td>
<td>16</td>
<td>20.0</td>
</tr>
<tr>
<td>Typing</td>
<td>7</td>
<td>12.1</td>
<td>20</td>
<td>25.0</td>
</tr>
<tr>
<td>Other</td>
<td>15</td>
<td>25.9</td>
<td>6</td>
<td>7.5</td>
</tr>
<tr>
<td>Total</td>
<td>58</td>
<td>100.0</td>
<td>80</td>
<td>100.0</td>
</tr>
</tbody>
</table>
Table 4. Typing and administrative hours per worker in a two-week period

<table>
<thead>
<tr>
<th>Worker</th>
<th>Typing hours</th>
<th>Percent</th>
<th>Administrative hours</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-A</td>
<td>11</td>
<td>13.8</td>
<td>69</td>
<td>86.2</td>
</tr>
<tr>
<td>2-A</td>
<td>19</td>
<td>29.7</td>
<td>45</td>
<td>70.3</td>
</tr>
<tr>
<td>3-A</td>
<td>41</td>
<td>51.9</td>
<td>38</td>
<td>48.1</td>
</tr>
<tr>
<td>4-A</td>
<td>30</td>
<td>37.5</td>
<td>50</td>
<td>62.5</td>
</tr>
<tr>
<td>1-B</td>
<td>7</td>
<td>12.1</td>
<td>51</td>
<td>87.9</td>
</tr>
<tr>
<td>2-B</td>
<td>20</td>
<td>25.0</td>
<td>60</td>
<td>75.0</td>
</tr>
<tr>
<td>3-B</td>
<td>20</td>
<td>50.0</td>
<td>20</td>
<td>50.0</td>
</tr>
<tr>
<td>Total</td>
<td>148</td>
<td>30.8</td>
<td>333</td>
<td>69.2</td>
</tr>
</tbody>
</table>

**Productivity**

Each secretary was asked to estimate the percentage of time she spent typing in an ordinary day. Table 5 shows the estimated time as reported by the secretaries. Worker 1-A reported 20 percent of her time was spent on typing tasks, which was the lowest figure reported. Worker 3-A reported that she spent 70 percent of the time typing. The other workers estimated that they typed 30 or 40 percent of the time.

Comparison of the estimated percent of time spent typing and the actual percent of time spent typing during the two-week study period revealed that Worker 3-B was the only worker to underestimate the amount of time spent typing. Worker 2-A estimated that she typed 30 percent of the time, and actually typed 29.7 percent of the total hours she worked during the study period. Differences in the estimated percent of time spent
typing and the actual time spent typing ranged from about 3 percent to 19 percent.

Table 5. Estimated percent of time spent typing

<table>
<thead>
<tr>
<th>Worker</th>
<th>Estimated percent of time spent typing</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-A</td>
<td>70.0</td>
</tr>
<tr>
<td>4-A</td>
<td>40.0</td>
</tr>
<tr>
<td>3-B</td>
<td>40.0</td>
</tr>
<tr>
<td>2-A</td>
<td>30.0</td>
</tr>
<tr>
<td>1-B</td>
<td>30.0</td>
</tr>
<tr>
<td>2-B</td>
<td>30.0</td>
</tr>
<tr>
<td>1-A</td>
<td>20.0</td>
</tr>
</tbody>
</table>

The data in Table 6 indicate the kinds of typing done as reported by each worker. Six of the seven secretaries reported that they type correspondence and copy from previously typed material. The next kind of typing most frequently done was copy to be printed. None of the workers reported typing spirit master, offset masters, checks, justified copy, or stencils.

The data in Table 7 show the number and percent of the workers who perform specific typing tasks for which word processing equipment (magnetic typewriters) is especially advantageous. All of the workers indicated they prepared rough drafts. In fact, Worker 1-A did not do typing other than rough drafting of letters for retyping by another worker. Five of the seven secretaries indicated that they did revision and retyping.
Table 6. Reported kinds of typing done

