



# Admin Pro

## Tri-annual newsletter

Volume 1 : Issue 2  
May to August 2019

### From your Editor:

Hello Members,



French philosopher Voltaire said, “Let us read and let us dance—two amusements that will never do any harm.” So, here’s to hoping you will begin by reading – maybe browsing – the newsletter and, at the Gala indulge in the next pleasure.

This issue begins by remembering our Past President Josephine Alexander who passed away on 9th July 2019, with eulogies by our Members who worked with her or knew her well.

There is a balance in the write-up between that which would gain or benefit one professionally, and lighter ones for pleasure. Do indulge in both!

I hope you enjoy the issue as much as I did in creating it.

With my warm regards

Sunnu Golwalla

Editor – Admin Pro

### EGM – 1st September 2019

#### At Movenpick Hotel

The President and an Executive Member’s positions on the Executive Committee 2019-2020 became vacant owing to resignations from the respective incumbents. Uncontested nominations were received from Natasha Zubin Mavalvala for the position of President and, from Conchita Pinto for Member of Executive Committee. These office bearers took an oath of office at the Meeting and joined the Executive Committee from 1st September 2019.

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## Eulogies for our Past President 1995-1997

### Josephine Alexander



**SANDRA MENDONCA, SECRETARY EXECUTIVE COMMITTEE 1995-1997 and two more terms also in the 1990s (She cannot recall the years.)**

With a very heavy heart I pen these few lines to a person who was jovial and extremely intelligent and talented.

Josephine resided in my Building and was President of this Cooperative Society. She managed the affairs of the building beautifully and was well versed with the Bye Laws.

I came to know Josephine better when I was on the DSSP Committee as Secretary. Over the years my relationship grew as she was President and I worked with her. I still remember that we had the good fortune of being on the Committee for the DSSP SILVER JUBILEE which was held at Beach Luxury Hotel for over 600 guests. This was the time that the Professional Secretary's Award was launched by the DSSP and, we also had a fashion show hosted by ETC COLLECTIONS. May Josephine's soul rest in eternal peace – Amen!

**GULSHEN DINSHAW, MEMBER OF EXECUTIVE COMMITTEE 1995-1997 & ASA COORDINATOR (Gulshen cannot recall the years but it was when Dhun Dastur had discontinued after her dedicated long tenure.)**

I warmly recall that Josephine cheerfully solved our problems: Once during my office lunch-break I rushed to her place to solve some pressing issue which was worrying me. She calmed me down first and then slowly but surely resolved the issue. I also found her jovial and very cheerful and, whenever I met her a very pleasant and happy person to talk to. May her soul rest in peace. Amen

**VILLY P DARUWALLA, MEMBER EXECUTIVE COMMITTEE, 1995-1997**

She was a very nice person and very helpful and cooperative.

**ZUBEIDA RAIS, MEMBER, EXECUTIVE COMMITTEE, 1995-1997**

Jo was always there for you. A tireless worker but more than anything a wonderful person. May you soar to your eternal journey into limitless space and time. Rest in peace Josephine.



*Photo on left: Josephine with the Executive Committee 2018-2019, when they visited her at the Maryville Home.*

*Above photo credit: Estes Saville*

**VIRGINIA D'SOUZA, DSSP MEMBER**

*These pictures were taken on her Birthday before she left her house to the Home.*

Josephine and myself were neighbours. Somehow or the other we made friends and we started going for Tombola at the Karachi Gymkhana and we got closer and more started having lunch and dinner together. After some years she started getting older and finally told me that she wanted to go to the home because she was very uncomfortable to live alone so she sold both her flats and the day she was leaving she hugged me and said goodbye and told me to keep in touch and I did so. Two years ago, on her birthday Emily myself and two others went with a cake and some snacks and visited her. How happy she was.

Josephine was a knowledgeable, honest, sincere and full of enthusiasm. President of the DSSP as well as President of our blocks Anthonian Blessings, a good badminton player representing Pakistan, humble with a good sense of humour and of course an outspoken person, popular and well versed.  
Rest in peace Joe, Amen

**EMILY DIAS, MEMBER, EXECUTIVE COMMITTEE, 1999-2000, AND JOINT SECRETARY 2003-2004 & 2005-2006**

I am at a loss for words!

