

PRACTICAL ENGLISH
TYPEWRITING

實
用
英
文
打
字
術

✓
陳穗九編
增訂七版

商業研究社

民國廿八年一月初版
民國卅五年十月七版

實用英文打字術

Practical English Typewriting

實價國幣
(外埠酌加運費匯費)

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編者 陳穗九
出版者 商學研究社
發行所 東新書局
代售處 全國各大書局
印刷者 大亞印書館

上海福煦路三一六號 電話：三二六五二
上海呂班路十七號 電話：八三八四六

上海威海衛路三五七弄十號

陳 序

物質文明進步之特徵在於速率之增
加時至今日打字技能然一術而斯乃爲闡自歐西
不欲言方缺與教於斯道願國內夙乏善本雅
穗九同學對于中華職業學校及本其關於手
好研究歷任教師者數刊是書內構等字說明
學校打字與文件格式並輔以簡潔之文版內容
之法經速之圖解靡一此可收事半功倍之效
清晰版問世教學以誌佩慰

陳 文

上海中華職業學校

廿八年七月十日

自序

打字所以成爲現代社會上通用之工具者，良以其整齊迅捷，爲記室之利器，因之，學者日衆，幾爲職業界必需之技能。

學習打字，雖較其他技能稍易，然欲求其精確迅捷，亦非易事，必須得乎其法，然後能收事半功倍之效。目前坊間，雖有少數關於此類之書籍，然或感材料太少，或無清晰之說明，不切實用。歐美原本，定價既貴，亦不適用，學者既感下手之無從，教者亦嫌教材之缺乏；編者有鑒於斯，爰將歷年教學之經驗，精選歷屆應用之教材，輯成是書。

本書共分二編。第一編概論，共設五章，凡關於打字機之普通常識，及各式打字機之應用等，均詳爲說明，並附清晰之圖解，學者如能細心體會，則社會上之各式打字機，均能應付裕如矣。第二編練習課程，亦設五章，可分爲二部，第一部基本練習課程，凡基本之指法，速度之進展，均配以適當之課程（附有標準時間），並說明最簡捷之打字方法，如能循序而進，則進步自速。第二部爲應用文件練習，凡社會上一切實用之文件，均已包羅在內，並將其格式之支配方法，詳加說明，如各課均能練習純熟，則不難得優良之成績矣。

本書爲使學者便於自習起見，均有華文說明，並附清晰之圖解，教者既免收集材料之煩，學者可得無師自通之樂。

本書專供職業學校商科，打字專修學校，及學者自習之用，全書共一百二十二課，如每日不斷練習一小時，則可供一學期之用。

本書編輯時間短促，錯誤之處，在所不免，尙希 達者隨時指教，幸甚！幸甚！

本書承 顧耀堃先生，儲引真先生，翁六雄先生之指導，並承 楊濂州先生，陳嘉璜先生賜予幫助，特此誌謝。

民國二十八年一月

編者識於上海中華職業學校

再版附言

本書出版以來，承 各界踴躍採用，至深感幸！惟初版因時間匆促，對於校對一事，未能精確，或有錯誤，抱歉良深，現特全部修正，內容亦稍充實，但編者囿於俗務，囿於見聞，掛漏之處，在所難免，尙祈 海內宏博，不吝賜教，則豈惟區區之榮，亦學者之幸也。

本書承 諸位師長，垂賜獎飾，愧不敢當，特此鳴謝。

中華民國二十八年七月編者謹識

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實用英文打字術

第一編 概論

第一章 打字機之種類及牌號

第一節 打字機之種類

打字機之種類，大別可分為：1 標準式 (Standard)，2 手提式 (Portable) 兩種。前者為公私機關辦公室中所通用者。又因其需要之不同，而設有10吋，12吋，18吋，20吋，26吋，30吋等數種。大小雖然不同，然使用方法則一，惟每行字數之多少而已。後者為一種小型打字機佔地較小，無論何處均可應用，如於輪船火車飛機上可置諸膝上工作；且質量甚輕，外裝提箱，殊為輕便，故私人方面大都採用之，而尤為一般遠行商賈及新聞記者等所樂用也。

其他如無聲打字機 (Noiseless) 使用方面與通用者無異，惟工作時，無聾煩之聲浪耳。

第二節 打字機之牌號

打字機之牌號繁多，不下十餘種，其中以美國製造者居多，其次德國，再次英國，茲將各式牌號，製造國別，及本埠經理行家，列舉於后：

牌 號	經售行家	製造國別
Underwood	天祥洋行	美 國
Remington	老晉隆洋行	
Royal	文儀洋行	
L. C. Smith	怡昌洋行	
Smith Perimer	廣大洋行	
Woodstock	商文洋行	
Corona (Portable)	怡昌洋行	
Continental	長豐洋行	德 國
Hermes Baby (Portable)	新瑞康洋行	
Oliver	老中庸洋行	英 國
Imperial	泰和洋行	

第二章 各式打字機之分析及用法

各式打字機之構造，互有異同，然使用方面大致相似，故不一一細述，茲將各機之用法較多者，分析於后。

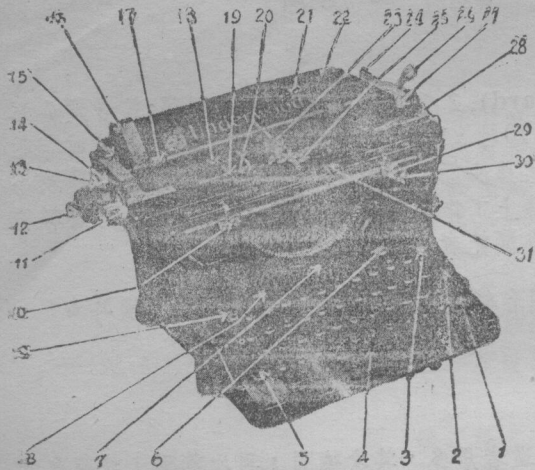
第一節 Underwood 打字機之分析及用法

下列圖一係 Underwood No. 6 打字機之分析，圖二係 No. 5 打字機之分析，其構造略有不同，須稍注意。

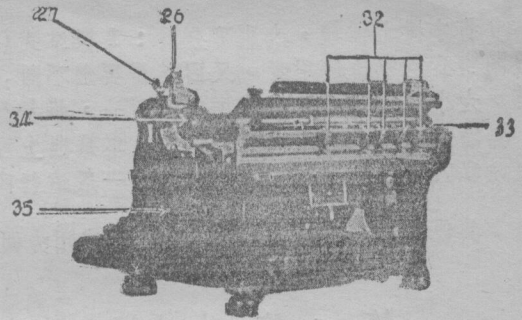
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Underwood 打字機之分析圖

(圖一)



(圖二)



1. Shift Key (Right) 用以打大寫字母，或各式符號者。
2. Shift Lock 將此鍵按住後，所打出之字母，完全為大寫。若須還原時，可按左邊之 Shift Key (5)
3. Marginal Release Key 于每行末了，聞鈴聲後，祇能打七個字母，若須逾越此限，可按此鍵一次，又可打四個字母，再按一次，則又可多打一個字母。(No. 5 打字機上裝於 Back Spacer 上端之蓋板上，形似電鈴紐)。
4. Space Bar 空格鍵，每一擊，空一格。
5. Shift Key (Left) 大寫字鍵，用法與(1)同。
6. Tabulator Stop Set Key 用以制定 Tabulator Stops (於 Paper Rest 後面，見 Royal 35) 打表格時，可將 Carriage Frame Pointer (25) 移至第一欄需要之地位，隨按此鍵，後面 Tabulator Stops 能自動制定於需要之地位，第二，三四欄均依此制定。(No. 6)*
7. Key Set Tabulator Bar 跳格鍵，Tabulator Stops 制定後，每按此鍵一次，Carriage 自動能向左移至第二欄之地位。(No. 6)
8. Tabulator Stops Clear Key 用以整理 Tabulator Stops 者，如原來所配之地位不適用，欲另行支配各欄之地位時，先按住此鍵，將 Carriage 向右拉至 0 位時，後面 Stops 都歸原位，再可重行支配所需地位。(No. 6)
9. Back Spacer 倒格，每按一次，退一格。
10. Marginal Stop (Left) 用以制定右邊緣者，可隨意向左右移動，支配每行需要之字數。
11. Line Space Lever 一行已完時，按此鍵向右推足，即能另換一行。
12. Variable Line Spacer Button 將此鍵拉出後，可隨意旋轉滾筒，每行之間，並無規定距離。
13. Line Disengaging Lever 此器扳上後，每行之間，亦無規定距離，但與上者(12)略有不同，此鍵放下後，能與原來所列之地位相齊。
14. Carriage Release Lever (Left) 將此鍵向下按住後，Carriage 自動能向左邊移動。
15. Line Spacing Adjusting Lever 用以制定行間之疏密者；此鍵平時于"1"位上，若移至"2"或"3"位上時，每按 Line Space Lever (11) 一次，每行間自動能空一行或二行。

*凡說明後，註有 (No. 6) 或 (No. 5) 者，表示該項設備，僅 No. 6 或 No. 5 打字機所有。若無註明，則表示兩式打字機上皆有。

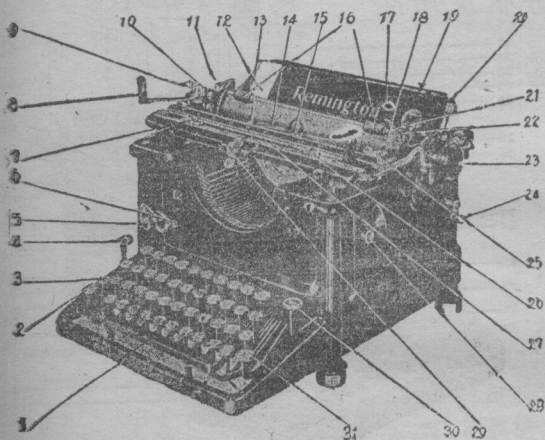
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16. Lateral Paper Guide 此器可隨意移動，若一紙裝妥後，將此器移與該紙之左邊緣相齊。以後裝紙，即可依此插入，則所裝之地位，可與第一紙相齊。
17. Paper Holder Bail 為壓紙之用，紙捲出後，即用此器壓住，免紙向前傾倒，使打出之字跡模糊，另有橡皮筒二只，可隨紙之大小，向左右移動。(No. 6)
18. Cylinder 捲紙筒(滾筒)。
19. Cylinder Scale 裝于滾筒下端，指示字行所列地位。
20. Card Holder 用以壓住卡紙及信封等。
21. Paper Rest 攔紙板。
22. Paper Centering Scale 為使裝紙時，便利與正確而設；若紙之兩邊所空之格數相等，則所裝之紙，即位於滾筒之中央矣。(No. 6)
23. Envelope Holder Arm 用以壓較狹之信箋，與信封等。
24. Paper Holder Bail Release Lever 將此鍵向前扳出，則 Paper Holder Bail (17) 自能向上抬起。(No. 6)
25. Carriage Frame Pointer 指示所打字母之地位。
26. Paper Release Lever 鬆紙器，若捲出之紙，歪斜不整，祇須將此鍵扳下，即可任意調整。
27. Carriage Release Lever (Right) 與(14)同。
28. Marginal Stop Release Lever 若所打字母，須超過原來制定字數之前面(左端)時，將此鍵揪住，即可拉過右邊之 Marginal Stop (29)。
29. Marginal Stop (Right) 用以制定每行末尾之邊緣者，與 Left Marginal Stop (10) 同時應用。
30. Ribbon Indicator 用以調換色澤者，分藍白紅三格，此鍵置于藍色上時，所打出者係黑色，置于紅色上時，所打出者係紅色，打油印蠟紙時，將此鍵置于白色上，色帶不能跳起，字鍵即可直接打穿蠟紙矣。
31. Front Scale 表尺，白色一格，即一字母之地位，紅色表尺，可用以支配標題者。(詳見後第二編第一章第二十一課標題集中法)。
32. Tabulator Stops. 33. Tabulator Scale, 跳格制定鍵及表尺，若打字機上無第 6, 7, 8 三項設備者，須用手將 Tabulator Stops 移至需要之地位，如第一欄制定在 15 位，第二欄 25 位，第三欄 35 位...等，茲後每按 Tabulator Key 一次 Carriage 亦能自動延至 15 位，25 位，或 35 位。(No. 5)
34. Cylinder Knob 滾筒柄，用以旋轉滾筒。
35. Ribbon Shaft Wheel 色帶輪，向內推進時 色帶能自動向左轉動，向外拉出後，色帶能自動向右轉。

第二節 Remington 打字機之分析及用法

(圖三)

Remington 打字機之分析圖一

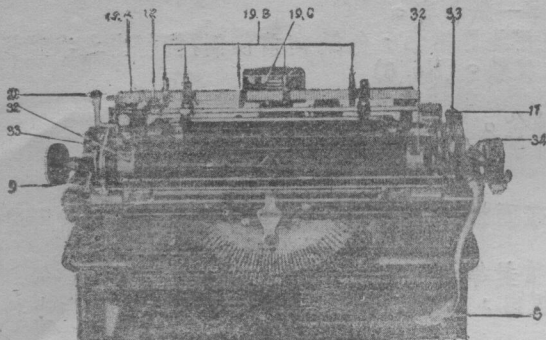


1. Space Bar 同 U. 4.*
2. Left Shift Key 同 U. 5
3. Shift Lock 此鍵與 U. 2 略有不同，此鍵按住後，祇須揪該鍵下端之 Shift Key，即能自動還原。
4. Back Spacer 同 U. 9
5. Ribbon Position Indicator 用以調換色澤者，將此鍵旋於黑色上或紅色上則所打出之字跡即係黑色或紅色同 U. 30。
6. Stencil Lever 如須打油印蠟紙時，將此鍵向上扳至白色上，打字時，色帶不動，可直接洞穿蠟紙矣。同 U. 30
7. Left Marginal Stops 同 U. 10
8. Line Space and Carriage Return Lever 此鍵舊式打字機上，裝于右端者，用法亦同，惟以右手工作而已。同 U. 11
9. Left Carriage Release Key 同 U. 14
10. Left Thumb Wheel 滾筒執手。

*凡打字機之構造，與 Underwood 相似者，不再細述，學者可參閱前節之說明。

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Remington 打字機之分析圖二



(圖四)

11. Line Space Gauge 用途與 U. 15 同，如須調整行間之疏密時，可將此鍵向上拉起，即能移動，如須空二行或三行時，祇須將此鍵置於中間或下端。
12. Paper Side Guide 同 U. 16
13. Pointer 同 U. 25
14. Line Gauge 同 U. 19
15. Type Guide 指示字母所列之地位。
16. Paper Bail Rolls 同 U. 17
17. Paper Table 同 U. 21
18. Cylinder 滾筒
19. A. Tabulator Scale 同 U. 33
B. Tabulator Stops 同 U. 32

C. Tabulator Stop Guide 此鍵亦有五只，高低不同，當按 Self-Starter Keys (見後 Remington 字鍵位置圖) 第一只時，此處下端第一只，向前推出，制止第一只 Tabulator Stop 處，Carriage 即自動停止於第一欄需要之地位，其他各只亦同，故若需要打於第二欄之地位時，祇須按第二欄之 Self-Starter Keys 一次即能自動移至該欄之地位矣。

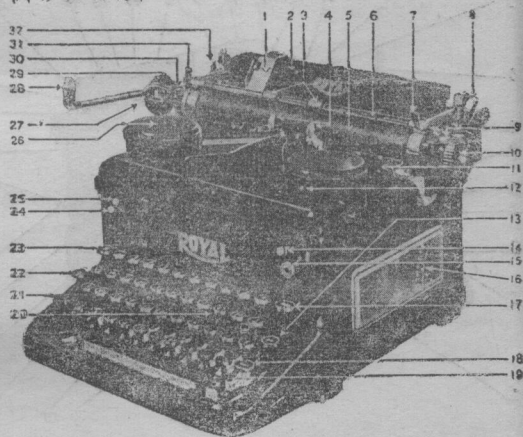
20. Feed Roll Release Lever 鬆紙器，同 U. 26，舊式裝於左邊者。(見圖四)
21. Paper Bail Release 同 U. 24.
22. Paper Bail Lock Release 按此鍵 Paper Bail (21) 能自動壓住紙張。
23. Right Thumb Wheel 滾筒執手。
24. Ribbon Shaft Crank 同 U. 35
25. Right Carriage Release Lever 同 U. 27
26. Right Marginal Stop 同 U. 29
27. Marginal Scale 同 U. 31
28. Ribbon Spool Door Thumb 如須調換色帶

時，須將此門旋開。

29. Marginal Release Lever 用途與 U. 3 U. 28 同，祇須按此鍵，左右之 Marginal Stops 皆能越過。
30. Tabulator Key 若該式打字機，無 Self Starter Key 者，則有此鍵，用法與 U. 7 同。
31. Right Shift Key 用法與 2 同。
32. Paper Finger 舊式打字機上之壓紙器。
33. Paper Finger Releaser 如紙張狹小，欲將 Paper Finger (23) 移緊時，將此鍵扳下，即能隨意移動。

第三節 Royal 打字機之分析及用法 (圖五)

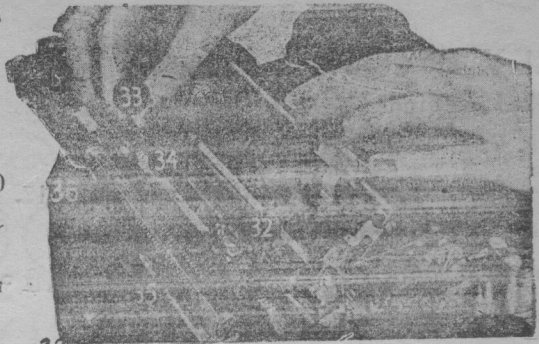
1. Set Paper Guide 同 U. 16
2. Paper Guide Scale 乃裝紙時用以支配兩旁所空邊緣之地位者。
3. Paper Lock Rolls 同 U. 17
4. Card Holders 同 U. 20
5. Cylinder 滾筒，同 U. 18
6. Automatic Paper Lock 同 U. 17
7. Paper Lock Handle 裝紙時，將此器向前拉出，待紙張裝妥後，向裏推進，即可將紙張壓住。
8. Paper Release Handle 鬆紙器，用時將此鍵向外扳出即可。同 U. 26
9. Right Carriage Release 同 U. 27
10. Right Cylinder Knob, 滾筒執手。



Royal 打字機之分析圖

實用英文打字術

(圖六)



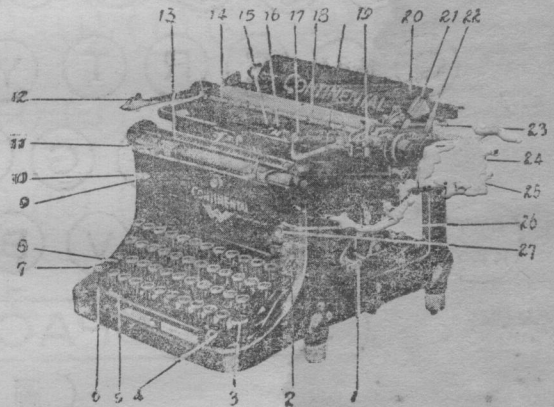
11. Full-length Cylinder Scales and Carriage Locating Scale 指示每行所列之字數及字母所列之地位。同 U. 31
12. Ribbon Cover Release 調換色帶時，將此鍵按住，即能將蓋打開。
13. Key-set Set Key 同 U. 6.
14. Ribbon-color Change and Stencil Lever 同 U. 30 打蠟紙時，須將右端之鍵按住，然可將左端之鍵，移至白色上。
15. Margin Release Key 用途與 U. 3. U. 28 同，如須越過原定邊緣時，可按此鍵。
16. Touch Control Scale 指示擊力之輕重詳見 38。
17. Correspondance Tabulator Key 同 U. 7.
18. Right Shift Key 同 U. 1
19. Space Bar 同 U. 4
20. Operating Keys 字鍵。
21. Left Shift Key 同 18.
22. Shift Lock 此鍵同 U. 2. 稍有不同，還原時無論按左邊或右邊之 Shift Key 均可。
23. Back Spacer Key 同 U. 9.
24. Ribbon Reverse 若左邊色帶輪之色帶完了時，將此鍵向左扳住，色帶即能自動向左邊旋轉，右輪完了時向右扳住，亦同。
25. Ribbon Feed Release 盤色帶時，須將此鍵向左扳住。
26. Ribbon Cover 色帶輪蓋，用以防灰塵侵入，並可使色帶不易枯乾。
27. Variable Spacer 此鍵推進後，每行之距離亦無規定與 U. 12 同。
28. Line Space and Carriage Lever 同 U. 11.

29. Left Cylinder Knob 滾筒執手
30. Left Carriage Release 同 U. 14.
31. Line Space Selector 同 U. 15.
32. Left Margin Stop 同 U. 10. 移動時，須將此鍵上端之圓點，向下揪住。
33. Right Margin Stop 同上
34. Central Stop Marginal Stops 之制定鍵。
35. Tabulator Rack with Stops 效用與 U. 32 同，惟此鍵較多，且不必用手支配。
36. Tabulator Stop Clearing Lever 同 U. 8 先須按住此鍵，隨將 Carriage 向左或向右拉過，則所有 Tabulator Stops 均還原位。
37. Line Space Disengaging Lever, 同 U. 13.
38. Touch Control Wheel 用以調整擊力者，因工作者，所好不同，有喜歡重者，有喜歡輕者，可旋轉此輪，同時看 Touch Control Scale (16) 向左轉時白針指在“0”位時最輕，右轉時在“6”時最重。

第四節 Continental 打字機之分析及用法

1. Crank 色帶輪搖柄同 U. 35
2. Ribbon Signal 指示色帶之色澤者。
3. Right hand Shift Key 同 U. 1
4. Two Color Ribbon Switch. 色帶調換鍵，每擊此鍵，色帶能自動調換他色。
5. Space Bar 同 U. 4.
6. Back Space Key 同 U. 9.
7. Left hand Shift Key 同 U. 5.
8. Shift Lock 同 U. 2.
9. 10. Twin Key (Right and Left) 兩鍵同時按下，或祇按右鍵，用途與 U. 3. 同，可超過左邊緣，繼續工作。兩鍵同時按下，則可拉過右邊緣(同 U. 28)。若祇按右鍵 Carriage 能自動向左移過八格。

(圖七)



Practical English Typewriting

- 11. Marginal Stop 同 U. 10. U. 29.
- 12. Line Finder 同 U. 14
- 13. Front Scale 同 U. 31
- 14. Paper-holding Bail (with scale) 同 U. 17.
- 15. Cylinder Scale 同 U. 19.
- 16. Central Type Guide 指示所打字母之地位。
- 17. Line Space Lever 同 U. 11.
- 18. Platen 滾筒。
- 19. Line Spacing Mechanism 同 U. 18. 惟此鍵可分，1 1½ 2 2½ 3 3½ 等六種。
- 20. Paper Table 同 U. 21.
- 21. Right hand paper Guide 用法同 U. 16
- 22. Paper Release Lever 同 U. 26.
- 23. Line-spacing Disengaging Lever 同 U. 12.
- 24. Platen Release 同 U. 12.
- 25. Platen Knob 滾筒執手
- 26. Tabulator Lever 將此鍵向下板住後，Carriage 自動能向左移動至下欄需要之地位。同 U. 7. 向上扳起，可整理所有之 Tabulator Stops 同 U. 8.。
- 27. Tabulator Setting Device. 同 U. 6.

