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January.

Garfield's Advice to Young Men.
Phonography vs. the New Systems.
"W" and "V."
Fast Speakers.
An Orthographical Puzzle.
To our Subscribers.
News Notes.
Chicago News and Notes.
Shorthand Writing and the Press.
Ontario Shorthand Writers' Association.

CONTENTS. *February*

The Stenograph.
A New Telegraph Machine.
Writing by Sound.
Literary Notes.
The Shorthand Student.
Sound Advice to Young Men.
Ladies as Reporters.
Notes, Replies, Hints and Suggestions.
Shorthand Writers who have secured positions during
the last few months through our Bureau.

Washington DC

August 11th 1881

Dear Mother

Don't be disturbed
by conflicting reports about
my condition. It is true
I am still weak, and
on my back, but I am
gaining every day, and
need only time and patience
to bring me through.

Give ^{my} love to all, thro
relatives & friends &
especially to sisters Abby
and Mary. Your loving
son
James A Garfield

Ms Eliza Garfield
Hiram Ohio

BENGOUGH'S
COSMOPOLITAN
SHORTHAND WRITER.

Conducted by THOMAS BENGOUGH, Official Reporter, York County Courts.

VOL. II.

TORONTO, JAN. & FEB., 1882.

Nos. 9, 10.



GARFIELD'S ADVICE TO YOUNG MEN.

The following extracts are from an address given by the late President Garfield, before the students of the Spencerian Business College, Washington, D. C., June 29, 1869. The late President was no theorist, and this address is of the most practical character. His own life was a remarkable illustration of the truths here enunciated. Garfield was no day-dreamer, "waiting for something to turn up"; no star-gazer, seeking to learn his destiny by astrology; but, pinched by poverty in youth, and fighting against odds in manhood, he achieved great and honorable distinction. His calm courage during the last months of his life, when he was called to endure physical suffering that

would have snapped the life-chords of almost any other man, is a commentary upon his remarks on reserve force and the conservation of life-energy. We commend the following extracts to all shorthand writers, especially to young men who are just forming their habits.—ED. C. S. W.]

To a young man, who has in himself the magnificent possibilities of life, it is not fitting that he should be permanently commanded; he should be a commander. [Applause.] You must not continue to be the *employed*; you must be an *employer*. You must be promoted from the ranks to a command. There is something, young men, which you can command—*go and find it, and command it!* You can at least com-

mand a horse and dray, can be generalissimo of them, and may carve out a fortune with them. And I did not fall on that illustration by accident, young gentlemen. Do you know the fact? If you do not, let me tell it to you: that more fortunes have been won and fewer failures in the dray business than in wholesale merchandising. [Applause.]

Now, young gentlemen, let me for a moment address you touching your success in life; and I hope the very brevity of my remarks will increase the chance of their making a lodgment in your minds. Let me beg you, in the outset of your career, to dismiss from your minds all idea of succeeding by luck. There is no more common thought among young people than that foolish one that by-and-by something will turn up by which they will suddenly achieve fame or fortune. No, young gentlemen; things don't turn up in this world unless somebody turns them up. Inertia is one of the indispensable laws of matter, and things lie flat where they are until by some intelligent spirit (for nothing but spirit makes motion in this world) they are endowed with activity and life. Do not dream that some good luck is going to happen to you and give you fortune. Luck is an *ignis fatuus*—you may follow it to ruin, but not to success. The great Napoleon, who believed in his destiny, followed it until he saw his star go down in blackest night, when the Old Guard perished around him, and Waterloo was lost. A pound of pluck is worth a ton of luck.

Young men talk of trusting to the spur of the occasion. That trust is vain. Occasions cannot make spurs, young gentlemen. If you expect to wear spurs, you must win them. If you wish to use them, you must buckle them to your own heels before you go into the fight. Any success you may achieve is not worth the having unless you fight for it. Whatever you win in life you must conquer by your own efforts, and then it is yours—a part of yourself. [Applause.]

Again: in order to have any success in life, or any worthy success, you must resolve to carry into your work a fulness of knowledge—not merely a sufficiency, but more than a sufficiency. In this respect, follow the rule of the machinists. If they want a machine to do the work of six horses, they give it a nine-horse power, so that they may have a reserve of three. To carry on the business of life you must have surplus power. Be fit for more than the thing you are now doing. Let every one know that you have a reserve in yourself: that you have more power than you are now using. If you are not too large for the place you occupy, you are too small for it. How full our country is of bright examples, not only of those who occupy some proud eminence in public life, but in every place you may find men going on with steady nerve, attracting the attention of our fellow-citizens, and carving out for themselves names and fortunes from small and humble beginnings and in the face of formidable obstacles. Let me cite an example of a man

I recently saw in the little village of Norwich, N. Y. If you wish to know his name, go into any hardware store and ask for the best hammer in the world; and if the salesman be an intelligent man, he will bring you a hammer bearing the name of D. Maydole. Young gentlemen, take that hammer in your hand, drive nails with it, and draw inspiration from it!

Thirty years ago a boy was struggling through the snows of Chenango Valley, trying to hire himself to a blacksmith. He succeeded, and learned his trade; but he did more. He took it into his head that he could make a better hammer than any other man had made. He devoted himself to the task for more than a quarter of a century. He studied the chemistry of metals, the strength of materials, and philosophy of form. He studied failures. Each broken hammer taught him a lesson. There was no part of the process he did not master. He taxed his wit to invent machines to perfect and cheapen his process. No improvement in working steel or iron escaped his notice. What may not twenty-five years of effort accomplish when concentrated on a single object? He earned success; and now, when his name is stamped on a steel hammer, it is his note, his bond, his integrity embodied in steel. The spirit of the man is in each hammer, and the work, like the workman, is unrivalled. Mr. Maydole is now acknowledged to have made the best hammer in the world. Even the sons of Thor, across the sea, admit it.

While I was there, looking through his shop, with all its admirable arrangement of tools and machinery, there came to him a large order from China. The merchants of the Celestial Kingdom had sent down to the little town, where the persistent blacksmith now lives in affluence, to get the best that Anglo-Saxon skill had accomplished in the hammer business. It is no small achievement to do one thing better than any other man in the world has done it.

Let me call your attention to something nearer your own work in this college. About forty years ago, a young lad who had come from the Catskill Mountains, where he had learned the rudiments of penmanship by scribbling on the sole leather of a good old Quaker shoemaker (for he was too poor to buy paper) till he could write better than his neighbors, commenced to teach in that part of Ohio which has been called "benighted Ashtabula"—I suggest "beknighted" as the proper spelling of the word.) He set up a little writing school in a rude log cabin, and threw into the work the fervor of a poetic soul and a strength of heart and spirit that few men possess. He caught his ideals of beauty from the waves of the lake and the curves they made upon the white sand beach, and from the tracery of the spider's web. Studying the lines of beauty as drawn by the hand of Nature, he wrought out that system of penmanship which is now the pride of our country and the model of our schools. It is the system you have been learning in this college, and which is so worthily represent-

ed by the son of its author, my friend Professor Spencer, your able instructor. [Applause.] This is an example of what a man may do by putting his whole heart in the work he undertakes.

Young gentlemen, let not poverty stand as an obstacle in your way. Poverty is uncomfortable, as I can testify; but nine times out of ten the best thing that can happen to a young man is to be tossed overboard, and compelled to sink or swim for himself. In all my acquaintance, I have never known one to be drowned who was worth the saving. [Applause.] This would not be wholly true in any country but one of political equality like ours. The editor of one of the leading magazines of England told me, not many months ago, a fact startling enough of itself, but of great significance to a poor man. He told me that he had never yet known, in all his experience, a single boy of the class of farm-laborers (not those who own farms, but mere farm-laborers), who had ever risen above his class. Boys from the manufacturing and commercial classes had risen frequently, but from the farm-labor class he had never known one.

The reason is this: in the aristocracies of the Old World, wealth and society are built up like the strata of rock which compose the crust of the earth. If a boy be born in the lowest stratum of life, it is almost impossible for him to rise through this hard crust into the higher ranks; but in this country it is not so. The strata of our society resemble rather the ocean, where every drop, even the lowest, is free to mingle with all others, and may shine at last on the crest of the highest wave. This is the glory of our country, young gentlemen, and you need not fear that there are any obstacles which will prove too great for any brave heart. You will recollect what Burns, who knew all meanings of poverty and struggle, has said in homely verse:

“ Though losses and crosses
Be lessons right severe,
There's wit there, you'll get there,
You'll find no other where.”

One thought more and I will close. This is almost a sermon, but I cannot help it, for the occasion itself has given rise to the thoughts I am offering you. Let me suggest, that in giving you being, God locked up in your nature certain forces and capabilities. What will you do with them? Look at the mechanism of a clock. Take off the pendulum and ratchet and the wheels go rattling down, and all its force is expended in a moment; but properly balanced and regulated, it will go on, letting out its force tick by tick, measuring hours and days, and doing faithfully the service for which it was designed. I implore you to cherish and guard and use well the forces that God has given to you. You may let them run down in a year, if you will. Take off the strong curb of discipline and morality, and you will be an old man before your twenties are passed. Preserve these forces. Do not burn them out with brandy or waste them in idleness

and crime. [Applause.] Do not destroy them. Do not use them unworthily. Save and protect them that they may save for you fortune and fame. Honestly resolve to do this, and you will be an honor to yourself and to your country. [Applause.]

PHONOGRAPHY vs. THE NEW SYSTEMS.

BY THE EDITOR.

The pamphlet entitled “Legible Shorthand Vindicated,” which has been issued by Mr. Pocknell, undoubtedly foreshadows a struggle not only as between that system and Phonography, but as between Phonography and all other systems. Within the past few years British shorthand writers have witnessed a development of phonographic ingenuity of which Pocknell's, Everett's, and Williams' shorthand systems are indications and illustrations.

