



















Z 56  
H 18 copy 2

# SHORTHAND DICTATION EXERCISES

BY

JEANETTE C. HALL

DIRECTOR OF THE BUSINESS DEPARTMENT, NEW ROCHELLE  
HIGH SCHOOL, NEW ROCHELLE, NEW YORK

AND

WILLIAM H. CUNNINGHAM

TEACHER OF ENGLISH, HIGH SCHOOL OF COMMERCE, BOSTON,  
MASSACHUSETTS



GINN AND COMPANY

BOSTON · NEW YORK · CHICAGO · LONDON  
ATLANTA · DALLAS · COLUMBUS · SAN FRANCISCO

FEB 17 1921

© Cl. 4608388

## SUGGESTIONS FOR USE OF SHORTHAND DICTATION EXERCISES

Each exercise constitutes a lesson.

Not all the material in each lesson need be assigned to every pupil. Provision has been made for varying degrees of ability.

The material in the left-hand column is to be written carefully in shorthand on the horizontally ruled lines in the right-hand space.

The word groups have been selected with a view to furnishing adequate drill in expressions which are of frequent occurrence or which present the greatest difficulties in the letters which follow. These should be phrased as far as possible, and each group written a number of times, by the student, on scribbling paper or in his notebook.

Shorthand notes should be small. Only by acquiring the habit of taking small notes can a firm foundation be built for eventual speed.

When the notes are written, the page may be detached at the perforated line and handed in to the instructor for correction.

As many additional copies of each letter may be written in the pupil's notebook as the teacher determines.

256  
414  
Copy 2



## EXERCISE 1

Name ..... Date .....

I have your letter when she calls  
summer work be of assistance  
shall be glad any possible service

Miss Grace Irving 1

28 West Grape Street

Winston, North Carolina

Dear Madam :

I have your letter of May 20 about your  
sister's interest in summer work and shall  
be glad to see her when she calls. If I can  
be of assistance to her, I shall be pleased to  
render any possible service.

Very truly yours [46]

received a small package jewelry for repair  
record of a customer addressed envelope  
who has sent for your answer

Mr. R. L. Lobdell 2

128 Fulton Avenue

Montpelier, Vermont

Dear Sir :

Recently we received a small package from  
your office, addressed, so far as we can de-  
cipher, with the name, "T. E. Redmond."  
Have you any record of a customer of this or  
similar name who has sent in jewelry for  
repair? We are inclosing an addressed en-  
velope for your answer.

Yours very truly [55]

business way coal business  
unusually energetic coal dealers

Mr. G. R. MacGregor 3

423 Burling Avenue

Oakland, California

Dear Sir :

In reply to your letter about W. H. Brown-  
ell, Jr., I can say that I have known him in  
a business way only. He has shown himself  
unusually energetic and capable in the coal  
business. He has been connected with A. J.  
and J. J. McClellan, coal dealers, to my knowl-  
edge for twelve years and did considerable  
business in New York City and its vicinity.

Yours very truly [70]

EXERCISE 1 (Continued)

forward you samples  
cuticle preparations  
thank you for writing

purchase our products  
we have taken up  
direct with the druggists

Mr. Charles F. Turner  
211 Grand Avenue  
Davenport, Iowa

4

Dear Sir:  
It gave us much pleasure to forward you  
samples of our cuticle preparations.

We thank you for writing|us that you are  
unable to purchase our products in your town.  
We have taken up the matter direct with|the  
druggists, and are sure that you will have  
no difficulty in purchasing Page Ointments in  
the future. Yours truly [60]

semiannual interest  
mortgage held by us  
will fall due

interest on mortgages  
payment of all taxes  
on the premises

Messrs. Burhans and Black  
221 Connecticut Avenue  
San Diego, California

5

Gentlemen:

The semiannual interest on the mortgage  
held by us for \$16,000 on property No. 7 East  
13th|Street will fall due on January 1 of  
next year. Our company expects that interest  
on mortgages will be paid|promptly upon the  
date due.

Receipted bills showing the payment of all  
taxes, assessments, and water rates on the  
premises|should accompany your remittance.  
Yours very truly [67]

we have no record  
we wrote recently  
claim on glassware

Will you please send  
should be addressed  
Bureau of Claims

Miss Nora Holmes  
66 President Street  
La Crosse, Wisconsin

6

Dear Madam:

We have no record of hearing from you  
since we wrote recently in regard to your claim  
on|glassware. Will you please send an early  
answer, returning this letter with your reply,  
which should be addressed to our|Bureau of  
Claims? Yours very truly [46]



# SHORTHAND DICTATION EXERCISES

## EXERCISE 2

Name \_\_\_\_\_ Date \_\_\_\_\_

support your claim  
attached indemnity bond

certified statement  
original document

Mr. H. T. Husted

1

St. Johnsbury, Vermont

Dear Sir :

This is in reference to your claim, No. 7416. You omitted, however, to support your claim with the original bill of lading. If you are unable to obtain this original, kindly sign the attached indemnity bond and inclose a certified statement to the effect that no prior claim has been entered with the original document.

Yours truly [61]

our sales manager  
copies of correspondence

we have no intention  
volume of business

Mr. T. J. DeWitt

2

Wheeling, West Virginia

Dear Sir :

Our sales manager has referred to me copies of correspondence with you in connection with the agency in Cumberland and Piedmont Counties.

We have no intention of making any immediate change in the control of these counties. Our action will be governed entirely by the volume of business and the type of representation which you are able to secure in the territory.

Yours truly [66]

attached letter  
exceptionally alert

arrange an interview  
dealer's agreement

Messrs. Holliday and Robinson  
26 Arch Street

3

St. Augustine, Florida

Gentlemen :

The attached letter from Mr. Edgar Sullivan of Boise, Idaho, is self-explanatory.

We believe that Mr. Sullivan will prove an exceptionally alert representative. It is suggested that you arrange an interview with him at an early date in order to secure a dealer's agreement.

Yours truly [48]

EXERCISE 2 (Continued)

Shipping Board  
I am sending your letter

copy of this reply  
Vocational Institute

Mr. R. W. Hector

4

The Merchants Bank  
Pine Bluff, Arkansas

Dear Sir:

Your letter of October 11 has been sent to me at Washington, where I am engaged in work with the Shipping Board. I am sending your letter and a copy of this reply to Mr. Jasper Clark, who is now in charge of the Vocational Institute. Yours very truly [51]

referring to your telegram of good character  
thoroughly reliable financial responsibility

The Mohawk Shoe Company

5

899 Primrose Avenue

Northampton, Massachusetts

Gentlemen:

Referring to your telegram of this morning, in which you ask about Mr. T. J. Miller, I am glad to be able to say that I regard him as thoroughly reliable, of good character, and of financial responsibility.

Very truly yours [42]

your organization like a photograph  
reproduce an illustration engraved lettering

The Felt Slipper Company

6

919 Broad Street

Peabody, Massachusetts

Gentlemen:

Your letterhead is the representative of your organization that is continually noticeable. To be effective in its result it must command attention and respect.

We make a specialty of letterheads. Using a new process that will reproduce an illustration exactly like a photograph, and combining this result with engraved lettering, we can get for you a letterhead that will make an effective appeal.

Will you allow us to cooperate with you?

Very truly yours [75]



# SHORTHAND DICTATION EXERCISES

## EXERCISE 3

Name ..... Date .....

inclosed invoices                    storage receipts  
First National Bank                bills of lading  
of your city                         above-mentioned invoices

Messrs. Philips and Marple                    1

78 Burbank Place

Santa Rosa, California

Gentlemen :

The inclosed invoices cover twelve Worth cars. We have today mailed to the First National Bank of your city | twelve storage receipts with bills of lading attached, to cover the above-mentioned invoices.    Yours truly [36]

our new catalogue                    two copies  
will not be issued                    will be sent

Mr. G. L. Gibson                                    2

20 Millbank Street

Hot Springs, Arkansas

Dear Sir :

Our new catalogue will not be issued until late in December. At that time two copies will be | sent to you.    Very truly yours [26]

we have before us                    will be sufficient  
returning the resolutions                do not anticipate  
Company seal                                signature cards  
properly affixed                            the next day or two

Mr. Jacob Fairchild                                    3

20 Ocean Avenue

San Diego, California

Dear Sir :

We have before us your letter of December 14, and are returning the resolutions with the Company seal | properly affixed.

We think that the resolutions as prepared will be sufficient, since we do not anticipate dis-counting any notes, | drafts, or other documents.

The signature cards have been sent to our Canadian Office for specimen signatures of Henry Crosby | and Robert Borden. These will be returned to you within the next day or two.

Very truly yours [78]

EXERCISE 3 (Continued)

we have your bill find no record  
one dozen corrected bill

The Detroit Construction Company 4  
Scarsdale, California

Gentlemen:

We have your bill of October 27 for 25 new  
K. C. B. Bands, 12", for \$1.25. We ordered  
but one dozen of these bands and find no record  
of having received more. | Will you, therefore,  
send us a corrected bill?

Yours very truly [51]

recently surveyed stock on hand  
special agent assured is carrying  
confidential report on the fixtures  
cash value let us hear from you

The F. W. Burnham Company 5  
52 Harmon Street  
Davenport, Iowa

Gentlemen:

#436789—Harrison

This risk was recently surveyed by our  
special agent and approved | subject to confi-  
dential report. We are informed that the cash  
value of the stock on hand is approximately  
\$500, | and of the fixtures \$300, whereas the  
assured is carrying \$1000 on stock and | \$500  
on the fixtures.

Will you kindly look into this matter and let  
us hear from you by return | mail?

Yours very truly [84]

will devote writing and spelling  
vacation time keep up with grade  
simple fractions tutored in these subjects

Mr. H. M. Munsell 6  
9 Chester Street  
Paducah, Kentucky

Dear Sir:

The principal of John's school tells me that  
if John will devote some of his vacation time  
to | multiplication, division, simple fractions,  
writing, and spelling, he will be able to keep up  
with grade 5A. If you | will kindly see that he  
is tutored in these subjects, I shall appreciate it.

I hope that all the boys | in camp are well.  
Yours truly [66]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 4

Name ..... Date .....

away for the week at that time  
business trip glad to furnish  
upon his return information you desire

Miss Louise B. Lee 1  
365 Pine Hills Avenue  
Beaver Falls, Pennsylvania

Dear Miss Lee:

Your letter of October 22 has been received. Mr. Duncan is away for the week on a business trip. Upon his return I shall show him your letter, and at that time he will be glad to furnish you with the information you desire.

Very truly yours [51]

I have known vacancy in your bank  
very energetic financial standing

Messrs. P. W. Magee and Company 2  
77 Gray Street  
Omaha, Nebraska

Gentlemen:

I have known Mr. W. H. Brownell in a business way for the past twelve years. He is very energetic and ought to make a good man for the vacancy in your bank. As to his financial standing I know nothing.

Yours truly [44]

please cancel our order for our purpose  
for the lubricator one of our sheds  
outside saw heating the garage  
we have found we shall not need

Mr. S. W. Craft 3  
Greenville, South Carolina  
Dear Sir:

If it is not too late, please cancel our order for the lubricator for the outside saw. We have found one here which will be good enough for our purpose. We have also found in one of our sheds enough inch-and-a-quarter pipe to use for heating the garage, so that we shall not need that item on our order.

Very truly yours [67]

EXERCISE 4 (Continued)

we find your letter  
that you are returning  
rings for repair

we have a shipment  
will you inform us  
accompanying sheet

Mr. A. L. Manning

4

426 Homestead Avenue  
Moline, Illinois

Dear Sir:

In looking over our files we find your letter of February 1 stating that you are returning seven rings for repair. These have not been received under your name.

We have a shipment entered as coming from The Globe, which corresponds with the one you mention. Will you inform us whether this shipment was returned by you? You will find a list of the rings on the accompanying sheet.

Yours very truly [74]

has been received  
credited to your account

you have given  
the matter

Mr. H. R. Cox

5

50 Lewis Street  
Green Bay, Wisconsin

Dear Sir:

Your check for \$1.50 has been received and credited to your account. We thank you for the attention you have given the matter.

Yours very truly [30]

has yet been received  
approve a charge  
sent in for repair  
within our guarantee

make a slight charge  
labor and material  
should appreciate  
hearing from you

Messrs. S. Kapp and Company

6

Manistee, Michigan  
Gentlemen:

No reply has yet been received to our letter of January 13 asking you to approve a charge of seventy-five cents on the table sent in for repair. As this work does not come within our guarantee, we are obliged to make a slight charge to cover labor and material.

We are eager to give prompt service and should appreciate hearing from you.

Yours truly [67]



# SHORTHAND DICTATION EXERCISES

## EXERCISE 5

Name ..... Date .....

add to your allotment closing of our plant  
meet your requirements we regret the situation

Mr. John Manson 1

36 Herkimer Street  
Harrison, New Jersey

Dear Sir :

This will acknowledge receipt of your letter of September 10.

As we have previously stated, we are unable to add to your allotment of twelve machines for this month. Our inability to meet your requirements is due, as you probably know, to the forced closing of our plant for three days last week.

We may be able to help you out the latter part of the month, but though we regret the situation, we can give you no encouragement.

Very truly yours [84]

kindly send me undoubtedly arrange  
rates for advertising advertisement placed

Mr. Samuel Aeer 2

Atchison, Kansas

Dear Sir :

If you will kindly send me again your rates for advertising, I will give the matter consideration. I can undoubtedly arrange to have an advertisement placed in your paper.

Yours truly [33]

your instructions bundle of carpet  
we inclose our bill made an adjustment

Mr. M. S. Husted 3

Laramie, Wyoming

Dear Sir :

Following your instructions of March 20, we inclose our bill for the bundle of carpet lost on February 5. We have made an adjustment with our customer and should appreciate an early settlement from you.

Very truly yours [40]

EXERCISE 5 (Continued)

pardon the delay  
blanket order

overcoat models  
ulster models

Mr. George Danton

48 Sherman Street

Boise, Idaho

4

Dear Sir:

Pardon the delay in answering your letter of  
January 18 with reference to our blanket order  
of overcoats. |

You may put me down for these overcoat  
models, to be selected after you arrive here.  
Ulster models with large | collars seem to be  
in big demand now.

Thanks for the Quarles advertisement.

Yours truly [55]

kind greetings  
best wishes

privilege of seeing you  
in a day or two

My dear Ericson :

5

We appreciate your kind greetings for the  
New Year and extend to you and your family  
our | best wishes. We all look forward to having  
the privilege of seeing you when you are here  
this spring.

Mr. | Adrian will undoubtedly see you in a  
day or two. Yours most sincerely [53]

repairing on radiators  
gasoline tanks  
auto and carriage lamps  
sheet-metal auto parts

mud guards  
plating and japanning  
variety of material  
best of workmanship

Messrs. E. J. Myers and Sons

6

99 Magnolia Avenue

Philadelphia, Pennsylvania

Gentlemen :

We are in a position to do all kinds of re-  
pairing on radiators, gasoline tanks, floor pans,  
auto and | carriage lamps, sheet-metal auto parts,  
and mud guards.

We do nickel and silver plating and japan-  
ning at moderate prices. |

A large variety of material combined with  
the best of workmanship enables us to meet  
any demand.

Our truck will | call for work and deliver it.  
May we be given a trial order ?

Respectfully yours [75]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 6

Name ----- Date -----

ream of linen fiber  
shipment is received  
we will send you  
credit memorandum  
amount of the bill  
less the freight charges  
sheet of paper  
cut a sample

Mr. Peter Mellor 1  
263 Urban Street  
New Rochelle, New York

Dear Sir:

We have not as yet received the ream of linen fiber which, according to your letter of the tenth instant, was shipped last Saturday. As soon as this shipment is received we will send you a credit memorandum for the amount of the bill less the freight charges.

There will be no charge for the sheet of paper from which you cut a sample.

Yours very truly [69]

we are compelled  
our records show  
waist was purchased  
out of our establishment  
one of our rules  
credit or exchange  
date of purchase  
see the necessity

Mrs. Isaac Kaplan 2  
32 Division Street  
Washington, D.C.

Dear Madam:

We have received the waist you returned to us for credit and regret exceedingly that we are compelled to send it back to you. Our records show that this waist was purchased September 25. As it has been out of our establishment for six weeks, it cannot be accepted, for it is one of our rules that merchandise must be returned for either credit or exchange within ten days from the date of purchase.

We are sure that you will see the necessity for a rule of this kind.

Your further orders will be received with pleasure. Very truly yours [103]

EXERCISE 6 (Continued)

investigation of your claim  
has been completed  
process of payment  
you may expect a draft

Mr. H. W. Richards  
Southern Pines, North Carolina

3

Dear Sir :

The investigation of your claim, Number 548,  
has been completed and it is now in process | of  
payment. You may expect a draft in the next  
few days. Yours truly [34]

in another envelope  
The Live Wire  
good Western product  
little fishing trip  
expect to be gone  
will probably wait  
special advantage  
change my plans  
I shall expect  
it has been quiet

Mr. William N. Meader  
45 East Twenty-seventh Street  
New York, N. Y.

4

Dear Will :

I am sending in another envelope a photo-  
graph of "The Live Wire," so that Mrs. Mea-  
der can see | the features of a good Western  
product.

I am leaving tonight for a little fishing trip  
at Lake James and | expect to be gone about a  
week. If you could only be with me !

It looks now as if I | shall not go to New York  
this season. Our needs are going to be limited  
and will probably wait until | you come here.

Of course, if there is any special advantage  
in buying now, it may be that I shall | change  
my plans. I shall expect you to keep me  
informed. Business is holding fairly well, al-  
though it has been | quiet this week.

Let me know when you are to be here. My  
best regards to you all at the | store and at  
home. Sincerely yours [146]



# SHORTHAND DICTATION EXERCISES

## EXERCISE 7

Name ----- Date -----

shipped to my office  
you promised to make  
less than a month  
devise some way  
can you not start  
telegraphic tracer  
please let me know  
able to find out

Mr. Benjamin Lewis  
98 Martin Street

1

Grand Rapids, Michigan

Dear Sir :

It is now two months since I ordered and paid for the furniture which was to be shipped to my office in Boston. You promised to make delivery in less than a month. Can you not devise some way in which to stir the manufacturers to life? Has shipment been made? If so, can you not start a telegraphic tracer?

Please let me know as soon as possible what you are able to find out.

Yours truly [79]

bituminous or anthracite  
present delivery  
lowest possible price  
available grades  
hard and soft coal  
greater than the supply  
heavy tonnage  
sold on contract

Messrs. S. W. Lincoln and Company

2

New Castle, Pennsylvania

Gentlemen :

If you are in the market for bituminous or anthracite steam coal for present delivery, we should be glad to quote the lowest possible price on the available grades.

The demand for both hard and soft coal continues to be greater than the supply. The cars are still short, especially in the bituminous field. Partly for this reason and partly on account of the heavy tonnage sold on contract, there has not been very much free coal.

Yours very truly [81]

roses which we shipped  
received in poor condition  
we endeavor  
packed and shipped  
reach our customers  
shipping instructions  
we will replace them  
without expense

Mr. W. B. Ashley  
90 Lancaster Street  
Yonkers, New York

3

Dear Sir :

We regret very much to learn that the roses  
which we shipped to you some time ago were  
received in poor condition.

We endeavor to have our plants packed and  
shipped in such a way that they will reach our  
customers as nearly perfect as possible.

When the shipping instructions are not  
carried out and the plants are unsatisfactory,  
we try to make good such shipments.

If you will let us know how many plants  
you lost and what the varieties were, we will  
replace them without expense to you.

Yours very truly [95]

shipment of tubing  
purchase order  
we shall have to cancel  
issued notice  
various departments  
entirely satisfactory

The Morgan Automobile Company  
Dayton, Ohio  
Gentlemen :

4

Attention of J. D. Boxley

As we are unable to wait three or four months  
for shipment of tubing on our purchase order,  
Number 6754, we shall have to cancel the  
remainder due us.

We understand that you have made ship-  
ment of 1075 feet, and we have therefore issued  
notice to our various departments canceling  
the 1175 feet remaining on the order.

We trust that this arrangement will be  
entirely satisfactory to you.

Very truly yours [84]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 8

Name ----- Date -----

some time ago  
you wrote us

our bookkeeping course  
this revised text

Mr. Phillip Albertson  
45 Orehard Street

Burlington, New Hampshire 1

Dear Sir:

Some time ago you wrote us a splendid letter about our bookkeeping course. As we believe the new edition far surpasses the old, we should greatly appreciate a short letter giving your opinion of this revised text. We hope that you will have the new books ordered when you find your present edition worn out.

Yours sincerely [59]

high-school diplomas  
cost of labor and materials

delivery will be made  
within two weeks

Mrs. Ernest MacElroy  
270 Archer Avenue  
Norfolk, Virginia

2

Dear Madam:

We acknowledge the receipt of your order, Number 5890, for 100 high-school diplomas.

Since last year the cost of labor and materials has advanced 10 per cent, and we therefore ask if we have your permission to add this increase.

We assure you that most careful attention will be given to the work and that delivery will be made within two weeks.

Very truly yours [71]

instruct your messenger  
at our office

leave it in the vestibule  
failed to receive

The Times Printing Company  
205 Thomson Street

3

Atlanta, Georgia

Gentlemen:

Will you kindly instruct your messenger to deliver the "Report" at our office on the twelfth floor and not leave it in the vestibule or public hall, as is customary with him? We have failed to receive several issues.

Yours very truly [43]

EXERCISE 8 (Continued)

acknowledge with thanks  
receipt of your check  
we are pleased to note  
remainder of the account

Mr. Arthur Beecher

4

Cheyenne, Wyoming

Dear Sir:

We acknowledge with thanks the receipt of  
your check for \$16.50 in payment of our bill  
of December 11.

We are pleased to note that it is your inten-  
tion to take care of the remainder of the account  
this week. Yours very truly [48]

make arrangements                      family physician  
life insurance                              you and your doctor  
you may be examined                      please forward it

Mr. E. G. Fenschild

5

34 Benedict Place .

Evansston, Illinois

Dear Sir:

When you are next in New York, if you care  
to make arrangements for life insurance with  
the Association you may be examined. If you  
prefer to take advantage of the opportunity at  
this time, you may have an examination made  
by your own family physician. After the ap-  
plication blank has been filled out by you and  
your doctor, please forward it to this office for  
submission to the Association for action.

Very truly yours [77]

issued a permit                              supplying your house  
gas company                                      contract with the city  
for the purpose                                repair for five years

Miss Elizabeth Moss

6

59 Bleeker Street

Ottumwa, Iowa

Dear Madam:

In response to the request contained in your  
letter of September 19, we have issued a permit  
to the gas company to open Hamilton Avenue for  
the purpose of supplying your house with gas.

The Heights Association has a contract with  
the city to keep the street in repair for five years.

Yours very truly [47]



# SHORTHAND DICTATION EXERCISES

## EXERCISE 9

Name ----- Date -----

character and ability      whatever you write  
applicant for a position    held confidential

Mr. Morris Dudley      1  
678 Colby Street  
Ogden, Utah

Dear Sir:

Will you kindly write us about the character and ability of W. H. Bicknell, Jr.?

Mr. Bicknell is an applicant for a position with us, but we have never heard of him before. Whatever you write us will be held confidential.

Yours very truly [46]

I am writing      complete lighting system  
call your attention    should be received

Messrs. E. T. Maitland and Company      2  
4 Adams Street  
Providence, Rhode Island

Gentlemen:

I am writing to call your attention to the advertisement in the "United States Government Advertiser" for proposals for a complete lighting system at the Navy Hospital, Newport, Rhode Island.

These proposals should be directed to the Bureau of Yards and Docks, Navy Department, Washington, D.C., and should be received not later than 11 A.M., October 31.

