

SHORTHAND—WORKS ON SHORTHAND—Continued.

The Shorthand Writer. 240 pp., cloth, gilt, \$1.00. A complete Guide to the Commercial, Professional and other uses of Shorthand. By Thomas Allen Reed. This volume contains Mr. Reed's accumulated experience of half a century's study and practice of the Art of Shorthand, as a reporter, professional shorthand writer, teacher, lecturer, and examiner.

†**Pitman's Shorthand and Typewriting Year Book and Diary.** 40c.

WORKS, ETC., FOR TEACHERS OF PHONOGRAPHY.

All Teachers of Isaac Pitman's Phonography are requested to send their address for registration to The Commercial Text Book Co., Toronto, Canada.

Handbook for Shorthand Teachers. Cloth, 60c. Containing Instructions to Teachers, Lessons on the Text-books, etc. Teachers will find in this work a description of the best methods of successful Shorthand teaching.

†**Methods of Teaching Shorthand.** (Just published.) 160 pp., cloth, \$1.00. By Edward J. McNamara. This work is a practical treatise on the solutions of classroom problems, and should be in the hands of every progressive teacher of Shorthand, irrespective of the system taught. It contains a description of successful methods of teaching the subject, based upon sound pedagogical principles. It is the first book of its kind ever published, and it will serve as a guide to the prospective teacher of Shorthand and lead the experienced teacher to analyze his methods in the light of the principles of teaching enunciated.

The Pitmanic Guide. 24 pp., 20c. Containing a veritable mine of information about the system both for students and teachers, especially those who have previously studied other Pitmanic methods, and it will be found exceedingly useful to teachers who are contemplating making a change from such modifications to the pure Isaac Pitman system.

Stereopticon Lectures. By R. A. Kells. 32 pp., paper, 25c.

Chart of the Phonetic Alphabet. 22 by 35 in. 10c. Same, mounted on canvas rollers and varnished, 75c. Containing the Shorthand and Printing letters.

†**Charts on Pitman's Shorthand.** 35 by 22 in. \$2.50; on canvas, \$4. Ready for hanging on wall. A series of 14 large Charts illustrating the principles of Phonography as developed in the text-books. Every Teacher should have a set to hang on the walls of his classroom. These Charts are invaluable for Class tuition.

Pitman's Examination Notes on Shorthand. 48 pp. Price, cloth, gilt, 50c. This treatise is intended for students who are preparing for Shorthand examinations and provides them with guidance on points of importance in the system as developed in the text-books. The reasons for various features in the system are discussed, and the clear-cut conciseness of the standard text-book rules is in some instances amplified.

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PRECEPT

PREFACE

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