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Fraternally Yours,
Thos. Bengough

BENGOUGH'S
COSMOPOLITAN
SHORTHAND WRITER.

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

VOL. III.

TORONTO, MAY-JUNE, 1882.

Nos. 1 & 2.

A CANADIAN SHORTHAND CONVENTION.

Notwithstanding that the Canadian Shorthand Writers' Association is in *statu quo*, we see no reason why a Canadian Convention, if held in this city during this summer, should not be a success. Indeed, many "professionals"—and the membership of the C. S. W. A. is composed entirely of such—have passed the "enthusiastic" stage, and some of the members of the Association might be inclined to look upon a Convention as something in which they were not required to take an interest. It would be a very pleasant and profitable thing for the professional members of the Canadian fraternity to meet the younger adherents of the craft upon the same level for the nonce. It would revive the recollections of the early days of student progress, and give rise to mental reflections and comparisons which would be extremely gratifying, for there is not one of the influential—and more or less wealthy—members of the profession who does not owe his mental, social, and material advancement in very large measure to the art-science of Phonography. There is one reflection which would surely be forced upon the professionals by the sight of the large number of enthusiastic, bright-eyed practitioners who would undoubtedly be present: the professionals would remember that one day they, too, were amateurs! The reflex influence on the amateurs, of this mental impression, would be very valuable. The relations of distance which now subsist between the two classes would immediately change. The professionals would no longer view the amateurs—as they now do—with distrust, as enemies of the profession, undermining its usefulness, lowering its standing, and reducing its material value; but, remembering their own early struggles and ambitions, they would be moved with fraternal compassion, and recognize in the more youthful portion of the company, the younger brothers of a great fraternity. To be the "big brothers" to whom these youths would look up

with mingled awe and admiration, and whose every suggestion would be eagerly sought after, would then appear to the professionals as a worthy ambition. Thus the professionals and the practitioners would be reconciled, and swear fealty for all the future.

The practitioners are ready to recognize and appreciate to the full the superior skill, knowledge and attainments of the professionals. Let the latter, in turn, recognize the practitioners as the necessary counterpart of the demand for shorthand writers which the professionals themselves have created. On this basis of mutual recognition, representatives of all systems and all grades of progress may hold a Convention which will be an honor to Canada, and a credit alike to the hearts and heads of the leaders of the fraternity in this Dominion.

The idea of a Canadian Convention is by no means impracticable. As to time and place there need be no difficulty, and, whether the gathering be great or small in numbers, it surely will be enthusiastic. The juniors, we are satisfied, would muster in full force, and we see no reason why there should not be seventy-five or a hundred delegates present. Liberal arrangements can be made for railway and hotel accommodation, and employers, as a rule, will gladly consent to a few days' holiday in addition to the customary quota, when they know that their stenographic assistants will be materially benefited by the meeting.

If the Convention were held about the latter week in August—after the meeting of the New York Association on the 1st, and prior to that of the International on the 31st, we might hope for the attendance of some of our American brethren, and their presence would be an inspiration. The Canadians, in Convention assembled, might nominate delegates to attend the International as their representatives, conveying their greetings to the world of shorthand writers, and also contributing to

the International Congress the choicest of the papers read before our Convention. In this way there would be an identification of Canada with the other great nations in the worthy rivalry of honorable achievement.

We shall be happy to place our Bureau rooms at the disposal of our Canadian brethren for the purpose of a Convention, and to aid in every possible way the accomplishment of the ideas here suggested. In view of the probability that the International Congress will be held in Toronto in 1883, the representatives of the Dominion should actively organize a fraternal society and be ready to entertain their distinguished visitors from other lands in such a manner as to uphold the excellent reputation of Canadians for hospitality. Let us hear from the fraternity in all sections of the Dominion.

THE INTERNATIONAL CONGRESS OF SHORTHAND WRITERS.

The coming Congress at Cincinnati on the 31st of August gives promise of being an important and largely attended assembly. Although the International Association is not widely known or well understood in this Dominion, we hope to be able to make such railway arrangements as to secure the attendance of a Canadian contingent respectable in point of numbers, and enthusiastic to a good degree.

The importance of Conventions is recognized by nearly every profession to-day, and shorthand writers have surely more reason for favoring fraternal gatherings than have the members of many other brotherhoods. No toil is so wearing or wearying to the physical and mental constitution as the combined brain-and-hand labor of the shorthand writer, and on hygienic principles alone, such gatherings are a necessity. We once heard propounded the theory that the human system requires a seventh part of lifetime (in addition to the third devoted to sleep) for rest and recreation from labor. Hence the physical and mental necessity for Sabbath observance. The theory was made applicable still further, and an annual vacation was advocated, in order that the tiredness which had accumulated during the remaining months of the year might be thoroughly dispelled. Whether this theory, in its fullest application, be founded upon science, we do not know, though the testimony of our senses is in its favor, for "tiredness" always implies "heaviness,"—caused, as it would seem, by the system being weighted down

with what, for lack of a more scientific term, we should call "tire-germs."

On whatever theory it be based, the important fact remains, that when vacation time comes, brain-workers need a rest, and are benefited by change of scene, occupation, and society. Conventions furnish the needful in these respects, and on this ground alone are worthy of support.

But there is another important consideration. The shorthand writer who isolates himself, and trots about on his own little cabbage-leaf, oblivious to the hum and roar and rattle of the world's workers, is a loser in every respect. He grows selfish and suspicious, morose and mercenary: so selfish that he can see no virtue in any shorthand system or working method other than his own; so suspicious that he declines to communicate discoveries lest his rivals should appropriate their benefits; so morose that he loses the opportunities, which shorthand writers obtain more frequently than almost any other class, of influencing society in its progress toward what is elevating; and so mercenary that he values his professional skill by dollars and cents, and catches no thought of educational, social, or moral revolution, involved in the art-science of shorthand. To rub off professional prejudices, and warm the heart with professional enthusiasm, nothing can be compared with a well-conducted Convention.

Still another important object attainable by means of Conventions is, the noting of progress made in the various branches of the profession, and the devising of plans for further usefulness. The interests of shorthand require systematic, persistent, perpetual agitation. Legislators must be taught to recognize our just claims; educators must learn the merits of our art; business men and corporations must be convinced of the supreme time-saving and hence money-making value of shorthand. The army of shorthand writers,—stenographers, shorthanders and phonographers, must also be educated in the ethics and etiquette of the profession; in the relation of the profession to the progress of society: in the most correct, rapid and satisfactory methods of performing their various duties. Here is work enough for an annual Convention in every State in the Union and every Province in the Dominion.

There is another branch of our profession which is assuming constantly-increasing importance and dignity, viz., Typewriting. We trust that this art may al-

ways have due consideration in connection with shorthand, of which it is the complement. There is scope for expansion here, and the Committee of the Congress will do wisely in making type-writing an important feature. Correct knowledge of manipulation, manifolding, and transferring to gelatine surfaces, is not as general as it should be, neither should it be relegated to the archives of "secret knowledge" any more than shorthand itself.

Still another point remains to be touched upon, viz., the relation of Phonetics to Phonography. Certainly Phonographers should take the lead in orthographical reform; and the dictum of a representative Congress would surely have considerable weight with the English-speaking people of this Continent. It is surely too much to ask that the work of that reform for which there is so great and urgent need be thrown upon a comparatively few persons, while the rank and file of our profession, which is more closely associated than any other with the press of the Continent, and with the fountains of language, should stand listlessly and helplessly by. Why should not a permanent committee be nominated, whose function it would be to co-operate with the American Philological Association in influencing press, pulpit and public in favor of the reform of our uncivilized, cumbrous, foggyish spelling?

Let the arguments here adduced in favor of the coming Congress be fairly weighed, and we are satisfied that no shorthand writer who can possibly manage to visit Cincinnati on August 31st, will be absent. On behalf of this fair Canadian Dominion, we promise to do our share to make it a success; and we trust that the Canadian Contingent who cross the lines will meet a large representation of kin-Kanucs who have won honor and fortune in competition with the American fraternity on their own ground.

EDITORIAL NOTES.

A phonographer is a person who can read phonography and write it very slowly. A shorthand writer is a person who can write at a rate sufficient to take a position as amanuensis, but not fully fledged. A stenographer is a full-fledged professional reporter. We reserve all rights to the use of this newly-coined word, "Shorthand-cr," and warn our American contemporaries not to use it without due credit in every case. That might be done by placing an asterisk or a dagger—preferably the latter—at the end of the word, and inserting a foot-note giving the name of the

inventor and the number of the patent—which may be quoted as 27,986.

