

1901.

May 10. Received cash, J. S. W..... \$75 00

Balance due..... 7 50

18. Receipt on Separate Sheet.

Winnipeg, May 10, 1901.

Received from Mr. T. Gregg, Seventy-five Dollars,
on account.

J. S. Willmott.

Calgary, Aug. 5, 1901.

Received from A. M. Scott, Esq., Thirty-nine and
Dollars, in full of account.

R. J. Hill.

19. Various Receipts.—The above forms of Receipt may be made to answer for any purpose by changing "on account" to "in full of all demands;" "for rent up to date;" "for rent of house No. 27 King St., to May 1;" or other suitable expression.

MISCELLANEOUS EXERCISES.

NOTE.—In the exercises below, pupils are to supply the names and dates of Bills, etc., when not mentioned.

1. Write the following superscriptions of envelopes:—
T. A. Scott, B.A., 15 Lorne Ave., Montreal, Quebec; Rev. Dr. S. Chambers, 23 Grange Road, New York, U.S.A.; Prof. Wm. Saunders, 27 Markham St., Halifax, Nova Scotia; Sir Isaac Pitman, 1 Amen Corner, London, England; Hon. Wm. Patterson, M.P., Charlottetown, P.E.I.; Hon. Sir Oliver Mowat, M.P.P., Toronto, Ont.

2. Write an application in answer to the following advertisement, and address the envelope:
"Wanted—Youth as Student. R. S. Murray, architect, 107 Board of Trade Buildings, Toronto, Ont."

3. Make out a Bill for the following items: 2 lbs. Glue @ 25c., 1 pr. T Hinges 30c., 6 lbs. Wire Nails @ 45c., 2 gals. Boiled Linseed Oil @ 80c., 3 panes Window Glass 18 x 24 @ 20c., Putty 5c., 1 Garden Rake 65c., 1 Clothes Line 20c., 4 lbs. Manilla Rope @ 12c., 5 doz. Hat and Coat Hooks @ 25c. Receipt the Bill, the payment being made ten days after the purchase. (See Art. 16 on cover.)

4. Write a separate receipt for the payment in No. 3 above.

5. M. Dowswell gives L. Simmons an order on P. Johnson for \$10 worth of goods. Write the order, making it negotiable without indorsement. (See Arts. 21 and 22 on cover.)

6. Make out a Bill of groceries for the amount of the above order, and receipt it as clerk. (See Art. 20 on cover.)

goods on account of the person signing the order.

For Money.

Woodstock, May 10, 1901.
\$25.50.
Mr. R. Stevens, please pay to Mr. D. Smart or bearer, Twenty-five Dollars and Fifty Cents, and charge to my account.

D. R. Calder.

For Goods.

Woodstock, May 10, 1901.
\$25.50.
Mr. R. Stevens, please deliver to Mr. D. Smart or order, Twenty-five and 1/2 Dollars in goods, and charge to account of

D. R. Calder.

22. Negotiable.—Both of these orders are negotiable, that is, D. Smart may transfer them to another person; but he must endorse the second one before transferring it. Thus D. R. Calder may pay any person presenting them.

23. Endorsing.—When endorsing any paper, sign your name across the back, a little below the top. The top is the left-hand end.

7. Write a letter to The Curtis Publishing Co., 421 Arch St., Philadelphia, Penn., U.S.A., asking them to send you the "Ladies' Home Journal" for one year, and also to another person, whose name and address you are to give. Inquire of them about back numbers of the Journal, and whether or not they have last year's numbers bound in book form. State that you enclose a post office order for \$2.00. Write the envelope address. (See illustrations on pp. 2 and 3 of cover.)

8. Make out a Bill for the following:—You sell to Geo. King—1 pr. Shoes \$3, 2 prs. Men's Hose @ 25c., 1 Straw Hat 50c., 5 yds. Shirting @ 16c., 8 yds. Cottonade @ 22c., 1 Parlor Lamp \$3.50, 5 gals. Coal Oil @ 15c., 1/2 lb. Grd. Ginger @ 30c., 5 lbs. Sal. Soda @ 3c., 1/2 lb. Pepper @ 30c., 2oz. Cr. Tartar @ 4c., 50 lbs. Rolled Oats @ 3c. Receipt the Bill.

9. Write an order on R. Whiteman requesting him to pay \$16 in cash to N. Dingwall or order. (See Art. 21 on cover.)

10. For page 13.

Instructions to Pupil.—Copy the Model once. Then write it as follows:—53 Avenue Rd., City, March 9, 1901. Miss Weir, — Please excuse Mary's absence from school on Friday, as she was unavoidably detained at home. Yours truly, D. R. Calder.