the BCIT Connection

Vol. 1, No. 9

A newsletter for the BCIT community

December 20, 1985

President Extends Best Wishes

As this year draws to a close, for many of you it must be a time of mixed emotion. Perhaps some sadness as we see the tried and true institutes — PVI and BCIT — start to disappear, and anticipation as we see the new organization, whose mark has yet to be made, begin to take on its own unique identity.

I am confident that our combined talents and reputation will make for a responsive, vital and future-oriented institute.

For those of you who will not be part of the new organization next year, I offer my best wishes for the future. I would also like to thank you for the contributions you have made over the years toward creating the BCIT and PVI we know today.

In the new year we will continue the challenging task of creating the new institute. Positions below the dean level will be filled, new programs will be announced and the new Institute's first budget will be submitted to the government. Renovations to the PVI administration building have already begun and we expect to have senior management personnel relocated in this new space by late January.

As we enter the new year I am confident that we can all work together to make this new BCIT truly the beacon for provincial technology and trades training in B.C.

But for now it is the festive season, a time for us to relax, take stock and enjoy some free time with our families. Have a very Happy Christmas!



Elizabeth, daughter of Penny Wright, just can't wait for the gifts to be given out at the BCIT children's Christmas party.

Staff Christmas Dance a Success

About 200 people from both sides of the new BCIT campus enjoyed a fun-filled evening at the Staff Social Club's annual Christmas party on December 6. Dancing to the sounds of Bill Cave and the Cavemen, eating tempting morsels from the buffet supper and generally living it up, people enjoyed themselves so much they were reluctant



to leave. Many in fact stayed overnight, taking advantage of the Sheraton Hotel's specially reduced room rate.



Roy Murray and wife Anita.

Ron Hyde, dean of the School of Construction and Natural Resource Studies, boogies with wife Fran.



Some present and past BCIT staffers get together for a group photo. **Top**, left to right: Chuck Chestnut, Forest Resource, Caroline Jellinck, Chris Glazier, Electrical, Chris Wilson, formerly Audio Visual, Wendy Basford, Medical Laboratory, Richard Basford, formerly Marketing. **Bottom**, left to right: Clayton Copping, Mathematics, Stephanie Venne and husband Ron from Marketing, Barb Sheriff, wife of Bill from Operations Management.

DO YOU HAVE NEWS?????

Letters to the editor, articles, story tips, gossip, newsy items, picture tips and photos should be submitted 10 days before publication of the BCIT Connection.

All copy should be forwarded to either Carol Dion at BCIT Campus North Information Services -434-5722, local 323 or Trisha Mason at BCIT Campus South Information Services, Trailer 1B - 432-8738.

Fun-filled Evening Enjoyed By All



Above: Mark Angelo presents administrative assistant Keith Inkster with a door prize — an all inclusive dinner for two at the Richmond Inn. Janet Tucker of Word Processing looks on.

Right: Eating tempting morsels from the buffet supper.



Letters to the Editor

Staff Society Clarifies Role

On page 8 of the December 6th edition of the Connection there was a short article on the Staff Society's role in discussions on staffing in the new organization.

In the article I am quoted twice and paraphrased once. Both the quotes and paraphrasing have little or no resemblance in fact to what I said.

Staffing at the Institute is of prime importance for me and the Executive of the Staff Society. To that end we have been actively participating in the Search Committees process.

As I said to your reporter, the Staff Society has a no layoff clause until May 31, 1986. Therefore, there is no need at this time for the Staff Society to negotiate staffing for members of our bargaining unit.

As the new organization unfolds we will, of course, be participating in any negotiations that may be required.

he BCGEU and the Institute are currently engaged in discussion on the BCGEU staffing of the new organization; it is not appropriate that the Staff Society be a participant in this process. The new Institute is now in the midst of putting together the budget for the 86/87 fiscal year. Mr. Murray has invited all of our bargaining unit members to participate in the budget process. Until we know what the budget amount is we will not be able to finalize our discussions on the organization and the level of staffing at the Institute.

I believe the article, as published on December 6th, could lead to misunderstanding by members of the Staff Society. In order to clarify my views I would appreciate a reprint of this letter in the next issue of the Connection.

Michael Stepler President BCIT Staff Society

Ed: The comments attributed to Mr. Stepler in the December 6 article came from a five minute interview conducted on the telephone. The comments made by Mr. Stepler during that interview were taken down in a notebook and duly reported on. As the BCIT Connection has no interest in misrepresenting the views of Mr. Stepler or the Staff Society, we fail to see how the story can be viewed as having "little or no resemblance" to what was said.