Yours very truly [63]

we have been referred      you may be able  
recently started out      financial responsibility

Mr. W. C. MacKay      3  
55 Oakley Manor  
North Adams, Massachusetts

Dear Sir:

We have been referred to you by Mr. T. J. Miller, 50 Church Street, of your city. Mr. Miller informs us that he has recently started out for himself.

Any information which you may be able to give us about his character and financial responsibility would be appreciated.

A stamped envelope is inclosed for your reply.  
Very truly yours [61]

EXERCISE 9 (Continued)

still in our holding file      make delivery  
order under construction      bill of lading

Messrs. E. F. Jordan and Brothers      4  
221 West 144th Street  
Lowell, Massachusetts

Gentlemen :

The order that you placed with Mr. Kent of  
our office on October 10 is still in our holding  
file.

In order that we may put this order under con-  
struction and make delivery as soon as possible,  
will you let us know if it will be satisfactory  
to you if we make shipment with draft attached  
to bill of lading for the amount of the order ?

A stamped envelope is inclosed for your  
reply.      Yours truly [77]

I have known him      a good salesman  
for ten years      thoroughly reliable

Mr. Peter Alvord      5  
Brookline, Massachusetts

Dear Sir :

In reply to your letter of the sixth of this  
month in which you asked about Mr. William  
Gavin, I am glad to inform you that I have  
known him for ten years and regard him as a  
good salesman and a thoroughly reliable worker.  
Yours truly [49]

March records      Supplement Mailing  
energy and enthusiasm      Envelope  
Letter Service

Messrs. R. F. Baxter and Sons      6  
4 Ogden Place  
Des Moines, Iowa

Gentlemen :

This splendid new list of March records  
deserves all the energy and enthusiasm you  
have. Make the most of it.

There are now thousands of people who have  
phonographs ; they are all eager to know about  
these new records.

Our monthly Supplement Mailing Envelope  
and Letter Service will help you sharpen their  
interest to the buying pitch.

Make March a big record month and be  
prepared with plenty of stock.

Yours very truly [74]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 10

Name ..... Date .....

has been received  
could make shipment

receive your approval  
approve this order

Messrs. Theodore Johnson and Company 1  
115 Sebastopol Street  
Los Angeles, California  
Gentlemen:

Your letter of March 1 in reference to the order for E. C. Rowe, Daytona, Florida, has been received. | We could make shipment within three weeks from the time we receive your approval.

Please let us know whether you care to approve this order.

Yours truly [47]

Board of Supervisors  
improving the road

it is possible  
been notified

Mr. Frank Nodene  
283 Rich Avenue

2

Jamaica, Long Island  
Dear Sir:

The Board of Supervisors at Holbrook will open bids on May 11 for improving the road at Locust Valley to the Horse Hollow Highway, a distance of 1500 feet.

I give you this information, as it is possible that you have not previously been notified.

Yours very truly [51]

passed to your credit  
many past courtesies

hope to receive  
further orders

Mrs. G. A. Martin  
10 Millbank Avenue  
Hamilton, Ohio

3

Dear Madam:

Your letter of December 18 has been received, and we acknowledge with thanks your check for \$62.80, | which amount we have passed to your credit.

We thank you for your many past courtesies and hope | to receive further orders.

Very truly yours [47]

EXERCISE 10 (Continued)

your card  
approximate date

receiving clerk  
return this letter

Mr. E. T. Lathrop  
225 North Terrace Street  
Montgomery, Alabama

4

Dear Sir :

We cannot locate the typewriter to which you refer in your card of January 5. If you will let us know the approximate date of shipment and give us more specific information, we shall gladly instruct our receiving clerk to go over his records.

Will you please return this letter, with your notations upon it? As soon as we receive your reply, we shall write you further.

Yours very truly [72]

recently installed  
in your high school

instruction in cooking  
domestic science

Mr. S. E. Brinkerhoff, Principal

5

East High School  
Columbia, South Carolina

Dear Sir :

We understand that you have recently installed in your high school, equipment for instruction in cooking. If this is so, you are likely to be interested in obtaining for the teachers and pupils a textbook in this subject.

We are inclosing a list of our books pertaining to domestic science and should be pleased to send you for examination any of the books listed therein.

Yours very truly [70]

our first supplement  
guarantee to give you

satisfactory service  
inclose a price list

Brother Publisher :

6

As you know, the first installment of laws has been sent out by the Secretary of State. Assuming that you wish to publish them as soon as possible, we are now preparing to issue our first supplement and will guarantee to give you prompt and satisfactory service.

We inclose a price list for furnishing the laws to you in supplement form and shall be pleased to receive your order by return mail.

Yours respectfully [76]



# SHORTHAND DICTATION EXERCISES

## EXERCISE 11

Name ----- Date -----

### TELEGRAM (NIGHT LETTER) 1

Glen Falls Paper Company Glen Falls N Y  
Need twenty tons news paper at our branch  
in Albany by (insert date ten days ahead of  
current date) Can you guarantee delivery If  
rail transportation is tied up can you send  
down by trucks

### TELEGRAM (NIGHT LETTER) 2

Messrs Newberry Bros Middletown N Y  
Name price and earliest delivery you can guar-  
antee on five number thirty vacuum cylinders  
twelve dozen number six hand lanterns with  
outside wick raiser twelve number ten stop-  
cocks twenty-four japanned butts number  
thirty

### TELEGRAM 3

August 18 to Richard C Howell 35 Parcot  
Ave Roselle N J Meet campaign committee  
August twenty Hotel McAlpin eight p m

### CONFIRMATION OF TELEGRAM

this is to confirm campaign committee

Mr. Richard C. Howell 4

35 Parcot Avenue

Roselle, New Jersey

Dear Sir:

This is to confirm our telegram of this  
morning asking you to meet with the cam-  
paign committee at 8 P.M., August 20, at  
Hotel McAlpin.

We hope that you will find it convenient to  
be present. Very truly yours [41]

### TELEGRAM 5

June 24 to Robert C White 323 Winter St  
Boston Mass Ship prepaid express three  
reams thirty-eight commercial usual weight

EXERCISE 11 (Continued)

CONFIRMATION OF TELEGRAM

in confirmation      prepay the express

Mr. Robert C. White  
323 Winter Street  
Boston, Mass.

6

Dear Sir:

This is in confirmation of our telegram of today ordering three reams of No. 38 commercial similar to our previous orders.

Please prepay the express.

Very truly yours [31]

TELEGRAM

7

October 14, to Lawrence McDonald, 45 Greenwich St., Hoboken, N.J. Ship five number ten brass hall lamps one burner.

CONFIRMATION OF TELEGRAM

we have telegraphed      your immediate attention

Mr. Lawrence McDonald  
45 Greenwich Street  
Hoboken, New Jersey

8

Dear Sir:

We have telegraphed you today to ship five No. 10 brass hall lamps of the one-burner type.

Your immediate attention to this order will be greatly appreciated.

Very truly yours [33]

TELEGRAM

9

February 1, Palm Beach Hotel, Palm Beach, Florida. Reserve single room and bath ten dollars February 6.

CONFIRMATION OF TELEGRAM

single room with bath      length of my stay

Palm Beach Hotel  
Palm Beach, Florida

10

Gentlemen:

I telegraphed you today to reserve a single room with bath, at ten dollars, for February 6. The length of my stay is uncertain.

Very truly yours [28]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 12

Name ..... Date .....

renewal of membership  
National Defense League  
evidence of your interest  
sincere appreciation  
for your support  
assure the success  
paid solicitors  
greatly extended

Mr. Henry Barry 1  
542 Pine Street

Chicago, Illinois

Dear Sir :

We acknowledge your renewal of membership in the National Defense League. It is a great pleasure to have this continued evidence of your interest, and we ask that you accept the sincere appreciation of the League for your support.

To assure the success of the work now being carried on, it is of the utmost importance that we have a larger membership. We have no paid solicitors, and as our activities are being greatly extended we rely upon you to aid us in obtaining new members. We inclose an application blank and hope that you may be able to send us the signature of at least one member today.

Very truly yours [114]

I have received your letter inclosed you will find  
sorry to learn charged to your account  
it will not be yours sincerely

Mr. John Holden 2  
22 Friend Street

Dover, New Hampshire

My dear Mr. Holden :

I have received your letter and I am more than sorry to learn of your son's illness. I hope that it will not be serious.

Inclosed you will find a check for \$200, which we have charged to your account.

If there is anything that I can do for you I should be most happy to have you call upon me. My kindest regards to you and Mrs. Holden.

Yours sincerely [77]





# SHORTHAND DICTATION EXERCISES

## EXERCISE 13

Name ----- Date -----

retail sales records      same ratio of increase  
sold at retail            throughout the country

Mr. Hugh Kelly            1  
265 Haynes Avenue  
Dayton, Ohio

Dear Sir:

Retail sales records were broken this fall by practically every Thurston distributor. In Minneapolis more Thurston Cars were sold at retail in October than in any month since the distributor at that point started in business. In Milwaukee the distributor sold more Thurston Cars on November 1 than on any other day since the showroom was opened. The same ratio of increase in sales is reported by Thurston distributors throughout the country.

Yours very truly [77]

on our invoice            by freight, collect  
shipment was made      start a tracer

Mr. W. H. Mayer            2  
25 Fletcher Avenue  
Newport, Rhode Island

Dear Sir:

We regret to learn that the maps shipped you on our invoice Number 342 have not been received.

On looking up our records we find that the shipment was made on April 11 by freight, collect. We have asked our factory to start a tracer after the shipment and hope that you will receive the goods without further delay.

Very truly yours [66]

application card        desire to make application  
recently forwarded     for a renewal

Mr. Thomas Adams        3  
State Department  
Austin, Texas

Dear Sir:

The application card which you recently forwarded to me has been mislaid. As I desire to make application for a renewal of my present Chauffeur's License, Number 3452, I should appreciate receiving another card.

Yours very truly [42]





EXERCISE 14 (Continued)

pink copies of forms                      attach the forms  
signatures may be affixed              Dividend Division

To the Superintendent                      4  
Portland, Oregon, District

Dear Sir :  
The inclosed pink copies of Forms 1036 and 1037 are returned in order that the signature or signatures may be affixed.

Please have this attended to at once. Attach the forms to your reply and return to the Dividend Division.  
Yours truly [48]

detailed statement                      take advantage  
parts account                              liberal discount

The Homer Garage                              5  
Delphi, New York

Gentlemen :  
We are attaching detailed statement of your parts account to July 31, showing a balance due us of \$55.21.

Please give this matter your immediate attention and inform us if you find any discrepancies. We shall expect to receive your check in settlement, in time for you to take advantage of the liberal discount allowed for payment within thirty days.  
Yours very truly [69]

in regard to your order                      accept orders direct  
under construction                          your prompt attention

Mr. W. J. Kane                                      6  
240 S. 9th Avenue  
Madison, Wisconsin

Dear Sir :  
On February 15 we wrote you in regard to your order of February 12 for 36 shearing machines, Number 2 A.

So that we may put this order under construction and make shipment as soon as possible, will you let us have the name of the jobber with whom you wish to deal? We do not accept orders direct from the retailer.

Your prompt attention will be greatly appreciated.  
Yours truly [74]



# SHORTHAND DICTATION EXERCISES

## EXERCISE 15

Name ----- Date -----

Boston office instructions for forwarding  
motion-picture film next exhibitor

Mr. Ernest French 1  
The Olympia Theater  
Emmetsburg, Iowa

Dear Sir :

In accordance with a request from our Boston office, we are shipping to you today our motion-picture film, Number 246, Pigmy Land, for your use on February 12.

Mr. Jones of our Chicago office will furnish you with instructions for forwarding this film to the next exhibitor.

Very truly yours [55]

in payment of invoice as you requested  
credited to your account statement of your account

The Adams Express Company 2  
Aurora, Illinois  
Gentlemen :

Your letter of December 18 has been received and the check for \$37.24 in payment of invoice dated December 8 has been credited to your account.

As you requested, we are inclosing the statement of your account showing September and October items still unpaid.

We hope that you will find it convenient to give this matter your attention.

Yours very truly [66]

names of the firms guaranteed products  
submit bids we carry in stock

Messrs. H. Y. Fisher and Company 3  
56 Mason Avenue

Mathers, Maryland  
Gentlemen :

As work progresses on the contract mentioned in your letter of June 16, will you send us the names of the firms who intend to submit bids?

In another wrapper we are forwarding a catalogue descriptive of the guaranteed products which we carry in stock at all times.

We thank you for your many favors and hope for an early opportunity to reciprocate.

Yours very truly [67]



# SHORTHAND DICTATION EXERCISES

## EXERCISE 16

Name ----- Date -----

proposed revision  
commercial subjects  
as finally adopted  
represent the best opinion

teachers of the state  
feel warranted  
proposed syllabus  
local conferences

To Commercial Teachers: 1

You will be interested in the inclosed copy of the proposed revision of the syllabus in commercial subjects.

The committee desires every possible suggestion for improvement, so that in the end the syllabus as finally adopted may represent the best opinion among the teachers of the state. May I ask, therefore, that you read the syllabus carefully and submit to me at your early convenience a statement of any recommendations that you may feel warranted to make.

The proposed syllabus will be a subject for discussion at all the local conferences this fall and later at the meeting of the State Teachers Association. You are urged to attend the meeting of the local association and, if possible, the state meeting and to contribute what you can toward the discussion of the syllabus.

Very truly yours [138]

Western Coal Company  
we cannot make

enormous amount  
have your permission

Messrs. Wm. A. Klages and Company 2

472 Franklin Avenue  
Mariette, Wisconsin  
Gentlemen:

Referring to your letter of June 17 in which you inclose an order for desks to be shipped to the Western Coal Company, we are sorry to have to tell you that we cannot make shipment at the present time.

Owing to the enormous amount of business which we now have on hand, we cannot accept any new orders for delivery before September 15. Please let us know if we have your permission to enter the order for shipment in September.

Yours truly [84]

EXERCISE 16 (Continued)

customary order  
Trade List Annual  
ready for delivery

book-selling season  
for ready reference  
send shipping directions

Mr. Eugene Copeland  
Grand Falls, Montana

3

Dear Sir :

We have not yet received your customary order for a copy of the new Trade List Annual, which has been ready for delivery for three weeks.

At the opening of the active book-selling season it is wise to have this file of the dealers' latest catalogue at hand for ready reference. Although it weighs 19 pounds it costs but \$3.

With your order send shipping directions.

Truly yours [72]

to be inaugurated                      prospective examinations  
Chamber of Commerce                before assemblies  
attention of employees                assist in giving publicity  
bulletin boards                        scope and content  
public announcement                additional copies

Mr. Philip Fairchild  
166 Liberty Street

4

Buffalo, New York

Dear Sir :

Inclosed is a copy of an announcement describing the plan of commercial examinations about to be inaugurated by the Chamber of Commerce of the State of New York. Will you bring this to the attention of employees, students, or others who are likely to be interested in the plan?

The posting of a statement on bulletin boards and a public announcement of the prospective examinations before assemblies of employees or students will do much to bring the matter to the attention of interested parties. We count on you to assist in giving publicity to the plan. Its success will depend upon such help as you can give by affording publicity and by suggesting, from time to time, changes in the scope and content of examinations. Suggestions will be welcomed.

Additional copies of the announcement may be had upon written request.

Sincerely yours [144]



# SHORTHAND DICTATION EXERCISES

## EXERCISE 17

Name .....

Date .....

### END OF SPANISH RULE IN THE PACIFIC \* 1

The wisest of the many wise orders issued during the Spanish-American War was that to Admiral Dewey when at Hongkong: "Find the Spanish fleet and destroy it." The destruction of that fleet ended the power of Spain in the Pacific Ocean. By the destruction of that fleet and the landing of our troops and the surrender of Manila the United States stood as a conqueror upon the enemy's soil. When the Spanish flag went down from the citadel and the American flag flew from its flagstaff, the three hundred years of Spanish dominion ended and the American occupation began. [100]

\* From the speeches of Hon. Chauncey M. Depew.

### OUR INTERNAL COMMERCE \* 2

The development of the internal commerce of the United States has been so great that the ocean gateway which brings to the metropolitan city of our imperial State three fourths of the foreign commerce of the Republic is a wicket in a farm fence compared with the wide doors and broad avenues through which this tremendous agricultural and manufacturing product of our country finds its way to the seaboard. The internal trade carried upon our railways, lakes, and canals makes the United States not only the richest of nations, but self-sustaining and independent of them all. [97]

\* From the speeches of Hon. Chauncey M. Depew.

Turpentine is used in paint and varnish. It assists in the drying of the paint and makes the film hold closer to the surface beneath. Turpentine is a product of the long-leaf pine, to be found principally in Georgia, Alabama, Florida, Louisiana, and Texas. To obtain the sap the tree is boxed or tanned, and the liquid runs out much like that of a maple tree, which gives the sap from which maple syrup is produced. This sap from the pine is collected and distilled. The vapor is condensed by a cooling process, producing the pure spirits of turpentine.<sup>1</sup> The residue from this process forms the ordinary rosin of commerce. The cost of turpentine is steadily advancing on account of the growing demand and restricted supply, and as yet there has been no satisfactory substitute discovered for it. [139]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 18

Name ----- Date -----

### EXTENSION OF CREDITS \* 1

Unwise credits are seldom recognized until too late. Over-accommodating buyers has the same result as growing too fast, or over-buying. Two young men embarked in the shoe business in a small Eastern city. Their capital was small, but trade began to come to the store from the day it was opened, and it was just the kind of trade they had wished for. It included forty or fifty of the best families in the city. Accounts were started, and the store soon had outstanding among the best families about two thousand pairs of shoes.

Since all their capital had been used up in the original investment, the outstanding accounts were a serious matter. They knew that they could do nothing to collect from the wealthy slow-pay customers except to keep sending them bills and wait until they remitted. They knew that many of their customers were in the habit of going away for the summer and that they might have to wait from three to six months for the money.

\* "How to Finance a Business." A. W. Shaw Company.





# SHORTHAND DICTATION EXERCISES

## EXERCISE 19

Name \_\_\_\_\_ Date \_\_\_\_\_

I promised you  
several months ago  
I notice a bill  
hasten to make reparation

Mr. Fritz Acken 1

2311 Prospect Street  
Atlantic City, New Jersey

Dear Sir:

I promised you several months ago to send a donation from this company, but in the stress of business it slipped my mind. However, in going over our books I notice a bill of \$10.80, and hasten to make reparation by sending the inclosed receipted bill as our donation to your worthy cause.

Very truly yours [60]

because the money is due  
already written you twice  
listed the bills  
hold back your check  
tell me frankly  
adjusting matters

Mr. George F. Andrews 2

20 Salina Street  
Oswego, New York

Dear Sir:

Every day I am in my office I have to write a stack of letters. They all talk of the one thing, "money." I write them because we need the money and also because the money is due.

Those are the two reasons why I have already written you twice. Friendly letters they were, too. I don't hear a word from you. Why not? I have once more listed the bills and inclose them with this letter. I am sure you will not hold back your check any longer unless you have a good reason.

If I am right, please tell me frankly what is the cause of your delay, and I will do as much as possible toward adjusting matters. Every check, large or small, does plenty of good work for us. We look forward to yours.

Sincerely yours [142]

we inclose the bill  
Index of Charge Customers  
credit office  
formal application

Mr. James F. Kavanagh

3

295 Primrose Avenue  
Lawrence, Kansas

Dear Sir :

We inclose the bill for a purchase made in  
your name, which through error was passed as  
a charge item.

Not finding your name in our Index of  
Charge Customers, we ask that you remit in  
settlement. If you desire to open an account,  
will you please call at our credit office and  
make formal application ?

Yours truly [60]

State Insurance Fund  
officially approved  
less a differential  
certain classifications  
rates previously in force  
under the new schedule

Mr. H. A. MacFarland

209 Bedford Avenue

Norristown, Pennsylvania

4

Dear Sir :

The State Insurance Fund has now adopted  
the new rates, as officially approved for use  
of the companies, less a differential of ten  
per cent, except on certain classifications for  
which the rates previously in force have been  
retained and on other classifications covering  
extra-hazardous operations, for which rates  
higher than those of the companies have  
been adopted.

Under the new schedule employers, in gen-  
eral, will obtain insurance in the State Insur-  
ance Fund at an initial cost that would be ten  
per cent lower than the rate charged by private  
companies. In addition, they will have the  
prospect of further reduction in the final cost of  
insurance through dividends to policyholders.

Any further information that you may de-  
sire regarding classifications and rates will be  
furnished gladly on request.

Yours very truly [135]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 20

Name ----- Date -----

signed contract  
sidetrack facilities  
installing the switch  
interest in the matter

Mr. Charles Taylor 1

Owensboro, Kentucky

Dear Mr. Taylor:

Since we received your letter of December 2, together with your signed contract covering sidetrack facilities for us, nothing further has been done in regard to installing the switch. We need this switch badly, as you know. Will you not do whatever is possible to expedite this business?

We thank you for your interest in the matter. | Very truly yours [63]

it is so unusual  
to lose a customer  
despite every precaution  
merchandise or service

Mrs. E. T. Martin 2

Beldon Avenue

Dubuque, Iowa

Dear Madam:

It is so unusual for us to lose a customer that we feel at a loss to account for your not having visited us during the past season.

Despite every precaution on our part to avoid cause for complaint in merchandise or service, there is no denying the fact that mistakes will sometimes occur. When errors are brought to our attention, however, no effort is spared to make the necessary adjustment.

Our sole fear is that some just complaint may have been withheld from our notice, and it is possible that you have regarded it as more advisable to make a change than to acquaint us with the reason for your dissatisfaction.

May we not suggest that we hope for an opportunity to adjust any fault you may have found in your relations with us?

Very truly [139]

further information  
mentioned in your letter  
record of delivery  
shipping receipt

Mr. Foster Heyward

3

44 Cos Cob Street

Key West, Florida

Dear Sir:

Will you give us further information about the shipment mentioned in your letter of June 17, stating how and when it was returned, as we have no record of delivery to us?

Please send us the shipping receipt, if possible, and return this letter with your reply to our Bureau of Claims.

Very truly yours [57]

continue your affiliation  
federal cooperation  
mapping the whole country  
accelerated pace

Mr. Frederick W. Walker

4

Colorado Springs, Colorado

Dear Sir:

You will find inclosed a bill for the renewal of your membership in the American Automobile Association.

We hope that you will continue your affiliation with the A. A. A. We need you, and you need us in efforts to obtain the right kind of federal cooperation with the several states in the matter of good roads. Furthermore, we are supporting a federal bill to enable an automobile owner to go anywhere in this country for whatever periods he may elect, with only the registration number of his home state.

We are gradually mapping the whole country, but not without considerable difficulty. We have not yet accomplished all that we desire, although great progress has been made. With your continued cooperation, as well as that of many newcomers, we shall be able to go forward at an accelerated pace.

Fraternally yours [143]



# SHORTHAND DICTATION EXERCISES

## EXERCISE 21

Name ----- Date -----

instruct your messenger this morning  
deliver the report in the corridor  
to our office swept up by the porter  
vestibule or public hall in going over our files  
he has been doing was never received

The Times Printing Company 1  
205 Thompson Street  
Atlanta, Georgia

Gentlemen:

Referring to our letter of January 20, we again ask that you instruct your messenger to deliver the "Report" to our office on the twelfth floor and not leave it in the vestibule or public hall as he has been doing.

This morning we found the last number of the "Report" in the corridor, just about to be swept up by the porter; and in going over our files we find that Number 39 was never received by us, owing, probably, to carelessness on the part of your messenger.

Will you kindly send us a duplicate of this number?

Yours very truly [104]

introductory purposes signing and returning  
floor polishers obligation to purchase

Mr. Oliver Martin 2  
33 Burling Road  
Altoona, Pennsylvania

Dear Sir:

It occurs to us that you may have mislaid our letter of June 13.

