

# Lake Shore Breezes

JANUARY  
2012



International Association of  
Administrative Professionals®  
Chicago Lake Shore Chapter

## IAAP MISSION

To enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building, and leadership development.

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## President's Corner



Happy New Year!

I hope that everyone was able to spend some time enjoying family and friends over the holidays. As we enter the 2<sup>nd</sup> half of our year, I look forward to your continued support.

Welcome to the newest member of the CLCS – Benita Barber. Benita joined IAAP December 1, 2011. We look forward to making her first year one of Remarkable Leaps. Welcome Benita!

We have several exciting programs scheduled for the next few months as well as education webinars scheduled by the Illinois Division. Check our website often for updates.

Our topic for the January 26, 2012 meeting is "Ride the Learning Cycle to Success."

Are you having trouble being heard? CLSC's own Dewoun Hayes, MAEd, CAP-OM recently conducted a webinar entitled, "Rules of Engagement: Methods for Effective Communication". This webinar was recorded and is available for viewing on the Illinois Division website.

Are you seeking employment or looking to change your current job or know someone who is? Need to revive your resume? Mark your calendar for the CLSC Special Event being held on Saturday, March 3, 2012 – "Get on the Right Track to Finding and Keeping a Job." Please see the flyer on page 4 for more details. Early Bird Registration is now open. Register before February 1, 2012 for full day session and receive continental breakfast, lunch and a \$15 savings!

WE need to hear from you! Attendance at our monthly chapter meetings has been low and we need to know if there is something we can do to assist you so that you can benefit from the speakers and activities at each of these meetings. Please feel free to email or call me with your concerns. My contact information is listed below. You may also receive a call from a member of the Board about this matter, and your candid response is appreciated.

I look forward to seeing you on the 26<sup>th</sup>!

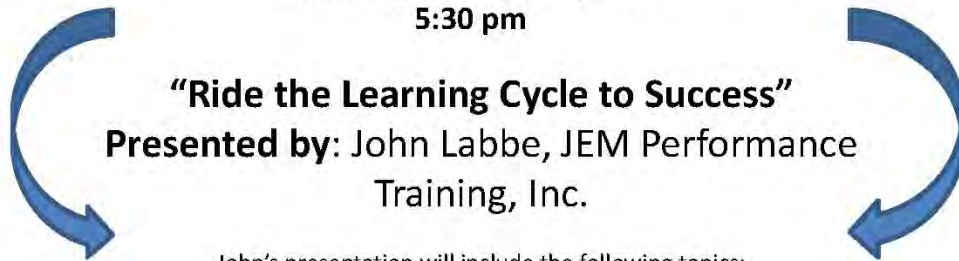
Sincerely,

*Janice*

[janice.gray@crowehorwath.com](mailto:janice.gray@crowehorwath.com)  
773-418-4933



**Chicago Lake Shore Chapter Meeting**  
**Thursday, January 26, 2012**  
**5:30 pm**



**“Ride the Learning Cycle to Success”**  
**Presented by: John Labbe, JEM Performance Training, Inc.**

John’s presentation will include the following topics:

- The four stages of the learning cycle
- Where the learning cycle can take you
  - Learning from experience



**About our presenter:** John Labbe is President and owner of JEM Performance Training, Inc. and has worked in the fields of adult education and training development since 1980. He is a graduate of Bates College and holds a Masters in Education from Buffalo State.

In his career as an instructional designer and performance consultant, John has worked with such companies as Midas, AC Nielsen, McDonald’s and Sears. He also gives seminars on improving personal productivity for corporate audiences as well as the general public.

*“Always bear in mind that your own resolution to succeed is more important than any one thing.” Abraham Lincoln*

**Location:** Federal Reserve Bank  
230 South LaSalle, Chicago, IL

**Cost\*:** \$20 per attendee

***Guests are welcome!***

(\*includes food and beverage)

**International Association of Administrative Professionals®**

Chicago Lake Shore Chapter  
Thursday, January 26– 5:30 sharp!  
Federal Reserve Bank of Chicago  
230 South LaSalle Street  
Chicago, IL 60604



PLEASE PRINT - USE ADDITIONAL FORM(S) FOR GUESTS

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

MEMBER (M) OR GUEST (G) \_\_\_\_\_ CERTIFICATION(S) \_\_\_\_\_

**Agenda**

5:15 pm – **Registration**  
5:30 pm – **Networking and Dinner**  
6:00 pm – **Speaker Presentation**

**RSVP deadline: Mon. Jan 23, 2012**

**\*please specify dietary restrictions below:**

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## Registration Options

1. [Online](#) – Chicago Lake Shore Chapter Webpage
2. Regular Mail
3. Fax
4. Email

**Options 2-4:** Send registration form to Jodie Monjarro, Federal Reserve Bank, 230 South LaSalle Street, Chicago, IL 60604; Fax: 312 322 2141; email: [iaapmeetingrsvp@gmail.com](mailto:iaapmeetingrsvp@gmail.com).