Thanks to Wella

The barber students at PVI Maple Ridge would like to take this opportunity to thank Wella Products and their representative Judi Hibbert (Regional Sales Manager) for presenting their products to us.

Our knowledge of coloring has become further enhanced from the expertise and knowledge that Judy has put forward to us.

Again, thank you Wella Products and a special thanks to Judy.

The Barbers Students PVI Maple Ridge Campus

New Mailing Address for the New BCIT

The mailing address for the entire Institute is now 3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2

Staff Enjoy Christmas Reception

Hundreds of staff from all campuses crammed into the Food Training Centre on December 12 for the annual Board of Governors Christmas Reception, an affair that was much larger than usual due to the merger. Staff quaffed drinks, nibbled on delicious hors d'oeuvres and ogled tantalizing desserts prepared by the second and third-year Food and Hospitality students and served by Campus Food Services. While balancing their food and drink, staff were still able to mingle with their colleagues and, of course, the Board of Governors.



Board of Governors member Carole Taylor Phillips, left, introduces herself to Mathematics instructor, Maria Bojadziev, while Jeanne Meisen, Campus South, looks on.



Board of Governors member Ed Taylor, centre, chats to Len McNeely, vice president Administration, and Abdul Said, Facilities Campus North.



Left to right: Jack Scarfe, Campus North, Jim Whatmore, former PVI employee and Trisha Alford, Campus North.

Hospitality Students Volunteer Services

About 120 Hospitality and Tourism students, under the direction of instructor, Benny Fernandez, volunteered their services at a Ronald McDonald House benefit dinner on November 28 at the Great Hall in the Law Courts Building. Ronald McDonald House, opened two years ago on Angus Drive, offers a "home away from home" for children attending hospitals in Vancouver. These children, many of them suffering from life-threatening diseases can stay at the home free of charge with their parents. Seed money for the House



The group of Hospitality and Tourism students who acted as the volunteer service staff for the Ronald MacDonald House Benefit Dinner, along with (front row, left to right) instructors Benny Fernandes and Bob Oliver and acting department head Barney Morrow. The plaque displayed was presented by MacDonald's in appreciation of the students' generosity.

Industry Services Offers On-site Training Throughout B.C.

For the past few years, Industry Services has been teaching on-site courses in industrial electronics throughout B.C. Last year, for the first time the department delivered a course outside the province — in Saskatchewan — and now this year has its first American client.

Weyerhauser, a pulp and paper company, is located in Cosmopolis, Washington. It heard about the on-site training offered by BCIT Industry Services through the trade periodical The Maintainer and, after talks with its Canadian counterpart in Kamloops, (a regular client of Industry Services) decided to give BCIT a try. Richard Epperley at Weyerhauser says that no institute in their region offers similar courses.

The course delivered last year in Saskatchewan was taught at Prince Albert Pulp in Prince Albert. After last year's course was finished the pulp company was so satisfied that they invited Industry Services back again this year to teach another course — an invitation which it seems likely will be extended again.

About 70% of Industry Services' clients for on-site courses in industrial electronics are pulp and paper companies. was provided by McDonalds. The hamburger corporation continues to partially fund it, but funds must also come from donations.

It is estimated that the \$85-a-plate dinner, which consisted of items drawn from McDonald's fast-food menu, raised over \$50,000, which will go towards paying off the House's \$250,000 mortgage.

The BCIT students, most of them from first year Hospitality and Tourism, planned the service procedure, set the tables, garnished the platters, served dinners and then cleaned up afterwards. McDonalds presented the students with a plaque in appreciation of their efforts. McDonald's vice president Pat Donahue said that he, "had never before seen young people take such an interest in volunteer service."

the BCIT Connection

This newsletter is the vehicle of communication for the new BCIT. It is published every other Friday. September through May. Letters to the editor, articles, story tips, photos, etc., are welcome but the editors reserve the right to edit for brevity, clarity or libel. Due to space restrictions the editors cannot guarantee inclusion in a specific edition. All copy should be submitted 10 days before publication. During the period of merger transition all copy should go to either Carol Dion at BCIT Campus North (J.W. Inglis Building) (434-5722) or to Trisha Mason at BCIT Campus South, Trailer 1B, 3700 Willingdon Avenue (432-8738).

