

REG. 18. 3. 26

### BUSINESS TRAINING.

#### Obligations of Secretaries.

Mr. Charles Allen, F.A.I.S., President of the South Australian branch of the Australasian Institute of Secretaries, delivered an address on "Secretaryship" before the members of the Public Accountants' Students' Society of South Australia at Wentworth Cafe on Tuesday evening. The President (Mr. P. W. Haseldine, A.F.I.A.) occupied the chair. Mr. Allen (who is secretary of the Castle Salt Co-operative Company, Limited) stated that one of the most important and responsible positions of any company or firm was its public officer—the secretary. Secretaryship was specialized work, and must be adapted to the special business in which engaged, namely, manufacturing, distributing, banking insurance, and so forth. The main essentials for a good secretary were character, ability, and personality. A secretary's influence and work either made or marred the concern in which he was engaged. Also, many a good position had been lost through the want of appreciation of a good character. To be a good tradesman meant serving a sound apprenticeship. Similarly with secretaryship, a good education was essential. Later on in life study should be diverted specially to that avenue of commercial life in which it was hoped to make a livelihood. The Adelaide University diploma course in commerce, and business training colleges supplied splendid opportunities to become proficient. The time had arrived when there must be the hallmark of efficiency, and students must qualify for the membership of a recognised accountants' society and of the Institute of Secretaries, and so give to employers that confidence so essential for carrying out the necessary duties. A secretary should have a knowledge of every phase of the business, company, or firm in which he was employed. In attending directors' meetings he should be prepared to answer all questions on all matters pertaining to the business. He was the medium between the directors and the business and between shareholders and clients or customers and the company. Directors were appointed mainly to direct in matters of policy. The internal working and carrying out of decisions arrived at were left with the secretary.

#### Directors.

Directors were appointed firstly for their knowledge of the business, and were mostly in the firm or company during business hours. The second class were those who could influence business, such as insurance and trading concerns. The third class was composed of those who represented capital involved. Very few banks in South Australia had directors, but the managers were secretaries, being the medium between the business here and at headquarters. Mainly by sheer ability they had been appointed to those positions. The same situation applied to many other concerns, such as insurance and shipping companies. A business was successful only in proportion to the knowledge and ability exercised, and the confidence of clients, together with judgment wisely used by directors, secretary, and staff, including all who might be entrusted with the conduct of any portion of a company's affairs and administration.

#### A Training Ground.

A good training was to be honorary secretary to a sports club or a charitable institution. He had started his practical training many years ago as a clerk of the Union Parliament in the Literary Societies' Union, and continued to work for all patriotic efforts. A secretary should have a good knowledge of the Companies' Act No. 557 of 1902. Some sections of that Act must be compulsorily observed; such as section 34 (closing of register), section 29 (filing of returns), section 33 (register open to shareholders), section 47 (shareholders' meetings held every six months), and many others. An important amendment to the Act was in regard to registration of mortgages and debentures, which must be filed with the Registrar of Companies. There were many other statutes which must be studied. A competent secretary must also have a good working knowledge of accountancy, business practice and methods, and industrial legislation generally (including arbitration and wages boards' awards and decisions). He must also possess initiative and organizing ability, method and system.

#### Loyalty and Efficiency.

As before stated, the success of any commercial undertaking depended almost entirely upon the efficiency and loyalty of the employees. All enterprise was to make profit. In a student's business life, let it also be profitable. Whatever his position, let him do his best, and aim at obtaining the confidence and esteem of his fellow men. His work and life would then redound to a feeling of duty well done.

#### Industrial Unrest.

He would say a few words on another matter of grave concern to all. In the life, with its competition, finding of markets, keeping costs of production down, obtaining efficient and reliable labour, obtaining a reasonable return for capital invested, some forethought was required. But when added to those obligations, the industrial turmoil and unrest which confronted the community from time to time,

meant a weakening of that confidence which was necessary in commercial enterprise. In Australia during the first quarter of 1925, there were 124 industrial disputes, involving 48,688 work people, whose estimated loss in wages amounted to £204,854. If only every man and every woman could realize the disastrous economic results to the stability, not merely to the firms or an industry involved, but to the Commonwealth national growth, he was certain that there would not be so much unrest, with its inevitable suffering. He mentioned those matters so that all might do what they could to smooth the way for a better understanding between all the interests that went to make a prosperous and contented people, and that all might realize that unity in endeavour, trust and confidence in each other, was the only road to prosperity and happiness.

ADV. 16. 3. 26

Professor W. K. Hancock, Ph.D., accompanied by Mrs. Hancock, arrived in Adelaide by the Cephee yesterday morning. Professor Hancock, who will occupy the Chair of History at the Adelaide University, was born in Melbourne, and educated at the Melbourne Grammar School, and at Trinity College, Melbourne University. At the Melbourne University, he began a distinguished academic career, gaining first-class honors in classics in the first year and final honors in history during the remainder of his course, with the final exhibitions in history and political economy. During 1920 and 1921, he held an assistant lectureship in history at the University of Western Australia. In 1922, he was awarded a Rhodes scholarship, and went to Balliol (Oxford), where he gained a fellowship at All Souls' College. In his final examination at Oxford he obtained first-class honors in the school of modern history. During the last four years he has been engaged in research work, making frequent journeys from Oxford to Italy a country which offers wide scope for his historical investigation.