第三章 字鍵之位置及字體之種類

第一節 字鍵之位置

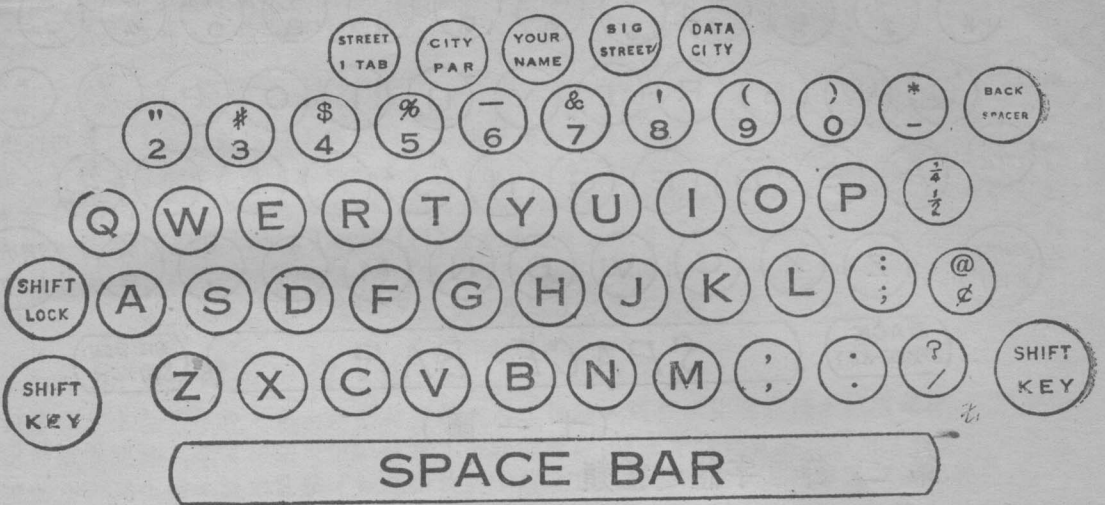
各式打字機上之字鍵，大都為四十二只，惟 Continental 式有四十五只；其中二十六只為字母鍵，其餘為數字及符號等；每一字鍵可打二種字體，故任何文件均敷應用。其字母排列之地位各機多同，惟符號略有差異，故雖練習一種牌號之機器，然其手法，仍能適用於其他各機，茲將各式字機之排列位置，列圖于后：

1. Underwood 打字機鍵位圖



(圖 八)

2. Remington 打字機鍵位圖



(圖 九)

3. Royal 打字機鍵位圖



(圖 十)

實用英文打字術

4. Continental 打字機鍵位圖



(十一圖)

第二節 字體之種類

打字機上所用字體，因各界人士之嗜好及其用途之不同，而設有多種，茲將各式字體分列於下：

1. 派克體 PICA Type 式樣最美，且又整齊清楚；故不論工商界都採用之。
2. 依立脫體 ELITE Type 式樣與派克體相似，惟較為細小，手提打字機上大都採用此體。
3. 活體 Script Type 即係草體，與手書者相似。
4. 哥德體 GOTHIC TYPE 筆劃較粗，字體雄壯；宗教界喜用之。
5. 意大利體 ITALIC Type 字體傾斜，似手書，形式頗美。
6. 羅馬體 ROMAN Type 字體較長，並且清晰，政界人士喜用之。
7. 因匹立爾體 Imperial Type 即似印刷書籍之書版體。
8. 鑿孔體 CHECK PERFORATING Type 該種字體能洞穿紙張，用以打票據等。

第四章 安置打字機之地位

打字機安置之地位，得當與否，對於應用上，頗為重要；其影響工作之效力亦大，打字機不但須置于光線充足之地位，且其檯子與坐椅，務宜支配妥適，使服務人員，舒適便利。普通抬高二呎二吋，坐高一呎六吋，工作時手肘與檯面成水平線，前臂微斜，手指能自然輕按第二排字鍵上，如工作時間稍久，亦不易感覺乏力矣。

第五章 使用法

第一節 裝紙

先將 Paper Holder Bail Release Lever (24) 扳下，左手握紙，插入 Cylinder (18) 與 Paper Rest (21) 之間，右手握滾筒右柄，向上捲起，若捲出之紙，歪斜不齊，則將 Paper Release Lever (26) 扳下，即可任意調整；隨用 Paper Holder Bail (17) 壓住，若紙張狹小者，將 Bail 上之橡皮筒，向中移緊可也。

實用英文打字術

第二節 邊緣之支配法

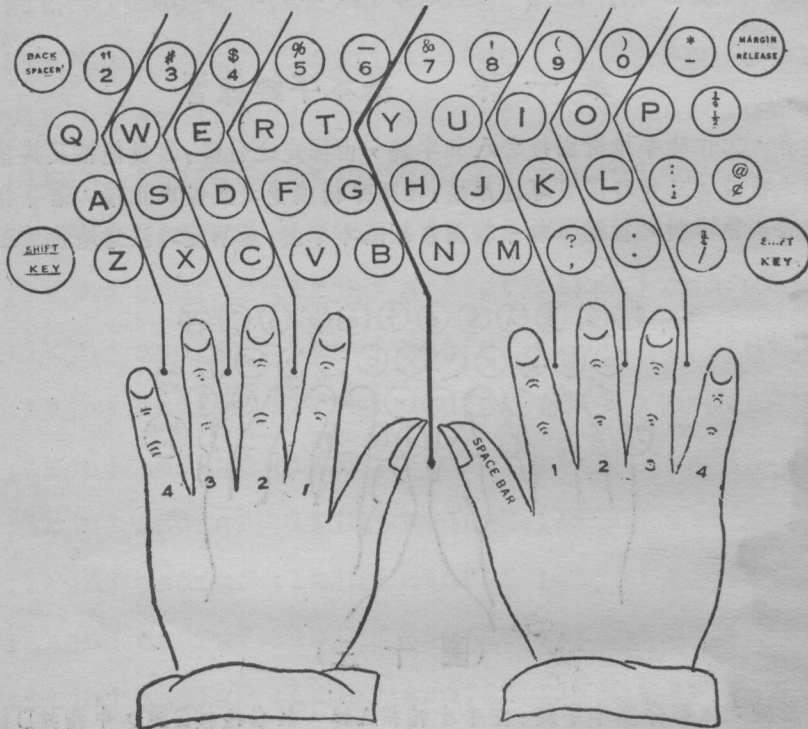
紙裝就後，即應按紙張之闊狹，及所打字母之多寡，而將兩邊邊緣支配適當，普通每行打 60 字母，照每行可打 80 個字母（普通所用打字機大都十吋者）計，則兩邊各空十字，可將右邊的 Marginal Stop 移在第十位上，(Front Scale [31] 上白色第十格) 將左邊移在第十位就成，若紙張狹小，或字數少者，可依上類推，又同時須連打數張時，應將 Lateral Paper Guide (16) 移與紙之左邊邊緣相齊，茲後裝紙，祇須依此裝入，可與第一紙所打地位相同，無用再計算矣。

第三節 換行

每行將完時，聽到鈴响後，祇能再打七個字母；此時宜注意，如所打者，祇有五六個字母，可將該行打就；若字母較多，則應依其音節 (Syllable) 分斷，另換一行，又若所打者，祇一音節，不能分段，而字母不多（約七八字）者，則可按 Marginal Release Key (31) 一次，則可越限打就。換行時，祇須按 Line Space Lever (11) 在左邊者，用左手推，右邊者用右手拉。向右推同時，已自動另換一行，若每行間須空一行，或二行時，可將 Line Spacing Adjusting Lever (15) 移至中間一格 "2" 字上，或下面一格 "3" 字上，則每按一次，自動能換二行或三行也。

第四節 指法

打字技能之主要條件，第一須熟諳字鍵，因工作時，兩目須注視原稿，無暇兼顧，惟賴手指觸覺之靈敏與純熟，欲使指法靈敏與純熟，全賴初學時，運用手指得當與否而定，因英文字母又多，若運用一二手指，隨意亂擊，雖能稱快於一時，但終難能純熟，且兩目又須注視鍵盤，故工作效率，決難迅捷也，此為學者必須注意者，茲將最適當之指法列圖於右：



(圖十二)

Practical English Typewriting

第二編 練習課程

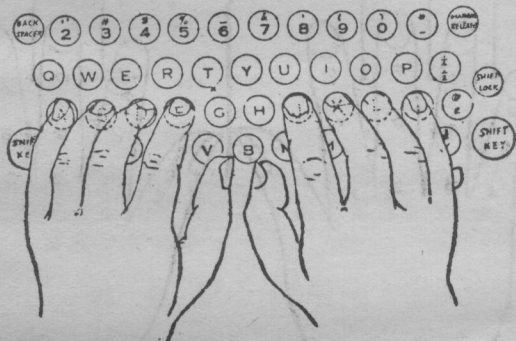
第一章 基本練習課程

本節為學習打字之基本工作，對於將來成敗之關鍵，最為密切，萬勿草率從事。每課習題，均須細心反覆練習，不但須熟諳字鍵而已，對於指法之均勻，姿勢之正確等，尤須隨時留意，初學時，若不加注意，則影響學業之進程至鉅，且將不準確習慣養成，日後殊難校正。茲將應注意各點，分列於下：

1. 坐時身體宜直，不可靠近機器。
2. 手指之位置，須隨時留意，切勿誤置。
3. 兩目切勿注視字鍵。
4. 祇須用指尖擊字鍵，手掌不可靠住機器。
5. 每擊一字後，手指迅回原狀。
6. 一鍵未還原時，切勿擊第二字。
7. 每指除規定應擊字鍵外，切勿移擊他鍵。
8. 每指須有均等練習之機會。
9. 擊字之速度，必須相等，切勿隨意快慢。
10. 擊字之輕重，亦須注意，打出之字母，色澤必須均勻。

第一課 基本字鍵練習

基本字鍵者，工作時手指所固按之八只字鍵；由固定之位置，然後能推及其他字鍵之位置，蓋打字為觸覺之技能，工作時兩目專注原稿，惟賴手指觸覺之靈敏與正確，若手指所按之地位無定，則何以能得其他字鍵之位置，故手指應常按基本字鍵，並須隨時注意地位之正確，否則必將全部錯誤也。



(圖十三)

圖示手指所按者，即係基本字鍵，左手小指按A鍵，無名指按S鍵，中指按D鍵，食指按F鍵，右手如法依次輕按(;) (L) (K) (J) 諸鍵上後，即可開始練習。

實用英文打字術

先用左手小指擊(A)時，左手其他各指須稍離各字鍵，方能有力，並且可免兩只字鍵同時按下，擊後立復原位，否則字跡易重疊；次擊(S)(D)(F)諸鍵，擊(G)時食指須向右展開，擊後立還原位。左手完畢後，用右手大姆指擊Space Bar(4)空一格，隨後右手如法依次擊(;) (L) (K) (J) (H) 諸鍵，惟空格仍須用右手大姆指。

初習時不可求快，以免錯誤，須看一字，擊一字，且打且記，勿依手指之次序，任意練習；否則不易熟諳。每行完畢後，觀察所打字跡，色澤是否均勻，務使各指擊力平衡為要。

下列習題，須多多練習，偶有錯誤，不用塗改，須重覆練習，至指法純熟，且能熟諳各鍵位置後為止。

asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj
asdfgf ;lkjhj asdfgr ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj
asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj
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asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj asdfgf ;lkjhj

Practical English Typewriting

第二課 拼綴練習

下列諸字，均係第二排所有字母拼綴而成。練習時，兩目注視課本，各鍵所列位置及應用手指，須默思，不宜觀看，字母有連續者，指法尤須注意；速度必須均勻，輕重必須平衡。每字練習數行，須指法純熟無誤後，才另換第二字，全課完畢後，再混合練習三次。

all	has	fad	jag	dad
lad	fag	had	sag	ask
gas	add	lag	sad	hag
fall	lass	adds	alas	hall
jags	shad	gash	slag	half
gala	asks	lags	sash	lads
fags	gall	lakh	hash	fads
glad	dash	gads	sags	lash
halls	flash	shall	flags	slash
galls	salad	falls	glass	flask

實用英文打字術

第三課 向上跳指練習

前課練習純熟後，可習第三排所有字母，手指仍按基本鍵，擊Q,W,E,R諸鍵時，祇須規定擊鍵之手指跳上，其他各指仍於原鍵上，離開少許，不必同時移上，擊畢迅回原位。

練習本課程時，目光最易移顧字鍵，務須特別注意，否則不易記憶也。

awsedrpf ;olikupj awsedrpf ;olikupj awsedrpf ;olikupj
awsedrpf ;olikupj awsedrpf ;olikupj awsedrpf ;olikupj
awsedrpf ;olikupj awsedrpf ;olikupj awsedrpf ;olikupj
awsedrpf ;olikupj awsedrpf ;olikupj awsedrpf ;olikupj
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awsedrpf ;olikupj awsedrpf ;olikupj awsedrpf ;olikupj
awsedrpf ;olikupj awsedrpf ;olikupj awsedrpf ;olikupj
awsedrpf ;olikupj awsedrpf ;olikupj awsedrpf ;olikupj

Practical English Typewriting

第四課 拼綴練習

下列諸字，係二排中所有字母拼綴而成，手指上下移動，須隨時注意，基本字鍵之位置，不可有誤，否則所打者即將完全錯誤，但目光必須專注課本，決不可觀看字鍵。

每字練習一行，如發現錯誤時，則須另打一行，務使無誤，再練習第二字，全課完畢後，依次混合練習三遍。

sails	lakes	walks	proof	dirks
jokes	folds	offal	asked	jerks
sales	kodak	quail	usual	would
forks	kraal	rails	parse	skull
oriel	doles	jails	quaff	larks
awful	loser	weigh	peaks	dells
isles	lurks	fails	world	power
fills	liked	quake	loose	rides
fields	praise	squall	pallor	easels
jokers	equals	lulled	aisles	oppose
drawls	parade	fillip	powwow	floral
flukes	spueal	paddle	filled	killed
defiled	laurels	release	jailers	skilled
doleful	profuse	fielder	willful	fiddler

實用英文打字術

第五課 食指線習

下列G,H,T,Y四字均係食指所司之字鍵，因此，學者頗感困難，常易錯誤，故特設本課，以資練習。

本課須與第一三課，同樣反覆練習多次，能熟諳各字鍵之位置後，方可練習下課，否則將影響以後之成績。

gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj
gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj
gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf njyjuj
gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj
gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj
gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj
gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj
gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj
gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj
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gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj
gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj
gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj
gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj
gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj
gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj gftfrf hjyjuj

Practical English Typewriting

第六課 拼綴練習

本課注重G,H,T,Y諸字母，用食指時較多，須特別注意各指擊力之平衡，以免字跡深淡不勻，練習方法，與第四課同。

guild	holds	there	keyed	durst
party	their	light	gulfs	pupal
sheiks	ushers	faults	youths	gargle
eighty	joyful	artful	others	gladly
yields	styles	juster	shawls	quarto
dutiful	largely	greatly	haughty	qualify
yodlers	thought	luggage	thysself	patrols
waggish	kettles	regular	illegal	trifles
hatless	filiate	hopeful	streaks	loosely
jugglers	although	youthful	disloyal	literary
yourself	flotilla	latitude	faithful	greasily
struggles	yesterday	sweltered	udderless	therefore
healthful	sleepwalk	quietness	slaughter	haughtily
operaglass	lithograph	hippogriff	powerfully	flashlight

Practical English Typewriting

第八課 拼綴練習

下列各字，每字練習一行，如無錯誤，即另換一字，全課習畢，再依次混合練習三四遍，務須熟諳各字鍵位置為止。

zonal	local	small	ileum	xenon
could	lacks	women	model	final
ch lk	indue	axled	child	extra
verbal	jovial	delves	behalf	python
bellow	smacks	kaolin	fabled	purely
sandal	blazed	tubing	sinful	labour
gambols	dawdler	musical	violets	natural
jackets	dazzled	knocked	several	jumbled
swivels	journal	coltish	logical	natural
decimal	mortals	fizzled	moodily	daybook
ricebird	marginal	entrance	location	autumnal
habitual	ninefold	flaxseed	mythical	loveless
catalogue	momentous	valueless	lampblack	displaced
adverdial	priceless	foreclose	vexatious	economics

Practical English Typewriting

第十課 混合練習(二)

本課依次練習三遍

ideal	alike	value	music
stark	fetch	logic	jingo
lintel	pocket	rumple	gallon
phenol	tawdry	uneven	juster
pleased	jointly	receipt	tumbled
amounts	lodging	citadel	shrubby
discount	possible	frequent	umbrella
commence	intermit	fencible	contents
ordinals	bewailed	included	victuals
zodiacal	mannerly	telegram	hatchway
adjection	condition	increased	complaint
regarding	principal	clockwork	provision
stationary	practorian	headmaster	yardsticks
remittance	illnated	discompose	metaphrase
particulars	sedimentary	honeylocast	irreparably
chirography	explanation	kindhearted	communicate
satisfactory	predominance	anticipation	kaleidoscope
nullification	philanthropic	efflorescence	unserviceable

實用英文打字術

第十一課 混合練習(三)

下列諸文字，長短不一，且字母較多，練習時尤須注意：1.速度之均勻 2.擊力之平衡。本課練習三遍。

as	she	line	day
low	send	islet	size
ice	cloud	if	and
pivot	bar	view	neck
sinfull	train	jerked	do
kedge	surely	ism	axled
show	its	dear	but
thank	hydra	or	format
six	remarks	long	cliff
ladies	sir	massy	doctor
two	upheld	eight	see
tonight	maxilla	disk	Joyful
fez	kit	thirst	subsoil
article	member	may	tickets
love	what	floral	send
humour	tell	quirks	forelock
kinsfolk	majestic	about	formless
hint	very	rescue	theatre
abnormal	cutlass	inimical	much
decided	junkets	lip	could
good	three	exercise	jumbled
blamed	mythical	next	various
controls	stammerer	tobacco	snuffled
laybook	discussion	shrewd	noxious
healthful	samara	totaled	examination
gambols	invitation	monarchical	unking
twoline	feign	side	feeble-minded
told	dazzled	marginal	fabled
dreamless	trickled	journalist	quirks
arrival	mammalian	score	liberty
improvement	accumulated	smallpox	miss
space	equipped	philosophically	quilted
injunction	lientenant	disinfection	citizen
marriage	consideration	baffled	circumstance
algebraic	desired	discussion	ideographic
grocery	accurately	little	recent
along	vivified	diagram	geometrical
systematization	gristmill	contemptuous	expostulation
vanishing	debarkation	journalist	written
child	sidewalk	preliminary	gentlemen
rejoined	cavesdropping	slumber	standardization
gamboge	punctuation	obstructionism	engine
intertribal	fieldmarshal	interprovincial	extravagance
rockinghorse	automobile	distinguish	photocombustion
verticillaster	zoograft	sophistication	xanthinuria

Practical English Typewriting

第十二課 大寫字母練習(一)

大寫字母，位於每只字鍵之上半面，故打時，指法不變，字母如用左手擊者，用右手小指按右邊之Shift Key，右手擊者，用左手小指按左邊之Shift Key，打法如舊，惟有數點不可不注意者：

1. 打大寫時，指法不變。
2. 祇可用小指，將 Shift Key 撇下。
3. 待將 Shift Key 撇下，然後可擊字母。
4. 必須待字母打畢後，再將 Shift Key 放開。

依次練習五遍。

Asia	British	Christmas	Douglas	Elyria
Frank	Grace	Harold	India	Jennie
Kirkwall	Lawrence	Minnie	Newmarket	Oscar
Pauline	Queen	Russia	Samuel	Tillie
Ulpian	Vandalic	Willa	Xiphias	Yoridk
Zenobia	Agave	Bertha	Caroline	Digitalis
Ethiopian	Filipino	Gregory	Hellenian	Iliad
Johnson	Kenneth	Lassa	Marion	Newton
Olive	Placentalia	Quetin	Roman	Sally
Thomas	Uppsala	Velda	Weissgorn	Xrays
Yankee	Zionism	Atlantic	Begoina	Crimean
Dria	Ella	Florida	George	Hemiptera
Italian	Jehovah	Koran	Lucifer	Mister
Norseman	Ottoman	Paul	Querfurt	Rose
Shari	Teuton	Uboat	Vatican	Washington
Xantippe	Yiddish	Zoroastrian	Jewel	Chen

實用英文打字術

第十三課 大寫字母練習(二)

本課練習五遍

注意：標點符號[.][,]擊力稍輕，否則易打穿紙張。

Raphael paints wisdom, Handel sings it, Phidias carves it,
Shakespeare writes it, Wren builds it, Columbus sails it,
Washington arms it, Watt merchandizes it.

Prominent American inventors, manufacturers, and financiers:
Robert Fulton, Eli Whitney, S. F. B. Morse, Alexander Graham
Bell, Thomas A. Edison, Stephen Girard, John Wanamaker,
Marshall Field, Edward, A. Filene, Glenn, Curtiss, Orville
Wright, J. P. Morgan, F. W. Woolworth, Richard W. Sears,
George Eastman, George Westinghouse, Charles P. Steinmetz,
Theodore N. Vail, Elbert H. Gary, Russell Sage, Jay Gould,
Hetty Green, Jas. J. Hill, E. H. Harriman, John D. Rockefeller,
Andrew Carnegie, Charles M. Schwab, Alfred p. Sloan, Jr.,
Gerard Swope, Henry Ford, Walter P. Chrysler, W. W. Atterbury,
Andrew W. Mellon, William A. Durand, W. L. Douglas, George M.
Pullmon, John Hayes Hammond.

Among the great business organizations of the United States
are the United States Steel Corporation, Standard Oil Company,
Bethlehem Steel Corporation, Anaconda Copper Mining Company,
General Electric Company, Toledo Scale Company, Butler
Brothers, The B. F. Goodrich Company, General Motors Corpora-
tion, Simmons Hardware Company, Pittsburgh Plate Glass Company,
United Cigar Stores Company of America, The National Cash
Register Company, Paramount Famous Lasky Corporation, St.
Joseph Lead Company, International Harvester Company, Inter-
national Shoe Company, Radio Corporation of America, National
Dairy Products Corporation.

Practical English Typewriting

第十四課 數字練習(一)

數字位于第四排，離基本鍵稍遠，初習時稍感困難，然切勿窺視，否則不易進步。
左手所打者，可將左手完全移上，右手打者亦然，擊畢迅同原位。
字盤上無[1]字者，可用英文字母小寫[l]代之，無[0]字者，可用英文字母大寫[O]字代之。

1234567890 1234567890 1234567890 1234567890 1234567890

1234567890 1234567890 1234567890 1234567890 1234567890

1234567890 1234567890 1234567890 1234567890 1234567890

1234567890 1234567890 1234567890 1234567890 1234567890

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54321 09876 54321 09876 54321 09876 54321 09876 54321

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實用英文打字術

第十五課 數字練習(二)

下列數字，練習五遍

注意：不必求快，務須正確。

542 148 758 301 625 497 496 109 927 437 217 821 095 571 473

137 629 430 371 164 368 493 697 619 505 503 169 967 676 967

010 075 519 907 074 691 426 518 670 434 838 809 753 672 166

587 906 497 923 405 627 830 903 069 406 697 216 416 480 617

731 618 905 689 631 419 676 680 646 790 410 102 276 295 529

7016 3973 6301 1689 0312 1682 2670 6179 9361 8161 1673 1600

6432 1478 4390 5805 4187 4317 6993 4317 6454 4370 5975 4973

5984 2689 4204 4218 6749 4396 6789 5396 1548 6810 5874 5973

3684 9764 6903 4816 6120 4875 4126 5827 1267 4812 3138 7215

9076 5124 1261 6319 9621 1683 1276 8747 3160 6070 6911 1685

57892 14679 41286 32176 98214 61479 49715 51790 49904 32742

73291 69106 42985 31704 51270 87614 27694 14750 48306 09627

41286 14268 21684 81287 42094 37625 12760 91463 72846 69741

07607 40962 61436 14687 67498 53769 68976 64901 16873 46806

17083 61286 41676 90101 28016 13852 21681 64016 50987 61701

184206844 748630664 693872741 512390576 148906171 919068512

679016496 741420913 313890168 616913214 368068469 906767117

904948163 412684936 261684707 381689362 175213212 160409863

207060105 086160673 602671730 581867282 882091673 618094317

521908045 680175121 168027223 168069061 689067272 593727721

Practical English Typewriting

第十六課 數字練習(三)

下列數字與字母間隔，上下移動時，必須特別注意，但絕對不可窺視。

依樣練習五遍。

in 123456 the 09876 ever 3291 given 297 bucket 53 retired 1
me 781439 end 78254 time 7702 buyer 158 thrive 90 further 2
it 147162 did 78563 here 2739 edify 296 regret 34 kindred 3
be 405472 her 21302 even 5046 thing 384 verify 75 benefit 4
us 474921 him 38752 much 4914 ridge 376 number 31 fifteen 5
he 521084 big 49831 they 2109 think 347 refund 27 certify 6
or 147326 you 13121 well 2178 dully 319 foiled 38 trestle 7
we 214690 why 78572 your 9030 ought 510 jumble 10 limited 8
is 907641 ask 94928 like 1141 small 444 postal 83 million 9
if 983184 pay 67135 wish 4893 after 935 assist 43 azaleas 0
to 327495 was 20067 cede 7945 essay 218 draper 17 lionize 1
as 784309 are 35907 kill 5749 usual 874 voices 95 wrought 2
up 187438 men 12853 vest 8943 shall 529 oppose 47 nullify 3
at 197944 she 78174 that 1483 equal 874 ambush 42 clothes 4
so 894765 sir 48721 dear 7591 cause 313 become 84 sweetly 5
am 100486 can 35674 many 9832 exist 905 wonder 58 politic 6
do 890472 nor 21985 what 1740 place 432 gravel 21 brought 7
go 732947 use 29854 also 3245 board 281 avenue 36 dealers 8
an 398473 big 30386 show 1457 draft 232 desire 47 boilers 9
of 807493 yet 87435 each 2184 quite 969 course 94 acquire 0

實用英文打字術

第十七課 文句練習(一)

下列文句，依次練習五遍。

注意 1. 指法必須正確 2. 速度必須均勻 3. 擊力必須平衡

1. Diamond cut diamond.
2. No pain, no gain.
3. Content is happiness.
4. Fortune favors the brave.
5. Beauty is but skin-deep.
6. Do not judge by appearance.
7. Make hay while the sun shines.
8. Life abounds in opportunities.
9. Man is the creature of the age.
10. Inscrutable are the ways of Heaven.
11. Real friendship is a slow grower.
12. Guard yourself from false friends.
13. Example is better than precept.
14. Death is preferable to dishonour.
15. Give me liberty or give me death.
16. Gold will not buy everything.
17. All that glitters is not gold.
18. Poverty is the mother of all arts.
19. When a friend asks, there is no tomorrow.
20. Cheerfulness is the best promotor of health.

Practical English Typewriting

第十八課 文句練習(二)

1. Manners make the man.
2. A penny saved is a penny gaind.
3. A bad workman quarrels with his tools.
4. He is teaching an old woman to dance.
5. Money is the key that opens all doors.
6. Though murder has no mouth it speaks.
7. Adversity makes wise though not rich.
8. Prove a friend before you trust him.
9. Who looks not forward find himself behind.
10. The future always grows beautiful and bright.
11. Do not ask which is the right way from the blind.
12. Marriage halves the privilege but doubles the duty.
13. Keep your mouth shut and your eyes open.
14. Special providence watches over idiots and drunkards.
15. Without method little can be one to any good purpose.
16. The time is no more ours than the time past.
17. What may be done at any time will be done at no time.
18. Life that is too short for the happy is too long for the miserable.
19. The true defense of a nation lies in the moral qualities of its people.
20. A person with good manners is always an agreeable companion.

