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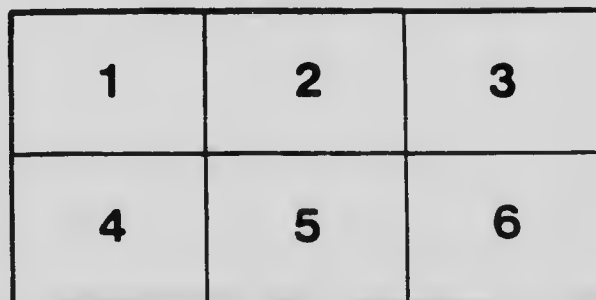
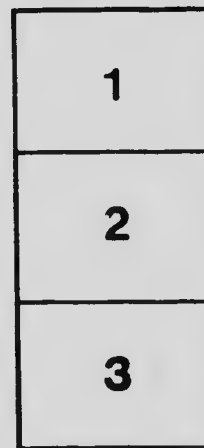
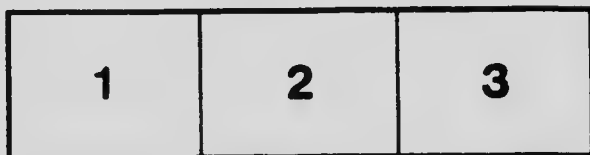
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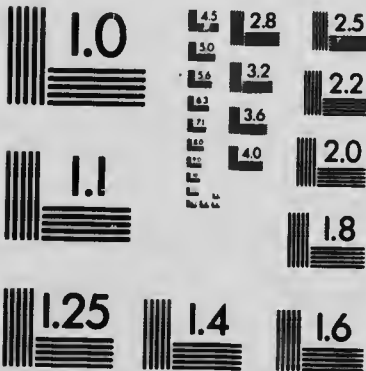
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BUSINESS AND SOCIAL FORMS.

HINTS TO PUPILS.

LETTER WRITING.

1. Materials.—Pen, ink, paper, envelopes, and blotting-paper.

- (a) *Pen*—Choose a pen adapted to your hand; have a favorite.
- (b) *Ink*—Use only good black or blue-black ink. Avoid writing with a pencil.
- (c) *Paper*—Ruled or unruled. The preferable color is white; the size may be either note-paper or letter-paper.
- (d) *Envelopes*—These should correspond in color with the paper used and should be oblong for business letters and either square or oblong for social letters.
- (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 date of writing. It should be placed in the upper right-hand corner, about one or two inches from the top; when the letter is brief 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.

The different styles of dates that may be used are:—Jan. 10, 1901; 10th Jan., 1901; and 10/1/01. Notice that “st”, “nd”, “rd”, or “th” is used when the day of the month precedes the name of the month.

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.; some use Esq. with and preceding M.D., B.A., M.A., 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>

(CONTINUED ON THIRD PAGE OF COVER.)

Instructions to Pupil.—Copy the first two Models five times each; and the second two, twice each. Then write the following Headings three times each:—Stratford, Ont., July 15, 1902; 17 Yonge St., Toronto, September 15, 1902. Punctuate carefully.

Observation.—The Heading of a letter comprises location and date; if short, both are placed on the same line; if long the date is placed beneath the location and a little to the right.

Belleville, Feb. 15, 1902

Cornwall, Ont. 5/12/01

Woodstock, Ont
Sept. 15, 1902

Box 1, Sarnia, Ont.
Aug 15, 1901

Model, Copy, and Exercise.—ADDRESSES OF LETTERS.

Instructions to Pupil.—Copy each Model three times. Then write the following addresses twice each :—Messrs. L. & A. Parks, Ottawa, Ont.; Dr. Annie Swann, City. Exercise care, not only in writing, but also in punctuating and placing in relative position.

Observation.—The Address of a letter includes the name and place of residence of the person to whom written.

Mr. A. M. Intyre,
Brandon, Man.

J. M. Foster, Esq.
St. John, N. B.

Messrs. J. Burt & Co.,
Liverpool, Eng.

J. Thurlow, M. L.,
Guelph, Ont.

Instructions to Pupil.—Copy each Salutation and commencement of Body three times. Then write the following twice each :—
Ladies,—I enclose as usual; Dear Madam,—In reply to your, etc.

Observation.—Which is the proper expression—Gentlemen or Friends? See Article 6 on cover.

Dear Sir,—

Your favor of—

Dear Mr. Foster,

We shall be—

Gentlemen,—

Please send

Dear Frank,—

In your last—

Model, Copy, and Exercise.—CLOSINGS AND SIGNATURES OF LETTERS.