Initially Josephine was not my bosom friend nor did I work with her during her tenure as President of DSSP. My initial interaction with her was when she was a member of DSSP and later when I moved to Anthonian Blessings. Till then I knew her as a very stern and straightforward lady. It was when she became the President of the Anthonian Cooperative Housing Society Limited that I got to know her better. I was hugely impressed by her knowledge of the laws and

bylaws of the Society. She was instrumental in obtaining our sub-lease through the relevant government offices.

In her younger days, she played badminton and became a leading player at the national level. She also won many badminton championships. It was later that I discovered her positive outlook towards life, love for food and bingo. She invited many of her friends for bingo. She had a good sense of humor besides she had endless jokes in her repertoire.

Josephine had great knowledge about homeopathic medicines. She had a voluminous book about homeopathic medicines that she often referred for all types of ailments, whether for herself or her friends.

Due to her deteriorating health, she had to sell her apartment and moved to Maryville where she spent her time in a comfortable manner. She was known as 'Champion' by her fellow residents. Her jokes and laughter never stopped and she kept her companions amused and in splits of laughter. Never a complain, always a smile, that's how I will remember Josephine, Jo, Champion.

Rest in eternal peace Josephine. Amen

**GORETTI ALI, EDITOR DSSP NEWSLETTER: 1997-1998, 2013-2014 & 2015-2016****ALSO, COORDINATOR MARKETING/PUBLICATIONS/MEDIA SUB-COMMITTEE, 22<sup>nd</sup> ASA CONGRESS 2014**

I first met Josephine Alexander in January 1996 when I visited her to deliver my nomination documents for the Professional Secretaries Award that was being organized by the DSSP for the first time. She was the

President for 1995-96. I had joined the Society six months earlier and learnt about the PSA in the Gala brochure. It was the first DSSP dance (1995) Michael and I attended. I cannot express enough how much we enjoyed that first gala or how in awe we were of an all women committee who organized it.

During the course of the following months, due to the PSA and the Fashion Show held that year, I got to know her quite well. I learned of her badminton and professional careers, her family, friends etc. She asked me to call her Jo instead of Ms. Alexander. She was fun to be with, straight forward, honest, forthright, out-spoken. I liked her immensely because of these qualities. We kept in touch over the years.

To some extent, I owe my writing career to her. For the PSA, the DSSP printed a brochure and Jo insisted that I write an article. I was very hesitant as I had never written articles before. When Jo's mind was set on something, you didn't refuse. When I won the PSA she requested that I join the Executive Committee. I had never worked on any committee before. But thus, began my association with the DSSP.

Rest in peace, Jo. You've earned it.

#### **JEAN SCOTT, MEMBER, EXECUTIVE COMMITTEE IN MID 1970S**

Seeing Jo for the last time on July 11, 2019 took me back about 50 years ago when I first got to know her as we were colleagues at Pakistan Tobacco.

I found her to be an active and jovial friend especially at various get-togethers when she was at her best belting out never-ending jokes that kept us in fits of laughter. What a memory!

She loved to play badminton and practically lived on the courts. She tried her level best to train me in this sport but alas! my tennis playing got the better of me to her utter disgust. Nevertheless, I often supported her at various matches to her delight. Her addiction in this sport paid off when she represented Pakistan to play in Russia many years ago.

Jo also tended to be a bit of a 'gambler' as was evidenced at friendly badminton matches when practically every game played was on a bet: be it for a soft drink, samosa or whatever. Likewise, I sometimes also watched her play cards when Lady Luck invariably tended to be on her side. She was also a familiar figure at the Karachi Gymkhana at the Monday Tombola sessions when she often came out a winner.

So farewell my friend, till we meet again.

#### **SUNNU GOLWALLA, EDITOR, DSSP NEWSLETTER 1995-1997 & 2019-2020 AND ASA COORDINATOR 2017-2018**

Josephine was one of the founder members of DSSP which was formed way back in 1971, and served as its President in 1995 to 1997. It was during that time that I personally got to know her, being on the committee. I found her to be a supportive and encouraging President and any ideas the committee members put forward, she let them execute. Obviously progress of DSSP was important to her and it was during her tenure that the Professional Secretary's Award was launched in Pakistan.