The inventor of Phonography, who has watched its marvellous progress for half a century, and whose whole energies are bent towards its success, is not likely to encourage innovations which are not directly in the line of his invention. Indeed, Mr. Pitman will, we are sure, spend every working moment of the remainder of his life—as he has spent during a half century—in the promotion and defence of his Phonography; and this important fact suggests speculation as to the ultimate outcome of the struggle, and its effect upon phonographers in general, and those of Britain in particular.

No one who believes in the progress of his race would presume to set bounds to the capacity of the human intellect; and the facts of past history will bear out the conviction that a system of shorthand may yet be devised which will be as far in advance of any known system as present systems are superior to longhand. There is no shorthand writer, we should hope, who looks upon Phonography in its present state of development as absolutely perfect. Such a claim, by whomsoever made, would be absurd and illogical—absurd, because the facts known to every well-informed phonographer deny such a claim; and illogical, because it implies that, though the present degree of perfection has been reached by a slow process of development, the future will witness no similar growth.

It is plainly manifest from an examination of their merits, if not from observation of the opposition to them, that the new systems possess merits. Already “Legible Shorthand” has been by some of its reviewers called “the shorthand of the

future," while Everett's system has stood its ground in the competition with Pitman's Phonography. If, therefore, the authors and publishers of these and other systems persist in urging their claims, while Mr. Pitman as ardently propagates and as warmly defends Phonography, it is quite evident to us, viewing the struggle from another country, and from an independent standpoint, that the rank and file of British phonographers will in a few years be divided under several captains. While we do not think such a state of affairs is to be deplored in the interests of the art-science of Shorthand, we cannot but express sympathy for Mr. Pitman, personally, in the conflict. His whole life has been one of self-abnegation in the interests of Phonography; and while he may count during his life on the steady and enthusiastic support of thousands of the foremost shorthand writers in Britain, the outlook for his system after he has gone to his reward will not be to him what he would desire. The work he is now doing cannot be done by any other hand and brain, or by any number of them, with any measure of success approaching that which attends his labors. As the personification of Phonography, he wields an authority that cannot be delegated to another on his retirement from active life. As the historian of Phonography, his position is unique, and no successor could obtain such a mastery of facts as he commands. As the chief, enthusiastic, and unselfish advocate of Phonography, he stands alone, and no other man or body of men will be influenced to the same degree by the motives which move him. Mr. Pitman's unremitting toil, courageous enterprise, and self-abnegation, are the outcome of an unselfish, and—if we may be allowed the use of the term in this connection—an æsthetic sentiment on the subject. Pounds, shillings, and pence are nothing to him. He would not hesitate to destroy all the plates in his printing office, and consign to the flames the tons of literature which represent years of toil, if it were necessary to do this as an introductory to what he deemed an improvement of sufficient importance in his system.

The new systems are not of such a nature as to commend themselves to Mr. Pitman; and hence his opposition to them. It is extremely doubtful whether he will alter his system in the slightest degree to accommodate or to forestall the new forms and rules. On the other hand, the more modern authors are full of hope and confidence, and are already mustering their

forces. Whatever be the result of the coming conflict, it suggests to our minds—and we in turn suggest to our British friends—the necessity of guarding the interests of Phonography and Phonetics. Notwithstanding the large number of adherents of both these branches, the success of the Phonetic Institute depends to too great an extent upon the life and vigor of a single individual. Fortunately, Mr. Pitman knows how to make the best use of his marvellous life-energy, and he will in all human probability live for many years yet; but in case of accident, or illness resulting in his sudden death, where is his successor?

We have never seen, in any of the British phonographic journals, a discussion or even an article on the subject we have touched upon; but we humbly submit that it is one of ever-increasing importance to Mr. Pitman's disciples, and might properly be introduced by our transatlantic Phonographic contemporaries for discussion by the Phonographers and the Phoneticians.

[For the COSMOPOLITAN SHORTHAND WRITER.]

"W" AND "Y."

BY PROF. J. H. BROWN, TEACHER OF "VISIBLE SPEECH,"
DEAF AND DUMB INSTITUTE, BELLEVILLE.

Many articles have been written from time to time by phoneticians upon the sounds of the different letters of our alphabet. In a number of those which I have read the writers claim that the sound value of our W and Y can be equally as well expressed by other letters; that we have no use for them in English, and that they may be dispensed with.

That we may have a clear conception of the value of these two letters, it will be necessary to go back to the fundamental principles of the formation of them, to consider the organs brought into action while speaking them, and to compare such formation with those which they closely resemble.

The letter W, as we have it in our language, has a sound corresponding very closely to the sound for "oo." There is a slight difference, however, but it is so very fine that only the most cultivated ear is able to distinguish it. For "oo" we have two sounds, called the long and the short sounds respectively. Examples of these two sounds may be found in such words as "wool" and "wood"; the former containing the long one and the latter the short one. In the formation of the "oo," the lips and the back of the tongue are

brought into action, and voice is formed in the larynx. The back of the tongue raises towards the soft palate, and the lips assume a position something similar to that for whistling. The space between the lips will correspond with that between the back of the tongue and its passive organ—the soft palate. If the lips are opened slightly, still retaining their “rounding,” and the back of the tongue falls a distance equal to the opening of the lips, we shall have the proper positions for the short sound for “oo.” The only visible distinction in changing from “oo” long to “oo” short is an *opening movement* of the lips. Now, if we wish to speak the sound for W we use the same organs, but in a somewhat closer position. In other words, the spaces between the lips and that between the soft palate with the back of the tongue, is smaller, yet this difference of position and sound is so small that there are very few speakers who do not interchange the sound of W and “oo.” Since the sound for W so closely resembles that of “oo,” if we can speak a word where the “oo” is preceded by W so clearly that we can hear a distinction, our difficulty will (as far as the W is concerned) be overcome. This may be done by substituting the “oo” for the W and “oo” slightly prolonged for the “oo.” This gives us a sound close to that of W, and the prolonging the “oo” has a tendency towards “oo” long.

I have never yet seen an article written upon Y, but that the writers assign only two sounds to that letter. I have always taught three, and I feel convinced the English language cannot be taught phonetically unless we have these three distinct sounds, two of which may be represented by the two sounds for the letter “I.”

Take, for example, such words as *quantity*, *my* and *yes*. We have the letter Y sounded in each of these words, and in each case a different sound. In order that we may understand the relation of these sounds to one another we must compare their relative positions. Let any reader prolong the long sound for E as it is in the word *me*, and he will observe that the front part of the tongue lies close to the top of the mouth. If this space be widened slightly we shall have a position for short I. The movement from long E to short I is therefore an *opening one*. It will be readily comprehended then, if we give initial Y the sound for short I and speak long E after it, we would have a *closing movement*. In speaking initial Y before long E, as in the word *year* or *yeast*,

the movement is an *opening one*. This demonstrates to us that when long E is preceded by Y the sound for Y is closer and slightly farther from the front of the mouth than long E, and could not be represented by the short sound of I. It would certainly be barbarous to attempt to speak Y followed by long E by substituting for it long E followed by short I.

My opinion is that we must use the Y, or some other letter that will give us a sound different from those expressed by our alphabet.

THE TYPE-WRITER.

A PAPER READ BY H. H. UNZ, OF CHICAGO, BEFORE THE INTERNATIONAL CONVENTION.

For nearly five years past I have been engaged and interested in the introduction of writing-machines, and am, perhaps, not a little enthusiastic in the conviction of the ultimate universal adoption of the type-writer, a machine that writes with type as a means of communicating thought. But, ladies and gentlemen—I trust I shall very soon be able to call you all friends—I shall not “enthusiasm,” nor shall I go into a rhapsody in red, white, and blue on the advantages of the perfected Type-writer over the pen, nor give you a technical description of the writing-marvel, such as George W. Peck, of the *Milwaukee Sun*, gives of a self-baking, stem-winding, breech-loading, lock-stitch, stern-wheel, non-explosive, automatic urchin educator and combined editorial-protector, hash-cutter, beef-steak-pounder, and general assistant brain-expander, &c., &c., &c., &c. I shall avoid any and all technicalities, and at once enter into the subject by saying, what perhaps many of you already know, that the first effort to make a writing-machine was made in England, nearly one hundred and seventy years ago. But the honour of first making a writing-machine practically belongs to an American, a citizen of the Great West, C. Latham Sholes, of Milwaukee, to whose creative genius alone is due the credit of inventing the first practical writing-machine. And to-day many of the devices used in writing-machines were his original conceptions, though now claimed by sundry other so-called inventors as improvements.

I say, ladies and gentlemen, that we all of us, and I mean the whole writing world, owe a debt of gratitude to the honored inventor of the Type-writer, that no effort of mine can fully express; and indeed there are few, I believe, who grasp the greatness

of the benefaction bestowed on this and coming generations. The inventions that have worked their way into permanent success, unaided and alone, by their intrinsic merit, are those which have been most valuable to science and the world, and which have revolutionized old methods, supplanting them with practical and beneficial mechanism. Such an invention is the Type-writer, brought to its present high state by a firm whose fame is world-wide, and who deserve no faint commendation for the perfection to which they have brought this remarkable and thoroughly practical instrument, by the expenditure of thousands of dollars in the employment of the latest and best improved machinery, and the most skilled mechanics in America—foremost of whom, the superintendent of this department in Ilion, Mr. W. K. Jenne, deserves no small share of praise—in their aim to give the world a perfect writing machine, combining all modern devices with strength and durability, and all the requirements for everyday use. Does it not seem strange that in the world's progress, extending over thousands and thousands of years, yet even in this, the era of great inventions, scarcely any improvements have been made in the primitive methods employed by the ancients? They used the stylus, and we do to-day, and we would still be scratching paper with a stick, making unsymmetrical hieroglyphics that Carlyle aptly calls "chirographical semersaults," or what would answer well to a description given of Horace Greeley's writing, "a gridiron struck by lightning," were it not for the Type-writer, whose busy click, click can be heard in the study and office of the leading men in all the walks of life and business.