Cash, money orders/checks, payable to **Chicago Lake Shore Chapter, IAAP** will be accepted at the door

**YOU MUST SUBMIT AN RSVP FORM VIA EMAIL, FAX OR REGULAR MAIL.**  
**NO VERBAL RSVPs WILL BE ACCEPTED**

**ANY CANCELLATIONS AFTER TUESDAY, January 24th OR NO-SHOW WILL BE INVOICED**

**SECURITY PROCEDURES:** Please note: All attendees must be registered 48 hours in advance . On the meeting day please bring a government issued photo ID and allow additional time to complete the mandatory security screening process.



All Aboard the Career Train is departing!



Are you looking for a job?

Do you need to update your resume, but don't know where to begin?

Do you know about the latest interview techniques?

If you answered yes, then you need to ...

## Get on the Right Track to Finding and Keeping a Job

Each attendee will receive a FREE gift!

Saturday, March 3, 2012  
9 – 4 pm (registration begins at 8:15)  
Prairie State College Conference Center  
202 South Halsted Street  
Chicago Heights, IL 60411

Bring your resume for a FREE evaluation!

**Workshops (Tracks):**  
Track #1: Job Search Techniques  
Track #2: Resume Writing  
Track #3: Interview Techniques

\$30 Early Bird Registration (January 17 – February 1)  
\$40 February 2 – February 24

Continental Breakfast and Lunch included in Full Day Registration only!

Don't need each session?  
Pay only \$15 per session

\* must pay for full day to include continental breakfast and lunch

Certified? Receive 4 recertification points for all day pass!

For more information, contact Dewoun Hayes, Event Chair  
[iaap.clscmembership@gmail.com](mailto:iaap.clscmembership@gmail.com)  
708-709-3631

## The Conductors (Speakers)



### **Gina Crittenden, Elevate U Coaching – Job Searching Strategies**

Gina Crittenden is Founder of Elevate U Coaching. Specializing in career transition, relocating spouse/partner career assistance, and entrepreneurial consulting, Gina is committed to transforming career challenges into effortless breakthroughs affecting professional and personal success for her clients. As a Career Coach and Consultant, she works with career professionals, college graduates, college students, executives, military veterans, and entrepreneurs who find themselves in conflict against the barriers to realizing their maximum potential. Her two decades of combined corporate and entrepreneurial experience, enable her to guide clients in mastering career goals with passion and purpose.



### **Dr. Sander Marcus, IIT – Resume Writing**

Dr. Sander Marcus is a Licensed Clinical Psychologist and Certified Professional Résumé Writer. Dr. Marcus has personally provided career and job search counseling to over 15,000 individuals, and has worked with thousands of students on improving motivation and study skills. He is the former Director of the Counseling Center at IIT (Illinois Institute of Technology). He has also consulted to hundreds of companies, dozens of schools and school districts, hospitals, and other organizations.



### **Angie Besonen, Creative Financial Staffing – Interview Techniques**

Angie Besonen is a Director of Staffing at Creative Financial Staffing (CFS) in Chicago. Creative Financial Staffing specializes in placing accounting and finance professionals in a wide range of industries, and is affiliated with Crowe Horwath, the nation's 9<sup>th</sup> largest CPA firm. Angie recruits accounting professionals, manages an internal team and external temporary contract employees, oversees branch operations, and is involved with training for CFS nationally. She interviews up to 15 candidates per week, as well as prepares them for interviews and contract assignments with companies throughout the Chicago land area.

# Passenger Registration

Full Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Ticket Options (check all that apply):

\*All Day Pass \$30 Early Bird Ticket (January 17 – February 1)

\*All Day Pass \$40 Regular Ticket (February 2 – February 24)

\$15 - Track #1: Job Search Strategies (9:15 -10:45 a.m.)

\$15 - Track #2: Resume Writing (11:00- 12:30 p.m.)