Instructions to Pupil.—Copy the complimentary closings and signatures, engraved below, three times each. Then write each of the following twice:—Faithfully yours, (Miss) Fannie Hill; Your sincere friend, Frank Hawkins.

Observation.—The first word only of the closing commences with a capital. Why are Mrs. and Miss placed in brackets? See Article 9 on cover.

Yours truly,
Jno. Munro.

Very truly yours,
K. Brown.

Sincerely yours,
O. J. Mathers.

Yours respectfully,
(Mrs) Mary Ross.

Instructions to Pupils.—Copy the Model once. Write the following reply:—Mr. and Mrs. Hamilton accept with pleasure Mr. and Mrs. Roberts' kind invitation for next Thursday evening. 35 Walmer Ave., November 17. Also write a reply declining the invitation.

Observation.—Formal invitations are usually written or printed on note paper. They require neither address nor signature—why? Between intimate friends invitations may take the form of a letter.

Mr. and Mrs. Roberts
request the pleasure of
Mr. and Mrs. Hamilton's
company on Thursday
evening next at eight
o'clock.

113 Avenue Road.

November 15.

Winnipeg, Man.

Nov. 12, 1901.

F. Thurlow, M.D.
Guelph, Ont.

Dear Frank,—

In your last letter you ask how we like Manitoba. We have now been here a year and are well pleased with the country; of course there are blizzards and some very cold weather, but the cold is steadier and the air drier than in Ontario, so that one does not mind it so much.

We have bought another farm, smaller and much better than the other. It is close to the Red River, and having a boat I often row into the city.

With best wishes, I am,

Sincerely yours,

O. J. Mather.

Instructions to Pupil.—Copy the Model on page 6, paying particular attention to punctuation, relative position of the parts, and paragraphing. Be careful (1) to join together all the letters of each word; (2) not to join the last letter of one word with the first letter of another word; (3) to leave sufficient space between words; and (4) not to divide a word at the end of a line otherwise than into its proper syllables. Thus if the word "farmer" is divided it must be written farm-er, and not far-mer.

Observation.—Notice the margin on the left, and that the name of the person addressed and the salutation commence at this margin. When the leading thought changes, a new paragraph is commenced, and at the same distance from the margin as previous paragraphs.

8

Exercise.—SOCIAL LETTER.

Instructions to Pupil.—Write the following letter, adding another paragraph of your own composition, also suitable complimentary closing and signature ; take the Model on page 6 as a guide in the structure :

Esquimalt, B.C., Aug. 8, 1901. Miss Anna Wyld, Chatham, N.B. My dear Cousin,—Your welcome letter was received last week, and we were all much pleased to learn that my uncle and you are to visit us next month. The trip is a long one, and so you must not think of returning before Christmas. I shall expect a treat in listening to your description of the natural scenery along the route.

M

Model, Copy, and Exercise.—SUPERSCRIPTIONS OF ENVELOPES.

Instructions to Pupil.—Copy each Model once. Then write on the lower part of the page the following Superscriptions :—
P. K. Lumbers, B A., Box 253, Yarmouth, N.S.; Messrs. J. L. Cox & Co., 270 Harbord St., Toronto, Ont.

Observation.—The name and title, in the Superscription on the envelope and in the Address of the letter, should be the same. Criticise—Mr. A. McIntyre, Esq., and Dr. F. Thurlow, M.D. See Article 4 on cover.



Mr. A. M. McIntyre,
Drawer 273
Brandon, Man.



J. M. Foster, Esq.,
38 Nassau St.
St. Johns, Que.









Instructions to Pupil.—Copy the Model twice, carefully noting the punctuation and the relative position of the parts. Write the following twice:—St. Thomas, July 31, 1902. Mrs. T. D. Scott, Bought of L. Johnston & Co. Then make up a heading and write it twice.

Hamilton, Aug. 29, 1902.

Mr. Jhos. Stearns

Bought of D. Campbell.

Exercises.—GROCERY BILLS.

Instructions to Pupil.—Write out the following items of a Bill on the forms ruled below, according to the Model on page 11:

Kingston, May 10, 1902. Mr. F. Speller, Bought of C. J. Currie,—5 lbs. Y. H. Tea @ 40c., 3 lbs. Java Coffee @ 25c., 3 lbs. Raisins 25c., 4 lbs. Currants @ 7c., $\frac{1}{2}$ doz. Oranges @ 40c.