實用英文打字術

第十九課 標點符號練習(一)

符號大多位於數字鍵之上面，打法與打大寫同，其排列之位置，因牌號之不同，或有差異，故練習前，須稍注意。鍵盤上如無該項符號者，須用其他符號拼成，或用簡字代表之，茲將標點符號之用途及打法，列舉於后：

1. • 句點 (Full Stop or Period) 用於句末，縮寫字後，或小數前。
2. , 逗點 (Comma)
3. ; 半支點 (Semi colon) 如無此號，可先擊(:)，退一格擊[,]即成。
4. : 支點 (Colon)
5. ? 問號 (Question Mark)
6. ! 驚嘆號 (Exclamatory Mark) 用[']及[.]拼擊而成。
7. " 引號 (Quotation Mark) [" "]都用此號。
8. ' 省略號 (Apostrophe)
9. - 連接號 (Hyphen)
10. 長劃 (Under Score) 打在字行之下端。
11. # 號數 (Number Sign) 如無此號，用[No.]代之。
12. \$ 元 (Dollar Sign) 如無此號，用大寫[S]及[/]拼成。
13. ₨ 銀兩 (Teals) 如無此號，用大寫[T]與小寫[s]拼成。
14. £ 鎊 (Pound Sign) 如無此號，用大寫[L]與 Hyphen [-]拼成。
15. % 百分號 (Percentage)
16. & (And) 之簡寫，大都用於名號之間。
17. @ Etah 之簡寫。
18. ¢ Cent 之簡寫，如無此號，用小寫[c]與[/]
19. / 斜線 (Slanting Line) 大都用於分數之間，如1/4，或用以代着略號如i/1/1938。
20. () 括弧 (Parenthesis)
21. * 星標 (Asterisk) 如無此號，用小寫[x]及 Hyphen [-]拼成。或用大寫[A]及小寫[v]拼成。
22. § 章節符號 (Section) 先打小寫[s]退一格，將 Line Spacing Disengaging Lever (U.13) 拉上，滾筒略向上旋再擊[s]即可。
23. + 加號 (Plus Sign) 先打 Hyphen [-]，隨將 Line Space Disengaging Lever 扳上，旋上少許，打[']即成，擊畢退還原位，此法稍難，須多多練習。
24. - 減號 (Minus Sign) 用 Hyphen [-]代之。
25. × 乘號 (Multiplicative Sign) 用[x]代之。
26. ÷ 除號 (Divisional Sign) 用[-]及[:]拼擊而成。
27. = 等號 (Equal Sign) 先打[-]，退一格，將 Shift Key 稍撤下些，再擊一次即可。或先打[-]再將滾筒略向上轉，再擊一次亦可。打等號亦難，須多練習。

Practical English Typewriting

2" 3# 4\$ 5% 6_ 7& 8' 9(0) -* 2" 3# 4\$ 5% 6_ 7& 8' 9(0) -*
 q" w# e\$ r% t_ y& u' i(o) p* q" w# e\$ r% t_ y& u' i(o) p*
 a" s# d\$ f% g_ h& j' k(l) ;* a" s# d\$ f% g_ h& j' k(l) ;*
 z" z# c\$ v% b- n& m' ,(.) /* z" z# c\$ v% b_ n& m' ,(.) /*

1. A great many well-known events happened in the year 1902.
2. This is nearly twenty-four hours, late.
3. What is the sum of 189804 and 984753?
4. The price is fifty dollars less 15% discount.
5. 8" 4' by 6" 4' is large enough.
6. Mr. S. K. Liu, M.A., will lecture on "Social Evils."
7. I enclose a sight draft, value \$300.
8. But is old, old good old Christmas gone?
9. #31 Hat Hooks, style B, \$4.25 per hundred.
10. Mr C. K. Zebley, c/o S. J. & G. I. R. R., Xenia, Ohio.
11. Our terms are thirty days, or cash less 1%.
12. 2 spindles "Aladdin" Fingering, Pink @8s. 6ds.
13. Use two hypens (--) for a dash.
14. Messrs. Hall, Hartwell & Company, Jersey City.
15. The text-book contained 19 lessons and a short test.
16. Each sheet should bear the "Rickshaw" water-mark.
17. The price of the bread was reduced to 5½¢ on Monday.
18. The length of the track is 2 7/8 miles by agreement.
19. A new work, "Facts and Fancies" (price 6s. Od.), on sale.
20. The young salesman finally traded in machine #847394.

實用英文打字術

第二十課 標點符號練習(二)

1. The customer gave two notes of \$40.00 each in payment.
2. A rebate of 5% was allowed on Sharp & Brown's policy No. 43.
3. "Hurrach! Hurrach! The poor shipwrecked sailors are saved!
4. According to agreement, we enclose cheque for 15s. 9d.
5. "Thus the whirligig of time bring in his revenges."
6. Each of the notes was drawn for one year at 6% interest.
7. I am sending the holders (large size) by mail.
8. We hasten to say that a discount of 44% may be taken off.
9. For a time the man's face showed great bewilderment.
10. We have been informed that Morgan & Wright were in the deal.
11. The Committee found that the length of the boat was 23'8".
12. We agree to pay the sum of thirty-five pounds (£35.0.0).
13. Interest is payable at the rate of 5% per annum.
14. The original name of the corporation was Jones & Fowler.
15. The underscore tells the printer when to use italics.
16. Messrs. Street & Harbottle have made an assignment.
17. The sold $1\frac{1}{4}$ pounds 5¢ a pound an $\frac{1}{4}$ of a pound for 2¢.
18. A $\frac{1}{2}$ " ribbon may be used on this machine.
19. The asterisk (*) is used as a reference to a passage in the margin.
20. $\$600 \div 1,500 = 40\%$ per unit
21. Actual quantity x difference in rate, $1,000 \times 2\% = \$20$
22. Value of completed product = $\$1.80 + .20 + .70 = \2.70 per unit.
23. Quantity difference x standard rate, $200 \times 10\% = -20$
24. To low a character blow the line to write certain symbols, turn the platen forward slightly; thus H₂ SO₄,
25. Solve $(x - a)^2 - (x - b)^2 = (a - b)^2$

Practical English Typewriting

第二十一課 混合練習(一)

前列二十課，依次習畢，凡打字之基本技能，如字鍵之位置，及指法之應用等，均略能熟諳，茲特設混合練習課程數篇，以資純熟，對於前述注意各點，須隨時留意，切勿懈怠，否則難能奏效。

後列各課為長短篇文字，練習時，不求迅速，務須正確，每篇打畢，細察一遍，其中有錯誤否，字跡均勻否，第二遍練習時，即應糾正。

下列數點，為打字者之普通常識，不論打何種文件皆須注意：

1. 每句句末，如句點(.)，驚嘆號(!)問號(?)後，應空二格。
2. 支點(:)後，亦空二格。
3. 簡寫字之省略點(.)後，空一格。
4. 逗點(,)半支點(;)後空一格。
5. 兩個符號之間，不須空格。
6. 引號“ ”括弧()之間，不須空格，惟第一個符號之前及第二個符號之後，須各空一格。
7. 支點(:)與半支點(;)驚嘆號(!)問號(?)須打於引號“ ”之外，除非其句含單獨之意義者。

[例] “We refer you to booklet (page 16), in which you will find,” etc.

標題集中法

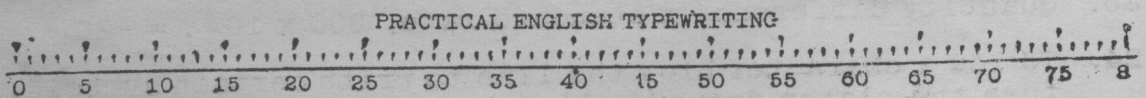
標題位於紙中，則較為醒目，而且美觀，其支配法甚簡，惟須注意裝紙是否正確，(Paper Centering Scale U. 22 兩旁所留之格數，是否相等，若打字機上無表尺者，應先將紙頭上端對折一痕，隨後插入，同時將Carriage Frame Pointer移於正中[普通為40位上]，如紙上之對折痕，準對Type Guide，則紙張即位於正中。)若紙已裝正後，即可就下列二法擇一而支配矣。

1. 先將Carriage Frame Pointer移至正中，隨後按標題總數平分所得之商數，將Carriage拉回數格即可。

例：欲將Practical English Typewriting支配於中央，則先計得該題共佔二十八格，平分之，為十四格，則可將Carriage Frame Pointer自40格上，向右拉回十四格，於二十六格上打起。(見圖)

2. 如打字機上，有紅白兩色兩者(見Underwood及Continental兩式打字機)先將Carriage移在白色表尺“0”位上，隨後將所欲打之標題，照樣空擊一遍，看Frame Pointer指在紅色第幾位上，再將Frame Pointer移至白色表尺之同樣位數上，即可。

例：將上例標題空擊一遍，Frame Pointer指在紅色第二十六格上，則將其移至白色二十六位上即是。(見圖)



實用英文打字術

下列課程，依樣練習五遍

注意：每節起首所空五格，不用擊 Space Bar，可將 Tabulator Stop 先行制定，如每行原於十格上起者，則制定於十五格上，以後每節起首，祇須按 Tabulator Key 一次，即能自動空留五格。（詳見第一編第二章 Underwood 打字機之分析第 6, 7, 8, 32, 33 條）。

Returning the Carriage

Return the carriage for a new line with the line space and carriage return lever. To do this, hold the fingers of the left hand flat and bring the index finger against the line space lever at about the middle point between the first and second joints. The other fingers should be held against the index finger so the carriage may be returned and the line spaced forward with one sweep of the hand from left to right.

How to Type Reaches the Printing-point

Most modern typewriters have their typebars arranged in a type basket in circular formation. Each typebar passes through a slot cut in a segment so as to point toward a common center. When a key is struck, the typebar moves upward and forward through its slot and the type strikes the sheet at the common center called the printing-point. As soon as a letter is printed, the carriage moves one space to the left, bringing the next space on the sheet to the printing-point.

Practical English Typewriting

第二十二課 混合練習(二)

下列課程，練習三遍。

Habit Formation

Touch typewriting is simply a matter of habit formation. Learn to sit in the correct position at the machine with the fingers of each hand curved over the guide keys. Next, by means of fingering exercises and word drills, learn the direction of all the keys from the guide key positions. When this has been accomplished, the accurate repetition of words and sentences forms habits which cause the fingers to go in the right directions so readily that it would seem almost as if the fingers were gifted with memory.

The History of the Typewriter

In the reign of Queen Anne, over two hundred years ago, a patent for a writing machine was granted to Henry Mill, an English engineer. The wording of the patent shows that the inventor had a true conception of the principles required for the construction of a typewriter. Apparently, however, no model of Mill's machine was ever built. A history of the typewriter, published in 1909, gives descriptions of over two hundred and sixty machines with over one hundred and sixty illustrations. This book is now out of print.

實用英文打字術

第二十三課 混合練習(三)

下列課程，練習三遍。

C O C O A

Cameroons sold at 46s. and St. Thome at 55s. Further reductions have also been made in the value of West India grown, good to fine Trinidad being obtainable at 66s. to 70s., as compared with 75s. to 76s. a month ago; good to fine Grenada at 52s. to 53s., common to fair ditto at 48s. to 50s., and good to fine Jamaica also at 52s. to 53s. Bahia is cheaper also, at 62s. to 65s., on the spot, and 52s. to arrive, but Guayaquil has not varied very materially, Arriba bringing 70s. to 75s., and Machala 60s.

The market is dull, 2,400 bags, New Granda, arrived here, and are offered at 76s. to 80s; middling to fine 80s., to 90s.; and superior at 103s. Only a small quantity of Guayaquil. Fine Caracas offered at 89s. to 97s.; there is a good parcel of 1,900 bags which might be had at 88s. to 96s.

C O F F E E

Peaberry sold at 85s. to 113s., ordinary to low middling Uganda at 54s. to 68s., common to fair bold 66s. 6d. to 67s., and good bold East Coast African at 75s. to 76s. Costa Rica brought 85s. 6d to 99s. 6d., middling to good middling 105s. to 140s. 6d., fair to fine bold 113s. to 157s., and peaberry 125s. 6d. to 169s. Jamaica found buyers and 100s. 6d., for dull greenish bold, and good ordinary to common bold East India (Mysore) at 74s. 6d. to 82s. 6d., with peaberry at 85s. per cwt.

The sale of coffee is slack and goes off with difficulty; quotations are low, Rio at 92s. 1,200 barrels Plantations at Ceylon on offer; middling to fine; middling at 90s. to 96s.; fine middling 93s. to 97s.; peaberry 92s. to 98s. Of Costa Rica, 4,000 bags have been sold at 76s. to 80s. Numerous cargoes are afloat, which prevent operators doing much business, so that a downward tendency may be expected for some time.

Practical English Typewriting

第二十四課 混合練習(三)

下列課程，練習三遍。

The Ribbon

The machine is equipped for using two-color ribbons. When the ribbon mechanism is regularly adjusted, with the pointer over the black spot on the indicator, the machine writes the color on the upper part of the ribbon. To write on the lower part, turn the knob so that the pointer is over the red spot on the indicator.

When a one color ribbon is used, this same mechanism permits the use of both the upper and lower portions of the ribbon surface.

To make stencils, lift the stencil lever, thus bringing the pointer over the white spot on the indicator. This throws out the ribbon entirely. When ready to resume regular writing, simply turn the knob so that the pointer is over the black section of the indicator.

實用英文打字術

第二十五課 混合練習(五)

下列課程，練習三遍。

FRANKLINS' LESSON ON THE VALUE OF TIME

Dost thou love life? Then, do not squander time, for that is the stuff life is made of!--Franklin.

Franklin not only understood the value of time, but he put a price upon it that made others appreciate its worth.

A customer who came one day to his little bookstore in Philadelphia, not being satisfied with the price demanded by the clerk for the book he wished to purchase, asked for the proprietor.

"Mr. Franklin is very busy just now in the pressroom," replied the clerk.

The man, however, who had already spent an hour aimlessly turning over books, insisted on seeing him. In answer to the clerk's summons, Mr. Franklin hurried out from the newspaper establishment at the back of the store.

"What is the lowest price you can take for this book, sir?" asked the leisurely customer, holding up the volume.

"One dollar and a quarter," was the prompt reply.

"A dollar and a quarter! Why, your clerk asked me only a dollar just now,"

"True," said Franklin, "and I could better have afforded to take a dollar than to leave my work."

The man, who seemed to be in doubt as to whether Mr. Franklin was in earnest, said jokingly: "Well, come now, tell me your lowest price for this book."

"One dollar and a half," was the grave reply.

Practical English Typewriting

"A dollar and a half! Why, you just offered it for a dollar and a quarter."

Yes, and I could better have taken that price than a dollar and a half now."

Without another word, the crestfallen purchaser laid the money on the counter and left the store. He had learned not only that he who squanders his own time is foolish, but that he who wastes the time of others is a thief.

實用英文打字術

第二課 速度練習

前章各課，為學習打字之初步工作，專注於字鍵之位置及手指之運用而已。如已能嫻熟各鍵之位置，而手指之運用亦已正確，則可注意速力之增進矣。蓋打字技能，貴乎迅捷，正確；如祇會擊鍵而工作遲緩，或擊鍵雖快，而錯誤甚多者，皆不能應用。欲求正確與迅捷，無難，祇須不斷練習即可。語云：「若要工夫深，鐵杵磨成針。」天下事無論難易，有毅力者終能成就，打字一小技耳，如每天不斷，專心練習，則進展自速。

本章共三十二課，悉經周密考慮，每課註有標準時間，及每分鐘平均速度，其計算係採用擊數(Strokes)制，無論擊一字母，擊空格鍵，倒格鍵一次，或按大寫字鍵等，均包含在內(如打：支點，作二擊，因擊此鍵須按大寫鍵也。其他依此類推。)為計算速度最正確之方法。其速度由每分鐘九十六擊增至三百十擊。每課必須反覆練習多次，務求達其標準，隨後繼續下課，苟能依此循序而進，則不難得優良之成績矣。

自第一課至第十課(平均擊數自九十六擊增至一百五十擊)為第一階段，此期進步最速，蓋學者指法才得嫻熟，進取之心較切所致也。然此期亦最為重要，若一再疏忽，指法如有凌亂，則以後之成績，殊難逆料。茲再將應注意各點列舉於后：

1. 指位必須正確，但勿窺看鍵盤。
2. 擊鍵必須正確，如有錯誤，立即改正，覆打一遍。
3. 擊鍵必須從容，萬勿燥急。
4. 擊力必須平衡。

自第十一課起至二十課(平均擊數自一百五十擊增至二百擊)於此階段，學者進步，或不能似前者之速或竟滯緩不進，決不可因此灰心，祇須專心從事，不斷練習，則不難達此標準也。若每分鐘能超越二百擊(普通每字Word作五擊，則每分鐘約能打四十字)則社會上之工作已略可應付矣。

二十一課起為高速度之練習，進展更難，學者可與第三四十五章信札，契據，表格等同時練習，不必專注於此，蓋練習其他文件時，速度亦能自然增進，惟不易覺察而已，則學者可以同時複習，試驗其速度之進展矣。

Practical English Typewriting

第一課

標準時間 5 分鐘 總擊數 479 平均擊數 96

Five Strokes for Each Word

In this and all the selections which follow, you will find the number of strokes you have written at the end of each line. In counting the strokes all letters, spaces, and punctuation marks are included. One stroke is added at the end of each line unless the line ends with a hyphen. To get the number of words to the end of any line, simply divide by five. The five-stroke way of counting words makes it possible to compare rates of speed on material of varying intensity.

第二課

標準時間 5 分鐘 總擊數 502 平均擊數 100

The First Speed Sentence

At the time the first practical typewriter was built an exciting political campaign was being waged, and it was then that the well-known sentence, "Now is the time for all good men to come to the aid of the party" was first used. Doubtless this sentence has been written by typists more times than any other, and generally to the detriment of the typist. It will do no harm if practised as it occurs in this paragraph, but if practised by itself, it gives the typist a false impression of high speed.

實用英文打字術

第三課

標準時間 5分30秒 總擊數 584 平均擊數 108

What Causes the Carriage to Move

The movement of the carriage toward the left is caused by a mainspring which is constantly striving to wind up a drawband attached to the carriage. As each key is struck, and the typebar goes forward, it comes in contact with a universal bar, which in turn actuates an escapement which releases the carriage and allows the mainspring to pull it one space to the left.

The escapement is a most important part of a typewriter, as the speed and accuracy of the machine is dependent upon the perfection with which the escapement performs its part in releasing and stopping the carriage.

第四課

標準時間 6分鐘 總擊數 700 平均擊數 117

Upper and Lower Case

A printer calls the capital letters upper-case letters and the small letters lower-case letters in accordance with their location in the case from which they are taken when setting up type by hand. The first typewriter invented wrote capital letters only. To get both capital and small letters, machines were invented with double keyboards, one for the capital letters, and one for the small letters. Putting two letters on one typebar, and using shift keys to get the capital letters, was the invention of Byron A. Brooks. The simplicity of this device, and the fact that it did away with so many keys on the keyboard, gradually caused machines with shift keys to supersede those with double keyboards.

Practical English Typewriting

第五課

標準時間 5 分鐘 總擊數 605 平均擊數 121

P A T R I O T I S M

Breathes there the man with soul so dead,

Who never to himself hath said,

"This is my own, my native land!"

Whose heart hath ne'er within him burned,

As home his footsteps he hath turned,

From wandering on a foreign stand!

If such there breathes, go, mark him well;

For him no minstrel raptures swell;

High though his titles, proud his name,

Boundless his wealth as wish can claim;

Despite those titles, power and pelf,

The wretch, concentered all in self,

Living, shall forfeit fair renown,

And doubly dying, shall go down,

To the vile dust, from whence he sprung,

Unwept, unhonoured, and unsung.

實用英文打字術

第六課

標準時間 7 分鐘 總擊數 907 平均擊數 129

WHAT IS EDUCATION?

Education is the training, or literally the "drawing out," of the faculties of the mind. The end aimed at in education is the development and elevation of the whole man, and the process by which this end is attained is both laborious and prolonged.

To educate the mind, we must furnish it with knowledge; and therefore we study various languages and the facts and laws of science. But the mere imparting of knowledge is but instruction, and is not education. In getting instruction or acquiring knowledge, the receptive faculties only are brought into play; whereas education requires that the imagination, the taste, the judgment, and the conscience should be trained to reflect on the facts of knowledge, and to decide on courses of conduct.

The value of right education can hardly be overestimated; but the machine to be operated upon is of matchless delicacy, and crude attempts at dealing with it will lead to poor results. Hence, it is all important that we should adopt right methods if we would insure the best education.

Practical English Typewriting

第七課

標準時間 9 分鐘 總擊數 1208 平均擊數 134

THE AIM OF A YOUNG MAN

It is not wise for a young man to expect only to be rich, nor is it good for him to direct his attention solely to power and fame. The mark that is set before every young man for him to aim at is this -- Be Somebody.

A young man who expects to be somebody often turns out to be one. The story told of Disraeli is illustrative of the case. On entering public life, Disraeli aspired to be both scholar and orator. He succeeded better in his literary work than in his oratorical efforts. He was at first a total failure as a public speaker. However, he felt sure that he could overcome every obstacle, and devoted himself with invincible purpose to the trial. Some of his friends thought he was foolish and even cranky. But he stuck to his purpose, and finally accomplished it. He became one of the ripest scholars and most eloquent public speakers that Great Britain has ever produced.

This story is not cited to show that to be somebody is to be a great scholar, or a public speaker, or both. Besides a scholar and a speaker there are many callings which are as noble and as respectful. But a young man must aim high; for, "It is much better to aim high and not hit the mark, than to aim low and hit it."

實用英文打字術

第八課

標準時間 8 分鐘 總擊數 1124 平均擊數 140

O Captain! My Captain!

(A Poem on the Death of Lincoln)

O Captain! My Captain! our fearful trip is done,
The ship has weathered every rack, the prize we sought is won,
The port is near, the bells I hear, the people all exulting,
While follow eyes the steady keel, the vessel grim and daring:

But O heart! heart! heart!

O the bleeding drops of red,

Where on the deck my Captain lies,

Fallen cold and dead.

O Captain! My Captain! rise up and hear the bells;
Rise up -- for you the flag is flung -- for you the bugle trills,
For you bouquets and ribbon wreaths -- for you the shores a-
crowding,

For you they call, the swaying mass, their eager faces turning;

Here Captain! Dear Father!

This arm beneath your head!

It is some dream that on the deck,

You've fallen cold and dead.

My Captain does not answer, his lips are pale and still,
My father does not feel my arm; he has no pulse nor will,
The ship is anchored safe, and sound, its voyage closed and done,
From fearful trip the victor ship comes in with object won;

Exult O shores, and ring O bells!

But I with mournful tread,

Walk the deck and my Captain lies,

Fallen cold and dead.

Practical English Typewriting

第九課

標準時間 10分鐘 總擊數 1469 平均擊數 146

POLITENESS - KINDNESS

There seem to be many rules of politeness. Many old Chinese books are full of them. And foreign people introduce other rules. There seem to be so many that you may say, "Oh, I cannot learn all the rules of politeness. There are too many to remember."

But you can learn to follow all the rules of politeness, because they all really come under one big rule. Here it is:

Politeness is to do and say.
The kindest thing in the kindest way.

Real politeness is just kindness. Why does politeness require that a gentleman let ladies be seated first? Why does the polite man say, "Excuse me," when he has bumped into some one? All such "rules of politeness" simply show a kind feeling.

In this book we are trying to learn the best ways to be kind. By "best ways" we mean the kindest ways and also the ways which other people will understand best. If we do not want other people to think we are unkind, we must be polite in ways they can understand. It would not be polite to turn to the left in a city where the rule is to turn to the right. You would cause a lot of trouble to other people. You might get yourself into real danger. At least, you would make yourself ridiculous.

Each country has its own customs of courtesy. But the most important ones are the same in nearly all countries. Anyhow, the rule of kindness lies under all of them. And one needs only to learn what ways the people have adopted for being kind to one another.

實用英文打字術

第十課

標準時間 9 分鐘 總擊數 1372 平均擊數 150

Accuracy and Speed

You have now learned the location of all the keys and should be able to write accurately by touch. Your next task is to increase your speed. In striving to increase your speed you should remember always that speed and accuracy go together. To attempt to gain speed without writing accurately is an almost hopeless task. Accurate repetition will solve your speed problem and enable you to write rapidly with a high degree of rhythm. To write with rhythm simply means to write at a regular rate. The rate may be decreased or increased in accordance with the difficulty of the material that is being written. Accurate repetition will increase your finger vocabulary and you will gain speed as your fingers add to the number of words that can be written without your having to consciously think of the letters that form the words.

The selections which follow should be written without an error at least seven times. Set your marginal stops at 0 and 70 and return the carriage at the ring of the bell, or as soon thereafter as possible. Write entirely through a selection each time you start practising it. If you make an error, strive to finish the selection without making another error. When you have written the first selection perfectly seven times, you should go ahead with the next selection and practise it in a similar manner, and so on with the other selections.

Practical English Typewriting

第十一課

標準時間 10 分鐘 總擊數 1540 平均擊數 154

THE NOISY TYPIST

I wonder if you have ever noticed the way some students, and even some stenographers out in the business offices, remove the paper from their machines. They get a good grip on the top edge of the paper, and then, with a jerk, tear it from the machine, making a terrible noise. Watch the students around you today and see how many of them are guilty of doing this thing. Sometimes a student will get nicely started on a page and then something gets the matter with his fingers, and he strikes wrong keys, and because he makes errors he gets mad and rips the paper out of the machine, and not only that, but he crumples it into a ball and throws it on the typewriting cabinet or table, and may be gets up and stamps not of the room, banging the door as he goes out. How angry he gets! And he blames it on the typewriter. Instead of shifting his carriage as he should, he hits the space lever a whack and pushes the carriage across with force enough to almost tear it off the frame of the machine. Or it may be that the shift-keys are to get the blame, and he jumps the carriage up and down so fast fast that it is a wonder it doesn't get dizzy and fall off the table. Perhaps a key has not had any oil for a while and decides to stick in one place, so he pounds on the key and makes it rattle against the platen until it almost cuts a hole in it. Then, in addition to making all the noise he can with his machine, he decides to talk to his neighbor who, perhaps, is having troubles of his own in trying to get out a perfect page. I wonder if you, beginning typist, are guilty of any of these things?