The heroism of those who fought and bled for us in '76 was in great part a matter of physical endurance. Their lives were perpetual drains on the brawn of the human system, and ours just as steadily calls on the brain. I reiterate that their heroism was in great part a matter of beef and pork and beans, a matter of physique. War to-day takes a soldier from the gateway of his barrack, and conveys him by rail to the threshold of death, with hardly one strain of his muscular fibre; nerve force is the essential element of the fighting man who woos the God Mars in our age. Muscle is still required, but in an always decreasing ratio. The time may come when opposing forces will be destroyed without the aid of a single violent muscular contraction. As to the desirability of

that revolution,—well, on that head I've no opinion to offer on the moment. All I contend is, that war to-day is more trying on the nerves than it was in "ye olden time."

The same results are reached in the arts of peace by means exactly similar. The carnival of invention and discovery, is, of course, more applicable to the subject in hand. Muscle goes every day a little farther to the rear in all and every form of human endeavor. Stress on the nervous system is the foe of modern life. Hundreds and thousands of brain-workers are, at this very moment, in danger of one and another form of paralysis, from the urgency of the calls on the nerve centres, and until within a few years there was no relief from the scratch, scratch of the pen. Then came the Type-writer, accomplishing what had for centuries been thought impossible, if indeed it had been thought of at all.

The strain that is occasioned by the work of an ordinary brain-worker, or one accustomed to mental effort, would throw a hod carrier into convulsions. Many of us have seen tangible evidence of how nervous systems have been over-wrought, prostrated, brought to a standstill. The hand that grasped the pencil held it with such force as to almost break the little instrument. What followed? Complete inertia—absolute want of power to form a letter—the break. The time had come to find if the inventor who had done so much for the soldier and farmer, in fact, for all who perform mechanical operations, was potent enough to help the pen-writer.

Little did Guttenberg and Faust think that one day their wonderful invention would lead to the utilization of their methods in a machine that would be the stylus for everyday use. To many minds the Type-writer is suggestive of having to learn the art of Faust and Guttenberg, an amount of labor that would make it impracticable, in fact, an impossibility, for the average writer to earn a livelihood with. The manipulation is so familiar to all that it would indeed be "carrying coals to Newcastle," and might well offend your self respect, if I hazarded one syllable of instruction.

I cannot call to mind, though I am perhaps a little prejudiced, a single invention that is destined to be a more universal auxiliary as an economizer of time and labor than the perfected Type-writer. At first, like even the sewing machine, jealously regarded by the majority of the people as a luxury, even as a toy, that only

the favored few could possess, but now an absolute necessity in every family; so the Type-writer, at first in a degree imperfect, has been perfected, and at the same time the price has been materially decreased, until now it is within the reach of everyone.

That the Type-writer is an established fact, a success, is evidenced by the thousands that are in daily use, and furthermore by the fact that for over a year the works in this department have been kept under a "full head of steam" to supply the demand, which is constantly and steadily increasing.

Now, in the face of all this, would it not be well if the principals of schools and colleges—I notice that several of our leading business educators, who have already done what I here suggest, are present—would adopt this new and lucrative business as a separate department, if not in the regular course of business education. For, the great purpose for which education has been designed is to make the best possible use of, to cultivate and enhance the value of, the gifts of intellect that God has bestowed on us, and fit us for contact with the world. Every school and college should take hold and make type-writing a part and parcel of a practical education. The day is not far distant when this will be absolutely necessary, for is it not far more important than playing on the piano, or a dozen kindred accomplishments, so called, that accomplish oft-times the exactly opposite effect from what is intended? In a word, to be vulgar, type-writing carries with it bread and butter—up to the present time I expect operatives have had their bread buttered on both sides, so comparatively few are they—to a more feasible certainty, to a greater majority of pupils, than any other business, even in professions that require long and arduous study to become proficient in.

The Type-writer opens the largest and most congenial field of pleasant employment to women, and places them in a position that makes them at once self-sustaining, and in a manner that is highly creditable.

I reiterate—if word of mine had weight—shorthand and type-writing should be made a part of the regular course in every school in the land. They are essential to the age—time-annihilators that go hand-in-hand with telephones and other kindred inventions.

In closing, I would add that I sincerely believe that up to date the perfected Type-

writer is the most perfect writing machine made, and bids fair to remain so, until some latent genius will invent a principle essentially different from anything that has been done. The Messrs. Remington are making, and continue to make, improvements where they find, upon practical tests, that improvements suggested are improvements.

[We thoroughly endorse the claims made for the Type-writer as a useful and valuable invention, after several years of work with it. But we believe that Mr. E. E. Horton, Official Reporter of the High Court of Justice, resident in this city, is working out a machine which will be as superior to any known type-writing appliances as the latter are to the present system of handwriting. Mr. Horton hopes to have the machine perfected in a few months, and the phonographic fraternity will then have an opportunity of comparing the achievements of Canadian inventive talent with those of other countries.—Ed. C. S. W.]

FAST SPEAKERS, AND HOW TO KEEP UP WITH THEM.

BY R. FIELDER, MONTREAL.

The great point at which you should aim is to establish once for all a certain mode of writing every word in common use. Uncertainty is the bane of the reporter; a moment's hesitation as to the form of a word, if it is followed by difficult phraseology rapidly uttered, may throw the writer into confusion, or at least so much behind as to make it difficult or even impossible to fetch up again when attempting to take a word-for-word report.

To have more than one way of writing a word is only allowable under exceptional circumstances, such as in phraseography when the form is changed from the normal type in order to obtain an easy conjunction with neighboring words. In these cases the phrase itself to a great extent becomes a sort of grammalogue to the fingers—being always used when the phrase occurs. All writers find in the course of practice that many words and phrases are much easier of execution than others. As it is the dull boy at school to whom the master should pay the most attention, so should the most difficult forms have the most attention from the writer.

The science of mechanics teaches us that the strength of any material or structure is only the strength of its weakest part,

and the speed of the writer is only the speed at which he can write the most difficult words. Speed in writing all manner of phraseograms is easily acquired, and if the speaker would only be kind enough to employ ordinary phraseograms, he could be taken down with ease even if he gabbled on at the rate of 250 words a minute; but such speaking would be mere nonsense. We must then acquire, first, a command of suitable phrases; next, a facility in writing words not coming under these phrases. Of course a facility in the use of grammalogues and phrases can only be attained by hard practice. This work must not be shirked if you desire to be successful. It is the very foundation of speed, the straight run in the race. Such is the facility with which these common words are written, that considerably less time is occupied in reporting than they take for their utterance, and the time so saved can be given to the forms which take a longer time in writing. Although, theoretically speaking, every word must be written quicker than it is spoken, this is not universally true; but even some words (occurring in common phrases) can be written with twice the speed that they can be spoken. These are the aids that enable the reporter to "fetch up" when an awkward word or two throws him back. It is therefore of primary importance to acquire great speed in writing the grammalogues and common phrases. And, as before observed, accuracy in outline must precede all rapidity, which will come in due course. If the characters are of easy formation,—and no grammalogues or phrases should be adopted which are not of easy formation,—having acquired a rapid formation of grammalogues and phrases the student should next direct his attention to the ordinary words, and do his utmost to work up equal facility in their execution.

It is very impolitic for a young writer to attempt much in the way of reporting, till he has mastered the use of the outlines he employs. If he persists in writing phonography before he has mastered a ready mode of writing every word ordinarily uttered by the public speaker, he will be obliged to *scamp* his work in many places, and be in great danger of contracting a slovenly and indistinct mode of writing. Nothing can be more deplorable than this habit, for besides the hours of toil required to decipher such ill-written stuff, there is great danger of the habit becoming chronic. If the writer finds he cannot easily read what he has written, he should immediately become

suspicious of his impetuated speed. Ease in reading should be the great test of progress. Speed will be sure to come in time, when certainty and accuracy characterize the forms employed.

Presuming the writer has by study and practice acquired a perfect command of all ordinary words and phrases to be met with in a newspaper, he will be in a position to test his capacity to take down a moderate speaker. The best first practice for this is to get a reader to read at a pace that will not flurry. When practice in this way has made a moderate speaker comparatively easy, a fast one may be essayed.

It will greatly increase the writer's chances of success if, from a knowledge of the subject upon which the orator will speak, he is able to arrange in his mind or by a little previous practice, a list of contractions which will likely be incidental to the oration. When a fast speaker begins fast—which, however, is not often the case—the writer may find himself unable to keep up with him. Of course in reporting evidence, if the speaker is too fast for you, you have to stop him, but in an ordinary lecture, when such happens, it is better to leave out unimportant words (leaving places for them) than to try to take every word. In a few minutes the fingers will acquire their old facility, and the mind will quickly comprehend the speaker's meaning.

If you find yourself really unable to take down every word the speaker utters, there is nothing for you but either to abbreviate the form of expression or leave out the less important words, such as conjunctions and prepositions, and where the present tense of the verb is shorter than the past, use it instead, as in "print, printed," "present, presented," "consent, consented." I would warn you that there is no royal road to speed. It is only to be obtained by hard work and plenty of practice in following a speaker, who will force you to exert yourself to the utmost.

Phonography is an art, not a science, and perfection is only to be attained by practice, *practice, PRACTICE.*

AN ORTHOGRAPHICAL PUZZLE.

Write we know is written right,
 When we see it written *write*;
 But when we see it written wright,
 We know it is not written right;
 For write, to have it written right,
 Must not be written right or wright,
 Nor yet should it be written rite;
 But *write*, for so 'tis written right.

TO OUR SUBSCRIBERS.