<table>
<thead>
<tr>
<th>Kind of typing</th>
<th>No. answering yes</th>
<th>Percent of 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correspondence (internal and external)</td>
<td>6</td>
<td>85.7</td>
</tr>
<tr>
<td>Copy from previously typed material</td>
<td>6</td>
<td>85.7</td>
</tr>
<tr>
<td>Copy to be printed</td>
<td>5</td>
<td>71.4</td>
</tr>
<tr>
<td>Form letters</td>
<td>3</td>
<td>42.9</td>
</tr>
<tr>
<td>Statistical typing</td>
<td>3</td>
<td>42.9</td>
</tr>
<tr>
<td>Billing</td>
<td>2</td>
<td>28.6</td>
</tr>
<tr>
<td>Fill-ins</td>
<td>2</td>
<td>28.6</td>
</tr>
<tr>
<td>Spirit masters</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Offset masters</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Checks</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Justified copy</td>
<td>0</td>
<td>0.0</td>
</tr>
<tr>
<td>Stencils</td>
<td>0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Table 7. Specific typing tasks for which word processing equipment may be advantageous

<table>
<thead>
<tr>
<th>Typing task</th>
<th>No. answering yes</th>
<th>Percent of 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation of rough drafts</td>
<td>7</td>
<td>100.0</td>
</tr>
<tr>
<td>Revision or retyping</td>
<td>5</td>
<td>71.2</td>
</tr>
<tr>
<td>Typing from a book of standard paragraphs or pages</td>
<td>0</td>
<td>0.0</td>
</tr>
</tbody>
</table>
work. None of the secretaries did typing from a book of standard paragraphs or pages.

In allowing for methods of input used by word originators that might not be employed during the study period, workers were asked to indicate how documents they typed originated. Table 8 shows the methods of input used as reported by secretarial workers. None of the workers in Work Group A reported machine dictation or longhand as methods of input, while all workers in Work Group B indicated that both longhand and machine dictation were used in the Provost’s office.

Table 8. Reported methods of input used by word originators

<table>
<thead>
<tr>
<th>Method of input</th>
<th>1-A</th>
<th>2-A</th>
<th>3-A</th>
<th>4-A</th>
<th>1-B</th>
<th>2-B</th>
<th>3-B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Longhand</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Shorthand</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
</tr>
<tr>
<td>Machine dictation</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>Typed work</td>
<td>no</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
</tr>
</tbody>
</table>

The total lines typed per worker during the two-week study period from longhand, shorthand, machine dictation, copy type and revision is shown in Table 9. The average line contained 12 words. A total of 9035 lines was typed by all workers combined. Of the 9035 total lines typed, 36.8 percent was from copy type, 17.2 percent from shorthand, 14.7 percent from revision, 13.0 percent from self composition, 10.1 percent from machine dictation, and 8.2 percent from longhand.
Table 9. Lines typed per worker in a two-week period from various methods of input

<table>
<thead>
<tr>
<th>Worker</th>
<th>Longhand</th>
<th>Shorthand</th>
<th>Machine dictation</th>
<th>Self composition</th>
<th>Copy type</th>
<th>Revision</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-A</td>
<td>267</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3148</td>
<td>0</td>
<td>3415</td>
</tr>
<tr>
<td>1-B</td>
<td>0</td>
<td>0</td>
<td>135</td>
<td>797</td>
<td>0</td>
<td>774</td>
<td>1706</td>
</tr>
<tr>
<td>4-A</td>
<td>0</td>
<td>917</td>
<td>0</td>
<td>28</td>
<td>97</td>
<td>280</td>
<td>1322</td>
</tr>
<tr>
<td>3-B</td>
<td>190</td>
<td>0</td>
<td>682</td>
<td>0</td>
<td>80</td>
<td>40</td>
<td>992</td>
</tr>
<tr>
<td>2-A</td>
<td>0</td>
<td>692</td>
<td>0</td>
<td>44</td>
<td>0</td>
<td>178</td>
<td>851</td>
</tr>
<tr>
<td>2-B</td>
<td>286</td>
<td>6</td>
<td>98</td>
<td>53</td>
<td>0</td>
<td>54</td>
<td>497</td>
</tr>
<tr>
<td>1-A</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>252</td>
<td>0</td>
<td>0</td>
<td>252</td>
</tr>
<tr>
<td>Total</td>
<td>743</td>
<td>1552</td>
<td>915</td>
<td>1174</td>
<td>3325</td>
<td>1326</td>
<td>9035</td>
</tr>
<tr>
<td>Percent</td>
<td>8.2</td>
<td>17.2</td>
<td>10.1</td>
<td>13.0</td>
<td>36.8</td>
<td>14.7</td>
<td>100.0</td>
</tr>
</tbody>
</table>

Table 10 shows the format in total lines of the typing completed during the study period. Classifications of format included text, statistical, forms, or other. Correspondence would be an example of a typed document classified as text. Those documents requiring tables or considerable typing of numbers or symbols were classified statistical. Documents classified as forms were pre-printed and required fill-in typing. Typing that could not be classified as one of these three were classified as other. Of the 9035 total lines typed, 99.1 percent was text, .1 percent statistical, .2 percent forms, and .6 percent other.