In that letter we offered to give you, without charge, for introductory purposes, one of our new floor polishers. They are rendering most effective service. In fact, our only difficulty is to make them fast enough to supply the demand.

We inclose another "No Risk" blank; just read it through, and observe that in signing and returning it you do not place yourself under obligation to purchase a stock of our floor polishers.

Very truly yours [92]

EXERCISE 21 (Continued)

insurance and postage                      we inclose stamps  
United Kingdom                              pardon our oversight  
Great Britain and Ireland                forwarded this

Messrs. Henry A. Lutf and Company                      3  
214 W. Lincoln Avenue  
New Bedford, Massachusetts

Gentlemen :

Having received your card, No. 1278, in reference to insurance and postage on the shipment under date of May 23, of \$1000 in United Kingdom of Great Britain and Ireland 5½'s, we note that we owe you 26 cents.

We inclose stamps for this amount. Please pardon our oversight in not having forwarded this to you before.

Very truly yours [69]

recently become  
resident of our city  
as a stranger  
banking preference  
latest financial statement  
various departments  
investigate our facilities  
ample capital and surplus  
thoroughly equipped  
we invite you

Mr. George Aberdeen  
116 Nassau Street  
Appleton, Wisconsin

4

Dear Sir :

We understand that you have just recently become a resident of our city.

As a stranger in this community you probably have no banking preference. We are glad to send you a copy of our latest financial statement, in which you will also find listed the various departments of business handled by us.

If the question of a banking home is now confronting you, we suggest that you investigate our facilities before you decide.

We have all the advantages that are afforded by ample capital and surplus, and are thoroughly equipped in all our departments. We believe that the facilities we offer will meet the requirements of the most exacting.

Confident of our ability to please you, we invite you to become one of our patrons. Why not call and talk the matter over ?

Very truly yours [139]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 22

Name ..... Date .....

bill for a purchase we do not find  
we understand information or references  
you wish charged under the circumstances

Mr. Adolph Ives 1  
23 Cooley Street  
Leavenworth, Kansas

Dear Sir:

We inclose the bill for a purchase which we understand you wish charged. As we do not find your name on our books for an account, we ask that you please remit in advance or else give us such information or references as would seem necessary under the circumstances.

Yours truly [53]

few motor assemblies  
in our service stock  
available for quick sale  
for the aluminum  
salvage prices  
cylinder models  
less ignition and carburetor  
renewal possibilities  
service cars  
particularly interesting

To All Distributors and Dealers: 2

We still have a few motor assemblies in our service stock which are available for quick sale. We need the space, and before tearing down the machines for the aluminum etc. we offer you a last chance to obtain one or more at the following salvage prices: 4 cylinder models at \$100, 6 cylinder models at \$125 net f. o. b. Detroit.

They are new assemblies, less ignition and carburetor, and afford splendid renewal possibilities for those dealers who are running service cars of an older model. This offer should also be particularly interesting to those dealers who live in localities where there is boating, as they often have calls for engines.

Kindly write us at once, if you are interested, as this offer expires December 31.

Yours very truly [141]

EXERCISE 22 (Continued)

supplying a truck                    extra inducement  
thoroughly capable                owner of the truck  
entirely at your disposal        cost of operating a truck

Mr. Frederick Brown

3

259 Newmarket Street

Bridgeport, Connecticut

Dear Sir:

With reference to supplying a truck to do your work, I know of a man who is thoroughly capable and who is willing to make a contract with you for a year and a half to supply a truck at \$22.50 a day. This truck can haul five tons and would be entirely at your disposal. The man or truck would not, of course, be expected to do, in general, more than an ordinary day's work each day.

As an extra inducement I suggested to the owner of the truck that you had a place where you could put his truck so that it would be on the premises. Moreover, I told him that should there be a large increase in the price of gasoline, tires, and such other things as enter into the cost of operating a truck, you would be willing to meet him halfway. If this proposal interests you I shall be pleased to hear from you.

Very truly yours [168]



# SHORTHAND DICTATION EXERCISES

## EXERCISE 23

Name ..... Date .....

previously credited  
current year  
insured is entitled  
make the adjustment

To the Superintendent 1  
Sacramento District  
Dear Sir:

In re 75036 J

This is in reply to your letter of February 6. We have disallowed the dividend previously credited on the above policy for the current year, as the insured is entitled to a "Fifty-two Weeks" dividend.

Form 1036 and the disallowed voucher are attached. Please make the adjustment in accordance with instructions contained in Circular Letter 1352.

Yours truly [73]

sorry to miss you  
purchases for the fall  
perfectly satisfactory  
best-selling models

Mr. Martin Harris 2  
564 Norton Avenue  
Cleveland, Ohio

Dear Mr. Harris:

I have your letter of April 28. I, too, was sorry to miss you when you came through Columbus.

In looking over our purchases for the fall, I find that we have bought pretty heavily. We shall probably not be in the market for any merchandise except the overcoatings reserved from you.

Therefore, it will be perfectly satisfactory if you will send on your best-selling models, together with the extra charges which you make for them. We can then plan the order here. You had better include also a list of the number which we reserved and the prices.

I trust that you had a successful trip. My kindest regards.

Sincerely yours [117]

EXERCISE 23 (Continued)

larger amount  
to your credit  
accepted the renewal  
we thank you

Mr. H. E. Finn  
34 Maher Avenue  
Fort Scott, Kansas

3

Dear Sir:

Your check for \$5 and the note for \$160.88 were received December 15. | We are sorry, of course, that you could not have made the check for a larger amount than \$5. | However, we have placed this to your credit and have accepted the renewal.

We thank you for helping us to | secure Mr. Jenkins's order for the Watson house.  
Yours truly [70]

position of assistant secretary  
secretary of the association  
mill supplies  
employment conditions

Professor Arthur Rawlins 4

Hartford University  
Hartford, Connecticut

My dear Professor Rawlins:

In accordance with our conversation of last week, I am writing you in regard to the | position of assistant secretary of the National Association of Jute Manufacturers. Mr. George Wilson, who is secretary of the association, | desires an assistant who can take charge of certain of their publications. He would also be expected to assist two | or three committees of the association who are considering definite problems. The two most important committees are those on mill | supplies and on employment conditions. The position will pay from \$3600 to \$4000.

Mr. Wilson's office is | at 27 Tremont Street, Boston. He asks that you send him the name and address of anyone whom you | wish to recommend, so that he may look up the references before requesting an interview.

Cordially yours [137]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 24

Name ----- Date -----

relative to a bracelet  
sent in for repair

repaired free of charge  
additional information

Mr. H. Lindeman  
27 Union Avenue

1

Milwaukee, Wisconsin

Dear Sir:

This is in answer to your letter of March 5  
relative to a bracelet sent in for repair.

Our records show that a bracelet, repaired  
free of charge, was shipped to you Novem-  
ber 17. Since you have not received it we  
are notifying the Post Office Department to  
trace it and will write you further as soon as  
we have additional information.

Yours very truly [67]

special poster pages  
first three announcements  
entire series

majority of the subscribers  
prominent places  
reinforcing the publication

Mr. Edgar Grozier

2

20 Schuyler Street

Newport, Rhode Island

Dear Sir:

We are sending you in another envelope  
special poster pages of the first three announce-  
ments in the "Conservation of Man Power"  
campaign, to which you subscribed.

The first of these pages appeared in the  
Newport "Daily Clarion," Thursday, March 7;  
the second on Saturday, March 9; and the third  
in the Sunday "Clarion," March 10.

We have thought best to send you these first  
pages immediately rather than wait until the  
entire series is run through. It is our inten-  
tion to keep you supplied from time to time  
with the further pages.

The majority of the subscribers to this cam-  
paign have planned to use these posters in  
prominent places around their plants, thus  
reaching their employees directly and reen-  
forcing the publication of the pages in the  
Newport "Clarion."

Very truly yours [133]





# SHORTHAND DICTATION EXERCISES

## EXERCISE 25

Name \_\_\_\_\_

Date \_\_\_\_\_

### THE PRESIDENT'S SIGNATURE\*

The Constitution provides that if the president does not return the bill presented to him within ten days (Sundays excepted) after its presentation it is to become law just as if he had signed it, unless Congress by adjourning prevents its return, in which case it is not a law.

It has never been decided by the Supreme Court whether a president by signing a bill within ten days after its passage may give it validity as a law if Congress adjourns within that ten days and before his signature. The Court has said that he may sign a bill<sup>1</sup> during a recess of Congress. It seems to me, however, that the practice makes that he may not do this after adjournment. There is only one instance of such a signature. President Monroe failed to sign a bill which he had intended to sign. After conferring with his cabinet he decided that it was wiser to ask Congress to re-enact it. President Lincoln did sign a bill after an adjournment and the bill was filed with the Secretary of State and printed among the statutes. When the matter was brought to the attention of the Senate, however, the power of<sup>2</sup> the president to do so was questioned and denied, and a new bill of substantially the same purport passed both houses and was signed by the president. [227]

\* From "The Presidency," by William Howard Taft. Copyright, 1916, by Charles Scribner's Sons.



# SHORTHAND DICTATION EXERCISES

## EXERCISE 26

Name ----- Date -----

### THE HOUSE ORGAN \*

Is your house organ a business getter? It can be made a powerful one, but for satisfactory results the best kind of ability must go in it. A carelessly edited, inane publication is worse than nothing. The successful house organ must be interesting, as well written as a general magazine — but, more than that, it must have the strongest kind of pulling power. This can be done because it is being done.

The best point in favor of the house organ is the great opportunity it gives for the full and direct personal appeal, than which there is no more valuable form of advertising copy. That is what gets results.

The highest attainment of a writer of advertising is to be able to make a logical, effective argument for cash-with-order replies. Success in that is at once the hardest to win and the most worth winning. There is no better field for the use of this kind of talent than the house organ.

\* From "Pushing Your Business," by T. D. MacGregor. Bankers Publishing Co., N.Y.





# SHORTHAND DICTATION EXERCISES

## EXERCISE 27

Name ----- Date -----

in reference to your letter  
received the maps  
we have started a tracer  
received a report

Mr. Robert McLaughlin 1  
244 Claremont Avenue  
New Orleans, Louisiana

Dear Sir:

This is in reference to your letter of the twenty-first of this month. Please notify us whether you have received the maps shipped you on April 4. We have started a tracer after the shipment but have not yet received a report.

Yours very truly [48]

motor machine  
run these off by hand  
cut them separately  
make an extra charge

Messrs. H. E. Colwell and Company 2  
26 Connecticut Avenue  
Grand Forks, North Dakota  
Gentlemen:

This is in reply to your letter of the fourteenth of this month, in which you ask about a charge of six cents for one-quarter hour's time for carding. We had to furnish different-colored cards with your order and therefore put in a charge for time-work. Where a customer sends in an order and gets all one-color cards, we use our motor machine and run off the cards in strips; where we have to furnish two or three different-colored cards on customer's one order, a girl has to run these off by hand and cut them separately. You can readily understand that it takes much more time to run cards off by hand than by motor, and we are obliged to make an extra charge for it.

We trust that this explanation is clear to you and await your further orders.

Yours very truly [150]

EXERCISE 27 (Continued)

congested districts  
charitable work  
larger endowment  
current expenses

Mr. David R. Halsey

3

544 Fifth Avenue  
New York, N. Y.

Dear Sir :

In order to maintain not only our efficient ambulance service, which covers one of the largest and most congested districts in the city, but also the great volume of charitable work, we find it necessary to appeal to your interest and support.

During the acute stage of the epidemic of last summer we promptly threw open our doors to the little sufferers and assured them of every care that science could provide.

Owing to the growth of our work and the increased cost of all supplies, we find it impossible to keep our expenses within our income. We are sorely in need of a larger endowment. Furthermore, we are in urgent need of subscriptions to meet our current expenses.

Will you help us ?

All contributions sent to the hospital will be greatly appreciated.

Yours very truly [140]

reference to a shipment  
shipment was loaded  
carded at your station  
refer to the checking

Freight Agent

4

B. and O. R. R.

Manhattan Transfer, New Jersey

Dear Sir :

This is in reference to a shipment of 5 bundles of 10 chairs moving from Springfield, Mass., to Philadelphia, Pa., waybill 326, dated September 10, consigned to the Easton Furniture Company. This shipment was loaded at Springfield in car B. and O. 71302 and was carded at your station September 13. Will you refer to the checking of this car and write me about this particular shipment ?

Yours truly [77]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 28

Name ----- Date -----

photograph of a dump body  
the Belden chassis  
quotation on these bodies  
to give you prices

Mr. S. R. Gardner 1

65 Grape Street  
Salt Lake City, Utah

Dear Sir :

We have before us your letter of November 1, to which is attached a photograph of a dump body suitable for the Belden chassis. We are unable to furnish you a quotation on these bodies inasmuch as they are manufactured by Messrs. Murray and Armstrong of Dayton.

A letter is being written to Messrs. Murray and Armstrong today, requesting them to give you prices and terms. We trust that you will hear from them soon.

Yours truly [79]

the attachments  
carload rate and actual weight  
assume its proportion  
approve a claim

Freight Agent 2

B. & A. R. Co.  
Bangor, Maine

Dear Sir :

Referring to claim No. 6615 L and the attachments, I call your attention to the fact that the shipments in question were covered by one bill of lading, and that the weight shown on this claim was an overflow on the remaining shipment and should therefore be forwarded at carload rate and actual weight.

I think that if you will review the facts in this case you will agree that your company should assume its proportion on the actual weight of 16,880 pounds. The amount due from your company on that basis is \$4.07, as shown. Will you please approve a claim for that amount?

Yours truly [116]

Minister of Labor  
request for copies  
set of the reports  
electrical trade

Mr. John Carter  
41 Bradlee Street

3

Philadelphia, Pennsylvania

Dear Sir:

I am directed by the Minister of Labor to  
reply to your letter of April 5, which contained  
a request for copies of "Reports upon Openings  
in Industry Suitable for Disabled Sailors and  
Soldiers," and to forward for your information  
a set of the reports which have been issued up  
to date, with the exception of Report No. 1,  
copies of which are no longer being circu-  
lated, as the openings for disabled men in the  
electrical trade are now exhausted.

Very truly yours [85]

we are in sympathy  
philanthropic work  
circumstances permitted  
our participation  
every worthy enterprise  
we find it utterly impossible  
all parts of the country  
business warrants

Mrs. A. E. Guernsey  
Round Hill

4

Jamestown, New York

Dear Madam:

In your letter of September 29 you requested  
us to donate a box of soap for the sale which  
your church intends to hold on October 27.  
Since we are in sympathy with all philan-  
thropic work, we should be glad if circum-  
stances permitted our participation in every  
worthy enterprise which is presented for our  
consideration. We find it utterly impossible,  
however, to respond favorably to the many  
thousands of requests which are sent us every  
month from all parts of the country, for this  
would mean expending a much larger sum of  
money annually than our business warrants.  
We appreciate your offer to allow us to par-  
ticipate in your plans.

Yours truly [116]



# SHORTHAND DICTATION EXERCISES

## EXERCISE 29

Name ----- Date -----

sample of roofing paper  
standing the test  
excellent condition  
will write you again

The Absolute Fireproofing Company     1  
140 N. Broadway  
Athens, Georgia  
Gentlemen:

The sample of roofing paper you sent me is standing the test so far.

Recently there was heavy rain and thaw in this district, and many roofs leaked. I inspected the roof I had repaired with your paper and found it in excellent condition. I will keep close watch of this roof and will write you again in the spring.

Yours truly [63]

sample selection  
quantities and numbers  
awaiting our confirmation  
ratify the transaction

Manager of the Merchandise Office:     2

This is in reply to your memorandum of inquiry of this morning. From the inclosed list we made a sample selection of some numbers but gave the representative no order when he called. He was told that when he supplied the prices for some sizes which we should probably want, we would give him our official confirmation for the quantities and numbers selected.

Instead of sending in the prices, as he agreed, and awaiting our confirmation, he has made the shipment as though definite instructions had been given. There was, to be sure, only a small amount involved, but it was clearly understood that a confirmation was necessary to ratify the transaction. Had I known that the goods were shipped I should have been glad, in view of the small amount of money involved, to ask from the Merchandise Office authority to keep the articles.

Very truly yours [155]

EXERCISE 29 (Continued)

announcing to regular patrons  
bedroom suites  
though discontinued  
imported tables  
Italian Renaissance  
will be announced

Mrs. D. O. Carson

3

116 Putnam Avenue  
Fargo, North Dakota

Dear Madam :

In accordance with our usual custom we are announcing to regular patrons and to those with whom we have recently been in correspondence a private sale beginning Monday, July 31.

The groups offered include a number of complete dining-room and bedroom suites and some from which one piece is missing. The designs, though discontinued, represent some of our best workmanship. These will be offered at substantial reductions.

There is also a collection of imported tables in the style of the Italian Renaissance, as well as other tables and odd chairs suitable for the living room.

There will be some advantage if you can arrange to view this collection before July 27, for on this date the sale will be announced in the public prints.

If desired, purchases will be held for future delivery.  
Yours very truly [141]

department number  
invoice and package  
greatly facilitate  
handling of transactions

Messrs. H. W. Howley and Company

4

8 Hubert Place  
Lancaster, Pennsylvania

Gentlemen :

May we again call your attention to our request not to inclose invoices in packages but to mail them direct to us at time of shipment?

Please have our department number appear on both invoice and package.

Your coöperation in this matter will greatly facilitate the handling of transactions with our house.  
Yours very truly [56]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 30

Name ----- Date -----

intended to present  
much-abused middleman  
originally published  
problems outlined  
serves his community  
original investment  
editorial comment

To the Editor :

1

The inclosed article is intended to present a few of the problems of the much-abused middleman. It was written by Charles L. Dawley, President of the Kansas City Retail Feed Dealers Association. While it was originally published in *Feed and Hay*, you are at liberty to use it without mentioning this publication.

You will appreciate the fact that the problems outlined are common to all business men. The man who serves his community well—whether he be editor, merchant, manufacturer, or farmer—is, we believe, entitled to a fair return on that service and his original investment. That is a matter of correct business principle with which we trust you agree.

If you are willing to give space to the inclosed article, with such editorial comment as you may see fit to make, your courtesy will be appreciated by the middlemen.

Very truly yours [148]

in your invoice  
among other items  
particular item  
no record of it

Messrs. Atterbury and Company 2

132 Lawrence Street

Cedar Rapids, Iowa

Gentlemen :

In your invoice No. 1129 J, of October 10, we note among other items one calling for one-quarter hour's time work for carding, six per cent. We should be glad if you would let us know what this particular item is intended to cover, as we have no record of it.

Very truly yours [58]





# SHORTHAND DICTATION EXERCISES

## EXERCISE 31

Name ..... Date .....

seriously disturbed  
last loan campaign  
we had to rely  
newspaper publicity  
public sentiment  
necessary to the disposal  
large amount of bonds  
generously contributed

Mr. John Allen 1  
84 Beech Road  
Norfolk, Virginia

Dear Sir:

The epidemic so seriously disturbed the plans for the last loan campaign and prevented so many of the meetings, parades, and other features which we had depended upon that we had to rely almost entirely upon newspaper publicity to create that public sentiment necessary to the disposal of such a large amount of bonds.

The result shows how valuable this paid newspaper publicity was. As you generously contributed to the campaign, I wish to thank you on behalf of this committee.

Very truly yours [86]

storage receipts  
covering cars shipped  
billing department  
please increase

Manhattan Transfer Company 2  
Hoboken, New Jersey  
Gentlemen:

On the eighteenth of this month we mailed you storage receipts covering cars shipped to the Hamilton Hardware Company. One of these was storage receipt No. 1517 for \$1173.42.

Our billing department made an error of \$2 on the invoice from which this storage receipt was made.

Please increase this receipt from \$1173.42 to \$1175.42.

Very truly yours [76]

if you occasionally  
circular letters  
typewritten or handwritten  
ask for a demonstration

Mr. E. T. Barrett

3

987 Ashford Avenue

Chelsea, Massachusetts

Dear Sir:

If you occasionally send out circular letters or typewritten or handwritten matter of any description in quantities of from fifty to five thousand, you will be interested in the Howard method of handling this kind of work.

The Howard Duplicator is simple, neat, and rapid.

Ask for a demonstration in your office without obligation on your part.

Yours very truly [62]

asking for information  
Standard Course  
Accountancy and Business  
professional course  
business administration course  
Your Market Value

Mr. Edwin Chapman

4

94 Elm Street

Fond du Lac, Wisconsin

Dear Sir:

Thank you for your recent letter asking for information in regard to the Utica Standard Course in Accountancy and Business Administration.

In another wrapper we are sending a bulletin of the Utica Institute of Accountancy, which will describe the full professional course as taught in our resident schools. The first three semesters — A, B, and C — constitute the business administration course.

We are also sending you another booklet, entitled "Your Market Value," written by Mr. H. N. Lane of the Utica staff, formerly an instructor of English in the High School of Commerce of this city. You will find this booklet very interesting.

May we have another letter from you at an early date?

Very truly yours [119]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 32

Name ..... Date .....

### HOW TO BUILD A REPUTATION THAT ASSURES CREDIT<sup>1</sup>

Establish a credit standing!

No concern has enough money to escape consideration of this question. Too much money in a business means little or no profit from the investment. Too much credit is unheard of, except where the privilege is wrongfully used, and then credit is soon lost altogether.

You should spare no pains to prove your stability to your creditors. Use diplomacy; use every honorable method within reach to have credit brought to you. Do business in so progressive a manner that you will be asked to accept credit.

In building up your credit standing you should understand the importance of little details and make conscious efforts to show up those that are of value. Consider, first, the importance of superficial appearances of prosperity and strength. Small creditors, local tradesmen, and those who supply the everyday necessities of office and store especially rely upon the prosperous manner and appearance of the man with whom they deal.

<sup>1</sup> "How to Finance a Business." A. W. Shaw Company, N.Y.





# SHORTHAND DICTATION EXERCISES

## EXERCISE 33

Name ----- Date -----

take part in celebrating  
real pleasure  
genuine admiration  
career of achievement

1

I wish with all my heart that I might be present to take part in celebrating Mr. Edison's seventieth birthday. | It would be a real pleasure to be able to say in public with what deep and genuine admiration I | have followed his remarkable career of achievement.

I was an undergraduate at the university when his first invention captured the | imagination of the world, and ever since then I have retained the sense of magic which he then created in | my mind.

He seems always to have been in the special confidence of Nature herself. His career already has made |<sup>1</sup> an indelible impression in the history of applied science, and I hope that he has many years yet before him | in which to make his record still more remarkable.\* [129]

\* Letter from President Wilson on the occasion of Thomas A. Edison's seventieth birthday party. *New York Times*, February 11, 1917.

to get for presentation  
will you not cooperate  
present volume of business  
number of employees  
operating schedule  
last year's conditions

The Jameson Supply Company  
Fort Worth, Texas

2

Gentlemen:

We want to get for presentation in the "Kansas City Times" as accurate an idea as possible of the | present condition of business and of the outlook for the future.

If you can consistently do so, will you not | cooperate with us by letting us know how you look upon the situation?

We should like, particularly, information with regard | to the present volume of business, collections, new orders, the number of employees, and operating schedule as compared with last | year's conditions.

Very truly yours [85]

unable to offer  
any better terms  
canceling your order  
as you requested

3

Mr. C. F. Kelley  
182 Park Avenue  
Lynchburg, Virginia

Dear Sir:

This is in answer to your letter of March 5  
with reference to your order of November 29 |  
for twelve water coolers.

As we are unable to offer any better terms  
than those mentioned in our letter | of March 1,  
we are canceling your order as you requested.