\$15 - Track #3: Interview Techniques (1:45 – 3:15 p.m.)

\*All Day Pass includes continental breakfast and lunch

Dietary restrictions \_\_\_\_\_

Total Payment: \$ \_\_\_\_\_

Method of Payment:

Check     Money Order     Cash

Credit Card \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover

Credit card # \_\_\_\_\_ Exp date \_\_\_\_\_ Last 3 – 4 digits \_\_\_\_\_

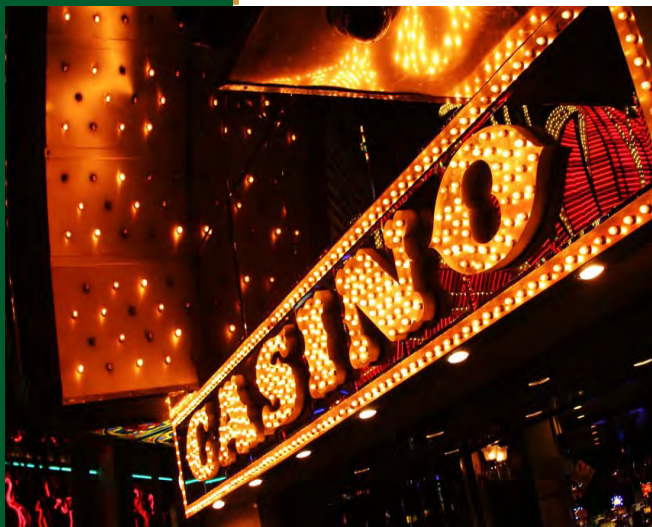
Name on Credit Card \_\_\_\_\_

Make checks/money orders payable to: *IAAP Chicago Lake Shore Chapter*

No substitutions or exchanges. Check payments must be received by February 24, 2011. No refunds after February 24, 2012. **Confirmation of payment received will be sent to the email provided.**

Online registration:  
<http://tinurl.com/7woi8tv>  
 OR  
 Mail completed passenger registration and payment to:  
**Yvonne Matos, Treasurer**  
**8949 Skokie Blvd**  
**Skokie, IL 60077**  
 For more information, contact Dewoun Hayes, Event Chair  
[laap.clscmembership@gmail.com](mailto:laap.clscmembership@gmail.com)  
 708-709-3631

## IAAP hits the Vegas Strip! Spring Conference



The **IAAP Spring Conference** will find admins from across the nation pressing their luck at Harrah's **March 4-7, 2012 in Las Vegas, NV**. Register for the 2012 Spring Conference and book your hotel room now for only \$129 per night! (\*Plus tax). Conference topics, events, and registration details are

coming soon for this multi-day event. Roll the dice and save the date for what is sure to be more exceptional training, education, networking, and of course, much fun & excitement that IAAP conferences are known for.

Check [www.iaap-hq.org/events/conferences/spring](http://www.iaap-hq.org/events/conferences/spring) for periodic updates.

I heard it  
through  
Grapevine...

EFAM Texas Style!

Saddle up and ride out to 2012 **Education Forum and Annual Meeting (EFAM)** July 22-25 at the Gaylord Texan Hotel and Convention Center in Grapevine, Texas. About 10 minutes from Dallas/Fort Worth International Airport, the Gaylord Texan will be the perfect place to

relax, shop and enjoy yourself during EFAM.

Room reservations are now being taken for the annual meeting and convention.

[www.iaap-hq.org/events/conferences/efam](http://www.iaap-hq.org/events/conferences/efam)



## VEGAS & GRAPEVINE OUT OF REACH? ATTEND IDAM!

Your Illinois Division of IAAP hosts the **Illinois Division and Annual Meeting** in Lisle, IL on June 8-10, 2012 at the Wyndham Lisle Hotel. Conference highlights include education, vendor expo, networking, training, fellowship, food and surprises! [www.iaap-illinoisdivision.org](http://www.iaap-illinoisdivision.org) will be your headquarters for news on all things IDAM. Be a part of your division and attend.



If you know of any help wanted opportunities or other job notices, please share with your fellow Chicago Lake Shore Members. Email the pertinent details to [chicagoiaapnews@gmail.com](mailto:chicagoiaapnews@gmail.com)



**EXECUTIVE ASSISTANT** full-time temporary to permanent  
Please submit a resume to: [arandhava@cnpstaffing.com](mailto:arandhava@cnpstaffing.com) with "Executive Assistant" in the subject line.

