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LETTER TO HEALEYS, ELKINS, BORTHWICKS,
BARNARD & FORSTER FROM CLARE MCGILL

Glencoe, Ontario, Canada
(Home Address)
October 14, 1959

Dear Fellow Translators:

It is a bit early for me to be writing what I want to say here, because we have not dealt directly as yet with this matter in our MORPHOLOGY AND SYNTAX course here under Dr. Gleason. But these letters ought to be on their way; so I'll write what I do know to date.

Dr. Gleason has us working on 11 pages of data from the Kote language of New Guinea. One day when I had occasion to visit his home he showed me the file he himself made while preparing the problem. It was about 2 feet long and he made it in 2 weeks. My language file does not grow that rapidly! Does yours?

Then he told me how he eliminated writer's cramp from the process. Go thru the data and indicate on each sentence/major part of the sentence you plan to file just exactly how many slips you need for that one sentence; how many slips for all files - morphological, syntactic, and illustrations for lexical and dictionary files; and then jot the figure down beside the sentence in the text. He has a slip for every morpheme for every possible place every morpheme could be filed. From some sentences he wanted 10 slips, some 12, some 15, etc.

From there on he used stencils and mimeograph. Divide the stencil into 8 sections when using standard $8\frac{1}{2}$ X 11 paper. This only allows for $2\frac{3}{4}$ X $4\frac{1}{4}$ slips instead of the usual 3 X 5's. Type a sentence into each of the 8 spaces just as you would make out a file slip. On one stencil, type only sentences numbered for 10 slips and from it mimeograph 10 copies and an extra one or two just in case. On another stencil type sentences numbered 12, and so on.

Pile all the mimeographed material up and cut it with the paper cutter. Presto! The slips are all made. Nothing left to do but file them.

Advantages: You don't skimp on the making of an extra slip the way you do when your arm gets tired. Slips are neat and readable. There's no pen-pushing and time is saved.

Disadvantages: The slips are a bit smaller than you may already have in your file. No doubt there is some waste of paper. The cost of the stencils.

However, I'm going to try it when I get back to Taiwan -- where stencils are cheap. Maybe you have already heard of this, but I just pass it on to you in brief in case you have not heard of the possibility and might be interested.

In Calvary's bonds,
Clare McGill