



International Association of
Administrative Professionals®
Plaza 205 Mobile Chapter

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Newsletter

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From the President

I am happy to serve as your chapter president once again and look forward to implementing and sharing some of the ideas I learned from a recent leadership conference. The vision to strive for excellence and push forward to attain it is something we all should desire.

There are a lot of exciting upcoming events in our organization, including our chapter. We've got a lot planned for the year and with your help, we can excel. If you show a passion for what you do, you won't have to invite your co-workers; they'll ask you when your next meeting is!

So, with a positive attitude, continuing education, striving for excellence in our profession, home, and community there is no end to the possibility for our journey to success. Let's go to work!

Events Calendar

Plaza 205 Chapter Events

Tuesday, March 29, 2011—Membership meeting , Blue Room of Ground Floor of Government Plaza
Tuesday, April 26, 2011—2nd Annual Chapter Administrative Professionals Week Luncheon
Wednesday, April 27, 2011—2011 Administrative Professionals Day Seminar & Luncheon sponsored by the Mobile Chapter of IAAP

Alabama Division Events

June 24-26, 2011—59th Annual IAAP Alabama Division Meeting, Guntersville State Park Lodge

IAAP International Events

July 24-27, 2011—International Convention and Education Forum, Montreal Palais de Congress Convention Center, Montreal, Quebec, Canada

PASSION & PURPOSE

PLAZA 205 MOBILE CHAPTER

International Association of Administrative Professionals is a non-profit organization for office professionals with nearly 600 chapters worldwide, enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building, and leadership development.

Program Highlights



Our speaker, Kenny Stewart, network/technical services manager for the County’s IT Department advised us at the February membership meeting of the different plans and applications for Blackberries and iPhones; e-calendaring, shortcuts, and organizing e-mail folders in Outlook; search function in Word. Be specific when naming a file because this will enable one to find it easier when searching; pros and cons of Microsoft Office 2007 and 2010 and at present, no need to convert to 2010.

Linda presented Mr. Stewart with a speaker’s gift.

Afterward, Edith announced the results of the raffle and drew the winner for the \$45.00 gift card from NouVeau Day Spa. The raffle raised \$120.50 and Rae Ventura, a security guard hired by BP in Gulf Shores, won the raffle.

Christine Adams, our newest member, sold the winning ticket.

Kenny’s Korner

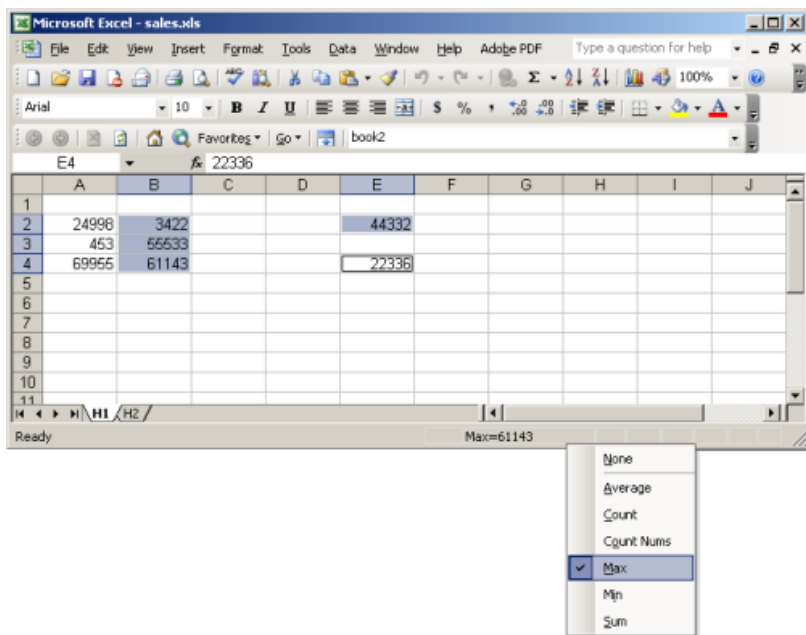
Outlook

- **Jog your memory with a follow-up flag** Create a follow-up flag as a reminder to follow up on a message. On the **Actions** menu, click **Follow Up** and click the flag color of your choice.
- **Add your own words to a follow-up flag for a new message** Click the **Message Flag** button and then type the text you want in the **Flag to** box.
- **Quickly mark a message as read** Right-click the message and then click **Mark as Read**.

EXCEL

You can select any cells you want, regardless of whether they’re next to each other in a row or column. Hold down the ctrl key while you click on a cell or click and drag through a range of cells. As long as you hold down the ctrl key, you can click and select to your heart’s content.

You can also use this in conjunction with the autocalculate function on excel’s status bar to analyze any combination of individual cells or blocks of cells. Just select the values you want to analyze, right-click on the status bar, and choose the desired function to see the results (See spreadsheet at right).



Ending a Sentence With a Preposition

Just as Harry Potter was unfairly labeled “undesirable number one” in the latest J.K. Rowling book, ending a sentence with a preposition is often unfairly labeled “undesirable grammar construction number one” by people who were taught that prepositions have a proper place in the world, and it's not at the end of a sentence.

I'm going to start calling this “grammar myth number one” because nearly all grammarians agree that it's fine to end sentences with prepositions, at least in some cases.

So before I lose you, let's back up. What is a preposition?

What is a Preposition?

A preposition is a word that creates a relationship between other words. It's been said that prepositions often deal with space and time (1), which always makes me think of *Star Trek*. For example, the prepositions above, by, and over all say something about a position in space; the prepositions *before*, *after*, and *since* all say something about time.

