

### GENERAL INFORMATION.

The regular hours of study and recitation are from 9 to 12 a.m., and from 1.30 to 4 p.m., and from October to March from 7.30 to 9.30 p.m.

Visitors are always welcome to the College Rooms.

Parents and Guardians are especially requested to call and witness the progress of their sons or wards.

Letters for students, if addressed to the British American Business College, will be distributed twice a day, and thus relieve the student from the trouble of calling at the post office.

A knowledge of the rudimentary English branches constitutes sufficient preparation for entering upon our course of study; and any deficiency in these—if not too radical—can be remedied here.

Instruction given in Ornamental Penmanship comprises Off-hand, Flourishing, German Text, Lettering in every style, Designing, Pen and Ink Drawing, Card Writing, etc. Terms as per agreement.

The time required for completion depends upon the previous education, application and aptness of the pupil. We wish our pupils to regard *thoroughness* as of *first importance*, without reference to time.

Good board with room can be obtained at from \$2.75 to \$3.50 per week upon application at the office of the College. Students upon arriving in the city should retain their checks for baggage and come directly to the College, 112 and 114 King Street West, opposite Rossin House, where they will be assisted in procuring suitable boarding places.

A new Association Diploma has recently been issued at an expense of \$2,000, and is conceded by critics to be the finest piece of engraving produced on this continent. The engraving was done by McLees, of New York city. This Diploma is awarded to all graduates of the institution upon the payment of one dollar.

A complete record is kept of each student, showing the number of times absent from the roll call in the large hall, as well as in each class of which he is a member; also his department and standing in the different branches of the course. This Record is rendered monthly, and forwarded to the parents when desired.

In the Business Course the class system is entirely discarded, except in general exercises and lectures, thus giving to each student all the advantages of private instruction, and enabling him to advance as rapidly as his abilities will permit.

We have the finest and best appointed suite of school rooms in Canada. They are large, well lighted and ventilated, and in all respects thoroughly adapted to the use for which they were designed. They are situated on King-street west, up one flight of stairs, directly opposite the Rossin House, and in close proximity to the railway station.

We are occasionally asked if we teach telegraphy. Our reply is that years ago we ceased teaching it, because we thought it unfair to encourage persons to learn what they were not likely to have an opportunity of practising. For many years there has been a surplus of telegraph operators, and the proposed amalgamation of the different companies became a fact a few months ago. The result is the closing of a large number of small telegraph offices, and the occupants had either to seek fresh employment or leave the country in search of new