The rooms which we leased upon taking the present premises in April last, although large and well-lighted, have proved too cramped for our needs, and we have secured a very comfortable suite of rooms adjoining, on the same floor. These comprise business office, manager's private room, tuition room, and type-writing room. The two latter can be thrown in one by means of folding doors, and will accommodate a hundred persons. We hope that the phonographic spirit who haunts these rooms may witness, during the coming winter, many pleasant social and fraternal gatherings, and may hear the hum of busy tutors and students, and the click and rattle of an array of type-writing machines.

Contrary to expectation, the Canadian Shorthand Writers' Association did actually nothing during the recent Parliamentary session at Ottawa in the way of revising the tariff, re-electing officers, or resuscitating the life of the association. The gentlemen of the press floated a colonization scheme and captured part of the Saskatchewan Valley, and the bonanza was so big that for the nonce they lost interest in the old association, and it was impossible to muster a quorum. We regret this very much, for the present tariff is practically unworkable, and there is more need than ever for a vigorous association of professional stenographers in this country. Since the last regular meeting of the association, some years ago, there has been a considerable development of stenographers, more or less competent, and these should be classified in some way. The profession may not be seriously injured by the introduction of this new element, and we think it will not. But there is a difference of opinion as to what constitutes a professional stenographer, and whether free license should be granted to all, irrespective of any test. For the purpose of applying such test, and regulating the profession, as well as raising its standing and defending its interests, we wish that the gentlemen at Ottawa had met and reorganized. It is not too late now, and we hope some steps will be taken during the summer. There is no reason why Canadians should not have a professional association as vigorous as those of our friends across the line.

Will the shorthand profession be overdone? This is a question which is often raised in the United States, and since the recent change in our Bureau the question has been frequently put us. We always unhesitatingly answer, no; and we have the most solid facts and reasons for our opinion. We find a growing desire on the part of merchants and business men to facilitate transactions in their establishments, and they have learned that the most useful auxiliary in this direction is a competent shorthand writer.

who, in addition to shorthand speed, and ability to read his notes readily, either writes neat longhand or can operate the type-writer. This desire arises from the increased competition in business, one firm bending all its energies towards coping with and eclipsing, if possible, its rival in the same line. It is quite evident, therefore, that unless hard times come down on the commercial community with a crash, there will be a steadily increasing demand for competent shorthanders—using this term as a compromise between phonographer and stenographer. In connection with this development of the shorthand profession comes the question of salaries. Those in Canada range from \$6 to \$20 per week; and the comparison is instituted between this rate of salary and the wages of the laboring man. No doubt the balance is in favor of the laboring man, when any less salary than \$10 per week comes into question; but it must be remembered that the young men who receive less than that are not fitted by physical development or mental education for manual labor, and their ambition as well as capacity lies in the direction of literary work. Many of them use shorthand as a means of progress in education, and salary is a secondary object with them. Others, who start on a low salary, take into consideration the fact that they are gaining business knowledge and experience worth a great deal of money to them; hence it is not difficult to find shorthand writers who will take positions at the figures named, and who are at the same time competent to do the work required of them. At present the demand is mostly for young men who, while being able to write and correctly transcribe from 100 to 125 words per minute, are also willing to take routine and office duties, such as invoicing, entering, etc. In the course of time there will be a change in this respect, and business men will learn that they are losing money when they keep their shorthand writers employed at other duties than the technical ones that no others can do. As to salaries, they will increase with the demand, for the best men will come to the front and will be constantly receiving better offers, so that the business man will have to face the alternative of increasing the salary of his favorite shorthand, who has thoroughly learned his ways and wants, or being annoyed by training a novice in the technicalities of his business.

The Minister of Education for the Province of Ontario (Hon. Adam Crooks), is a firm believer in shorthand, both as an educating and money-making art-science. He has recently announced his intention of re-modelling the school regulations so as to render the instruction in the High and Common Schools, as well as the Normal School for teachers, more practical and in keeping with the demand of the age. At our suggestion, he has inserted a clause in the regulations, making Shorthand an optional study in the High Schools and Collegiate Institutes of the Province; and he has also amended

the regulations relating to Mechanics' Institutes, so that the Government grant will be allowed when evening classes are conducted in Shorthand. This amendment, however slight it may appear, will prove to be a great boon to school teachers, and phonographers who have the gift of teaching, as it will enable them to increase their salaries by means of engagements as shorthand tutors. To the pupils in the schools referred to, and the young men and women in our Provincial towns, who wish to devote their evenings to the study of shorthand, the introduction of the subject in the programme of studies in Mechanics' Institutes will be of incalculable benefit, enabling them to secure, at the minimum of cost, the maximum of benefit in the form of practical knowledge of the most valuable art-science which any young man, and especially any student, could master. We have no doubt that our progressive Boards who control the schools and Mechanics' Institutes, will take advantage of this amendment, and organize large classes during the coming winter. We shall be happy to furnish any information in our power, and to offer suggestions as to teachers, etc. We have no doubt our suggestion to the Minister of Education will lead to important developments in connection with our educational system. The readiness which Mr. Crooks has shown to adapt the regulations of his department to the real needs of the age, is evidence—if any were wanting—that he will be prepared in due time to place Shorthand on the list of subjects for Common Schools; and then we shall be much nearer the Orthographic Millennium than we now are. The phonic method of instruction in reading already has a place in some of our schools. Let this be supplanted by pure phonetics, and then, with phonography added, our boys and girls will leave school with a thorough mastery of fundamentals which will enable them to learn anything. The present "cramming" system is evil, and only evil, and that continually. What Common-School pupils need is to be thoroughly furnished mentally so that they can acquire knowledge in any branch or profession for which they have natural adaptation. We wish Mr. Crooks all success in the Herculean task before him of remodelling our school system.

In a recent sermon Dr. Talmage said: "The Christian newspapers will be the right wing of the Apocalyptic angel; the cylinders of the Christian printing press will be the front wheels of the Lord's chariot." The *Chicago Inter-Ocean*, claims to rank as a Christian newspaper, and gives this invitation:—If any one has the curiosity to see a fine assortment of the aforesaid front wheels in motion, he or she may call at the *Inter-Ocean* office at 4 o'clock every morning, except Sunday, or at any time Tuesday of each week, when the 100,000 edition of the Weekly is printed.

BUREAU NOTES.

The demand for shorthand writers among Canadian manufacturers, merchants and businessmen was never, in the history of shorthand, so lively, or developing so rapidly, as now. We have new applications constantly coming in for shorthand writers, and fully expect that the number of demands will be constantly increasing. Several times during the past two months we could not supply the demand.

We marvel to discover that in a very large proportion of the cases which come under our notice, shorthanders are not versed in the ordinary rules of grammar, spelling, punctuation, capitalizing, paragraphing, etc. There is something radically wrong in our school system, and, unfortunately, many of our young phonographers have the notion that the only thing necessary in order to fill the position of amanuensis is to "get it all down." They do not seem to trouble themselves as to whether or not they can get it back again!

Shorthanders must not presume upon the good nature of business men. The time of the latter is too precious, their business interests are too important, and competition is too keen to admit of much benevolence on their part. When they ask for a shorthand writer they want one who can relieve them of brain worry and mental wear and tear, and lengthen their time by shortening their labors. They do not want tyros whom they will have to instruct in the art of which they are presumed to be masters when they enter the service. Next, shorthanders must be young men of studious habits, and miss no opportunity of perfecting themselves in the art.

The best advice is not always the most pleasant, just as the most valuable medicine is sometimes very acid or very bitter. We believe in selecting advice, as doctors select medicine, to suit individual cases. Some of our applicants need a pretty strong dose of censure; others can overcome difficulty by encouragement and praise; but where we find incompetency and inability, or indisposition to grapple with the difficulties of shorthand, we administer a strong dose of rebuke, and, if possible, dissuade the applicant from remaining in the field. Young men who think that they are heaven-born phonographers are sometimes mistaken, and it doesn't require a very protracted test to discover where the true mettle is and where it is wanting.

As will be concluded from the list of fortunate phonographers who have obtained positions through this Bureau, our Employment Department has during the past two months demanded a considerable portion of our time—for the negotiations necessary in nearly all cases involve more or less time and trouble. The type-writing department has been fully organized, and facilities for teaching, hiring, exchange and sale of machines are now offered

to the fraternity. A lengthy extradition case and an important insolvency contestation have required our personal attendance in court, while a three days' convention was reported by arrangement. A class numbering nearly twenty young men has been put through the elementary course, running over eight weeks, and a second class has been organized and is now at work.

