

BUSINESS AND SOCIAL FORMS.

The series comprises two books, Nos. 1, and 2. These are intended to be used in conjunction with any series of Copy Books in vertical writing. In connection with "Gage's Practical System of Vertical Writing," No. 1 may be made to supplement Copy Books Nos. 4 and 5; No. 2, Copy Books Nos. 6 to 8. These two books will be found to exemplify the various business and social forms in general use. No. 1 gives a thorough training in the structure of a letter, with which all pupils should be thoroughly acquainted; it also gives a training in the making out of bills, receipts, orders, etc.

HINTS TO PUPILS.

LETTER WRITING.

1. **Materials.**—Paper, envelopes, ink, and blotting paper.
 - (a) *Paper*—the color should be white, and the size may be either note paper or letter paper, ruled or unruled.
 - (b) *Envelopes*—these should be white in color and oblong in shape; some prefer the square envelope for social letters. The paper and envelopes should be adapted to each other, so that when the paper is folded, it may be inserted easily in the envelope and yet exactly fill it.
 - (c) *Pen*—choose a pen adapted to your hand; have a favorite.
 - (d) *Ink*—use only good black or blue-black ink. Avoid writing with a pencil.
 - (e) *Blotting Paper*—Never commence writing without a piece of blotting paper at hand.
2. **Parts of a Letter.**—Heading, address, salutation, body, complimentary closing, signature, and superscription.

3. **Heading.**—The heading comprises the location of the writer and the time of writing. It should be placed in the upper right-hand corner, about one or two inches from the top; when the letter is short the heading should be dropped still lower, so that the space above the heading and below the signature may be about the same. Place the location and date on one line if short, otherwise on two lines, the date beneath the location and a little to the right.

Jan. 15, 1896 or 1/15/96 is the American style of writing the date; 15 Jan. 1896 or 15/1/96 is the English style. Do not use 1st, 2nd, etc., for 1st, 2nd, etc.; and better still, use only 1, 2, etc., except in such expressions as "the 1st inst."

4. **Address.**—Write this on the left-hand side, commencing at the margin, the name on the first line below the heading, and the place of residence on the next line, a little to the right. Never use both Mr. and Esq., Dr. and M.D., etc. In social letters the address is often written at the end, instead of at the beginning.

| |
|-----------------------|
| <i>Heading</i> |
| <i>Address</i> |
| <i>Salutation.</i> |
| <i>Body.</i> |
| <i>Compl. closing</i> |
| <i>Signature</i> |

| |
|-----------------------|
| <i>Heading</i> |
| <i>Salutation</i> |
| <i>Body.</i> |
| <i>Compl. closing</i> |
| <i>Signature</i> |
| <i>Address</i> |

Inst
following
carefully

Obser
the locatio

M

M

M

M

M

M

M

W

W

W

W

W

W

W

W

W

W

W

W

W