The reasons for issuing the January and February numbers in one are several and sufficient, but in explanation of the otherwise strange proceeding we deem it proper to give them for the benefit of all concerned.

(1). Since the change was made in the firm of Bengough Brothers by which the present Conductor of the WRITER resumed charge of the magazine, the interests of the general printing and publishing business have made ever increasing demands upon his time and energy. As a consequence, the issues of the magazine for some time after the change fell behind time.

During the greater part of November the Conduc or was busy reporting and transcribing an important case. This delayed the November number more than a month.

(3). In December our business manager was taken ill from overwork, and his medical adviser promptly ordered him to go South for a Month. During this time work could be done on the magazine only after business hours; and amidst the pressure of Christmas trade no systematic and sustained effort could be made to issue the magazine till the return of Mr. Moore in the middle of January. The December number was thus thrown over for two months.

(4). At this time both January and February numbers were due, and in view of previous unavoidable delays it was thought wise to issue these two numbers in one, and dispense with the lithographed pages, so as to gain time. The March number will be issued about the 15th of that month, with shorthand specimens and reading matter.

We tender to subscribers our grateful acknowledgement of their kind forbearance during the past few months, and trust that we shall not have occasion to make further calls upon their patience.

NEWS NOTES.

CANADIAN.

Mr. C. M. Thompson, recently of London, Ont., is employed as shorthand to the Secretary of the Bridgeport Malleable Iron Co., Bridgeport, C't.

Miss Ashley, a talented female phonographer in Belleville, took the official report of the Dairyman's Convention recently held there. She teaches Pitman's system.

Prof. J. H. Brown has several phonographic pupils in Belleville. The most promising is Mr. Dickinson, a teacher in the Institute, who has attained a speed of 120 words per minute.

Mr. John Holland, recently stenographer to the Chicago and Indianapolis Air Line R'y, Chicago, has returned to the office of

Rose & Co., barristers, this city. He is studying architecture in spare hours.

Mr. W. H. Huston, B. A., of Pickering College, has started a junior class in phonography in that institution, with about twelve pupils. There are twenty in the senior class, who are able to read and write well, though not rapidly.

Messrs. Alfred Boyle and Wm. Perkins, two young shorthand writers who went from Toronto to Winnipeg, had so severe an attack of the Manitoba land fever that they have abandoned the profession and set up a real estate agency.

Mr. F.W. Wodell, formerly of this office, is now night editor of the Hamilton *Spectator*. His promotion came as a matter of consequence, his work as local reporter being of the best kind. We are proud of Wodell as a bright and progressive shorthand journalist.

William Tandy, political writer on the Kingston *Daily Whig*, died from congestion of the lungs, on the third inst. He was only 41 years of age. He was a gifted vocalist, and for years sang through Canada with his brother Rechab. Two writers on the *Whig* have died during the past six months.

Mr. David McCulloch, recently editor of the Hamilton *Spectator*, and now Collector of Customs there, is a self-made man. He graduated from a foremanship in one of the departments of the Great Western Railway into the editorial chair of the *Spectator*, and he has no cause to be ashamed of his record in either sphere.

Mr. W. C. Everett, of St. John, N.B., furnished a full report of the Maritime Baptist Convention, which was issued in book form by the publisher of the *Christian Visitor*. A charge was made against Mr. Everett, that he had dealt unfairly with some of the speakers, but his vindication was prompt and satisfactory. Did any one ever hear of a speaker being quite satisfied with a report of an impromptu speech?

Prof. O. S. Fowler, the veteran phrenologist, is on a visit to our Canadian cities, accompanied by his son-in-law, Mr. Eugene W. Austin. They were crowded with business while in Toronto, and called on us for stenographic help. We temporarily sent our amanuensis, Miss Frazer, and in the meantime secured Mr. Geo. H. Taylor, of Chatham, and Mr. T. J. Storr, of Hamilton. The former will accompany the party through the Dominion.

Reverting to the paragraph on page 87 (October) in reference to Mr. Crawford's reporting feat, we secured a copy of the evidence in the "Waubuno" case, and searched for the section of the transcript to which Mr. Crawford had given us reference according to date. Failing to find it, we spoke to Mr. C., and then discovered that we had misunderstood him, and that he referred to the second trial of the case, the transcript of which he commenced to make but did not complete as it was not called for. We have therefore had no opportunity of verifying the statement as we proposed doing, and write this in justice to Mr. C., who might otherwise be placed in a false position.

We had the pleasure recently of visiting the Deaf and Dumb Institute in Belleville, and hearing deaf mutes *talk* so distinctly that we could understand every word uttered. Prof. J. H. Brown, who has special charge of the sixty pupils who, though quite deaf, are learning to converse quite intelligently, is an enthusiastic phonographer and phonetician. There is no better authority than he on the subject of phonetics, for not only is he a thorough master of Prof. Melville Bell's "Visible Speech," but he has been forced, during the two years of his residence in Belleville, to thoroughly analyze all the sounds in the language. He has been training unfortunate boys and girls *who never heard a sound*, but who, by simply observing and imitating the movements of the tutor's vocal organs, have been taught to pronounce aloud any word. The pupils do not know the sounds they make when speaking, and hence cannot control their pitch and volume. The "Visible Speech" can be written, and by a method of mental training for the development of the mind, the pupils can be taught to express their own thoughts in words. Prof. Bell has conferred an inestimable boon upon the deaf and dumb in giving them his "Visible Speech." Prof. Brown is a worthy exponent of the system. He is introduced to our readers in this number as the writer of the article on "W" and "Y," which will well repay perusal.

Mr. Walter L. Oliphant, now shorthand writer in the Hanover National Bank, has furnished a notable example of the success which comes in natural course as the result of diligent study of Phonography and faithfulness in the discharge of duty. To him we are indebted for encouragement and inspiration while struggling with phonographic outlines. We were then, in 1870,

working together as printers in the *Globe* office, which friend Oliphant left soon afterwards to take a position as shorthand writer to Mr. Wallis, Mechanical Superintendent of the G. T. R., at Montreal. Here, by practice, he became not only proficient in shorthand, but thoroughly familiar with all the details of the department, so that his status was in fact that of Deputy Superintendent. By energetic and conscientious work, he secured increases in salary until his income was handsome, and his position honorable and comfortable. One day the manager of the Hanover Bank saw a letter written in Mr. O's bold, round, "civil service" hand, and at once determined to capture him. An offer of \$1,800 a year *as a start*, took our friend somewhat by surprise, and his modesty well-nigh overcame him; but the manager was determined, and the offer was accepted. Mr. Oliphant is now married and settled down in his new quarters, and is happy in the confidence of his employers. Though he signs cheques involving immense amounts, he has not been asked to furnish bonds of any kind. May his example stimulate the young men who are starting out in life.

AMERICAN.

Canadians may recognize a familiar name in that of Mr. Reid McMonagh, who is at present stenographer for Hon. L. W. Russell, Attorney-General of New York, at Albany. Mr. McMonagh is originally a Canadian, and has been stationed at Canton-street, Lawrence City, N. Y., for the past five years, in the pursuit of his profession. We congratulate him on his success, and most sincerely wish him a continuance of it.

An honored subscriber to the WRITER, Mr. J. Homer Bliss, of the *Advocate*, Attleboro', Mass., has compiled an 800-page book giving a genealogical record of the Bliss family back to 1550. The book occupied over twenty years in compilation, required more than 10,000 letters, and treats of 2,225 Bliss families in America. Among these descendants we notice the names of Ralph Waldo Emerson and the late Philip P. Bliss, the evangelist, besides senators, clergymen and professional gentlemen. Mr. Bliss thinks the command to "honor our fathers and mothers" can be best done by preserving and perpetuating their most honorable records—hence this Herculean task, the expenses of which were over \$5,000.

FOREIGN.

M. Gensoul, an ingenious Frenchman, has invented a stenographic press. The

reporter sits at something like the keyboard of a pianoforte, and by applying his fingers to the keys prints the words as they drop from the lips of the speaker, syllable by syllable, on a strip of paper which rolls along underneath. When we say this we do not of course mean that the words are printed in letters. The keyboard appears to be divided into three parts of eight keys each. The left side, worked by the four fingers of the left hand, prints signs which represent initial consonants; the right, worked by the fingers of the right hand, prints final consonants; and the middle, acted on by the two thumbs, prints the medium vowels. We gather that something like a phonetic system of signs is employed. A few months' practice is said to enable any operator to follow the most fluent speaker with ease. We ought to say that M. Gensoul's system renders it unnecessary to transcribe the copy. Just as with the phonetic system, if legibly written, the compositor can set up the speech in common type, from the printed slip furnished by the machine.

CHICAGO NEWS AND NOTES.

(From our own Correspondent.)

CHICAGO, January, 1882.

Business in the shorthand line is good in this city just now,—in fact it is "rushing." All the law reporting firms are as busy as is possible; while the demand for amanuensis work is increasing very rapidly, and is far beyond the supply, although shorthand writers and type-writer operators are being "made" at nearly all the colleges in the city.

Among the colleges now well-filled with students, are the following: Brown & Holland, 50 Dearborn-street, who have 35 persons in the night class, 20 in the day class, 14 under private instruction, and 42 learning to operate the type-writer; this school is one of the most successful in the city. They thoroughly instruct their pupils for any branch of the profession; they use the Benn Pitman system. C. O. Frey helps students to master A. J. Graham's system, at Bryant's business college. J. S. Hanna uses Munson's, at the Metropolitan, and at Suter's West Side business college. James Abbott teaches Munson at the Y.M.C.A. rooms. White Brothers, at Johnson's business college, use a system of their own, which, it is said, is a modification of Isaac Pitman's shorthand. H. Boardman Allen shows his students how to master Isaac Pitman's system at 24 Bellevue Place.