Every applicant who registers with us is subject to a personal test as to ability to take down, to read and to transcribe dictation. The result of these tests, in some cases, is very discouraging to the applicant; but when faithfully told his difficulties, and when hints are given as to how to overcome them, he finds the test of real benefit to him. There have been some peculiar developments in connection with these tests: One applicant can take down correctly but cannot transcribe accurately, though his notes are without fault; others presume upon their memories, and what they do not understand they omit; others take down the sounds and let the sense take care of itself, producing in the transcript arrant nonsense. In a large proportion of the cases we find a crudeness that would not be tolerated by the business man who pays the shorthander's salary.

We have secured a special agency for Remington's famous type-writers, and have made several important sales. There is sure to be a regular demand for operators for these machines in a comparatively short time, and wide-awake phonographers are learning to operate the machine. An unfounded prejudice born of ignorance on the part of those who introduced the machine into Canada years ago, still exists in the mercantile community in this city, but it is rapidly disappearing, and we hope to be able shortly to overcome it entirely. There has certainly been some cause for the disinclination on the part of merchants to invest in these machines; the fact being that there have been comparatively no shorthanders skilled to operate them. Let the latter but master the manipulation, and there will be a "boom" in the type-writing business.

After a phonographer has attained sufficient speed to enable him to do his work as amanuensis without fear of a "break," there is no knowledge he can acquire which will bring him such sure and speedy returns as a thorough mastery of the type-writer. With the aid of this machine, he can do at least half as much more work per diem than he could with a pen; and its quality will be superior and more satisfactory to the employer. Hence, the return in labor being greater in quantity and better in kind, an increase of salary may conscientiously be requested, if not proffered by the employer. But even should there be no immediate increase in salary, the shorthander's type-writing speed will be rapidly increasing by practice, and thus his working capital will be accumulating, to be used to financial and social advan-

tage in some future position. Type-writing is a complete substitute for poor penmanship—and we never yet spoke to a business man who had been troubled with “longhand scrawl” who did not take kindly to the idea of machine-writing as a method of relief. We have advised several shorthanders, whose longhand is unbusiness-like, to put it to one side and learn type-writing. The day is not far distant when ordinary longhand will not be tolerated in business houses unless it be peculiarly bold and beautiful; for business men are learning that there is something more legible and more rapid than longhand.

Instruction in type-writing and shorthand may be had at any time during the day, from 8 a. m. to 6 p. m. Ladies who desire private tuition at their residences can arrange through this Bureau for lessons from a thoroughly qualified female teacher.

The services of a skilled reader have been secured for our pupils and phonographers who desire to increase their speed. He will be in regular attendance at our Bureau, and engagements can be made to suit the convenience of outside phonographers. A good reader as indispensable at a certain stage of the student's progress, but it is well known that one of the most difficult things in the world is to secure a really competent one. We have every reason to believe, therefore, that this addition to our staff will be appreciated.

The success or failure of a phonographic career depends upon the start. We could cite scores of cases where shorthand writers had the necessary instruction and guidance at the beginning, and who are now successfully occupying responsible positions. On the other hand, there are cases within our knowledge where, lacking the advantage of proper instruction at the start, shorthanders who might otherwise have developed into capable men have made miserable failures, and lost heart. Some such cases have recently come within our knowledge. One young man engaged with a firm at what is considered a very good salary. His application, sent by mail, from a distance, was written in a beautiful style of penmanship. His photo, which accompanied it, impressed the advertiser very favorably. He came and explained his inability to do satisfactory work during the first few days by saying that he felt nervous from the journey and the new surroundings. The considerate employer gave him time to recuperate, and again tried him. At the end of a week's trial the utterly discomfited employer requested us to test the correctness of the young man's representations as to his speed and knowledge of the principles. He professed to be able to write 130 words shorthand, and a good, flowing longhand. The test was a moderate one, both as to speed and matter of dictation, but the transcript exhibited the most woeful ignorance of spelling, punctuation, paragraphing, capitalizing and the common rules of English. The speed amounted, practically, to about 90 words. What was to be done?

He had left his position in disgrace: he could get no testimonial from his employer, nor dare he in subsequent applications refer to him; and his first week's experience in the position, which, had he been competent, would have developed into one of the best possible openings, had thoroughly disheartened him and left him in a worse plight than if he had remained in the obscurity of the country school, struggling with pot-hook and the intricacies of arithmetic, as taught in those institutions. This young man is a type of several others whose cases we could give. The practical question arises, whether it would not have been far better in every way for him to have placed himself in the hands of a tutor for a few weeks, before venturing to assume a position for which he was not competent.

SHORTHAND WRITERS

WHO HAVE SECURED POSITIONS SINCE MARCH THROUGH BENGOUGH'S SHORTHAND BUREAU.

George Kimberly, of Napanee, with Robert Kerr, Esq., Gen. Fgt. and Pass. Agt. Northern and North-Western Railways, Toronto.

George H. Taylor, of Chatham, during the campaign, with William Mulock, Esq., the successful M.P. for North York.

Thomas J. Storr, of Hamilton, with Dominion Bolt Co., Toronto.

F. D. T. Hector, with Winans and Co., commission merchants, Toronto.

Edward Abraham, of Hamilton, with Knowlton and Co., commission merchants, Toronto.

Alexander McLachlan, of Queen's College, Kingston, with Barlow Cumberland, Esq., railway and excursion agent.

Charles Pendrick, of Carrollton, Ky., with Norris and Co., millers and steamship owners, St. Catharines.

Allan F. Read, of Clinton, Ont., with A. White, Esq., Traffic Mgr., Midland Railway of Canada, Peterborough.

T. F. Dow, of Toronto, with Messrs. Bell and Biggar, solicitors for Grand Trunk and Midland Railways, Belleville.

John McClain, of Toronto, with Messrs. Mason and Risch, pianoforte manufacturers and music dealers, Toronto.

Fred W. Pringle, of Napanee, with Messrs. Beatty, Chadwick, Thomson and Blackstock, barristers, Toronto.

Richard J. Gould, of Toronto, with D. Coulson, Esq., Mgr. Head Office, Bank of Toronto, Toronto.

David Cator, with J. S. Robertson and Bros., publishers *Whitby Saturday Night and Family Friend*, subscription book agents, stationers, etc., Whitby.

Alex. McIntosh, of Toronto, with Scarth, Cochran and Co., stock brokers and North-west land agents, Toronto.

Charles Clarke, of Toronto, with Messrs. Rose, Macdonald, Merritt and Coatsworth, barristers, Toronto.

ii. C. Leith, of Toronto, with S. C. Duncan-Clarke, Lancashire Insurance Co., Toronto.

For the WRITER.]

DETAILS OF AMANUENSIS WORK.

BY CHARLES H. MARCH, CHICAGO.

The other day I heard the head of a wholesale house in this city say, after running through his correspondence with his shorthand clerk, "that is an awful convenience!" His business amounts to some millions a year, and being an energetic, clear-headed man, whose brains always seem to be ahead of his hands, he is just the one to appreciate the value of a reliable shorthand clerk. Hence in such a house there is a great opportunity for the amanuensis to prove himself, by constant painstaking, indispensable, so that he cannot be away a day or two without being missed. I think that the new-fledged amanuensis should enter upon the duties of his first engagement with the conviction that this particular position must be held, if any exertions on his own part will avail to hold it. Then if he should be obliged to leave, after putting forth his best efforts, he can leave honorably. But the moral effect on the clerk himself of holding his first position, in spite of all difficulties, will do much to insure his after success. He may feel, sometimes, as though he were doing the work of a \$1,000 place for perhaps \$600, but he can comfort himself with the thought that he is mastering the details of his business, and his good time will come by and by. And he will also have the agreeable consciousness that he does not belong to the great army of failures in this line—half-ripe shorthand clerks who think they can sweep everything before them after two or three months hasty cramming, and whose ignominious failure only reflects badly on the whole class in the minds of business men. One thing is sure, that simply to be able to write 100 or 150 words a minute from dictation, and transcribe it correctly, although even that is beyond the powers of some applicants for these positions, is to be only half-prepared for the work of a good amanuensis. A careful, intelligent attention to all the details connected with his position is necessary, and an effort to fall in with his employer's modes of working, so that there will be as little friction as possible in their relations to each other. The firm referred to above were obliged to dismiss their first amanuensis after only ten days' trial, he made so many mistakes, writing short and so carelessly that it is often more or less undecipherable. Mistakes in transcribing letters or in spelling and punctuation should be very carefully avoided if the

beginner wishes to feel sure that he is "called" to the position of an amanuensis. My own experience in this line has impressed upon my mind the value of attending to such matters as the following. These are only a few suggestions, which may be varied or added to.

