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AUDITOR ADMIN SERIES 15)

C/S Series 66

AUDITOR'S WORKSHEETS

A very fast way for a C/S to do himself in is to fail to insist on GOOD LEGIBLE HANDWRITING.

When a C/S has auditors who can't write well and rapidly, he gets misunderstood words when he tries to read the worksheets.

One temporary solution is to make the auditor block print the word in red above each hard to read word. Some auditors go to an extreme of block printing the whole W/S.

The more permanent solution is to have Auditors in Cramming practice writing WELL and CLEARLY no matter how slowly and then maintaining the same clarity, speed it up. The auditor after many such practice sessions winds up writing clearly and fast. This can be increased until an auditor can write clearly as fast as people talk.

The occasional headaches a C/S might get are not from the restim of the case he's studying but are from the words on W/Ses he can't make out.

If a C/S does not insist on both block print clarification and auditor writing practice, he will wind up not reading worksheets and may even get foggy about certain cases.

A remedy is to go back to the first folders not understood and get the words clarified and then keep this C/S Series HCO B IN.

L. RON HUBBARD
FOUNDER

PS: In the 19th Century secretaries wrote beautiful copper plate longhand faster than a man could talk. So don't say it can't be done.

LRH:nt:kjm
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