

ness, promptness, and dispatch in keeping appointments, delivering messages and parcels. Be prompt in getting the daily and weekly papers from the post as soon as the mail arrives, or if the train is late come back to the store and report, if you have time, before they are expected and report how long before the train will be along. Or if not time to do so, wait for them, and if you can, telephone to the store and say you are waiting as they are expected in right away. The same despatch and carefulness are as necessary when you go the post office with or for letters. It is best to carry a small bag, or something to carry the letters in, as you might lose one, and if it should be a money letter or one of importance you would save yourself from suspicion or a charge of carelessness.

7th.—Study to know your business and the wishes of your employer or the clerks over you. Be on the alert and watch for opportunity to assist and help any one when ever possible. Don't say oh I can't be bothered, that ain't my work, let him or her do it himself or herself, they have a better right to do it than me. Don't think like that, stop it. If you are not engaged with important work, or your work can easily wait, turn in and help. A boy or girl that is watchful and willing to help at anything are the kind that become men and women amongst men and women. They are loved, appreciated and honored by all, even if your wages are small to begin with. You may be sure if you make yourself so invaluable by little deeds of kindness, little works of love and little thoughts for others, etc., your wages will increase and increase, and your services will be sought for far and near. No one ever lost anything by courtesy, thoughtfulness, and a helping hand. Try it.

8th.—Don't be late. Some clerks get to the store late, ten, fifteen or thirty minutes in the morning or at noon. It don't do. Be on time. If it is 7, 7:30 or 8 that you are expected to be at the store, be there to the minute or before. If you have not an exact time to be there, ask your employer to state the time and keep to it. Don't be over your hour at noon if you wish to be considered faithful. Your time is not your own beyond your allotted time for meals, and it is not right to use part of it for your own purposes. Most employers will gladly give you an extra ten, fifteen or thirty minutes upon request, when there are good reasons for it, but no employer likes to have his clerks come in late (as a matter of course) without arrangement. Should you be delayed unavoidably always go to your employer and explain why you were late. Another thing that some clerks are not thoughtful about is this. When they are granted a few holidays (and paid just the same), some of them invariably take a half day, or a day or two longer than they asked for or arranged for, without sending a word about it or requesting the privilege. This is

seriously wrong, and no clerk who has ever been guilty of so doing should repeat it, as it is not only unjust to your employer, but is an injury to yourself. You can neither respect yourself or be respected. No dependence can be placed on you, and often important business arrangements are seriously hindered and interfered with by your conduct. Don't do it again. Return by the last train if you will, but be back on time or get the consent of the master to stay a little longer, if desired.

9th.—Don't let your friend think you have not much to do or that your store duties are unimportant. Some clerks can't and don't and won't work if they can talk to friends. It is right to be sociable and friendly with all, and all ought to be glad to see intimate friends, etc., but to allow a quarter or a half hour to be frittered away by pleasant chit chat and no work done is not right. No clerk ought to think of doing so. If your friends come in to the store to see you, give them a kind greeting and make them as welcome as possible. No one will object to your having two or three minutes chat with them, but when it stretches out to ten, fifteen, thirty, and sixty minutes it's out of the question. If your friends have leisure for more than two or three minutes, invite them to come with you and take them to the part of the shop where you are working, and go on with your work and talk too. It is easy enough to get friends to do so, and they will think more of you than if you idle away your time with them. Do not give them the impression that the business is not of much consequence. Your employer will think a great deal more kindly of yourself or friends if you pay attention to this hint. There are always some little jobs you could do and chat. Have a reserve of them for occasions of this kind, if necessary, but don't neglect your duties and work.

10.—Don't neglect noting stock wants. As soon as you notice that any goods are about out, note it in the store want book. This is an important rule. Don't forget it; it means money and increased sales for the store, and wages for yourself in a short time.

[TO BE CONTINUED.]

#### WINDOW DRESSING NOTES.

Five thousand dollars is the yearly salary of a window dresser in Boston.

To exhibit toys, dress the window close up to the front and fill it full enough to cover all the space. Form is not to be considered, as it has no effectiveness as a whole, but depends for its effect on the attractiveness of the separate articles.

When exhibiting your newest articles in fancy goods, the window should not be crowded. It should be nicely draped. Cheap white muslin, caught back with ribbons at the sides, and placed as a roof over the win-

dow space, running down behind for a background, enhances the effect. The muslin may be placed also on the floor of the window, arranged in ample folds, and on this the articles are tastefully displayed.

Do you want something startling to call attention to your newest article? Here it is. Make this sign and put it in your window:

This is the Latest. It will only disappear when its Nose is put Out of Joint by a fresh arrival.

For a Christmas window, and as a change for the Christmas tree, manufacture a large stocking, the larger the better, and fill it nearly to the top with paper, and have the wide top filled with toys of all descriptions. If you could have a "natural" hole at the heel, or in the middle of the leg, with a toy half-way out, it would add to its attractiveness. This huge stocking may be hung up in the middle of the window, or placed against the back, while the rest of the window can be covered with novelties of various kinds. If a fireplace could be arranged in the window with several stockings hung over it, and appropriate surroundings be arranged, it would be very attractive, but would require much pain and thought.

#### The Scottish Minstrel--10c.

Containing the following songs with Words and Music.

Callers Herrin!—Auld Robin Gray—Bonnie Prince Charlie—Flora MacDonald's Lament—Nae Luck About the Hoose—Scottish Blue Bells—Tak Yer Auld Cloak About Yo—The Braes o' Yarrow—Bonnie Dundee—Dear Land Ayeont the Sea—My Nannie, O—Tullochgorum—The Sweetest Word on Earth is Home—Pibroch of Donall Dhu—The Flowers of the Forest—Dinna Fash Yer Heed!—The Land o' the Leal—Away Yeray Landscapes—Scotch Dainties: Brose, Parritch, Kail, Haggis, an' Bannocks—Wae's me for Prince Charlie—Oh! Saw Ye My We Thing—Sons of Scotland—When the Kye Comes Home—Return, My Darling—My Heart is Scotland's Yet—O! Are Ye a Sleepin', Maggie—Scots Wa' Hae!—Willie's Gane to Melville Castle—Whistle O'er the Lave O'—My Dear Hielan' Laddie, O—The Scottish Emigrants' Farewell—Fear a' Bhata: or, The Boatman—Blue Bonnets over the Border

Post free to any address on receipt of TEN cents. IMRIE & GRAHAM, Music Printers, 26 and 28 Colborne St., Toronto, Can.

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