Don't apply for a position until you have already written for some time at ordinary dictation speed, and been able to read your writing with considerable correctness. Tell no white lies about your speed when making application; no great speed is required, and you gain nothing but rather lose in the end by inducing your employers to overrate your abilities at the outset. During business hours the shorthand note book should be kept where it can be taken up and opened at the right page on the instant. A blotting pad laid in may serve to indicate the place. Addresses, when very familiar, can be safely written in shorthand, but I prefer, as an extra precaution, to underscore them, as well as all proper names, and often add some distinguishing vowel. Where convenient, lay aside the letters for reference as fast as the answers are dictated. In the latter case, the letters themselves and the dictated ones can be marked with corresponding numbers, so that there need be no confusion of addresses when transcribing. I find this employment of corresponding numbers especially convenient where a number of letters are taken at one dictation, and there are, perhaps, several enclosures to keep track of. Thus, "2" marked on a draft laid away in a drawer, or other secure place, can denote that the draft is to be enclosed with the letter which is marked "2" in the note book. Where dictation is received from several persons daily, it facilitates future reference to use two or more note books. For example, one can be used for firm letters only, and another for other dictators; or, all letters belonging to a certain subject or department can be written in one book. The book should be plainly labelled, dated and numbered on the outside cover, so that one can see at a glance what class of letters it contains, and between what dates they were given. I write the day of the week and the date of the month at the foot of the page on beginning a day's dictation, and heavily underscore it. In this way one can refer quickly to any date. In the book I refer to, the ruling runs parallel to the back. It is well, also, to precede each letter with the initial of the dictator. Where many letters are dictated during the day, there is some danger of overlooking one or more, unless special care is taken. As fast as the notes are trans-

cribed they should be checked off, and this should be done with such regularity and correctness that the amanuensis, if any question arises as to whether a certain letter was transcribed or not, will be able to refer with confidence to his check as sufficient proof. Where letters are dictated one day, to be written off the next, the heading for the next day's letters can be written in the notebook the last thing at night; then give a place and number under the new heading to each of such letters, with a mem. referring to the previous day's notes. Papers of various kinds laid away for use on a future date can be easily kept track of in this way. Where a mem. is inserted in the shorthand notes simply for the guidance of the clerk, and not to be transcribed, it may be enclosed in double brackets, crossed. I do not attempt to write figures in shorthand, unless where they make a good phrase.

It is far better that the shorthand clerk should establish a reputation for careful work and general reliability than that he should be always trying to show that he can write shorthand in the briefest and most obscure style and still manage to read it. He might be able to take dictation with one hand, and play on the tambourine with the other, but practical business men would not think any better of him as a clerk, and it would not probably add to his salary, unless he should join a circus. Such would-be-rapid writers run considerable risk of failure at the outset through inability to decipher what they scratched off so proudly; and to read well is as essential to success in this line as to write rapidly. The safer way is to give special attention at first to writing plainly enough and vocalizing often enough so that the clerk will, at length, feel almost as much confidence in his ability to read his shorthand as fluently as his long hand, with rarely a mistake. A briefer style can be adopted later on in his experience, if desired, but the early practice thus obtained in careful writing will scarcely be regretted. And it will be a great point gained for the amanuensis when his employers begin so to rely on his uniform accuracy that they will often leave him to correct and sign his letters himself. It should be his ambition to have his letters, if possible, never defaced by erasures and corrections. A shorthand writer in the employ of the Penn. Co. gave me this excellent advice: "You should do all in your power to lessen the detail work of your employers." That advice pretty well covers the ground.

Another clerk, employed by an eastern road, writes that he thinks one of the principal duties of a shorthand amanuensis is to "keep his temper and be good-natured under the most trying circumstances; for instance, when his employer does not think he said what he did, and does not hesitate to declare as much." He might add to that, keep up a cheerful and obliging spirit, even when you think you are imposed upon and overworked. Don't be too much afraid of hard work, even of working sometimes overhours to accommodate the firm. It will do the inexperienced amanuensis good to be put to his utmost powers occasionally. If he is being imposed upon in this respect there will be time enough to remedy that after he has "been through the mill" for a few months. And any fair-minded business man will think more highly of a clerk who makes his employer's interests his own, and often does more than can strictly be demanded of him.

The last novelty in advertising is, strange to say, not American, but Russian. A Russian fire insurance company, quite recently established at St. Petersburg, has arranged with a popular Russian author for a sensational novel, which is to be published to the number of 50,000, setting forth in the most attractive and impressive manner the undeniable advantages of insurance. Title pages and covers of the book, which is to be sold and distributed for almost nothing, will be covered with advertisements of the new company, which, by this ingenious device, hopes to drive all the older ones from the field.

The facilities of the New York *Herald* for obtaining news are complete. There is not a place in North America where there is a telegraph instrument that it cannot address a correspondent by name for news. The *Tribune*, in the procurement of special political news, is extremely liberal, but in other respects it depends mainly upon the associated press. The *Sun* is as liberal as the *Herald* in securing news that suits its purpose. It prefers a good sensational story of murder, fraud, or malfeasance in office. The *Times* is an energetic and enterprising paper, and on most occasions the news it does not have is not worth having. Since the *World* fell into the hands of Jay Gould it has been more liberal in the expenditure of money for special dispatches, but among newspaper men of New York it has the reputation of getting news that is not newsy. As to salaries, there are four men on the New York *Herald* who receive \$10,000 a year each. There are half a dozen who receive \$100 a week, and editors who handle dispatches receive \$70 per week, working only five nights in the seven. Reporters are paid in accordance with the space they fill in the news columns. They make from \$50 to \$250 a week.

FIGURE ABBREVIATIONS,

BY JOHN KEATSON, CATONSVILLE, IND., U.S.A.

Handwritten shorthand symbols on ruled lines, including various strokes and combinations. Some symbols are accompanied by small numbers or letters, such as '1', '2', '3', '4', '5', '6', '7', '8', '9', '0', 'x', 'y', 'z', 'a', 'b', 'c', 'd', 'e', 'f', 'g', 'h', 'i', 'j', 'k', 'l', 'm', 'n', 'o', 'p', 'q', 'r', 's', 't', 'u', 'v', 'w', 'x', 'y', 'z'.

No. 1. Series.

$|| \quad || \quad || \quad || \quad || = 0, 1, 2, \text{ etc.}$
 $2 \downarrow 2 \downarrow 2 \downarrow 2 \downarrow 2 \downarrow 2 \downarrow 2 \downarrow 2 = 141, 242, 343, \text{ etc.}$
 $i \uparrow 1 \uparrow 1 \uparrow 1 \uparrow 1 \uparrow 1 \uparrow 1 \uparrow 1 = 110, 220, 330, \text{ etc.}$
 $! = \$5 \times \quad ? = \$500 \times \quad \text{!} = \$5,000 \times \quad \text{!} = \$500,000 \times$
 $\text{!} = \$710,000,000 \times \quad \text{!} = \$383,000 \times$

No. 2 Series.

$75 = \$7.05 \times \quad 3 = \$3,000 \times$
 $705 = \$705 \times \quad 5 = \$500,000 \times$
 $3 = \$300 \times \quad 2540 = \$2,540,000 \times$
 $4 = \$400 \times \quad 4/40 = \$4,000,040 \times$

AN HOUR IN BENGOUGH'S SHORTHAND BUREAU.

WHAT A PROVINCIAL JOURNALIST SAW AND HEARD DURING A VISIT TO THE METROPOLIS—A BIOGRAPHICAL, HISTORICAL, AND JOURNALISTIC SKETCH—TESTIMONIAL OF A SHREWD AND PRACTICAL BUSINESS MAN TO THE COMMERCIAL ADVANTAGES OF SHORTHAND—HOW TO FACILITATE BUSINESS AND INCREASE PROFITS—ENCOURAGING FACTS FOR YOUNG PHONOGRAPHERS.

(From the *Whitby Saturday Night and Family Friend*.)

[The English and American Philological Societies' modifications in spelling are here introduced.—E.D.]