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A Capsule History of the Merger So Far

• May 31 — Minister of Education, Jack Heinrich, announces the merger of BCIT and PVI to form a, "dynamic new supertech" with trades and technologies under one roof. He also introduces the man who will lead the new Institute — Roy Murray.

• July 15 — President Roy Murray and the new Board of Governors tour the combined campuses of the new Institute — BCIT, PVI Burnaby, PVI Maple Ridge and PVI Sea Island.

• August 26 — the Board of Governors and Roy Murray meet to decide on an organizational plan and initial modus operandi. Three vice presidential appointments are announced: Drug Svetic, vice president Education, Duncan Macpherson, vice president Finance and Len McNeely, vice president Administration. A search committee will be established to select the vice president Student Services and Educational Support. Another search committee will select the director of Personnel and Employee Relations.

• September 10 — Roy Murray announces that Ron Sterne will take on the role of director of Program Development. In this capacity, Sterne will be responsible for the selection of new BCIT programs in a variety of high tech and other fields.



Murray introduces himself to staff after his appointment as president.

• In mid-September, consultative committees are established for Education, Administration and Finance to aid the V-Ps in setting up organizational structures for each of these areas.



Jack Heinrich and Roy Murray meet the press on May 31, when Heinrich announced the merger and the appointment of Murray as president.

• September 25 — Peter Jones is chosen vice president Student Services and Educational Support. By the following week, he has selected his consultative committee.

• October 3 — Ron Bell is selected as the director of Personnel and Employee Relations.

• By the end of October all V-Ps have incorporated the recommendations of their consultative committees into individual reports, which are then given to Roy Murray. On November 2, the Board of Governors meets in an allday session to review these recommendations.

• November 4 — Roy Murray and his senior personnel share details of the new organizational chart: first, with staff at a series of meetings in the morning then, in the afternoon, with the public, at a press conference. Roy Murray and Chairman Malcolm Wickson field questions from the media. The same day, 34 excluded positions in the new organization are posted — the first of a series of postings.

• November 15 — the makeup of selection committees to choose those who will fill excluded positions is announced. It is announced at the same time that a joint reorganization committee has been established to identify and fill all support staff vacancies. The committee is composed equally of representatives from the Institute and the BCGEU.

• November 21 — the first of the excluded positions are filled. The following day, 11 more excluded positions are posted and an additional two on November 29.

• November 22 — Heinrich introduces a revised version of the merger bill into the legislature (originally introduced in June) with new provisions that will, among others, give staff members a choice of pension plans and will see that the amalgamation is a 'corporate merger'. The other provisions in the new bill have been included, says Heinrich, so that it will closely parallel the College and Institute Act.



Over 1000 students and instructors fill the gym on November 4 to hear Drug Svetic and Peter Jones describe the new organizational structure.



Roy Murray and Chairman Malcolm Wickson explain the new organizational structure and its ramifications at a press conference on November 4.



The new Board of Governors and Roy Murray tour the four campuses in July.



The Joint Reorganization Committee met for the first time on November 28 to begin the process of filling support staff positions in the new organization. At press time the committee was still in the midst of negotiations.

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Santa Comes to BCIT Children's Christmas Party

A clown making animal balloons, a colourful, fast moving dance display and a visit from Santa were the focal points at last Sunday's annual Children's Christmas Party. About 250 children and adults from both sides of the campus enjoyed the three hour party, organized as usual by the BCIT Staff Social Club. Chief organizer Ken Kajiwara of Electrical wishes to thank the many volunteers who donated their time to the party. Special thanks to Janet Tucker, Maureen, Jim Mitchell, Anita, Michelle and Sheri.



Philip Cowley unwraps his gift from Santa. Father is on staff at Cad-cam.



Just tuckered out, even Santa could not wake Eric McKay's daughter, Maegan, from her nap.



It's a very serious business deciding what to ask for from Santa for Christmas.



Candace Loverock isn't sure about carrying off the largest gift at the party. Grandmother Rose of the Development Group is usually at all events.



Recreation Services offers a variety of indoor and outdoor recreational facilities designed to appeal to everyone. These include four racquetball/handball courts and two squash courts; an excellent gymnasium accommodating eight badminton, two basketball and three volleyball courts, which is also used for many other sports and recreational activities. Our activity room is equipped with a universal gym, free weights, exercise area, table tennis, ballet barre and much more. Four tennis courts, two sports fields, a fitness trail and exercise stations, as well as a 396 metre track offer excellent outdoor recreation. Complete shower facilities, change and locker rooms for both men and women are included

Hours of Operation

Monday — Thursday 7 am — 11 pm Friday 6:30 am — 10 pm Saturday and Sunday 8 am — 9 pm

AEROBIC FITNESS CLASSES

Register Now for January Classes starting January 6, 1986

> fee: \$45 \$2 drop-in

BCGEU members. Don't forget you are entitled to a 75 per cent rebate. Be sure to let us know this at registration so we can correctly mark your receipt.