Calgary, October 17, 1902. Mrs. H. McMurray, Bought of R. J. Potter & Co.,—3 cans Tomatoes @ 10c., 3 lbs. Baking Soda @ 4c., 4 lbs. Cheese @ 12 $\frac{1}{2}$ c., 2 doz. Bananas @ 20c., 2 pkgs. Corn Starch @ 10c.

Observation.—Note the difference between 3 articles @ 25c. and 3 articles 25c.

Instructions to Pupil.—See Miscellaneous Exercises on 3rd page of cover, No. 10.

Observation.—A letter or note to be delivered in the place of writing is usually addressed "Town" or "City."

53 Avenue Road, City.

March 9, 1901.

Dear Miss Weir,—

Will you kindly
excuse my absence from
school on Friday last?
It was unavoidable.

Respectfully,

Approved: Mary Ross

D Ross.

Kingston, Jam. W. I.

March 12, 1902.

W. J. Gage & Co., Limited,
Toronto, Can.

Gentlemen,—

Please send me sample copies of your
Natural Slant Writing Books and also of
your Business and Social Forms. We think of
introducing them in our private schools.

I enclose Ten Dollars on account.

Yours truly,

(Miss) Ella Davis.

W. J. Gage & Co., Limited,

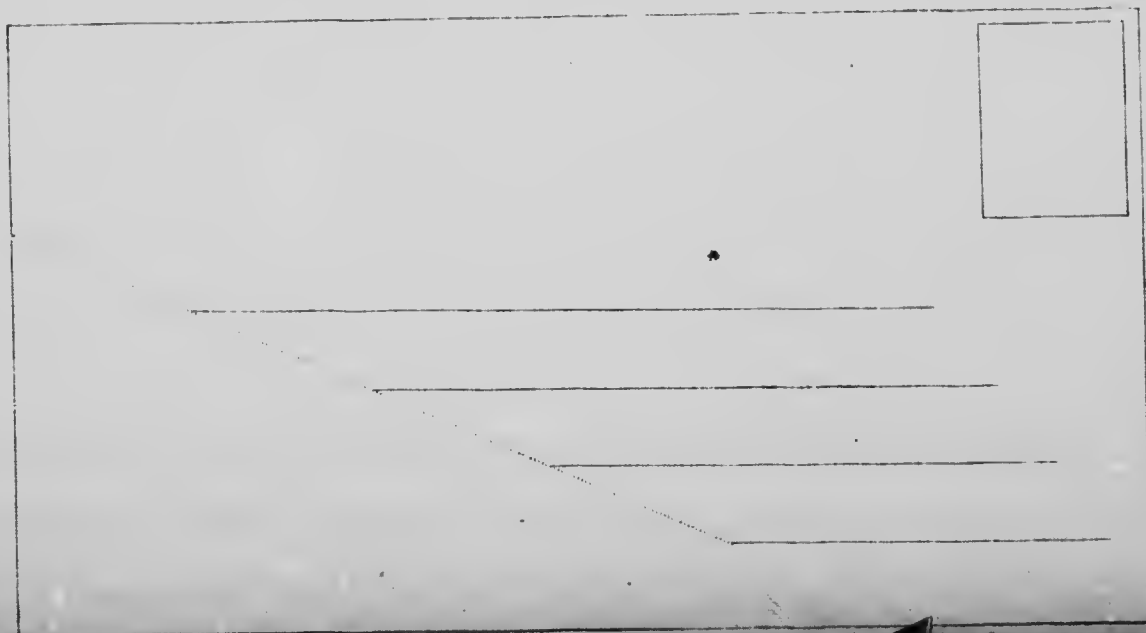
54, 56 & 58 Front St. West,

Toronto, Ont.

Canada.

Instructions to Pupil.—Copy the Model on page 14. Note the punctuation and relative position of the various parts.

Observation.—The first line of the Superscription is written about the middle of the envelope, and each succeeding line a little to the right so that an oblique line would touch the first letter of each. See Article 11 on cover.



Exercise.—BUSINESS LETTER AND ENVELOPE.

Instructions to Pupil.—Write a letter answering the following advertisement, carefully observing the structure of the Model on page 14.

Wanted—Boy or Girl, to make change at the cash wicket. State qualifications and give references. R. E. Wilkes & Co., 58 Dundas St., Windsor, Ont.

The image shows a large rectangular box representing an envelope template. In the top right corner of this box is a smaller rectangular box, likely intended for a stamp. Below the main envelope box, there are three horizontal lines drawn across the page, which are intended for the recipient's address.