When in Toronto a short time since, *Saturday Night* spent both a pleasant and profitable hour in the rooms of Bengough's Shorthand Bureau at 11 King-st. West. The visit was pleasant, because of meeting with an old Whitby boy, in the person of Mr. Thomas Bengough, manager of the Bureau; it was mixed with interest and profit, in learning some of the operations of this institution; and we have thought that a brief mention of these would not be uninteresting to our readers. Shorthand Bureaus exist in considerable numbers with our cousins across the line; Mr. Bengough, however, must be given the credit of establishing the first, and, at present, the only institution of the kind in Canada. What is meant by shorthand, is, we presume, known to every reader of these lines—a system of riting by characters representing sounds—giving the riter, when proficient, ability to rite with sufficient speed to secure the words of the fastest speaker, as rapidly as they come from his lips. The aim of Bengough's Bureau is to create a greater interest in this art. Classes are held in both the corresponding and reporting styles, at the time of our visit there being an attendance of some twenty or more pupils at the evening classes of the Bureau. If the question is asked, what are the practical benefits of this system of writing? the answer can be most forcibly given by the register of applications kept at the Bureau—not alone from young men and women, now shorthand riters, inquiring for situations, but from business and professional firms in all sections of the country, asking that such riters be supplied them; and the latter, we are informed, far outnumber the [available number of the] former. The impression in some circles is that shorthand is useful to the newspaper reporter, but outside of his work it serves no useful purpose. Quite a mistake! To the business man, with his hundreds of letters daily, the shorthand riter fills a position held by no other clerk in his establishment. Letters can be dictated in one hour which, if ritten by one's self, would require three or four hours to rite out; and so thonly are business men becoming impress with this fact, that few large establishments are to-day without their shorthand riters. The same rule holds good with the professional man, our large banking, railroad, and other monetary institutions. The aim of

the Bureau is not only to educate young men to become riters, but also to furnish a means of communication between shorthand riters, on the one hand, requiring situations, and business and professional men, on the other hand, needing such help. A special feature of the Bureau is the teaching of type-riting—riting with a machine which relieves the hand, and gives a speed regularly of thirty to fifty words per minute, and has been run as high eighty-seven words per minute. We saw several of these machines in operation during our visit, and they are certainly an "institution."

To those acquainted with Mr. Bengough, his peculiar fitness for the head of such an institution will be well known. Commencing his career in the office of the *Whitby Gazette* as a printer's apprentice, he afterwards removed to Toronto, and for some years worked in the Job Department of the *Daily Globe*. Forming a taste for journalism, as a preliminary step to success in this department of work he became a disciple of Isaac Pitman, and studied shorthand. Obtaining a thorough knowledge of this useful art, he held a position for some time on the local staff of the *Guelph Daily Mercury*, and, later on, when the *Toronto Liberal* was started, he was chosen by the publishers as city editor. Some six years since, when the *Whitby Gazette* was owned by Mr. Charles Taylor, and during a six weeks' absence of the proprietor, he assumed the editorship, and threw into the columns of our contemporary a measure of life and vim which, for the interest of its readers, we regret to say it has never since possessed. But Bengough's knowledge of shorthand created other openings outside of newspaper work. He was for about two years Private Secretary to the Hon. Oliver Mowat, Premier and Attorney-General of Ontario; and also at one time shorthand correspondent with Mr. White, formerly of the Grand Trunk Railway, and now Traffic Manager of the Midland Railway. He is now official shorthand reporter to the York County Courts, a post he has creditably held for the past five years. Amongst other noteworthy cases, he reported the celebrated sermon delivered some years ago by the Rev. J. D. Macdonnell, which created no little trouble in Presbyterian circles. He was also reporter of the celebrated Burnt-Contract case of Toronto. These several experiences as practical printer, newspaper riter, reporter, and private secretary, eminently fit him for the position he to-day holds, as head of the first Shorthand Bureau in Canada. *Saturday Night*, in riting this sketch of Mr. Bengough and his work, does so with the one pleasant object in view, of chronicling the success in a peculiar field of labor of a boy brought up in our midst, and who, like so many other Whitby boys, have made for themselves a mark in different sections of the Dominion; and, further, to point out to the mercantile community some of the advantages to be gained by the employment of shorthand riters.

We speak from some experience on this point. During the past twelve months, the subscription book and mailing departments of our

business have grown to that extent—bringing with them an unusual amount of correspondence—that additional help of some kind became a necessity, and this assistance, we may say, has been found [through the medium of this Bureau] in the person of a young man with a thorough knowledge of this very practicable and servicable art. Instead, as heretofore, of having the labor of answering the letters and queries of our agents and correspondents ourselves, we are now enabled to dictate these to our amanuensis, and the laborious routine work is done by him. Where time would not permit before, of throwing out suggestions to agents, giving them points which would enable them to pursue their work better—making more money for themselves, and in turn benefiting us in a similar manner—this work can now be successfully done by the aid of a shorthand writer; and every business man knows that it is by giving just this attention to one's customers that the best returns are obtained from them. No commercial man, with his thousand and one duties calling for his attention every day, can do this save in the manner here indicated. For the young man looking for a pleasant and profitable vocation we know of no better field of labor to select than that of shorthand writing. Where the positions of bookkeepers, clerks, and other similar employments are to-day filled to overflowing, the opposite is the case with those who are capable of this useful art.

We are sure that our many readers who personally know Mr. Bengough will wish him abundant success in this enterprise, beneficial as it is alike to the young men [and women] of our country, as well as to the mercantile and professional community.

FONETICS.

LOOK ON THIS PICTURE.

I like the paper very well—except its neglect in spelling reform. If at any time in the near future you should take a notion to introduce spelling reform, please send me a sample.—W. H. H. Gra-am, Los Angeles, Cal.

THEN ON THIS.

We suggest that the WRITER "go easy" on the phonetic reform. Eventually the reform will, we believe, be an accomplished fact, but it is not nice to take in large doses, and Isaac Pitman has lost hundreds of subscribers to his *Phonetic Journal* by his persistent advocacy of the phonetic reform.—F. W. Wodell, *Hamilton Spectator*.

It is said that shorthand writers are necessarily foneticians. Let the above opposite expressions of opinion from shorthand writers answer.

But if shorthand writers are not foneticians they should be, to be consistent advocates of the reform which is involved in fonography.

It is no more ridiculous or revolutionary to talk about reforming English spelling into fonetic spelling than it is to talk of transforming English longhand into shorthand.

It is absurd, in this nineteenth century of grace, enlightenment and rush, to adhere to any old-fogy custom, when we can get one more in keeping with the spirit of the age.

The science and study of fonetics is, to the present English orthography, what the science,

study and practise of shorthand has become to the longhand contractions of our reportorial grandfathers.

The introduction of shorthand has marked a new era in the progress of education and commerce; so will the introduction of an easy spelling, which can be learned and read at sight, introduce a new era of marvelous intellectual development among English-speaking nations.

We are prepared to enter the fonetic field, but we are also prepared to "go easy." We firmly believe that Isaac Pitman and his energetic and enthusiastic co-laborers have made a mistake by their radicalism. We think if they had introduced the modifications suggested and indorsed by the American and English Filological Societies, and been content with these in the meantime, there would have been more real progress among the common people.

Ordinary mortals do not take kindly to radical reforms; nor is it necessary that the methods for introducing this reform should be radical.

The press is the mighty engine for the education of the people. If the influence especially of the newspaper press could be brought to bear in favor of the reform this work would be simplified and advanced to a wonderful degree. But the newspaper publishers dare not introduce foreign letters and combinations for the confusion of their compositors, who, being paid by the amount of work they do, could not earn the same wages as with "straight" matter, and would therefore energetically oppose the innovation.

The modifications referred to introduce no new letters, and leave the compositor's work as easy as before. Why not, then, commence the reform at this end?

Not only would the introduction of fonetic spelling and reading mark a new era in literary education, but it must pave the way for the introduction of fonography, also, as a branch of education; for when children are taught to pronounce naturally what they read, and spell exactly as they pronounce, fonography simply implies the substitution of simple strokes and filological combinations for complicated letters and arbitrary conglomerations.

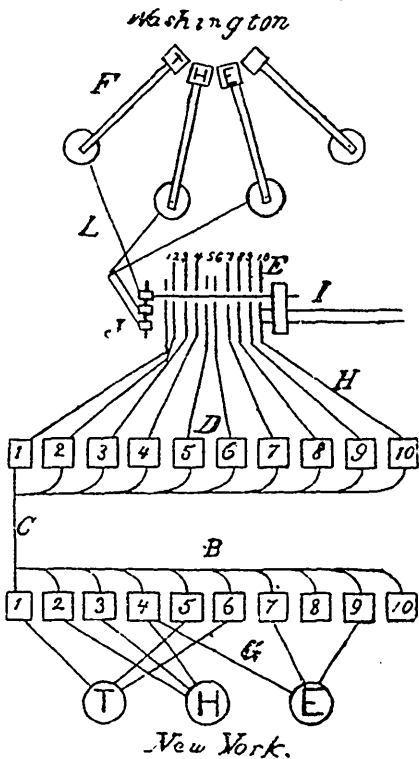
We believe in fonetics; we believe in fonography as a branch of public education; we believe in the application of fonography in the affairs of every-day life,—to business, science and education in every branch; but we believe, also, that the introduction of these subjects must be attempted cautiously and with a proper understanding of all the difficulties in the way.