實用英文打字術

第十二課

標準時間 8 分鐘 總擊數 1257 平均擊數 157

THE MARGINAL STOPS

You will find as you transcribe your notes from day to day that the appearance of the letters you write will be determined by the use you make of the marginal stops. You have been told a great many times to center the letter on the page, and you should practice doing this until you can do it well. To be able to center a letter the first time from shorthand notes is almost an art in itself. You will have to experiment with your notes a great deal in the beginning of your transcription work before you can tell just how to set the stops to make the letter look well. A letter should be so well centered that it looks like a picture in a frame. A short letter will not present a very good appearance with narrow margins, neither would a long letter look well with very wide margins. Another thing you must try to do is to keep the right hand margin as straight as possible. Of course it is impossible to keep it as straight as the left hand margin, but it can be kept reasonably straight. Some stenographers in order to keep the right margin straight use the hyphen a great deal, and this is almost as bad as to have the margin too zigzag. It is necessary to use the hyphen once in a while, but it should not be overworked just to keep right hand margin straight.

Practical English Typewriting

第十三課

標準時間 8 分鐘 總擊數 1292 平均擊數 161

THRIFT

There are many English proverbs which set forth the advantages of thrift. One of the best known is: "Take care of the pence, and the pounds will take care of themselves."

A person who earns a dollar and then spends more than one thousand cash is no better off than he was before earning the dollar. On the other hand, by carefully saving his cash, a person will afterwards find himself the possessor of dimes and then of dollars. There are other matters which should be considered in a similar manner. Boys and girls at school who spoil the leaves of their books are not cultivating thrifty habits. Those who carelessly with their clothing, which in consequence becomes soiled and torn, are also not thrifty. A thrifty person will never impair anything that is useful. Besides, he will always strive to save a portion of his earnings.

There are times when holidays are necessary, and by means of thrift the money to be spent on such occasions can often be saved beforehand. Sickness sometimes comes, and, unless preparation has been made beforehand, there is much difficulty in meeting the increased expenditure. So everybody must know how to save. The savings banks are excellent institutions for helping those who are thrifty enough to take care of their small sums.

實用英文打字術

第十四課

標準時間 9 分鐘 總擊數 1591 平均擊數 166

THE FIVE GREAT OCEANS

Three fourths of the earth's surface are covered by water, and this great body of water is divided by geographers into five main areas called oceans, besides a number of inland seas.

The five oceans are the Pacific, the Atlantic, the Indian, the Arctic, and the Antarctic. The Pacific Ocean, which is somewhat egg-shaped, is bounded on the east by America and on the west by Asia and Oceania. The Atlantic is a wide channel bounded on the west by America, and on the east by Europe and Africa. The Indian Ocean is an immense gulf, partly inclosed by Africa, Asia, and Oceania. Of the other two oceans, the Arctic lies north of the arctic circle and the Antarctic lies south of the antarctic circle.

The five oceans vary greatly in extent. The Pacific, which embraces about one half of the total sea area, is the largest of the five oceans. Next in size are the Atlantic and the Indian, which are nearly of the same extent. The smallest ocean is the Arctic, which occupies only about two and one half per cent of the sea surface,

The average depth of the five oceans also varies greatly. That of the Pacific is about three miles; that of the Atlantic and Indian, about two and one half miles; and that of the polar oceans, probably less than one mile.

The sea bottom is much smoother than the surface of the land. It sinks more or less rapidly from the shores of the continents to its average depth, and then continues as a vast, gently undulating plain to the opposite continent.

Practical English Typewriting

第十五課

標準時間 8 分鐘 總擊數 1481 平均擊數 174

RECREATION

There is much truth in the old saying, "All work and no play makes Jack a dull boy." This means that in order to keep ourselves in good health, we must take sufficient recreation. The mind also requires change to make it acute and vigorous.

There are many games in which boys and girls indulge after their school work is done. Some of these are cricket, football, marbles, rounders, kite flying, hare and hounds, skipping rope, and shuttlecock and battledore. The two last mentioned are special games for girls, while the first two are also played by young men. Other forms of recreation are boating, fishing, gardening, cycling, walking, and reading.

Persons who sit much at their business should take a kind of recreation that will supply their muscles with exercise. Those who are much in the air, and have constant muscular employment, should adopt some quiet form of recreation. Cycling is said to be a capital means of recreation, but many persons foolishly exhaust themselves by excessive exertion. The same may be said in regard to many foot matches. Cricket is a pleasant form of recreation. Many persons take great delight in boating. Fishing requires much patience, and there is much danger of taking cold by prolonged exposure. A good brisk walk is one of the finest forms of exercise. For persons engaged in outdoor labor, reading is an excellent change if suitable books are chosen.

實用英文打字術

第十六課

標準時間 10 分鐘 總擊數 1780 平均擊數 178

POLITENESS - TRUTHFULNESS

Truthfulness is a form of kindness. To be really kind and polite, you must be truthful. Lying is almost always a sign of selfishness. To say you haven't had any ice cream yet, when you have, is untrue and selfish. To say you came out first in a race, when you know you were second, is selfish lying. To deny that you were the one who made a noise in the classroom, or who broke the desk, or who otherwise broke some school rule, is a selfish attempt to protect yourself. If you are kind, if you want all people to live in peace and mutual confidence, you will not be so selfish as to be so untruthful. That would be the worst form of impoliteness.

The truth is like light. In the light men can stand up straight and see how to walk. In the darkness they are confused and full of doubts and fears. The truth is like light. When men are frank and truthful around us, we feel sure of our ground. Truth protects society. It clears up difficulties.

When a dog and a cat get into a fight and a crowd of people gather, they all see the same thing but through different eyes. Afterwards, one man says the dog killed two cats. One boy says the cat nearly killed the dog. One girl cries, "Oh, the old dog has killed my poor kitty." Another says that the cat started the fight. It is not easy to speak the exact truth. We must be careful to give the other person a clear, correct idea of what we are telling.

Lying hurts ourselves, as well as others. It makes us weak. It makes us lose our self-respect. And, of course, when people know we are untruthful, they will despise us. By controlling our speech, we can make our characters strong. Sometimes this takes hard work. But let us have habits of truthfulness. Then people will admire us and trust us.

Practical English Typewriting

第十七課

標準時間 10 分鐘 總擊數 1851 平均擊數 185

Good Manners

"Good manners" means good behavior in social intercourse. It is an interchangeable term with "politeness," the art of pleasing.

A person with good manners is always an agreeable companion. He is agreeable because he is always thinking of others. He does not interrupt people when they are talking. He is careful not to say anything to hurt other people's feelings. He does not push in a crowd, but waits quietly until it is his turn to pass. All such are called good manners, which show that the possessor is a man of high standing.

However, good manners take a variety of forms. First, they vary from country to country. What is considered as refined and courteous in one country may not be considered so in another. This difference is especially noticeable in the manners of Westerners and the Chinese, a Chinese gentleman's politeness being, in many ways, different from that of a Western gentleman's. Secondly, manners vary from time to time. Our ancestors who lived a century ago must have thought that their stately usages were the most perfect forms adapted to a civilized nation. But modern people look upon these forms as empty and absurd, and think their own behavior is more appropriate to a gentleman's station. If the ancients came to life again, our manners would seem rash in their eyes; though in our eyes theirs would seem to be very tedious.

So far we have discussed the difference of good manners between one place or one time and another. But no matter where or what country it is, there must be a kind of politeness which is sanctioned by the community of that country and that age. By acting in accordance with the prevailing custom, one is considered a member of polite society; otherwise, he is looked upon as a knave, and will be shunned by those who are of high breeding. Politeness is truly a valuable asset!

實用英文字打術

第十八課

標準時間 10 分鐘 總擊數 1889 平均擊數 189

TALENT AND DETERMINATION

A great deal is said concerning people who possess talents of different kinds, and some people are inclined to lay a great deal of stress on the fact that such and such a person always had talent for a certain thing.

It is true that talent is a wonderful thing, for we see evidence of this fact all around us, but haven't you seen people who were the possessors of remarkable talents of different kinds, who were failures? Who never did anything, never amounted to anything?

If you have a talent for a certain thing, you must be careful to back it up with a lot of determination. The simple fact that you have talent will never make you a successful man or woman. It takes something else in this world besides talent to achieve success. Many a man who has succeeded in life beyond his expectations, possessed little talent but a lot of determination to master his work.

I have in mind a young man who has a wonderful talent for singing. Gifted by nature with a beautiful voice, a pleasing personality, a strong body able to stand the strain of concert work, yet with all these, he is lazy. In fact he is so lazy that it is only by the hardest kind of work that he can be induced to practice for a recital. He knows he has a beautiful voice, and he depends on this fact alone to help him through. If he only possessed some determination, he would soon reach the height of the singing profession and delight large audiences with his beautiful singing.

Don't let the fact that some member of class is apparently brighter than you discourage you. Remember the story of the turtle and the hare. While the hare lay asleep, thinking that he would wake up in plenty of time and with his wonderful speed beat the slow turtle, he overslept and the turtle won the race. If you have talent you had better keep close watch on it, for it may be your downfall. Back your talent with determination.

Practical English Typewriting

第十九課

標準時間 10 分鐘 30 秒 總擊數 2061 平均擊數 196

BOOKS

Books are good friends: they can take us on trips to all parts of the world. They can tell us stories of all ages. They can show us the beauties of nature. They can introduce us to great men.

If you treat books well, they can give this pleasure to you and to many people for a long time.

In opening a new English book, take your time. Do not be in a hurry. A new book breaks easily if it is not handled properly. Lay the book down on the desk. Turn the upper cover back till it touches the desk. Take a few leaves and turn them gently back upon the upper cover. Continue this until all the leaves have been turned back. Be gentle and careful.

In turning the leaves, have your hands clean and dry. Turn a leaf by placing the fingers under the upper corner and turning it over. Never pinch the paper or wet your fingers to make the paper stick to them.

Use a thin bookmark to keep your place in a book. Don't bend down the corners of the leaves.

Do not leave a book where it can be easily soiled, on the floor, on the steps, or on the ground.

We do not enjoy using books with ink and pencil marks on them. We must be careful not to injure books in this way.

It is a very courteous thing to lend a friend a good book and to show him what you have found in it that is interesting. Don't press it on him; but show your interest in him and in the things he is thinking about in this way.

When Abraham Lincoln was a boy, he lost a book he had borrowed. He was too poor to buy another one. But he worked for the owner of the book until it was paid for. That was the honorable thing to do.

實用英文打字術

When you borrow a book, return it at the promised time. Return it in as good condition as it was when you got it. If you lose a borrowed book, or injure it in any way, you must replace it with a new one.

Of course we should remember this about anything we borrow. It must be returned promptly. It must be in good condition. Or it must be replaced.

It is best not to borrow things, if there is danger of injuring them or forgetting them.

Practical English Typewriting

第二十課

標準時間 10 分鐘 總擊數 2011 平均擊數 201

Advice to Young Men

There are several classes of young men. There are those who do not do all their duty; there are those who profess to do their duty; and there is a third class, far better than the other two, that do their duty and a little more.

There is a difference between talent and genius. Talent does what it can; genius, what it must. But it is the little more that makes the difference.

There are many great pianists, but Paderewski is at the head because he does a little more than the others. There are hundreds of race horses, but it is those that go a few seconds faster than the others that acquire renown. So it is in the sailing of yachts. It is the little more that wins. So it is with the young and old men who do a little more than their duty.

The youth who spends his night after his daily toil in improving himself is the one that succeeds. It is to encourage such that I am here to-night. Such youths as these are the salt of society and the salt of the Nation.

Now, what do these graduate seek? I suppose some of them want to be millionaires. Well, that is a laudable ambition. Others, I suppose, are looking for fame. That is a vainer ambition, with more of the spirit of a Hotspur.

But the man who works for money alone will not find happiness, nor will he be a useful citizen. Money never buys satisfaction or happiness, but it does bring many disappointments and creates many jealousies.

I believe it to be the duty of every young man to acquire a competence. But, having secured that, his aim should not be to obtain additional wealth or fame, but to endeavor to see of what use he can be to his fellow beings. If he will do this, his reward will be ample.

實用英文打字術

There is nothing more gratifying than self-approval. You may cheat others, but you cannot cheat yourself. There are many who are lauded to-day who would be condemned by others if they were known by them as they know themselves.

No one can cheat a young man out of success in life. Don't bother about the future. Do your duty and a little more, and the future will take care of itself.--Andrew Carnegie.

Practical English Typewriting

第二十一課

標準時間 10 分鐘 總擊數 2074 平均擊數 207

EDUCATION

Education is a relative term. No man has ever been completely educated; no education has been finished. Many men have entirely completed special courses of training in special departments, and have learned everything which the schools were able to teach, both in the ways of knowledge and of skill; but education is always in the end, and individual matter. All that the schools can do for the best student is to teach him where to find the sources of information, how to use the materials at command, and how to handle the tools of his craft or profession. The man who does any original work in the world must go on, from this point, to educate himself thoroughly in the light of what the schools have taught him.

A business man whose educational opportunities of a formal kind have been limited is, therefore, in the same position as a most eminent specialist; neither is completely educated. A specialist has the advantage of a business man in having passed through a longer course of training, and having the advantage which such a course offers of utilizing the best experience of the past, and the best knowledge of the present. It must not be forgotten, however, that no man can be successful in business without coming under very important and searching educational influences. There are three great elements in education: discipline, instruction, and the development of original power. Discipline puts a man in command of his own faculties by teaching him habits of study, of observation, and of industry; habits which are conditions necessary to the attainment of success in any field. Instruction involves the impartation of knowledge; such a direction of the mind as enables it to secure the largest possible amount of information in the different fields in which it studies. The most thorough education in the world cannot confer original power. The well-known story of the man who went about among the schools, inquiring where he could purchase, for his daughter, the faculty of acquiring knowledge, which she seemed to lack, is typical of the misapprehension under which many people labor.

實用英文打字術

第二十二課

標準時間 9分50秒 總擊數 2085 平均擊數 212

THE SOCIETY OF GOOD BOOKS

I would urge upon every young man to obtain as soon as he can, by the severest economy, a restricted, serviceable, and steadily increasing series of books for use through life; making his little library, of all the furniture in his room, the most studied and decorated piece.

Nearly all our associations are determined by chance of necessity, and restricted within a narrow circle. We cannot know whom we would; and those whom we know, we cannot have at our side when we most need them. All the higher circles of human intelligence are, to those beneath, only momentarily and partially open. We may by good fortune obtain a glimpse of a great poet or a man of science, and yet these chances we covet, while meantime there is a society continually open to us, of people who will talk to us as long as we like, whatever our rank or occupation;--talk to us in the best words they can choose. And this society, because it is so numerous and so gentle, and can be kept waiting around us all day long, not to grant audience, but to gain it!--kings and statesmen lingering patiently in those plainly furnished and narrow ante-rooms, our bookcase shelves--we make no account of that company--perhaps never listen to a word they would say, all day long!

Will you go and gossip with your housemaid, or you stable boy, when you may talk with queens and kings, or jostle with the hungry and common crowd, when all the while this eternal court is open to you, with its society wide as the world? Into that you may enter always; in that you may take fellowship and rank according to your wish; from that, once entered into it, you can never be outcast but your own fault.

No book is worth anything which is not worth much; nor is it serviceable until it has been read, and reread, and loved, and loved again; and marked, so that you can refer to the passages you want in it, as a soldier can seize the weapon he needs in an armory, or a house-wife bring the spice she needs from her store. Bread of flour is good; but there is bread sweet as honey, if we would eat it, in a good book.

Practical English Typewriting

第二十三課

標準時間 9分40秒 總擊數 2090 平均擊數 217

A WAR FOR DEMOCRACY

It is a war against all nations. American ships have been sunk, American lives taken, in ways which have stirred us very deeply to learn of, but the ships and the people of other neutral and friendly nations have been sunk and overwhelmed in the waters in the same way. There has been no discrimination. The challenge is to all mankind. Each nation must decide for itself how it will meet it. The choice we make for ourselves must be made with a moderation of counsel and a temperateness of judgment befitting our character and our motives as a nation. We must put exciting feeling away. Our motive will not be revenge or the victorious assertion of the physical might of the nation, but only the vindication of right, of human right, of which we are only a single champion.

We are accepting this challenge of hostile purpose because we know that in such a government, following such methods, we can never have a friend; and that in the presence of its organized power, always lying in wait to accomplish we know not what purpose, there can be no assured security for the democratic governments of the world. We are now about to accept gage of battle with this natural foe to liberty and shall, if necessary, spend the whole force of the nation to check and nullify its pretensions and its power. We are glad, now that we see the facts with no veil of false pretense about them, to fight thus for the ultimate peace of the world and for the liberation of its peoples, the German people included; for the rights of nations great and small and the privilege of men everywhere to choose their way of life and of obedience. The world must be made safe for democracy. Its peace must be planted upon the tested foundations of political liberty. We have no selfish ends to serve. We desire no conquest, no dominion. We seek no indemnities for ourselves, no material compensation for the sacrifices we shall freely make. We are but one of the champions of the rights of mankind. We shall be satisfied when those rights have been made as secure as the faith and the freedom of nations can make them.

實用英文打字術

第二十四課

標準時間 10 分鐘 總擊數 2235 平均擊數 223

FOUNDATION PRINCIPLES

The thing of most value to a house is the foundation. What would you think of a man who would try to erect a two-story brick residence on the ground--without a strong foundation? You would think he was crazy, and you would be right in so thinking.

What is the purpose of a foundation? A foundation is the support of that which is to be placed upon it. The size and strength of the foundation is determined by the approximate weight that is to be placed upon it. It would not be necessary to use so large and strong a foundation for a one-story frame building as it would for a two-story frame building. Again, it would not be necessary to build a foundation large enough for a ten-story building if only one story were to be erected.

In taking dictation, the more speed one expects to attain, the stronger must be the foundation. An absolute mastery of every word sign, an absolute mastery of every principle of the system, and the ability to read quickly and accurately what has been dictated--these are the stones with which the stenographic foundation is built.

A great many "would-be" stenographic experts wonder why they fail to acquire facility in taking dictation. The reason is easy and plain. They do not build the right kind of foundations upon which to build the speed. The foundation principles are neglected, and the stenographer strives to "get speed" with a half knowledge of his system. What would you think of a carpenter who would attempt to erect a fine residence with only half enough tools? What do you think of a stenographer who can use only one-third of his tools?

To become proficient and efficient in taking dictation, the stenographer must be the absolute master of his system. There must not be a single contraction of which he is not instantly the master. What do you think of the stenographer who never reviews his theory?

A great many young stenographer who daily take dictation have a miserable knowledge of the system they try to use, and yet they make no effort to improve it. Note this fact: If you are not master of the system you try to use, you can never hope to be able to take dictation rapidly. The hours spent in laying a solid foundation now will save days in the future.

Practical English Typewriting

第二十五課

標準時間 10 分鐘 總擊數 2317 平均擊數 231

C H I N A

Of all ancient countries that once prospered, China is the only one that now exists in the world. She has a history of more than four thousand years. When all the countries in Europe were yet in a primitive state, the Chinese had already become a civilized nation.

China is bounded on the east by the Eastern Sea, the Yellow Sea, and Korea, and on the west by Kashmir, the Kuenlun Mountains, and Tien Shan. Siberia forms China's northern boundary and the Himalaya Mountains and the South Sea form the southern boundary. The total area of the country is more than four million square miles. The population, taken together, of the five nations--the Hans, the Manchurians, the Mongolians, the Mohammedans, and the Tibetans--is more than four hundred million.

The inland provinces of the country are quite mountainous, but China is in no way lacking in water routes. Besides the two chief rivers, the Yangtze-kiang and the Hwangho, she has many useful rivers and several great lakes.

China has a varied climate. While the eighteen provinces enjoy a temperate climate, part of the far north is very cold, and part of the far south is very hot. The rainfall is heaviest in the coast provinces south of the Yangtze-kiang and in the upland provinces of the west and southwest. Northern China and the dependencies have a dry climate.

She abounds in vegetable, animal, and forest resources. Although her mineral wealth has not been fully known to the world, yet it is certain that almost all sorts of minerals can be found in different parts of the country. Twenty or thirty years ago, a German scientist made an investigation into China's mineral sources. His investigation led to the conclusion that the coal deposits in Shansi province only could supply the whole world for two thousand years. Although no proof is possible regarding the truth of the statement, yet that China is rich in mineral resources is a certainty.

實用英文打字術

For the past fifty years, Chinese history has been really marred by a dark period. But with the abundant production of her fertile plains and different kinds of resources, plus a population of hardy, docile, honest, and affectionate people, what can prevent her from becoming in the near future one of the greatest industrial countries in the world?

Practical English Typewriting

第二十六課

標準時間 10 分鐘 總擊數 2426 平均擊數 242

CONFUCIAN TEMPLES

In every Chinese city, one is sure to find an edifice dedicated to the worship of Confucius, Commonly known as a Confucian temple. The erection of these temples dates far back in Chinese history. In 480 B. C., one year after the death of the sage, Duke Ai of Lu ordered that Confucius's residence be turned into a temple of worship. This was the first Confucian temple that was ever known. About one thousand years after that, in the latter part of the fifth century, Confucian temples were found in all the prefectures throughout the Ch'i kingdom. Then, after a period of another one hundred fifty years, by order of T'ai Tsung, second emperor of the Tang dynasty, temples were built in all the districts throughout the empire, in honor of the great master. Ever since that, every district, as well as every prefecture, found itself in possession of a temple to worship Confucius.

All the temples of Confucius were built in the same style. Their walls are usually yellow. In the front wall, there are two gates, over each of which there are two characters signifying that the one is the "door of rites" and the other, the "passage to righteousness." Inside this wall, there is a compound, in which stands a row of three doors, side by side, with a roof on the top of them. After passing over one of these doors, one finds himself in another compound. Facing this compound stands a big hall with five shrines: the one in the middle containing Confucius's tablet; two below the middle one, and on either side of it, containing the tablets of his four evangelists; the remaining two, one on the right, and the other on the left side, containing those of his twelve apostles. The tablets of his other disciples and numerous famous literary men of all ages who have contributed to a better understanding of the Confucian doctrine are found in two wings projecting from the two sides of the big hall. At the back of the big hall, there is another hall which is dedicated to Confucius's ancestors.

During the Tsing dynasty, Confucian temples were taken charge of by officers called "directors of studies." Now this duty has fallen upon the local gentry, the supervisors of the schools. The biggest Confucian temple in China is found in Shantung. This temple occupies the old ground of the royal palace of the state of Lu. Duke K'ung, a descendant of Confucius, is in charge of it.

實用英文打字術

第二十七課

標準時間 10 分鐘 總擊數 2576 平均擊數 257

THE FLAG

Of great importance in the life of a citizen is the flag which represents to him his own country. The Daughters of the American Revolution have adopted a set of rules for their flag. Those rules might be followed in making a set of rules for the flag of China, something like this:

Code of the Flag.

The flag is the symbol of the brotherhood of our people. It stands for unity, for courage, for chivalry, and for honor. No hand shall touch it roughly; no hand shall touch it irreverently. Its position is overhead, to float over its children, uplifting their eyes and hearts by its glowing colors and splendid promises.

The Government commands the people to honor their flag. Men and boys should uncover as they pass the vivid stripes which represent the union of five great peoples.

When the flag is passing in parade or in review, the people should, if walking, halt; and, if sitting, they should arise and stand at attention.

The flag should be raised at sunrise, lowered at sunset.

In decorating, the flag should never be festooned; it should always be hung flat.

It shall not be used as a staff, a whip, or a covering for tables, or to hang in doorways or windows.

The only use of the flag as a covering should be by the Army and Navy, to spread upon their honored dead.

It shall not be marred by advertisement nor desecrated on the stage.

It shall not be worn as the whole or part of a costume.

It is not the plaything of an hour; it is the birthright of privilege and integrity.

Practical English Typewriting

When the flag is flown at half-staff as a sign of mourning, it should be hoisted to full staff at the conclusion of the funeral or the designated period or immediately before being lowered. In placing the flag at half-staff, it should first be hoisted to the top of the staff and then lowered to position.

When the flag is used in unveiling a statue or monument it should never be allowed to fall to the ground, but should be carried aloft to wave out, forming a distinctive feature during the remainder of the ceremony.

When the nation's flag and another flag are hoisted on the same staff, there must be double halyards, one for each flag, and the national flag must float from the top of the staff.

The national flag should never come down for another flag to be hoisted in its place.

It must be carried upright. To carry the nation's banner is an honor; to own one is a sacred trust.

It is the emblem of freedom, of equality, of justice for every person and creature in the nation. Though it is not to be worshipped, it is to be revered and honored as the symbol of the nation to which we belong and the people we love.

實用英文打字術

第二十八課

標準時間 10 分鐘 總擊數 2651 平均擊數 265

LITTLE THINGS THAT HELPED ME TO WIN MY SUCCESS

My first position was that of stenographer in a large drug concern. It was not easy work, for my only capital was a large amount of native energy, a lot of patient endurance and a determination to learn. My knowledge of stenography was just sufficient to enable me to take dictation with outward composure and inward quaking, and then to spend my noon hour in a wild effort to remember the cabalistic signs, some of which appeared to me as unintelligible as Greek...