Instructions to Pupil.—Copy each Model twice on the upper part of the page. Then write receipts, by each method, for the two bills on page 12; copy the Model again, signing your own initials as clerk. See 4th page of cover, No. 20.
Observation.—When the Bill is paid at the time of purchase, the date is often omitted. Any receipt is better, however, with the date inserted.

Paid,

Jan. 9. 1902.

E. D. Filson.

Received Payment,

Jan. 9. 1902.

E. D. Filson.

Instructions to Pupil.—Copy the Model twice. Write the following once:—Feb. 11, 1902. \$150⁰⁰/₁₀₀. Received from Mr. J. S. Willmott One Hundred and Fifty-nine Dollars in full of account. F. Burton. Then write a similar receipt for the last bill receipt on page 17.

Observation.—When there are no cents, how should that fact be indicated?

\$ 37^{xx}/₁₀₀


Vancouver, Jan. 9, 1902.

Received from Mr. Chas. Millar
Thirty-seven Dollars on account.

E. D. Filson.


Instructions to Pupil.—Copy the Model once. Then fill in the last blank form with the substance of the last receipt on page 18.

Observation.—Notice the importance of the wave line after the name and the written amount, to prevent fraudulent entry.

 Vancouver, Jan. 7, 1902.


Received from Mr. Chas. Millar _____
Thirty-seven _____ $\frac{xx}{100}$ Dollars
on account.

No. 59 _____ E. D. Tilson.

 _____ 1901

Received from _____
_____ $\frac{xx}{100}$ Dollars

No. _____

 _____ 1901

Received from _____
_____ $\frac{xx}{100}$ Dollars

No. _____

Model.—PROVISIONS BILL

Hamilton, Aug. 25, 1902. Mr. Chas. Dunn, Bought of D. Morgan—6½ lbs. Sirloin Steak @ 12c., 3 lbs. Sausage Meat @ 8c., 4 lbs. Lard @ 11c., 1 lb. Creamery Butter @ 25c., 2 lbs. Cheese @ 12½c., 5 Doz. Eggs @ 12c., 2 cans L. V. Corn @ 9c., 1 btl. Mixed Pickles @ 15c., 1 bag Potatoes @ 50c., ½ bu. Apples @ 90c., 1 pk. Onions @ 20c. Paid on the same date.

HAMILTON, Aug 25. 1902

Mr. Chas. Dunn

BOUGHT OF **D. MORGAN,**

Provision Merchant.

6½	lbs.	Sirloin Steak	12	78
3	"	Sausage Meat	8	24
4	"	Lard	11	44
1	"	Creamery Butter		25
2	"	Cheese	12½	25
5	doz.	Eggs	12	60
2	cans	L.V. Corn	9	18
1	btl.	Mixed Pickles		15
1	bag	Potatoes		50
½	bu.	Apples	90	45
1	pk.	Onions		20
				4.04

Received Payment.

Aug. 25. 1902.

D. Morgan.

Model, Copy, and Exercises.—ORDERS FOR MONEY.

Instructions to Pupil.—Copy the Model twice. Then write the following Order once:—\$69 $\frac{1}{4}$. Ottawa, April 10, 1902.
Mr. D. Peterson, please pay to Mrs. M. Sinclair Sixty-nine and $\frac{1}{4}$ Dollars, and charge to my account. K. Christie.
Observation.—What does "or order" mean? State "15/3/02" in another way. See Article 22 on cover.

\$ 15 $\frac{50}{100}$

Toronto, 15/3/02.

Messrs. R. Pearson & Co. please pay to
Mr. Jas. Mennie or order Fifteen and $\frac{50}{100}$ Dollars
and charge to my account.

Newton Rhodes.

Model Copy and Exercise.—ORDERS.

Instructions to Pupil.—Copy the model once; then write an order for Fifty Dollars, dated to-day at your own city, or post office, drawn by Jno. Kinnear on P. Seuple, in favor of B. Howell or order.

Observation.—Which is the better expression "or order" or "or bearer"? Why? By writing "only" after the name of the payee, the order is made non-negotiable. (See Article No. 21 on cover.)

\$ 27 ⁵⁰/₁₀₀

Ottawa, November 19, 1902.