Yours truly [53]

inclosed literature  
every automobilist benefits  
national organization  
effective and economic  
motor-driven vehicles  
Suburban Consulate  
radiator emblem  
touring information bureau

4

Mr. A. W. Lee  
667 Commonwealth Avenue  
Woonsocket, Rhode Island

Dear Sir:

Will you devote a few minutes of your time  
to reading the inclosed literature?

Every automobilist benefits by | the work of  
the Country Life Automobile Association and  
should do his share toward supporting the na-  
tional organization in its | efforts to secure the  
things necessary for the effective and economic  
use of motor-driven vehicles.

If you are not | a member of the C. L. A. A.,  
either direct or through any affiliated club or  
state body, enroll now. | Five dollars will give  
you membership in the Suburban Consulate  
for a year from the date of joining. The bene-  
fits | of membership include five maps and a  
radiator emblem free, besides the all-year-round  
service of our touring information | bureau, which  
may be consulted by mail, telephone, or personal  
call. There is also the privilege of purchasing  
our maps | at fifty per cent discount.

Yours truly [147]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 34

Name \_\_\_\_\_ Date \_\_\_\_\_

hard use  
an old model  
cost of repairing  
desire it returned unrepaired  
cost of transportation

The Knauer Repairing Company      1  
205 N. 4th Avenue

Memphis, Tennessee  
Gentlemen:

The bicycle you shipped to us February 23 has had pretty hard use. It is also an old model. As the cost of repairing it would almost equal that of a new one, we think it would not be advisable to expend any money for repairs.

If you desire it returned unrepaired, please send us \$1.20 to cover the cost of transportation. Unless we hear from you by April 1, we shall assume that you do not want the bicycle and will scrap it.

Yours very truly [91]

giving satisfaction  
reasonable charge  
faults of manufacture  
your jeweler  
are plainly marked

Mr. F. H. Leland      2  
206 7th Avenue

Muskogee, Oklahoma

Dear Sir:

We regret to hear that your new Japanese gong is not giving satisfaction. If it has been damaged, there will be a reasonable charge for putting it in good order. If it is defective through faults of manufacture, it will be put in order free of charge.

Your jeweler will probably adjust this matter for you; if not, you may return the gong to us.

If you do return it to us for repair, be sure to notify us and to see that your name and address are plainly marked upon the package.

Yours very truly [98]

poultry department  
member of the poultry family  
cared for by salesmen  
advantage will be mutual

3

Mr. Nathan Gordon  
98 Winter Street  
Spokane, Washington

Dear Sir:

I took a stroll through our poultry department this morning. Everybody was on the jump. That's why I'm so proud of it, and why I want you to know what we are doing. I saw neat little broilers that will surely tickle somebody's palate; fowl, hundreds of them; roosters that never again would grow at dawn; turkeys, ducks, goslings; in fact, if any member of the poultry family was absent, I didn't notice the absence.

I saw customers there, too, being cared for by salesmen whose only thought evidently was to please. But I wondered if you had made us a visit yet. I wondered if you had called us on the telephone and given us a chance to show you what we have to offer.

At any rate, I am sending along a few prices, and hope you will let us hear from you. We need you in this department. I hope you need us. If we can get together and do business, I know the advantage will be mutual. Will you try us?

Yours very truly [180]



# SHORTHAND DICTATION EXERCISES

## EXERCISE 35

Name \_\_\_\_\_ Date \_\_\_\_\_

National Association  
your announcement  
widespread publicity  
may we enter your order

1

Mr. Oscar Kimmey

98 Kellogg Street

Utica, New York

Dear Sir:

The proceedings of the National Association of Cotton Manufacturers and The North American Cotton Manufacturers Association, to be held at the Hotel Marlboro, May 2 and 3, will be published daily in the New York "Evening Star." Every delegate will receive the "Evening Star" each day while the convention is in session. Your announcement, in one or all of these issues, will receive widespread publicity.

Our rate for this advertising is forty cents a line. May we enter your order for some space in one or more of the issues mentioned?

Yours very truly [96]

shipping department  
annual inventory  
few rush orders  
between Christmas and New Year's

2

Mr. H. A. Blake

32 Stamford Avenue

New Haven, Connecticut

Dear Sir:

Our shipping department will remain closed from December 31 to January 5 for our annual inventory. We will, however, be able to fill a few rush orders on January 4.

Please do not overlook the fact that January is one of the best music-roll months of the year. Many people stay at home and use their player pianos during the winter. Moreover, the Christmas season always introduces a large number of these instruments into homes, and people who have recently acquired a player piano are likely to be good customers for music rolls.

Your stock is probably very low. Between Christmas and New Year's is a good time to prepare a stock order for shipment early in January.

Very truly yours [125]

EXERCISE 35 (Continued)

postal of inquiry  
Chicago branch  
full information and prices  
reestablishing relations  
definite information  
promotion department

Mr. Paul W. Prang, Manager 3

Orpheum Theater  
Littleton, Iowa

Dear Mr. Prang:

We thank you for your postal of inquiry of January 22. We have today directed our Chicago branch, which covers your territory, to give you full information and prices on Coinwyn Pictures. Your name has also been placed on our mailing list to receive our house organ, "The Coinwyn Cinema," each week. A copy of the latest issue is inclosed.

We assure you, Mr. Prang, that the home office as well as Mr. Jenner, our Chicago manager, will welcome you back into the Coinwyn family.

It is very pleasant to have the opportunity of reestablishing relations with you. We are sure that you will benefit in a material way by using Coinwyn Pictures and specials.

Just as soon as we receive definite information as to your account, our service and promotion department will be pleased to give you the fullest coöperation in the presentation of our subjects.

Very truly yours [154]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 36

Name ..... Date .....

inclosed statement      first of each month  
bills are payable      allow the account

Mr. Carlton Hubbard      1  
99 Edgewood Street  
Lansing, Michigan

Dear Sir :

We inclose the bill for a purchase made in your name. This order we are holding for the reason that your account, as shown by the inclosed statement, is unsettled as far back as January 19.

As you know, these bills are payable the first of each month. We cannot, according to the policy of our house, allow further purchases, nor can we allow the account to be continued unless bills are paid promptly every month.

If you will send us a remittance of fifty dollars on your unpaid account, we shall be glad to fill the order<sup>1</sup> at once.

Yours very truly [105]

originate on your lines      embargo on shipments  
securing of this material      utter impossibility

Mr. Adam Benton      2  
117 Spring Street  
Columbus, Ohio

Dear Sir :

We have sent to the manufacturers an order calling for one carload of Terra Cotta Flue Liners to be shipped to us. This car of Terra Cotta Flue Liners will originate on your lines at Empire, Ohio, and be shipped by the Hudson Clay Manufacturing Company for Pennsylvania, New York, New Haven, and Hartford routing.

The shippers have just written us that the Pennsylvania Railroad Company has declared an embargo on shipments off its line, which makes the securing of this material an utter impossibility. These conditions are responsible for holding up work which contractors should finish before<sup>1</sup> cold weather sets in.

We ask your modification of the present embargo so that this material may be accepted.

Yours very truly [122]





# SHORTHAND DICTATION EXERCISES

## EXERCISE 37

Name ----- Date -----

Massachusetts corporations  
committee earnestly hopes  
invested capital  
after deducting debts  
as speedily as possible

The Jerome Company  
22 Winter Street  
1

Boston, Massachusetts  
Gentlemen :

On May 12 I wrote you and inclosed a copy of the bill recently signed allowing Massachusetts corporations to give to the Red Cross and similar funds.

Our committee earnestly hopes that you may see your way clear to give to this year's Red Cross Fund an amount equal to one quarter of one per cent of your invested capital; that is, the real value of all your property after deducting debts. Subscriptions so far promised by corporations will be made on the above-mentioned basis.

We urge that you call a meeting of your directors as speedily as possible to authorize a gift on the basis outlined.

Very truly yours [112]

to be reground  
new feed bar inserted  
postage and insurance  
pen would be mailed

Mr. S. G. Aldrich  
101 Carey Street  
Youngstown, Ohio  
2

Dear Sir :

On Friday, the tenth of this month, I left with you a No. 4 Manning pen to be reground and to have a new feed bar inserted.

I paid sixty cents charges and seven cents for parcel postage and insurance, and was assured that the pen would be mailed to me not later than Monday, the thirteenth.

The pen has not been received. Has it been mailed? The address given by me was 22 St. Marks Avenue.

Very truly yours [83]

EXERCISE 37 (Continued)

refer to your letter  
addressed to this office  
unable to locate  
arrange to enter claim  
investigated and adjusted  
on its merits

The Wilson Can Company  
436 Washington Street  
Pittsburgh, Pennsylvania

3

Gentlemen:

Please refer to your letter of April 26 addressed to this office in regard to a shipment of two cases of cans to Harper Brothers, Rutland, Vermont. I am unable to locate the case that was found to be short. I should suggest, therefore, that you arrange to enter claim against this company, quoting file No. B 81549 as your authority. The claim will then be investigated and adjusted on its merits.

Yours truly [80]

plan of a district  
buildings damaged or destroyed  
vertical and side openings  
serious conflagration  
study of the map  
a similar disaster

Mr. John Cameron  
78 Oakbridge Avenue  
Evansville, Indiana

4

Dear Sir:

By this mail we are sending you a plan of a district in which a conflagration occurred December 21.

The height, occupancy, and exposures of the various buildings damaged or destroyed are shown on the plan. We call your particular attention to the extreme height and large area of these buildings with unprotected vertical and side openings. To this extreme height and the unprotected openings was due the rapid spread of the fire, which developed into a serious conflagration. There was no lack of water, apparatus, or trained firemen at this fire.

We wish you would make a careful study of the map, and determine where in your field, if at all, there can be found one or more districts in which a similar disaster is possible.

Yours very truly [133]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 38

Name ----- Date -----

cast off woolen underwear  
first glint of spring  
climbing mercury  
designed for comfort  
worn for style  
genuine **SUMMER WEIGHT**

Mr. S. H. Cluett 1

Niagara Falls, New York

Dear Sir:

Some men rave at the closed window and then solemnly choose clothes that keep out the air.

Some men cast off woolen underwear with the first glint of spring, only to retain their heavy-woolen outer shells through the dog days of July and August.

Some men fret and fume at the climbing mercury, when it is their choice of attire that makes the day a sticky abomination.

Wise men choose suits of **SUMMER WEIGHT** designed for comfort, worn for style.

Wise men are also careful to inquire for the genuine **SUMMER WEIGHT**, and only when they see the trade-marked label are they completely satisfied.

Very truly yours [111]

apparently gone astray  
hands of the express company  
avoid further inconvenience  
we are forwarding

Mr. J. M. Lang 2

346 Hutchinson Road

Minneapolis, Minnesota

Dear Sir:

Your roaster has apparently gone astray while in the hands of the express company. Several days will probably be required to locate it.

We realize that it is some time since we made the shipment, and to avoid further inconvenience to you we are forwarding another today.

Very truly yours [52]

EXERCISE 38 (Continued)

sincerely appreciate  
sign of your confidence  
open a bank account  
among our customers

Mr. Clifford Aaron 3

Aberdeen, South Dakota

Dear Sir:

In looking over our books today the writer noticed with pleasure that you have recently opened an account with our bank.

We sincerely appreciate this sign of your confidence and assure you that every possible courtesy and accommodation will be extended to you.

If any of your friends or acquaintances wish to open a bank account or make a change in their present arrangements, we should be pleased to have you say that you are doing business with us and that we should be glad to number them among our customers.

Yours very truly [96]

present campaign  
our new catalogue  
ready for distribution  
quantities are available

Messrs. Peabody and Graham 4

34 Pacific Avenue

Portland, Oregon

Gentlemen:

We are in receipt of your letter of the sixteenth addressed to our Sales Department. We shall be glad to have you keep us informed as to the results of your present campaign to interest dealers.

Our new catalogue is now in the hands of the printer and should be ready for distribution some time between the middle and the last of January. It will show all the latest cars and will be up-to-date in every way.

Why would not the inclosed booklet, which was put out recently, meet the needs of your dealers? Samples were sent to your company and quantities are available for distribution upon request.

The advertising campaign is being planned. We do not know exactly what it will be, nor when it will start, but we shall probably be able to give you these details by the first of next month.

Very truly yours [150]



# SHORTHAND DICTATION EXERCISES

## EXERCISE 39

Name ..... Date .....

### KEEPING SOLVENT \*

The keen financial head will not only foresee and plan to meet contingencies that threaten his business existence, and opportunities for larger profit, but will also plan his financing so that he can meet his usual bills with the greatest convenience and least anxiety without impairing his credit standing.

In planning to meet regular financial obligation there are four points to consider :

1. Purchases. Purchases should be planned in relation to obligations. When the business is heavily burdened, it is often best to sacrifice market advantages, to purchase conservatively, and to reduce stock.

2. The maturity of new obligations. By knowing the cash receipts assured at every date in question, the executive can spread out the maturity of his notes so that it will not be necessary either to put off creditors or to secure additional funds from the bank.

\* "How to Finance a Business." A. W. Shaw Company, N.Y.



# SHORTHAND DICTATION EXERCISES

## EXERCISE 40

Name \_\_\_\_\_ Date \_\_\_\_\_

### A REAL ASSET \*

A Michigan man went into the paint business with one great asset, his ability. He kept a checking account at the bank, but the balance was usually down to the vanishing point, and instead of asking for cash he felt that he should apologize every time he approached the teller's window.

One day he saw a chance to make a good profit by buying paint and varnish on a rising market. He went to the banker.

"How can I borrow some money?" he asked, and then he felt like running away.

"On what security?" inquired the financier.

"A carload of paint."

The banker elevated his eyebrows. "Paint is n't exactly the kind of security a bank wants," he said. "Suppose you could n't sell it? We might have to close it out at a heavy discount."

The paint man admitted this was true. But he found courage to explain his plans fully.

\* "How to Finance a Business." A. W. Shaw Company, N.Y.





# SHORTHAND DICTATION EXERCISES

## EXERCISE 41

Name ..... Date .....

we have received  
acknowledge with thanks  
less cash discount  
paid freight voucher  
with your remittance  
by return mail

Messrs. Herbert Wheeler and Company 1  
10 Warner Street

Akron, Ohio

Gentlemen :

We have received your letter of December 16 and acknowledge with thanks the check for \$13.23 to pay invoice of November 27, less cash discount and freight allowance.

We do not find the paid freight voucher inclosed with your remittance. Kindly forward it by return mail.

Yours very truly [54]

single lever  
for lifting the gangs  
Surface Cultivator  
hardware dealer  
two-lever machines  
cone-cap connection

Mr. Marshall Dyer 2  
R. F. D. 3

Sebastopol, California

Dear Sir :

"Your single lever for lifting the gangs on the Surface Cultivator is a great feature," said a farmer to his hardware dealer just the other day. "With that construction you don't have to stop your team to let your gangs down, as you do with the two-lever machines."

Quite as important is the fact that the cone-cap connection to the blade standard enables you to take up all the wear, so that the blades are always rigid.

If the inclosed circular does not clearly explain the many other features on our Surface Cultivator, be sure to call on our dealer in Sebastopol.

Very truly yours [109]

soliciting bids  
 Lexington Avenue Subway  
 advertised last month  
 "Bronx News"  
 several more sections

Mr. Theodore Abner  
 15 Williams Street  
 New York, N. Y.

3

Dear Sir :

The current advertisements for the purpose of soliciting bids for Section 2 of the Lexington Avenue Subway are placed in only one paper in the Bronx. Section 3, which was advertised last month, was placed in the "Bronx News," and Section 2, which is now being advertised, was given to the "North Side Star."

There will be several more sections to advertise, and I will try to put the "Bronx Times" on the list for the next one. We are trying to treat all the newspapers fairly in the placing of such advertisements.

Very truly yours [98]

uncertainty of conditions  
 price list inclosed  
 maintained next fall  
 accepted and acknowledged  
 sufficient supplies  
 anticipation of future needs

To our Patrons :

4

The uncertainty of conditions in manufacturing makes it impossible to determine in advance what production and cost will be.

If it is possible for you to estimate your needs for next fall, we advise you to do so now and place your order with us at once. We can guarantee, for this month, the prices quoted in the price list inclosed and also the quality of material, as shown by the attached samples, but we are unable to say whether these prices can be maintained next fall.

Any orders accepted and acknowledged by us before June 1 will be billed at present prices for shipment at any time before September 8. We shall hold from our present stock sufficient supplies to fill your order.

We have a good stock on hand, and we trust that you will order in anticipation of future needs.

Very truly yours [149]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 42

Name ----- Date -----

motor-vehicle registrations  
present law  
licensing of automobiles  
prior to that date  
county clerks  
quarterly proration

Mr. W. A. Eagan, Editor "Providence Beacon" 1  
Providence, Rhode Island

Dear Sir:

We attach hereto your communication of June 28, on which we have filled in the number of motor-vehicle registrations in this state during the months of April, May, and June of the current year, as well as the total number of registrations up to July 1 of this year. We have also shown the number of registrations for this year.

The present law providing for the licensing of automobiles by the state became effective on July 1. For this reason we do not have figures prior to that date. Before this the registrations were handled by the several counties of the state through the offices of the county clerks.

Our law providing for the quarterly proration of license fees accounts for the smaller number of registrations during June than for the two previous months. Yours truly [140]

I have used  
sample of roofing paper  
it does all you claim  
several tinsmith's bills

Mr. Frederick Ackerson 2  
345 Broome Street  
Auburn, New York

Dear Sir:

I have used the sample of roofing paper which you sent me in June, and I find that it does all you claim. It certainly is a useful thing to have on hand. I have already patched a number of places on my roofs and have saved several tinsmith's bills.

Yours truly [54]

artificial leathers  
glove fasteners  
prompt service  
before the last heavy advances

Messrs. G. Stieff and Company 3

862 Lake Street

Detroit, Michigan

Gentlemen:

We understand that you manufacture tire covers. We carry large stocks of the enamel goods, artificial leathers, glove fasteners, thread, etc. used in the making of these covers.

We shall be pleased to have your inquiries whenever you are in the market. You will, we feel confident, find not only our prices satisfactory but also our prompt service helpful.

Inasmuch as our large stocks on hand all came in before the last heavy advances, perhaps we can save you some money.

Yours very truly [87]

Republican National Committee

hopes to secure

coming campaign

best possible advantage

ready to supply

4

Mr. F. P. Costello

34 Palisade Avenue

Elmira, New York

Dear Sir:

The Republican National Committee hopes to secure your cooperation during the coming campaign, and to that end is most eager to receive from you suggestions that will enable us to work together to the best possible advantage. We are placing much dependence on the support that will be given to us by the newspapers, and we are ready to supply you with the service that will most completely meet your requirements.

We are therefore inclosing a postal card, which we shall be very glad to have you fill out and mail. As our lists will be made up exclusively from these cards, it is very important that the card be returned promptly by you.

Very truly yours [119]



# SHORTHAND DICTATION EXERCISES

## EXERCISE 43

Name ----- Date -----

since your telephone inquiry  
in confirmation of my talk  
pardon the error  
to have the pleasure

Mr. Simou Andrews 1  
918 Prospect Street  
Butte, Montana

Dear Sir :

Since receiving your telephone inquiry the other day I made an investigation and found that the letter which I wrote you in regard to paying the rent to Mr. Osborne never left our office. I hasten, therefore, to inform you, in confirmation of my talk, that Mr. Osborne paid the rent in full up to December 31. You may pay direct to us hereafter, if you wish. Please pardon the error and delay.

I hope to have the pleasure of meeting you soon.

Very truly yours [89]

courtesies extended  
memorandum order  
gold-filled  
solid gold  
sterling silver  
partial payment

Miss Catherine Gordon 4  
11 Division Street  
Hutchinson, Kansas

Dear Madam :

We thank you for courtesies extended to our salesman, Mr. Bates, during his call today and also for your memorandum order for 6 gold-filled pins at \$1.50, 3 solid-gold pins at \$2.50, and 6 sterling-silver pins at 75 cents, all to be provided with patent safety clasps. This order will have our prompt and careful attention.

We also acknowledge with thanks the receipt of \$6, a partial payment for 9 pins sent to you on memorandum on June 22.

Very truly yours [94]



# SHORTHAND DICTATION EXERCISES

## EXERCISE 44

Name ..... Date .....

short business trip  
telegraph you  
staple merchandise  
slow in paying

Mr. F. E. Downey 1

82 Wells Avenue  
Boston, Massachusetts

Dear Fred:

Just a short note to inform you that Mr. Keller will be in Boston either Monday or Tuesday of next week. He left this afternoon on a short business trip East. He will probably telegraph you from New York.

It looks as if we have really hit some summer weather now. Our business shows some improvement this week. We have a big stock, but perhaps that is really an advantage instead of a detriment, for it is composed of staple merchandise.

I suppose Mr. Sands thinks we are a little slow in paying this season, but I am going to send him a check for our balance this week.

I was just wondering today about you and your family. You must be proud of Bill. He is certainly making an enviable record at college. How about Horace Taylor and the rest of that fine crowd of yours? Please give my love to your family.

Yours sincerely [158]

General Passenger Agent  
who handles  
all of our advertising  
space in your paper

Mr. James Fitch 2

266 Greenwich Avenue  
Everett, Massachusetts

Dear Sir:

I have referred your letter of the twentieth of this month to Mr. W. W. Baldwin, Jr., General Passenger Agent, who handles all of our advertising matter.

When an opportunity occurs I feel sure that he will be glad to contract for space in your paper.

Yours very truly [52]





# SHORTHAND DICTATION EXERCISES

## EXERCISE 45

Name ..... Date .....

### LIFE IN THE WHITE HOUSE IN THE TIME OF LINCOLN \*

The daily life of the White House during the momentous years of Lincoln's presidency had a character of its own, | different from that of any previous or subsequent time.

It would be hard to imagine a state of things less | conducive to serious and effective work, yet in the midst of a crowd of visitors who began to arrive early | in the morning and who were put out, grumbling, by the servants who closed the doors at midnight, the President | pursued those labors which will carry his name to distant ages. There was little order or system about it; those |<sup>1</sup> around him strove from beginning to end to erect barriers to defend him against constant interruption, but the President himself | was always the first to break them down. He disliked anything that kept people from him who wanted to see | him. . .

The President rose early, as his sleep was light and capricious. In the summer, when he lived at the | Soldiers' Home, he would take his frugal breakfast and ride into town in time to be at his desk at | eight o'clock. He began to receive visits nominally at ten o'clock, but long before that hour struck the doors were |<sup>2</sup> besieged by anxious crowds, through whom the people of importance, senators and members of Congress, elbowed their way after the | fashion which still survives.

\* From Addresses of John Hay. The Century Company.



# SHORTHAND DICTATION EXERCISES

## EXERCISE 46

Name..... Date.....

### PUTTING OUT FIRES \*

Water is good for putting out fires because it will not itself burn and because it absorbs a great amount of heat, thus lowering the temperature of burning materials below the kindling point. No substance in the world, except the gas hydrogen, requires so much heat per pound to raise its temperature one degree as does water.

When a person's clothing is on fire he should be rolled in a blanket or rug, as this cuts off the supply of air from the fire. Carbonic-acid gas also has a smothering effect upon flames and is used as a fire extinguisher.

Every residence and place of business should be equipped with simple fire-fighting apparatus. A good garden hose of sufficient length to throw a stream upon the roof should be kept at a convenient place winter and summer, wherever water pressure is available. A good ladder is a necessity. Pails are usually at hand, but in many kinds of buildings fire pails should be placed at convenient points.

Firemen sometimes use hand grenades. The hand grenade, which is a glass bottle holding a nonfreezing liquid, contains a chemical which upon contact with fire produces a fire-extinguishing gas. The bottle is tightly sealed to guard against evaporation.

\* From "The Avoidance of Fires," by Arland D. Weeks. Copyright, D. C. Heath & Co. By special permission.