To save space, the New York *Sun* has a special cast of type with all the letters like p, g, q, etc., that fall below the line, much curtailed. By this means it saves 23 lines in each column, or 160 words. The paper being 28 columns, 4,400 words are saved, which is equal to two columns of solid minion type. [In this paragraph there are nearly twenty useless letters. If the *Sun* were to adopt the fonetic principle so far as dispensing with these, what a wonderful saving of space there would be!—Ed. C. S. W.]

LETTER WRITING BY TELEGRAPH.

The invention of Mr. James E. Munson, the Stenographer, of New York, in the way of letter writing by telegraph, is attracting great attention in telegraph circles. It promises, it is claimed, to revolutionize the present method of sending telegrams, by introducing the type-writer instead of the lever, or key, and ticker now used. By this new method a merchant in one city can dictate a message to his type-writer operator, who will, by using his machine, send the message to another, in a distant city.

The following diagram may enable the reader to understand the new invention :



New York.

The lower line shows keys of the type-writer key-board in New York, used in printing the letters *t*, *h*, and *e*. *B* and *D* are two sets of magnets with vibrating reeds, one situated at New York and the other at the other end of the line, in Washington. Each reed is tuned exactly in unison with the reed of the distant set that corresponds with it in number—1 with 1, 2 with 2, and 3 with 3. *C* is the line wire from New York to Washington. *F* is a series of ten sliding plates, each of which is held up by a spring, but in working is pulled down by a magnet. The plates may be pulled down singly or in sets of two, three, or more. The number of combinations that may be made in working the

ten is over a thousand. Each plate is pierced with as many holes as there are keys in the key-board in New York. They are so distributed over the plates, no two being alike, that when any plate or combination of plates is pulled down a hole is shown through all of them, and at the same instant one of a lot of brass pins, three of which are shown at *I*, is thrust through that hole, making electric connection at *J* with one of the magnets, not shown, that works a type-hammer in the type-writer, four of which are shown at *F*. *G*, *H*, and *L* are short wires connecting various parts of the apparatus. To print the word "the" on the type-writer in Washington, the operator in New York first depresses the key marked *T*. The tuned reeds at magnets 1, 5, and 6 send their vibrations together over wire *C* to Washington, where they cause the corresponding reeds at 1, 5, and 6 to vibrate and so to cause magnets 1, 5, and 6 (not shown) to pull down plates 1, 5, and 6 to the positions they are shown to be in, and so allow the top pin at *I* to go through and make a circuit that works the particular magnet that makes the hammer of *t* strike and print; when the finger is raised from the key of *t* the pin at *I* and the plates at *E* return to their original position. Then the key of *H* is depressed, which causes plates 2, 3, and 4 to be pulled down, another pin to be thrust through, and the hammer of *h* to print. Pressing down the key of *E* causes the hammer of *e* to print by pulling down plates 4, 7, and 9.

The great capacity of Mr Munson's device, because of its almost numberless combinations, enables him to assign separate keys to many of the most common words and phrases of the language, so that they may be printed by a depression of a single key. This is accomplished without altering or increasing the size of the type-writer, and with slight addition to the cost of the machine.

Patents have been secured both in this country and in Europe.

CORRESPONDENCE.

"LEGIBLE SHORTHAND."

To the Editor of the COSMOPOLITAN SHORTHAND WRITER.

SIR,—It is always an ungracious task to offer any observations on a review in an independent journal; but in doing me the honor of reviewing my pamphlet, "Legible Shorthand Vindicated," in your Jan.-Feb. No., you seem to me to have exaggerated the importance attached by me to the re-issue in pamphlet form, of Mr. T. A. Reed's review of Legible Shorthand which appeared in the *Phonetic Journal*. My remarks on that point were not intended to exhibit any spirit of 'martyrdom,' but merely to point out the unusual course (at least in this country) taken by the editor of that journal, as if he were not sufficiently gratified by the circulation of an adverse criticism among the readers of his journal, but must needs seek a wider circle in which to dissemi-

nate it. I endeavored to divine a reason for so unusual a course; and considering that the editor had declined on a former date (vide "Shorthand," May, 1881,) to allow me the courtesy of a very modest reply to some misapprehensions of Mr. Cope, who was permitted an earlier criticism than that of Mr. Reed, in the same journal, I thought that my suggested reason would not be far wide of the mark. It is possible I may be altogether wrong. It did not strike me as it does you, that the editor's kindness in accepting advertisements of "Legible Shorthand" that were *paid for* at scale price, is an indication of his equanimity at finding a rival in the field. In the light of your reminder, perhaps I ought to credit the editor with a desire to spread a knowledge of the existence of my system in quarters where it might otherwise pass unnoticed. I admit he is entitled to the benefit of any doubt. I am, however, quite content to let my system stand on its merits, as you suggest. What I was unwilling to do was to allow its *supposed* demerits, on which Mr. Reed commented, to go forth to the world without an explanation that such objections as those Mr. Reed raised upon details (for he did not touch the principles of the system), were really more applicable to *phonography* than to "*Legible Shorthand*." That was the gist of my answer, stated curtly; while my comment on the unusual course taken by the editor of the *Phonetic Journal* was more of a bye incident in the reply, than an integral part of the argument. In other quarters I observe that some stress has also been laid on this point, as if it were the main burden of my answer to Mr. Reed. For these reasons I have taken the liberty of writing these few lines, feeling confident that a journal so impartially conducted as the *COSMOPOLITAN SHORTHAND WRITER* wishes only to put its readers in possession of the true facts of the case.

Yours obediently,

EDWARD POCKNELL.

2 Falcon Court, Fleet-st., London, E.C.
25th April, 1882.

FONOGRAPIC FACTS AND FANCIES.

FONOGRAPHY AS A HOBBY — A FARMER'S VIEWS.

There is this peculiarity about fonography that, whilst its principles may be comprehended in an hour, and the whole art may be made one's own in a few weeks or months, the time that must needs be spent in order to investigate thoroughly its "true inwardness" can be measured only by years.

Every man, methinks, should have a good hobby, something, by the way, entirely out of the line of his regular vocation. No matter what trade or profession a man may follow, there will be times when he will heartily wish he had tried something else. For this undesirable state of mind a hobby of the intellectual sort is a charming antidote. Thus a farming friend of

mine has derived intense enjoyment during the past thirty years in collecting and classifying bugs and butterflies. They are long since worth thousands of dollars, but money cannot buy them. And so we find our friend Benn Pitman, desisting and carving the idols of his fancy as a relaxation from the strain of his reporting duties until finally the hobby gets the upper hand and the fonetic world is deprived of an able worker and leader. This may be considered the *abuse* of a good thing.

In years ago fonography was the riter's dearly beloved hobby, and a very pleasant one it is, as I desire to testify, for a cultivator of the soil. I was ever somewhat radical, and would persist in adorning the name of my native town with the guttural line of beauty, and joining the little *waw* sign to a *l* stem in writing my name, even when Mr. Isaac Pitman kindly called my attention to the irregularity. Since then, however, I have taken the whole structure apart a score of times, viewed it in every aspect and arranged and rearranged it without a permit from anyone. I have never changed anything for mere love of novelty, nor have I ever hesitated to make a change that commended itself to my judgment. The result, it does me good to add, is a firm belief that whoever in his riting diverges from Isaac Pitman's system to such an extent that his riting cannot be readily recognized as *essentially his master's*, has done a very foolish thing. Differences there are, and differences well worthy of attention by those whose judgment has matured, but the young fonografer is perfectly safe to take hold of any of the leading varieties now published, assured that it will be his own fault if he does not succeed.

J. W.

NOTES, QUERIES, REPLIES, HINTS AND SUGGESTIONS.

"I am a Graham reporter, or, rather, amanuensis, capable of writing about 125 words, but very anxious to increase my speed, and very tired of the little ticks and dots and microscopic twists so peculiar to Graham's style; and yet I fear I am not naturally quite quick enough to write very full outlines with sufficient speed for reporting. I should have adopted Munson's system a year ago if it had not been for the vowel scale being different, and I feared to get the two systems mixed."—W. B. W. We advise our correspondent not to change a system with which he seems to be very familiar, but, rather, to discontinue the use of the "little ticks, dots and microscopic twists" which seem to trouble him.

Q. "Would like to have your opinion respecting the best system of shorthand. I have been using Munson's, Graham's, and Pitman's systems during the past two years, but have concluded to confine myself to the Pitman System. I am at present teaching classes in the commercial branches and shorthand, making penmanship and shorthand specialties."—J. A. M. A. It is pretty generally known now that in our opinion Isaac Pitman's system is

preferable to any other. But our correspondent is making a great mistake in dabbling in so many systems. The idea of writing three within two years is altogether too absurd. Any one of them is good if adhered to; but all combined are almost worse than useless, if the writer have not very well learned the principles relating to any one of them.