Every morning I determined I would accomplish a step upward; every night I looked back upon a day full of baffling detentions, of confused and nervous moments when the work piled up beyond my capacity to cope with it. Always in some way I seemed to be losing time, and finally I began to analyze my work in order to find out exactly what was the cause of this failure and what remedy could be applied.

First, I studied my typewriting. I found I was in such nervous haste to accomplish the allotted task that I had contracted the habit of writing faster than I was able to do with accuracy, and consequently much of my work had to be done twice or three times. I began to write deliberately with the determination to make no errors. At first this lessened my speed perceptibly, but I persisted, and in a week or two I found that not only my speed but also my confidence in myself were increasing day by day. I have never relaxed this watchfulness, and the time came when I could write a long letter with the knowledge that it could be removed from the machine and handed direct to the dictator with serenity born of assurance that the letter was clean, neat and flawless. Probably not until the end of the second year did I feel that I had things well under control; but each day I had the pleasant sense of gaining something of permanent value, and work itself turned upon me many a smiling glance.

Practical English Typewriting

Gradually this orderly habit of mind began to evince itself outwardly. I realized that time was lost and work rendered onerous by a frequent hunt for one's material, so I evolved a Plan for systematizing my surroundings. Having once decided upon the best and most convenient position for each article upon my small desk, I trained myself to the habit of keeping them in those places until it became mechanical and involuntary to place them there after using. Different sizes of letter heads, envelopes, second sheets, carbon, order blanks, etc., have their own place, and almost in the dark I can sit at my desk and go through the work. All finished work is laid face downward to prevent any passer-by from gleaning possible information from the correspondence, for when you occupy a position of trust all knowledge of events must stop short at your desk.--Anon.

實用英文打字術

第二十九課

標準時間 10分鐘 總擊數 2719 平均擊數 271

TRUE HOSPITALITY

A perfect host is as rare a being as a great poet, and for much the same reason, namely, that to be a perfect host requires as rare a combination of qualities as those which are needed to produce a great poet. He should be like that lord in waiting of whom Charles II said that he was "never in the way, and never out of the way." He should never degenerate into a showman, for there is nothing of which most people are so soon weary as being shown things, especially if they are called upon to admire them. He, the perfect host, should always recollect that he is in his own house, and that his guests are not in theirs, consequently those local arrangements which are familiar to him should be rendered familiar to them. His aim should be to make his house a home for his guests, with all the advantage of novelty.

If he entertains many guests, he should know enough about them to be sure that he has invited those who will live amicably together, and will enjoy each other's society. He should show no favouritism, if possible, and if he is a man who must indulge in favouritism, it should be to those of his guests who are more obscure than the others. He should be judiciously despotic as regards all proposals for pleasure, for there will be many that are diverse, and much time will be wasted if he does not take upon himself the labour and responsibility of decision. He should have much regard to the comings and goings of his guests, so as to provide for their adit and exit every convenience.

Now I am going to insist on what I think to be a very great point. He should aim at causing that his guests should hereafter become friends, if they are not so at present, so that they might, in future days, trace back the beginning of their friendship to their having met together at his house. He, the perfect host, must have the art to lead conversation without absorbing it himself, so that he may develop the best qualities of his guests. His expense in entertainment should not be devoted to what is luxurious, but to what is ennobling and comfortable.

Practical English Typewriting

The first of all things is that he should be an affectionate, indeed, a loving host, so that every one of the guests should feel that he is really welcome. He should press them to stay, but should be careful that this pressing does not interfere with their convenience, so that they stay merely to oblige him, and not to please themselves. In considering who should be his guests, he should always have a thought as to those to whom he would render most service by having them as his guests, his poorer brethren, his more sickly brethren. Those who he feels would gain most advantage by being his guests, should have the first place in his invitations, and for his considerateness he will be amply rewarded by the benefits he will have conferred.

實用英文打字術

第三十課

標準時間 10 分鐘 總擊數 2802 平均擊數 280

EDUCATION BY THE WAY

When a man who has not been trained to notice trees, flowers, and birds, walks through the woods with John Burroughs, the nature-lover, he suddenly realizes his ignorance of the world in which he lives, and perceives, also, how easy it would be to know that world if he should pay attention to it. To know that world does not involve a long and expensive journey, absence from one's business, an elaborate set of text-books; it simply means that one shall really fasten his attention on the country about his own home, look at things instead of looking away from them, and train himself to notice carefully signs and forms and movements of life which he sees every day, but to which he gives no attention.

A man is fortunate if he can give up his youth entirely to the business of getting an education, but no man need remain uneducated because he is compelled to go to work while others are at school or college. There is no excuse, to-day, for the ignorant man; the man who can use his eyes and remains ignorant by choice, not by necessity. No man need leave his work for one hour in order to gain an education; he can educate himself while he works. This is precisely what a great many of the best men have done. The story of American life, especially, is full of examples of boys and men who have turned a working life into a continuous school, and have passed from grade to grade in this school, not only with widening knowledge, but also with steadily increasing efficiency in their various trades and occupations. These men can be picked out of the crowd of workers who throng all the fields of labor because of their interest in what they are doing, and their abstinence from grumbling. They do not make the blunder of supposing that their condition in life, their success or failure, are decided by other people; they have resolutely taken to heart the great, decisive truth that while conditions have much to do with the choice of tools and a vocation, each man determines for himself how large or how small a man he will be, and how important or unimportant he will make himself to his employer, or in his vocation. If men were more intent upon making themselves masters of their work and less intent on getting the most they can in the way of wages,

Practical English Typewriting

and giving the least they can in the way of labor and devotion, there would be a great addition to the ranks of those workers who are both successful and happy. The man who works simply for the wage at the end of the week, and only does what is necessary to get it, keeps himself down. The man who, in skill and devotion, is always ahead of the demands of his work, is on the highway to independence. He who would succeed must not only work, but educate himself as he works.--Success,

實用英文打字術

第三十一課

標準時間 9 分鐘 總擊數 2670 平均擊數 296

CREDIT

The structure of society is based upon confidence. We could have no civilization were it not for the fact that millions of men in the past were deemed worthy of credit by their fellow men, and there could be no further progress were it not that a great number of the men of to-day inspire confidence on the part of others.

These are obvious truths, yet in forty years of close study of the business men of this country and their enterprises I have seen thousands go down in ruin because they did not realize them with sufficient clearness. To-day there are many who lack a true appreciation of the importance of the confidence of their fellows, who are not concentrating their energies upon its cultivation with sufficient force and firmness, and for whom, on this account, disaster is looming up ahead. There are numerous young business men who, being possessed of the vanity that is the heritage of human nature, are more anxious to acquire reputations for shrewdness than for the strictest fair dealing. But they are not shrewd if they do not continually strive to establish themselves firmly in the esteem of those with whom they come in contact. So established, they are prepared to weather the storms that come in the career of nearly every business man that would otherwise certainly wreck him, as they have wrecked thousands whose business structures have been reared on less firm foundations.

I should like to say, as strongly as possible, to every young business man, that one of the chief aims of his daily work should be the strengthening of his credit. Good intentions alone do not make good credit. These intentions must be coupled with ability to carry them out. For example, I know a clerk who has access to safe deposit vaults in which there are millions of dollars, worth of property. Implicit confidence is placed in the good intentions and strength of character of this young man, but, if he should embark upon independent business, investing his savings, he would not, of course, be given a high commercial rating. While there would be confidence in his integrity of purpose, he would

Practical-English Typewriting

yet have to prove his ability to put his purpose into successful effect, and to meet his business obligations.

Thus it will be seen that good credit is based on general character and special ability. A young man cannot expect to possess, at the outset of his career, the financial position and ability that would give him a high commercial rating; but he can have the character, and he must have it, to build up his commercial credit and become even a moderately successful business man. I do not regard the mere speculator, even though he be possessed of considerable means, as a successful business man. He may be penniless to-morrow, and, as a matter of fact, he almost invariably does come to poverty in his old age. He must prove that he has stability, and must begin to build more upon the rocks, instead of on the quicksands, before he can get a favorable rating--Success.

實用英文打字術

第三十二課

標準時間 11 分鐘 總擊數 3388 平均擊數 308

WHAT IS A BOOK

All books are divisible into two classes: the books of the hour and the bookes of all time. Mark this distinction -- it is not one of quality only. It is not merely the bad book that does not last, and the good one that does. It is a distinction of species. There are good books for the hour, and good ones for all time; bad books for the hour, and bad ones for all time. I must define the two kinds before I go farther.

The good book of the hour, then, -- I do not speak of the bad ones -- is simply the useful or pleasant talk of some person whom you cannot otherwise converse with, printed for you. Very useful often, telling you what you need to know; very pleasant often, as a sensible friend's present talk would be. These bright accounts of travels; good-humored and witty discussions of question; lively or pathetic story-telling in the form of novel; firm fact-telling, by the real agents concerned in the events of passing history; -- all these books of the hour, multiplying among us as education becomes more general, are a peculiar possession of the present age: we ought to be entirely thankful for them, and entirely ashamed of ourselves if we make no good use of them. But we make the worst possible use, if we allow them to usurp the place of true books: for, strictly speaking, they are not books at all, but merely letters or newspapers in good print.

Our friend's letter may be delightful, or necessary, today: whether worth keeping or not, is to be considered. The newspaper may be entirely proper at breakfast time, but assuredly it is not reading proper for all day. So though bound up in a volume, the long letter which gives you so pleasant an account of the inns, and roads, and weather last year at such a place, or which tells you that amusing story, or gives you the real circumstances of such and such events, however valuable for occasional reference, may not be, in the real sense of the word, a book at all, nor in the real sense, to be read.

Practical English Typewriting

A book is essentially not a talked thing, but a written thing; and written, not with a view of mere communication, but of permanence. The book of talk is printed only because its author cannot speak to thousands of people at once; if he could, he would -- the volume is mere multiplication of his voice. You cannot talk to your friend in India; if you could, you would: you write instead: that is mere conveyance of voice. But a book is written, not to multiply the voice merely, not to carry it merely, but to perpetuate it. The author has something to say which he perceives to be true and useful, or helpfully beautiful. So far as he knows, no one has yet said it; so far as he knows, no one else can say it. He is bound to say it, clearly and melodiously if he may; clearly, at all events.

In the sum of his life he finds this to be the thing, or group of things, manifest to him; -- this the piece of true knowledge, or sight, which his share of sunshine and earth has permitted him to seize. He would fain set it down forever; engrave it on rock, if he could; saying, "This is the best of me; for the rest, I ate and drank and slept, loved, and hated, like another; my life was as the vapor, and is not; but this I saw and knew: this, if anything of mine, is worth your memory." That is his "writing"; it is, in his small human way, and with whatever degree of true inspiration is in him, his inscription, or scripture. That is a "Book."

實用英文字打術

第三章 信札練習

信札在社會上，應用最廣，不論營業上，或其他一切事務，皆可由書信接洽，信札不啻為個人，或機關之代表，對於專業上之影響甚大，故必須清潔整齊，不可用橡皮擦改，使字跡模糊；或留其他污點於紙上，格式務須整齊悅目，務使受信人閱讀時，感得清晰與便利，否則信之內容，雖寫得清順流暢，但繕寫不清楚，或凌亂不齊，閱讀者感覺不便，則足能減低相當效果也。茲將應注意各點分列於下：

1. 紙張必須用全白無格者為佳，紙闊約8½吋，長約11吋者為標準。然有時機關中，組織繁複，為便利考查起見，每部份之信箋，間以色澤為分別，但終以素淨大方為是。
2. 信之地位必須支配適當，兩旁與上下所空地位，務使相等。
3. 字跡必須清晰，不可用橡皮揩擦，字色亦須均勻。
4. 每節必須分段時，如打單行者，每節間可空雙行，以致醒目。
5. 格式，此點最為重要，必須依信之內容，及社會上之習慣而定，其格式雖多，然終以整齊美觀為主也。

第一節 信札之支配法

打信件時，支配行數及邊緣等，初學者最感困難，每信須視其字數之多寡，而支配其頁數，兩旁之邊緣及行間之疏密等；但均無確定之計算法，僅賴經驗而支配之，普通書信皆為單頁，約有一百五十字，其兩旁留十格，若信過短，或特長者，則須另行支配矣。又因欲使閱讀時，感到便利起見，故大都採用雙行，則其支配法又因此而不同，茲特將單行及雙行書信之支配法略舉於下：

1. 單行書信之支配法：

信之字數	頁數	邊緣之支配
七十五字以下	1	20—————60 (兩旁各空二十格)
一百五十字以下	1	15—————65 (兩旁各空十五格)
一百五十字以上	1	10—————70 (兩旁各空十格)
二百字以上	2	10—————70

2. 雙行書信之支配法：

信之字數	頁數	邊緣之支配
五十字以下	1	20—————60
一百字以下	1	15—————65
一百字以上	1	10—————70
一百五十字以上	2	10—————70

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第二節 各部之排列

信札之組織，普通有七部，茲分述如下：

1. The Heading 內分兩項 1. Letterhead 包含發信人或公司之名號，營業種類，地址，電話號碼，及電報掛號等。2. Date Line 發信之年月日。Heading 位於信箋之右上角，約于四十或四十五格上打起，若公司之名號等，業經印就者，則祇須打日期，約於四十五及五十格上打起。（以不超越右邊緣為限）。

2. The Inside Address 包含受信人之名號，及地址等。位于 Heading 下面一行，或二行之左端，自左邊緣起首字打起。

3. The Salutation 尊稱，如“Gentleman,” “Dear Sir” “Mr. Johnson” “Dear Madam,” 位於 Inside Address 之下端，間空二三行。

4. The Body of letter 即信札之主體與 Salutation 間空一行或二行。

5. The Complimentary Closing 結束語，如“Yours truly,” “Very truly yours,” “Yours sincerely,” “Respectfully yours,” “Yours faithfully,” 位於信體下端，間空一行，自四十或四十五位上打起。

6. The Signature 發信人之簽名，須用鋼筆繕寫，此處應預留三四行。

7. The Special Data 註明該信之主管部，起草人，或繕寫人員之特殊記號，大都用該員之姓字第一字母代之。位于簽字之左下角，如 AB/H, HEC/F 等。

第三節 書信之格式

書信之格式繁多，亦無規定之標準，僅依社會之習慣及需要而支配之；或因其性質之不同而設有特殊式樣，如提要式及廣告信等，格式雖異，但終以清晰整齊，醒目為要，茲為學者將來能切合于實用計，特遴選格式多種，以供練習，如學者每課能依樣支配，則社會上之各式函件，均得隨意應付矣。

注意：第一課至第六課為社會應用最廣之格式，練習時應注意之點如下：

1. 不論何種格式，先將邊緣支配妥適。

2. The Heading, The Complimentary Closing 等之地位普通皆於 40 格或 45 格上，則可先將 Tabulator Stop 制定，工作時即省力不少。

3. 打雙行信時，先將 Line Space Adjusting Lever 置於中間或“2”位上。

實用英文打字術

第一課

單行書信 (Letter in Single Line Spacing)

112 Chalmers St.,
Champaign, Ill.,
January 5, 1938.

Dr. J. Stanley Brown,
Joliet High School,
Joliet, Ill.

Dear Sir:

It may be that you are now looking for a suitable teacher to fill a vacancy in your English Department. If so, I shall be glad to be considered an applicant for the position. These are my qualifications:

Since September, 1934, I have attended the University of Illionis, having been abroad a year previous to my entering college. Although I have specialized in English Literature and English Composition, I have done considerable work in other subjects: French, German, History, and Education.

My instructors, Dr. W. C. Bagley, Department of Education; Prof. H. G. Paul and Dr. Jacob Zeitlin, Department of English; and Miss Martha Kyle, Dean of Women, will vouch for my character and ability.

I am American, twenty-two, happy and healthy. I am a member of the honorary societies, Phi Beta Kappa and Kappa Delta Pi.

I trust that my qualifications meet your requirements and that I may hear from you.

Very truly yours

Practical English Typewriting

第二課

雙行書信 (Letter in Double Line Spacing)

243 S. Dearborn St.,

February Twenty-fourth,

Nineteen Thirty-eight.

Miss Celia Drew,

c/c Julia Richman High School,

60 West 13th Street, New York.

Dear Miss Drew:

Relative to your request of the 21st inst. for copies of our letters, we use no form letters, each letter sent out from our office being made to fit the particular transaction in question, so it will be impossible for us to grant your request. We are very sorry to be unable to assist you, and assure you that were it in our power to do so, we would be very glad to be of service to you.

Wishing you every success in the compilation of your book, we are

Very truly yours,

THE WASHINGTON SHIRT COMPANY.

K-W-C

實用英文打字術

第三課

單行短信 (Short Letter in Single Line Spacing)

1234 Main Ave.,
March Fourth,
1 9 3 8.

Mr. Howard Woodruff,
President of Chamber of Commerce,
Joliet, Illinois.

Dear Sir:

This will introduce to you Mr. James Carlton, who is considering your city as a possible site for a branch of his sewing machine factory located here in Indianapolis.

I have known Mr. Carlton for the past ten years and cannot speak too highly of his business integrity, civic spirit, and personal worth.

Yours faithfully,

Practical English Typewriting

第四課

雙行短信 (Short Letter in Double Line Spacing)

32 Seward Road,

Shanghai, China.

2nd April, 19..

J. P. Bland, Esq.,

Liverpool.

Gentlemen,

We are still without a settlement of our account of \$87.16, as per our letters of the 13th and 18th ultimo, and must now request a check to balance without further delay.

Yours faithfully,

E. Sutton & Co.

By

A-B

實用英文打字術

第五課

簡便式書信 (Open Style)

普通信札，信首 (Heading and Address) 上，每行末端之標點，大都省略，即所謂簡便式 (Open Style) 是也。

GABLE BROTHERS

NEW YORK CITY

March 19 1939

Miss Clara Foster
1987 Broadway
New York City

Dear Madam:

Why have our letters of February 15 and March 1 brought no reply from you?

We don't want to think that you are trying to evade payment. However, that is the conclusion we shall have to draw if you continue to ignore our letters.

You want to keep your credit clear. The only way to do this is to pay your bills promptly as they fall due. To be sure the amount is small -- so small you would hardly miss the \$14.34 that you pay us today. But if you should continue to delay, and some of our other customers were to do likewise, why, the total would soon become appalling.

Simply sign the enclosed check and mail it to us -- I have already filled it out for the right amount.

Very truly yours,

GABLE BROTHERS, NEW YORK.

By:

Collection Manager.

J.M: H. OB

Practical English Typewriting

第六課

平行式書信 (Block Style)

Bloomington, Illinois,
June 3, 1938.

The Western Supply Company
231-237 Adams Bldg.,
Minneapolis, Minn.

Gentlemen:

I have been thinking of putting in one of your latest improved machines, but have decided it would be inadvisable to make a change at time.

The old model I bought of you ten years ago is still giving good service. Of course it does not run as in did when I first installed it, but it is still running and truning out good work. I know that I could get out a great deal more work if I had one of your new machines, yet it would require at least three weeks to take out the old one and install the new one.

This is a very busy time of the year with me, and I don't think I can afford to make a change until late in the fall. I feel sure that I can make my old model last until that time, so consider the matter of a new machine closed for the present. About the first of September I shall be ready to reconsider the matter.

I thank you for your courteous attention.

Very truly yours,

POLAND MILLING COMPANY.

By

Manager

實用英文字打術

第七課

平頭式書信 (Semi-block Style)

Friday,
July Twenty-ninth,
Nineteen -----.

Advertising Contest Dept.,
Successful Farming,
Des Moines, Iowa.

Dear Sirs:

We take several farm papers, and in these we get a fair amount of general news; news of interest to the farmer, the gardener, the poultryman, etc., but one thing we miss - and that is the advertising of the several prepared foods. Why do they not care to appeal to the farmers with their products?

Our country stores do not display the ads of these various companies as they are displayed in the larger grocery stores of the city. The farmer is not posted or, rather, reminded of the dainties and staple goods they have to sell. Thus our want lists do not always contain a call for such goods.

We look forward to the time when the different food companies will be more considerate of the farmer and his interests. We feel that we have just as good a right to complete information on high class goods as city folks have.

Here's wishing that some of the aforesaid companies will give us a hearing and meet us through the medium of our farm papers.

Yours respectfully,
FRED B. LEE.

Practical English Typewriting

第八課

公函式 (Departmental Style)

凡屬公私機關中之公事信件，或如呈文等其 Inside Address 大都位於左下角。其式如下：

100 Foochow Road,
October 10, 19...

Sir:

In reply to your letter of recent date, I have been instructed by my clients, the Eastern Motor Bus Company, Ltd., to write you in connection with the above-mentioned letter and to state that, after careful consideration, they have come to the conclusion that the sum asked for in your letter is too high. They therefore regret that they are unable to meet your demands. They are willing, however, to pay the Council a sum similar to that paid in (place) and (place), or any similar sum that comes within reason,

Should the Council - as my clients hope - be willing to reconsider the matter, I shall be glad if you will kindly communicate with us.

I should have given the Council an early reply, but as the directors of the company are in Singapore it was necessary to send your proposals to Singapore for their consideration. I trust you will accept my apologies.

Thanking you for the attention you have so courteously given to the matter, I have the honor to remain, sir,

Your obedient servant,

Attorney at Law.

Edward Green Esq.,
Secretary, Municipal Council,
Shanghai.

實用英文打字術

第九課

倒懸式書信 (Overhanging Styl) 1.

本課每節爲首二行，向外凸出十格，以示區別，故又稱凸出式，練習時，可預將 Tabulator Stop 制
定，自第三行起，可應用 Tabulator Key，則既能省時，且又便利。

26 Wood Street,
Mondon, W. 1.

August 19, 19...

Messrs. Joseph Forster & Co.,
10 Consular Road,
Tientsin. China.

Gentlemen:

I beg respectfully to inform you that on account of the recent death of my much esteemed partner, Mr. Thos, Jordan, I have acquired the business by purchasing my late partner's share in the same.

I have, moreover, taken in a new partner, Mr. Charles Feather, who is well known in the boot trade, generally, and who, besides his many years of experience, brings a large addition of capital into the business.

We shall continue to trade under the same style and on exactly the same lines as heretofore, and we confidently hope for a continuance of the favors which you have extended to this firm in the past.

I wish to thank you personally for the kindness which you have at all times shown to me.

With best regards,

Yours very truly,

Frank Boynton.

Practical English Typewriting

第十課

凸出式書信 (Overhanging Style) 2.

本課與上者略有不同，且較爲清晰美觀。練習時，右邊緣制定在20格上，左邊緣制定在70格上，打 Salutation 或每節之第一行時，可按住 Marginal Release Lever 拉至第十格或十五格打起，則較爲便利。

March 2. 19...

Dear Sir:-

Stein-Bloch Smart Clothes are to have a new home in Cleveland - at the new store of E. J. Hirsch, 656 Euclid Avenue and 3 Taylor Arcade.

For two years we have refrained from making a connection in your city because we preferred to have no representative at all, rather than a connection that did not fully measure up to our well-known high standards.

Now we have found the merchant, the location, and the standards of merchandising that justify our connection.

Naturally, a house like The Stein-Bloch Co., that has had sixty-one years of successful business experience, is most particular about the class of stores that represent it. And you may be sure that any house that enjoys our confidence is worthy of yours also.

Mr. Hirsch was formerly in charge of the men's clothing department of The May Co. He brings to the new store the most modern methods of merchandising and up-to-date ideas of service that will make you recognize and appreciate the store as your store.

The new Stein-Bloch Smart Clothes for Spring are ready.

Just say "Stein-Bloch" at the home of E. J. Hirsch and every courtesy and consideration will be shown you. And there will not be the slightest suggestion of any obligation to buy.

Very truly yours,

The Stein-Bloch Co.

TEP.

實用英文打字術

提要式書信 (Topic Style), 爲使受信人對於信件之內容, 易於明瞭及記憶計, 將該信之主點另行列出, 以致醒目, 或分段列題以明之。主點應位于中央, 於Heading下端, 或于Salutation右中面。分段列題者應置每節起首或每節左面之中央。(第十一, 十二, 十三, 十四課)。

第十一課

列題式書信 (Letter with Subject Heading) 1.

(Current Date)

Mr. C. B. J. Snyder,
Superintendent of Buildings,
Board of Education, New York City.

Dear Sir: Bookcase for J. R. H. S.,
60 W. 13 St.

Our French department needs a bookcase, 6 feet high by 4 feet broad, regulation size, on the fourth floor, between the library and the door leading out into the staircase. May I request you

1. to have the wall case which is now installed in this place removed, and
2. to have a bookcase such as I describe above placed in its stead.

Yours sincerely,

Principal

Practical English Typewriting

第十二課

列題式書信 (Letter with Subject Heading) 2.

Goldfield Nevada

24th January 19--

Attention of Mr. Foster

Mr. C. B. J. Snyder

Superintendent of Building Department

Board of Education, New York City

Dear Sir: Subject: Request for furniture for 60

W. 13 St.

Will you kindly attach to our request for furniture for 60 West 13 Street, forwarded to you on January 12, the following item:

One (1) vertical 4-drawer legal size filing cabinet, oak finish, fitted with ends and locks, guides and folders, Library Bureau Catalog No. 8210, for English Department, approximately.....\$35.

Yours very truly,

Principal

實用英文打字術

第十三課

分段列題式 (Letters with Paragraph Headings) 1.

(Date)

Messrs. J. L. Bastien & Co.,
10 Boulevard Sabastopol,
Boulogne.

Dear Sirs,

In reply to your letter of the 4th instant, we send you the following information.

COCOA. The market is dull; 2,400 bags, New Granada, arrived here, and are offered at 76/- to 80/-; middling to fine 80/- to 90/-; and superior at 103/-. Only a small quantity of Guayaquil. Fine Caracas offered at 89/- to 97/-; there is a good parcel of 1,900 bags which might be had at 88/- to 96/-.