When Can a Sentence End with a Preposition?

Here's an example of a sentence that can end with a preposition: *What did you step on?* A key point, you might say the Quick and Dirty Tip, is that the sentence doesn't work if you leave off the preposition. You can't say, “What did you step?” You need to say, “What did you step on?” to make a grammatical sentence.

I can hear some of you gnashing your teeth right now, while you think, “What about saying, 'On what did you step?’” But really, have you ever heard anyone talk that way? I've read long, contorted arguments from noted grammarians about why it's OK to end sentences with prepositions when the preposition isn't extraneous (1), but the driving point still seems to be, “Nobody in their right mind talks this way.” Yes, you could say, “On what did you step?” but not even grammarians think you should.

When Can't You End a Sentence with a Preposition?

But, you can't *always* end sentences with prepositions. When you could leave off the preposition and it wouldn't change the meaning, you should leave it off. Really, I can't believe anyone would make such a silly mistake!

Hi Grammar girl, this is Brian and Alley from Iowa City, IA, and we were just wondering, in your last episode, you said, “That's where it's at.” Is that correct? We thought you couldn't end sentences with prepositions.

Ahem. That voice-mail message is at least four months old. I'm going to pretend I'm testifying before congress and say that I have no recollection of saying such a thing.

But if I did say, “That's where it's at.” I'm so sorry—the horror—because that is one of the instances where it's *not* OK to end a sentence with a preposition! I need to do

some kind of grammar penance such as memorizing all the academic grammar words that start with i: imperative clause, indefinite article, idiot

The problem is that the sentence *That's where it's at* doesn't need the preposition. If you open the contraction “it-apostrophe-s” AND SAY “THAT'S WHERE IT IS,” IT MEANS THE SAME THING AS *THAT'S WHERE IT'S AT*. SO THE *AT* IS UNNECESSARY.

Unnecessary Prepositions

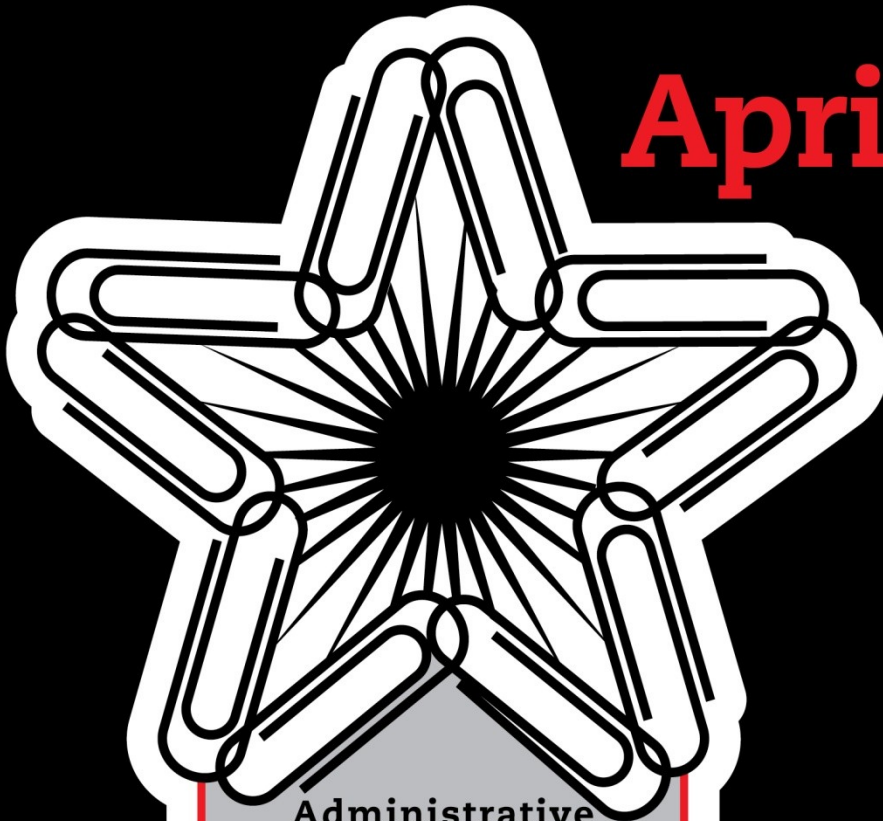
The problem with unnecessary prepositions doesn't just happen at the end of sentences. People often throw extraneous prepositions into the middle of sentences, and they really shouldn't (2). Instead of saying *Squiggly jumped off of the dock*, it's better to say *Squiggly jumped off the dock*. You see? You don't need to say *off of the dock*; *off the dock* says the same thing without the preposition.

To get back to the main point, the bottom line is that many people *think* it's wrong, so I wouldn't advise ending sentences with prepositions in critical situations, for example, you shouldn't do it in a cover letter for a job you really want.

Mignon Fogarty is the host of Grammar Girl and founder of Quick and Dirty Tips. Prior to becoming a grammar guru, Mignon was a magazine and technical writer, and an entrepreneur.

*http://
grammar.quickanddirtytips.com*

April 24-30



Administrative
Professionals Week
CELEBRATE
ALL OFFICE
PROFESSIONALS

—★2011★—



Plaza 205 Mobile Chapter

The recession has hit everyone in the office. Downsizing has forced all of us to pull together and work harder, not just the administrative professionals in the workplace. IAAP recognizes the hard work and sacrifice of everyone. This year for Administrative Professionals Day, instead of focusing solely on administrative professionals, IAAP and admins across the globe are giving kudos to all office professionals. The recession has taken its toll on everyone. For 2011, celebrate all office professionals.

