

(2) Documentation

Proper documentation; channels of information; quotations, responsibility, under bills of lading; banks and their interest in documents apart from financing of shipments; common mistakes and difficulties encountered.

5 periods.

(3) Packing for Export

The importance of packing in modern export trade; the economy of careful packing; transportation difficulties encountered in foreign countries; packing requirements in the Far East, in tropical countries and countries with primitive unloading facilities; pilferage; marking; comments by trade commissioners *re* their market requirement.

5 periods.

(4) Foreign Correspondence

General remarks on foreign correspondence; the opening letter; requirements of trade commissioners in foreign correspondence; the "personal element" in letters going abroad; handling of correspondence by the export department; translations; postal regulations; follow-up letters; the sales letter; replying to inquiries.

2 periods.

(5) Representation and Salesmanship Abroad

Necessity of representation in foreign countries; various methods of representation abroad; preliminary steps in establishing connections overseas; suggested methods of representation for the smaller firm; advertising abroad; types of representatives for different export markets; the psychology of selling in foreign countries.

4 periods.

Under arrangements made by McGill University, the following lectures on special trade topics will also be given:

(6) Marine Insurance

The development of Marine Insurance. Definitions of Contract; implied warranties; form and duration of contract. Insurable interest; open and valued policies. Perils insured against; total loss; particular average. Sundry claims; warranties; representations. Salvage. Liberty of underwriters.

3 periods—Mr. J. L. McCulloch.