As a person she was generous and jolly, and happy to give credit where it was due. She also left a mark in the field of badminton, having played at national level in her youth.

DSSP's executive committee visited her last year at the Maryville Home, and found her to be cheerful and welcoming as expected. We were also pleased to see that her room was the tidiest and her attendant took good care of her. Her love for 'tambola' and to call out its numbers was as buoyant as in her hey days. I would say that she lived a full life and may the good Lord welcome her in her new abode.



## Joining DSSP

Is it beneficial? By our MARINA FERNANDEZ



I once again saw the Distinguished Secretaries Society of Pakistan website ([www.dssp.org](http://www.dssp.org)) and was reminded of the advantages of being part of a professional organization.

The advantages I found in being part of a professional organization are:

- It is a great place for networking with other admin assistants. I think it helps to have people in the same profession you can interact with and get ideas and helpful insights from.
- I found that by belonging to an association you have access to job postings in the area.
- The lunch meetings and conferences had very useful topics and information that I could use in my daily work.
- Most associations include a subscription to their insightful newsletters which have great articles on subjects that matter to us.
- I found they encouraged members to participate and advance their skills in areas like public speaking, chairing a meeting, taking minutes, etc. A woman I worked with was a shy person who would never speak in public but through the encouragement of her peers she ended up chairing a conference and doing a wonderful job. It helped to have that support system.
- I found the resource section on the website to be very good and up to date

If you are a member of the DSSP, put that on your resume! I think it would show any employer that you take your career seriously and that you are a professional.

I'm sure there are many other good reasons for joining a professional organization, but these are my thoughts on it.



**MARINA FERNANDEZ** joined the DSSP in 2010, and was the Editor of our newsletter for the term 2017-2018. She attended the 23rd ASA Congress in September 2016 at Philippines and in July 2017 she also attended the residential seminar and workshop in Sri Lanka, organized by SLAAPS.

## Job skill

### Step Up from Admin Assistant to Executive Assistant



Many people think an executive assistant (EA) is an administrative assistant (AA) who works for an executive, in this case, the CEO. Those people misunderstand the complexity and extent of the EA's job. When you think of an EA, think confidante, liaison and even executive stand-in.

#### JOB DESCRIPTION

- An EA takes the initiative to make sure he's prepared with the right documents and information, perhaps preparing a PowerPoint presentation for his meeting.
- An EA corresponds directly with others who are critical to the company's success, including other company executives and the board of directors, who will all come to know the EA can be trusted to follow through.
- EA may handle confidential and sensitive materials, as well as those that require analysing before composing detailed responses.
- The EA role is an interesting and even exciting one, as they're counted on to conduct research, analyse findings and report on them to others. At times, the EA may attend meetings alongside the CEO or even attend in his place. No one is alarmed by this because they know the EA's level of competence.
- An EA is expected to act proactively and without much supervision, anticipating needs and following through. Neither tight nor long-term deadlines can shake them because they have two middle names: Organization and Prioritization.

**WORK HOURS:** They typically work in an office, with office hours of 8 a.m. to 5 p.m. But, those are just the official hours. High-level EAs may work pretty much the same hours as the CEO

**YEARS OF EXPERIENCE:** One doesn't become an EA to the CEO right out of college with a freshly minted degree, even with excellent grades and references. It takes years of experience to understand the working world and what the unique role of supporting a CEO entails.

EAs often have 10 years of experience by the time they get to the top role.

**JOB GROWTH TREND:** CEOs will always need their executive assistants, however. In tough economic times, the CEO is needed more than ever to steer the company, and he can't do that effectively without his EA. The company may lay off some VPs and their EAs, and EAs may lose their assistants. But, EAs that make it to the top job of working for the CEO can expect to be in demand.

*Source: Houston Chronical*

## Personal Development

Let's go for Growth



Source: LinkedIn

learning is a lifelong pursuit, as humbling as it is joyful.

## ASA News

If you wanted details of ASA countries with each one's founding date and website, you may save this. You may like to browse the links to know more about the associations.