At last we are to have a shorthand magazine here, *The Monthly Phonographic Times*, which will be an exponent of Isaac Pitman's system. Allen & Co. are the publishers, and H. Boardman Allen is editor. The first number is to be dated February, 1882. Two dollars a year is the price. It will be issued monthly.

Copies of the report of the proceedings of the International Convention of shorthand writers, in neat pamphlet form, are being rapidly distributed among shorthand writers.

The following are recent movements of stenographers as far as your correspondent is able to learn:

E. W. Ross, of Toronto, has obtained a situation with Haynes & Co., grain commission merchants, Chicago.

Fred. Craig, of Peterboro', Ont., with the superintendent of the Pullman Palace Car Company, St Louis, Mo.

H. Hamilton, from Ontario, with Star Coal Company, Cedar Rapids, Iowa.

L. H. Daniels, with superintendent Insane Asylum, Elgin, Ill.

Harry Converse, with M. W. Dunham, Wayne, Ill.

F. J. Dudley, Whitewater, Wis., with C. B. & Q. Ry., Chicago.

C. D. Walworth, Oswego, N.Y., with C. & E. I. Ry., Chicago.

Miss Kate Potter, with L. J. Whitlock, News Insurance, Chicago.

Henry Moss, East Saginaw, Mich., with Prescott Bros., Chicago.

Frank Bull, of Oswego N.Y., located with the C. B. & Q. Ry., Chicago.

A. E. Boyce, of Louisville, Ky., has accepted a situation with the general manager of the Texas Pacific Ry. at Marshall, Texas.

F. L. Moffatt, who was for a short time with W. W. Hunter, of this city, has returned to his home, in Minneapolis, Minn., and accepted a position in the general passenger office of the M. & St. L. Ry.

Harry Richmond, of Richmond, Ind., has accepted a situation with W. W. Hunter, of this city, a grain commission house.

Miss Mary L. Walker, of Lewanee Junction, Mich., is with Rathbone, Sard & Co., stone dealers, Chicago.

L. Tiernan, of Cincinnati, Ohio, is with Bourland & Co., Publishers, Chicago.

M. F. Borden, formerly with Allen Pinkerton's detective agency, in this city, is now with Elmerdorff & Co., grain commission merchants.

W. E. Cowper is in the general freight office of the C. & N. W. Ry.

W. H. Haynes is with the Chicago, Milwaukee & St. Paul Ry., in this city.

J. Van Smith is with Lyman Jackson, Lawyers, Chicago.

James Knoblock, lately with the C. B. & Q. Ry., Chicago, has gone to Denver, Colorado, and is with S. F. Pierson, railway commissioner. E. P. N.

SHORTHAND WRITING AND THE PRESS.

From Harding's Universal Stenography, 1831.

BY A BRITISH PARLIAMENTARY REPORTER.

The Romans invented short or abridged writing, which enabled their secretaries to collect the speeches of orators, however rapidly delivered. The characters used by such writers were called *notes*. They did not consist in letters of the alphabet, but certain marks, one of which often expressed a whole word, and frequently a phrase. The same description of writing is known at the present day by the words stenography, tachygraphy, and echography. From notes came the word notary, which was given to all who professed the art of quick writing. The system of notewriting was not suddenly brought to perfection—it only came into favour when the professors most accurately reported a most excellent speech which Cato pronounced in the senate. The orators, the philosophers, the dignitaries, and nearly all the rich patri- cians, then took for secretaries note-writers, to whom they allowed handsome pay. It was usual to take from their slaves all who had intellect to acquire a knowledge of that art. Gruterus has preserved for our information the notes of Tyro, the freedman of Cicero. The republic and the government of cities also maintained at their expense these secretaries. It is not necessary here to detail the history of these notaries in Europe who succeeded the *tabellions* of Rome. The intention is only to throw light on the origin of shorthand writing, and to prove the great estimation in which the art was held by ancient statesman and orators.

Next to the art of printing, shorthand writing claims the admiration of mankind: it may be called the triumph of human intellect. The wisdom of the senate, the principles of legislation, and the *dicta* of legal tribunals, are now diffused over the British Islands with the rapidity of the eagle's wing. The learning, taste, and reason of the most distinguished, taken, as it were, from the lips of the speakers, and conveyed

daily and hourly by the press of Great Britain, must produce light and knowledge among the people, which no other system of education can impart.

The advantages derived from shorthand writing are not only great in a public point of view, but privately the art is useful. The student who attends lectures may bring away the very words of the lecturer, and impress upon the mind at leisure the correct ideas of a speaker, in a way that can never lead to error.

The art, some years ago, was not applied to any useful purpose in England. The debates in the British Parliament were reported, but the writers conveyed no valuable information to the public. The speeches reported were too often the mere composition of reporters, who wrote from memory. We have now, so far as the limits of the newspapers will allow, nearly the very words of the leaders in parliament, upon all important subjects. It is true, inaccuracy will sometimes occur, but every one who has attended the House of Commons, and the other branch of the legislature, must know that errors are occasioned by the want of proper facilities to report. The distance at which strangers or writers are placed from the speakers in the House of Lords and House of Commons is too great. It is impossible to hear persons who speak in a low tone of voice, and it is almost unnecessary to observe that a reporter cannot accurately report that which he does not distinctly hear, and clearly understand.

We are enabled to make what may be considered a bold assertion, but it is nevertheless true, namely, that a shorthand writer, placed in a situation where he can hear, may commit to paper, if necessary, every word uttered by a speaker. The skill evinced daily in the art of reporting must be considered one of the great foundations of public liberty, and every friend to the British constitution should stand forward the advocate of reporters, who have done much within the last twenty years to promote the liberty of the subject, the blessings of the British constitution, and the morals of the people.

It would not be difficult to prove that the present system of reporting is advantageous to domestic peace, and the stability of government. The people of England are the best subjects in the world, provided they find in their rulers due regard for the principles of that constitution which their best blood has been so often and so nobly shed to defend. Expose fairly the sentiments of

the representatives in Parliament, who discuss the measures of government, and there will be no disposition to form plans of conspiracy, treason, and disaffection, which have generally been the result of false or mistaken views of the measures of governments. The public has now a stream of light and information, flowing through the United Kingdom, and happily there is no apprehension that the liberty of the press can be suppressed in this country. Whilst shorthand writing gives to the reporter the invaluable power of spreading truth and information over the land, the people may boast of advantages unknown to surrounding nations.

ONTARIO SHORTHAND WRITERS' ASSOCIATION.

We give below the Constitution and By-Laws of this Association, as organized in December. Since that time radical changes have been made in the society, upon the suggestions of members of the original "Canadian Shorthand Writers' Association." As the new society did not wish to trespass upon the territory occupied by the old one, or do anything that might be considered antagonistic, it has been decided to change the name of the young association, and to give it the character of an advanced class or stenographic club. As there appears to be some misapprehension on the part of the professional reporters as to our relation to the Ontario Association it is but fair that we should be allowed to state that the conductor of the WRITER was elected as a Vice-President, and this magazine was made the "organ" of the association, without previous consultation with us. We signified neither approval nor disapprobation at the time, but in a subsequent interview with the secretary we impressed upon him, as the representative of the new association, the necessity of changing its name to one more expressive of its scope, withholding our signature to the membership roll until some such radical change were made. As a constituent member of the original association, we felt that the adoption of a similar name by a totally different organization would cause confusion, if not work actual injury to the profession. We are gratified to find that the promoters of the new association have promptly adopted our suggestion—which was made also by other members of the C.S. W.A.—and trust that under the new auspices the "juniors" will develop the latent talent which they possess. In this connec-

tion we may mention that the original association is being revived by the reporters now at the Capital, and will be placed upon a broader and firmer basis than ever.

CONSTITUTION.

TITLE.

This association shall be called The [2] Ontario Shorthand Writers' Association.

OBJECTS.

1. The teaching and extension of the art of Pnonography
2. To promote the reporting proficiency of those members who are desirous of advancing in the art.
3. By means of regular meetings and correspondence to encourage a more social feeling, and thus strengthen the bond of unity already existing between shorthand writers.
4. To grant certificates to those members who require them, certifying to the number of words they can write correctly per minute and transcribe correctly afterwards.

BY-LAWS.

1. The officers of this Association shall be an Honorary President, a President, two Vice-Presidents, Secretary, Treasurer, and four members of Committee, to be elected at the Annual General Meeting.
2. The subscription fee shall be 50c. per annum.
3. The Annual General Meeting shall be held on the first Tuesday of October.
4. The meetings of the association shall be held on alternate Tuesdays.
5. Every member on being elected shall pay his subscription fee in accordance with rule No. 2.
6. Candidates for membership shall be proposed and seconded at the ordinary meetings and be elected by a vote of a majority of those present.
7. The committee shall summon a special meeting on receiving a requisition signed by eight members stating the purpose for which such meeting is desired, the requisition to be presented through the Secretary.
8. Examinations shall be held in April and October of each year and certificates granted to members for proficiency in the art.
9. Each member on paying his subscription fee shall receive a member's ticket.
10. The COSMOPOLITAN SHORTHAND WRITER shall be the official organ of this association. This association shall not be dissolved nor the rules changed, except by a vote of three fourths of the members assembled at the meeting called for that purpose, ten days notice of which shall have been given by the Secretary to each member.

THE STENOGRAPH.

BY M. M. BARTHOLOMEW, INVENTOR, BELLEVILLE, ILL.,
BEFORE THE INTERNATIONAL CONVENTION.

[We are sure our readers will be interested in the following information respecting Bartholomew's Stenograph—a machine for writing at high speed. The inventor, who is a practical reporter, uses the machine in professional work as reporter of Conventions, &c. It is well adapted for ladies, who wish to become amanuenses without learning shorthand.—ED.]