Table 11 shows the total lines typed for all workers combined by document origin and format. Of the 743 total lines typed from longhand, 733 were text and 10 statistical. Of the self composed lines typed, 1121
Table 10. Format of total lines typed per worker in a two-week period

<table>
<thead>
<tr>
<th>Worker</th>
<th>Text</th>
<th>Statistical</th>
<th>Forms</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-A</td>
<td>3415</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3415</td>
</tr>
<tr>
<td>1-B</td>
<td>1706</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1706</td>
</tr>
<tr>
<td>4-A</td>
<td>1322</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1322</td>
</tr>
<tr>
<td>3-B</td>
<td>972</td>
<td>0</td>
<td>20</td>
<td>0</td>
<td>992</td>
</tr>
<tr>
<td>2-A</td>
<td>851</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>851</td>
</tr>
<tr>
<td>2-B</td>
<td>434</td>
<td>10</td>
<td>0</td>
<td>53</td>
<td>497</td>
</tr>
<tr>
<td>1-A</td>
<td>252</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>252</td>
</tr>
<tr>
<td>Total</td>
<td>8946</td>
<td>10</td>
<td>20</td>
<td>53</td>
<td>9035</td>
</tr>
<tr>
<td>Percent</td>
<td>99.1</td>
<td>.1</td>
<td>.2</td>
<td>.6</td>
<td>100.0</td>
</tr>
</tbody>
</table>

were text and 53 categorized as other. From machine dictation 895 lines of text were typed and 20 lines classified as forms. Table 11 also shows all lines originating from revision, copy type, and shorthand were text in format.
Table 11. Document origin and format of total lines typed

<table>
<thead>
<tr>
<th>Document origin</th>
<th>Text</th>
<th>Percent</th>
<th>Statistical</th>
<th>Percent</th>
<th>Forms</th>
<th>Percent</th>
<th>Other</th>
<th>Percent</th>
<th>Other lines typed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy type</td>
<td>3325</td>
<td>100.0</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
<td>0.0</td>
<td>3325</td>
</tr>
<tr>
<td>Shorthand</td>
<td>1552</td>
<td>100.0</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
<td>0.0</td>
<td>1552</td>
</tr>
<tr>
<td>Revision</td>
<td>1326</td>
<td>100.0</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
<td>0.0</td>
<td>1326</td>
</tr>
<tr>
<td>Self composed</td>
<td>1121</td>
<td>95.5</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
<td>0.0</td>
<td>53</td>
<td>4.5</td>
<td>1174</td>
</tr>
<tr>
<td>Machine dictation</td>
<td>895</td>
<td>97.8</td>
<td>0</td>
<td>0.0</td>
<td>20</td>
<td>2.2</td>
<td>0</td>
<td>0.0</td>
<td>915</td>
</tr>
<tr>
<td>Longhand</td>
<td>733</td>
<td>98.7</td>
<td>10</td>
<td>1.3</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
<td>0.0</td>
<td>743</td>
</tr>
<tr>
<td>Total</td>
<td>8952</td>
<td>99.1</td>
<td>10</td>
<td>.1</td>
<td>20</td>
<td>.2</td>
<td>53</td>
<td>.6</td>
<td>9035</td>
</tr>
</tbody>
</table>
Table 12 shows the number and percentage of the total lines typed that were repetitive or revised. Of the 9035 total lines typed, 1325 were revised lines and 846 repetitive lines. Twenty-four percent of the total lines typed were revised or repetitive in nature.