EXERCISE 47 (Continued)

crockery mentioned  
must trouble you  
full description  
arrange adjustment

Mrs. A. H. Hitchcock

3

275 Maple Avenue  
Kingston, New York

Dear Madam:

We regret that we do not find a charge entered for the crockery mentioned in your letter of July 25, and we must trouble you for a full description of the goods before we can arrange adjustment.

As soon as we hear from you we will take the matter up with our shipping department.

Yours truly [59]

mailed to our customers  
literature on the subject  
vocational guidance  
some of the pamphlets  
reliable opinion  
vocational director  
naturally adapted  
follow successfully

Mr. James Montague, Director

4

Vocational Institute  
New York, N. Y.

My dear Sir:

Some time ago we mailed to our customers some literature on the subject of vocational guidance. Some of the pamphlets passed into the hands of a lady who has requested the writer to find out whether a reliable opinion could be obtained by answering questions prepared by a vocational director, as to what vocation she is naturally adapted to follow. The lady making this inquiry has recently been placed in a position where she will have to earn her own living. She wishes to make a study of something she can follow successfully. She is educated, but untrained in any technical work.

Please let me know whether you can make this analysis without seeing the lady, and what fees are charged for the service.

Very truly yours [130]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 48

Name ----- Date -----

Beach Cloth suits                    variety in dress  
spell economy                    back from the laundry  
good worsted suit                smart patterns

Mr. James Meadow                1  
35 Newark Avenue

Bayonne, New Jersey

Dear Sir :

Two Beach Cloth suits spell economy. Two suits of Beach Cloth cost no more than one good worsted suit, and they bring you variety in dress as well as the maximum of style and comfort.

Every time a Beach Cloth suit comes back from the laundry it brings with it that same novelty and freshness that distinguished it the day you told the clothier he might send it home.

When it is on its way to the tub, it is a satisfaction to know that number two is waiting to be shipped on.

We are showing Beach Cloth suits in smart patterns and in a great variety of shades. Why not visit our store this week, select your suits, and be comfortable all summer?

Very truly yours [129]

ordering coal  
from time to time  
opportunity to quote  
anthracite or bituminous  
compare favorably  
at attractive prices

The Lucas Coal and Lumber Company    2  
20 Depot Place  
Newburg, New York  
Gentlemen :

If you are ordering coal from time to time we should like an opportunity to quote prices on either anthracite or bituminous.

It is not likely that we shall have any coal from our own collieries to spare, but we can offer you grades that compare favorably with our own at attractive prices.

Yours very truly [57]

acknowledge with thanks  
we have credited  
leaves a balance  
linoleum returned

Mr. J. V. Kaufman

3

41 South Fourth Avenue

Mount Vernon, New York

Dear Sir:

We acknowledge with thanks your check for \$27.75 which we have credited to your account. This leaves a balance of \$11.

As we explained when you called, this unpaid balance is for linoleum returned in such condition that it was not salable, for since it was cut to the measure of your kitchen, it could not be used to fill another order.

Will you favor us with an early disposal order?

Yours very truly [S2]

complete exhibit  
different stages  
dissected kernel  
sectional view  
simplified flour mill  
important processes

Miss Mary Ambrose

4

91 Intervale Avenue

Buffalo, New York

Dear Madam:

In response to your inquiry of September 29 we are glad to inform you that we have a complete exhibit of the different stages of wheat as it is manufactured into patent flour. Supporting this are reference data, descriptive matter, and two large charts, one showing a dissected kernel of wheat, the other a sectional view of a simplified flour mill.

Our object in preparing the exhibit and charts in their present form is to provide an easily understood illustration of modern milling methods by bringing out the important processes through which the wheat passes in its conversion into flour and, at the same time, to have the material convenient for either inspection or display.

We are forwarding this exhibit free of charge. Kindly let us know when it arrives.

Yours very truly [136]



# SHORTHAND DICTATION EXERCISES

## EXERCISE 49

Name -----

Date -----

subscription form  
overlooked it during the rush  
ready for delivery  
Federal Reserve Bank  
receipt showing payment  
exchange the security

Mrs. E. A. Leonard 1

338 Seneca Street

Newark, New Jersey

Dear Madam:

We have received this morning a subscription form from Campbell and Company. It seems that they overlooked it during the rush of subscriptions to their  $3\frac{1}{2}$  per cent bonds. The bonds are not yet ready for delivery, though they are to be dated on the fifteenth of this month.

The writer has just returned from a trip to New York. While there he tried to learn from the Federal Reserve Bank about what time we might expect these bonds, but without success. We should be pleased to write you when we receive your bond, or we could issue to you our receipt showing payment in full and exchange the security for the receipt as soon as the bond is ready for delivery.

We shall be very glad to follow your wishes in the matter.

Very truly yours [141]

give us such particulars  
investigate further

Mr. F. W. Houlden 2

55 Orehard Place

Knoxville, Tennessee

Dear Sir:

If you have not yet received the goods mentioned in your inquiry of May 5, please give us such particulars as date of order, size, quantity, style, color, price of goods, and the departments from which they were ordered. Upon receipt of your reply we shall be able to investigate further. Yours very truly [56]

we have your statement  
have states spelled out  
payment of this character  
glad to have you explain

The Acorn Printing Company

460 Riverside Street

Augusta, Maine

Gentlemen :

We have your statement of October 15 and notice among other things an item of "Have states spelled out|\$\$.01." As we have never been asked to make a payment of this character before, we should be glad|to have you explain what the item is supposed to cover.

Yours very truly [54]

3

director of this institute  
letter from you  
vocational counsel  
on the basis of questionnaires  
evidence submitted by mail  
local school organization  
principal of the high school  
Y. M. C. A. or Y. W. C. A. secretaries

Mr. R. W. Hector

The Merchants Bank

Pine Bluff, Arkansas

My dear Mr. Hector :

Mr. James Montague, formerly director of this institute, has forwarded to me a letter from you|with regard to a lady who desires to have vocational counsel. It is not the policy of this institute to|make any analysis on the basis of questionnaires or other evidence submitted by mail.

If the lady to whom you|refer is in need of advice of this sort, I suggest that she talk with some member of your local|school organization, such as the principal of the high school or the president of some local college. It is also|<sup>1</sup> possible that she might get advice of the right sort from Y. M. C. A. or Y. W. C. A.|secretaries, or perhaps from some local business man who is interested in social work.

If we can be of further|assistance please do not hesitate to call on us.

Very truly yours [152]

4

# SHORTHAND DICTATION EXERCISES

## EXERCISE 50

Name ..... Date .....

contained in your letter  
discontinue work  
your residence  
resume work

Mr. Charles Acton 1  
27 Beekman Street  
Augusta, Georgia

Dear Sir:

Many thanks for the information contained in your letter of December 16. At that time you wrote us that you would discontinue work on your residence until early spring. We shall be glad if you will give us a little notice before you wish us to resume work.

Yours very truly [53]

Wilson Typewriter Company  
Revolving Duplicator  
used to great advantage  
merely nominal  
describing this machine  
interested in a machine

Mr. Rosewell Branson 2  
Mohegan Manor  
Cohoes, New York

Dear Sir:

It may interest you to know that the Wilson Typewriter Company can furnish you with a Revolving Duplicator, a device which may be used to great advantage in any office where letters, postals, or forms of any description are desired in quantities. This machine runs forms ranging from one to eighteen inches in length at an expense that is merely nominal.

Without describing this machine at length, let us say that it is generally regarded as the best of its kind on the market. This letter, for example, was made on the Duplicator, and the name and address were filled in on the typewriter with a matched ribbon.

If you are interested in a machine of this kind, sign and mail us the inclosed card, and our representative will call at your convenience and demonstrate it without placing you under obligation.

Yours very truly [146]

advise people by mail  
in this vicinity  
very glad to talk with you  
do our best to help you  
interest in advertising  
Advertising as a Vocation

Mr. R. T. Tracy

3

22 Shore Avenue  
Portland, Maine

My dear Mr. Tracy:

In reply to your letter of May 27 I must inform you that we think that it is not well to advise people by mail. If you should be in this vicinity at any time we should be very glad to talk with you and do our best to help you.

In the meantime, to follow out your interest in advertising you might read "Opportunities in Advertising" by E. F. Gant, published by M. Gray and Company. The institute has a book upon "Advertising as a Vocation," of which a folder is inclosed.

Yours truly [100]

proposes to open  
sale of a new property  
authorized to distribute  
section of the estate  
advertising advantages  
complimentary offer

Mr. Charles Blatchley

4

799 Blue Hill Avenue

Plainfield, New Jersey

Dear Sir:

This company proposes to open the sale of a new property at Plainfield, New Jersey. Before the sale begins I am authorized to distribute a limited section of the estate for advertising advantages. Through courteous reference I am able to offer you one of these lots in return for advertising space.

You will not be expected to build upon nor sell any lots for us. By the conditions the complimentary offer is limited in time, as it is made solely for advertising expedience. Your reply now will be mutually advantageous.

The return of the inclosed postal card will bring you, free of cost, full particulars.

Yours respectfully [109]



# SHORTHAND DICTATION EXERCISES

## EXERCISE 51

Name ..... Date .....

paper and color submitted  
fifty-sheet pads  
billed as ordered  
send us a proof

Messrs. Alger Brothers 1  
786 Canal Street  
Birmingham, Alabama

Gentlemen :

In your estimate of December 7 you agreed to furnish us with 50,000 fifty-sheet pads, like the | paper and color submitted, for the sum of \$660, and in the course of a conversation with your | salesman, Mr. Shaw, several days ago he stated that the price would be the same now. We are therefore pleased | to give our order for these 50,000 fifty-sheet pads, to be delivered and billed as ordered. We are | returning a part of the sample of paper given us by Mr. Shaw.

Kindly use Old English type like that |<sup>2</sup> on our letterheads, and send us a proof.

Yours very truly [111]

return of our card  
instructing a class  
mailed to you  
reach you promptly  
formulate an opinion  
value of this book

Mr. Julius Alberg 2  
213 Nichols Avenue  
Berkeley, California

Dear Sir :

This will acknowledge the return of our card on which you ask for five copies of "Lacy's Business | Practice Handbook" to be used in instructing a class of five pupils on the Lacy Adding and Listing Machine.

These | books are being mailed to you in another wrapper. We trust that they will reach you promptly.

After you have | had time to formulate an opinion as to the value of this book, we should be glad to have you | write to us.

Very truly yours [86]

fail to see  
different-colored cards  
three companies affiliated  
investigate this matter

Messrs. F. S Hathaway and Company      3  
22 Sidney Street  
Kalamazoo, Michigan

Gentlemen :

We have your letter of October 17 in reply to our query of the fourteenth of this month as to the charge of six cents for carding.

We still, however, fail to see why a charge should be made at the present time, as we have been using different-colored cards ever since we have had your machine. In fact, as we understand it, an arrangement was made when we purchased this machine that as there are three companies affiliated with us we should have different-colored cards for each company.

Will you not investigate this matter ?

Yours very truly [101]

more than a year old  
by the next mail  
resort to unusual methods  
risk its reputation

Messrs. R. E. Ferguson and Sons      4  
Edgewood Road  
Frankfort, Kentucky

Gentlemen :

I have already written to you four times concerning your small account of less than \$4, the last item of which is now more than a year old.

Will you kindly send a remittance by the next mail or will it be necessary for me to resort to unusual methods to secure payment ?

I am surprised that a business house of the standing of yours should be willing to risk its reputation and credit for so small an amount.

Please let me hear from you.

Very truly yours [90]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 52

Name ----- Date -----

### THE BORROWING HABIT\*

The greatest and most constant temptation confronting a veteran wholesaler in New York has been the impulse to run to the bank for a loan at every sign of financial shortage. Borrowing is advisable only when it is necessary. It is often such a simple matter to sign a promissory note that this borrowing habit becomes a real danger if not kept in check.

Once this wholesaler thought it imperative to borrow ten thousand dollars. He got the money without the slightest trouble. When he returned to the office he opened his ledger and sat for ten minutes looking at the entry. Trade conditions were not bright. He looked ahead sixty days and wondered if he would have ten thousand dollars to spare when the notes came due.

\* "How to Finance a Business." A. W. Shaw Company, N.Y.





# SHORTHAND DICTATION EXERCISES

## EXERCISE 53

Name ..... Date .....

contributors to the Bureau  
publish their names  
deluged with appeals  
register your vote

Mr. Frank Aldrich 1

204 Sterling Street  
Los Angeles, California  
Dear Sir :

Recently I have been asked by a number of contributors to the Bureau not to publish their names | in our annual report.

Some give as their reason : " Other societies get my name and I am consequently deluged with | appeals."

What do you think about it ? Shall we publish the names and amounts of individual contributors, shall we publish | names only, or shall we omit both names and amounts ?

I shall be grateful if you will register your vote | on the inclosed postal and mail the card to me.

Sincerely yours [92]

recently installed  
settlement in cash  
machine was erected  
according to our records

Messrs. Dexter Brothers 2

200 Fourth Avenue  
Jersey City, New Jersey  
Gentlemen :

On your order of October 14 we recently installed one Davis Folder Feeder and attached it to your No. | 12 Folder. Your order provided for a settlement in cash, less two per cent if paid in thirty days after | the machine was erected, or ninety days net.

According to our records the machine was installed on May 18. The | settlement, therefore, would be due in net cash on the eighteenth of this month. We trust that this information agrees | with your records and that you will make prompt settlement as usual.

Yours very truly [95]

receipt of your check  
sincere apology  
regret the annoyance  
we have instructed  
bookkeeping department  
cause for complaint

Mrs. Russell Merrill 3

75 Highbridge Street  
Waco, Texas

Dear Madam :

We acknowledge with thanks the receipt of  
your check for \$31.05 and are inclosing | your  
bill for March receipted.

We offer you a sincere apology for our error in  
forwarding this statement to the | wrong address.  
We genuinely regret the annoyance and incon-  
venience to which you have been subjected. We  
have instructed our bookkeeping | department to  
take particular notice of your address, and we  
trust that in the future you will have no cause |  
for complaint.

Your further business will be appreciated.

Very truly yours [91]

United States Civil Service Commission  
machine-shop work  
unusual ability  
mechanical work  
good experience  
highest technical education

United States Civil Service Commission 4  
Washington, D. C.

Gentlemen :

I am very glad to commend to you Mr. Karl  
Green of Malden, Massachusetts. I have seen  
his machine- | shop work since he began with his  
father, an inventor, twelve or fifteen years ago.  
The family is well known | to me.

Karl is a young man of unusual ability in  
mechanical work. He is large, robust, and of  
pleasing | personality. He has had long and good  
experience. He is a man who would profit by  
the highest technical education. | I am sure he  
would give excellent service in any place you  
may offer him. Moreover, he is a thoroughly |  
loyal American. Very sincerely yours [105]



September bulletins  
this request indicates  
very attractive list  
new popular edition  
recent songs  
sales of this edition

Mr. William Wallace  
111 Union Avenue  
Minneapolis, Minnesota

3

Dear Sir :

Having received your postal card of August 26, we are sending in another wrapper seventy-five of our September bulletins and are putting your name on our mailing list to receive one hundred of these each month.

We are very glad to send them to you, for we believe that this request indicates an intention to interest your customers in our music.

Our September bulletin offers a very attractive list. We call your attention particularly to the new popular edition of recent songs at thirty cents. The sales of this edition in New York have been enormous.<sup>1</sup>

Yours very truly [103]

under present conditions  
schedule of prices  
cannot promise shipment  
present abnormal conditions

Messrs. Carl Jessup and Company  
121 Glen Avenue  
Manchester, New Hampshire

4

Gentlemen :

We regret that it is impossible under present conditions to maintain a schedule of prices.

All orders received are placed on file to be billed at prices prevailing on the day of shipment.

Moreover, since we are about five months behind with our orders, we cannot promise shipment before September.

We regret our inability to give you our usual prompt service and trust that you will realize it is due to the present abnormal conditions.

Yours truly [78]



# SHORTHAND DICTATION EXERCISES

## EXERCISE 55

Name ----- Date -----

make application  
selling position  
we have no vacancy  
selling organization

Mr. J. W. Harper 1  
191 Madison Street  
Joplin, Missouri

Dear Sir:

We have your letter of January 30, in which you make application for a selling position with this company. At present we have no vacancy in our selling organization which we could offer for your consideration. We regret that we are unable to avail ourselves of your services.

We thank you however, for your application.

Yours very truly [60]

please refer to your claim  
entered against this company  
alleged damage  
Egg Tariff  
formal letter  
withdrawing this claim

Messrs. Frank Davis and Company 2  
53 Grape Street  
Worcester, Massachusetts

Gentlemen:

Please refer to your claim entered against this company under date of March 22 for the alleged damage of \$7.33 to a shipment of eggs.

My investigation brings forth the fact that under date of March 17 this entire shipment was delivered to you apparently in good order. You signed the receipt without making a claim for loss or damage. In view of the existing Egg Tariff ICC 1683 I am at a loss to understand why you are calling upon this company to consider your claim, and I must respectfully ask that you furnish me with a formal letter withdrawing this claim.

Yours truly [115]

EXERCISE 55 (Continued)

revise our credit files      contemplated in this inquiry  
nothing unusual              present financial standing

Mr. William Luce

3

Tecumseh Avenue

Natehez, Mississippi

Dear Sir :

From time to time we revise our credit files by making inquiries of people to whom we would not hesitate to give information, should they request it. Nothing unusual is contemplated in this inquiry.

If you deal with the person named below may we have your opinion in regard to the following points ?

1. Present financial standing.
2. Personal history and character.
3. Progress and prospects.
4. Methods of paying bills : whether he
  - (1) discounts ;
  - (2) pays at maturity ;
  - (3) pays after maturity ;
  - (4) gives notes.

Your reply will be held in strict confidence and we shall welcome an opportunity to be of service to you.              Very truly yours [111]

memorandum invoice      please supply us  
investigated the records      wholesale department  
retail establishment      retail section

Messrs. Harry Levine and Sons

4

15 W. 5th Street

New Brunswick, New Jersey

Gentlemen :

We are returning to you herewith your memorandum invoice of February 21.

This invoice is marked " % Messrs. Smith, Williams and Company."

We have carefully investigated the records of our retail establishment, but have been unsuccessful in placing this invoice in the proper hands. Please supply us with your order number, the name of the individual who signed this order, and the number of the wholesale department or retail section for which the bill is intended.

The inclosed envelope is for your convenience.

Yours very truly [89]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 56

Name \_\_\_\_\_

Date \_\_\_\_\_

you have not furnished  
original bill of lading  
original document  
properly execute

Messrs. B. E. Burk and Company 1  
570 Franklin Avenue

Montclair, New Jersey  
Gentlemen:

I find that you have not furnished me with  
the original bill of lading in connection with  
claim No. |5672 J.

If you will therefore let me have the original  
document or properly execute and return | the  
bond which I am attaching hereto, I will see  
that your claim is settled promptly.

Yours truly [58]

withdrawn in full  
standing to the credit  
reason of any fault  
handling your business  
through discourtesy  
please our depositors  
temporary cessation  
prompt and faithful

Mr. Joseph Vincent 2  
547 Greenwiche Street  
Altoona, Pennsylvania

Dear Sir:

We regret to find that you have withdrawn  
in full the balance standing to the credit of  
your | account with this bank.

We trust that this account was not closed  
by reason of any fault in handling your | busi-  
ness or through discourtesy on the part of any  
employee connected with this institution, for it  
is our desire to | please our depositors by giving  
prompt and faithful service.

Kindly consider us at your command for any  
service that this | bank may be able to render.

We hope that this is only a temporary ces-  
sation of our business relations and |<sup>1</sup> that we  
may soon have the pleasure of serving you again.

Very truly yours [114]

fire underwriters  
advertising campaign  
fire prevention  
reduce and minimize

Messrs. W. Stanley and Sons 3

Round Hill Road  
Birmingham, Alabama

Gentlemen:

We are writing you at the suggestion of several local fire underwriters, requesting that you contribute \$1.50 a week for fifty-two weeks to an educational advertising campaign on fire prevention in the "Sunday Journal."

Alabama's loss last year amounted to \$3,140,657. Many of the local fire underwriters believe that an educational advertising campaign, run continuously each week, prepared and written by an authority on fire waste, will have a tendency to reduce and minimize Alabama's unusually high percentage of fires.

As you probably know, similar educational campaigns, run in the interest<sup>1</sup> of life insurance, good roads, and public service corporations, invariably accomplish desired results. It is a campaign of this kind that we wish to begin immediately in the interest of the fire-insurance companies doing business in Alabama.

We will give you the privilege of running at the bottom of these articles the name and address of your home company or the address of your local agent. The plan we are suggesting will have the full cooperation of the local fire underwriters. If you are willing to enter into this cooperative publicity campaign in the interest of fire insurance, please<sup>2</sup> write us immediately.

Very truly yours [206]



# SHORTHAND DICTATION EXERCISES

## EXERCISE 57

Name .....

Date .....

we have received your remittance  
copies of these invoices  
additional check  
make your settlement  
in accordance with our statement  
handling of your account

Bedford Automobile Accessories Company 1  
Bedford, New York  
Gentlemen :

We have received your remittance of \$156.65  
sent us November 15 as payment on your  
October account.

We find that you omitted our invoices  
No. 50760 and No. 51128 amounting to \$7.12  
and \$1.67 respectively. Accordingly, we in-  
close copies of these invoices. Will you please  
mail us an additional check or see that the  
proper amount is included in your November  
settlement?

You have also deducted a November credit  
amounting to \$40.95. In this connection we ask  
you to make your<sup>1</sup> settlement in accordance  
with our statement and not to take any credits  
into consideration until they actually appear  
on your statement. Thus you will facilitate  
the handling of your account and enable us to  
get a ruling each month, provided your account  
is paid in full.

Yours truly [148]

at Mr. Hunt's request  
Empty Tin Boxes  
Thrift Crayons  
less than one gross

Messrs. Philip Lieberman and Company 2  
248 Summit Avenue  
New London, Connecticut  
Gentlemen :

At Mr. Hunt's request, we are quoting you  
prices on the Empty Tin Boxes for Thrift  
Crayons, No. 10 and No. 15. The price of both  
will be the same — 60 cents a dozen boxes in  
quantities less than one gross, or \$6.40 net, in  
gross lots.

We hope that you will favor us with your  
order.]

Very truly yours [63]

EXERCISE 57 (Continued)

attitude you have taken  
protecting our interests

Mr. Dana Ackerman

229 Boston Road

Auburn, Maine

3

Dear Sir:

We acknowledge with thanks the receipt of your card of July 28, in which you say that you will send us direct the checks for all materials that we furnish Mr. French.

We thank you for the attitude you have taken in the matter of protecting our interests.

Yours very truly [54]

diversity of interests  
exceptionally valuable  
management of this bank  
various church organizations

Rev. Alfred Griggs

Ansonia, Connecticut

4

Dear Sir:

You will be interested in the inclosed copy of our last statement, which shows our strong financial condition.

We desire especially to call your attention to our ample capital and surplus and to the names of our directors. They are all men of acknowledged integrity, and collectively represent such a diversity of interests and such wide experience as to be exceptionally valuable in the management of this bank.

As you are, no doubt, frequently consulted by members of your congregation on financial matters, we take this opportunity to bring to your attention our superior facilities for handling the accounts of various church organizations and societies as well as of individuals.

We shall appreciate any business you may direct to us and will see that it is given every possible attention.

Very truly yours [135]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 58

Name .....

Date .....

### SOURCES OF NECTAR\*

In taking up beekeeping as a business it is a matter of the utmost importance to select a location where suitable plants are available during as long a season as possible. The greater the variety of honey-producing plants, the better. There is no single plant that can be depended upon to produce nectar in sufficient quantities every year. The ideal location is one where there is an abundance of willow, maple, dandelion, and fruit bloom early in spring, followed by white clover and sweet clover in abundance. This in turn should be supplemented with such plants as heartsease, sunflowers, goldenrod, and asters for late forage.

