

KEY TO MR. GEORGE W. HOWARD'S
NOTES.

THOROUGHNESS IS ESSENTIAL TO SUCCESS.

Shorthand as a profession occupies the attention of thousands of young people to-day, and, though it is a source of surprise to many people where they all go to or who employs them, it will probably be many years to come before the profession can be considered over-crowded. Scarcely an issue of any of the papers published in the larger centres but contains advertisements calling for stenographers either male or female. There are hundreds of so-called stenographers who are unworthy of the name, being merely "scrubs," capable of taking letters at the rate of 50 or 60 words a minute, and transcribing their notes after a fashion. A great many of these experience difficulty in reading their notes, solely because they use outlines of their own, and not standard outlines, which are always readily recognized by those who are familiar with the art, and which are written according to the rules governing the system. When these rules are thoroughly mastered, and the outlines based upon them, the amanuensis or reporter can write at a high rate of speed, in the full assurance that he will be able to transcribe his notes without being subject to the difficulties which beset the path of the man who skips the rules, either because he is too lazy to learn them, or because he thinks that they are unnecessary, and that he can get on without them. It is this class of writers who abuse a system as being illegible, and perhaps the Isaac Pitman system comes in for a large share of this abuse, whereas it is extremely legible to those who take the trouble to master its underlying principles. To acquire a reliable knowledge of any subject requires careful study, and, if this course were pursued by shorthand students, we would hear fewer complaints about illegibility, and stenographers would do their work with greater satisfaction to themselves, and to their employers.

As we have an honest desire to see all those who attend our classes improve themselves, and for which result we conscientiously strive, we would like to

C U B A

student of ours at our coming Winter Classes.

The Metropolitan Shorthand School and Business College, 2265 St. Catherine Street.

As far as business is concerned, I have a particular hobby. My craze is that every young person, of both sexes, should learn at least shorthand and typewriting. Here you have mental discipline and knowledge together, knowledge, too, that is almost certain at some time to be convenient and practically available. I cannot conceive that one who knows these two branches thoroughly will ever need to go hungry in the present generation, for they have a constantly widening use.—P. T. Barrum in *The Cosmopolitan*.

The Companion would be pleased to receive shorthand notes of any system, with key, from stenographers, for publication.

ISAAC PITMAN'S SYSTEM

(Fac-Simile of Mr. G. W. Howard's notes).

W. O. L. W.

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