

Business Correspondence.—Materials—including colors and quality of Ink, Paper and Envelopes.

Heading of letter, Items, Punctuation, Correct Arrangement.

Name of Person addressed and his residence, with punctuation and correct arrangement.

Complimentary Address—different forms and the use of each.

Body of Letter, including Paragraphing and making of sentences.

Complimentary Closing, with various forms and the use of each.

Signature.

Margin.

Folding.

Addressing the Envelope.

Stamping.

Registering.

Easy Exercises in writing Business Letters.

Commercial Law.—Contracts—the principles, requirements and Liabilities thereof.

Negotiable Paper, including the liabilities and effects of Endorsements.

Acceptances.

Protests.

Guaranty

Interest and Usury.

Warehouse Receipts.

Bills of Lading, &c.

Business Papers.—Promissory Notes—Individual Notes, Joint Notes, Joint and Several Notes, with various forms of each, and a thorough understanding of their negotiability.

Various forms of Endorsements.

Time Drafts and their Acceptance.

Sight Drafts.

Bank Drafts.

Post Office Order

Protests.

Due Bills.

Chattel Notes.

STRIVE TO REACH IT.