COFFEES. Coffee is slack and sales are difficult; prices are low, Rio at 92/-. 1,200 barrels Plantations of Ceylon on offer; middling to fine; middling at 90/- to 96/-; fine middling at 93/- to 97/-; pea berry at 92/- to 98/-. Of Costa Rica, 4,000 bags have been sold at 76/- to 80/-. Numerous cargoes are afloat, which prevent operators doing much business, so that a downward tendency may be expected for some time.

TEAS. Business in tea is now being done on a small scale. The arrival of two ships from Canton, with new season Congou, absorbed the attention of the trade. What was offered for sale has been eagerly competed for at 8d. We can, however, get a rather large parcel. Souchong is plentiful but it is in request only for good qualities; good leaf scented 1/2 to 1/4, superfine qualities 2/3 to 3/-.

We consider the present time most favourable for buying, and advise you to lose no time in making purchases.

We remain,

Yours faithfully,

Practical English Typewriting

第十四課

分段列題式 (Letter with Paragraph Heading) 2.

137 West 12th St.,
New York City,
(Current date)

Mr. John Herrin, Principal,
Eastern High School,
Portsmouth, Mass.

Dear Sir:

Mr. R. W. Renshaw of the Gregg Publishing Company has informed me that there is a vacancy in the teaching corps of your Commercial Department. If the position is still open, I should like to be considered an applicant.

Training--I am a graduate of the Broadway High School, Seattle, Washington; of the Seattle Business College, and of Gregg Normal School, Chicago. In June I expect to receive my B. C. S. degree from New York University, which I am now attending. While teaching in Seattle, I took work in Education at the University of Washington, and the following summer, took Commercial Methods at the University of California.

Experience-- I have had four years teaching experience preceded by a year in a business office--two years at Seattle Business College, as teacher of Stenography; one year as director of the Typewriting Department of the Sonoma High School, Sonoma, California. At present I have charge of the Typewriting Department of the Girls' Commercial High School, New York City.

References--By permission I offer the following:
Miss G. F. McComb, Principal of Shorthand Department, Seattle Business College, Seattle, Washington.
Mr. M. H. Rowell, Principal, Sonoma High School, Sonoma, Cal.
Mr. Jordan Walters, Principal, Girls' Commercial High School, New York City.

If you think I am qualified to meet your requirements, I shall be glad to arrange an interview at your suggestion and convenience.

Very truly yours,

實用英文打字術

第十五課

分段列題式 (Letter with Paragraph Heading) 3.

支配本式書信時，每節之題目，亦應計算在內，惟制定右邊緣時，可向內移進數格，留出題目之地位，打題目時可應用Marginal Release Lever。(本課右邊緣於24格上左邊緣於70格上)

September 24, 19...

Mr. G. W. Crawford,
100 E. Market Street,
Charlottesville, Va.

Dear Mr. Crawford:

A glance at the layout of this letter and a reading of the following paragraphs will make apparent at once the purpose of the form here illustrated.

MARGINAL
STOP:

If it is desired to make such a display, the marginal stop governing the left margin should be set far enough toward the center of the scale to leave sufficient space for the notations.

MARGIN
RELEASES:

Up-to-date typewriters have special levers, buttons, or keys known as "margin releases." The operation of these devices permits the moving of the carriage beyond the marginal stops without disturbing in any way the "set" of the machine.

BECOME
EFFICIENT:

You should experiment with the margin releases until it is natural for you to go to them when notations to the left (as in this letter) are desired and when it is necessary to complete a syllable or word extending beyond the right margin.

You will appreciate your machine more and more the further you go in "picking up" such points as contribute to the saving of time and labor.

Yours very truly,

-REW: EGO-

Practical English Typewriting

注意：凡信件中附有「引用文」或「各項條款」等項，應另行列出，以示清晰，茲列舉於后：（見第十五，十六，十七，課）。

第十六課

附引用文式書信 (Letter with Quotation)

Paris, Oct. 29, 19...

Edward Green, Esq.,
London.

Dear Sir,

Upon receipt of your letter of the 23rd instant respecting the firm therein mentioned, we have caused inquiries to be made and have obtained the following information.

"Messrs. Milleroy & Co. made an arrangement with their creditors in December, 1907. Their liabilities were £6,000 with assets of £4,000. The creditors agreed to a composition of 10s. in the £. A first dividend of 2s. 6d. was paid after six months, and a second dividend of 2s. 6d. three months later, but nothing further. The business is said to be making no progress at the present time, and we would advise cash transactions only."

We have also made independent inquiries, and the result was practically a corroboration of our agent's report.

It would, therefore, appear inadvisable to enter into any credit transactions with these people, while they are certainly not to be recommended as agents.

You are welcome to this information free of charge, and we are pleased to have been of service to you in this matter.

Yours faithfully,

CHAS. DUPUY & CO.

實用英文打字術

注意：凡長篇之書信，需分二頁或三頁時，於第二、三頁上端空一吋許，仍須將受信人之姓名、頁數、日期等註明，以免纏誤，於第一行下端，再空二三行，承接前文。

第十七課

單行長信 (Long Letter in Single Line Spacing)

2nd September, 19....

E. Hurst, Esq.,
Parkhurst,
GODALMING, Surrey.

Dear Sir,

You will remember that at the last Board Meeting you brought forward the suggested re-arrangement of the respective duties of Manager and Secretary, and in the result the local Directors were authorized to adjust the matter. This has not been done, and it occurs to me that you would like to make some report on the matter on Thursday.

Some reference was also made, on supposition only, that Mr. Smithson had not access to the Account Books showing the current expenditure, but I was able to show him, after the last meeting, that these books were in the iron safe in his office all the time, and had been there since the safe was available.

It will be convenient if I state what books I take completely under my charge, and what books kept at the office are checked and overlooked by me. First, then, as to the shareholders' books.

These are:

- | | | | |
|-------|------------------------|----|---------------------------|
| 1 | Allotment Book. | 8 | Agenda Book. |
| 2 | Register of Members. | 9 | Director' Minute Book. |
| 3 | Share Ledger. | 10 | Capital Expenditure Book. |
| 4 | Register of Transfers. | 11 | Revenue Expenditure Book. |
| 5 & 6 | Certificate Books. | 12 | Journal. |
| 7 | General Minute Book. | 13 | Private Ledger. |

Practical English Typewriting

E. Hurst, Esq.

2

2nd September, 19...

At the Works are:

- | | |
|-------------------|---------------------|
| 1 Case Book. | 5 Customer' Ledger. |
| 2 Day Book. | 6 Returns Book. |
| 3 Bought Ledger. | 7 Wages Book. |
| 4 Invoice Ledger. | |

I deem it compatible with my duties to check all these and improve them, so that, when they are handed over to the Auditors, they shall be balanced and complete. Of course, if they are not so adjusted, the Auditors' work will be increased, and so probably will be their fee.

I am willing, as I have already said, to adopt any reasonable suggestion for the re-adjustment of these matters.

Yours faithfully,

Secretary.

TMH/ESG

實用英文打字術

第十八課

雙行長信 (Long Letter with Duple Line Spacing)

New York, April 3 19..

Messrs. Glover & Harris

London

Gentlemen:

We understand from our neighbors, Messrs. Render, whose principal called on us to-day, that you have been buying large quantities of Ironmongery in this market through Messrs. Fremlin, and that, as this firm is now in liquidation, you require a reliable firm to act as buying agents. From our intimate knowledge of the trade we believe that we should entirely meet your requirements. We had many years' experience in the English trade before coming to America, and, knowing the wants of English consumers, we can promise you facilities in regard to prices, terms, and freights, not in the power of any other commission house in this city, or, for that matter, anywhere in the States. Messrs. Render will doubtless be writing you about us, and we will therefore content ourselves by stating the terms upon which we are prepared to buy your orders:

Practical English Typewriting

Messrs. Glover & Harris

-2-

April 3 19...

1. Commission $2\frac{1}{2}$ per cent on the net value of invoice.
2. Five per cent per annum on invoice and commissions from date of shipment, to be settled half yearly.
3. We concede you discounts and concessions of every kind.
4. We have special arrangements with the steamship companies for freights of which you will reap the benefit.
5. Insurance, we presume, would be covered by your floating policy. If not, we can get special rates.

We trust you will see your way to take advantage of our offer, and awaiting the favor of an early reply,

Yours faithfully,

THE GOLDSTONE COMMISSION COMPANY.

Mgr.

實用英文打字術

注意：信中如附有價目單，帳單，或各項統計數字者，應逐項列表以明之，未打前，先將各項支配妥適，並將 Tabulator Stops 制定，工作時間既能節省，且又清晰正確。(見第十八，十九，二十，二十一，二十二，二十三，二十四，二十五，二十六課)。

第十九課

列價式書信 (Letter with Price Explanations) 1.

Amoy, December 15, 19...

L. Van Tanner & Co.,
Peiping.

Gentlemen:

We are in receipt of your inquiry of the 26th ultimo and beg to offer you the following:

Fine Buntang	\$ 25.60 per cwt.
Finest "	64.72 " "
Extra Choice	80.88 " "

f.o.b. Amoy, net cash.

This offer is subject to the goods being unsold when your order comes. The market has been steadily rising for some time, and there is every indication that a further advance of \$10 per cwt. will take place shortly. We, therefore, suggest that you wire us your order if you want to avail yourselves of the present price.

We regret very much that your friends should have to complain in regard to the packing and believe that the last parcel must have been roughly handled during transit, as no such complaints have come to us before. We shall take care that all goods in future are satisfactorily packed.

Yours faithfully,

WEI YUNG TANG & CO.

Practical English Typewriting

第二十課

列價式長信 (Letter with Price Explanations) 2.

Chefoo, March 10, 19...

Messrs. White, Hanlon & White,
London.

Gentlemen,

We are favored by your esteemed letter of February 6, advising the dispatch of a consignment per s.s. "La Plata," and upon the arrival of the goods will use our best endeavors to bring them under the notice of the trade here generally.

In this connection we would like to point out to you that there is great competition on the part of Germany and Japan.

In hollow ware, the German article is doing great mischief to the English. The quality of the former is certainly inferior, but it is also much cheaper. The following figures will give you a practical illustration of this. For enameled articles, such as saucepans, fry-pans, etc., the following prices are quoted for German goods:

2 pints	3 pints	4 pints	1 gall
10½d.	11d.	12d.	14½d.

while English agents quote 14, 17, 19, and 23, respectively. You will see that the much lower cost gives the German articles a great advantage. The Japanese also competes successfully in these articles.

Then, again, the German wrought iron enameled ware has simply shut out the British.

The German manufacturer has also a decided advantage in regard to freight, since steamer from Antwerp is 18/6 per ton, while from Liverpool it is 22/6 per ton.

實用英文打字術

Second Page--Messrs. White, Hanlon & White,

It therefore resolves itself into a question of cheaper production and profits closely calculated if a good business is to be done in this market.

We give you the foregoing figures as a guide to what prices are to be obtained. For our own part we shall be content to work on a small commission, as we believe that the English article has a good chance, provided the prices are put on a competition basis.

We now await the shipment and the particulars promised by next mail, and will write you further when we have had an opportunity of testing the market.

In regard to your proposal to send us catalogues printed in Chinese, we think this a good idea, and will see that these catalogues are well distributed.

We remain, Gentlemen,

Yours faithfully,

Tompkins, Lord & Co.

Practical English Typewriting

第二十一課

列價式書信 (Letter with Price Explanations) 3.

Terre Haute, Ind., 21st June, 1934.

Messrs. Goodsmith & Co.,

Indianapolis, Ind.

Gentlemen:

We take pleasure in quoting you the following prices via L. & W. f.o.b. your station:

Lettuce -----	per lb.	.10
" head -----	" "	.15
Spinach -----	" "	.12½
Apples, summer dried -----	" "	.25
Apricots, Texas -----	" "	.30½
Beets, new -----	" doz.	.25
Carrots " -----	" "	.15
Plums -----	" "	.20
Strawberries -----	" box	.33½

We have recently installed a complete refrigerating service, and will guarantee that any orders you may send us for either fruit or vegetables will reach you in first class condition. We hope to have the pleasure of filling an order for you at an early date.

Respectfully,

THE CO-OPERATIVE STORES CO.,

By

Mgr.

實用英文打字術

第二十二課

附表式書信 (Letter with Tabular Statement) 1.

September 1, 19...

Henry Francis, Esq.,
Denver, Colorado.

Dear Sir:

Referring to our several conversations has within the past few days regarding our lead-covered underground cables for electric light purposes, I now quote you as follows:

Electric Light Cable No. 0000 at .26 per foot.

"	"	"	"	000	".33	"	"
"	"	"	"	00	".30	"	"
"	"	"	"	0	".27	"	"
"	"	"	"	1	".22	"	"
"	"	"	"	2	".19	"	"
"	"	"	"	3	".16	"	"
"	"	"	"	4	".12	"	"
"	"	"	"	5	".11	"	"
"	"	"	"	6	".10	"	"
"	"	"	"	7	".09	"	"
"	"	"	"	8	".08	"	"
"	"	"	"	10	".063	"	"
"	"	"	"	12	".05	"	"
"	"	"	"	14	".036	"	"
"	"	"	"	16	".03	"	"
"	"	"	"	18	".023	"	"

All the above prices are f.o.b. cars at Pittsburg, and are based upon Brown & Sharp's gauge, being subject to a discount of 25% from 0000 to No. 4, inclusive, and a discount of 30% from No. 5 to No. 18, inclusive.

Yours truly,

Practical English Typewriting

第二十三課

附表式書信 (Letter with Statistic) 2.

Messrs. Cooper & Sons, Ltd.,

(Current Date)

Liverpool.

Dear Sirs,

Generally speaking, a firm tone has dominated the sugar market throughout the week and prices close much on a par with those current last week.

We give below the quotations at the London Produce Clearing House at the closing call last evening, which were as follows:-

	Closing Prices.		Close last week.	
	Sellers.	Buyers.	Sellers.	Buyers.
January.....	8/11½	8/11	8/11½	8/11
February.....	9/-	9/11½	9/0½	9/-
March.....	9/1	9/0¾	9/1	9/0¾
May.....	9/2¾	9/2½	9/2¼	9/2
August.....	9/4¾	9/4¼	9/4¼	9/4
Oct.-Dec.....	9/5¾	9/5¼	9/5¼	9/5

According to Messrs. Willett and Gray the Cuban receipts were 3,000 tons, exports 1,000 tons, stock 3,000 tons. Total receipts since 1st December 7,000 tons, against 42,000 tons last season.

Yours faithfully,

實用英文打字術

第二十四課

附表式書信 (Letter with Tabular Statement) 3.

May 23 19--

The Accountant

The Jewels Trust Company Limited

49 Kiangse Road

Dear Sir:

I beg to inform you that a Deed of Transfer purporting to be signed by you and covering the undernoted Municipal Debentures, has been lodged at this office for registration.

Unless I hear from you to the contrary within the next two days, I shall assume that the matter in is order and execute the transfer accordingly.

Yours faithfully,

L. P. Jhenson.

Treasurer & Comptroller

Per _____

Laon.	Distinctive Certificate	Value of each Tls.	Total value of Tls.	Registered in the name of
1926	B. 11685/9	1,000	5,000	The Jewels Trust Co. Ltd.
"				
"	B. 11690/94	1,000	5,000	

Practical English Typewriting

第二十五課

附帳式書信 (Letter with Account) 1.

STATEMENT OF ACCOUNT.

Mr. _____ to _____

For _____ \$ _____

Dear Sir:-

Every day we have been expecting remittance from you. We CAN'T believe you'd let the _____ go without payment.

They've been awfully nice about it; they've cautioned us against drastic action. They say you're the right kind of person and you'll pay it. We believe this, too.

Now, haven't we been patient, polite, and persistent enough? Surely you won't let us wait any longer. Sit down and write your Check or send us Draft, Postal or Express Money Order for the amount.

Kindly attend to this today, SURE.

Yours truly,

President.

P. S.---If you cannot positively pay now, your application for extension of payment will be given consideration; write us today if you desire to name a future date of payment, so we may know your intentions are good.

實用英文打字術

第二十六課

附帳式書信 (Letter with Account) 2.

Dear Sir:-

We are again writing you about the small account noted below and are much disappointed not to have had remittance from you before this.

Since you have not written us, we take it for granted that the account is correct as rendered.

While we do not think you are trying to avoid payment of a just debt--and such a small one--unless we hear from you immediately with amount in settlement, we shall be compelled to turn same over to our attorney for collection. This we dislike to do, as this concern looks upon all its customers as personal friends, but you must know that it requires a good deal of money to maintain such a business, and the collection of all outstanding accounts, both large and small, is essential.

Respectfully,

STATEMENT.

Mr. _____ of _____

Debtor to

The _____ of _____

For _____ Amount \$ _____

Practical English Typewriting

廣告信之重點，厥為引起他人之注意，故此式尤須清晰悅目，其特點應明顯表現，觸人眼簾，能有深刻之印象，嵌入腦際也。茲列舉廣告信二則於后：

第二十七課

廣告信 (Letter of Advertisement) 1.

We can help you - A LOT!

Think how much YOU can USE US to build yourself a bigger, better-paying glove business.

We're right here, near you. You get the quickest possible service - only a couple of days and you have the gloves. Our stock is large, so you can really USE OUR FACTORY for your stock room. And our complete manufacturing plant is YOURS. Our dies, - tools - machines, and trained glove makers are just waiting to work for you. If we happen to be out of some style you order we don't "back order" it - NOT US!

WE MAKE IT - q-u-i-c-k.

This means DOLLARS IN YOUR POCKET. For you can do more business. With LESS MONEY TIED UP. Can keep your stock fresh and clean sending small orders - often.

You know HARVEY GLOVES - hand and machine sewed. They're MONEY-MAKERS for you. And we're fixed to give you BETTER SERVICE than ANYONE ELSE - GOSPEL TRUTH:

So if you don't use us y-o-u l-o-s-e.

Fill in the order blank NOW, - or mail card for samples and leave the assortment to me - you'll like what I send.

Delay means lost profits - FOR YOU.

Yours for service,

GHHJr/JAR

Manager.

實用英文打字術

第二十八課

廣告信 (Letter of Advertisement) 2.

OLD NOAH said 'twas going to RAIN. And NOAH KNEW!
But the WISE ONES stood 'round and GUYED HIM. Later they GOT
D-R-O-W-N-E-D!

Right here's where YOU come in. If you pass by this
friendly warning, you won't DROWN - but your POCKETBOOK'LL
SUFFER.

LISTEN: -

Conditions in the leather business were NEVER
WORSE. Gloves haven't gone up much YET because manufacturers
had LARGE STOCKS. Now these are about SOLD OUT. And the man
who tells you his gloves aren't advancing has CUT THE QUALITY.
Can't keep prices down ANY OTHER WAY.

War EATS leather. Gloves and shoes last but a FEW
DAYS in the trenches. So Europe, instead of shipping US leather
is BUYING OURS - HUNDREDS OF THOUSANDS OF SKINS. And war is
reckless - will pay ANY PRICE. You know that!

It's boosted horse-hide 4 cents a foot since January
first - and STILL GOING UP. Anyone'll tell you short gloves
take 30 feet of leather to a dozen. Gauntlets 40 or MORE. Figure
it out YOURSELF at 4 cents a foot advance. You can't get away
from it! If you don't buy quick you're going to pay AT LEAST A
DOLLAR A DOZEN MORE for your gloves. And that VERY SOON.

We're not trying to scare you. These are COLD FACTS!
Take them or leave them, as you like. But you can't CHANGE them!
Nor DENY them!!

Get busy, friend.

Don't WAIT. Nor H-e-s-i-t-a-t-e-!

P-R-O-T-E-C-T Y-O-U-R-S-E-L-F!

Send us your order TODAY - THIS MINUTE - for the
gloves your're going to need this season. Ship now or any time
up to September 1st. We're not accepting orders beyond that.

Others are buying FAST. Get YOUR order in.

Yours for quick action,

Harvery Glove Co.,

MANAGER.

Practical English Typewriting

第二十九課 信封練習

信封之支配極為重要，受信人之姓名，地址等必須詳細正確，其格式亦須整齊清晰，否則或將誤遞也。各項之排列，須依信封之大小及字數之多寡而支配之，第一行受信人之姓名等，約於信封中央打起，第二行為門牌號數及路名等，第三行為地名，第四行為國別等。然亦無一定規定，如字數少者可併列三行，每行間大都空一行，以致清晰。茲列舉信封之格式於後：

(一 式)

Mr. John Remington Perkins,
D O W S ,
P. O. Box 237 I O W A .

Mr. Chen Sui-chiu
The Chung Hwa Vocational School
1454 Avenue Edward VII
S h a n g h a i

(二 式)

Mr. E. L. Morgenstern
Mississippi River Commission
13th Floor, Queen & Crescent Bldg.
New OrLens, Louisiana

(三 式)

實用英文打字術

(四式)

Mr. John B. Opdycke,
139 W. 72nd Street,
New York City.

(五式)

JULIA RICHMAN HIGH SCHOOL,
60 WEST 13TH ST.,
NEW YORK CITY.

每式練習一次，不必用信封，可依信封之大小，預先劃就數枚以代之。

Practical English Typewriting

第三十課 信封練習

試將下列各通信處，依其內容而分列支配之。

- Mr. C. F. Chen, The University of Shanghai, Local,
Bair & Peters, Journal Building, Portland, Oregon.
Messrs, Rowe & Wood, 2276 Aberdeen St., Montreal Quebec, Canada.
American Typewriter Co., 265 Broadway, New York City.
Mr. W. R. Foster, c/o Merchants Despatch Transportation Co.
E. Rochester, New York.
Mr. J. F. Spaulding, General Agent, N. Y., N. H. & H. R. R. Co.,
Boston, Mass.
Underwood Typewriter Co., Inc., Church and Vesey Streets, New
York City.
Messrs. Hall, Hartwell & Company, Jersey, City, New Jersey.
Mr. H. C. Chi The Chinese Government Telephone Adm.,
Chung Hwa Road, Shanghai, China.
Mr. Stone Bain The Dah Chung Coal Mining Co., 470 Hankow Road,
Shanghai.
Mr. L. Y. Weng, Su ming Vocetional School, Nanking Road, Shanghai.
Messrs, Anderson Myers, 5 Yuen Ming Yuen Road, Local.
Macmillan and Co., Limited, St. Martin's Street, London.
The Commercial Press, Ltd., Honan Road, Shanghai,
Mr. Howare Woodruff, President of Chamber of Commerce Joliet,
Illinois.

實用英文打字術

第四章 表格練習

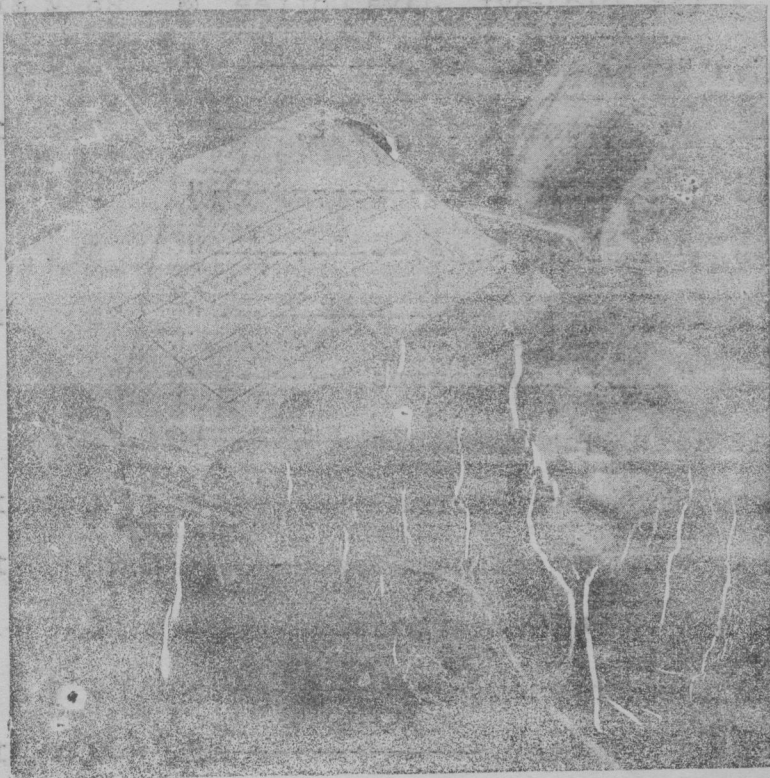
表格於社會上應用頗廣，如單據，簿記表格，統計表格等，皆可應用於打字機。其所打出之文件不但整齊美觀，並且清晰便利，然工作較為困難，如無相當之訓練，則斷難勝任其事，茲列舉其打法於后：

第一節 各欄之支配 工作前，應先計算一遍，依各欄最多字數為標準，將 **Tabulator Stops** 制定，如欄數少，而各欄字數亦不多者，則每欄之間隔可稍疏，以致醒目。

第二節 線之打法 橫線用長劃 (**Underscore**) (—) 連接成，豎線用支點 (**Colon**) (:) 代之。

第三節 劃線之方法 如覺上法不便，則可用鉛筆劃線，其法甚簡，且甚便利，祇須將筆頭擱於 **Cylinder Scale (U.19)** 上之凹點(打字機或設有小孔者，則指孔中)筆尖指住紙張，劃直線時手握滾筒柄向上捲起即成；如需劃橫線時，祇須按 **Carriage Release Lever**，滾筒向左移動時線已劃成矣。惟尚有一點須特別注意者，未劃線前，其地位須預為支配妥適。劃線所用之鉛筆以紅色，青蓮色或藍色者為佳。(手法見附圖)。

(圖十五)



第四節 平行線之打法，若兩線平行者，於第一線打就後，將 **Variable Line Space Button** 拉出，滾筒略向上旋，見第一線與 **Cylinder Scale** 相齊時，再打一次即可。

本章共十六課，各式之表格，大都包羅在內，如每課能練習純熟，則凡社會上各式表格，皆應付矣。

Practical English Typewriting

第一課

發票 (Invoice)

Wilmington, Del., March 24, 1937.