Messrs E. & J. Cassels

Please deliver to Mrs. C. J. Cameron or
order, Twenty-seven and ⁵⁰/₁₀₀ Dollars in goods,
and charge to account of

R. M. Dunlop

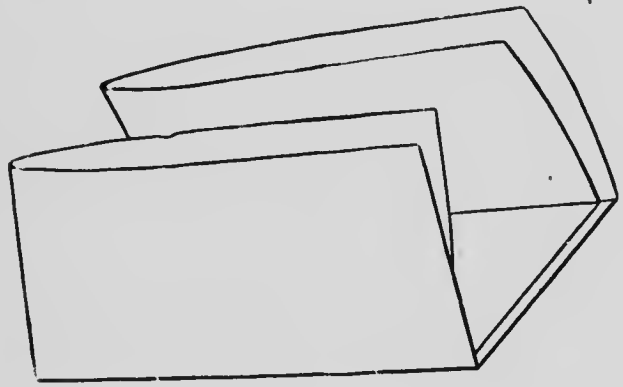
the margin on the left should be about a half
 paper, and nearly an inch on letter paper (3 in.
 n.).

Salutation.—This should be written on the second line
 the address, and should commence at the margin.
 Sir, Dear Sir, Dear Madam, My dear Sir, Dear Mr.
 Kennedy, Reverend and dear Sir, Dear George, Gentlemen,
 Ladies, etc., according to intimacy: Never use *Gents* for
Gentlemen, *Dr.* for *Dear*, nor *Dear* for *dear* in *My dear Friend*,
 etc.

7. Body.—Commence the body on the next line below the
 salutation and about an inch from the margin. Begin a new
 paragraph when the subject changes, and at the same distance
 from the margin as the first. Some prefer to place the
 salutation at the beginning of the first paragraph of the body,
 when the address is placed at commencement.

8. Complimentary Closing.—This may be written on the
 first or second line below the body, and as follows:—Yours
 truly, Truly yours, Very truly yours, Yours respectfully, Yours
 faithfully, Sincerely yours, Your friend, etc. Commence with
 a capital the first word only.

9. Signature.—Write this and the heading *very* legibly, as
 they are the source from which your correspondent is enabled
 to direct a letter to you in reply. The complimentary closing
 is so placed that the signature, when written on the next line
 below and a little to the right, may not finish too close to the
 right-hand edge of the paper. It is not considered good



13. Folding.—Make the first fold in note paper from the
 bottom, the width being a little less than that of the envelope;
 then fold down from the top. Insert the letter as it lies before
 you, the last fold being entered first and so as to touch the
 front of the envelope. Letter paper requires to be folded once,
 from bottom to top or far enough from the top to suit the
 length of the envelope; it may then be treated in the same
 manner as note paper.

BILLS AND INVOICES.

14. A Bill is a detailed statement of goods sold or of
 services rendered. The statement is called an Invoice when
 given by a wholesaler to a retailer.

taste to attach *Mr.*, *Esq.*, or any title to your
 writing your signature. Except when writing
 familiar acquaintances, a married lady prefix
 unmarried lady *Miss*, to her signature; otherw
 ent might be in doubt how to address the reply. The
Mrs. and *Miss* are placed in brackets, not being an essential
 part of the signature, thus:

(Mrs.) J. L. Hunter.
 (Miss) Mary Hunter.

10. Postscripts.—Avoid using them. They are used to
 add some forgotten item to a letter after the signature has
 been attached. Commence the paragraph with *P.S.*, and at
 the close place your initials.

11. Superscript.—See that the envelope is right edge
 up—the flap edge. Write the name and title about midway
 between the top and bottom, and well over to the left; then
 the post office box, or street and number; next the city, or
 town, or post office, and the province or state. Each succeed-
 ing line should commence a little farther to the right than the
 preceding one, the last not ending too close to the right-hand
 edge. The name and title on the envelope should be con-
 sistent with those in the address.

12. Stamp.—Place the stamp right side up, on the upper
 right-hand corner, with its edges parallel to the edges of the
 envelope. Always enclose a stamp when asking for inform-
 ation unless from a regular correspondent; and do not stick
 it down by one corner—put it in loose.

Stamp.

Name and Title.

Street and Number.

City or Town, and Province.

See Models of Superscription, page 9.

RECEIPTS.

15. When a Bill is paid, in part or in full, the receipt
 thereof may be written on the Bill or on a separate piece of
 paper.

16. Receipt on Bill (in full).

Paid,
 May 10, 1901.
 J. S. Willmott.
 OR
 Received Payment,
 May 10, 1901,
 J. S. Willmott.

1901.

May 10. Received cash, J. S. W. \$75 00

Balance due..... 7 50

18. Receipt on Separate Sheet.

Winnipeg, May 10, 1901.