There are many things to be considered in choosing a location that will not be apparent at first glance. For instance, some plant may be present in quantity that is ordinarily considered as a profitable source of nectar, yet which for some unknown reason seldom yields

\* "Productive Beekeeping," by Frank C. Pellett. J. B. Lippincott Company, Philadelphia, Pa.





# SHORTHAND DICTATION EXERCISES

## EXERCISE 59

Name ..... Date .....

### GETTING EMPLOYEES BY ADVERTISING\*

A most satisfactory method of getting employees, and keeping in touch with the labor market as well, is that of advertising. The ordinary method, and one that possesses the virtues of being economical and reasonably sure, is that of using the want advertisements in the leading city dailies. The common method of doing this style of advertising is that of using the ordinary blind advertisement. The blind advertisement has two disadvantages which, however, are seldom considered by the advertiser.

The first disadvantage of blind advertising is that a great many times competent employees who are employed at the time that<sup>1</sup> the advertisement is run are liable to be somewhat scary about answering it. For instance, take the example of a technical man who is already employed with fair prospects of promotion, but who wishes for some satisfactory reason known only to himself to make a change. If he is progressive he keeps in touch with the advertising columns of the leading dailies, scanning them carelessly, or even going over them systematically each week. When he sees an advertisement which looks as though it might be worth answering, he is often held back from making the reply from the fact that<sup>2</sup> he might possibly be writing to his own company.

\* "The Business Man's Encyclopedia." A. W. Shaw Company, N. Y.



# SHORTHAND DICTATION EXERCISES

## EXERCISE 60

Name -----

Date -----

we inclose  
statement of a purchase  
made in your name  
called to your attention  
remit in settlement  
balance due

Mr. D. H. Irwin  
Laredo, Texas

Dear Sir :

1

We inclose a statement of a purchase made in your name. This matter has twice been called to your attention.

If the work is complete and satisfactory please remit in settlement on receipt of this letter, or inform us if your records do not agree with the balance due as shown on the statement.

Very truly yours [59]

government contract      fitted with platform  
out-of-town hauling      stake and rack-side bodies  
we are equipped          our chauffeurs  
seven tons' capacity      railroad conditions

Mr. J. A. Mablsted  
209 North Avenue

Pittsburgh, Pennsylvania

Dear Sir :

2

Having recently completed a large government contract, we are now in a position to accept work on out-of-town hauling. We are equipped with twenty trucks ranging from one ton to seven tons' capacity and fitted with platform, stake, and rack-side bodies. Our chauffeurs have been covering the New England States, as well as New York and Pennsylvania, and are careful, responsible men.

Believing that with the congested railroad conditions more firms will realize the advantage of shipping by road, we shall be pleased to submit to you, upon request, prices covering shipments of any weight and description to any desired point.

We trust that if you have need of trucking service you will give us your consideration.

Very truly yours (125)

EXERCISE 60 (Continued)

somebody heard you  
greatest amount of mileage  
high-adjustment privilege  
we back our products  
Woodside Tire Exchange  
special features of construction

Mr. Malcolm Gibson

3

95 Weaver Street

Louisville, Kentucky

Dear Sir :

Somebody heard you think out loud the other day.

You said you wanted to buy a tire from a manufacturer who would build a tire so that it would give you the greatest amount of mileage, without charging for a high-adjustment privilege ; in other words, you wanted to get the value of your money in the tire rather than in promises which might not materialize.

When we received this message we decided to write you immediately and tell you that we are just the firm for which you have been looking.

We back our products and statements with more than fifty-eight years of experience. While we are on this subject we wish that you would just call up Woodside Tire Exchange of your city and ask about the following special features of construction :

Extra side-wall protection

Extra heavy friction cushion

Double-breaker strip

Exceptional quality and thickness of tread

No danger of loose beads

A real non-skid

We want to hear you say what thousands of other customers are saying : " It 's the best tire I have ever used."

Don't delay ; you are thinking about it now.

Yours very truly [195]



# SHORTHAND DICTATION EXERCISES

## EXERCISE 61

Name ..... Date .....

we appreciate your order  
wood fiber plaster

extend the time  
June shipment

Messrs. H. L. Cole and Company 1  
867 Mohican Street  
Duluth, Minnesota

Gentlemen :

We appreciate your order for thirty tons of wood fiber plaster. We regret, however, our inability to fill it before June 1. If you will extend the time to this later date we can make prompt delivery.

Please let us know soon whether you wish us to accept the order for June shipment.

Very truly yours [57]

you will find listed  
sealed proposals  
Bureau of Yards and Docks  
Navy Department

application for plans  
Commandant of the  
Navy Yard  
Engineer's office

Messrs. Edward Monroe and Company 2  
432 Huber Avenue  
Norwich, Connecticut

Gentlemen :

You will find listed below three contracts for which the government desires bids. I hope that the information will be of value to you.

Sealed proposals will be received at the Bureau of Yards and Docks, Navy Department, Washington, D. C., until 11 A.M., November 27, for dredging at the Navy Yard, Norfolk, Virginia. Application for plans may be made to the Bureau or to the Commandant of the Navy Yard.

Sealed proposals will be received at the United States Engineer's office, Philadelphia, Pennsylvania, until 12 o'clock noon, November 22, for dredging in the Delaware River on the Bellevue, Cherry Island, and Deep Water Point Lighthouse ranges.

Sealed proposals will be received at the United States Engineer's office, Cleveland, Ohio, for the dredging in Cleveland Harbor, Ohio, until 12 o'clock noon, November 26.

Very truly yours [140]

reach you by telephone  
yellow tax blank  
Additional Taxation  
Domestic Corporations  
excess-profits taxes  
offering tangible evidence

Mr. Reginald Shields  
1526 Battle Street  
Chicago, Illinois

3

Dear Sir :

My attempt to reach you by telephone a few minutes ago was for the purpose of calling to your attention an error in the yellow tax blank issued by the state, "Additional Taxation of Domestic Corporations." The correction of this mistake would save you considerable money if you paid excess-profits taxes last year.

When you are at leisure — always supposing that you are interested — I shall be glad to call and point this error out to you, thus offering tangible evidence of the service that we are able to render clients at every opportunity during the year.<sup>1</sup>

Very truly yours [103]

furnishing valves  
alteration work  
cheaper to install  
high grade tank fixture

The Kleber Auto Repair Company  
456 North Avenue

4

Loraine, Ohio

Gentlemen :

We have heard that you are planning to make extensive alterations in your building on North Avenue. As you will probably have some changes made in your plumbing, we are inclosing a circular which illustrates the kind of goods we manufacture. We are furnishing valves for a large number of the new buildings now being erected, as well as for much of the alteration work.

You will find that valves are not only cheaper to install than a high grade tank fixture but are also much more satisfactory.

If you are not familiar with our valves we shall be glad to have our representative call, by appointment, to see either you or your architect.

Yours very truly [118]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 62

Name .....

Date .....

reference to work performed  
elevator in your building  
investigating the labor charge  
definite information

Messrs. J. H. Mahlstedt and Company 1  
Elizabeth, New Jersey  
Gentlemen :

This is to acknowledge receipt of your letter of July 30 with reference to work performed by us in connection with the elevator in your building at Rome, New York. We are at present investigating the labor charge in question and expect to be able to give you definite information within a few days.

Yours very truly [58]

vocational guidance  
carried newspapers  
spend the rest of my life  
interested in advertising

The Vocational Institute 2  
82 Broadway  
New York City  
Gentlemen :

Vocational guidance is the one thing I am sorely in need of at the present time. From my eleventh year till my fifteenth I carried newspapers. After school hours I worked for a grocer, driving a team and collecting bills. For the last two years I have worked for D. E. Fallon and Company — first as a clerk, then, later, as stock boy, and now as rigger. After three weeks in my present job I find I was not cut out for the occupation of rigger, for I do not care to spend the rest of my life walking! girders high up in the air.

I have always been interested in advertising; in fact, I intended to go to college and study it, but was forced by financial need to enter my present occupation. I should like to study advertising in my spare time, my ambition being to work up to the position of advertising manager of some large firm.

Please tell me what you would advise.

Respectfully yours [170]

brief description  
Columbia and Southern  
Convertible 6 per cent bonds  
conversion feature  
good railroad common stocks  
Preferred and Common  
debenture bond  
short maturity

Mr. F. M. French

3

Globe, Arizona

Dear Sir :

We are inclosing a brief description of the Columbia and Southern Convertible 6 per cent Bonds, due September 1, 1939. We believe that these are the cheapest railroad convertible bonds in the market today. Our reasons for this belief are as follows :

1. If the railroad situation improves, as we believe it will soon, Columbia and Southern Convertible 6's, on account of the conversion feature, should advance in value in common with good railroad common stocks.
2. If, on the other hand, the railroad situation should not develop favorably, Columbia and Southern Convertible 6's, coming ahead both of the Preferred and Common Stocks and constituting a 6 per cent debenture bond of one of the best railroad systems in the United States, would probably not decline very much in price, especially in view of their comparatively short maturity.

We recommend these bonds as a high-grade investment with attractive possibilities of enhancement in value.

Very truly yours [161]



# SHORTHAND DICTATION EXERCISES

## EXERCISE 63

Name..... Date.....

reading notice  
complimentary insertion  
news columns  
next issue  
by our clients  
depends to a large extent  
support and publicity

The "Harlem News" 1

313 Third Avenue  
New York, New York  
Gentlemen:

We are inclosing a reading notice from our clients, The Hayden Realty Company, whose advertising you are running in your paper. A complimentary insertion of this article or as much of it as you wish to publish in the news columns of your next issue will be greatly appreciated both by our clients and by us.

The opening of a Harlem office is a venture, and its success depends to a large extent upon the support and publicity accorded it.

Yours truly [83]

I am glad to announce  
success has warranted  
enlarging of my office  
will give my patrons  
spacious accommodations  
old English silver  
pearls for necklaces  
combinations of precious stones  
newest effects in jewelry  
submitted gladly

To Patrons:

2  
At the close of my third year in business I am glad to announce that its success has warranted the enlarging of my office. This will give my patrons more private as well as more spacious accommodations.

I have added a very good selection of old English silver, which has just been received from London.

Personal attention will be given to the matching of pearls for necklaces.

Folders describing combinations of precious stones and the newest effects in jewelry will be submitted gladly upon request.

Very truly yours [90]



# SHORTHAND DICTATION EXERCISES

## EXERCISE 64

Name \_\_\_\_\_ Date \_\_\_\_\_

full complement of employees  
migratory tendencies  
jobbers and retailers  
extremely small stocks  
break in the metal market  
capacity of our plant

The "Kansas City Times" 1  
Kansas City, Missouri  
Gentlemen:

We make the following statement on condition that you do not mention our name or the kind of manufacture in which we are engaged.

We are running our plant with nearly a full complement of employees, but the inefficiency and the migratory tendencies of labor at the present time necessitate prices for our goods which do not facilitate their sale. Jobbers and retailers are carrying extremely small stocks, fearing that there will be a sudden break in the metal market, and that they will be obliged to suffer a loss on goods purchased at prevailing prices. Notwithstanding the efforts<sup>1</sup> of our government to establish prices for the various metals, buying has not been stimulated.

As long as machinery is as difficult to get as at present, it will be impossible to increase the capacity of our plant, and the prospects are that we shall be obliged to work along under heavy handicaps for a considerable time.

Very truly yours [160]

we are at fault  
correct our error  
pay the account  
genuinely appreciated

The Aetna Engineering Company 2  
Beaumont, Florida  
Gentlemen:

We have your letter of December 18, and note what you have to say.

We see where we are at fault and hasten to correct our error by inclosing a check for \$460, which will pay the account according to the inclosed statement.

Your many courtesies are genuinely appreciated.

Very truly yours [56]





# SHORTHAND DICTATION EXERCISES

## EXERCISE 65

Name ----- Date -----

### AN AMERICAN'S DUTY TO THE PRESIDENT \*

There is a class of people that think that the government ought to do everything, ought to regulate everybody and everything,—that is, to regulate other people, not themselves,—and these political philosophers visit the president with responsibility for everything that is done and that is not done. If poverty prevails where, in their judgment, it should not prevail, then the president is responsible. If other people are richer than they ought to be, the president is responsible. While the president's powers are broad, he cannot do everything. The lines of his jurisdiction are as fixed as a written constitution<sup>1</sup> can make them. He has tremendous responsibilities. He is doing the best he can. And while we may differ with him in judgment, while we may think he does not bring the greatest foresight to his task, that he may select poor instruments for his assistants, we must remember that he is the head of our government, that he represents our nationality and our country, and that it is our duty as citizens and patriots to uphold his hands, to give him credit for a high sense of duty and a conscientious discharge of it. [195]

\* From "The Presidency," by William Howard Taft. Copyright, 1916, by Charles Scribner's Sons.









# SHORTHAND DICTATION EXERCISES

## EXERCISE 67

Name ..... Date .....

organize a regular schedule  
Atlantic Transportation Company  
six-ton motor trucks  
latest type  
designed to carry  
uniform in size and appearance  
packages or merchandise  
we carry insurance

The Maple Press 1

Cedar Street  
Arlington, Massachusetts

Gentlemen:

No doubt you will be interested to learn that the leading truckmen in your city have organized a regular schedule between Boston and New York. They will operate under the name of the Atlantic Transportation Company. Into this service they will put new six-ton motor trucks of the latest type designed to carry all kinds of merchandise. These trucks will be uniform in size and appearance and will leave Boston and New York daily.

Packages or merchandise of any kind will be delivered at destination within forty-eight hours. We carry insurance on merchandise against fire, theft, and collision.

We are organized for the purpose of conserving time, money, and man power. If you are interested in this movement and wish to do something to relieve freight congestion give us your business.

It is necessary that we form some estimate of the amount of merchandise that can be shipped in this manner, so that we may know how many trucks will be required to care for this business.

Our prices will not exceed freight rates within twenty miles of Boston, and express rates within one hundred miles.

Very truly yours [192]

Infants' Wear Department  
 merchandise head  
 sellers' market  
 coöperative offering  
 supreme importance  
 similar advantages  
 specific items  
 efficient and economical

Messrs. King and Terry 2

76 Emerson Street  
 Baltimore, Maryland

Gentlemen:

Several days ago you received from us a letter with regard to business in the Infants' Wear Department during the first months of the year, together with offerings from forty-four infants' and children's wear manufacturers who are represented in this building.

We feel certain that not only you, as merchandise head of your institution, but your advertising department and your buyers appreciate that this past year has been a "sellers' market." The demands so far exceeded the supply that merchandise has been difficult to get.

This makes our coöperative offering of supreme importance. It gives you concrete evidence of the merchandising value of our plan. Of course this particular instance applies to one department only, but when our sales-rooms have all been assembled they will afford the greater part of your buying organization similar advantages.

If you did not thoroughly peruse the letter and cards we sent you, we ask you to turn to your files and go over them again. Their dominating purpose lies not so much in the specific items and prices presented as in the example of what our building offers your buying organization in the way of efficient and economical shopping.

Very truly yours [200]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 68

Name ..... Date .....

packed in original packages  
remaining unsold  
we guarantee this palm oil  
soda ash  
sulphate of magnesia  
government regulations  
wire at our expense  
receive priority

Messrs. A. W. Stern and Company     1  
50 Webster Avenue  
San Antonio, Texas  
Gentlemen :

We have been successful in finding 15 casks of palm oil, packed in original packages, which we offer you, subject to their remaining unsold, at 34 cents a pound, f.o.b. New York, net cash in 10 days. We guarantee this palm oil in every respect.

We also offer the following chemicals :

Soda ash, light 58%,	in bbls.,	3¢ a lb.
Sulphate of magnesia,	in bbls.,	9 $\frac{3}{4}$ ¢ a lb.
Prime No. 1 talc,	in bags,	\$31.50 a ton.

These prices are f.o.b. Philadelphia, 30 days net, or less 1 $\frac{1}{2}$  per cent for cash in 10 days.

Owing to government regulations we advise you to place your orders for at least six months to come. We suggest that you wire at our expense if our offer of palm oil is attractive. As we have only a small quantity on hand, the first orders will naturally receive priority.

Very truly yours [160]





# SHORTHAND DICTATION EXERCISES

## EXERCISE 69

Name ----- Date -----

Lawn Tennis Association  
special design hatbands  
as much publicity as possible  
prominent place  
on approval  
we allow a discount

Mr. F. A. Fitzsimmons  
45 Arch Avenue  
1

Gloucester, Massachusetts

Dear Sir :

The officials of the United States National Lawn Tennis Association wish to extend the use of the special design hatbands which we made for them last year, and have asked us to give the new bands as much publicity as possible.

In accordance with this object we have mailed you today a card giving the price and the necessary information together with a sample of the design. Will you kindly have this displayed in some prominent place in order that your members may be informed concerning the band ?

Will you permit us to send you a few dozen bands on approval and allow the club to sell them to the members during the season ? You may return to us any unsold portion at its close. On sales of five dozen or more we allow a discount of  $12\frac{1}{2}$  per cent. We trust that you will be willing to cooperate with us.

Yours very truly [159]



# SHORTHAND DICTATION EXERCISES

## EXERCISE 70

Name ..... Date .....

choice of persons  
clerical or stenographic  
conducting research work  
selecting applicants  
previous experience  
training of the applicant  
definite work problem  
records of creditable schools

Dr. Albert Kenyon  
234 Harold Court

Mt. Vernon, New York

Dear Sir:

1  
It is somewhat difficult to offer you any general counsel as to the choice of persons for clerical or stenographic service. You doubtless are aware that a Canadian institute is conducting research work at Pittsburgh in the field of salesmanship, and that various tests have been devised for the purpose of selecting applicants for clerical positions. Dr. Scott, in particular, has proposed a number of psychological and other tests which were assumed to bear some relation to later success in clerical duties.

I am inclined to feel that very little is to be hoped from the field of<sup>1</sup> tests such as those suggested by these experiments. It seems to me that the best practice is to determine rather carefully what the previous experience and training of the applicant have been, and then to give him some practical work to do. It is much more satisfactory to set a definite work problem before an applicant than to endeavor to base selection upon a test which has no immediate reference to the situation in hand.

It seems to me that for persons who have been trained in clerical work, considerable dependence can be placed on records of creditable schools and<sup>2</sup> on judgments of successful teachers.

Very truly yours [208]

EXERCISE 70 (Continued)

specialty of printing  
attractive catalogues  
we guarantee  
first-class work

Messrs. A. G. Dakin and Brothers 2

44 State Street

Harrisburg, Pennsylvania

Gentlemen:

We make a specialty of printing attractive catalogues for advertising. If you will send us one of your catalogues | we will quote prices.

We guarantee first-class work and prompt delivery.

Very truly yours [35]

purchasing by mail  
Athletic Supplies  
include free delivery  
refunded without question

To the Athletic Instructor: 3

Purchasing by mail has become so popular and general as to make it advisable to afford | the schools and colleges every opportunity to benefit by the economies resulting from this practice.

We specialize in Athletic Supplies | and are taking the liberty of sending you a copy of our latest booklet. All prices quoted include free delivery | and prompt shipment.

You may make purchases with every assurance that the goods will be of the best material. Moreover, | your purchase money will be refunded without question if the goods should prove unsatisfactory.

No order is too small for | us to fill and none large enough to overtax our facilities.

Yours truly [113]





compelled to raise our prices  
new advertising rates  
advertising campaigns  
National Constructor  
accept contracts  
figured at the old rate

Messrs. Fred D. Porter and Sons                    3

669 Lexington Avenue

Providence, Rhode Island

Gentlemen :

Here's a little balm !

You no doubt have been hearing the cry :  
"Owing to the increased cost of," etc., "we  
shall be compelled to raise our prices," etc.

Well, this condition is true with us too, and  
our new advertising rates will be higher, but it  
is our desire to meet you halfway.

A number of firms have brought to our at-  
tention the fact that they have already planned  
next year's advertising campaigns, including  
space in the "National Constructor," figured on  
present rates.

With the idea of coöperating in every way  
possible with our advertisers, we<sup>1</sup> have decided  
to accept contracts figured at the old rate pro-  
vided they reach us before January 31.

We believe | that we are doing the fair thing  
and that you may wish to take advantage of  
our old rate in | this way.

The last forms for our January number close  
on December 20.

Shall we suggest copy for you ?

Yours very truly [162]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 72

Name..... Date.....

### THE LAUNDRY INDUSTRY

The times have brought new and trying problems to women — problems that have multiplied the cares of housekeeping.

A scarcity of help too has tended to increase domestic difficulties.

It has devolved upon the modern woman to be mistress of many things. While acting as mother and business manager in the home she must also give ear nowadays to appeals of the community for welfare work and social service.

To save time and meet the many demands made upon her, the modern woman must simplify her household methods, and this she can do if she will avail herself of the help offered by the laundry industry.

It is this industry that sends every morning ten million business men to their offices with spotless collars. Five thousand hospitals are dependent on it for their daily supplies of sterilized linen. From it ten thousand hotels secure their acres of immaculate napery. By it a million workers are clothed three times a week in aprons and coats of snowy white.



# SHORTHAND DICTATION EXERCISES

## EXERCISE 73

Name .....

Date .....

### TAKING DICTATION \*

When you enter your employer's office, with notebook and pencil in hand to take dictation, you step into his thoughts and into his work. You go to his office to assist him in putting forth his best efforts to further the interests of the concern employing him. Consequently, you are expected to forget things outside, and you are expected to be ready to take his every word, to wait for those words as long as he chooses to have you wait, or to hasten through a letter he has ready to dictate on the instant.

In this as much as in anything else you do, you can aid the man you work for in accomplishing the most telling results.

Only a superbeing is capable of superior work when surrounded by indifference. Most business men are not superbeings; therefore the man whose secretary catches the spirit back of the dictated word and follows his mood is the man whose letters will carry what can best be designated in the slangy though expressive term, "a punch."

When a man is dictating a letter he is unconsciously vesting his secretary with the personality and identity of the one to whom the letter is written. If that secretary is inattentive he feels that the force of the letter is lost.

\* From "The Efficient Secretary," by Ellen Lane Spencer. Frederick A. Stokes Company, New York.





# SHORTHAND DICTATION EXERCISES

## EXERCISE 74

Name .....

Date .....

Worth System of Bookkeeping  
thoroughly revised  
modern in every respect  
ideal office-practice system  
day or night school  
large or small classes  
beginning or advanced  
Practical Dictation

Mr. Charles Eastwood  
28 Intervale Avenue  
Ardmore, Pennsylvania

1

Dear Sir :

You will find inclosed a copy of our circular describing the "New Worth System of Bookkeeping." This system has been thoroughly revised and is modern in every respect. If you are looking for an ideal office-practice system or a system that you can use outside of the office, we shall be pleased to furnish you with more complete information.

The "New Worth System" will fill every requirement in day or night school, in large or small classes. It is equally fascinating for beginning or advanced students.

We shall be pleased to send you also examination copies of | "Practical Dictation" and "Modern Touch Typewriting." Inclosed you will find a return card for your convenience.

Yours truly [118]

high-school principals      recruiting stenographers  
commercial teachers      copying on the typewriter  
federal government      prescribed examination

To High-School Principals and Commercial

Teachers: 2

You will be interested in the inclosed circular suggesting a service that you may render the federal government in recruiting stenographers and typists.

The examination, requiring not more than an hour of actual work, consists of dictation exercises at eighty and one hundred words a minute and two exercises in copying on the typewriter. Pupils who are about to complete the high-school course in Shorthand 2 and Typewriting will therefore be fully competent to pass the prescribed examination and should be urged to make application.