Table 12. Total lines of typing that were repetitive or revised

<table>
<thead>
<tr>
<th>Item</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lines of typing</td>
<td>9035</td>
</tr>
<tr>
<td>Total revised lines</td>
<td>1325</td>
</tr>
<tr>
<td>Total repetitive lines</td>
<td>846</td>
</tr>
<tr>
<td>Percent of total lines re-</td>
<td>24.0</td>
</tr>
<tr>
<td>vised or repetitive</td>
<td></td>
</tr>
</tbody>
</table>

Table 13 indicates that the average typing rate for the secretaries studied was 12.2 words per minute. This was based on the 9035 total lines typed (average 12 words per line) and the 148 total hours spent typing by all workers combined.

In determining the turnaround time for typing jobs, each secretary was asked how much time she was allowed to complete a typing task. Although the size of the job would affect the length of time necessary for completion, the following time limits were given as averaged. Four of the seven workers were allowed 24 hours or less to complete a typing job. Two reported that the word was due immediately, or as soon as possible, and one was allowed more than 24 hours for completion of a typing job.
Table 13. Average typing rate for secretaries studied

<table>
<thead>
<tr>
<th>Item</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total lines of typing</td>
<td>9035</td>
</tr>
<tr>
<td>Total typing hours</td>
<td>148</td>
</tr>
<tr>
<td>Average typing rate in words per minute</td>
<td>12.2</td>
</tr>
</tbody>
</table>

Workers reported that they occasionally had to work overtime to complete special projects or to complete routine tasks which were not finished because of answering telephones, working on special requests, and unexpected duties. The required overtime work was apparently not due to backlogs in typing. Of the seven secretaries, four reported that they did work overtime occasionally and three reported not being required to work overtime. Although some workers from both Work Groups reported working overtime, both part-time secretaries often worked more than 20 hours per week.

**Equipment**

Table 14 shows the makes and trade-in values for the typewriters that were used in the offices studies. The listed trade-in value for each typewriter was obtained from the IBM Typewriter Sales Office in Logan, Utah. Six of the seven secretaries were using IBM Executive typewriters. One secretary had an IBM Selectric II typewriter.

Only the Provost's office was using dictating equipment in the
communications process. Each principal—Provost, Vice Provost, and Assistant to the President of the University Relations—used a portable Norelco mini-cassette dictating machine. There were also two IBM belt-type dictating machines (Model 224) used by the Provost and the Vice Provost. Worker 1-B and Worker 2-B shared an IBM Executory (Model 212) transcribing machine. Worker 3-B used a Norelco unit with dictating and transcribing capabilities.

Attitudes of Workers

As mentioned in the review of literature, word processing is often threatening to secretarial workers because it sometimes means a change in existing relationships between principals and secretaries. Also, the fact that productivity is being measured may create negative attitudes. Although the principals had given their approval of the study, the attitudes and cooperation of the secretaries ranged from very good to rather poor.
It was evident that some secretaries did not follow directions as given for recording their work. Careful analysis of the data collected revealed that the reported amount of time spent typing was inaccurate in some cases. Some workers reported spending less time than was probably spent on typing tasks. Certain typing jobs that were completed were not recorded in terms of total lines, origin, or format. A statement was written on the Typing Category Count form indicating that a particular job had been completed that required some typing. When questioned later the secretaries were not able to recall the specific data needed for the study.

The fact that there were inconsistencies in the data collected on the Typing Category Count may have some effect on the implications and recommendations made from this study.

**Summary**

The offices included in the study consisted of six principals and seven secretaries. Principals in the President's office were the President of the University, Vice President of Business, and Assistant Vice President of Business. Four full-time secretaries (Work Group A) were employed in the President's office. Principals in the Provost's office were the Provost, Vice Provost, and Assistant to the President for University Relations. One full-time and two part-time secretaries (Work Group B) worked in the Provost's office.

Each secretary performed a variety of duties--both typing and administrative. Administrative or nontyping duties most often performed were
consultation with principal, copying and duplicating, errands, filing, mail, preparing back-up material, proofreading and editing, receptionist, scheduling, shorthand, and telephone. A total of 148 hours was spent by all secretaries combined on typing tasks and 333 hours on administrative tasks during the two-week study period.

A total of 9035 lines of typing was completed by all workers combined during the two weeks. Ninety-nine percent of the typing completed was classified as text in format. Several methods of input were used by word originators of which 36.8 percent of the total typed lines was from copy type, 17.2 percent from shorthand, 14.7 percent from revision, 13.0 percent from self composition, 10.1 percent from machine dictation, and 8.2 percent from longhand.