Q.—“Is there any phonetic dictionary of Benn Pitman's system?” A.—No.

Q.—“What do the salaries of correspondents run on railroads and mercantile houses in the Western States, who write 80 words per minute and middlings in longhand?”—Learner. A.—We are glad to know that our correspondent does not profess to be more than a learner. The prospect is that he will be a learner for some time to come, judging from the construction of his question. Salaries in the Western States range from \$60 to \$100 per month, but we would advise our correspondent to take a good deal less than the latter sum—if he gets a chance.

NEWS GATHERINGS.

THE ASSOCIATED PRESS AND THE GROUND IT COVERS—HOME AND FOREIGN NEWS.

The New York Associated Press is composed of the leading journals of New York City, which, clubbing together, save a vast amount of expense by having a capable corps of men to cover the important places in the United States. They have an organization similar to that of any newspaper office, with chiefs of departments, &c. The cities of Washington, Philadelphia, Boston, Chicago, and other places have representatives of this association, whose business is to send all the important news. Besides this, there are other associations for the same purpose; for example, the Western Associated Press, the National Associated Press, the North Western Associated Press. Many of these associations are on such friendly terms that they exchange their news, thus saving expense.

The New York City Associated Press is composed of the Tribune, Times, World, Express, Sun, Herald and Journal of Commerce. When a paper is sold, if a member of the association, the Associated Press franchise goes with it, and cannot be separated from the paper, as in the case of the Express, which was absorbed by the Mail some time ago, the Mail and Express using the Express' Associated Press franchise. At present it seems that a party of stock jobbers have secured control of the New York Associated Press, which makes it somewhat unreliable in its news. This clique now have control of three of the papers of New York, the World, the Express (now the Mail and Express), and the Tribune; though it is claimed the latter is controlled by Whitelaw Reid, its editor.

The National Associated Press, a formidable rival to the other associations, was started but a year or so ago by Mr. James Goodsell and a few others. This association has been very

successful, and is rapidly becoming more and more popular with the papers of the West, because of the reliability of its news. Among the papers using its news are the Chicago Daily Herald, Indianapolis Times, and Louisville Commercial.

The Western Associated Press, with headquarters at Chicago, has acquired a bad reputation, owing to incompetent management. The Tribune, Times and Inter-Ocean and Cincinnati Gazette, are the leading papers using its news.

The Northwestern Associated Press is composed of those in the North, and some papers in Iowa and Illinois.

Nearly all the foreign news is gathered through Reuter's Agency, with headquarters in England. Its representatives can be found in all parts of the Old World. Of course all the leading papers have special correspondents at important points abroad, but most of our dailies procure foreign news through the Associated Press, which in turn gets it from Reuter's. Among the notable foreign correspondents are G. W. Smalley, of the New York Tribune, and Jennings of the World. The New York Herald has a larger staff than any other paper to cover foreign points and pays out more money for special cablegrams, which have added so much to its popularity. The Toronto Mail gets much of its news through a special arrangement with the Herald, thus giving the freshest news to its readers.

Each of these companies mentioned have a separate organization, with its own officers; and each is supposed to give, without political bias, full reports of all important events. In some instances, sorry to relate, this rule has not been adhered to, resulting deleteriously to their own interests. The best and only course to pursue, when papers of varied political opinions are to be subserved, is to give impartial reports; this cannot be done when any of its managers have axes to grind.

THE PROFESSION OF JOURNALISM.

THE INFLUENCE OF COLLEGES UPON THE NEWS-PAPER PRESS.

At the last Tufts College commencement dinner, Mr. Z. L. White, editor of the Providence (R. I.) Press, was called upon to speak for the profession of journalism. He said, in substance: “I have been asked to say a word for a profession which does not need speaking for; the press, like the poor, you have always with you, and it needs no word from me to introduce it. The profession of journalism has grown up almost within the memory of those present. It is only a few years ago that newspapers were not the power that they are to-day. Among the influences tending to change the character of journalism and to elevate it to its present high standard, that of the colleges of the country and its institutions of learning is one of the strongest.

The importance of the influence of the pro-

ession of journalism leads to the consideration of the responsibility of the journalist. There is no other class of professional men on whom so great a responsibility rests. The duty of the journalist to-day is not only to present to the world a mirror of events, to hold up a record of contemporaneous history, but also to present this record in such a way that the proper lesson may be drawn from it. After midnight, within an hour or two of the time when the paper goes to press, the editor hears for the first time of some event of great national importance; on the spur of the moment, without time for reflection, he must present it to the world in his editorial in such a way as will lead his readers to look upon it in the right and proper light. When we consider these things we cannot overestimate the responsibility which rests upon him.

The great newspaper to-day is not the mouth-piece of politicians, or intended to promote the ambitions of single men who control them. As a class, the newspapers of to-day are independent, owned and controlled by men who have no special ambition of their own, and who are hence able better to judge events. The public service of this country is improving daily, and this fact is due, to a great extent, to the existence of a free and independent press.

I would say to-day to those young men who propose to enter journalism—you cannot place too high an estimation upon the calling you have chosen. Enter it with the idea of work. Journalism to-day demands a devotion such as no other profession requires. Of those who enter it not more than one-fourth continue to the end. The drudgery, the long hours, the incessant demands of journalism, are too great for many to bear. But to him who enters it able and prepared to undergo the necessary strain and toil, the possibilities of reward are great.—*Boston Globe*.

NEWS NOTES.

AMERICAN.

Mr. James Munson is at work getting material for a new and revised edition of his fraso book.

Eugene P. Newhall has resigned his position as private secretary to Mr. Scott, of the Chicago Daily Herald, and has joined the staff of the Toronto Globe.

Mr. J. C. Macabe, of Chicago, has accepted the position of stenographer to Mr. Keeler, Chief Clerk, G. P. and T. office at the A., T. & S. F. Railway, at Topeka, Kansas.

A new scheme on foot in Minnesota is to convey electricity by means of a telegraf or telephone wire from the Falls of St. Anthony to St. Paul, ten miles, and there operate a motor, and then, by means of shafting, etc., to run the presses of the *Daily Pioneer-Press*. If this works satisfactorily the power of the falls will be further utilized by the manufacturers of St. Paul.

Mr Stephen N. Stockwell, served for a quarter of a century on the Boston Daily Journal. He commenced as a phonographic reporter, and through his skill, energy and ability he kept the Journal up to the highest point of excellence in all important speeches and trials, not allowing the New York papers to have any chance to beat when he had his own way. Webster and Choate praised him.

A new and important invention, in the way of an addition to the type-writer, is now being investigated. It is said that a nephew of Mr. Charles Sholes, Iowa, is, or, rather was, the posesor, but the owners of the Remington machine imediatly purchast it, and are now applying it to their present perfected type-riters. We are glad to be able to be the first to announce the fact to the public.

A thrilling incident of the fire in the old *World* building, New York, is related. Miss Ida Small, amanuensis to Rev. D. F. Lindsley, author of Tackigrady, was caught by the flames in the fourth story, and her only chance of life was to get on the sil of the window and steady herself by the telegraf wire which ran across the top of the window. This she bravely did, extinguishing the flames which singed her hair and skirts. The flames receding for a moment the firemen placed a ladder, with the intention of rescuing her, but it was too short. The only hope left was for the lady to drop into the firemen's arms, which, with admirabl courage, she did, and her rescene was accomplisht. Had she lost her courage, or had the firemen failed to stay her in her downward course, she would have been dashed to pieces on the pavement.

There was a nominating convention in Chicago some time ago, at which one of the editors of the Chicago Times was a delegate. This editor was one of the prominent featurers of the meeting, and rote for next morning's paper an editorial article strongly endorsing the work of the convention. The same issue of the newspaper contained a city article, ritten by one of the reporters, as strongly condemning the convention and its work. The latter article even declared that nine-tenths of the delegates were "ward bummers and political hacks" of long standing. This so enraged one of the delegates that he rushed to the Times office to demand of Editor Storey an explanation. After patiently listening to the man's request for an explanation of the Time's inconsistency, Mr. Storey straightened up in his chair and replied: "My dear sir, you have lived long enough in Chicago to knowone fact concerning the Times, and that is that every one of its columns is strictly independent of every other column. And it is owing to this fact that the paper has a greater influence than any other on this or any other continent."

CANADIAN.