**ORGANIZATION TYPE:** Social Services

**LOCATION:** South Chicago (accessible via public transportation)

\$14-\$15 per hour in a temporary capacity and \$40k-\$45k per year in a permanent capacity, commensurate with experience  
This highly visible role provides executive level administrative and project support to the President and CEO. This role encompasses a broad variety of duties including coordinating travel and meeting arrangements, managing calendars, coordinating board activities, managing expenses, reporting and analysis, developing presentations, and assisting in the coordination of a variety of internal and external activities. Professionalism and confidentiality are required at all times.

**POSITION RESPONSIBILITIES:**

- ✓ Heavy calendar management to coordinate a variety of complex meetings that includes but is not limited to Board Meetings, internal staff meetings, and meetings with business partners.
- ✓ Functions as a gate keeper and keeps the CEO on track.
- ✓ Functions as Board liaison and records and transcribes minutes for the Board of Directors and Board Committee meetings.
- ✓ Answers and screens CEO telephone calls, and directs calls promptly and efficiently; arranges conference calls; greets scheduled visitors and directs to appropriate area or person.
- ✓ Manages and maintains CEO's schedules, appointments and travel arrangements.
- ✓ Communicates and handles incoming and outgoing electronic communications on behalf of the CEO.
- ✓ Interacts with the CEO's direct reports, other staff and Board members to provide and collect information and reports.
- ✓ Composes and makes copies of correspondence or other printed materials.
- ✓ Prepares and distributes faxes, fact sheets, news releases, photographs, or scripts to media representatives and other persons who may be interested in learning about or publicizing organization's activities or services.
- ✓ Reviews operating practices and procedures to determine whether improvements can be made in areas such as workflow, reporting procedures, or expenditures.
- ✓ Performs other duties/special projects as assigned.

**ESSENTIAL SKILLS and EDUCATION/ EXPERIENCE:**

- ✓ A bachelor's degree or a minimum of five to seven years of related experience and/or training; or equivalent combination of education and experience.
- ✓ Experience supporting "C" level is a must!
- ✓ Technical proficiency in MS Word, Excel, PowerPoint and Outlook.
- ✓ Experience in creating and coordinating email blasts.
- ✓ Internet savvy, exceptional time management & organizational skills.
- ✓ Accountability for work and have a high level of professional and personal integrity.
- ✓ Excellent interpersonal and verbal communications skills.
- ✓ Trustworthiness with knowledge of confidential organizational, foundation and donor information.
- ✓ Ability to organize and prioritize multiple competing tasks.
- ✓ To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**GOT NEWS?** Send your story idea, article, or photo to the Lake Shore Breezes Newsletter Editor

[chicagoiaapnews@gmail.com](mailto:chicagoiaapnews@gmail.com)

*Kelly L. Hutchins*  
Editor



A Great Big Thanks and Shout Out to Chicago Lake Shore IAAP Member **Lindy Vandersteeg** for combing want ads and forwarding these great employment opportunities. We are all hopeful that this is a sign the economy is looking up. This small space in our newsletter was not able to hold all the job listings she has so generously provided the editor. If you are looking for work, please write [chicagoiaapnews@gmail.com](mailto:chicagoiaapnews@gmail.com) to have the lists forwarded to you.

# It's your anniversary! We appreciate you.



NAME	JOINED
Linnea Beazley	1/1/2007
Alice Caton, CAP	1/1/1956
Laura Franklin	1/1/2011
Desiree Hall	1/1/2008
Elnor Hickman, CAP	2/1/1978
Romina Lara	2/1/2011
Verna Moore	1/1/2011
Valeria Moore	1/1/2011
K. Satu Murchison	1/1/2011
Rose Nydick, CAP	2/1/1966
Colleen O'Malley	1/1/2011
Jeannette Peters, CAP-OM	1/1/1999
Esther Salinas-Duarte	2/1/2006
Cara Sawyer	1/1/2011
Nikki Scavo	1/1/2011
Kendra Williams	2/1/2011

Also, a big **happy birthday** to all the January & February-born members!