**ASA: ASSOCIATION OF SECRETARIES AND ADMINISTRATIVE PROFESSIONALS IN ASIA PACIFIC** was established in 1974. Visit their website for more: <http://asap-ap.org/>

	ASA Member Countries	Established in	Registered with ASA	Website / Facebook
1	Philippine Association of Secretaries and Administrative Professionals, Inc (PAS)	14-3-1958	1974	<a href="https://philsec.org/">https://philsec.org/</a>
2	The Women Secretaries' Association of Thailand (WSAT)	11-4-1968	1974	<a href="http://www.secretarythailand.org/">http://www.secretarythailand.org/</a>
3	Ikatan Sekretaris Indonesia (ISI)	7-7-1972	1974	<a href="https://isicabangmalang.wordpress.com/">https://isicabangmalang.wordpress.com/</a>
4	Singapore Association of Administrative Professionals (SAAP)	30-10-1971	1975	<a href="http://saap.org.sg/">http://saap.org.sg/</a>
5	Indian Association of Secretaries and Administrative Professionals (IASAP)	15-10-1970	1975	<a href="http://www.iasapindia.com/">http://www.iasapindia.com/</a>
6	Malaysian Association of Professional Secretaries and Administrators (MAPSA)	07-05-1968	1975	<a href="http://www.mapsa-malaysia.com">www.mapsa-malaysia.com</a>
7	Chinese Association of Secretaries and Administrative Professionals (CASAP)	1974	1980	On Facebook
8	Distinguished Secretaries' Society of Pakistan (DSSP)	1971	1982	<a href="https://www.dssp.org">https://www.dssp.org</a>
	<b>Japan Secretaries and Administrative Professionals Association (JSA)</b>	<b>1968</b>	<b>Left **</b>	<a href="https://www.hishokyokai.or.jp/">https://www.hishokyokai.or.jp/</a>
9	The Sri Lanka Association of Administrative and Professional Secretaries (SLAAPS)	1978	1990	<a href="http://www.slaapsonline.com">www.slaapsonline.com</a>
10	Association of Secretaries and Administrative Professionals - Brunei (ASAP)	21-12-1980	2000	On Facebook (ASAP-Brunei)
11	Administrative Professionals Welfare Association of Bangladesh – APWAB	1999	2000	On Facebook
12	Korean Association of Administrative Professionals (KAAP)	1982	2010	<a href="http://www.kaap.org">www.kaap.org</a> (click 'translate' to read)
13	Papua New Guinea Association of Administrative Professionals (PNGAAP)	??	2012	On Facebook

**\*\* JSA left ASA in 2018.**



## Money Matter

### Secure your future



**FINANCIAL WELLNESS**

- 40% don't have \$400 set aside for an emergency
- 25% have nothing saved for retirement
- 33%+ don't make enough money to meet needs & save

PRODUCED BY CNBC SOURCE: FEDERAL RESERVE, CNBC/ACI

*Some info on financial wellness in the USA.*

We working people do not have an inheritance to fall back on but, with a little planning and commitment we can all secure our future.

Best is to start early and be regular. You can begin at any age but it would be wise if after 40 you save 5-10 percent of your salary every month. After 12 months invest this in some national saving scheme as that is the most reliable investment for one making a start. You may visit <http://savings.gov.pk/> and look up their 'products'. If your amount is modest put it in one scheme, otherwise spread it at least between two products. It is ALWAYS a good idea to spread your investment for better securing your capital.

Once you commence saving, do it every month and then annually. Couple of options I can only suggest: Defence Certificates which mature after 10 years. Some persons after age 50 and with good income, put their saving in Defence Certificates EVERY month, so that when they retire the certificates mature every month, some of which they use, rest they reinvest. Another option is Special Saving Certificates which - mature after 3 years. Don't collect the interest every 6 months but bring the certificates to maturity. Then, reinvest the capital and the interest into new certificates so that your money grows.

One can be tempted by investments that promise large return. That is a 'trap' a wise person avoids. Slow and steady is more secure any day: ask an older person.

Once you have secured eight-digit capital (one crore), you MAY consider investing in shares of blue-chip companies. For this you will need guidance from a friend who is doing it for a while.

If you secure your future today, you can give your children good education, a memorable wedding and yourself a comfortable retirement. Go for it! **SFG**

## Holiday Memories

### Our AFROZE TUGLEKAR'S visit to Azad Kashmir & Environs

I would like to share my wonderful experience with my friends on the lovely holiday I spent in beautiful Kashmir with members of my family.