Guote of the Month "Instead of putting others in their place,

try putting yourself in their place.''

Pulpit Helps



ATTENTION

"SKIBCIT 1986" is the first annual event of its kind at BCIT. We hope to attract a great number of students, faculty, staff, and alumni.

Come Enjoy an Afternoon and Evening of Skiing and Fun at Grouse Mountain at Greatly Reduced Prices!!!

Date: Wednesday, February 19th, 1986

Prices:

- Prices are slashed for this special BCIT event.
 - \$12 after December 13, 1985
 - Only \$4.00 for a skyride pass for non-skiers
 - Only \$10.00 for a complete rental package

For further information and registration Please call: 432-8613 (10.00 a.m. — 2.00 p.m.)

INTRAMURAL REGISTRATION WEEK

January 6 to 10, 1986 10 a.m. to 2 p.m. Recreation and Athletic Services Administration Offices

> Get your team ready now!

Registration forms available at the Recreation and Athletic Services Administration Office



George Bedwell, Stores manager in Surveying since joining BCIT on April 1, 1967, was recently feted by the students and staff of Surveying at a combination birthday/retirement party. George was 65 on December 5 and will be retiring at the end of the month.

The second-year students presented George with three pineapple upsidedown cakes and sang a boisterous version of Happy Birthday to the man who was well known at BCIT for his singing of O Canada and God Save the Queen at official Institute events.

George was highly visible at BCIT over the years in other ways as well: among others, he sat on the Board of Governors for two terms and was the coach of the soccer team. And he was well loved by the Surveying students throughout the years for always being there with advice and a sympathetic ear.

George has been an extremely active member of the community of Tsawwassen as well over the years — as an actor, as a Boy Scout leader and as a member of the Kiwanis Club, among others.

The staff and students of Surveying say they will miss George more than they can say. BCIT will be the poorer without his energy, enthusiasm and good humour. Good luck and farewell, George.

First-year instructors in the General Nursing department always have an extra reason to look forward to Christmas. Every year they are visited by their very own Christmas Elf in the form of Nursing instructor Jain Verner.

Jain really believes in the spirit of Christmas and makes it a memorable occasion for those people she works with. Throughout the year she keeps an eye open for Christmas gifts that in some silly or subtle way say something about the person she is buying for. Some of the gifts that have delighted and amused people over the years include a bumper sticker reading, "I am not deaf, I am just ignoring you!," a Phineas P. Phart novelty doll, a bottle of pills and a calendar of quotations.



George Bedwell, centre, and surveying students at his recent birthday bash.

Jain makes the gift-giving ceremony special by dressing up as Santa Claus and giving each staff member a loaf of her freshly baked bread as well as their gift and greeting card.

Each year the Nursing staff look forward to Jain's box of delights at their annual Christmas party. This year it's being held at Lonnie Milligan's house in Burnaby.

Congratulations Jain, we have just declared you BCIT's official Christmas Elf for 1985.

New Mailing Address for the New BCIT The mailing address for the entire Institute is now 3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2

Our deepest sympathies are extended to Allan Brooks, Food Services, whose wife died suddenly on December 4.

BCIT Broadcast graduate Suzanne Hansen was recently elected to the Victoria City Council as an alderman.

Suzanne graduated from the Radio option of the Broadcast Communications technology in 1975, moved to Victoria and worked for several years as a reporter for C-FAX radio.

A career shift in 1981 saw Suzanne entering the real estate profession, where she has established herself as one of Victoria's most successful realtors.

Gerry DesRosiers, former PVI Diesel instructor, is in Dire Dawa, Ethiopia working for W.U.S.C. as Transport Manager for relief equip ment. Gerry and wife Liz, BCIT campus north TRAC challenge centre, wish all a very prosperous 1986.

What's Important About Fibre In The Diet?

by Medical Services

Researchers point out that many serious diseases common in Canada and other industrial societies (where the diet trend is high-fat, low-fibre), are virtually non-existent in areas where high-fibre intake is routine.