Received from Mr. T. Gregg, Seventy-five Dollars,
on account.

J. S. Willmott.

Calgary, Aug. 5, 1901.

Received from A. M. Scott, Esq., Thirty-nine and
Dollars, in full of account.

R. J. Hill.

19. Various Receipts.—The above forms of Receipt may be made to answer for any purpose by changing "on account" to "in full of all demands;" "for rent up to date;" "for rent of house No. 27 King St., to May 1;" or other suitable expression.

MISCELLANEOUS EXERCISES.

NOTE.—In the exercises below, pupils are to supply the names and dates of Bills, etc., when not mentioned.

1. Write the following superscriptions of envelopes:—
T. A. Scott, B.A., 15 Lorne Ave., Montreal, Quebec; Rev. Dr. S. Chambers, 23 Grange Road, New York, U.S.A.; Prof. Wm. Saunders, 27 Markham St., Halifax, Nova Scotia; Sir Isaac Pitman, 1 Amen Corner, London, England; Hon. Wm. Patterson, M.P., Charlottetown, P.E.I.; Hon. Sir Oliver Mowat, M.P.P., Toronto, Ont.

2. Write an application in answer to the following advertisement, and address the envelope:
"Wanted—Youth as Student. R. S. Murray, architect, 107 Board of Trade Buildings, Toronto, Ont."

3. Make out a Bill for the following items: 2 lbs. Glue @ 25c., 1 pr. T Hinges 30c., 6 lbs. Wire Nails @ 45c., 2 gals. Boiled Linseed Oil @ 80c., 3 panes Window Glass 18 x 24 @ 20c., Putty 5c., 1 Garden Rake 65c., 1 Clothes Line 20c., 4 lbs. Manilla Rope @ 12c., 5 doz. Hat and Coat Hooks @ 25c. Receipt the Bill, the payment being made ten days after the purchase. (See Art. 16 on cover.)

4. Write a separate receipt for the payment in No. 3 above.

5. M. Dowswell gives L. Simmons an order on P. Johnson for \$10 worth of goods. Write the order, making it negotiable without indorsement. (See Arts. 21 and 22 on cover.)

6. Make out a Bill of groceries for the amount of the above order, and receipt it as clerk. (See Art. 20 on cover.)

goods on account of the person signing the order.

For Money.

Woodstock, May 10, 1901.

Mr. R. Stevens, please pay to Mr. D. Smart or bearer,
Twenty-five Dollars and Fifty Cents, and charge to my
account.

D. R. Calder.

For Goods.

Woodstock, May 10, 1901.

Mr. R. Stevens, please deliver to Mr. D. Smart or
order, Twenty-five and Dollars in goods, and charge to
account of

D. R. Calder.

22. Negotiable.—Both of these orders are negotiable, that is, D. Smart may transfer them to another person; but he must endorse the second one before transferring it. Thus D. R. Calder may pay any person presenting them.

23. Endorsing.—When endorsing any paper, sign your name across the back, a little below the top. The top is the left-hand end.

7. Write a letter to The Curtis Publishing Co., 421 Arch St., Philadelphia, Penn., U.S.A., asking them to send you the "Ladies' Home Journal" for one year, and also to another person, whose name and address you are to give. Inquire of them about back numbers of the Journal, and whether or not they have last year's numbers bound in book form. State that you enclose a post office order for \$2.00. Write the envelope address. (See illustrations on pp. 2 and 3 of cover.)

8. Make out a Bill for the following:—You sell to Geo. King—1 pr. Shoes \$3, 2 prs. Men's Hose @ 25c., 1 Straw Hat 50c., 5 yds. Shirting @ 16c., 8 yds. Cottonade @ 22c., 1 Parlor Lamp \$3.50, 5 gals. Coal Oil @ 15c., ¼ lb. Grd. Ginger @ 30c., 5 lbs. Sal. Soda @ 3c., ¼ lb. Pepper @ 30c., 2oz. Cr. Tartar @ 4c., 50 lbs. Rolled Oats @ 3c. Receipt the Bill.

9. Write an order on R. Whiteman requesting him to pay \$16 in cash to N. Dingwall or order. (See Art. 21 on cover.)

10. For page 13.

Instructions to Pupil.—Copy the Model once. Then write it as follows:—53 Avenue Rd., City, March 9, 1901. Miss Weir, — Please excuse Mary's absence from school on Friday, as she was unavoidably detained at home. Yours truly, D. R. Calder.