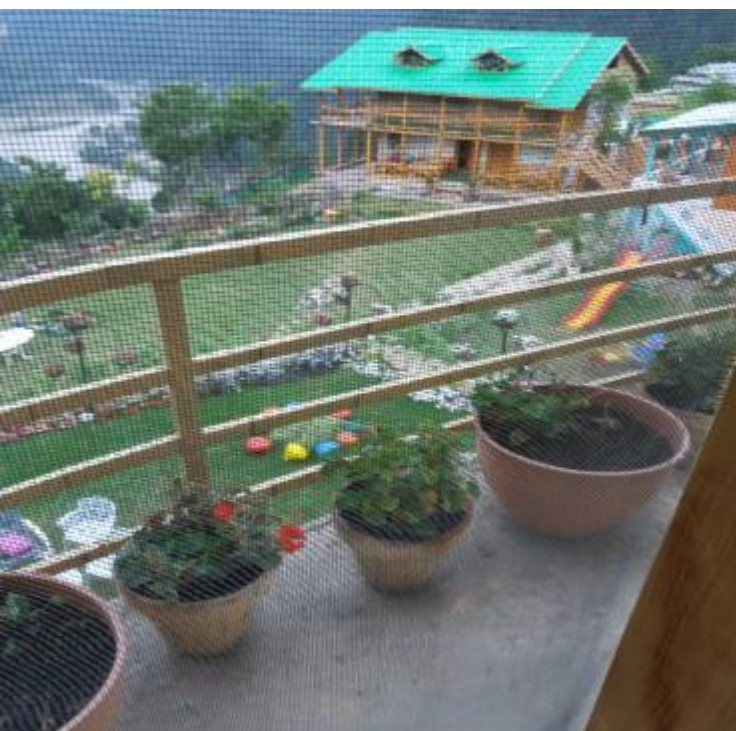
We took a PIA flight which was supposed to take off at 07:00 am but after repeated cancellation it took off at 05:00 pm to Islamabad on Saturday July 13, 2019 resulting in one full day being wasted. From Islamabad airport where the hired Hi-Ace was waiting we went to Muzaffarabad where we were to spend the night. The Eagle Eye guest house was on top of a steep track and was ~~but~~ a beautiful and comfortable place to spend one night. The next morning after breakfast we proceeded to our next destination which took us approximately 6 hours as we stopped in between to have lunch. As we ascended, the lush green mountains and gushing rivers of Neelum accompanied us. The breeze turned chilly and the sunlight shone on the valley like a million little glittery specks.

We made a stop at **DHANI WATERFALL** (see the picture across) where the water was cool and consumable.



After spending 15 minutes we proceeded to our first destination at Keran (Upper Neelum). Our first stop after some 10 hours of travelling was the dense **GREEN VILLAGE OF KERAN** (in the picture below).

The track was very dangerous, but the drivers were experts and they knew how to maneuver the vehicle. By afternoon we were at the Green Valley Resort in Upper Neelum, where the surrounding area was picturesque. We spent two nights there and on the morning of July 16 we drove down to lower Neelum Valley where we stayed at Tracker Valley Hotel, this too was a beautiful place.



During this season, guests are served breakfast, lunch and dinner on the lush lawns behind the hotel. There were apple, walnut and plum trees there which we enjoyed picking. From the pictures you will see the Neelum River (considered to be a killer river) flowing wildly all along from Upper Neelum onwards.





Everywhere they had put signboards cautioning people to stay away from the river.

This is the closest you can get to Indian-held Kashmir today, which is just across the River. **THE TRACKER VALLEY HOTEL** has a spectacular backyard that touches the Neelum River (seen in two pictures above). Its clear blue waters separating you from the banned side. Standing by the riverside and looking across, you realize life is not so different on the other side; the neatly aligned wooden houses are exact replicas of the ones where I stood.

The absence of mobile signals/internet services is a strange and wonderful liberation. The focus is no longer on a social network check-in, instead it is on the serenity of this place, sinking in until you are separated from the rest of the noisy world.

