

who possess a good business handwriting always receive the preference.

In business, writing is usually accepted as an index to the educational attainments.



is also taken up; and to enable those who have a taste for art, we have organized a new class for



and while it forms no part of a business education, we are in a position to instruct in any kind of work pertaining to the pen, even portraiture.



Commercial Calculation.

Every occupation in life requires a knowledge of figures, and especially is this true with the business man with whom correctness and rapidity in commercial calculations are wholly indispensable.

To enable our students to attain the highest possible excellence in this department of their course, every student may receive from one to two hours in thorough practical instruction and drill in business arithmetic and rapid calculations; for what is a book-keeper without arithmetic? Our students are made familiar with the measurements of lumber in many shapes, lands, &c., Commission, Insurance, Taxes, Stocks and Bonds, Exchange, Partial Payments, Equating and Averaging of Accounts, and, in fact, all the calculations that may be of utility in the office, on the market, on the farm, or in any manufacturing shop.

Book-keeping.

Under this subject we not only teach the student the many methods of keeping books by single and double entry, but the student is required to make out Notes, Drafts, Cheques, Bills of Exchange, Accounts, Orders, Due Bills, Receipts, &c., &c., order his goods, buy drafts, discount notes—in fact, perform the actual work of the business man in the various kinds of business, together with his dealing with the "College Bank" and office work. Without such a drill, whether in the **Ottawa Business College**, or some other institution, no young man or woman can go out into the world and feel that they know business or can manage a business successfully.

The Best School.

When a decision is reached that it is desirous of securing a good business education, the next thing is to select **The Best School**. This we can understand to be a very difficult task, when reliable personal testimony is not available, especially when confronted with the statement in each of a dozen or more catalogues of different schools that "Our school is positively the best," while associated with this claim is usually an insinuation that all other colleges are frauds.

We dislike this spirit of bombast and meanness, and while we cannot claim superiority over all others, for want of knowledge of the work and management of several schools, our familiarity with the courses given