A friend of mine once said to me that if he were going to perform a day's labor, he would hire some other man to do it, and I have always thought that if I were going to make a speech I would get somebody else to make it for me. But as there is no other person present who understands the stenograph sufficiently to describe it, there seems to be but one thing for me to do, and that is to rise and explain.

If any person will take the trouble to analyse a few sentences he will find that the average number of letters to each word as written in shorthand, is about two and a half. Assuming one hundred and sixty words a minute as sufficient to serve the interests of shorthand reporting, and multiplying by the number of letters to the word—two and a half—we find that four hundred letters a minute must be made to attain that speed. By carrying the investigation a little further, it will be seen that about three hundred strokes per minute can be made with one hand. This is not sufficient to write one hundred and sixty words per minute, unless more than one letter be made at one stroke.

In order, therefore, to make a machine capable of verbatim reporting, it is necessary to do one of two things, to write more than one letter at a stroke, or to devise some means by which considerably more than three hundred strokes per minute can be made. As far as I can form an opinion from what I have read of other machines intended for reporting, the French and Italian, the plan adopted by them is to make two or more letters at a stroke, having a sufficient number of keys to enable this to be done. I have, however, adopted the plan of making but one letter at a time, and in order to make the letters rapidly enough have introduced a very simple arrangement, by the use of which one letter is made with one hand and the next with the other. In this manner six hundred or more letters can be made per min-

ute, which is more than enough to equal the speed of the most skillful stenographer.

There are but five markers employed, the alphabet being formed from the different combination of these. The markers are operated by what seems to be two sets of keys, one for the right and the other for the left hand. In reality, however, there are but five keys, four of them having two buttons or finger-pieces each. By depressing the finger-piece on the extreme right of the keyboard, it will be seen that the finger-piece on the extreme left moves with it; the same is true of the three other finger-keys. These four keys are formed of bent pieces of metal, pivoted midway between the markers and the finger-pieces, as can be seen from an examination of the instrument.

The writing is done on a paper ribbon, through an inked ribbon, which is pressed against it at each movement of the keys. By striking the thumb key, a mark is produced on the left edge of the paper ribbon, which is called "D." The second key produces a mark between the left edge and middle of the ribbon, "N," the third key makes a mark in the middle of the ribbon, "R," and so on. Thirty-one combinations are possible. I write words phonetically, writing all consonants, and initials, and final vowels, omitting such vowels as are not essential to legibility.

The writing produced by the instrument is more legible than that of a pen or pencil, for the reason that the letters are always the same, no matter by whom made, nor whether quickly or slowly.

As my desire is simply to make such explanations as will enable the convention to understand the instrument, and the plan of its working, I don't know that anything further need be said. I will, however, be glad to answer any questions that may be asked.

MR. DANIEL—"I would like to ask as to the arrangement of letters; whether those which are most frequently used are made with the stroke of one finger, and those less frequently used by two or more."

MR. BARTHOLOMEW—"In making the alphabet I analysed a great many words as they occur in sentences, to ascertain the relative frequency of letters, and also endeavored to determine the same in regard to the case of making different combinations. After this was done, I assigned the most frequently occurring letters to the combinations most easily made."

MR. ROSE—"Suppose, in court work, the reporter has to refer to notes taken an

hour or two before, or perhaps a day; wouldn't it be very difficult to find them on these slips of paper?"

MR. BARTHOLOMEW—"It can easily be arranged, by complicating the machinery somewhat, to make it write on a sheet of paper, and if the paper ribbon should prove inconvenient, I should, of course, adopt that plan."

MR. DANIEL—"About how much reporting do you suppose one of these reels of paper would do?"

MR. BARTHOLOMEW—"Perhaps one day. I couldn't answer that definitely."

MR. T. C. BROWN—"Where a mistake occurs what do you do?"

MR. BARTHOLOMEW—"I adopt a plan similar to that used by telegraphers. I strike all the keys two or three times, which makes two or three lines of dots across the paper ribbon, and then write it over the way it should be. If it occurred some time back, a pencil would have to be used in making the change."

MR. BINMORE—"As I understand, it would be a substitution of the downward movement of the finger for the gliding movement over the paper. Of course the force applied to make the downward movement is three times that which is used to make the gliding movement of the pencil, and, therefore, to that extent, at least, there must be great delay."

MR. BARTHOLOMEW—"Well, I don't know about that. The strokes are made rapidly enough to do the writing, and the writing is actually easy. I don't see why there should be any more force expended on a downward than a gliding movement."

MR. BINMORE—"It is determined that one stroke downward takes three times as long as one gliding, with the pencil. Is the instrument capable of writing a whole syllable at a time?"

MR. BARTHOLOMEW—"Only one letter at a time."

DAN BROWN—"I want to say a little in regard to the stenograph, or the new system of shorthand writing, as I should style it. We have new systems of shorthand springing up all around us, some of but a mushroom growth, and short-lived. The question is, whether the shorthand machine will be short-lived or not; whether it is going to be a success as a system? as other phonographic or stenographic systems. I believe the question is of interest to every shorthand reporter—to what extent is this new system going to be practical for court reporting or official or amanuensis work, or in any branch of

work that shorthand pertains to? Perhaps some doubtful member of the profession will ask, how much is it going to affect the phonographic fraternity at large, and the systems that we have already established? I believe it will have no more effect than Mr. Longley's new eclectic, or Cross' system, or tachygraphy. This is a new machine, but still the mind has to do the work; different combinations have to be made to write different letters, requiring an action of the mind just the same as in every other system of shorthand. Can this machine be operated fast enough to do verbatim reporting? I think it can."

MR. EDDY—"I am not prepared to say that this machine will take the place of the present system of reporting. I believe it can and will be used in a great many kinds of reporting, for one reason that it is less tiresome than a constant use of the pen or pencil. A great many persons complain of pen paralysis, or pain in the arm while writing, and have to stop, and some have had to learn to use the left hand to write with. With the machine you use both hands, and write with much more ease than you can with a pen. I think an answer to the objections springing out of the use of the paper ribbon is, that it can be cut into strips and pasted on paper."

MR. ROSE—"In our state (New York) in court business we are required to refer to our testimony with readiness, and we couldn't stop to paste the slips on paper in court, unless we should take a small box with us."

MR. JAYNE—"The small boy might complicate matters by cutting the strip in the middle of a difficult outline, and the reporter might then have to refer to his memory, as he sometimes does with other systems."

MR. ROSE—"It might do in office work, but it wouldn't do in court."

MR. BARTHOLOMEW—"I do not think cutting it into slips and pasting it on to sheets would be practicable."—*Proceedings of the International Convention.*

A NEW TELEGRAPH MACHINE THAT WILL TRANSMIT 15,000 WORDS AN HOUR WITHOUT FAIL.

Improvements have been made by Royal E. House, which are said to be the perfection of the old House ivory-keyed, automatic instrument of 30 years ago, by which from 250 to 300 words a minute can be transmitted, received, and permanently recorded. Mr. House is now an old man, but seems to have lost none of his energy or inventive power. The present im-

provements, of which so much is promised, are the result of 12 years of unremitting labor. In brief, it is intended by this invention to make cams, cogs, levers and electricity to do the work of brains, hands and experience; to send messages with the enormous rapidity of mechanism; to have them received and recorded automatically and without the necessary presence of an operator; to make money for the capitalized companies and to save it to individuals. If successful, it is the cheap postal telegraph system in a nutshell. The inventor calculates that messages can be sent by the new system at something less than one-tenth of their cost by the present improved Morse system, allowing for power, machinery, batteries, paper and the salaries of operators and other employes. There are, it appears, four machines, or instruments, which constitute the system. Each one of them would be useless without the other. The first is built on the general principle of the type-writing machine, but instead of printing characters cuts slits of greater or less length in an interminable strip of hard and stiff manilla paper, with pointed knives, which are raised alternately through the lower and upper edges of the paper by a system of levers worked by a series of brass keys, the strip of paper passing from a wheel through a narrow brass galley and under constant pressure over the little slots through which the knives work. Foot, hand, water or steam power may be used in running the machine, and an expert operator can strike from 150 to 200 letters per minute. The length of the slit indicates the letter to a small fraction of an inch. This strip of paper, whose marks are not those of a punch, but cut slits in a rapidly moving strip, is then placed in a machine connected with a battery, and moves quickly through it. Two constantly revolving wheels with sharp, but not keen edges, fall readily into the slits—upper and lower alternately—of the paper, and thereby make an electrical connection with a receiving instrument at another office, with a set of knives similar to those in which the original slip is placed. The knives in the second machine cut slits of a length corresponding to those in the original, and can be read by an expert, although they can be printed in the fourth machine with such rapidity as to make handwriting comparatively tedious and useless. This last instrument points on somewhat the same principle as the gold and stock automatic telegraph, but the letters are printed from the cut slip without any other interference than that of the power by which the machine is run. These messages record themselves, and the presence or absence of an operator at the receiving end is of no consequence. They can be sent with all the rapidity of which perfect mechanism is capable, and will, it is claimed, average 200 to 250 words per minute, or approximate 15,000 words per hour of constant work. All delay will be in the preparing instruments, and the work then can be accomplished by operators at such times as the wires are occupied from other stations.

Perhaps the most remarkable feature of the system and the one which will strike operators and electricians as the most improbable is the simplest. It is that all messages can be sent to any particular station, and to no other, and without being heard or repeated at any other. The "call" is so arranged in its automatic way that, while the machinery is in movement in every office, the knife-like wheel only fills the call slits on the tape in the office for which it is intended, giving an automatic reply, and the similarly-moving wheels in every other office, failing to fit the slits, have no impression.

WRITING BY SOUND.

[The printer's "copy" from which this prophetic paragraph has been set up is an old clipping from a newspaper yellow with age, and bearing other evidences that it originally appeared many years ago. How remarkable has the prophecy been fulfilled in the Phonograph and the Telephone! Another decade, and we shall see greater things than these.—Ed. C. S. W.]

