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Title: **104-10291-10004_p320.png**

Category: **Uncategorized**

Provenance:

Person:

Date:

Aaker's School of Business

Shorthand

Grand Forks, North Dakota

Studies in English

Office Practice

REPORT OF PROGRESS

KEY

NAME: Lyons, James S. ADDRESS: Forest River, N. Dak. COURSE OF STUDY: Accountancy DATE: December 14, 1951

A Superior

B Above Average

C Fair

SCHOLASTIC ACHIEVEMENT

D Poor

E Slow

SUBJECTS COMPLETED:

Elementary Accounting

COMPLETED SUBJECTS

Advanced Accounting

Income Tax

[Graph with marks indicating performance in subjects]

Cost Accounting (Elem.)

Penmanship

Spelling

PERSONAL CHARACTERISTICS

Business Mathematics

Business Law

INITIATIVE

Penmanship

QUALITY OF WORK

QUANTITY OF WORK

ENTHUSIASM

Indifferent

PUNCTUALITY

Occasionally Interested

COOPERATION

Average

ADAPTABILITY

Determined

Confident

KEY

D Needs Supervision

Undependable

C Routine Worker

Irregular

B Fairly Progressive

Occasionally Absent

A Resourceful

Seldom Late

A+ Marked Ability

Always Punctual

Careless

Reluctant

Inaccurate

Passive

Procrastinates

Usually Agreeable

Good Quality

Co-operative

Highest Quality

Co-operative

Very Low Output

Slow

Low Output

Average

Average Output

With Ease

High Output

Exceptional

Very High Output

Manager: [Signature]

Please keep this report for future comparison.