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### AUSTRALIAN LITERATURE.

#### LECTURE MR. A. E. M. KIRKWOOD.

The second of the four free public lectures arranged by the Workers' Educational Association was given on Monday evening in the lecture room, Institute Building, North terrace, by Mr. A. E. M. Kirkwood, M.A., on "Australian literature." Mr. A. G. Roberts occupied the chair.

Mr. Kirkwood said that the first to attempt any systematic criticism of Australian literature, and to press its claims upon a large audience, was G. B. Barton, whose most important work, "Literature in New South Wales," was published in 1866. Barton deplored the fact that in the young colony no encouragement whatever was given to the production of local literature. "The community," he said, "was prejudiced against local productions, or, if not prejudiced, at least unwilling to support them." Much of that prejudice had happily disappeared, and the general feeling towards local literature would seem to be that of apathy. In the development of Australian, as of every other literature, poetry came first, and beyond poetry, there was comparatively little to show of the imaginative kind. The first stage in the development of Australian literature corresponded to the period of pastoral colonization, and extended to about the year 1850. The Sydney Bulletin was founded in 1881, and within a short time a new and vigorous school of poetry was in existence. A. B. Paterson, Henry Lawson, and other members of this group based their work upon the actual experiences of bush life as they themselves had known it. Other poets whose work was sponsored by The Bulletin were B. H. Boake, E. J. Brady, E. Dyson, and W. H. Ogilvie. Of greater value as pure poetry than any of those was the work of Victor Daly, whose first volume appeared in 1898. Daly stood alone. While the more vigorous poetry of the Paterson-Lawson school seemed to have been centred in Sydney, a quieter, more contemplative, and to some extent more scholarly kind was cultivated in Melbourne. The poets there included William Gay, Bernard O'Dowd, Roderick Quin, Hugh McCrae, and David McKee Wright. Australian literature was still in the making. It had not yet found its own voice. It was still largely dependent upon the literature of the mother country. The history of Australian verse covered a period of 75 years, and in that time some good and a vast amount of inferior verse had been produced. That, it would seem, was very largely because the standards of criticism, and especially of self-criticism, were not sufficiently high, and that was the root of all Australia's poetic ills. It might be removed by an earnest endeavour to appreciate only the best. Australia must produce the right atmosphere and environment for poetry, else it would never have anything that was worthy the name.

### AGRICULTURE IN SOUTH AFRICA.

#### Room for Increased Production.

#### Dr. Richardson's Views.

South Africa is being visited by an agriculturist, rich in experience and fully equipped with the latest scientific knowledge of farming in several countries of the world, who has just completed a tour of the Union with the view of investigating the progress made in agricultural research and education in this country. He is Dr. A. E. V. Richardson, Professor of Agriculture of the University of Adelaide, and Director of the Waite Agricultural Research Institute (stated The Cape Times on February 19). Professor Richardson has been appointed a Commissioner to visit South Africa, Europe, the United States of America, and Canada, in order to enquire into the methods of agricultural research and agricultural education in these countries, so that on his return to Australia he can apply the information so gained to the development of agriculture in his country. During the five weeks that Dr. Richardson has been in South Africa he has visited all the four provinces, the Schools of Agriculture, the faculties of agriculture at the Stellenbosch University, and at the Transvaal University College, and the Union Department of Agriculture at Pretoria, and the experimental areas of the Union.

#### Splendid Organization.

In giving his impressions at the conclusion of his tour to a representative of The Cape Times Dr. Richardson said that, as in Australia, so in South Africa there was room for a great increase in agricultural and pastoral production. The land in this country is fertile, he says, and the greater part of it enjoys a rainfall and climate highly suitable for stock-raising, agriculture, and fruit production. "I have been very much impressed with the organization provided by the Union Government for encouraging agricultural research and education," he said, in the course of a fine tribute to the Agricultural Department. "The department is well staffed, well equipped, and is rendering most valuable help and assistance to the agricultural industries. The division of veterinary research, under Sir Arnold Theiler, is probably one of the best organized institutions of its kind for aiding the stockowners. South Africa appears to have had more than its share of stock diseases, but the work of the division of veterinary research has enabled the farmers to bring these diseases under control." The satisfactory enrolment of students at the five schools of agriculture in the country and the remarkable success of short courses for farmers, especially in the sheep and wool classes, appeared to him to indicate that South African farmers were becoming alive to the importance of agricultural education.