The time may come, though it may seem premature to expect it, when a man's words will be made to write themselves down automatically as fast as they come from his lips—when a speech will yield a sound picture, or a sonogram, that we may gaze upon as we now do upon a light picture, and translate as we do the notes of a piece of music. Nonsense, you say? It is no nonsense, no dream. Go ask a physicist if he can conceive its possibility, and unless he be a very narrow-sighted member of his community, he will reply that he can. You who now say "nonsense," would have said the same fifty years ago, if any one had told you that some day the image of your countenance would paint itself photographically. But before you repeat your derision think of this: Light is a wave motion, and the chemist has found a substance which the waves, as they dash against it, can transform or transmute; and so we have got photography. Sound is a wave-motion; its waves are as breakers, lights are as ripples; the former large and slow, the latter small and rapid. Now, since we have got the substance that is impressible by the little, weak waves, why should we despair of finding a substance that will alter under the influence of the great, strong ones? We can make a lamp glass ring with the voice pitched to a certain note; soon we may cause the same sound to vibrate a body that will make a mark on paper as it swings, and then we can make another working body vibrate to another sound, and so on up the gamut. Thus we shall get an apparatus which will mark the notes of a melody, each as it is sung; and after this it is not difficult to conceive a series of vibrators each attuned to one of the few separate and distinct sounds that the human voice can utter. Here will be an analogue to the photographer's camera placed before a speaker, such an apparatus will sonograph all he has to say. Some who smile at this will live to see the thing done.

LITERARY NOTES.

BROWNE'S PHONOGRAPHIC MONTHLY. New York: D. L. Scott-Browne, 23 Clinton Place.

The "Grand Album Holiday Number" of this magazine, long promised, has arrived. We should do D. L. S.-B. injustice by attempting to describe the indescribable, and would refer curious readers of the WRITER to the magazine itself. Our attention has been riveted by the new title-page, "rich and symbolic in design," and the æsthetic passion has taken possession of us. This title-page leaves Oscar Wilde's lily completely in the shade. Its symbolism would gladden the heart and moisten the eyes of any æsthete who was not too, too absolutely utter. The whole title-page is rich, decidedly rich; while the symbolism is intensely immense. At the top is an æsthetic female with huge wings, each one as large as her body, holding in her right hand a goose-quill, and in her left a wreath, to which is affixed a tag of the most approved kind, labelled "Invention." Underneath her is the stern face of a middle-aged gentleman with black hair and short side whiskers, wearing a white cravat. We should not have recognized the gentleman had not the artist kindly labelled him "Isaac Pitman," and even now we tremble at the thought that the artist has made a mistake and put in the wrong portrait. It isn't Pitman's, sure. We fear the artist has played a grim joke on friend Browne by giving this prominence to Browne's *bete noir*—Graham. But, however this may be, the likeness to the right of this so-called Pitman one is unmistakable. To use a phonographic phrase, the meaning of the symbols can be gathered from the context. That angel-boy above, with the wreath labelled "Unification," may be presumed to know his business; and on no brow would such a wreath sit so gracefully as on that of Browne, the guide, philosopher, and friend of the shorthand profession; the editor of "the organ of the profession"; the friend of all systems and authors; the foe of none—Graham and his *Journal* to the contrary notwithstanding. In juxtaposition to the angel-boy aforesaid, and about one degree, be the same more or less, from the said head of the said Browne, lie the following books, to wit, that is to say, namely: Bible, Companion, *Shakespeare*, and *Manuel*. The two latter are labelled as italicized, no doubt for phonetic, æsthetic, and symbolic reasons. Who cares for the "hwoperjawsd orthography," anyhow? Browne doesn't.

See it on the other side of the picture going off in smoke, with the urn all ready to receive its ashes! The little angel-boys running all over the page are very "rich and symbolic in design," with their little wings flapping in the phonographic breezes which the conductor gives them occasionally for "diversion." The "present" and "future" of Phonography are portrayed with great picturesqueness and metaphoricality. We don't quite understand the meaning of the arm holding the pen as though it were a dirk-knife; but that perhaps represents a phase of the "future" of the profession. When Oscar Wilde visits this metropolis we shall be pleased to have a full exposition of the beauty of this wonderfully symbolic title-page, from an æsthetic point of view. We are perhaps too practically inclined to do it or friend Browne full justice. The *Monthly* is clubbed with the WRITER for \$2.50. Don't forget it.

"LEGIBLE SHORTHAND" VINDICATED
London: E. Pocknell, 2 Falcon Court,
Fleet Street. Toronto: Bengough's
Shorthand Bureau.

Phonographers who have seen Mr. Pocknell's Instruction Book in "Legible Shorthand," will be intensely interested in learning from this 24-page pamphlet how he meets the arguments against this new system. Mr. Thomas Allen Reed wrote the review which occasioned this reply. In him Mr. Pocknell has a foeman worthy of his steel; but he makes a brave fight, and fairly vindicates his departure from the beaten path. We think, however, that some of his references to Mr. Pitman and the *Phonetic Journal* are uncalled for and unjust. If, as Mr. Pocknell states, "the *Phonetic Journal* is the organ of Phonography exclusively," we can see nothing strange in Mr. Pitman's conduct in issuing gratuitously in tract form his adverse criticism of "Legible Shorthand"; but when we observe in this same journal an advertisement of the advantages of "Legible Shorthand," we incline to think that Mr. Pocknell is too enthusiastic in his claims that the inventor of "Phonography" is very much afraid of the new system. Legible Shorthand has some strong points which commend it, and we trust the author of the system will excuse us for suggesting that he may safely leave it to be discussed on its merits, without assuming the *role* of a martyr. This pamphlet contains so many statements and arguments that it

would require too much space to fairly summarize and present them here with those to which they are a reply.

AMERICAN SHORTHAND WRITER. Boston: Rowell & Hickcox. \$2 a year.

The January number of this magazine is an improvement on all its predecessors. The removal to the "Hub" was a wise one. The magazine is an advocate of Isaac Pitman's system, and gives lessons on the art, but in this number are introduced *fac simile* reporting notes in Pitman's, Graham's, and Munson's systems. *The American Shorthand Writer* is in this respect imitating the COSMOPOLITAN SHORTHAND WRITER, whose name it has partially adopted, and in other particulars our American brethren compliment us by imitating special features of our magazine. The portrait of Isaac Pitman, which faces the first page, looks suspiciously like one which appeared in the initial number of the *Canadian Illustrated Shorthand Writer*, though the latter was much superior in every way. One original feature of our American namesake is the introduction of phonetic spelling and the publication of so-called "*fac simile* reporting notes," which look very much as though they were written at leisure from cold print. On the whole, however, the *American Shorthand Writer* is a very fine publication, and we wish it all success.

THE SHORTHAND STUDENT.

It may perhaps occur to many to ask what classes of society furnish shorthand students, for what purpose they take up the study of shorthand, and whether they all succeed? I find that they come from all classes, poor, middling, and rich. I find among them those not so well endowed mentally, the mediocre, and the brilliant. I find them also young, middle aged, and well advanced in years, some students under my own instruction being but eight years of age, and others past sixty. Ladies, too, take up the study, as well as gentlemen; and they come from the country, town and city. Among all these varying classes of students there are some traits of character which they all have in common, namely, grit, pluck, backbone, strength of character, and I can say that they possess more stamina than ordinary people. The ladies who take up shorthand are not addicted to trashy novel reading, but are what many would call strong-minded, preferring to read scientific, philosophical and literary works. I find them sensible, intelligent, self-reliant,

and if some of them are strong-minded, they are so without being in the least masculine about it. The gentlemen who take up shorthand are temperate, intelligent, and highly respectable. To say of a young man, "he is a shorthand student" is almost a guarantee that he is everything a young man should be, and he is accepted without further credentials. In pursuing this study he has to be in earnest; he is not lazy, for a lazy man can never be a phonographic student.

The purposes for which these students take up shorthand are various. Some intend to use it as a means whereby to earn their way through college course, some as a stepping-stone to law, medicine, journalism or the ministry. In all these professions a young man has to serve a long time before he begins to realize any financial benefits; but with shorthand he has an immediate means of earning a good livelihood while he is slowly climbing into a reputation in one of these professions, when he will no longer need shorthand as a direct bread-and-butter winner, but only as a convenience, an accomplishment, or as a constant auxiliary to all his other work through life. Others take up the study in order to spend their leisure hours profitably in something that will discipline the mind, and eventually bring them in contact with educated people. Shorthand has been the making of many a young man—and young woman too—taking him from the farm or workshop, and bringing him into the society and under the influence of the talented, cultured, and refined. Others study shorthand for the purpose of becoming and remaining an amanuensis or a reporter, two branches of the most lucrative profession open to either a young man or woman, and a profession having the advantage of not being overcrowded.

Now in regard to whether the shorthand student succeeds in gaining the end sought. If he is a genuine student, and circumstances do not compel him to step out of his studies into some other business that he may have been qualified for before, he pursues his shorthand practice day after day with commendable diligence, his hopes and his doubts alternately chasing each other, until success crowns his efforts, and he becomes a full-fledged professional, either as an amanuensis, reporter, or teacher.

With time for preparation, I might have said something amusing and more instructive about the shorthand student, whom, whether lady or gentleman, I have always

found to be a refined, intelligent, sensible person; and I will add that, so far as I am acquainted with them, shorthand writers as a class are really very nice people, and competent to fill any station in life.—*Mrs. D. L. Scott-Browne, of New York, at International Convention.*

SOUND ADVICE TO YOUNG MEN.

