

CANADIAN RAILWAY TELEGRAPH INSTITUTE, OTTAWA

COMPLETE TELEGRAPHY COURSE FOR THE MAN OR WOMAN WHO WISHES TO SPECIALIZE

This course covers instruction in both Railway and Commercial Telegraphy, and qualifies a student to immediately step into a regular position in either the railway or commercial service. Instruction with special lectures is given in the Day and Night School, the regular books and report forms being furnished by the G. N. W. and C. P. R. Telegraph Companies.

Telegraphers entering the service as regular operators receive a standard wage to begin with.

SUBJECTS TAUGHT

Elements of Telegraph Operating. The Morse Code. Description of Telegraph Instruments. The Sending and Receiving of Railroad Messages. Train Reports and Consists. Train Orders. Whistle Signals. Color Signals. New Standard Train Rules for Single and Double Track. Telegraph Car Report. Commercial Telegraphy. Switch Boards. Tariff Book and Reports. Office System. ~~(Coupled with the regular work of the Institute from G. N. W.)~~

Note.—Students going on the Railway should take up this complete course. The Commercial Telegraphy is usually taken by young women or men who desire to go into city and town offices, in which case the Railway work is left out of the course. The use of the typewriters is free to all students.

TICKET AND BAGGAGE COURSE

The Ticket course qualifies a student in handling the Tickets at the average Railway Station or the work in a city or town office. It applies to any Railway and is a very important course for a Telegrapher to have. In the Day and Night School, lectures and practical demonstrations are given, the regular ticket case and railway forms being used by the student.

Since the Ticket Sales of station and city offices form part of the railway revenue, you will see how important it is to have a thorough knowledge of this work. Fully ninety per cent. of the Telegraphers sell the tickets at stations. Ticket