



MAIL COURSE DEPARTMENT

CANADA BUSINESS COLLEGE

CHATHAM, ONT.

Questions Such as are Here Given

are very frequently asked us and will likely prove interesting to the prospective Mail Course student. We have also supplied the answers.

QUESTION—Can thorough courses of instruction be given by mail in Book Keeping, Short Hand and Penmanship?

Answer—Most assuredly they can. We will stake our reputation on the results, where the student of even ordinary ability takes any of our courses, applies himself diligently to the work and does his part honestly and perseveringly.

Ques.—Can as thorough courses of instruction be given by mail as could be given to the student were he in regular attendance?

Ans.—With the ordinary student who might be lacking in perseverance, we could not undertake to give such a one as thorough training by mail as we could give to him were he under our daily supervision in this institution. **WE WOULD NOT IN DEALING HONESTLY WITH HIM WIELD WE TO SAY WE COULD.** Not because our courses by mail are lacking in the slightest, as we believe there is nothing superior to them on the Continent, and perhaps nothing equal to them, but simply because it would be unreasonable to expect that any course of instruction given at long range, can be as effective as that given to the student who is in continued personal contact with the different members of our staff and has an opportunity of doing business with his fellow students in this institution as well as those of our Grand Rapids School. We are engaged in the Mail Course work to stay in it, and are determined to win the confidence of the business and general public through the merits of our work alone.

We believe that as soon as the merits of our Mail Course become better known, we will have thousands of students where we now have hundreds, and five years hence this institution will hold first place among the Correspondence Schools of this Continent.

Our reputation as business instructors covers a period of thirty two years, and the student who gets his instruction by mail, or whose circumstances will allow him to come to Chatham, may rest assured that he is getting the best that Canada can give, and we believe no other Correspondence or Business School on the Continent can offer any better. We have every confidence in our ability to fully support these statements, and can furnish most convincing facts to uphold them.

Ques.—Does a person require to have a good education before he can take up either Book keeping or Shorthand by mail?

Ans.—The student who can speak or write good English, and can spell well, is well qualified to commence the study of Shorthand. Add to these the knowledge of Arithmetic up to, and including Interest and Discount, and such student would be well prepared to commence the study of Book keeping.

In the case of Penmanship, no special previous preparation is necessary.

Ques.—How long does it take the average student to complete the General Course in Book keeping or Shorthand?

Ans.—Much depends upon the student's educational qualifications when he enters upon the work, the time he may devote to it daily, and his ability and aptness in taking it up. The usual time is from three to six months where the student spends from 1 to 1½ hours at it daily.

Ques.—How much would be saved by the student who might take up the General Course in Book keeping or Shorthand at his home and then go to Chatham to complete the course? How much would such student save as compared with the one who might go to Chatham to cover the same work there?

Ans.—The saving would range from \$20 to \$40 after allowing for the cost of the work by mail. To the student who would be able to complete the portion of the General Course represented by the Mail Course, in two months' time if in attendance, to such student it would mean a saving of \$30 had he mastered the work in spare moments at his home before coming. The saving is made where the parties are earning good money in some other employment and simply use their spare moments in this way.

If the student has no other employment whereby he is earning good money, it would not pay him to wait for the slower process of taking the course by mail; as the student in attendance will cover the ground easily in one third of the time that the same student could cover such work by mail. That being the case it would pay him much better to get through the course or courses as quickly as possible and get into a position worth \$30 or \$40 per month where he would soon earn back the cost of his entire expenses, and the time that would be saved by this plan would enable him to take a position, earn his entire expenses perhaps two or three times over, before the Mail Course student could get ready to accept one.