This 200-kilometer long valley is truly a paradise on earth. I have never seen such beauty as that in Neelum. My eyes were unable to believe that the scenery of Neelum ~~as~~ was real. Greenery was at best. I can say Neelum is the most beautiful place in this part of the region.

For adventure-seekers, Keran is usually a mid-stop before ascending further up. After a round of garma garam chai and pakoray from a roadside shack, we were all set to travel to our next destination Kutton. Driving through the trek in daylight gives you picturesque views of the peaks, waterfalls and the Neelum River. The ginormous trees along the trek gave off a mythical feel while casting spooky shadows. With the sky a blue canvas of glittery specks, the torrential voice of the Neelum River was our only guide to how far we were ~~are~~ from our destination.

Our hotel in Kutton was situated at a considerable height. Our rooms, although were on the ground floor of the hotel which was constructed on a hill but still, we were much above the Neelam Valley. The mountain peaks situated far away from where we stayed were covered with snow. Looking down at the Neelam River meandering between the two mountains were giving a fresh feeling. Among the rocks lying around the river we spotted a rock which looked like a huge shoe. See the attached picture.

The atmosphere was serene and cool. We spent the evening watching the beautiful surrounds. Surprising that there were no birds around. The only animals you could see around were the goats and sheep. After spending one night here we drove towards our final destination and stopped over at Kutton and Kashmir waterfalls. Kutton waterfalls was beautiful and looks like a mini Niagara Falls.

**THE KUTTON WATERFALL** (seen below on left) where a couple of years ago about 42 students, who ignored the sign allowing only 15 persons at a time, resulted in the breaking of the bridge thereby killing almost 42 students. Now they have built a stronger bridge.



After spending some time here and treating ourselves to pakoras, french fries and hot tea we proceeded to our next destination at Kashmir fall where we had to travel by cable car. We spent about 20 minutes here and then proceeded to our next destination through Muzaffarabad to Murree (which has become very crowded). We stopped at the View point and enjoyed the scenic beauty and proceeded to Islamabad where we spent one night at a guest house.

Next morning, we checked out of the guest house and proceeded to explore Islamabad. After having breakfast, we spent the rest of our day driving and seeing places of interest including the grand Faysal Mosque which is indeed a massive and beautiful mosque to visit. The place was thronged with visitors. Finally, we drove to the airport to board our flight back to Karachi.

Beautiful indeed, nature's handy work, my fear is that due to this high definition digital exposure through the media all these beautiful northern areas of Pakistan and Kashmir valley may become a cheap tourist destination which will eventually destroy the innocence and serenity of the region. This has happened in Murree , Nathia Gali , Patriata and many other places.



**AFROZE TUNGEKAR** likes to travel and spend her holidays in the scenic beauty of Pakistan. She has travelled to Lahore, Islamabad and Quetta in the past. Her love for travel took her this year, with her family and friends to the picturesque city of Azad Kashmir. She will love to share her future escapades to the other parts of Pakistan as and when she travels there.

## ITCHY FEET

A travel & language comic by Malachi Ray Rempen





## Your health

### Four Hormones Determine a Human's Happiness – shared by our SHAHRAZAD IRANI



"Everyone tells me I have everything one needs, but I am not happy." If you feel this way read on....

There are four hormones which determine a human's happiness:

1. Endorphins
2. Dopamine
3. Serotonin
4. Oxytocin



**Let's look at the \*first hormone\* the \*Endorphins.\*:** \*When we exercise, the body releases Endorphins.\* This hormone helps the body cope with the pain of exercising. We then \*enjoy exercising\* because these Endorphins will make us happy. \*Laughter is\* another good way of \*generating Endorphins.\* We need to spend \*30 minutes exercising\* every day, read or \*watch funny stuff\* to get our day's dose of Endorphins.

**\*The second hormone is Dopamine.\*:** In our journey of life, we accomplish many \*little and big tasks, it releases\* various levels of \*Dopamine.\* \*When we get appreciated for our work at the office or at home,\* we feel accomplished and good, that is \*because it releases Dopamine. This also explains \*why\* most \*housewives\* are \*unhappy\* since they \*rarely\* get \*acknowledged\* or appreciated \*for their work.\* Once, we join work, we \*buy\* a car, a house, the latest gadgets, a \*new house\* so forth. In each instance, it \*releases Dopamine\* and we become happy. Now, do we realize why we become happy when we shop?

