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To hear well, it is absolutely essential for the stenographer to be near the toastmaster, as in the majority of cases the speakers will be near him. Occasionally a speaker will be noticed who is quite a distance from the toastmaster, but if his enunciation is indistinct, the stenographer should rise noiselessly from his seat near the toastmaster and get another as near the speaker as possible, subsequently taking his former seat. On some occasions he is not able to secure a seat near the toastmaster, but instead is seated probably in the middle or a distant corner of the hall, in which event, when the speech-making commences, he should, if possible, exchange seats with someone. In a great many cases, it is not even necessary to do this, for the reason that with the long banquet tables now in use in this country the members and the invited guests sit on one side only, and more especially the table at which the toastmaster sits. So if the stenographer is seated in a distant corner of the hall, while the cigars are being passed around (which is a signal for the speech-making to begin) he can instruct one of the waiters to seize a chair and carry it to the other side of the table at which the toastmaster sits, and

directly opposite him, and immediately follow the waiter. He should not hesitate to remove any knives, plates or dishes that may interfere with his notetaking. Good, legible shorthand notes are far more advantageous to him than a strict observance or adherence to the rules of etiquette on such occasions. A good seat and a good location are indispensable to him in order to do his work easily, satisfactorily and comfortably.

Again, there is no objection to a stenographer making a good meal, but that he should partake liberally of the wine and champagne before he engages in notetaking is another question.

The primary effects of a too free indulgence in these beverages stimulate and exhilarate the intellectual faculties, and make him joyous and free-hearted, but the after effects are stupefying.

Champagne or wine, taken in moderation, will invariably stimulate him to eagerness in the discharge of his professional duty. Prudence, however, dictates that it were perhaps better to take nothing in the way of stimulants. I know of an instance of a stenographer who drank so much wine and champagne at a banquet before the speech-making commenced, that he was utterly unfit to fill the engagement assigned him. He had to be removed from the hall.

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