## Your 2011-12 Chicago Lake Shore Board!

President	Janice Y. Gray	janice.gray@crowehorwath.com
President-Elect	Suzanne M. Bracken, CAP	suzanne.bracken@edelman.com
Vice-President	Johanna Monjarro	johanna.monjarro@chi.frb.org
Recording Secretary	Jolayne Biscoe, CAP	jolayne.biscoe@generalgrowth.com
Corresponding Secretary	Esther Salinas-Duarte	duarte892001@yahoo.com
Treasurer	Yvonne Matos	matosy@district65.net

## Are you a Member of Excellence?

*Why strive to be a Member of Excellence? What's in it for me?*

*Why should I take the time?*

### **Do it for Your Career!**

**Become a Member of Excellence (MOE) to show your employer that you strive for professional excellence**

- √ Continuing education / improving your skills / becoming a more valuable employee
- √ Display certificate during performance evaluation
- √ Request letter from IL Division be sent to your employer for additional recognition



### **Do it for Your Future Employment!**

- √ Use "Member of Excellence" achievement on your resume and portfolio
- √ To be recognized for the pursuit of education and excellence in your profession

### **Do it for Your Association!**

- √ Your Chapter needs 7% of its members to be MOE's to achieve the Chapter of Excellence
- √ Your Division needs 7% of its members to be MOE's to achieve the Division of Excellence

### **Criteria (meet 8 out of 11):**

1. Hold a current IAAP Certification (i.e. CAP as prescribed by the new curriculum.)
2. Download the Member of Excellence Commitment form; sign and date the form (**send copy to your chapter president**).
3. Actively participate in the IAAP web community forum discussions or write an article (minimum 200 words), and have it published in an IAAP publication (chapter, division, or international level.) Recommending another author's article does not qualify.
4. Attend at least one professional educational workshop, seminar or conference (at least 60 minutes in length) and provide a short paragraph on how the training relates to your job or your role in IAAP. It can be an IAAP or non-IAAP workshop, seminar, or conference; however, it **cannot** be included in your calculations to meet the requirement of criterion #9.
5. Hold a degree, certificate or equivalent (a minimum of one year in length) from an accredited college or university or hold a Microsoft certification
6. Pay membership dues on or before anniversary date. This criterion is a mandatory requirement. This **mandatory** requirement will be waived in the case of new members joining IAAP in the current IAAP fiscal year who want to work towards becoming a Member of Excellence.
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a student chapter advisory board or the school's advisory board for the office administration program.
8. Conduct a public presentation, program or training at least 60 minutes in length. (Note that the presentation does not need to qualify for recertification points).
9. Attend a minimum of eight (8) IAAP chapter, division or international sponsored meetings, programs or events (any combination.) These meetings, programs, or events cannot include an event used to meet the requirement of criterion #4.
10. Recruit at least one new member.
11. Integrate IAAP membership and involvement into annual performance plan or review.



Pathways  
to  
Excellence





### Member of Excellence Commitment Form

As a career-minded administrative professional, I commit to maximizing the value of my IAAP membership through the pursuit of continuous personal and professional development, access to information networks, and leadership opportunities in order to achieve measurable standards of excellence as a member of IAAP.

I will, to the best of my ability, demonstrate professionalism and continually advance a positive image of the profession to my employer and others in the business world.

In order to fulfill my personal and professional potential to continually strive for excellence, I will promote IAAP's:

**Mission:**

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

**Core Values:**

**Integrity:** We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

**Respect:** We create respect within our profession and association through listening, understanding and acknowledging member feedback.

**Adaptability:** We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

**Communication:** We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

**Commitment:** We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**Chicago Lake Shore Chapter  
Roster Update  
Address Correction/Change Form**

**PLEASE RETURN COMPLETED FORM TO:**

**Jeanie Novota  
Midas International  
1300 Arlington Heights Road  
Itasca, IL 60143  
Fax 630.438.3843  
E-mail: [jnovota@midas.com](mailto:jnovota@midas.com)**

**PERSONAL INFORMATION**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_

**City/ST/Zip** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Fax** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Birthdate  
(Month/Date)** \_\_\_\_\_

**Employment Information**

**Business** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_

**City/ST/Zip** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Fax** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Preferred Mailing Address  
Preferred Phone/Fax/E-mail**

**Home  
Home**

**Business  
Business**

**Members are responsible for notifying Headquarters of address changes at  
[membership@iaap-hq.org](mailto:membership@iaap-hq.org).**

# Joining Chicago Lake Shore Chapter is a BREEZE!



# Membership APPLICATION

Please check one:     New     Reinstatement    Send all mail to:     Home     Office  
 Send all e-mail to:     Home     Office

