

PITMAN'S BUSINESS BOOKS.

PRINCIPLES AND PRACTICE OF COMMERCE.

By J. STEPHENSON, M.A., M.Com. B.Sc. The systematic treatment of the subject makes this the leading text-book of its kind. 650 pp., 7/6 net.

BOOKKEEPING SIMPLIFIED.

By W. O. BUXTON, A.C.A. A guide to the Principles and Practice of Double Entry Bookkeeping. In crown 8vo., cloth, 304pp., 3/6. Answers, 2/- net.

ADVANCED ACCOUNTS.

Edited by ROGER N. CARTER, M.Com. F.C.A. (Lecturer on Accounting at the University of Manchester). 988 pp., 7/6 net. A manual of advanced bookkeeping and accountancy for accountants, bookkeepers and business men.

FILING SYSTEMS.

Their principles and their application to modern office requirements. Illustrated. 2/6 net.

ADVERTISING.

By HOWARD BRIDGEWATER, Advertisement Manager of a well-known daily paper, 100 pp., 1/6 net.

PRACTICAL BANKING.

Including chapters on the Principles of Currency and Bank Bookkeeping. Written specially for students of banking, 400 pp., 6/- net.

ECONOMICS FOR BUSINESS MEN.

Describes the theories of the great economists compared with modern practice. 130 pp., 2/- net.

Write for detailed commercial catalogue post free from

SIR ISAAC PITMAN & SONS, Ltd.,
1 Amen Corner, London, E.C. 4.

CANADIANS HAVE LEARNED



TO KNOW THIS TRADE MARK.

IT IS THE "O.K." FOR ALL
ATHLETIC GOODS.

A. G. Spalding & Bros.

LTD.,

317-318 High Holborn,
LONDON, W.C.

Telegrams: "Spaldetic, London." Phone: City 230.
" " " " 2125.

Factories: Leeds and London.
Also at Manchester, Glasgow, Edinburgh, Liverpool,
Birmingham and Bristol.

A. G. Spalding & Bros., Ltd.,
Supply the Khaki University of Canada.

CIVIL SERVICE COMMISSION.

Useful Information.

THE OUTSIDE SERVICE.—The Outside Division of the Civil Service of Canada includes the Railway Mail Service, the local Post Offices, Custom Houses, Inland Revenue Offices and Offices of Post Office Inspectors, and Superintendents of the Railway Mail Service.

The following examinations for the Outside Service are held under the direction of the Civil Service Commission.

LOWER OR PRELIMINARY EXAMINATIONS.—The Preliminary Examination qualifies successful candidates for positions as messengers, sorters, porters, packers; tide waiters (Customs); assistant inspectors of weights and measures (Inland Revenue); third class clerks, railway mail clerks, letter carriers (Post Office), and to all other lower grade positions in the Outside Service.

QUALIFICATIONS OF CANDIDATES.—Candidates must—

- Be of the full age of 15 years at the time of examination;
- supply the required certificates respecting health, character and habits.

SUBJECTS OF EXAMINATION.—The subjects of examination are writing, spelling (including dictation), and the first four rules of arithmetic. The standard required is about that of Public School work.

The maximum number of marks in each subject is 100.

In order to be successful, candidates must obtain 40 per cent. in each subject, and 50 per cent. on the whole examination.

HIGHER OR QUALIFYING EXAMINATIONS.—The qualifying examination qualifies successful candidates for positions as third class clerks, landing waiters and lockers (Customs); stenographers and typewriters, and third class excisemen (Inland Revenue); third class clerks and railway mail clerks (Post Office).

QUALIFICATIONS OF CANDIDATES.—Candidates must be—

- of the full age of 18 years at the time of examination;
- supply the required certificates respecting health, character and habits.

Candidates are not required to take the Preliminary Examinations before trying the Qualifying.

SUBJECTS OF EXAMINATION.—The subjects of examination are as follows:—

Writing.—To be determined from the paper on Copying Manuscript.

Copying Manuscripts.—To make a neat and accurate copy of a manuscript which has been altered and amended in various particulars. This paper will be taken as a test of writing also.

Composition (including Grammar).—A test of ability (a) to write letters on given subjects, or to embody in letters certain given information in a grammatical and intelligent form; (b) to give the essential features of letters, reports or other documents, of a non-technical character, in a clear, concise and grammatical form.

Spelling.—Writing from dictation, and the correcting of misspelled words from a printed paper.

Geography.—With special reference to Canada, and general reference to North America, Western Europe, and the British Empire.

Arithmetic.—The elementary rules, fractions (vulgar and decimal), interest and discount, and simple problems involving these.

History.—A general outline of the history

of Canada, England and France, from the discovery of America.

The maximum number of marks in each subject is 100, except in writing and copying manuscripts, in each of which it is 50.

In order to be successful, candidates are required to obtain 40 per cent. in each subject, and 50 per cent. on the whole examination.

Candidates may take one, or more, or all of the following optional subjects: Short-hand, typewriting and book-keeping. Those obtaining the required minimum on these optional subjects may, in certain cases, secure a higher initial salary.

As the Outside Service examinations are now on a competitive basis, candidates who have failed in one subject only, but who obtained the necessary minimum on their total, have not the privilege of writing on that subject at a subsequent examination.

FEE.—No fee is charged for either examination to a soldier honourably discharged.

TO THE EDITOR.

15th January, 1919.

Men who are feeling any trepidation about the treatment they will receive when they arrive at Buxton, need not worry another minute. The C.O., Colonel Paul Hanson, is one of the best, and anything he can do to make their stay pleasant and their departure without irritation, he will do. And if they are married they will find that they and their wives will receive the greatest consideration and attention. Colonel Hanson has been to France and knows the game.

The writer speaks from personal experience of the Colonel's unfailing courtesy and kindness of heart, and also that of Sgt.-Major Rayfield, who was wounded twice. Having risen from the ranks he knows what the men have gone through before they reach the Depot.

The arrangements for the comfort of the men are complete. Buxton is delightful and will linger in the memory of the men who have been there long after they have returned to the Dominion.

KENNETH KAPADIA,
S.Q.M.S.

[On another page will be found a copy of the "standing orders" of the Depot, which will be read with interest by all.—Ed.]

HULLO AMERICA!

A young American soldier was speedily returning according to plan—his own plan—when he was met by his officer.

"Say, where are you off at that speed?"

"Sir," replied the private, "the whole of the Germans' guns are firing at me. One shell was a yard long."

"Nonsense," returned the officer, "How did you know the shell was a yard long?"

"Sure, I couldn't make a mistake," came the retort, "because I saw it twice, once when it passed me, and once when I passed it!"

SMART!

The following letter to a Paymaster is too good to hide away in the files:

Dear Sir: "I am enclosing the German bill for 50 marks as you advised me to do in your letter, in which you stated you would place the sterling equivalent to my credit.

"It would suit me much better if you would place it in an envelope and send it on to me." Pointed and practical!