Six of the seven secretaries used IBM Executive typewriters. Worker 4-A used an IBM Selectric II. Only the Provost's office used dictating equipment in the communications process.

Implications and recommendations based on the finding are presented in the remainder of this thesis.
CHAPTER V

SUMMARY, IMPLICATIONS, AND RECOMMENDATIONS

The final chapter of this study includes: (1) a summary of the purposes of the study, a description of the research procedure employed, and the major findings; (2) implications based upon the findings; and (3) recommendations.

Summary

If a word processing system is to meet the needs of those it serves, a survey of existing productivity, level of service, utilization of time and human resources is imperative. The purpose of this study was to analyze the present word processing system in selected general administrative offices at Utah State University and to provide the data necessary for the design of a word processing system that will best fulfill the needs of the offices studied.

Population identification

The offices selected for the study included those of the President of the University, Assistant to the President for University Relations, Assistant to the President for Development and Special Projects, Provost, Vice Provost, Vice President of Business, and Assistant Vice President of Business. Secretarial workers in these offices included seven secretaries—five full-time (working 40 hours per week) and two part-time (working 20 hours per week).
Instruments used

The instruments used to gather data to be used in determining current productivity and the nature of the work performed in the offices studied were: (1) a Word Processing Questionnaire, and (2) a Typing Category Count. Permission was given by IBM Corporation to use the Word Processing Questionnaire and the Typing Category Count form. Sufficient quantities of the forms were supplied by IBM Corporation for use in the study.

The Word Processing Questionnaire obtained general data on secretarial job and company characteristics not obtained by the Typing Category County (e.g., immediate supervisor, length of time with firm, percent of time spent typing, kinds of typing, kind of typewriter, nontyping duties). A questionnaire was completed by each of the seven secretaries participating in the study.

The Typing Category Count was used to collect specific data related to typing and administrative duties performed during the two-week study period. A record was kept by each secretary of all documents typed (e.g., document origin, format, description, total typed lines). Each administrative duty performed was also described and the time required for completion of the task recorded.

Collection and analysis of data

A presstudy meeting was held April 5, 1974, during which five of the seven participating secretaries were given instructions for completing the Word Processing Questionnaire and the Typing Category Count. Two secretaries unable to attend the meeting were given instructions individually.
Each secretary recorded her daily work for two nonconsecutive weeks. At the end of the second week each secretary was personally interviewed, and the completed forms were reviewed and clarified.

Tables were prepared from the data obtained on the Word Processing Questionnaire, Typing Category Count, and the personal interview. This information was then evaluated and interpreted.

Major findings

The major findings of the study are discussed as they relate to the organizational structure, position profile, productivity, and equipment.

Organizational structure. The offices included in the study consisted of six principals and seven secretaries. The President, Provost, Vice President of Business, and Assistant Vice President of Business each had a full-time secretary who performed both typing and administrative duties. The Assistant to the President for University Relations and the Vice Provost each had a part-time secretary (working 20 hours per week) who performed typing and administrative duties. The secretary to the President was also the immediate supervisor of a full-time secretary whose primary responsibilities involved typing.

Position profile. The length of time employed in present position as reported by the secretaries ranged from two days to ten years. Although those secretaries employed four years or more assumed the majority of the administrative duties, each of the seven secretaries performed both typing and administrative tasks.

The administrative duties most often performed were: consultation with
principal, copying and duplicating, errands, filing, mail, preparing back-up material, proofreading and editing, receptionist, scheduling, shorthand, and telephone. Of these nontyping tasks, the telephone and mail generally required the most time.

The total hours spent typing by all secretaries combined was 148 hours during a two-week period. A total of 333 hours was spent on administrative tasks by the groups combined. Five of the seven secretaries spent the majority of their time on administrative tasks, ranging from 62.5 percent to 87.9 percent of the total hours worked individually. Two of the seven secretaries spent half or more of their time typing. Worker 3-A spent 51.9 percent of the time typing, which was the most time spent typing by any of the workers.

Productivity. A total of 9035 lines of typing was completed by all workers combined during the two-week period of study. Slightly over 99 percent of all lines typed were text in format. The remaining portion was classified as .6 percent other, .2 percent forms, and .1 percent statistical. Of the 9035 lines completed, 1325 lines were revised and 846 lines were repetitive—amounting to 24 percent of the total lines typed.

