

To Our Patrons and the Public :

Having purchased Mr. C. H. McCargar's interest in the National Business College here, a few words from us may be in order at this time.

The National Business College stands among the first schools in the Dominion, and is ever increasing its efficiency as a means of preparing young gentlemen and ladies for the Business World. It shall be our aim to make this institution second to none as a school for acquiring a thorough, practical, business education.

The staff are all experienced and practical teachers. The change in principalship affects in no way the plan of teaching, which has been so very satisfactory in the past, as I continue to teach the same subjects as heretofore.

I have had a long and successful career as a teacher, am a graduate of the Canada Business College of Hamilton, the leading commercial school of the west, and have had a few years' experience as a practical book-keeper.

The National Business College, Ottawa, will be known hereafter as "The Ottawa Business College" (formerly National Business College), Ottawa.

We are putting all our energies into the work of the College, and we feel certain of such a hearty response from the public as will make the Business College of the Capital the leading commercial school of the Dominion.

Shorthand and Typewriting.

Space will not permit much being said upon this subject. We have three rooms devoted exclusively to Shorthand and Typewriting, which will no doubt be sufficient to show that we pay special attention to these subjects. We have Remington, Caligraph and Smith-Premier typewriters in constant use for the benefit of our students.

When our students are sufficiently advanced to take dictation, we give them practice in office work. We require them to take from dictation our correspondence, in shorthand, and transcribe the letters on the typewriter. We aim to qualify our students to do office work in a manner that will meet with the approbation of business men.

We frequently have applications from business men for competent stenographers and typewriters. Any one taking our course and obtaining our diploma will be qualified to take a good position. There is a special demand for competent stenographers who can write both English and French.

To Public School Teachers.

Are you perfectly satisfied with the position you hold, or do you contemplate changing your vocation at some future time? To those who think of trying some other calling, we would say there is no way in which the average public school teacher can make the change at less expense than by entering a good commercial school, taking a thorough business course, and becoming a competent stenographer and typewriter. The English education you already possess, in connection with a thorough business education and skill in writing shorthand and using the typewriter, will place you in a position to secure a good situation and fill it with credit to yourself and satisfaction to your employer.

The Ottawa Business College (formerly National Business College), Ottawa, is just the school you should attend to secure an education that will qualify you for bookkeeper, amanuensis or teacher in commercial college.

Call on us or write to us before entering any other college.

In no institution of its kind in Canada is more attention paid to

Plain penmanship

where the students are taught a clean, legible, rapid business hand, which always possesses commercial value; therefore:

Business Writing

is a most important element in a commercial training. In applying for employment, young men or women

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