A copy of the application blank is inclosed.  
Very truly yours [104]

when you require supplies  
Cut Price Auto Supply Company  
high-grade tires  
general accessories  
courteous and efficient service  
in our neighborhood

Mr. Solomon Annapolsky 3

56 Brunswick Street  
Denver, Colorado

Dear Sir:

Do you ever wonder, when you require supplies, accessories, etc. for your car, where your interest will best be served? Why not make us a visit or telephone or write the next time you need supplies?

We have taken over the business of the Cut Price Auto Supply Company, located at 587 May Street. We shall carry in stock a complete supply of high-grade tires and general accessories, and our prices will be as low as we can consistently make them. We shall try to furnish not only first-quality merchandise but also courteous and efficient service.

When you are in our neighborhood, drop in and look over our stock. The writer will be very glad to meet you, and if you require anything he will see to it personally that your wants are properly attended to.

Very truly yours [146]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 75

Name .....

Date .....

suddenly called upon  
to face the perplexities  
financial matters  
conservative banker  
safest counselor  
unscrupulous promoters  
safety of the principal  
choosing investments

Miss Olga Abelson

1

Anniston, Alabama

Dear Madam :

When a woman is suddenly called upon to face the perplexities of financial matters with which she is, perhaps, unfamiliar, a conservative banker is her safest counselor.

There are many unscrupulous promoters, who, with enticing words or attractive advertisements, are offering bonds, stock, mortgages, and investment ventures which are of questionable value and which should not be considered without advice.

Your first consideration should be to place your money where the safety of the principal is assured. You should also be able to exercise control over the principal; that is, to convert it, or at least a part of it, into cash with readiness, should occasion arise. Therefore, great care should be exercised in choosing investments.

If you should want any information or advice regarding financial matters we would gladly give you the benefit of our knowledge and experience whenever you care to consult us.

Yours very truly [150]

EXERCISE 75 (Continued)

evening class in Accounting  
is in excess of the number  
considered advisable  
effective teaching  
you have been assigned  
to visit the class

Mrs. Julia A. Dayton

2

Reading, Pennsylvania

Dear Madam :

The number of students in the Wednesday evening class in Accounting, of which you are a member, is in excess of the number considered advisable by Hudson Institute for effective teaching in one group. We are therefore dividing the class into two groups.

You have been assigned to the group which will meet in Room 815, with Mr. Hamilton as instructor. The hours for the class remain the same — Wednesday, from 7 to 9 p.m.

If you have a friend whom you would like to bring with you to visit the class next Wednesday, we shall be glad to have you do so.

Very truly yours [109]

please send us swatches  
fancy overcoats  
velvet collar  
patch pockets  
box back  
present stock

The Princeton Clothing Company

3

84 Linden Street

Jersey City, New Jersey

Gentlemen :

Please send us swatches of what you have in fancy overcoats in Model No. 6, velvet collar, patch pockets, box back, at \$15, \$20, and \$22.50.

How is the overcoat situation ? You remember that we could not get fancy suits from you last spring. If overcoats are to be as scarce we want to protect ourselves and buy at once what we think that we can use. Please inform us as to your present stock.

Business has opened very well in overcoats. We hope to do a fine business with them when it gets colder.<sup>1</sup>

When may we look for you with your spring line ?

Very truly yours [114]



# SHORTHAND DICTATION EXERCISES

## EXERCISE 76

Name ----- Date -----

claim against the state  
advertising the concurrent resolution  
Lawyers Advertising Company  
file your affidavit

Mr. Howard Fisher 1  
45 Hamilton Avenue  
Fall River, Massachusetts

Dear Sir :

Do you want to sell your claim against the state for advertising the concurrent resolution and the propositions for last year, and if so, at what figure? In the event that this claim is purchased by us, and you receive the money now, what assurance will you give the Lawyers Advertising Company that the advertisement will be published, and that on or about the last of October we shall be able to file your affidavit of publication with the Secretary of State?

Yours respectfully [86]

fine trees on your estate . make some suggestions  
particularly interested explain in detail  
serious condition Tree Surgery Company

Mr. Frederick C. Coleman 2  
543 Newton Street  
Marshalltown, Iowa

Dear Mr. Coleman :

Recently I had the pleasure of inspecting the fine trees on your estate at Marshalltown.

I was particularly interested in the linden directly west of the mansion. This tree is in a very serious condition, so serious in fact that there is grave doubt whether it can be saved at all. I made a very careful study of its condition and believe I can make some suggestions that may save it for you. I expect to be in Marshalltown again within a week or so, and if it is your pleasure will explain in detail just what should be done.

There will be no charge for any service I may render, nor will it place you under obligation to the Tree Surgery Company.

Very truly yours [129]





# SHORTHAND DICTATION EXERCISES

## EXERCISE 77

Name ----- Date -----

we have made it a rule  
to confine our direct sales  
wholesale grocery business  
the manufacturer has no right  
to go direct to the retailer  
the retailer is a convenience  
recognized position in the trade  
in lots of five boxes and upwards

Mr. E. G. Gyer  
Jefferson City, Missouri  
Dear Sir:

We have your letter of September 17. We have made it a rule to confine our direct sales to those doing an exclusively wholesale grocery business. The following is our reason for this course:

"The manufacturer has no right to go direct to the retailer any more than he has a right to sell direct to the consumer. The retailer is a convenience and a necessity for the consumer just as much as the jobber is a convenience and necessity for the retailer. Each occupies a recognized position in the trade, consequently the interest of each must be protected, and we as manufacturers feel that we have no right whatsoever to go beyond the jobbing trade."

We put the above paragraph in quotation marks because it is what we say to every retail merchant who writes us with the view to buying direct.

We believe our position to be sound, not alone as to policy but as to principle as well.

The inclosed price list will show you what our soaps will cost you in lots of five boxes and upwards, freight prepaid to your railroad station, if bought through a wholesale grocer.

Yours very truly [198]

EXERCISE 77 (Continued)

membership in the A. B. C.  
congratulate you on the step  
A. B. C. audits  
tedious wrangling

Messrs. Manchester and Allison 2

35 Toledo Street  
St. Louis, Missouri

Gentlemen :

We have just noticed the application of the  
"Evening Post" for membership in the A. B. C.  
and congratulate you on the step.

While we do not pretend to confine our list  
to A. B. C. members, it is true that in a great  
number of cases such membership has been suffi-  
cient to put a paper on our list where, otherwise,  
the copy might have gone to a competitor. We  
are confident that space buyers are daily coming  
more and more to look on the A. B. C. audits as  
a prerequisite to using a publication.

The mere fact that at one stroke an A. B. C.  
audit eliminates all the tedious wrangling over  
circulation is a boon that papers cannot long  
afford to overlook. Yours very truly [129]

inclosing a little folder  
which explains briefly  
stall floor that is always warm  
comfort and safety of your cows  
increase their productiveness  
sign and mail the post card

3

Messrs. Smith and Baxter  
1164 N. Broad Street  
Philadelphia, Pennsylvania

Gentlemen :

We are inclosing a little folder which tells  
what Cork Bricks are and which explains briefly  
how they make a stall floor that is always warm,  
dry, sanitary, and nonslippery—a floor that will  
last for years. You know that floors of this kind  
will not only add to the comfort and safety of  
your cows but will increase their productive-  
ness also, thus bringing larger profits for you.  
Is it not to your advantage, then, to find out  
all you can about Cork Brick?

After you have read the little folder, sign and  
mail the post card asking for the book "Better  
Stall Floors" and a free sample. If possible  
inquire of your dealer regarding Cork Brick.  
Yours very truly [121]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 78

Name ----- Date -----

Retail Trade Board  
to discuss Christmas plans  
printed for distribution  
label to be pasted on Christmas gifts  
request of the government  
gummed paper

1

To the Members of the Retail Trade Board:

At the recent meeting held to discuss Christmas plans, it was voted that the Retail Trade Board should have printed for distribution by member stores among their customers a label to be pasted on Christmas gifts bought and shipped early in accordance with the request of the government.

We are submitting proof copy of this label and can furnish you with as many as you desire. The label will be printed on plain paper rather than on gummed paper, as many of the stores prefer not to handle gummed labels. The price of these labels will be \$1.50 a thousand. We are prepared to send you immediately as many as you want.

Very truly yours [125]

we acknowledge your letter  
referring the matter  
our representative  
in your locality  
within a reasonable time  
write us again

Mr. Harry B. Rigby  
223 Nyack Avenue  
Pontiac, Michigan

2

Dear Sir:

We acknowledge your letter of February 25 and are referring the matter to our representative in your locality. If you do not hear from him within a reasonable time please write us again.

Yours truly [38]



EXERCISE 78 (Continued)

fastest-growing country  
Republic of Panama  
Central American countries  
tremendous era of prosperity  
extensive field  
through the columns

Messrs. Grant and Spear  
236 Worth Street

3

Key West, Florida

Gentlemen :

As you no doubt know, the fastest-growing country in the world is the Republic of Panama. The Central American countries are enjoying a tremendous era of prosperity. All the better classes of the many nationalities represented there are sending their children to the United States to take up a business course in our schools. This migration of school children to the United States is so recent, however, that the people of Panama have not yet had time to become acquainted with many of our best schools.

There is only one way to reach the English-speaking people of Panama, and that is through the columns of the "Panama Morning Gazette," the only all-English daily between the City of Mexico and Cape Horn. All the Spanish-speaking people can be reached through the columns of the "Diario de Cristobel," the great Spanish afternoon daily in the same territory.

The rates of these papers are cheap in spite of their extensive field, and the results of advertising will be sure and rapid. We inclose a rate card and shall be glad to give you any further information you may desire in regard to this country. The one way to reach the people of Panama and Central America is through the columns of these two papers.

Very truly yours [219]



# SHORTHAND DICTATION EXERCISES

## EXERCISE 79

Name .....

Date .....

### ANNUAL FIRE WASTE\*

The total waste by fire in the United States every year is enormous. During the past ten years the average loss has been \$250,000,000 per year. This ten-year period includes the great fires of San Francisco and Baltimore, so the average is somewhat above the ordinary annual loss.

In one year, according to the "New York Journal of Commerce," the loss was \$221,439,350, not including losses from prairie fires and marine losses by fire. This sum of money is too large for the imagination. The building of the Panama Canal required the labor of thousands of men for about ten years, yet the money required for this work was only twice the amount of our annual fire loss. With this fund \$2.50 could be put into the pocket of each person in the United States. Suppose this sum were in the form of one-dollar bills. These bills placed end to end, in rows of seven, would reach from San Francisco to New York City. In other words, a footpath nearly two feet wide could be made of the bills across this continent. Such is the waste which fires, largely preventable, bring upon the nation every year.

\* From "The Avoidance of Fires," by Arland D. Weeks. Copyright, D. C. Heath & Co. By special permission.



# SHORTHAND DICTATION EXERCISES

## EXERCISE 80

Name ----- Date -----

### GETTING THE INQUIRY \*

The person sees an attractive advertisement in the newspaper or magazine. It offers something for nothing—a magazine on New York real estate, in which he is already more or less interested. He says to himself: "I might as well get that. It doesn't cost anything and puts me under no obligation." So he fills out the coupon and mails it to the company.

As soon as his name is received at the office of the real-estate company it is copied on a card and goes into an alphabetically and geographically arranged "prospect" file. The inquirer receives a form letter with his name and address filled in. This letter acknowledges the receipt of his request for the magazine, says that it will be sent to him promptly, and briefly calls attention to the special real-estate propositions that the company is handling.

The first number of the house organ arrives in due time and is read with interest by the prospect. It contains several general real-estate articles and one or two selling articles which conclude with a coupon order blank.

The prospect is interested, but, unless he is usually susceptible, probably is not thoroughly convinced. Possibly it will take the reading of two, three, or a half-dozen issues of the house organ to convince the prospect that he ought to buy the particular land that the company is selling.

\* From "Pushing Your Business," by T. D. MacGregor. Bankers Publishing Co., N.Y.

EXERCISE 80 (Continued)

The articles in the magazine bearing upon the subdivision property describe it fully in such details as: location, railroad facilities, healthfulness of climate and surroundings, industries, population, statistics of growth, schools, churches, stores, natural attractions of the vicinity, etc. The buying plan is very carefully explained, particular emphasis being put upon the fact that the lots can be bought on the installment plan of a few dollars down and a few dollars a month. The reader is told very clearly and definitely what he must do to buy a lot.

A time limit is a good thing in any real-estate offer. "For thirty days only," if hammered into the minds of prospective buyers, will make them step lively if they are in the market at all for what you are offering them. Placing a limit of time within which a certain thing must be done makes it more likely that the thing will be done because it forces the mind to a decision. [397]

In case the inquirer is a resident of New York or lives within a few miles of the city so that he can easily visit the property, different methods are pursued with him. The method is not so much to sell to him direct by mail, but to induce him to make the trip to the property and see for himself just what it is, and it is left for the company's representatives on the ground to close the sale if possible. Free automobile rides or refunding of railroad fare are special inducements made to get people to visit the property. [498]



# SHORTHAND DICTATION EXERCISES

## EXERCISE 81

Name .....

Date .....

do it just as well  
just as easily  
cost but little more to buy  
no more to operate  
profitable investment  
Lambden Two-Row Cultivator  
two rows can be cultivated  
gauge wheel for every gang

Mr. Dennis Price

Cazenovia, New York

Dear Sir:

1

When an implement will do twice as much work as a smaller one, do it just as well and just as easily, and cost but little more to buy and no more to operate, that implement is a profitable investment, is it not? Such an implement is the Lambden Two-Row Cultivator.

With the Lambden two rows can be cultivated in the same time and with the same amount of labor that is required to cultivate one with a single-row cultivator.

The gauge wheels are what make the Two-Row do such good work and so much of it. There is a gauge wheel for every gang. These gauge wheels regulate the depth of cultivation perfectly, so that the entire field, no matter how uneven, is worked uniformly. The gauge wheels are adjustable for any depth of cultivation. They track in the direction in which the machine is moving, and the gangs shift much easier on the gauge wheels than they do on the point of the shovel.

Because of these gauge wheels the Two-Row has only two levers. There is no continual handling of levers to reset the gangs to suit unevenness or variation of the ground.

There are so many other good features about the Two-Row that we cannot begin to tell them all in this letter. Our dealer, Mr. Henry Wilkes, 260 Main Street, Cazenovia, New York, will be glad to give you detailed information about the Lambden Two-Row.

Yours truly [251]



Draft Report  
will all go back into inventory  
cast considerable discredit  
warehouse notes  
to dispose of these cars  
before the notes mature  
passage of the law  
tax on automobiles

2

Mr. Jere Millinan  
60 Arlington Street  
St. Louis, Missouri

Dear Sir :

As you will see by the inclosed Draft Report of August 1, the situation in connection with the Mid-City drafts looks very serious.

According to our reports, all drafts previous to May 1 have been taken up, but the auditors who are now going over our books have informed us that unless all of the May shipments are cleared before the tenth of this month, they will all go back into inventory. This would cast considerable discredit upon our department.

Mr. Barnes is mailing you tonight a quantity of warehouse notes with instructions as to how to use them. It is our desire that you immediately take steps to get the cars in question placed on these warehouse notes. You will see from Mr. Barnes's letter that we are willing to take ninety-day notes, even at this late period. In this way ample opportunity is given to dispose of these cars before the notes mature.

Please explain to the dealers that this concession is made for them so that they can keep their accounts in good shape here at Detroit, and that it will assist them in getting this material into their inventory previous to the passage of the law now pending, which will raise the tax on automobiles from 3 per cent to 10 per cent.

These warehouse notes, together with warehouse receipts, must be in Detroit not later than August 10. This is important.

Yours very truly [243]





# SHORTHAND DICTATION EXERCISES

## EXERCISE 83

Name ..... Date .....

work of a detail man  
every minute you spend  
building up your business  
charges must be posted  
watch your collections  
Cash Register Credit File  
one-writing system  
does away with the blotter

Mr. J. A. Shaw  
65 Lafayette Street  
Madison, Wisconsin

Dear Sir :

What is your time worth ?

Isn't it too valuable for you to do the work of a detail man or bookkeeper? Every minute you spend on such work is taking time that you could more profitably use in building up your business.

Yet your bookkeeping must be done. Your charges must be posted and kept up to date. You must make out statements at the end of the month and watch your collections.

That is all true with the present system. But think what it would be worth to you to have a system that would do away with your bookkeeping, give you the day's business at a glance, and let you go home on time and without extra help.

The Cash Register Credit File will relieve you of the drudgery of detail work. It will make it unnecessary to make out monthly statements. It furnishes a one-writing system and does away with the blotter, day book, and the customers' ledger. It will give you time to attend to the big things in your business.

We thank you for the courtesy shown to Mr. Fales of our office. He will call again. Let him explain our system to you in detail. Only a complete demonstration can convince you of its many advantages. This will put you under no obligation.

Yours very truly [225]



I am going to be frank  
I am heartily ashamed of the delays  
spring purchases  
to protect ourselves on merchandise  
plans and calculations  
volume of business

Dear Mr. White:

2

Your letter of July thirteenth has just been received. I am going to be frank in my statement to you and tell you that I am heartily ashamed of the delays in the matter of paying the Hamilton Company for our spring purchases. They have always been so fair with us that we feel all the more keenly the obligation to be absolutely fair with them.

In our endeavor to protect ourselves on merchandise of all kinds for eighteen months past, we have probably ventured farther than we should have. A few weeks ago we increased the capital stock of our store by \$15,000. We should make a tidy sum of money this year, and unless all plans and calculations go wrong I am sure we shall be in wonderful shape by January first.

The volume of business up to June 8 was \$20,000 more than for the same period of time last year. Practically every week it is running ahead of last year's sales. We have borrowed about all the money at two banks that we can. I am going to do my best to send the Hamilton Company some money every week, even though the amount is not large.

Ed was away on a fishing trip from the tenth to the thirteenth. He is looking sunburned and happy. I sincerely hope you and your family are in good health. Please convey to all of them my kindest regards.

Sincerely yours [249]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 84

Name ----- Date -----

typewriter and multigraph  
specimen of work  
after using Rejuvenator  
introduce these devices

Messrs. Colby and Black 1

408 Dove Street

Portland, Oregon

Gentlemen:

Do you know that there is a way to make your typewriter and multigraph ribbons last twice as long | as they do now ?

Figure what that would amount to in a year. Do you want to turn present waste | into money ?

The inclosed copies of letters we have received show what we have done for others. The specimen of work done before and after using Rejuvenator shows plainly the results which are obtained.

Both the large and the small | devices are made of solid brass, nickel-plated, are simple in construction, and will last a lifetime. They are easy |<sup>1</sup> to operate; any person can revive or renew a dim or dry ribbon in less than two minutes without soiling | the fingers.

The regular price of the small device, with a 50-cent bottle of Rejuvenator (enough for 50 typewriter | ribbons), is \$3.50; the larger one, with a \$2 bottle of Rejuvenator (enough for 25 | multigraph ribbons), is \$15.

In order to introduce these devices in your school, so that you and your pupils | may become thoroughly acquainted with what they accomplish, we will make you a special price of \$10 for both. |<sup>2</sup>

Try them for ten days, and if you do not find them satisfactory in every way, return them to us | and get your money back.

Yours truly [227]

trade investigation  
 powerful advertising campaign  
 chemical preparation  
 will permanently stop leaks  
 in all kinds of heating systems  
 skilled plumber or fitter  
 apprentice or helper  
 by pouring a can of Leakproof

Messrs. Fels and Fels

2

101 First Street

Grand Rapids, Michigan

Gentlemen :

I have before me the report on a trade investigation we have just completed, which discloses a rich new market—the plumbers' supply field.

You are interested, of course, and so are we—so much interested that we are about to launch a powerful advertising campaign. I am convinced that there is a big market here for both you and us. In Plumbers' Leakproof we have the product that is going to take the market by storm.

Our investigations show that the plumbing trade feels the need of a chemical preparation that will permanently stop leaks in all kinds of heating systems—a preparation that will find and repair such leaks in a few minutes' time, at a small labor cost.

Leakproof fills this need exactly. It makes a skilled plumber or fitter out of an apprentice or helper, for any boy can do a workmanlike leak-repair job in a few minutes merely by pouring a can of Leakproof into the system.

We are going to bring these facts to the attention of the entire plumbing trade through a series of big-space advertisements in the trade periodicals that your customers read.

I am convinced that there are big things ahead for both of us in Leakproof, and I believe you will want to be among the first to take advantage of the situation.

Shall we lay our plan before you in full?

Very truly yours [238]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 85

Name \_\_\_\_\_ Date \_\_\_\_\_

### EXAMINATION OF A FIRE-INSURANCE COMPANY \*

An insurance company is a creation of the state. It is granted a charter because the incorporators have met certain conditions set forth in the law. After it has completed its organization and been examined by the department of insurance to determine if it has the statutory amount of capital and surplus and its funds are held in cash or invested as required by law, that its incorporators are men of business integrity and financial standing and they understand the obligations imposed upon them by law, and that the company has complied with the requirements of law, it is granted<sup>1</sup> permission to transact business for the period of one year. If it is solvent at the close of the year, and its business methods are good, its license is renewed for another year. This procedure is kept up year after year.

In renewing its license the state indirectly puts its stamp of approval upon its business methods and its ability to carry out its contracts. The right, therefore, of the state to take any ordinary means at its commands to determine the correctness of its position is without doubt a reasonable and just one to assume. One of the expedients<sup>2</sup> which the state uses toward this end is to make periodical examinations of the affairs of the company. Its right to do so is beyond question, and it would not be fulfilling its duty to the citizens of the state without taking this necessary step to safeguard their interest.

\* From "Fire Insurance," by Edward A. Ketcham, Madison, Wisconsin.





# SHORTHAND DICTATION EXERCISES

## EXERCISE 86

Name ..... Date .....

### THE TRADE ACCEPTANCE

A nation-wide campaign for the general adoption of the trade acceptance in financing current merchandise transactions is in progress.

The trade acceptance is primarily a two-party draft differing, however, from the ordinary draft in the following particulars :

1. It originates in a transaction for the purchase of goods only; the ordinary draft may arise from various forms of transactions, usually, however, in the collection of a debt the occasion for which has ceased to exist.

2. It shows a definite date of maturity, expressed, for example, "On April 15, 19—, pay" etc., or "Ninety days after date, pay," etc.; the draft is usually made payable at sight or at a certain period of time after sight, the maturity depending on the date of acceptance.

3. It bears evidence on its face that the obligation arises out of a purchase of goods, such evidence being expressed somewhat as follows: "The obligation of the acceptor hereof arises out of the purchase of goods from the drawer." The draft, on the other hand, requires no such statement, since its use is not restricted to any particular purpose.

Some of the important advantages claimed for the trade acceptance are the following :



# SHORTHAND DICTATION EXERCISES

## EXERCISE 87

Name ----- Date -----

city manufacturers  
sending packages to our retail  
caused considerable confusion  
mark all packages consigned  
easily divide the packages

Messrs. John Lowry and Company      1  
75 Claremont Avenue

New Britain, Connecticut  
Gentlemen:

We find that some of our city manufacturers are sending packages to our retail department without marking them in such a way as to indicate the sender of the package or the section to which it is consigned. Since this practice has caused considerable confusion in our receiving room, we ask that you please mark all packages consigned to us with the retail section for which they were ordered and with your own name.

If you are sending merchandise to apply on more than one invoice, it would be a great assistance to us if you would send the various consignments in such a manner that we can easily divide the packages in accordance with the bills. This will enable us to turn a certain number of packages, together with the invoice applying on them, over to two checkers and to leave the remainder of the merchandise for another set of checkers so that they may check against the other bill.

Be very careful to place our order number on your invoice, as this also is essential.