Methods of input included longhand, shorthand, machine dictation, self composition, copy type, and revision. Secretaries in Work Group A reported that longhand and machine dictation were seldom or never used as methods of input, while Work Group B reported that these methods were commonly used in their office. Of the input methods actually used during the study period 36.8 percent of the total typing was from copy type, 17.2 percent from shorthand, 14.7 percent from revision, 13.0 percent from self
composition, 10.1 percent from machine dictation, and 8.2 percent from longhand.

**Equipment.** Six of the seven secretaries used an IBM Executive typewriter. Worker 4-A used an IBM Selectric II. Dictating equipment was being used only in the Provost's office. Principals in this office (Provost, Vice Provost, Assistant to the President for University Relations) used portable Norelco cassette dictating machines. Two IBM belt-type dictating machines were also used by the Provost and Vice Provost. Workers 1-B and 2-B shared an IBM Executory transcriber and Worker 3-B used a Norelco dictating/transcribing machine.

**Implications**

This study was concerned with analyzing the present word processing system in selected general administrative offices at Utah State University. Implications of the findings will be discussed as they relate to (1) present strengths and weaknesses in the existing word processing system, (2) dictating and transcribing equipment which would relieve any existing deficiencies, (3) changes in the present job descriptions of secretaries which would facilitate greater efficiency.

**Strengths and weaknesses of present system**

The present word processing system in the offices studied is a traditional system requiring one secretary to do all typing and administrative tasks for one principal. The large proportion of time spent by five of the seven secretaries on administrative duties suggests that each principal feels confidence in his personal secretary and is willing to delegate much of his
clerical and routine activities to her. The administrative support present in the offices studied makes possible a savings of the principal's time because of the quasi-professional duties performed by the secretarial workers.

A distinguishing factor of the traditional word processing system is the generalized job of the secretary. Because each secretary performed a variety of administrative and typing tasks, a duplication of effort was evident. For example, each of the seven secretaries reported spending time on tasks such as mail, telephone, and filing. It may be implied that considerable time is lost when secretaries are frequently changing from one job to another.

A major weakness in the present word processing system is the absence of dictating equipment for input. Data collected during the study period revealed that only 10.1 percent of the total lines typed originated from machine dictation. Dictating equipment was used only in the Provost's office. Methods of input used in the President's office were most often shorthand and composition at the typewriter (rough drafted by Worker 1-A to be retyped in final form by Worker 3-A). Based on the data collected on the Typing Category County, input by Worker 1-A was at a rate of approximately 6 words per minute. According to the literature, this rate could be increased to 60 words per minute with the use of a dictating machine.

**Dictating and transcribing equipment.** Changes in the present dictating and transcribing equipment could relieve some of the existing deficiencies in the word processing system used in the offices studied. All word originators should use dictating equipment whenever possible as a
method of input into the system. In addition, the dictating equipment
should be standardized allowing the recorded medium to be interchangeable.

The amount of typing completed during the two weeks would justify
the addition of one magnetic typewriter. The need for each secretary
to have a typewriter would, therefore, be eliminated.

**Job descriptions.** Position titles reported by the secretaries
included: executive secretary, administrative secretary, secretary,
and typist/receptionist. Data collected during the study showed that
the administrative secretary performed many typing tasks, and the typist/
receptionist performed several nontyping tasks other than those relating
to receptionist. More specialization of secretarial jobs would seem
warranted with a more distinct separation of the secretarial functions--
administrative and correspondence.

**Recommendations**

The following recommendations have been determined as a result of
the findings and implications of this study.

1. The traditional word processing system should be replaced by
a semi-consolidated word processing system. The typing functions should
be consolidated, while the balance of the secretarial workload is shared
by administrative secretaries. Rather than reporting to the principals,
secretaries--both administrative and correspondence--should report to
secretarial managers.

2. Changes in job descriptions resulting from the implementation
of a semi-consolidated word processing system should be as follows:
a. Two administrative secretaries responsible to the principals in the President's office--President, Vice President of Business, and Assistant Vice President of Business.

b. Two administrative secretaries responsible for the principals in the Provost's office--Provost, Vice Provost, and Assistant to the President for University Relations.

c. Two correspondence secretaries responsible for all typing and typing-related tasks.

