

## Here is Our Plan



**W**HEN the student reaches a certain point in his Shorthand work and is capable of taking dictation even at a slow rate, we give him training in taking business letters from dictation, which pass between the different Wholesale Concerns with whom the students in the Actual Business Department are dealing and the students themselves. This work comes to them in the shape of letters soliciting orders, billing, sending orders for goods, and letters accompanying orders filled, also the writing up of legal forms, such as Articles of Copartnership, Leases, Deeds, Mortgages, Assignments of Mortgages, Discharges of Mortgage, Power of Attorney, and many other forms too numerous to mention, which occur in the "Learning to do by doing" department of our business school. That is, the Practical Department of our business school furnishes practical experience for our Shorthand students, and forms a part of every Shorthand student's training, while he is acquiring the necessary speed to make his services valuable in a business office. This training being along practical lines, and being gained largely through the writing of letters to be used in a business way, it will be readily understood that such training must be of much more benefit to the student when he enters the business world later on, than training in the writing of letters only that have no business importance attached to them.

**This page is particularly addressed to those Mail Course Students whose circumstances will allow them to come to Chatham for final training and graduation.**

The accompanying pictures illustrate some of the methods used in the Actual department of our Business and Shorthand courses, and will give an idea of the advantages to be derived from taking final training work at Chatham, under our direct supervision. Coming to Chatham gives a student opportunity of becoming better acquainted with the student and places us in a position to speak more definitely regarding his individual case. A very important point in recommending a student for a business position.

Many of those who have taken Mail Course work at their homes, and who were deeply impressed with the importance of being thorough masters of their work in every detail, took advantage of final training work as being during the past year.

The training at Chatham can be accomplished much more rapidly than the work at home, and it goes without saying that the student who has been trained at Chatham will be able to get a much more thorough course in very much less time than the one who is compelled to take both shorthand and business work at home.

Take for instance, the other work in connection with our Banking, Wholesale and Agency Offices. This work could not possibly be given through the medium of any correspondence course. Again take the final training given to our Shorthand pupils in our own private office. It would be impossible to give any Mail Course Student work which would take the place of this special training under our direct supervision.

Our Mail Course Department is particularly suited to those who are engaged in some other way, and wish to profit by their spare moments in preparing for office work.

It is also particularly well suited to those who are anxious to take the course later on at Chatham, and who are desirous of getting the course as cheaply as possible, as there is a saving of anywhere from \$25 to \$50 in finishing the work of either department by mail before coming.

It is further particularly suited to those who are located in out of the way places, whose circumstances will not allow them to attend at Chatham, and yet whose ambition prompts them to prepare themselves for something better than their present surroundings offer.

## Final Test

**I**f you have ever written the subject "dressing" some student might have been the first to take the required degree of proficiency before taking the examination, we make a practice of taking and putting into our business office and giving him to work at our own correspondence, which is very heavy. If he has completed our course, and stands this test, we then give him his final examination in all of the different subjects. In this work is up to the required standard, he is then graduated.

By following this course, and knowing what each pupil is capable of doing when put to the practical test, there is little danger of incompetencies slipping through our hands, with our diploma.

With such a comprehensive training in the line of turning out such an amount of correspondence used in a business way, together with the final drilling test in the Principal's office taking our regular dictation, we are not fully justified in claiming that our graduates are experienced stenographers, when they leave us.

Most assuredly we are, and the business houses that have tested them are ready to heartily support our contention.

BE AWARE IN MIND that in getting your training from this institution, either through the medium of our Mail Course Department or through attending at Chatham, you are getting the best that Canada can give you, and this Continent can offer no better.



The representative of the Final Test in the Practical Department of our business school.