Yours very truly [181]



EXERCISE 87 (Continued)

America's Challenge  
exhibition of this picture  
personally addressed letters  
plan of community publicity  
city officials  
large attendance

Mr. Frank K. Sturgis  
35 Piedmont Street  
Rutland, Vermont

2

Dear Sir :

We understand that you are showing "America's Challenge." Anticipating the exhibition of this picture, we have sent personally addressed letters to schools, churches, clubs, and the like, bespeaking their cooperation.

It is our intention to follow this plan of community publicity with all bookings of our pictures. We have also written the mayor of your city asking if he with other city officials will not be present, and we suggest your sending him a personal invitation.

We trust that you may have a large attendance and that the exhibition of the picture may in every way meet your desires.

Very truly yours [104]

apologize for delay  
referring to our records  
replaced in stock

state the size  
color and style  
duplicate your order

Mr. Madison Cameron  
23 Norfolk Street  
Savannah, Georgia

3

Dear Sir :

We have your letter of the twentieth of this month and apologize for delay in acknowledging the receipt of your communication of June 12.

We find upon referring to our records that the collars in question went forward on the twelfth of June to the Hotel Imperial and were returned to us marked "don't want." They were therefore replaced in stock, and a credit for the amount was entered on your account. As we are unable to ascertain the particular style of collars you desire, we ask you to give us a description of them. Please state the size, color, and style, and we will gladly duplicate your order, if possible.

May we have an early opportunity of serving you ?

Very truly yours [125]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 88

Name ----- Date -----

interest in you as a client  
treatment we gave your trees  
properly treated  
immunity from serious trouble  
constant vigilance  
expert attention  
from an æsthetic standpoint  
ancient spreading oak  
stately elms  
heirlooms of time

Mr. Franklin E. Pierce  
680 S. Main Street

Newark, New Jersey

Dear Mr. Pierce:

Our interest in you as a client does not end with the treatment we gave your trees. We want you to get complete satisfaction. We should therefore like to have one of our representatives look over the work which we did for you and consult with you regarding the welfare of your trees.

At the time our service was rendered, the trees which we worked on were properly treated. However, immunity from serious trouble can be purchased only at the price of constant vigilance. Trees, like teeth, should be examined at least once a year. A certain amount of expert attention is occasionally necessary to keep them in perfect condition. From an æsthetic standpoint these trees are of inestimable worth to you and to the community. The ancient spreading oak and the stately elms are heirlooms of time. Years alone can replace them.

May we not send a competent representative to make a careful inspection of your trees? All we desire is to have your permission. Simply mail the inclosed inspection card. This will put you under no obligation.

Very truly yours [185]

safe-deposit vaults  
 storage vault  
 bulky articles of value  
 left in an unoccupied house

Mr. David Montague  
 290 South Lake Street  
 Albany, New York

2

Dear Sir:

In addition to our safe-deposit vaults we have a large storage vault in which we store for any length of time, at moderate rates, bulky articles of value, such as trunks and household silver.

The charges in this department, although reasonable, cover not only storage but also insurance against loss.

Should your family be leaving the city at any time you would find our vaults a desirable place for the safekeeping of your silverware and such other articles as are too valuable to be left in an unoccupied house.

Very truly yours [95]

Beaver Lake Sash Cord  
 standard specified  
 long-staple cotton yarn  
 firmly braided  
 smooth, even finish  
 long wear over pulleys  
 every foot of the cord  
 protection against substitutes

Mr. Contractor :

3

We want you to know more about Beaver Lake Sash Cord, the standard specified and used by the United States government.

It is manufactured of long-staple cotton yarn, firmly braided, and has the smooth, even finish necessary to give long wear over pulleys. A trial will convince you that it is superior in quality to all other cords.

So that you may know it upon sight, the name "Beaver Lake" is printed on every foot of the cord itself, as is shown by the inclosed sample. Be sure to look for this mark of identification, which is your protection against substitutes.

If your dealer does not carry Beaver Lake Cord in stock, write us.

Yours very truly [120]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 89

Name ..... Date .....

### THE PASTEURIZATION OF MILK \*

As the homes of individuals became more and more congested on account of the increase in population, it grew to be increasingly difficult for the individual to select the food which he ate. He therefore came to depend more and more upon the judgment of other people who had either used similar food before or else knew how it was produced. The substitution of the judgment of others for his own personal inspection of food naturally developed into a certain sort of communal or public control of foods. This centralized control, which was usually at first vested in some private organization, was later taken over by the government which obtained in the town or city. Thus we have the Boards of Food Control, which are now usually centered in the Health Departments. . . .

Among the articles of food which have perhaps received the largest share of attention, we find milk. This attention has been deserved on account of the almost universal use of milk and also on account of the fact that it becomes easily infected with dangerous bacteria.

\* From "The Pasteurization of Milk," by Charles H. Kilbourne. Copyright, John Wiley & Sons, Inc.





# SHORTHAND DICTATION EXERCISES

## EXERCISE 90

Name .....

Date .....

### THE PASTEURIZATION OF MILK (*Continued*)

It was soon brought to the attention of milk dealers that milk which was old and liable to become a commercial loss on account of souring could be saved if it were heated, and that the fermentation due to the growth of the enormous numbers of bacteria in milk could thus be checked. Milk which had been handled in an unclean manner, or which had been badly cooled by insufficient icing, or which it became necessary to hold for a long time before sale, could still be made marketable by rapidly heating and cooling it. . . .

On account of the questionable<sup>1</sup> motives which actuated dealers in adopting this method of milk treatment, as well as the faulty methods employed, health authorities, as a rule, at first looked upon the pasteurization of milk with disfavor. It was considered that the process was a makeshift and simply used as a means of covering up bad practices in the production and handling of milk. Instead of encouraging the pasteurization of milk, or even ignoring it, health authorities rather took steps to discourage its practice. The desire to secure a safe milk supply for the public took form in strenuous efforts to clean up the<sup>2</sup> sources from which the milk was secured, to secure proper refrigeration and to assure clean handling. The cry was for clean milk as produced from the dairies, and the process of pasteurization was frowned upon.



# SHORTHAND DICTATION EXERCISES

## EXERCISE 91

Name .....

Date .....

cheaply constructed spark plugs  
agencies have complaints  
ignition troubles  
length of service  
loosely assembled  
facilitate inspection  
to try out exhaustively  
heavy-duty plugs

Messrs. Gibson and Morgan  
338 Jamaica Avenue  
Brooklyn, New York

1

Gentlemen:

Some manufacturers put very ordinary, cheaply constructed spark plugs into perfectly good cylinders and then wonder that the agencies have complaints about ignition troubles.

The worth of a plug is measured by its length of service to the car owner.

A Samson plug has been mailed to you. It is loosely assembled to facilitate inspection. Poke into it with an analytical mind; then tell us on the inclosed blank to send you a complimentary set of 4, 6, 8, 12, or even 16 plugs to try out exhaustively in your engines. Make the test as severe as you please; go as far as you like with rough or brutal treatment. That's why we build them so sturdily. They are heavy-duty plugs.

When they have survived this ordeal ask us for prices in the largest quantities you can use, so we can hit bedrock with the first shot. This will save a lot of time-consuming letter writing.

How many shall we send you in the trial set?

Very truly yours [172]





# SHORTHAND DICTATION EXERCISES

## EXERCISE 92

Name -----

Date -----

more careful thought  
pleased with the information  
favorable impression  
State Shoe Dealers Convention

Mr. R. F. Snow 1

128 Illinois Street  
Dayton, Ohio

Dear Mr. Snow:

Your letter of April 30 was received. I am very glad to know that we were able to help you along by having Mr. Wilson and Mr. Austin meet you at Fort Wayne. As a matter of fact, if I had given the matter more careful thought, I am sure I should have gone to Fort Wayne myself.

I was greatly pleased with the information brought me by Ed, and also with the very favorable impression that Mr. Austin got of your merchandise. He speaks of it as "a revelation" to him.

You may rest assured that if Mr. Kinney asks me about your firm I shall be glad to tell him much that will be to your advantage. As a matter of fact, a few days ago I met Kinney at the Clayton Hotel in Indianapolis, at a meeting of the State Shoe Dealers Convention. At that time, as he was talking to me about clothing, I mentioned your goods to him.

I hope that you had a very profitable trip. My regards to you and your family.

Sincerely yours [184]

striking success  
management of all theaters  
extension of the play dates  
close bookings of other theaters  
Anna Shaw in "Virtue"  
extra play dates

2

Mr. Thomas B. Spry  
66 Monroe Street  
Piedmont, Pennsylvania

Dear Sir :

The striking success of the last Dan Leroy production and of the first Anna Shaw offering makes it necessary to send a timely warning to the management of all theaters which possess a contract for either of these stars.

Almost every theater which presented Dan Leroy in "Soldiering" requested, at the last minute, that an extension of the play dates be given in order that full returns might be gathered.

In a few cases we found it possible to allow the theaters to hold the picture for the extra days, but in the great majority of cases the close bookings of other theaters made this impossible.

This same condition is presenting itself to the exhibitors who are showing Anna Shaw in "Virtue." In fairness to all we suggest that each exhibitor prepare now to arrange for the extra play dates that he will surely want later, both for "Virtue" and for the new Dan Leroy Comedy "Keeping Well," which will soon be announced.

Take warning! Don't be caught a second time. Such attractions as those above mentioned mean extraordinary crowds. Your usual run is not long enough for you to get the full returns in patronage. Speak for your extended dates now; later they may not be available.

Yours truly [212]







# SHORTHAND DICTATION EXERCISES

## EXERCISE 94

Name .....

Date .....

rather intimately  
with no digressions  
sticks to the main principles  
attempting abstruse discussions  
avoids technical language  
expressed clearly and simply  
frequent illustrative anecdote  
psychology of the subject

Mr. Charles Fisher  
20 Dewey Avenue  
San Diego, California

Dear Sir:

It is a pleasure to send you, as we do under separate cover, a copy of "The Essentials of Public Speaking" by Professor Nuckly of St. Paul. The book is one of more than passing interest for teacher and for student.

The student will welcome a book that is addressed to him rather intimately, that confines itself to public speaking with no digressions into other neighboring fields, that sticks to the main principles and refrains from attempting abstruse discussions of advanced topics, that avoids technical language and is expressed clearly and simply with frequent illustrative anecdote.

The teacher will note the skilled care given to the psychology of the subject, the full explanation and discussion of the chief topics and the careful avoidance of all others, the excellent and abundant exercises, and the general emphasis on practice without neglect of theory; in a word, he will like the wholly modern character of the book.

We trust that we have acquired merit in your sight by publishing Professor Nuckly's work; can you not do likewise in the sight of your classes by prescribing it for their use?

Very truly yours [191]

EXERCISE 94 (Continued)

where we have to spell  
ordinary abbreviations  
we make no charge  
satisfactory explanation

Mr. Benjamin Adler

2

67 Cedar Street  
Bay City, Michigan

Dear Sir:

On addresses where we have to spell out  
"East," "West," "Street," "Avenue," "Com-  
pany," or the name of any state, we charge  
one eighth of a cent extra for each word.  
Where we use ordinary abbreviations for these  
words we make no charge.

We hope that this is a satisfactory explana-  
tion of the question contained in your letter  
of November seventeenth.

Very truly yours [65]

Industrial Commission  
brings the subject  
every manufacturer  
training room  
semi-skilled and unskilled  
skilled workers

Mr. Amos Wells

3

78 Union Street  
Hannibal, Missouri

Dear Sir:

As you were interested in our first report to  
Mr. Samuel Davidson, Chairman of the United  
States Industrial Commission, you will, I am  
sure, be interested in the report which I am  
sending to you today. This new report brings  
the subject of industrial training in this country  
up to date.

If you will turn to page 20 you will be inter-  
ested to see that a year ago France required  
every manufacturer employing 300 persons or  
more to put in his factory such a training  
room as our Section advises for the upgrading  
of semi-skilled and unskilled employees. Even  
if a firm had plenty of skilled workers the  
requirements still held.

Very truly yours [118]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 95

Name .....

Date .....

### OIL LUBRICATION

Away back—thousands of years ago—primitive man got his fire by rubbing wood against wood. Metal rubbing against metal promptly generates heat. If it is done fast enough the metal parts will melt. Yet machinery demands that metal move against metal. So engineers first tried cooling by water; then they discovered the value of oil lubrication.

Lubrication of the right sort is remarkably effective because the metal parts never come in contact with each other. Under a powerful microscope lubricating oil between two friction surfaces has the appearance of millions of tiny balls rolling between. Thus the two surfaces are prevented from actual contact and therefore do not wear out. Excessive pressure or heat will destroy these tiny balls; the surfaces will rub together and destroy each other.





# SHORTHAND DICTATION EXERCISES

## EXERCISE 96

Name ..... Date .....

### INJECTING PERSONALITY INTO AN ORGANIZATION\*

Industrial organization has outgrown the one-man stage. Business is too big, interests are too varied, one man cannot do or give enough to contain a whole business in himself. The corporation—which signifies the resources, the brains, the work of many men merged for one purpose—is now the business unit. When many men combine, their individual personalities disappear. The result is an impersonal body.

But just as personality is the vital spark in the man, so it is the active force in a business—impersonality implies weakness. Therefore the problem of the business man of today is to give a personality to the great impersonal corporation of which he is chief.

Personality implies something human. The only source from which a business can draw a personality is the human element in it, the men who are carrying on its activities. The men in an industrial organization must make the business a part of themselves and themselves an organic part of the business; they must put into their work their own personalities.

\* "Personality in Business," by Clarence M. Woolley. The System Company.

Then the business will acquire a personality. This, then, is the problem of the corporation chief: to make men feel that they are not simply eogs of<sup>12</sup> a great machine, their acts geared to the ponderous activity of the whole; to make men realize that they have responsibilities, not only as business getters and money makers but toward the public and toward their business associates — that their every act is adjudged; to bring men to respect their profession not alone as a means for acquiring wealth but as a life work and the work itself as its own reward.

If men with these commercial ideals could be put behind the guns of a business, that business would become a human active force — a personality.

How can these<sup>18</sup> ideals be instilled into a working force?

It can be done, first, by a careful selection of men; second, by arousing within the organization a spirit of cooperation; third, by so placing men and arranging their work that the tendency to become narrow through specialization will be avoided.

First, the man should be selected when young, so that he can be molded in this atmosphere before his ideas become fixed; second, he must be a man with a capacity for enjoying work for its own sake; third, he should possess to a marked degree that quality not usually deemed requisite<sup>14</sup> for a business career — constructive imagination; fourth, he should be tactful — which is another word for unselfish. [417]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 97

Name ----- Date -----

informing us of complaints  
burning out of bearing  
worm of the rear axle  
serial numbers  
trucks of an early model  
rear bearing cap  
rear of the worm housing  
there is a notch inside

Messrs. Franklin and Cuyler . 1  
54 Liberty Street  
Cincinnati, Ohio  
Gentlemen :

We have received your letter of the nineteenth informing us of complaints which you have had from truck owners about the burning out of bearing on the worm of the rear axle. You did not mention the serial numbers of the trucks. We infer that you have reference to trucks of an early model. No doubt the trouble can be traced to the axle drive worm of the rear bearing cap, part No. 20031.

If you will examine one of these caps on the rear of the worm housing, you will find that there is a notch inside at the bottom. These notches should come opposite two holes in the housing proper, when applied to the rear.

Until a few months ago these housing caps were so arranged that if placed on the housing with the notches at the top, the rear worm bearing would not get any lubrication; in other words, the notches would come to the top of the housing where no holes are drilled to lubricate the bearing. We are now placing a dowel pin on all of the caps to permit the cap, part No. 20031, to be installed in one position only.

Yours truly [206]





# SHORTHAND DICTATION EXERCISES

## EXERCISE 98

Name ----- Date -----

telegraphed as follows  
preferred discount  
double surfacers  
margin of profit  
same style and pattern  
double-row ball bearings  
high-speed ball-bearing planer  
price competition

Messrs. William H. Mason and Company 1  
Holland, Michigan  
Gentlemen :

In reply to your wire received this morning we telegraphed as follows :

Price must advance soon. Regret impossibility of meeting your request.

Since you have a preferred discount on our double surfacers as well as other machines, and since you know what it costs us to build our latest pattern double surfacer, you must realize that we do not have even the margin of profit we are entitled to on this machine. Of late, labor has advanced so much that we have been forced to buy new machinery in order to lower our costs.

Our double surfacer as we build it now costs us an even \$200 more than it did three months ago, and it is a matter of only a short time when we must advance our prices. Machinery of the same style and pattern as made two years ago is 115 per cent higher today; and with the added improvements, like the double-row ball bearings, for example, prices are even now not as high as they should be.

We trust that your good salesmanship and our improved high-speed ball-bearing planer may offset the price competition that you undoubtedly have to contend with.

Yours very truly [206]

Salvation Army  
Thanksgiving dinner  
poorest children and women  
actually hungry  
carefully and sympathetically  
invalids, cripples, and blind

Mr. Quentin MacGlenchie  
44 Primrose Avenue  
Syracuse, New York

2

Dear Sir :

Twenty-five years ago the Salvation Army gave its first Thanksgiving dinner to the poorest children and women|that we could find in the alleys, tenements, and congested poverty-stricken districts of Syracuse.

They were the children of|families so poor that without this effort on our part they not only would have passed the day without a|Thanksgiving dinner but would have been actually hungry.

We have carefully and sympathetically cared on this work of visiting the|poor ever since, so that now the invalids, cripples, and blind eagerly await the coming of our visitors.

We plan|<sup>1</sup> to serve a dinner at our Settlement, 87 Vernon Street, at 11 A.M. Thanksgiving Day to three thousand|children. At the same time well-filled baskets containing a substantial Thanksgiving dinner will be distributed among cripples and invalids.|

Will you, dear friend, make it possible for us to help these unfortunates by filling in the enclosed slip for|whatever you are able to give, and mail it today? The need is great and the time short. Won't you|help now?

Yours sincerely [184]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 99

Name ----- Date -----

bookkeeping machine  
features of this machine  
daily balance  
prospective purchaser  
perfecting other appliances  
modern office work

Messrs. A. W. Harris and Company   **1**  
Detroit, Michigan  
Gentlemen:

We think it is only proper to write to you what we think of your bookkeeping machine that we installed last April. It is a wonderful device.

When your agent came to us with your proposal we investigated this matter very thoroughly, and after considerable thought installed one of your machines last April. It has worked exactly as you represented.

The features of this machine most worthy of mention are the uniformity, the neatness, and the daily balance — something never known in our business before.

If at any time you have a prospective purchaser who is in doubt as to what this machine will do, you are at liberty to send him to our office. We think that what it has done for us will convince him.

We hope that you will keep up your good work in perfecting other appliances for modern office work.

Very truly yours [149]





# SHORTHAND DICTATION EXERCISES

## EXERCISE 100

Name ----- Date -----

remember with some satisfaction  
welcome an opportunity  
really deserving family  
venture to present  
special tuberculosis nurse  
weekly allowance for food  
good physical condition

Mr. Walter Everitt  
234 Warren Street  
San Francisco, California  
Dear Sir :

I think you remembered with some satisfaction how you cooperated with us in helping the Keene family last May. I believe that you welcome an opportunity once in a while to do something for a really deserving family, and I venture to present the following case :

The father is dead. The mother works hard at office cleaning to keep a home for the four children, all of whom are delicate. The oldest girl, aged 17, and Peter, aged 7, are under the care of our special tuberculosis nurse. John, aged 16, has been sent to a sanatorium.

The family needs a weekly allowance for food to build up health. John needs a warm outfit for the sanatorium. Just as soon as the oldest girl is in good physical condition we will find her a position. About \$40 spent on them now will save them from going altogether downhill.

I shall be glad to use any gift you might send and report to you later how they are getting on. Yours very truly [175]

inclosed statement      factories and service stations  
according to our records      discontinue shipping you  
to entitle you      parts  
10 per cent discount      to make all future shipments

Mr. George H. Trumbull      2

57 Gulf Street  
Waco, Texas

Dear Sir :

The inclosed statement of your parts account shows a balance of \$1331.49 due us May 31.

According to our records the balance due April 30 is \$1004.64. This balance should have been paid by May 20 to entitle you to the 10 per cent discount. We wired you in regard to this account but received no reply from you, nor have we yet received a remittance.

We have instructed our factories and service stations to discontinue shipping you parts on open account and to make all future<sup>1</sup> shipments on a c. o. d. basis until a remittance is received covering the amount due.

Yours truly [116]

the Hamilton Student  
aims to interpret the purpose  
needs of modern business  
education and training  
increasing the efficiency  
men and women of his staff

Mr. Henry T. French      3  
149 Euclid Avenue  
Cleveland, Ohio

Dear Sir :

You will receive under another cover a copy of the November issue of the "Hamilton Student."

This magazine, which aims to interpret the purpose, spirit, and needs of modern business, has a special value for those executives who are interested in the education and training of their employees.

Today every executive is giving careful thought to the problem of increasing the efficiency of the men and women of his staff in order that they may better carry the increased burdens now laid upon them. We feel that in your thinking about these matters you may find the "Hamilton Student" of some assistance.

We send you this copy with our compliments.  
Very truly yours [115]

# SHORTHAND DICTATION EXERCISES

## EXERCISE 101

Name ----- Date -----

question at issue  
uniform bill of lading  
making liberal allowance  
arrived at its destination  
claims must be made in writing  
instructed by our Law Department

Mr. William Wheeler  
33 Newberry Street  
New Britain, Connecticut

Dear Sir:

This will acknowledge the receipt of your letter of the twelfth instant concerning the claim No. F 7523.

The question at issue is whether this claim was presented within the time allowed under the conditions of the uniform bill of lading. The shipment originated at Watertown, Massachusetts, October 14 of last year; was billed to Northampton, Massachusetts; and making liberal allowance for the movement, it should have arrived at its destination within a week or ten days. Under Section 3, Paragraph 3, of the bill of lading effective at the time this shipment moved, claims<sup>1</sup> must be made in writing to the carrier at the point of delivery or at the point of origin within six months after delivery of the property. Your claim is dated May 21, which is practically seven months after the goods should have reached their destination. In a case of this kind we are instructed by our Law Department that we cannot legally make any allowance; consequently, unless you can show some written notice of the claim prior to April 21, I do not see how we can be expected to allow your claim.

I very much regret<sup>2</sup> that I am obliged to assume this position, but trust that you will understand that I have no option in the matter.

Yours truly [224]



setting of magnificent trees  
 great and permanent beauty  
 roots of the adjacent trees  
 ugly objects in the landscape  
 heavy soil is dumped  
 priceless features  
 suggestions of a tree surgeon  
 healthy condition

Mr. Cutler Pollock

2

45 Boulevard

Atlantic City, New Jersey

Dear Sir:

You have seen a fine house built in a setting of magnificent trees which give promise of great and permanent beauty. When the drives were laid out perhaps half the roots of the adjacent trees were cut away. This caused the trees to die or become half dead — ugly objects in the landscape.

When a lawn is graded, heavy soil is dumped over the roots of the trees. No care or knowledge is used to protect these priceless features of the landscape. Nine times out of ten the trees die. He who says that it does not hurt to bury the roots of trees does not know trees.

On the other hand, many an estate owner walks by some fine old trees on his place that are going to premature destruction from internal decay. The leaves may still be green and the trunks a mere shell, ready to break apart or topple over in a windstorm. He is unconscious of impending loss because he has had no occasion to learn how trees live or how and why they die.

You ought to protect the cash value of your trees by securing the advice and suggestions of a tree surgeon. You owe this to yourself. We will make a careful examination of your trees by appointment. If we find all of them in healthy condition, there will be no charge for the examination.

Very truly yours. [237]

R. L.

E. J.











DOBBS BROS.  
LIBRARY BINDING

T. AUGUSTINE



FLA.

32084



LIBRARY OF CONGRESS



0 018 605 377 1