For example, diverticular disease is unheard of in populations eating highfibre diets. Diverticula are small outpouchings in the bowel wall caused by pressure from small, hard, low-bulk stools. If they become infected, pain, bleeding and complications such as bowel perforation can result. In North America, diverticular disease currently affects about one in 10 persons over 40 and about half the population over the age of 65.

Colon cancer is the greatest cancer killer of nonsmokers. While high-fat diets appear to promote the development of this disease, high-fibre intake seems to inhibit it.

Some of the dietary fibre we eat is actually broken down by bacteria living in the digestive tract. Researchers believe that these bacteria bind the cancer-causing agents and render them harmless. By encouraging the bacteria to flourish, a diet high in fibre may increase their anti-cancer capabilities.

Another theory is that fibre's bulk dilutes cancer-causing substances and sweeps them from the digestive tract, so they have less time to do their deadly work.

Vegetarians, who eat more fibre than non-vegetarians, also have lower blood pressure and less heart disease. Diets high in water-soluble fibres (pectin and gums) lower the "bad" (low density) cholesterol — a major cause of heart disease — and raise the relative level of "good" (high-density) cholesterol.

Warning: diabetics should consult a doctor before any diet change.

How much fibre do I need?

An average Canadian eats 10 to 20 grams (less than an ounce) of dietary fibre a day. A vegetarian consumes about twice that amount. Depending on the individual, you should eat between 25 and 45 grams (between one and 1½ ounces) of dietary fibre each day. The signal to watch is "the bottom line" — the frequency, comfort and bulk of bowel movements.

Be careful to increase your fibre intake slowly. Gas, bloating, abdominal pain and diarrhea can result from too much fibre too fast. And don't overdo it. Overconsumption of fibre can work against you, by blocking absorption of valuable nutrients such as calcium, iron, magnesium, phosphorus, copper and vitamin B₁₂.

Pregnant or nursing women, and people who are chronically sick, undernourished or over the age of 65 should not make any radical change in their diet without first consulting a doctor. Drink six to eight glasses of water each day.

- Choose a variety of foods each day, and be sure to include some of both the soluble and non-soluble fibre types.
- Don't be fooled by appearance. Some foods that appear fibrous, such as lettuce and celery, actually have little dietary fibre (a lettuce leaf has only 0.4 grams). Watersoluble fibres, on the other hand, may not appear fibrous — a potato baked in its skin contains seven grams of dietary fibre.
- Refined, processed foods contain less fibre, so choose foods as close to their natural state as possible. Leave the skin on apples when making pies or applesauce, substitute an orange for orange juice, whole

Where to find fibre (estimated dietary fibre content in grams)

NON-WATER SOLUBLE FIBRES			WATER SOLUBLE FIBRES	
CELLULOSE	HEMICELLULOSE	LIGNIN	PECTIN	GUMS
Bran (1 teaspoon raw 15; bran muffin 2.7); whole grain cereals (½ cup bran cereal – up to 13.5, check the box; 1 biscuit shredded wheat 3.1; 1 cup corn flakes 2.8)			Beans (12 cup baked beans 8.3)	
Brussel sprouts (³ 4 cup cooked 3.0)		Mature vegetables	Apples (1 medium 4.5) Bananas (1 medium 4.0) Otrus fruits (½ grapefruit 0.8: 1 medium orange 2.6)	Oatmeal (% cup, cooked 7 7) Rolled oats (% cup, cooked 2.2)
Whole wheat flour (1 slice whole wheat bread 3.0)	Eggplant (2 thick slices, baked 4 0) Radishes (10 - 1 0)			
Apples (1 medium 4 5) Pears	(1 medium 4.5) Pears If medium 4.0) Cabbage praw, shredded 1.5) Carrots medium raw 2.3) Green beans (½ cup, cooked 2.5) Carrots medium raw 2.3) Green beans (½ cup, cooked 2.5) Carrots medium raw 2.3) Green beans (½ cup, cooked 2.5)	Strawbernes (1 cup 3 0)		
(1 medium 4.0) Cabbage (¹ ₂ cup raw, shredded 1.5)		Green beans (% cup 2 1) Pears (1 medium 4 0)	Cabbage (¹ 2 cup raw, shredded 1.5) Carrots (1 medium raw 2.3)	
			Cauliflower (¹ ₂ cup raw 1.0) Green beans	
			(½ cup 2.1) Peas	
(1 medium bell pepper.			(¹ / ₂ cup cooked 4.2) Potatoes (1 baked with skin 7.0)	

Which foods are high in fibre?

