

## CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA

Clerks are employed in city and town offices, also on electric railway lines.

The Baggage course qualifies a student as a Station Baggage man for any railway or steamship line. Students taking the Ticket Course should also take the Baggage, for in Railway work, Telegraphers and Ticket Clerks must understand Baggage.

### SUBJECTS TAUGHT

Local Card Tickets. Local Book Tickets. Foreign or Coupon Tickets. Ticket Sales Book. Method of Making the Sale of a Ticket. Entering Records of Sales. Arranging Ticket Case. Exchanging Tickets. Requisition for Tickets. Theatrical Troupes. Excursion Parties. Conventions. Ticket Reports. Office System. Methods of Filing Circulars and Tariffs. Balance Sheets, etc.

Baggage Rules and Regulations. Articles which may be Checked. Articles that will not be Checked. Authority for Checking. Free Allowance. Excess Baggage. C. O. D. Storage. Delivery and Forwarding. Bicycles, etc. Commercial Travellers. Theatrical Baggage. Corpses. Baggage Rooms. Reports, etc.

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A. C. Shaw, Gen. Passenger Agent C.P.R., Winnipeg, Man., says:—"A school where young men can learn the ground work of Passenger Department or Railroad Ticket Selling is one that I should like to see meet with success, as it would enable us to procure employees with some knowledge of the work, the shortage of which, at the present time, renders it extremely difficult for us to properly equip our Ticket Offices in the West."

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### THE FREIGHT COURSE

This course covers instruction applicable to the C.P.R., G. T. R. and Canadian National Railways, and is the most practical course of its kind in existence. It covers fully the regular work in a freight office or station. The instruction is supplemented with the regular books and forms of reports, which are supplied to us by the three railways. This course will qualify a student for a position in any freight office in Canada.