Mr. Henry D. Wilbur,
City

Bought of McINTYRE & STRATTON,
IMPORTING GROCERS.

Terms Cash.

Cor. Broad & Market Sts.

Feb. 14,	4 lbs. Old Govt. Java Coffee, @	25 ¢	\$1.00
	½ " Oolong Tea,-----"	70 ¢	.35
15 "	Granulated Sugar,----"	7½ ¢	1.12
10 "	A Sugar,-----"	6½ ¢	.65
8 "	P. R. Rice,-----"	6½ ¢	.50
	2 gal. Syrup,-----"	75 ¢	1.50
	½ " N. O. Molasses,-----"	70 ¢	.35
Mar. 1,	5/12 doz. Cans Tomatoes,-----"	\$1.50	.62
	7/12 " " Peaches-----"	1.80	1.05
	½ " " Pineapples,-----"	2.50	1.25
	½ " " Strawberries,---"	2.25	.56
	3 lbs. Cheese,-----"	25 ¢	.75
	2½ " Butter,-----"	40 ¢	1.00
	7 " Bro. Sugar,-----"	6 ¢	<u>.42</u> \$11.02

實用英文打字術

第二課

損益計算書 (1)

PROFIT AND LOSS STATEMENT OF H. GUITHER

May, 1938.

Merchandise on hand at beginning of period.....	\$1,000.00	
Puachases.....	1,800.00	
Cost of merchandise sold.....	\$2,800.00	
Proceeds of sales.....		\$3,500.00
Profit on Merchandise, carried down	700.00	
	<u>\$3,500.00</u>	<u>\$3,500.00</u>
Profit on Merchandise, brought down.....		\$700.00
Loss shown by Expense account.....	\$122.00	
Net Profit.....	578.00	
	<u>\$700.00</u>	<u>\$700.00</u>

Practical English Typewriting

第三課

損益計算書 (2)

INCOME AND PROFIT AND LOSS STATEMENT

THOMAS SMITH FOR THE YEAR ENDED June 30, 19...

Income:			
Net Sales		\$10,200.00	
Less Discount on Sales		65.00	
Net Income from Sales		\$10,135.00	100%
Less Cost of Merchandise consumed:			
Original Inventory	1,000.00		
Purchases during year	7,500.00		
Less Present Inventory	8,500.00		
Cost of Merchandise sold	2,600.00	5,900.00	58.2%
Less Selling and Administrative Expenses:		4,235.00	
Selling Expenses	435.00		
General Expenses	380.00		
Salaries	2,200.00		
Total Selling and Administrative Expenses		3,015.00	29.7%
Gross Profit		1,220.00	
Other Deductions:			
Discount	212.00		
Less Discount on Purchases	140.00		
Other Deductions		72.00	1%
*Net Income		\$1,148.00	11%

實 用 英 文 打 字 術

第 四 課

資 產 負 債 表 (Balance sheet) 1.

Stevenson and Borg

Balance Sheet, January 1, 1938.

<u>Assets</u>		<u>Liabilities</u>	
Current:		Current:	
Cash-----	\$10,000.00	Accts. Pay	\$5,000.00
Accts. Rec.-----	5,000.00	Total Liabilities--	\$5,000.00
Mase. Inv. 1/1/28-	20,000.00		
Total Current-----	\$35,000.00	Net Worth	
Fixed:		James Stevenson	
Furn. & Fix.-----	2,000.00	Capital 1/1/28-----	40,000.00
Equipment-----	5,000.00	William Borg	
Buildings-----	43,000.00	Capital 1/1/28-----	40,000.00
Total Fixed-----	50,000.00	Total Net Worth----	
Total Assets-----	\$85,000.00	Total Liabilities & Worth-----	80,000.00
			\$85,000.00

Practical English Typewriting

第五課

資產負債表(2)

R. L. JOHNSON

FINANCIAL STATEMENT, DECEMBER 31, 1937.

ASSETS

Cash.....		\$1,250.19
Notes Receivable.....		1,490.00
Accounts Receivable.....	\$3,675.40	
Less, Reserve for Doubtful Accounts.....	<u>73.51</u>	3,601.89
Merchandise on Hand.....		6,720.81
Insurance Unexpired.....		15.20
Office Supplies Inventory.....		30.19
Interest Receivable.....		10.41
Delivery Equipment.....	560.75	
Less, Reserve for Depreciation.....	<u>93.46</u>	476.29
Furniture and Fixtures.....	432.50	
Less, Reserve for Depreciation.....	<u>43.25</u>	<u>389.25</u>
<u>Total Assets</u>		\$13,975.23

LIABILITIES

Notes Payable.....	\$1,000.00	
Accounts Payable.....	1,620.15	
Office Salary Accrued.....	<u>25.00</u>	
<u>Total Liabilities</u>		<u>2,645.15</u>
<u>Net Worth</u>		\$11,330.08
R. L. Johnson, Capital, January 1, 1937	\$10,000.00	
Net Profit for the year.....	\$2,061.09	
Less, Net Withdrawals.....	<u>731.01</u>	<u>1,330.08</u>
<u>Present Worth</u>		<u>\$11,330.08</u>

實用英文打字術

第六課

現金出納表

FINANCIAL STATEMENT OF TREASURER A. H.

JUDY, FOR PERIOD SEPTEMBER 28, 1936, TO SEPTEMBER
12, 1937.

RECEIPTS.

From Acting Treasurer John M. Stahl, (see report of 1936. session)-----	\$22.35
Dues from delegates by mail,-----	112.00
Draft from Richmond, Va.,-----	200.00
Draft " " "-----	300.00
Dues paid by delegates at Richmond, Va.,-----	<u>129.00</u>
	\$763.35

EXPENDITURES.

1936.		
Nov. 12,	Printing,-----	\$15.50
" 12,	Postage,-----	9.74
" 25,	Expressage,-----	.35
" 25,	"-----	.55
" 26,	Postage,-----	10.00
Dec. 5,	Typewriting,-----	10.25
" 5,	Postage,-----	11.00
" 9,	"-----	20.00
" 14,	"-----	.50
1937.		
May 22,	Long-Critchfield Corporation,---	13.50
" 22,	*J. M. Stahl,-----	141.90
June 5,	Printing,-----	10.00
" 5,	Postage,-----	5.00
Sept. 1,	Printing and stationery,-----	5.00
" 1,	Typewriting,-----	2.50
" 1,	Postage,-----	2.50
" 12,	*J. M. Stahl,-----	285.35
" 12,	**Harvie Jordan,-----	65.00
" 12,	**W. S. Ames,-----	16.00
" 12,	**E. W. Wickey,-----	21.00
" 12,	**Levi Morrison,-----	26.50
" 12,	**Sam. Jones,-----	3.00
" 12,	**A. C. Fuller,-----	7.00
" 12,	**G. M. Whitaker,-----	<u>3.26</u>
		\$686.00
	Balance on hand,-----	<u>77.33</u>
		763.35

*See Secretary's Financial Statement,
**Moneys paid out on account of the Congress in their
work as officers, etc.

Practical English Typewriting

第七課

結婚年齡次數分配表

THE MODAL AGE OF MARRIAGE
IN RHODE ISLAND

A G E (years) (1)	GROOMS f (2)	BRIDES f (3)
Under 20	148	962
20 and under 25	2,049	2,327
25 " " 30	1,574	1,129
30 " " 35	768	502
35 " " 40	386	272
40 " " 45	218	131
45 " " 50	124	65
50 " " 55	76	35
55 " " 60	52	22
60 " " 65	28	12
65 " " 70	23	4
70 " " 75	11	1
75 " " 80	4	
80 " " 85	1	
	5,462	5,462

實用英文打字術

第八課

打字機出口統計表

UNITED STATES EXPORTS OF TYPEWRITING MACHINES AND PARTS FOR
YEAR ENDING JUNE 30, 1936, SHOWN ACCORDING TO
COUNTRIES.

-- X --

Exported to	Amount	Exported to	Amount
Austria-Hungary-----	\$17,230	Turkey in Africa----	272
Denmark-----	16,239	Belgium-----	149,106
Germany-----	454,625	France-----	\$177,440
Italy-----	53,998	Gibraltar-----	250
Portugal-----	276	Netherlands-----	69,963
Spain-----	4,787	Roumania-----	610
Switzerland-----	21,928	Russia, Baltic & White	
United Kingdom-----	1,092,722	Seas,-----	167,483
British Honduras-----	305	Russia, Black Sea,--	2,397
Newfoundland & Labrador	1,248	Sweden and Norway---	12,495
Mexico-----	63,324	Turkey in Europe----	1,453
Central American States	3,009	Bermuda-----	136
Argentina-----	36,946	Dominion of Canada--	54,925
Brazil-----	11,719	West Indies,-----	38,052
Chile-----	12,640	Ecuador-----	1,868
Columbia-----	2,507	Peru-----	4,240
Guianas-----	1,034	Uruguay-----	2,784
Chinese Empire-----	8,476	Venezuela-----	2,414
East Indies-----	18,486	China, Russian,-----	586
Korea-----	200	Hong Kong-----	5,068
Turkey in Asia-----	130	Japan-----	17,446
British Australasia---	100,135	Russia, Asiatic,-----	879
Philippine Islands---	14,336	All other Asia-----	2,022
British Africa-----	23,569	Hawaii-----	9,018
Portuguese Africa-----	4,840	French Africa-----	30
Tonga, Samoa, etc.,---	385	Total-----	\$2,687,101

Practical English Typewriting

第九課

對英貿易統計表

OUR TRADE WITH GREAT BRITAIN.

Products.	To England.	To continental Europe.	Difference compared with England.
Fruits and nuts,	\$ 3,282,490	\$ 2,532,697	m. 749,793
Furs and skins	2,083,597	575,868	" 1,507,729
Iron and steel,	1,833,369	1,914,605	p. 91,236
Typewriters,	1,054,060	1,099,965	" 45,905
Leather, various kinds	15,794,894	3,239,424	m. 12,525,470
Shoes,	525,242	178,663	" 346,579
Tar,	1,176,592	1,952,066	p. 775,474
Turpentine,	2,996,538	2,472,059	m. 524,479
Petroleum,	12,023,768	21,215,138	p. 9,191,370
Paraffin and wax,	4,050,114	2,170,024	m. 1,880,090
Tobacco, raw,	7,821,659	12,637,647	p. 4,815,978
Lumber,	7,178,648	7,427,119	" 248,471
Furniture,	1,083,625	248,693	m. 834,932
Cotton, raw,	99,709,352	99,270,552	" 438,800
Indian corn,	27,512,398	33,265,554	p. 5,753,156
Wheat,	55,367,397	40,009,876	m. 15,357,521
Flour,	41,335,609	6,426,210	" 34,909,399
Beef, Pork, etc.,	69,586,067	43,163,574	" 26,422,493
Futter,	1,705,190	276,726	" 1,428,464
Cheese,	2,063,409	" 2,063,409

"m" means minus; "p," plus.

第十課

注意：本表所有各線，用鉛筆劃出。

某廠金屬工場產品與世界比較表

OUR PRODUCTION IN THE METAL FIELD COMPARED WITH THE WORLD'S PRODUCTION

Products	Our production, 1930	The world, 1930	Approximate ratio
Iron ore.....tons.	51,750,000	765,000,000	1 to 15
Pig iron.....do..	25,795,000	390,000,000	1 to 16
Open-hearth steel.....do..	14,493,000	95,000,000	1 to 7
Bessemer steel.....do..	9,330,000	160,000,000	1 to 18
All steel.....do..	24,000,000	260,000,000	1 to 11
Bessemer steel rails.....do..	1,800,000	57,000,000	1 to 28
Open-hearth steel rails.....do..	1,256,000	2,750,000	1 to 2
All steel rails.....do..	3,024,000	60,000,000	1 to 20
Structural shapes.....do..	2,275,000	22,000,000	1 to 10
Cut nails.....kegs.	1,207,000	200,000,000
Wire nails.....do..	14,000,000	172,000,000	1 to 12
Tin plates.....tons.	613,000	6,100,000	1 to 10

Practical English Typewriting

第十一課

樣品類數分配表

FREQUENCY DISTRIBUTION OF THE MEANS OF 100 SAMPLES

Class-Interval (1/10 inch)	Distribution of Means * = one mean	Frequency
66.90 - 66.99	*	1
67.00 - 67.09	*****	5
67.10 - 67.19	*****	5
67.20 - 67.29	*****	9
67.30 - 67.39	*****	17
67.40 - 67.49	*****	10
67.50 - 67.59	*****	20
67.60 - 67.69	*****	11
67.70 - 67.79	*****	14
67.80 - 67.89	***	3
67.90 - 67.99	**	2
68.00 - 68.09	*	1
68.10 - 68.19	*	1
68.20 - 68.29	*	1
		<u>100</u>

Mean of 100 averages ungrouped = 67.50 inches

σ " " " = .24 inches

P.E. " " " = .5745 σ = .16 inches

注意：打*號時須將該筒旋上一些，與其他各項相齊。

實用英文打字術

第十二課

兒童平均體重及身高統計表

AVERAGE WEIGHT AND HEIGHT OF CHILDREN

(2.2 pounds = 1 kilogram)

Boys (without clothing)			Girls (without clothing)		
Age	Inches	Pounds	Age	Inches	Pounds
at birth	20.5	7.5	at birth	20.5	7.0
1 year	29.5	21.5	1 year	29.0	20.0
2 years	33.5	26.5	2 years	33.0	25.0
3 years	36.5	31.0	3 years	36.0	29.5
4 years	39.0	34.5	4 years	39.0	33.0
(without shoes or coats)			(without shoes or sweaters)		
5 years	42.5	39	5 years	41.5	38
6 years	45.0	45	6 years	45.0	43
7 years	47.0	52	7 years	47.0	50
8 years	50.0	58	8 years	50.0	58
9 years	52.0	64	9 years	52.0	64
10 years	54.0	71	10 years	54.0	71
11 years	56.0	78	11 years	56.0	79
12 years	58.0	85	12 years	58.0	89
13 years	60.0	94	13 years	60.0	101
14 years	63.0	111	24 years	62.0	114

Note: Adapted from tables of National Child Health Council.
For boys 5 to 14 deduct 3.5 percent of above weights for clothing.

For girls 5 to 14 deduct 2 percent for clothing.

Practical English Typewriting

第十三課

某廠各分廠主要明細表

TABLE SHOWING THE PRINCIPAL ITEMS IN THE MANUFACTURING PLANTS OF THE VARIOUS SUBSIDIARY COMPANIES OF THE U. S. STEEL CORPORATION.

Plants	Number of Works	Blast furnaces	Open-hearth furnaces	Bessemer converters	Rail mills	Structural shape mills	Bridge plants	Nail and wire factorer	Plate mills	Puddling furnaces	Rod mills	Foundries
American Bridge Co.....	20	..	11	2	20	6
American Sheet & Tin Plate Co.....	36	..	12	4	..	2
American Steel & Wire Co.....	28	12	17	4	23	17	5
Carnegie Steel Co.....	24	47	86	18	4	9	1	..	3	3
Clairton Steel Co.....	1	3	12	1
Illinois Steel Co.....	5	21	24	6	2	2	1	..	3	..	3	2
Lorain Steel Co.....	1	2
National Tube Co.....	19	12	..	6	1	96	..	2
(And other tube companies												
Tennessee Coal, Iron & Railroad Co.....	5	16	3	2	1	1	2
Union Steel Co.....	2	5	24	4	1	..	4	..
Universal Protland Cement Co.....	4
Total.....	145	116	194	36	8	14	23	27	17	100	24	30

實用英文打字術

第十四課

世界標準時間表

TIME IN DIFFERENT PARTS OF THE WORLD
WHEN IT IS NOON AT GREEN WICH

Aden	3.0 p.m.
Alexandria	1.59 p.m.
Amsterdam	12.20 p.m.
Berlin	12.54 p.m.
Bombay	4.52 p.m.
Brisbane	10.18 p.m.
Brussels	12.17 p.m.
Buenos Ayres	8.7 a.m.
Cairo	2.5 p.m.
Calcutta	5.53 p.m.
Cape Town	1.13 p.m.
Chicago	6.10 a.m.
Copenhagen	12.50 p.m.
Dublin	11.35 a.m.
Edinburgh	11.47 a.m.
Gibraltar	11.39 a.m.
Hong Kong	7.36 p.m.
Leningrad	2.1 p.m.
Lisbon	11.24 a.m.
Madrads	5.21 p.m.
Madrid	11.46 a.m.
Malta	12.58 p.m.
Melbourne	9.40 p.m.
Moscow	2.30 p.m.
Natal	2.2 p.m.
New York	7.4 a.m.
Oslo	12.43 p.m.
Paris	12.9 p.m.
Quebec	7.15 a.m.
Rio de Janeiro...	9.8 a.m.
Rome	12.49 p.m.
San Francisco....	3.52 a.m.
Shanghai	8.5 p.m.
Singapore	6.55 p.m.
Stockholm	1.12 p.m.
Suez	2.10 p.m.
Sydney	10.5 p.m.
Tokio	9.18 p.m.
Vienna	1.6 p.m.
Wellington	11.38 p.m.

Practical English Typewriting

第十五課

上年度股票實價保險表

PEORIA AND REKIN UNION R.R.

INSURANCE ON ROLLING STOCK BASED ON NET VALUE PER RULES
OF PRECEDING YEAR

KIND	SERIES	NO. OF CARS	Depre- ciated value of car	Salvage	Amount collect- ible fm. Ins. Co.	Amouut Ins. Recom- mended
Bunk	A-3	1	708.25	90.00	618.25	600.00
Block & Tool	A-4	1	815.84	90.00	725.84	700.00
Wheel Flat	A-5	1	493.45	80.00	413.45	400.00
Wrecker Flat	A-6	1	465.05	80.00	385.05	385.00
Caboose	200	1	1053.00	100.00	953.00	950.00
Cinder	1-2-3-4-5	7	337.00	80.00	257.00	250.00
Box	150-155-					
	160-161	9	350.00	90.00	260.00	260.00
Gondola	251---339	60	359.20	95.00	264.20	260.00
Gondola	268	1	284.00	80.00	204.00	200.00
Gondola	350-354-					
	358	3	551.05	101.00	450.05	450.00
Gondola	351-352-					
	359	3	1240.62	105.00	135.62	1100.00
Gondola	401 to 407 to 420	66	472.64	101.00	371.46	370.00
Gondola	408	1	495.00	101.00	394.49	390.00
Gondola	421-444 465-472	4	554.64	105.64	449.64	440.0
Gondola	451	1	433.78	101.00	332.78	330.00
Gondola	600 to 624	25	384.00	95.00	289.00	280.00
Flat	257	1	882.80	170.00	672.00	870.00
Wood Flat	261	1	719.95	80.00	639.95	600.00
Box	500 to 507	8	409.20	120.00	289.20	280.00
Refr.	700 to 702	3	440.66	90.00	350.00	350.00

實用英文打字術

第五章 雜件練習

第四章習畢後，凡一切實用文件，大都均能應付，茲列舉各式單據，合同，契約及一切應用文件等以供參攷。

第一課

委託證書

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENT, That I, Frederic Paulson, of Boston, Massachusetts, have constituted and appointed and do hereby constitute and appoint Philip R. Bowdoin, of Providence, Rhode Island, my true and lawful attorney for me, and in my name, place and stead, to act for me and represent my interests as a partner in the insurance brokerage business carried on by Richard A. Hawley and myself under the firm name and style of Hawley & Paulson, in the City of Boston, County of Suffolk and State of Massachusetts, and I hereby authorize the said Philip R. Bowdoin for me and in my name and stead to do and perform any act as a partner in said firm which I might or could do if personally present, hereby ratifying and confirming all and singular all acts and things done or to be done by the said Philip R. Bowdoin as my said attorney in pursuance of the powers herein vested in him.

IN WITNESS WHEREOF I have hereunto set my hand and seal this tenth day of June, 1939.

(SEAL)

Practical English Typewriting

第二課

全權委託證書

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS

That I, John Brown of the City of San Diego, County of San Diego, State of California, have appointed John Jones, and constituted him my true and lawful attorney for and in my name, place and stead, and for my use and benefit to request, collect, demand and receive all moneys, debts, dues, accounts legacies and demands whatsoever as are now or which hereafter become due, owing, payable and belonging to me; and to have the right to grant, sell, bargain, seal and deliver, contract and conduct my business with the same privilege and freedom as I would do myself, if personally present.

.....
.....

I hereby confirm and ratify all that my said attorney shall lawfully do and cause to be done by virtue of these present.

Witness my hand and seal this tenth day of March, 1937 signed and executed in presence of:

JOHN BROWN

As per Notary's Certificate in Exchange Agreement

.....

實用英文打字術

第三課

保證書

WARRANTY DEED

THIS INDENTURE, Made the seventh day of June, in the year one thousand nine hundred and thirty nine (1939), between Charles F. Skinner, of the City of New York, New York, of the first part, and Joseph C. Adams, of the same place, of the second part.

WITNESSETH, That the said party of the first part, in consideration of the sum of five thousand dollars (\$5,000), lawful money of the United States, paid by the party of the second part, does hereby grant and release unto the said party of the second part, his heirs and assigns forever, all that certain parcel of land, situate and described as No. 956 Simpson Street, in the City, County and State of New York, together with the appurtenances and all the state and rights of the party of the first part in and to said premises. TO HAVE AND TO HOLD the above granted premises, unto the said party of the second part, his heirs and assigns forever.

AND the said party of the first part does covenant with the said party of the second part, that the said party of the first part is seized of said premises in fee simple and has good right to convey the same. And that the said party of the first part will forever warrant the title to the said premises.

IN WITNESS WHEREOF, The said party of the first part to these presents has hereunto set his hand and seal, the day and year first above written.

------(SEAL)

In the presence of

State of New York)
) ss.
County of Now York)

On this seventh day of June in the year one thousand nine hundred and thirty nine (1939), before me personally came Charels F. Skinner, to me known and known to me to be the individual described in and who executed the foregoing instrument, and he thereupon acknowledged to me that he executed the same.

Notary Public

Practical English Typewriting

第四課

信託收據

TRUST RECEIPT

o : o : o

Received from the Johnson Bank of Shanghai, the following goods and merchandise, their property, specified in the Bill of Lading per S.S.-----
Dated-----marked and numbered as follows:

(Space is left here for description of merchandise.)

and, in consideration thereof, I/we HEREBY AGREE TO HOLD SAID GOODS IN TRUST for them, and as their property, with liberty sell the same for their account, and further agree, in case of sale, to hand the proceeds to them to apply against the acceptances of The Johnson Bank of Shanghai on my/our account, under the terms of the Letter of Credit No.-----issued for my/our account and for the payment of any other indebtedness of mine/ours to The Johnson Bank of Shanghai.

The Johnson Bank of Shanghai may at any time cancel this trust and take possession of said goods, or of the proceeds of such of the same as may then have been sold, wherever the said goods or proceeds may then be found and in the event of any suspension, or failure, or assignment for the benefit of creditors, on my/our part, or of the non-fulfillment of any obligation, or of the non-payment at maturity of any acceptance made by me/us under said credit, or under any other credit issued by The Johnson Bank of Shanghai on my/our account or of any indebtedness on my/our part to them all obligations, acceptances, indebtedness and liabilities whatsoever shall thereupon (with or without notice) mature and become due and payable. The said goods while in my/our hands shall be fully insured against loss by fire.

Dated, Shanghai City-----19--.

(Signed)-----

G \$-----

實用英文打字術

第五課

租地契約

LEASE

THIS INDENTURE, Made the seventh day of June, one thousand nine hundred and thirty eight (1938), between Herbert F. Barnes, of the City of New York, New York, of the first part, and John Barnes, of the same place, of the second part, WITNESSETH, That the said party of the first part has letten- and by these presents does grant, demise, and to farm let un- to the said party of the second part the twenty-family apart- ment house and lot situated on the northwest corner of Faile and Aldus Streets, in the City, County and State of New York, with the appurtenances, for the term of two years, from the first day of June, one thousand nine hundred and thirty eight (1938), at the yearly rent or sum of nine thousand dollars (\$9,000), to be paid in equal monthly payments, in advance; that is to say, seven hundred and fifty dollars (\$750) on the execution of this lease, and a like sum on the first day of each ensuing month thereafter.

AND IT IS AGREED, That if any rent shall be due and unpaid, or if default shall be made in any of the covenants herein con- tained, then it shall be lawful for the said party of the first part to re-enter the said premises, and to remove all persons therefrom. AND the said party of the second part does covenant to pay to the said party of the first part the said yearly rent as herein specified.

AND at the expiration of the said term, the said party of the second part will quit and surrender the premises hereby de- mised, in as good state and condition as reasonable use and wear thereof will permit, damages by the elements excepted.

AND the said party of the first part does covenant that the said party of the second part, on paying the said yearly rent, and performing the covenants aforesaid, shall and may peaceably and quietly have, hold and enjoy the said demised premises for the term aforesaid.

IN WITNESS WHEREOF, The said party of the first part to these presents has hereunto set his hand and seal, the day and year first above written.

----- (SEAL)

IN THE PRESENCE OF:

----- (SEAL)

Practical English Typewriting

第六課

道契權柄單

ABSTRACT OF TITLE.