**\*The third hormone Serotonin\* is released when we \*act in a way that benefits others.\*:** When we transcend ourselves and give back to others or \*to nature or to the society, it releases Serotonin.\* Even, providing useful information on the internet like \*writing information\* blogs, answering peoples questions on Quora or \*Facebook groups will generate Serotonin.\* That is \*because\* we will use our \*precious time to help other\* people via our answers or articles.

**\*The final hormone is Oxytocin,\*:** is released \*when\* we become \*close to other human\* beings. When we \*hug our friends\* or family \*Oxytocin is released.\* The \*"Jadoo Ki Jhappi"\* from Munnabhai \*does really work.\* Similarly, when we \*shake hands\* or put our \*arms around\* someone's shoulders, various amounts of \*Oxytocin is released.\*

**Exercise every day      Accomplish little goals      Be nice to others      Hug our kids, friends and families**

**When we are happy, we can deal\* with our challenges and \*problems better.\***

**Note: This is a friendly sharing. Some facts may not be scientifically proven.**

## Hair Care

### Oil Treatment for Dry Hair



If you need to make your hair manageable, dandruff free and smooth, you can do simple home treatment with warm oil.

**Comb and detangle your hair** with a wide toothed comb, if possible, a wooden comb.

**Choose your hair oil:** Pure oil such as olive, sweet almond or coconut is perfect.

**Prepare your oil:** Warm the oil - 3-6 tablespoons depending on the length of your hair – in a micro or on medium flame on a stove. You may even warm the oil over a bowl of boiling water. Oil heats in seconds so be alert. Test a drop on your wrist before applying to your scalp. Reason for warming the oil is that it penetrates the hair shaft better.

**The Massage:** Place a towel on your shoulder in case some oil drips. Take some oil on your palms and finger tips and get to your scalp and giving a slight pressure. Cover all parts of your scalp with oil using your finger tips and massage with slight pressure to help oil penetrate. Massage the scalp for about 5-7 minutes. You may need to re-heat the oil at this stage but it will take seconds, be watchful. Apply the remaining oil throughout the strands of your hair, down to the ends. A little more on ends is beneficial. You can once again comb your hair with a wide-toothed comb to spread the oil evenly on your strands.

**Leave the oil:** If your hair is long, make a bun, if medium or short simply put on a shower cap so that the oil does not dribble on to your clothes. Leave it for at least one hour.

**Wash:** With warm water and gentle shampoo to get good result. Use a conditioner and remove it thoroughly but with cooler water.

**Result:** You will find an improvement in smoothness of look, and softness to touch. Do this once a week as a routine to maintain your hair in good condition. **SFG**

## Humour

Compiled by our BARBARA D'CRUZ



Paraprosdokians (pronounced: para-prahz-dokien) are figures of speech in which the latter part of a sentence or phrase has an unexpected and frequently humorous twist. Winston Churchill loved them. Enjoy:

Where there's a will, I want to be in it.

The last thing I want to do is hurt you ... but it's still on my list.

Since light travels faster than sound, some people appear bright until you hear them speak.

I didn't say it was your fault, I said I was blaming you.

Women will never be equal to men until they can walk down the street with a bald head and a beer gut, and still think they are sexy.

You're never too old to learn something stupid.



I proposed to my ex-wife. But she said no. She believes I'm just after my money.

Husband brings the child home from kindergarten and asks his wife, "He's been crying the whole way home. Is he sick or something?"

"No," replies the wife, "he was just trying to tell you he isn't our Frankie."

"Waiter, could you bring me some tooth picks, please?"

"I'm sorry sir but you'll have to wait a little bit, they are currently all in use."

An English teacher asks Little Johnny: "Make an opposite of this sentence: 'Kids in the dark usually make errors.'"

Little Johnny: "Errors in the dark usually make children."

Waiter? I'm sorry, but I cannot eat all this. Would you be so kind and pack it for me? To take away? But sir, this is a buffet.

Pack it up I said!"

Let us listen to our teammates, engage with different voices, find new role models, challenge ourselves with new pursuits and learn from our mistakes.