At the close of the recent session of the Dominion Parliament, on motion by Mr. Stephen-

son for the adoption of the second report of the Debates Committee, Mr. Blake took the opportunity of saying that the reporters were good and efficient men, but there were too few of them. It was impossible for the men to extend their reports accurately if they had to work as hard as the members of the staff were obliged to do. He thought it would be well to have a reviser appointed to go over the speeches and report any errors caused through hasty transcription. Mr. Stephenson claimed that the reports this year were a marvel, and if members took care to correct their speeches there was no trouble. Sir John Macdonald agreed that it would be well to have a man well up in political affairs and of considerable literary ability to correct the speeches, but members should not be allowed to correct reports of their speeches. After further discussion the motion was carried and the report adopted.

ENGLISH.

On April 4th, the general principles of "Legible Shorthand" were explained to the Shorthand Society in London, Eng., in a paper read, in the author's unavoidable absence, by Mr. A. E. C. White, his first pupil. On April 24th, Mr. Pocknell, the author, gave the details of the system to the Shorthand Writers' Association, and at the conclusion Mr. White wrote the following sentence, selected from an article in Knowledge by one of the audience; and it was read accurately by Mr. Turner, another student of the system, who was not allowed to hear the sentence read or see it, except in the shorthand characters on the blackboard:—"Let us in the first place, consider the conditions under which an ordinary lap-streaked inrigged or half outrigged boat should be rowed to get the best racing speed for a boat of that sort." Not a single vowel was inserted in the specimen. But it is said the members of the Shorthand Society were satisfied with the result of this severe test of the Legible method.

THE GREATEST NEWSPAPER IN THE WORLD.

The greatest newspaper in the world, and one which, perhaps, has more influence than any other, is the London (England) *Times*. We may talk of the enterprise of the New York *Herald* and some other papers, but they cannot be compared to the *Times*, with its magnificently organized staff, from the editorial department down to the "devil." At home there are its editors, leader-writers, critics, reviewers, reporters, messengers, a multitude of persons, men of the highest culture and learning, down to the nimblest of chroniclers, telegraph clerks, and messengers; while abroad are engaged the correspondents, telegraphers, the railway trains, the steamers, and other fast methods of locomotion. All the machinery, electric lights, type, and, in fact, all its material except paper, are made on the spot. The famous Walter printing presses

were made on the spot—machines invented by its former editor and proprietor—as were those of the *Daily News*, *Liverpool Post*, and *The Scotsman*.

In an article on the English press, Mr. Joseph Hatton states that the *Times* was started in 1785, as the *Daily Universal Register*, and adopted its present title three years later. It was originated by John Walter, grandfather of the present chief proprietor, John Walter, M. P., who earned for his paper the sobriquet of "the Thunderer" by his bold and fearless attacks upon national abuses, his defence of the right, and his defiance of all obstructions that the wrong might plant in his way.

On November 29, 1814, the *Times* was printed by steam—the first instance of steam being applied to printing. The *Times* is still a high-priced journal (3d), is printed on superb paper, and its staff includes some of the ablest men in Europe. It pays princely salaries to its departmental chiefs and foreign correspondents, and stands by its writers with a loyal tenacity.

The Walter presses are models of perfection, each being capable of printing about 24,000 copies an hour.

The *Times* buildings were designed by Mr. Walter and Mr. Macdonald, without the aid of an architect.

In the building the top floor is devoted to the bound files of the paper. Descending to the next, you come to dining-rooms and kitchens,—one department for the clerks, another for the compositors and workmen generally. The service is conducted on canteen principles, and as a rule all the employes are glad to have the opportunity of taking their meals here. The kitchens are fitted up with modern appliances, the meats being roasted and not baked, as in some English restaurants. Even the cooks are under a foreman, who has entire charge of his department. On this floor, also, are the store-rooms, etc. Descending, you come to the magnificent composing rooms, lighted with electric lamps. Cloak-rooms are provided for the men, each article of clothing being checked by an attendant. Here and there are quiet offices, with telephonic and other machines in use and on trial. One room is devoted to the special Paris wire. By the side of the telegraph, which reels off its message on the now quite familiar roll of paper, is a type-setter, so that the Paris letter is put into type, hot as it comes in, from the slips themselves. In another apartment are telephones connected with the reporters' rooms at the houses of Parliament. During last session all the night reports were sent to the office through this medium. The stenographer writes out his notes as heretofore, then the manuscript is read off through the telephone by another employe. The recipients of the messages at the *Times* office dictate them to the type-setters, and so they are put into type. The manuscript comes up from the houses as heretofore, and goes into the reading room, so that the proofs are read by the original copy, thus checking the telephonic dictation. The type-setting machine

is made in the *Times* office, and is as near perfection as it is likely to be in our time. In a corner of one of the great composing-rooms there are six or seven of these little machines. They are capable of "composing" three parts of the news portion of the paper, each putting up five or six columns a night. The editorial and writing rooms occupy the next story below, and convenient to the chief's desk is a telegraph in direct communication with the office of Renter's foreign press agency. For the distribution of copy, proofs, and messages the numatic tube is used, with satisfaction. On the ground-floor are the machine, engines (the latter in pairs in case of accident), foundries, and publishing offices; so that the last operation of production, the printing of the forms, is conducted with the added facilities of approximation of departments. The forms come down; they are stereotyped; they pass to the machine; the paper is printed, and goes forth into the publishing office, which opens its doors at about four o'clock each morning to the carters and porters of Smith & Sons, who are the chief distributors of the leading journal. In front of these busy rooms, cut off from the heat of the machinery, are the advertising office and the letter inquiry department. The latter department is for the use of persons who choose to have their letters addressed to the *Times* office, for consulting the files, and other purposes—a convenience which the public evidently appreciates. The *Times*, with all its ramifications and influences, reaching from Printing-house square to the uttermost ends of the earth, constitutes one of the modern wonders of the world; and nothing about it is more remarkable than the fact that it may be said to have grown up in our day.

ELOCUTIONARY TRIALS.

The following from the *Notre Dame Scholastic* humorously illustrates the liability to error in transcribing notes of words having the same sounds into other words of very different meaning. The phonographer may read between the lines a lecture on the necessity of understanding the meaning of the words reported from the lips of the speaker.

I wrote a poem, the other day,
And sent it to be read
Before a club of learned folks,
And thought it would be said
To equal any poem writ
By Thomson, Swift, or Pope,
But oh, alas! the reader spoiled
My poem, and every hope
Of future fame; for sad to say
Her reading was so queer,
She made me say the queerest things,
As you shall quickly hear.

Of my old home and childhood's scenes:
I wrote in pensive mood;
But really now the reader made
Me say things very rude.

(I wrote) "Would I could meet my friends once
more

'Round my father's table!"
She made me say I wished to meet
Around my "father's stable!"

I wrote of happy times, when I
Sat on my grandpa's knees,
But oh! the reader made me say
I sat on "grandpa's sneez."

I spoke of grandma's feeble voice,
"Alas! dear grandma's old!"
The reader made me say, "Alas!"
"My dear grandma is sold!"

My mother's lap I spoke of next
As solace for life's tears,
She said, "my darling mother's slap
Was solace for life's steers!"

As duteous child, I spoke at length
Of reverence for pa's will,
The horrid reader made me say
"I revered pa's swill."

My brother's eyes, I said, "were grand,
Most eloquent his lips."
The reader said, "his sighs were grand
And eloquent his slips."

"Two writers much I loved in youth,
Young—Harriet Beecher Stowe."
The reader made me say I loved
"Young Harriet Beecher's toe."

And then I wrote of sylvan glades,
St. Mary's pious nooks;
The reader spoiled my piety
And spoke of "Pious Snooks."
Now Mr. Snooks I never met
In any walk or glen,
I know him *not*, though he may be
Most pious of all men.

The smart reporters present took
In shorthand all she read,
It came out in the papers, and
Poor I went sick to bed.

How much does a journalist earn in Paris? The pay varies very much with the journals. The leading dramatic critic, M. Francisque Sarcey, is paid about \$160 a month for his weekly dramatic article in *Le Temps*. M. Sarcey writes a daily article on topics of the day in the *XIXieme Siecle*, for which he is paid about \$300 a month. The weekly Parisian letter in the *Independance Belge* brings \$30. M. Emile Zola received about \$300 a month from the *Figaro* for one article a week. The pay of the chroniclers like Alber, Wolff, Scholl, and Charles Monselet, is about \$300 a month. Paul Mantz, the art critic of *Le Temps*, is paid less than \$20 an article. The travelling reporter of the *Figaro*, the man who is the only descriptive reporter of any ability in France, is paid \$300 a month. The small fry of journalists earn from \$40 to \$100 a month. Compared with journalism, commerce again offers prospects that are not uninviting.