

Minister: Yes..Yes.. A very useful proposal.. And I suppose that the money saved on clips - minus the money spent on forms - would be sufficient to pay one more monthly allowance to a veteran, or... But, tell me, who are those gentlemen?

Under-Secretary: Oh! my four Assistants, sir.

Minister: Good! Show them in.

### SCENE III

*(The four Assistant Under-Secretaries march in).*

Under-Secretary: Sir, may I present Mr. Domes, Mr. Patkins, Mr. Horseshoes, and Mr. McGoo (each bows as he is named).

Minister: Well, I am very pleased to meet you all. Of course, I shall be relying on you for a great deal of practical advice in my new job.

Mr. Domes: You can count on us, sir. There are a great many important things we can tell you. First of all, you must master the combination of your filing cabinet or D.L. (2) will get you.

Mr. Patkins: And secondly, please never use please in a telegram.

Mr. Horseshoes: And thirdly, when material is ready for filing, please indicate this by writing the word "file" on each piece of incoming correspondence.

Mr. McGoo: And finally, on no account should you leave old tea bags or used razor blades in your waste basket.

Minister: Very interesting, I am sure, but isn't there something more to this job?

Mr. Horseshoes: Quite so, these are matters of administration. You must also master the art of diplomacy.

*(The Under-Secretary and the four Assistant Under-Secretaries sing Song No. 1 - "Advice to the Minister").*

### ADVICE TO THE MINISTER

*(To the tune of "Ruler of the Queen's Navy"; H.M.S. Pinafore)*

1. Now that you're no longer at school  
Sophistication's an important rule  
When out in public you should always wear  
a look of boredom and a casual air  
But never a frown let anyone see      *Repeat*  
If you'd be a master of diplomacy
2. Clothes of course must always appear  
Fashionably cut and very very dear  
Umbrellas and Homburgs are a must  
If ever you hope to inspire a trust  
A knife-edge crease one must always see  
If you'd be a master of diplomacy
3. To numerous parties you will go  
Where alcohol is apt to flow  
But people must always, always think  
That you know how to hold a drink  
And when you're ill let no one see  
If you'd be a master of diplomacy
4. Making speeches is an important part  
Of what is known as the diplomats' art  
But always be certain what ever you say  
Can always be taken in more than one way  
So travel a lot and report what you see  
And you can be a master of diplomacy.