

## PREFACE

THE writer has found that the interest of students in business correspondence and business practice is easily sustained when linked with local commercial customs. Illustrations have been omitted from this book, as it is more effective for students and teacher to secure this material for themselves. Thus, in a discussion on telegrams, a pad of telegraph blanks can be easily secured for illustrative purposes. Similarly, postal guides, annual reports, financial statements, civic manuals, booklets, folders, catalogues, copies of statutes, etc., may all be had for the asking.

Where conditions are favourable, occasional visits might be undertaken to commercial and industrial establishments, so that the students may see practical evidences of their class discussions. Students should be encouraged to set down their observations in writing and to submit for criticism business letters and other commercial material. As the nature of the subject is such that it affords useful dictation material for students of shorthand, the words