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Home Address \_\_\_\_\_  
 Job Title \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Company Name \_\_\_\_\_ Country if not U.S. \_\_\_\_\_  
 Work Address/PO Box \_\_\_\_\_ Home E-mail \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Gender \_\_\_\_\_ Birth Date (mm/dd/yy) \_\_\_\_\_  
 (\_\_\_\_\_) \_\_\_\_\_  Check here if you do **not** wish to receive nonassociation mail.  
 Business Phone \_\_\_\_\_ Country if not U.S. \_\_\_\_\_ I would like an IAAP member pin:     Yes     No  
 (new members only)  
 (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ How did you hear about IAAP?  
 Home Phone \_\_\_\_\_ Fax \_\_\_\_\_  Website     Mailing     Seminar/Workshop  
 OfficePro     IAAP Member     Other: \_\_\_\_\_  
 Business E-mail \_\_\_\_\_

## Type Of Membership

Select the membership option that best serves your needs


\* Optional airmail is for members outside the United States, U.S. territories, Puerto Rico, Virgin Islands of the U.S. and Canada

Dues for members of the association include \$25 for a subscription to OfficePro which may not be deducted from total dues.

Chicago Lake Shore \_\_\_\_\_ 102160 \_\_\_\_\_ 102000  
 Name of IAAP Chapter \_\_\_\_\_ Chapter No. \_\_\_\_\_ Division No. \_\_\_\_\_ Recruited By \_\_\_\_\_  
 IAAP Student Chapter Name & Number \_\_\_\_\_ Advisor \_\_\_\_\_ Recruiter ID No. \_\_\_\_\_

## Method Of Payment

Payment required prior to processing

Check Attached (payable in U.S. Funds)    or     Credit Card (complete below)

Visa     MasterCard     Discover     American Express

Credit Card No. \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 Signature of Cardholder (must be signed) \_\_\_\_\_ \$ Amount \_\_\_\_\_  
 Print Name of Cardholder \_\_\_\_\_

### Headquarters Use Only

ID \_\_\_\_\_  
 Mbr Type \_\_\_\_\_ Status \_\_\_\_\_  
 Join Date \_\_\_\_\_ Exp Date \_\_\_\_\_  
 Chapter No. \_\_\_\_\_  
 Division No. \_\_\_\_\_  
 Total Paid \$ \_\_\_\_\_  
 Processing \$ \_\_\_\_\_ IAAP Dues \$ \_\_\_\_\_  
 Chapter \$ \_\_\_\_\_ Division \$ \_\_\_\_\_  
 Prepay Acct. # \_\_\_\_\_ Prepay Amount \$ \_\_\_\_\_  
 Source Code \_\_\_\_\_ Check No. \_\_\_\_\_



The Chicago Lake Shore Chapter (CLSC) was chartered in 1945, just three years after the National Secretaries Association was established, which is now known as the International Association of Administrative Professionals. CLSC has over 100 professional and professionally-retired members. It is the largest chapter in the Illinois Division.

The Chicago Lake Shore Chapter meets regularly on the fourth Thursday of each month from September through June (unless otherwise noted).

Meetings are structured to provide opportunities to network, exchange ideas, and provide learning opportunities through interactive lectures or seminars.

Meeting Location:  
Federal Reserve Bank of Chicago  
230 South LaSalle Street  
Chicago, IL 60604

For more information visit our website:

[www.iaap-chicagolakeshore.org](http://www.iaap-chicagolakeshore.org)

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## GRAMMAEROBICS™

Good Habits to Break  
by Fred Kniggendorf

[www.asaporg.com/Detail.aspx?id=9126](http://www.asaporg.com/Detail.aspx?id=9126)

### STOP USING WEIRD PHRASES.

It will **center around** the budget. vs. It will **center upon** the budget. OR It will **revolve around** the budget. (If something's in the center it can't go around. FYI)

To see the previous "good habits" check the November and December [Lake Shore Breezes](#)

I'll try **and** do that for you. vs. I'll try **to** do that for you.

I'll be there in **a half an hour**. vs. I'll be there in **a half hour**. OR I'll be there in **half an hour**. (Pick one and commit.)

There are more. For example, **aren't I?** is a contraction for **are not I?** **Decimate** means to reduce by ten percent, not obliterate. And you don't want to get me started on **snuck**.

At this point the astute reader may rightly ask, "Well, if we need to eliminate these, why'd you call them 'Good Habits to Break' instead of 'Bad Habits to Break?'" That's a great question! Unfortunately, I'm out of room . . .