#### Increased Production.

"All new countries, such as Australia and South Africa, desire increased production and more producers," he went on to say, "especially in agriculture, where the possibilities for expansion are greatest. The competition of other countries is so keen that to succeed in agriculture, fruit-growing, wool production, and dairying, the highest quality of product and the most intensive methods of production are necessary to place farming in a sound and profitable basis. To achieve these ends the modern farmer must improve his business methods and apply more technical and scientific knowledge of his calling. A wire fence often separates the grower of a 40-bushel crop from a grower of a 10-bushel crop. The difference between the production of these two farms is not accounted for by the quality of the soil, but by the human and personal factors behind these two farms. This emphasizes the necessity for an active campaign of extension work to bring the results of departmental investigations prominently before each farmer. There were difficulties both in South Africa and Australia in carrying this out, partly owing to the somewhat natural conservatism of the farmers, and partly owing to the difficulties of carrying propaganda work to the sparsely settled areas of country. In South Africa there was an additional difficulty—due to race and language. Hence extension work in agriculture was even more important here than in other countries similarly situated. But the extension worker must be very sure that he has a definite and convincing message to give the backveld farmer, when he did reach him. The university courses in agriculture at the Stellenbosch and Transvaal University were well supported. At the former there were over 150 students, and at the latter 85 students, taking a four-year course in agricultural science. The support accorded to these institutions showed that higher instruction in agriculture was appreciated in South Africa. A visitor from Australia cannot but be impressed with the vast areas of open well-grazed veld in the northern areas of the Union, and with the intensive fruit and wine production in the Cape Province. It is

amazing to find the extent to which South Africa has planted the Australian wattle and the eucalypt. In Natal nearly 250,000 acres of wattle have been planted, while fine eucalyptus plantations are to be seen in every Province of the Union.

#### A Profitable Interchange.

Professor Richardson contends that great mutual benefit would be derived from a periodical interchange of farmers from South Africa and Australia. Both countries are young and have much the same conditions to contend with, and valuable information would be gained on both sides. Australian farmers would be impressed by the South African maize industry, the fruit and wine industry, and the methods of packing fresh fruit for export. On the other hand, Australia could teach South Africa a great deal about wheatgrowing, wool production, and dairying. The two countries are climatically very similar, and depend on the same export market, and both look to the crowded countries of Europe to increase settlement and agricultural production.

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### VALUE OF WORDS.

#### PROFESSOR DARNLEY NAYLOR'S ADVICE.

In an address at the annual meeting of the Y.M.C.A. on Monday evening, Professor H. Darnley Naylor spoke on the use of words. He said that 150 million people in the world spoke English, 120 million German, 90 million Russian, and 60 million French. The English language was not so far ahead as he would like. English would no doubt be the world's language if they could spell it and pronounce it—which they could not. That made it difficult for the foreigner. People should be urged to respect the tongue which they all loved. A lot of people said that they talked the language which Shakespeare did. They certainly did not. They should make their language intelligible to the foreigner, and thereby have 300 million persons speaking it. They should try to avoid the use of words which carried no intelligible meaning. For instance the word "stumped" had no parentage or meaning, likewise "dinkum," "boshter," and others. If they tried to discover the origin of words they would be more exact in their use. Interest in words was exemplified by such illustrations as places in the old country ending with "field," such as Macclesfield, and so forth, which were near an old Roman settlement, or occupied by people who had had a touch of Roman civilization. Similarly, when they found the termination "by" they knew they were associated with Danish. Some names became nouns, verbs, and adjectives after a certain amount of use.

#### Burke and Boycott.

To "burke" discussion meant to choke discussion. That word came into their language in 1827. It had nothing to do with the orator Burke. In that year a university lecturer was in want of material at the dissecting room. Bodies were very expensive, but an Irishman named Burke said that he could supply the demand if nothing were said about it. The demand was supplied, but ultimately one of the bodies was that of a poor woman of the town known to several of the young medical students, and it was discovered that Burke and Hare had been accelerating the death of their victims and providing Dr. Knox with the necessary material. Burke was hanged. The term "to boycott a person" had already travelled round the world. It had been invented in 1880 during the Irish troubles. If they took the literary language they would be astonished to know how much they owed to other languages. The British were quick at picking up things, and making use of them. Fifty per cent. of their literary words were due to Latin, 22 per cent. to Greek, and 28 per cent. only to Teutonic.

#### Debt to Ancient Tongues.

The higher the level of their languages the more they drew upon the two great languages and less from their Teutonic forefathers. As indicating what they owed to Greece, the professor mentioned the word "butter," which meant cow cheese. The Greeks did not use butter. "Treach" was genealogically a queer word. Originally it meant a little beast—a viper, and then the cure for the bite of a viper, and it ultimately came to mean a pleasant vehicle for a nauseous medicine. "Taxi" was derived from the word to "fix." The word "ball," applying to dancing, came from the Greek word "ballisto," which meant to throw the legs about. At least two words had improved slightly. One was "mercy," which originally meant "pay"—payment made by a fallen knight to his conqueror—but under Christianity it acquired a more beautiful sense of favour shown, not for money but out of Christian love, so that far from being a mercenary translation it became an illustration of what Christianity could do. The word "fond" used to mean "foolish," and the word "silly" once meant blest. In one of Chaucer's works the fair virgin was described as "silly woman full of innocence," which meant blest. Just as they could talk about a "blessed fool," they could talk about a "silly fool" with the same connotation. The speaker advised his hearers to avoid words which did not have a genealogy, and when they got the meaning of a word they should stick to it.