

will be more highly esteemed and stand a better chance of advancement than her sister stenographer who is more rapid, but careless with her work. Colleges should lay more stress upon this fact.

I have in mind now a young lady, whom I used to meet quite often at luncheon. She was a very amiable person, and seemingly well educated, but I always noticed her hands were in such a bad condition. You could hardly see white; they were covered with blue ink from the typewriter ribbon. The question repeatedly arose in my mind, "What sort of a man would employ such an untidy girl?" I often wondered what her salary was, but had the politeness not to ask this question. One day she told me that her hours were from 8 a.m. to 7 p.m., and a meagre salary of five dollars per week attached. Do you think she was worth more?

Another very important thing I would impress upon beginners is this: Never talk about your business outside of the office. In the street cars, restaurants, and other public places, I hear so many girls talk for the benefit of the public, which to me is very disgusting. No employer wants his business paraded before the public. How do you know but some one may carry the tale you tell? You know a story never loses in the carrying. A stenographer's position is one of confidence; everything dictated to you should be held in the strictest confidence by you, and repeated to no one.

To the detriment of the profession, if I may call it, there are very many stenographers with the above fault, who, strange to relate, secure positions and seem to get along without any trouble. They are of the class known as the "without ambition class." But the stenographer who has lots of ambition, is cleanly (and godly), and not loud-mouthed, is the one who finally "gets there."

AGNES MACAIN SPROULE.

The most contemptible weakness in our world is the disposition to despise labor as inconsistent with gentle and refined cultivation. No person is truly independent who is not possessed of a knowledge of some trade or business in which he could earn a support in case of need.

"Children," said the teacher while instructing the class in composition, "you should not attempt any flights of fancy, but simply be yourselves and write what is in you. Do not imitate any other person's writing or draw inspiration from outside sources."

As a result of this advice Johnny Wise turned in the following composition:

"We should not attempt any flites of fancy, but rite what is in us. In me there is my stummick, lungs, hart, liver, two apples, one piece of pie, one stick lemon candy and my dinner."

Twelve Roman capital letters are entirely legible if printed upside down. They are A, H, I, M, O, T, U, V, W, X, Y, Z. Four of them, H, O, I, X, have the same appearance when inverted.

A young clerk in a wholesale house has been spending a large portion of his salary for the last few days buying cigars for friends who are "on" to a joke that was perpetrated on him. His employer engaged a new boy and as soon as the boy came to the establishment he was instructed in his duties by our friend, who had been promoted to the position of assistant bookkeeper and given a small office by himself. About an hour after the boy started in the "boss" came around, and, seeing him working, asked:

"Has the assistant bookkeeper told you what to do?"

"Yes, sir," was the prompt reply; "he told me to wake him up when I saw you coming around."

Did you ever hear a competent stenographer say that if he had to do it over again he would not learn shorthand?

The person who returns his correspondent's letter (unless for some special reason) merely shows his own ignorance of courteous business methods and loses, for his file, a letter which he may require for future reference.