To property of H. L. McKEE: Being in the City of Atlanta, and being part of lots 12 & 13 of a subdivision by the Life Association of America of the East 1/2 of Block 14 in Land Lot 46 of the Fourteenth District of originally Henry, now Fulton County, Georgia: More particularly described as beginning on the South side of Lyons Avenue, 150 feet West of Jackson Street, at the West side of a 10-foot alley; and running from thence South along the West side of said alley 50 feet; thence West 123 feet; thence North 50 feet to Lyons Avenue; thence East along the South side of Lyons Avenue 123 feet to beginning point.

No. 1.

State of Georgia) Grant. 12/1/25--12/1 25. L. L. 46, 15th
) District, Henry County, Georgia,
 to) containing 202 1/2 acres.
Elizabeth Bogan.) (Henry County is now Fulton Co., having
) been so organized in 1925.)

#1 1/2.

Elizabeth Bogan) Bond for Title. Bond conditioned to make
 to) title to Land Lot 46 on payment of pur-
Ira Burton.) chase-money.
) This instrument was not recorded, and not
) required by law to be recorded.

#2.

Ira Burton, by J.) Tax Deed. 1/1/35--3/11/54. "A" 12. \$17.00
Primrose, Tax Col-) Also Book "F" 540, DeKalb Co. Regularly
lector of Richmond) executed. Conveys Land Lot 46, 14th
County,) District of originally Henry, now
 to) DeKalb Co., Ga.
A. J. Miller) This deed recites that Land Lot 46 was
) sold by Elizabeth Bogan to Ira Burton
) (under bond for title), and the same
) was sold by Tax Collector as property
) of Ira Burton. No record of conveyance
) from Bogan to Burton. This tax sale
) was regular under the laws at that date.

#3.

A. J. Miller) W. D. 3/1/46--3/11/54. "A" 13. \$50.00.
 to) Execution regular. Conveys property in
Daniel Johnson) Land Lot 46, 14th District, --202 1/2
) acres.

#4.

Elizabeth Bogan) W. D. 1/3/36--1/1/48. "L" 247. Gift.
 to) Execution regular.
H. S. Bogan, son of) Conveys Land Lot 46, 14th District of
Shadrack Bogan.) DeKalb County, --202 1/2 acres.

實用英文打字術

第七課

合同式樣

FORM OF CONTRACT

CONTRACT, Made and concluded the tenth day of May, one thousand nine hundred and thirty eight, by and between John P. Havemeyer, of the City of New York, County of New York, and State of New York, party of the first part, and George B. Henderson, of the City of New York, County of New York, and State of New York, party of the second part, in these words: The said party of the second part covenants and agrees to and with the said party of the first part, to furnish his services to the said party of the first part as business manager, for the period of one year, twelve (12) calender months, beginning June first, nineteen hundred and thirty eight (1938), and expiring May thirty-first, nineteen hundred and thirty nine (1939), and said party of the second part covenants and agrees to faithfully perform all duties incident to such employment.

And the said party of the first part covenants and agrees to pay unto the said party of the second part, for the same, the sum of six thousand dollars (\$6,000), lawful money of the United States, as follows: The sum of five hundred dollars (\$500) on the last day of June, 1938, and the sum of five hundred dollars (\$500) on the last day of each succeeding calendar month until such period of one year, or twelve calender months, shall have expired; and for the true and faithful performance of all and every of the covenants and agreements above mentioned, the parties of these presents bind themselves unto the other in the penal sum of one thousand dollars (\$1,000), as fixed and liquidated damages to be paid by the failing party.

IN WITNESS WHEREOF, The parties to these presents have hereunto set their hands and seals, the day and year first above written.

Signed, sealed and delivered in the presence of

_____(SEAL)
_____(SEAL)

Practical English Typewriting

第八課

賣契

BILL OF SALE

KNOW ALL MEN BY THESE PRESENTS, That Charles W. Cook, of New York, New York, of the first part, for and in consideration of the sum of three hundred dollars (\$300), lawful money of the United States, to him in hand paid, at or before the ensembling and delivery of these presents, by Robert A. Dunbar, of the same place, of the second part, the receipt whereof is hereby acknowledged, has bargained and sold, and by these presents does grant and convey unto the said party of the second part, his executors, administrators and assigns, the office furniture described in the attached schedule.

TO HAVE AND TO HOLD the same unto the said party of the second part, his executors, administrators and assigns forever. And he does, for his heirs, executors and administrators, covenant and agree to and with the said party of the second part, to warrant and defend the sale of the said office furniture hereby sold unto the said party of the second part, his executors, administrators and assigns, against all and every person and persons whomsoever.

IN WITNESS WHEREOF, The party of the first part has hereunto set his hand and seal this seventh day of June, one thousand nine hundred and thirty nine (1939).

----- (SEAL)

Sealed and Delivered
in the Presence of

State of New York)
County of New York)ss.:
City of New York)

On the seventh day of June in the year one thousand nine hundred and thirty nine (1939) before me personally came Charles W. Cook, to me known, and known to me to be the same person described in and who executed the within bill of sale, and he acknowledged to me that he executed the same.

Notary Public

實用英文打字術

第九課

購買產業合同

Contract No.1

JOHN SON COMPANY
SHANGHAI

-----ooCoo-----

Memorandum of agreement made this Twenty-fourth day of January, 1931 between Wah Chong Company hereinafter called the party of the first part and John Son Company, Shanghai, hereinafter called the party of the second part.

WITNESSETH that the party of the first part agrees to sell and the part of the second agrees to purchase the property known as and/or situate No.2 Alabaster Road, North Soochow Road covered by British Consular Title Deed numbered one hundred and one (B. C. 101) Cad Lot 26, Northern and containing an area of Mow Five Fun Seven Li One Hoau Seven (M. 5 F. 7 L. 1 H. 7) together with all the buildings and other improvements and appurtenances thereunto belonging, including wire and glass screens lighting, heating, bath, toilet, electric and any and all other fixtures originally belonging or added to the building for adornment, convenience or comfort for the sum of Shanghai Tael's Thirty Eight thousand (SH. \$ 38,000.00 less Two per cent 2%) payable by deposit of Ten per cent (10%) cash as first instalment and/or bargain money and the balance against transfer of title and delivery of the property on or before May 1st, 1931. at option of the party of the second part. The party of the first part agrees in the meantime pending the final payment of purchase price and transfer of the property to keep the same in present good order and repair and also shall not nor will cut down any timber or trees for fences or commit any waste or spoil whatsoever in or upon the premises or any part thereof without the written consent of the party of the second part. The party of the first part declares that there are the of flowing policies of Insurance on the buildings

..... and upon receiving full payment with the transfer of the title deeds agrees to assign all policies of Insurance to the party of the second part without charge for the unexpired time of said policies. The party of the first part declares the existing leases to be in force, as per memo attached, and that no new leases of the premises or any part thereof shall be made without consent in writing by party of the second part.

IN WITNESS whereof the parties hereto have executed these presents the day and year first above written.

Witness: Seller: Wah Chong Company, Ltd.

.....
Witness: Buyer: John Son Company, Ltd.
.....

Practical English Typewriting

第十課

承造造船合同

SPECIFICATIONS

for a

KNOCKED-DOWN, DOUBLE-ENDED, SCREW-PROPELLER, COMPOSITE-HULL, STEAM FERRY-BOAT.

DIMENSIONS:

Length overall, -----	112 feet,	0 inches,
" over hull posts, -----	91 "	0 "
Beam, molded, -----	21 "	11 "
Depth at side, -----	10 "	10 "
Draft, loaded, -----	6 "	6 "

STEEL WORK FOR HULL:

The frames will be of steel throughout, consisting of hull frames, dock beams fastened by gusset knees, floor plates and reverse angle, five of these frames to form water-tight bulkheads with their plates; all riveted together, ready to go into place. There will be a steel deck lodger plate around the entire hull on top of the beams, and the entire deck over the boilers will be covered by a plate; steel plates around the shear at the turn of the bilge, and over the keel; five continuous stringers the whole length of the vessel, formed by two angles back to back; steel stanchions in the hull under the track stringers as required. Openings in deck for machinery will be formed by angles and deck lodger. Pipe stanchions to support the upper house and pipe railing around main deck. End frames, shoe and rudder posts will be iron forgings: the rudder will be made of iron forgings and steel plates, all put together ready to go on the vessel.

These will be fitted together at our yards, punched, bent, and all the necessary bolts, rivets and paint furnished.

RAILROAD TRACKS:

To be two lines of steel rails running the entire length of the vessel, with crosses, switches, plates and bolts; rails bent to proper shape.

WOODEN FRAMING:

The wooden framing, consisting of the keel, end framing, and fender, of yellow pine, with the necessary bolts and fender irons.

DECK AND HULL SHEATHING:

Deck of yellow pine in planks finished to dimensions, ready to be put down.

Wooden sheathing for the hull, partly in planks finished to dimensions, and the balance in planks finished to thickness but of various widths to be molded to suit shape of hull. All bolts, spikes and other necessary fastenings to be furnished.

實用英文打字術

第十一課

承造屋合同

SPECIFICATIONS FOR SCHOOL BUILDING,

St. Bernard, Ohio.

WERNER & ADKINS, ARCHITECTS & SUPERINTENDENTS.

--- 0 ---

PLASTERING.

See General Conditions which form a part of this Contract.

CEILINGS.

The basement, first and second stories throughout, and attic ceiling over staircases will be plastered.

WALLS.

All walls in class, cloak and teachers' rooms, first and second stories; all walls of staircase halls and corridors, first, second and third stories; all stud partitions in first and second stories, and staircase hall, side of partitions in attic; all walls and stud partitions in staircase halls in basement, will be plastered.

Soffits of stairs will not be plastered.

WIRE LATH.

Cover the slots in brick work where warm air or plumbing pipes are located, also the entire ceiling of boiler room in basement, with stiffened, fire-proof, wire lath. Wire lath to be secured by staples.

WOOD LATH.

Lath all the wood ceilings (except boiler room ceiling) studding, etc., with approved, dry, seasoned, white pine laths 3/8 inch spaces, breaking joints every sixth lath. No bark, resin, or imperfect laths to be used and all laths well nailed.

PLASTER.

All lath work to have two coats of brown mortar. All plastered brick walls to have one coat of brown mortar. Finish coat to be a fine sand and lime finish, (no plaster of Paris) finished under the float and to be omitted behind blackboards and wood and marble wainscoting; each coat to be dry before the next is applied.

All brick work brushed clean, sprinkled and plastered while wet. All plaster to be straight, plumb, level, even, and out of wind, the angles sharp and true, all finished smooth and perfect, without blisters, scabs, stains or cracks, the finishing coats to run to ceiling without joints. Allow for heating in cold weather and guarantee all work from freezing. No plaster mixed on floors or placed there for any purpose. Corners to be round as shown.

Practical English Typewriting

第十二課

承造屋合同

SPECIFICATION of WORK proposed to be carried out at THE LEWIS HOTLE, for GEORGE HURST, Esq.

Alfred Jones, F.R.I.B.A.,
Architect,

13 Regent Street, Brighton.

JUNE, 19..

NATURE OF WORK.

The work consists of raising the building by an additional story, of building a new kitchen and dining room adjoining the North Wall of the building, and a billiard-room adjoining the South Wall, and of various small alterations and additions throughout the old building. The whole of the inserted work, as mouldings, pannelings, etc.

MATERIALS.

All materials supplied in carrying out the works mentioned in this specification shall be the very best of their several kinds, and the to approval of the architect. Any material that may be disapproved shall be kept upon the works until their completion.

PAYMENTS.

Payments will be made to the Contractor on the certificate of the Architect at the rate of 75% on the value of work executed, and materials on the works. The first payment to be made when the Architect shall consider that 10 per cent of subsequent payments in similar proportions.

MORTAR.

The mortar to be gauged in the proportion of one part by measure of cement to two parts by measure of clear, sharp sand; no mortar or cement that has once set shall be used

(Continued on next page.)

實用英文打字術

BRICKWORK.

The brickwork where possible shall be laid old English bond, all bed and cross joints are to be full of mortar, and no joint shall exceed a quarter of an inch in thickness, and all neatly struck flush with the work as it proceeds.

STONWORK.

The stone to be the best quality of its kind, free from vents, beds, sandholes, and all other imperfections, finished with a finely rubbed face, wet on its natural bed in fine mortar (or cement), cleaned down at completion, and left perfect.

WOODWORK.

The timber to be of the best, from Memel (or Dantzic), sawn die square, free from sap, shakes, large, loose, or dead knots, and all other defects, and sawn into scantlings immediately after signature of contract.

LIME.

The lime to be of the best chalk lime run through a fine sieve mixed with sharp river or pit sand.

LATHING.

Lather with lath and half Baltic fir rent laths. All timbers where plastered to be strap battened or counter lathed with $\frac{3}{4}$ " x $\frac{3}{4}$ " fillets.

FINE STUFF.

To be composed of pure chalk lime run into putty and strong white cow hair in proportion of two cubic yards of stuff to one bushel of hair. The gauged stuff to be composed of fine Paris plaster and fine stuff in proportion to set.

COARSE STUFF.

The coarse stuff to be mixed in the proportion of one of chalk lime to two of clean sharp sand and one bushel of clean long cow hair.

MAKE GOOD.

The contractor to use great care, and damage as little as possible the hedges and fences which he may have to break through for the construction of the works. Allow for making good on completion, and for leaving in as good order as before the disturbance.

Practical English Typewriting

第十三課

請求領事發給道契申請書

Lot No.....

Shanghai.....

A Title Deed is requested for a Lot of Land in
District.....Pao,.....Tu, to be
 registered in the name of....., an American.....
 Mow.....Fen.....Li.....Hao.....
 as U. S. Lot No.....Area.....
 Boundaries,

A plan of the land showing the)N.
 measurements, etc. even if only)S.
 approximate should be furnished.)E.
)W.

The following Documents are put in:-
 On the back of this application, copy in Chinese the chief
 particulars of the Bill of Sale; Also the two lines in each
 fangtan showing its locality and numbers, area, owner, etc.
 Attention is called to the provisions of Article VI. of the
 Land Regulations for the Foreign Settlements North of the
 Yang-King-Pang; viz:-"It is understood and agreed that.....as
 new Lots are" acquired.....due provision shall be made for
 the extension of the lines of roads at present laid "down.....
 ..the Council will at the beginning of each year examine the
 map and determine what" new lines of roads are necessary;
 and all land subsequently rented shall only be rented on the
 terms "of the renter surrendering to the public use.....the
 land required for such roads, &c., &c.,"; and to Article VII.,:
 viz:- "When land is rented, stones having the number of the Lot
 distinctly cut "thereon, in English and Chinese, must be placed
 to define the boundaries thereof, under the supervision" of
 the Consul applying for the land, and of the Chinese local
 authorities.

To The Officer in Charge, Land Office American
 Consulate-General

.....

(Full name of appleeiant)

.....

(Full name of appleeiant)

實用英文打字術

第十四課

公司章程

BY - LAWS

of the

BLANKTON ICE MANUFACTURING COMPANY.

Name.

1. The name of this corporation is "Blankton Ice Manufacturing Company."

Office.

2. The principal office of this corporation shall be in Blankton, Mississippi.

Seal.

3. The seal of this corporation shall be circular in form and have inscribed in raised letters in the outer circle thereof the name of this corporation, and in raised letters in the center thereof the words and figures, "Incorporated," "1909," "Mississippi," designating the year of its creation.

Stockholders' Meetings.

4. a. The annual meeting of stockholders shall be held at the office of the company in Blankton, Mississippi, on the second Tuesday of December in each year, between the hours of ten o'clock and twelve o'clock in the forenoon, when they shall by ballot elect a Board of Directors for the ensuing year.

b. A majority of the stock issued and outstanding shall constitute a quorum for an election or for the transaction of other business.

c. Each stockholder shall be entitled to one vote either in person or by proxy for each share of stock registered in his name on the books of the corporation on the second Tuesday of November preceding the meeting.

d. Special meetings of the stockholders shall be called by the Secretary on the written request of two directors, or on the written request of the owners of a majority of the stock, by notice given to each stockholder at least two days prior to such meetings. Such notice shall briefly state the objects of such meetings. Special meetings of the stockholders may be also called by the President upon giving to each stockholder two days' notice of such meeting. In all cases where notice of meeting is given, a copy of such notice deposited within the mails and addressed to last known residence of said stockholder shall be deemed sufficient notice under this section.

Practical English Typewriting

第十五課

遺 囑

LAST WILL AND TESTAMENT

I, John Jones, of the City of Hymera, Indiana, being of full age, and sound and disposing mind and memory, do hereby make, publish and declare this to be my last will and testament.

First. I direct all my just debts and funeral expenses be settled as soon as possible after my decease.

Second. I do hereby give and bequeath to St. Luke's Hospital the sum of one thousand dollars (\$1,000).

Third. I do hereby give, devise and bequeath to my wife, Mary Ellen, absolutely, and to her heirs and assigns forever, our residence lot situate in Lot six (6), Block four (4) of Jones Subdivision of the City of St. Louis, known as 1326 Academy Ave. and an annuity of ten thousand dollars (\$10,000). This provision for my said wife is to be accepted by her in lieu of dower in my real estate and her distributive share of my per-estate.

Fourth. All the rest, residue and remainder of my estate, real, personal and mixed, and wheresoever the same be situated, I do hereby give, devise and bequeath to my three children absolutely, share and share alike, and to their heirs and assigns forever.

Fifth. I do hereby nominate, constitute and appoint my wife, Mary Ellen Jones, sole executor of this my last will and testament. And I do hereby authorize and empower my said executor to sell and convey any and all my real estate upon such term and at such times as to her shall seem best.

Sixth. I hereby revoke other or former wills or testament by me made.

IN WITNESS WHEREOF, I have herunto subscribed my name and set my seal this 28th day of February, in the year of our Lord One thousand nine hundred thirty nine.

(SEAL)

Witness:

實用英文打字術

第十六課

法院判決書

SUPREME COURT OF OHIO.

THE GAMBRINUS STOCK COMPANY,)
 Plaintiff in Error, ()
 v.)
 CATHERINE M. COOK (No. 4195.
 AND JOSEPH S. COOK,)
 Defendants in Error. ()

PETITION IN ERROR.

FILED SEPTEMBER 15, 1936

The Gambrinus Stock Company, plaintiff in error, says, that at the January term, A. D. 1936, of the Circuit Court of Hamilton County, Ohio, the said defendants in error, Catherine M. Cook and Joseph S. Cook, by the consideration and judgment of said Court, recovered a judgment against said plaintiff in error, Case No. 1573, affirming a judgment of the Court of Common Pleas of said County of Hamilton, recovered by said defendants in error against said plaintiff in error at the April term, 1935, of said Court of Common Pleas of Hamilton County: a transcript of the docket and journal entries in said case, together with the original pleadings and papers and the bill of exception filed therein in each of said Courts, are herewith filed, and this plaintiff in error avers that there is error in the said record and proceedings of said Circuit Court to the prejudice of this plaintiff in error in this, to-wit:

1. The said Circuit Court erred in affirming the judgment of the said Court of Common Pleas.
2. The said Circuit Court erred in its refusal to reverse the judgment of the said Court of Common Pleas for the reasons stated in the petition in error filed by this plaintiff in error in said Circuit Court.
3. And for other reasons apparent upon an inspection of said transcript, original papers, record and proceedings filed herewith.

WHEREFORE, plaintiff in error prays that said judgment of said Circuit Court of Hamilton County, Ohio, may be reversed, and that this plaintiff in error may be restored to all things that it has lost by reason thereof.

Attorneys for Plaintiff in Error.

The issue and service of summons in error is hereby waived and appearance of defendants in error is hereby entered this _____ day of August, A. D. 1936.

Attorneys for Defendants in Error.

Practical English Typewriting

第十七課 實習課程(一)

前列各篇課程，格式已支配妥適，學者祇須依樣照打，甚為簡便，惟社會上所應付者，均係原稿，如無相當經驗者，決難應付，茲特設稿樣多種以供實習。

Messrs. Wilson & Smith, Ltd.,
360 Tyne Street,
Newcastle-on-Tyne.

(Date)

Dear Sirs,

In reply to yours of yesterday, we beg to state that we are in a position to supply the following dynamos and machinery. They are part of a stock which was in use at the present Electrical Exhibition, and have had very little wear.

	£.	s.	d.
Simon's Dynamo, horizontal type	30	—	—
Dynamo by Elmore, London	85	10	—
Two unit, shunt wound dynamo	25	—	—
Dynamo, 110 volts; 40 amperes	12	10	—
No. 4 Phoenix type dynamo	26	10	—
6½ Horse-power Tra. Engine	110	—	—

As we have already offered these elsewhere, your early order is desirable if you wish to secure them.

We remain, dear Sirs,

Yours faithfully,

J. Lubbock

實用英文打字術

第十八課 實習課程(二)

my department
Treas. Dept., 6th Auditor's Office,
Washington, D. C., Oct 26, 19
Winton

I have the honor to submit

Sir:

The *following* report of the business *operations* during the fiscal year Aug. 3rd 19 *ending*, is respectfully submitted herewith

affords me I am pleased to state that the work of this Bureau is in-ex-

cellent condition, and fully up to the requirements of the Dept.

In fact it is *in a more* advanced at this *stage* *period of the year* than it has usually been.

This satisfactory

The result has been accomplished by most unremitting efforts *however, only* on the part of the officers and employees of the office. By reason of the

by reason of the growth of the postal service, the work of this office is always

on the increase, while a corresponding increase of force *has* not been

made. *The* want of *additional* clerks *has* been *seriously* felt in several

divisions, but most severely in that branch of that office which

assorts *ing* and numbers *ing* the money orders and postal notes.

~~Respectfully Submitted,~~
Respectfully submitted,

Hon/Chas/Foster,

Auditor

Secretary
Sec of the Treasury

實用英文打字術

第二十課 實習課程(四)

TILE ROOFS:

all roofs to be tiled will be filled with concrete by the mason graded to the leaders & finished with a floated coat of Portland Cement Mortar.

On the surface provided by the General Contractor on this surface ^{straight or level} this Contractor shall apply a coat of asphaltic cement ^{or asphalt cement} consisting of ⁹⁰ 95% of straight run coal tar pitch and ¹⁰ 5% of refined Trinidad asphalt, ^{applied hot,} and on same waterproof

in five thicknesses, using the best quality of saturated roofing felt, ^{to weigh not less than 15 lbs per 100 square feet of} laid with a lap of 1/5th the width of the single ply. The felt to be laid with a lap of 1/5th the width of the sheets and each layer and all laps must be solidly cemented together with hot asphaltic cement. There shall be used not less than 75 lbs of roofing felt & 25 gallons of asphalt cement. ^{coal tar pitch for each 100 square feet of roof surface.}

Base Flash the junction of the roofs with all ^{walls &} vertical surfaces and walls, the roof house walls, chimney, etc.,

using 16 oz. soft ~~inland~~ copper carried out 4" on the

^{waterproofing} third layer of the felt and up at least 12" on the ver-

tical surfaces. Cap-flash ^{all flashing being 16 oz cold rolled copper} same covering the flashing 1/2"

carried down 4" over the flashing ^{walls} and building the capping 4" into the masonry.

Cement all flashing to the waterproofing by laying 2 thicknesses of felt over same, coated as spec. above

Where leaders occur provide scuppers 2" deep of 20 Provide for all leader outlet scuppers 10 x 10 x 2" deep of 20 cold rolled

16 oz. copper with a shoulder to receive the tile and carry

same 4" out on the ^{waterproofing & cement as spec.} ~~third thickness of the felt.~~ for flashing.

Flash around all panning pipes using 6 lb sheet lead carried out 5" on the waterproofing & further down into the bit of the pipes.

附 錄

第一節 複打法

若同一稿件，需要多者，可應用複寫紙拷貝各份，紙張較薄者，一次能複印十餘份，既便利，又且迅速。茲將複打時應注意各點，分述於后：

1. 裝紙 先將第一紙平鋪於桌面，紙之上端，靠近己身，繼鋪復寫紙有色澤者向上，再鋪白紙，其他各頁均此，鋪就後即可一起裝入，惟因紙張較多，不易整齊，可預備狹紙（約二寸闊）一條，包於紙之上端，隨後插入，則較為省力矣。

2. 捲紙 紙張較多者，捲時應將 **Variable Line Space Button** 拉出，則可較為整齊，此外，尚有一點須注意者，紙張等須隨時注意不使纏摺。

3. 擊力 此點最為重要，若擊力輕重不勻，後面各頁之字跡必將均勻不齊 甚至不易看出也。

4. 改錯 如需改錯時，應先用小卡襯於後頁，隨後揩擦，其他各頁均此，則可免污點遺留於後頁也。

第二節 油印臘紙之打法

臘紙之打法與普通打法無異，祇須將 **Stencil Lever** 制定，使色帶不能跳動即可。茲將打臘紙應注意之點，列舉於后：

1. 打前，應將各鍵內之積垢刷清，否則字跡不易清晰。
2. 裝臘紙時，注意正面向後。
3. 打時必須將 **Stencil Lever** 制定，否則不易洞穿臘紙。
4. 擊力宜稍重，並須均勻。

第三章 打字機之保護

欲使打字機使用靈便，經久，皆賴平日使用時，小心謹慎及保護之周密也，茲列舉保護法數點於后：

1. 打字機不用時，必須加罩以防灰塵侵入。
2. 每日用軟布，將全部揩擦乾淨。
3. 內部不易揩擦之部，可用長柄軟帚拂刷清楚。
4. 滾筒用火酒 (Alcohol) 揩淨。
5. 字鍵用牙刷，蘸戩司令 (Gasoline) 刷清，隨用乾布揩淨。
6. 活動之各部均須揩淨，並加油少許。如 **Carriage** 下端之槓桿尤須注意。
7. 如須使用橡皮時，須應特別留意，先將 **Carriage** 於向外邊，擦時勿使橡皮屑跌落機內。