

1956 A.I.M.M. MEDAL

Presented to

MR. M. A. E. MAWBY

At the annual conference of The Australasian Institute of Mining and Metallurgy, held this year at Broken Hill, the 1956 Bronze Medal of The Institute was presented to Mr. M. A. E. Mawby.

The citation accompanying the medal reads:

"In recognition of his contribution to exploration and to non-ferrous Metallurgy and also of his continuous public service in many directions associated with Mining and Metallurgy."

Mr. Mawby is Vice-Chairman of Consolidated Zinc Proprietary Limited and a member of the boards of the parent company (The Consolidated Zinc Corporation Limited), The Zinc Corporation Limited and New Broken Hill Consolidated Limited.

ACCIDENT REPORT

For 5 W/e 5/11/56

Dept.	No. of Accidents	L/T Accidents
Acid	2	Nil
Super	2	Nil
Traffic & Yard	7	4
Engineers 1. . .	1	Nil
Engineers 2. . .	3	Nil
Engineers 3. . .	1	Nil

Frequency 8.6 (previous 8.9)

Severiey 482 (previous 1276)

Safety Competition	Sulphide Championship
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Progress Scores as at:

5 W/e 1/10/56

5 W/e 5/11/56

Dept.		
Engineers 1 ..	147	167
Engineers 2 ..	140	160
Engineers 3. . .	130	150
Traffic & Yard	129	129
Acid	91	111
Super	55	75

H. Nettle, Secretary,
Accident Prevention
Committee.

BETTER LETTERS (4)

To improve correspondence and paper work in federal agencies, the United States General Services Administration has produced a correspondents' manual which lays down 17 rules for better letters:

For shortness:

1. Don't make a habit of repeating what is said in a letter you answer.
2. Avoid needless words and needless information.
3. Beware of roundabout prepositional phrases, such as with regard to and in reference to.
4. Watch out for nouns and adjectives that derive from verbs.
5. Don't qualify your statement with irrelevant if's.

For simplicity:

6. Know your subject so well you can discuss it naturally and confidently.
7. Use short words, short sentences, and short paragraphs.
8. Be compact. Don't separate closely related parts of sentences.
9. Tie thoughts together so your reader can follow you from one to another without getting lost.

For strength:

10. Use specific, concrete words.
11. Use more active verbs.
12. Don't explain your answer before giving it. Give answers straightaway then explain if necessary.
13. Don't hedge. Avoid expressions like it appears.

For Sincerity:

14. Be human. Use words that stand for human beings, like the names of persons and the personal pronouns you, he, she, we, and so on.
15. Admit mistakes. Don't hide them behind meaningless words.
16. Don't overwhelm your reader with intensives and emphatics.
17. Do not be obsequious or arrogant. Strive to express yourself in a friendly way and with simple dignity.

EFFLUENT TREATMENT

(Cont. from Page 12)

storage tanks adjacent to the cinders wetting sump, continually discharge a fixed volume of 8 per cent slurry into the effluent to neutralise it. As these cinders enter the sump at a steady rate the amount of lime slurry discharge can be set to give the required pH reading.

This lime slurry is also kept agitated by means of pump circulation through a ring main.