

Shorthand

DEPARTMENT

Shorthand by Mail.

IN what we term our General Course in Shorthand, which covers the entire theory work, our plan is to carry the student through by separate lessons, having him send his work through the mail to us for checking, and at the end of a certain number of these lessons we give him what we call our First Grade Examination, on which, if he takes 80 or more, he is allowed a pass. The lessons on second grade will now follow and second grade work is completed, when the Second Grade Examination will be given, and so on with the third grade and the Third Grade Examination, which completes what may be termed our Text-book course. The student is now ready for Dictation, and it is simply a question of getting some of your friends to read to you while you write the notes in Shorthand, and in this way continue your practice until you gain speed sufficient to enable you to fill a position. But where the student's means will allow of it, we would then recommend him to come to Chatham after he completes the Text-book Course for the final work and finishing touches, which are so necessary in the case of the finished Stenographer or Book-keeper. If the student cannot do this, there is certainly no good reason why he should not get the speed by the plan suggested at his home, and if he should decide to do so, we

shall be pleased to map out a plan for him, by which he could follow up speed practice according to the most approved and up-to-date methods, and without any further cost.

Advanced Shorthand Course.

If the student would prefer to continue his work with us, rather than follow up his speed practice alone, he could do so through the medium of our Advanced Course, the terms for which appear on page 19.

There is no question in our minds as to what we are capable of doing with the earnest student in any of these subjects.

We do not undertake to teach everything, but what we undertake to do, we will stake our reputation on the results, where we have the hearty co-operation of our pupil in the work.

High Standard for Graduation

Our graduation standard in Shorthand is placed at 125 words per minute for Grade B and 175 words per minute for Grade A diploma, while the majority of business schools graduate at 60 to 100. Our standard is, therefore, higher than that of any other school in the Dominion. To some this is an objection, but when they make a comparison of the remuneration which our pupils command with that which the graduates of other schools receive where they graduate at 80, 100 or 100 words per minute, they see, very often when it is too late, that it would have paid them very much better to have taken a course with us. *Anything that is worth doing is worth doing well.*



This is a view of one of our offices, and shows the kind of training which our students are daily receiving. They are therefore experienced office hands, when they are graduated.