3. One magnetic typewriter is feasible for the amount of typing completed in the two offices combined. A typewriter in the category of a stand-alone mechanical text editing device with a magnetic card or cassette recording medium should be installed. One worker should be designated as the operator of this equipment, and one worker should handle overflow work on an electric typewriter.

4. A central recorder dictating system should be installed. All material that can be dictated should be channeled to the central recorder via private wire.

5. Because of worker attitudes regarding this study, further study should be completed to test the reliability of the data collected in this survey.


42. Rankin, Pearl. Word processing—a new concept for the business teacher...leading to new secretarial career opportunities. WBEA news and Views, Wisconsin, Spring, 1973, p. 3-4.


APPENDIX A
WORD PROCESSING QUESTIONNAIRE
(For Everyone Using a Typewriter)

YOUR NAME ___________________________ IMMEDIATE SUPERVISOR ___________________________

FOR WHOM DO YOU TYPE? ___________________________

How long have you worked for this firm? ______  How long have you been on this job? ______
Is typing your primary job? ______  How much time? ______

Check the kind of typing you do:
- Internal correspondence
- Statistical typing
- Spirit Masters
- Offset Masters
- Form Letters
- Checks
- Copy to be Printed
- Justified Copy
- Billing
- Stencils
- Fill-ins
- Copy from previously typed material

What kind of typewriter do you have? ______  What kind of transcriber? ______

Is your typewriter manual or electric? ______

Do you ever have to work overtime? ______  How often? ______  For how long? ______

In what form do you get your work? Longhand ______  Shorthand ______  Machine Dictation ______  Typed work ______

Is your work ever revised & returned to you for retyping? ______

Do you ever prepare rough drafts? ______

Do you ever type documents from a book of standard paragraphs or pages? ______

Are you allowed to erase on most of your work? ______

What is the normal deadline for the typing you do? ______

Do you proofread your own work? ______  If so how many hours a day on this? ______  If not, who does? ______

What are your other duties besides typing (please list all)

_________________________________________________________________________

_________________________________________________________________________

Suggestions
APPENDIX B
<table>
<thead>
<tr>
<th>DOCUMENT DESCRIPTION</th>
<th>LONGHAND</th>
<th>SHORTHAND</th>
<th>MACHINE DICTATION</th>
<th>SELF COMPOSED</th>
<th>COPY TYPE</th>
<th>REVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Letter</td>
<td>Today</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marketing Summary</td>
<td>Jones</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Review Letter</td>
<td>Carey</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposal Smith Co.</td>
<td>Jones</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thank You Letter</td>
<td>Last</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refund Vendor List</td>
<td>Wilson</td>
<td>23</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Welcome Letter</td>
<td>Today</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTALS**
**POSITION PROFILE**

**INSTRUCTION:** The Position Profile asks that you separate your job responsibilities into two areas: Administrative Duties and Periodic Administrative Requirements. This Position Profile will describe your job responsibilities for this week.

**HOURS/WORK WEEK**

<table>
<thead>
<tr>
<th>Admin</th>
<th>Typing</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ADMINISTRATIVE DUTIES**

<table>
<thead>
<tr>
<th>DESCRIPTION OF TASK</th>
<th>HOURS PER WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>COPYING/DUPLICATING</td>
<td></td>
</tr>
<tr>
<td>SHORTHAND</td>
<td></td>
</tr>
<tr>
<td>FILING</td>
<td></td>
</tr>
<tr>
<td>TELEPHONE</td>
<td></td>
</tr>
<tr>
<td>MAIL</td>
<td></td>
</tr>
<tr>
<td>PROOFREADING</td>
<td></td>
</tr>
<tr>
<td>OTHER DUTIES (DESCRIBE)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL ADMINISTRATIVE HOURS/WEEK**

**PERIODIC ADMINISTRATIVE/TYPING TASKS**

**SUGGESTIONS FOR IMPROVEMENT**

---

**SUMMARY QUESTIONS**

<table>
<thead>
<tr>
<th>REVISION %</th>
<th>CYCLES OF REVISION</th>
<th>VARIABLE %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
VITA

Lynnette T. Nielson

Candidate for the Degree of

Master of Science

Thesis: An Analytical Study of Word Processing in Selected Administrative Offices at Utah State University

Major Field: Business Education

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