Dietary fibre is found only in plant foods — fruits, vegetables, nuts and grains. Meat, fish, eggs and dairy products contain no fibre. Eating a balanced diet from all four food groups breads and cereals, meat and alternates, fruits and vegetables, and dairy products — will automatically fulfill your fibre requirement, and ensure that you get the nutrition you need.

Some hints:

• When you eat more fibre you must also increase your fluid intake.

wheat for white bread or flour and brown rice for white. Use whole grain cereals and eat fruits and vegetables raw, leaving the skin on whenever possible.

- Set aside a regular time each day, when you won't be rushed, to use the bathroom, and don't wait to use the bathroom if you feel you need to go.
- Exercise regularly it'll help your indigestion even more.

Remember, if you want to be healthy, you've got to eat healthy.



Control Your Brain Cycles

Want to regulate your mental abilities? New research indicates it may be possible to alter which side of your brain dominates by doing simple breathing exercises.

Implications: Functions, such as language and math skills and other rational processes, are believed to reside in the left hemisphere. Other functions, such as creativity, are thought to be characteristic of the right hemisphere.

New findings: David Shannahoff-Khalso, of the Salk Institute for Biological Scinces, reports that the rhythms of nasal cycles are related to those of the brain. When the airflow is mainly through the right nostril, the left hemisphere is dominant, and vice versa. He also reports that forcibly altering the phase of the nasal cycle could shift the hemispheric balance in the brain, according to measurements on an electro-encephalograph.

His suggestions. You may be able to increase your creativity for a period of time by closing the right nostril and

breathing forcibly through the left one for 10 to 15 minutes. And you may be able to increase your math and verbal skills for a while by reversing the process.

Will it work? EEC patterns in test subjects shifted almost instantly when the technique was tried. At most, the change took five minutes. However, more research is needed to find out how long a more lasting shift will take.

Source: David Shannahoff-Khalso, writing in Psychology Today, 1200 17th St., NW., Washington, DC 20036.

Should 'He' Include 'She'?

The battle continues regarding the use of non-sexist language. On one side are those who believe that "he" should never be used to mean "he and she." On the other side are those who feel that designating someone as a "chair" of a committee instead of a "chairman" or "chairperson" sounds ridiculous.

Wherever you stand on the issue, it makes little sense to alienate colleagues

BCIT STUDENT ASSOCIATION Requires an ASSISTANT TO THE BUSINESS MANAGER

The expanding business growth of the Student Association and the amalgamation of BCIT and PVI necessitate the hiring of a capable individual to understudy and assist the Business Manager.

This person will become familiar with, and assist in, all aspects of the Student Association endeavours. He/she should be an energetic, self-reliant and responsible employee, capable of handling staff, and having a proven background in general business, marketing and computerized accounting. Salary commensurate with ability and a good benefit package to the successful applicant. Deadline date: December 31, 1985. This position should appeal to those whose annual salary is in the \$23,000-\$33,000 range.

Resumes should be forwarded to:

Selection Committee Student Association, BCIT 3700 Willingdon Ave. Burnaby, B.C V5G 3H2 and customers. Here are several ways' to overcome the "he-she" problem in an internal memo:

The original: "Each employee should check out before he goes to lunch."

Some subsitutes that say the same thing without offending anyone:

"Each employee should check out before going to lunch."

"All employees should check out before they go to lunch."

"Check out before you go to lunch."

Source: Judy Pickens, writing in Management World, 2360 Maryland Rd., Willow Grove, PA 19090.

Speaking to Elderly People

When speaking to the elderly:

• Don't assume they are hard of heaing and shout at them.

• Speak slowly on a face-to-face basis. Extend pauses before words. Allow the listener to process your information.

• Stand or sit where the light is good so your face is well lit.

• Use short sentences.

• Mention the topic of your sentence first. Then use the sentence with the term in it.

• Listen. Too often people don't invest the time to learn what the elderly have on their mind.

Source: Dr. Jay Melrose, professor of communication disorders, University of Massachusetts, cited in Rath Seniors' Research, One Fayette Park, Syracuse, NY 13202.

Sleep Helps Us Boost Memory

New research shows that we remember information better if we sleep immediately after studying.

So do your cramming before going to bed and you'll retain more. Even taking a nap after studying will help.

Another finding: Material we study right after awakening is more easily forgotten than information we learn after being awake for a while. So avoid getting up early in the morning to cram for that critical presentation.

Source: American Health, 80 Fifth Ave., New York, NY 10011.