

pished by most persons with a little properly-directed effort, than we are in the habit of seeing. The true way to obtain such education was through a systematic course of instruction under a properly qualified teacher. But where this was impracticable, much could be effected in self-teaching by means of an elementary English Grammar, and, after having mastered the rudiments, a more advanced work on the subject. Such books, now-a-days, were to be had at a very moderate cost. It was not to be denied that all this meant earnest work. But there was no royal road to knowledge of any kind; and they, the students, would, one and all, find that success in the world, as a rule, was conditioned upon patient perseverance. An important branch of English Grammar, in which many fairly educated persons, and even men of scholarly attainments—nay, University graduates—were grievously deficient, was Orthography, the art of spelling correctly. Among business men generally, bad spelling was a sad blemish upon their epistolary work. This art of spelling was one in which the “memory of the eye” could accomplish much, and by means of persevering observation and practice, it was in the power of every man to become a fairly correct, if not a faultless, speller. In illustration of the disastrous results of cacography, or bad spelling, the lecturer related the case of a celebrated man, who, in the course of his wooing, received such dire offense in this particular, that upon the report of his intended marriage coming to his ears, he most indignantly denied the rumour with the exclamation, “What! marry a person who spells affection with one f!” May this painful incident (added the speaker) prove a wholesome warning to all of you, my young friends, in similar circumstances, and whenever you have occasion to write the word affection, be very careful to give it its legitimate two effs.

A few observations now, upon the features which should distinguish Business Correspondence. There should be brevity, clearness and directness, with the use of as plain and simple language as will convey, fully and unmistakably, the writer's meaning in all due and proper courtesy. *High-falutin*, *bombast* and *flashy* language, are wholly out of place in a business communication, and only render the writer ridiculous. Avoid also the use of *slang* or coarse expressions in your business letters; for altho' at times such phraseology may appear to have peculiar force in conveying your meaning, it might with some of your correspondents have an injurious effect upon your reputation, as being indicative of a vulgar mind, if no worse. And this applies equally to oral as to epistolary intercourse in business matters.

Upon the subject of Business Etiquette, (the speaker continued,) it is hardly requisite to premise that a civil and courteous demeanor, with a frank and obliging disposition, is appreciated in every walk of life, and emphatically is this the case in every-day business intercourse.