You are the architects of your own fortunes. Rely upon your own strength of body and soul. Take for your motto, self-reliance, honesty and industry; for your star, perseverance and pluck; and inscribe on your banner, "Be just and fear not." Don't take too much advice; keep at the helm, and steer your own ship. Strike out. Think well of yourself. Fire above the mark you intend to hit. Assume your position. Don't practice humility; you can't get above your level—water don't run up hill—put potatoes in a cart over a rough road, and the small will go to the bottom. Energy, invincible determination, with the right motive, are the levers that rule the world. The great art of commanding is to take a fair share of the work. Civility costs nothing, and buys everything. Don't drink, don't smoke, don't swear, don't gamble, don't steal, don't deceive, don't tattle. Be polite, be generous, be kind. Study hard, play hard. Be earnest, be self-reliant. Read good books. Love your fellow-men and your God; love your country, and obey the laws; love truth; love virtue. Always do what your conscience tells you to be a duty, and leave the consequences with God.—*Dr. John Todd.*

LADIES AS REPORTERS.

The struggle of lovely woman to secure a place in the ranks with unlovely man recently met with the customary misfortune in San Francisco. One morning there was a stir and flutter in the reporters' place in the San Francisco police court. Two lady reporters entered and took their seats, pulled out nice, new notebooks and began their work placidly. At first the cases were unexciting, and the lady reporters worked away zealously and pleasantly. Then followed the trial of cases where the evidence was peculiar, and the two young ladies evinced signs of nervousness. Then came a case wherein the sole point at issue seemed to be the respective ability of two females of the class who must be known to be appreciated to hurl choice billingsgate. The testimony was of a kind to make the knotted and combined locks of hearers to part and each particular hair to stand on end with trepidation, not unmingled with disgust. The evidence was necessarily not toned down, but given in its original form, just as civet goes to the manufacturer. Then the young lady reporters turned pink and subsequently crimson, and then they gathered their robes about them and silently left the court. Police court reporting is not a desirable specialty for lady journalists, evidently.

NOTES, REPLIES, HINTS AND SUGGESTIONS.

A correspondent asks whether an impediment in the speech, caused by nervousness and an inclination to speak too fast, would preclude him from taking a position as a shorthand clerk. We reply: No, if the nervousness be purely local. A shorthand writer should have full command of all his faculties, but the "unruly member" need have no "say" in the matter when work is to be done, and hence the impediment referred to would not be a drawback. On the other hand, the weakness evidenced by the vocal organs argues unusual activity of the brain, which shorthand writers especially need. If our correspondent could transfer his "impediment" to his right hand, he should be able soon to keep up with the fastest speakers.

Q.—How high does a person have to be in studies to be a good shorthand writer?—L. C. A.—He must, at least, have a good, solid foundation of grammar, punctuation, spelling, writing, and arithmetic, and be able to write long-hand with ease, rapidity and grace. He should have a general knowledge of history, politics, religion, science, chemistry, mathematics, literature, and languages. Need not be profound in any of these, but should feel "at home" with them. He can't know too much, and will surely fail if he doesn't know enough.

SHORTHAND WRITERS

WHO HAVE SECURED POSITIONS DURING THE PAST FEW MONTHS THROUGH OUR BUREAU.

- ARTHUR A. WELLAND, recently from London, Eng., gone to Europe with Col. J. S. Dennis, late Deputy Minister of the Interior.
- GEORGE H. TAYLOR, of Chatham, with Prof. O. S. Fowler, travelling through Canada, and probably to Boston.
- GEORGE H. SMITH, of Toronto, with J. Herbert Mason, Manager Canada Permanent Building Society, Toronto
- E. A. WINSTANLEY, of Toronto, placed with General J. H. Hammond, Manager Manitoba South-Western Colonization Railway.
- FRED. W. CRAIG, of Peterboro', with the Pullman Palace Car Co., St. Louis.
- FRED. W. FITZGERALD, of Toronto, with Local Superintendent, G.T.R.
- L. A. THOMSON, of Elora, with Rose, Macdonald, Merritt & Coatsworth, barristers, Toronto.
- EDWIN HARTT, of Clinton, with M. Staunton & Co., Toronto and Yorkville,
- ELVEN W. ROSS, of Toronto, with the Public Grain and Stock Exchange, Chicago.
- RICHARD J. GOULD, of Hamilton, with Beatty, Chadwick, Biggar & Thomson, barristers, Toronto.
- J. INNES MCINTOSH, of Guelph, with Geo. Eyel, Official Reporter, Hansard staff, Ottawa.
- WM. R. STEVENSON, recently from Scotland, with McLaughlin & Moore, Millers, Toronto.

Our Employment Bureau.

AN OPEN LETTER, GIVING, BRIEFLY, ITS HISTORY, NATURE, SCOPE, PLAN AND ADVANTAGES—WHAT IS REQUIRED OF APPLICANTS FOR EMPLOYMENT, AND WHAT WE UNDERTAKE FOR THEM.



TO THE PHONOGRAPHIC FRATERNITY:

In response to constant enquiries from Shorthand Writers of all systems, and of all grades of proficiency, I have pleasure in furnishing the following particulars respecting the Employment Department of what is known as Bengough's Shorthand Bureau, 57 Adelaide Street East, Toronto.

HISTORY.

For eight years past the undersigned has been engaged in the work which is now organized and systematized. Phonographic acquaintances who wished to obtain positions or preferment, honored me with their confidences, and I in turn gave them the advantage of my acquaintance with commercial, legal, and publishing and mercantile firms, and by means of correspondence and conference with these firms, and arrangement for subsequent interviews between prospective employer and employee, I had the satisfaction of seeing many a young phonographer placed on the high road to fame and fortune. The success which attended these efforts was such as to increase the number of clients from both classes, and in order that satisfaction might be better assured to all parties concerned, a system of registration was organized, and the various details connected with the work have, as the result of lengthened and varied experience, been put into efficient shape for speedy and satisfactory work.

OBJECTS.

The objects of this Employment Agency are two-fold: (1) to supply merchants, manufacturers, bankers, insurance companies, lawyers, newspapers, railway corporations, and business men generally with phonographic help, as a means of saving time of employers, promoting punctuality in correspondence, and developing business; (2) to furnish employment to shorthand writers. There are three classes of the latter to whom this agency is invaluable:—

1st.—Those who, having mastered the theory of shorthand writing, and attained a speed of 100 words per minute or over, desire positions where their knowledge can be turned to their advantage, financially and otherwise;

2nd.—Those who, being proficient shorthand writers, desire change or promotion; and

3rd.—Those who, being out of employment, are anxious to lose no time in securing others.

ADVANTAGES.

Knowing the needs of the various classes of employers, and being able, after testing applicants, to judge as to their suitability for vacant positions, I can place shorthand writers in positions where they will have the best opportuni-

ties for exercising their abilities, and thus the will be encouraged from the start, and can increase speed and develop their faculties under the most advantageous circumstances.

Applicants who pass the initial test are introduced and recommended to employers.

Personal interest is taken in each applicant, information being given as to boarding houses, and congenial companions introduced.

The conductor identifies himself with each registered applicant, and pledges character, reputation and influence in his interest.

PLAN.

Each applicant fills up a blank (see page—), which is numbered, filed, and entered in a Register. Whenever a vacancy occurs, this Register is carefully scanned, and the conductor, upon finding an applicant well suited for the position, at once urges his claims, either personally or by letter, arranges an interview, introduces employes to employer, and takes such other action as circumstances require to complete the negotiations.

Preference is given in all cases to registered applicants.

A fee of \$1.00 must, in all cases, be sent with the blank, to cover expenses of correspondence, etc.

When positions are secured (not otherwise), a charge is made of three per cent. on the salary actually agreed upon. Thus, on a secured salary of \$500 the commission would be \$15. Commission is payable within a month from date of arrangement, or in instalments in special cases. No further charge is made.

By carefully studying details, I have been enabled to select the right men for the right places (?)

We place shorthand writers in the United States as well as Canada, and our methods enable us to negotiate even in cases where we cannot personally meet either party.

We have telephone connection at present with business houses in Toronto, Hamilton, and Dundas, and this connection will be enlarged as the wires are extended. We make liberal use of the telegraph, and can communicate between parties at the shortest notice.

Every shorthand writer we have placed has been successful in after life, thus illustrating the advantage of gaining a good send-off.

On and after the first of March next, subscribers to BENGOUGH'S COSMOPOLITAN SHORTHAND WRITER (\$1.00 per annum in advance), will be entitled to registration in the Employment Bureau by sending one-half the regular fee to non-subscribers, viz., fifty cents, instead of one dollar.

Yours fraternally,

THOS. BENGOUGH.

Toronto, Canada, Feb., 1882.

BENGOUGH'S SHORTHAND BUREAU,

57 ADELAIDE STREET EAST, TORONTO, CANADA

Note.—Applicants are particularly requested to give fully all details asked, in order that further questioning may be avoided and time saved. Six specimens of longhand should be enclosed, written on note paper.

~~~~~  
*Date of Application* ..... 188.....

*Give your full Address\** .....

*State nature of position preferred* .....

*State when you can assume duties* .....

*State your age* ..... *Actual speed in shorthand writing, words* .....  
*in longhand* ..... *per minute.*

*State what system of shorthand you write* .....

*What is your present employment?* .....

*State fully how long you have used shorthand, what positions you have held, and your past experience* .....

*Lowest salary you are willing to accept, \$* ..... *Married or single* .....

*Are you a book-keeper?* ..... *Telegraph Operator?* .....

*Type-writer operator, and what speed?* .....

*References* .....

*I hereby agree to pay to Thomas Bengough within one month after his procuring me a suitable position, three per cent. on the salary secured.†*

*Signature in full* .....

\* Please inform us immediately on any change of address, so that when a suitable vacancy occurs, there may be no difficulty or delay in communicating with you by telegraph, telephone, or mail.  
† See article headed "Our Employment Bureau."