Be One of the Higher-Ups and Earn a Big Salary!

YOU CAN If You Will Follow the Plan Outlined in the Following New York Herald Article

"I am the only oddity in this place, in this room where Mr. Roosevelt used to sit, almost as fine as the main part of the White House itself."

Thus wrote Mr. Charles Lee Swem, President Wilson's stenographer, of his surroundings in the executive office after he had been in his new position two or three days. An old "Major," in the White House since Lincoln's time, he wrote, had sworn him in.

Young Swem is an example of what can be accomplished by an ambitious young man who has determination even though surrounded by adverse circumstances. When he was thirteen years old he went to work in the mills of Trenton, N. J., and at the age of fifteen he was making $5.00 per week. Out of his meager salary he saved enough to pay for a course in Gregg Shorthand, the same system that has been taught in the Rhode Island Commercial School for the past fifteen years. He wanted to get into a more interesting line of work and one which held out better hope for the future.

Many a young man would have concluded that there was no chance for his making a success as a stenographer under similar circumstances. Not so with Swem. He believed that what he did not know he could learn. Consequently, in his study of shorthand and typewriting, he looked up in the dictionary every word with which he was not entirely familiar, and made a special study of everything that had any bearing on his work either directly or indirectly.

Swem's confidence in his own ability was justified for he not only completed his course with honors but he developed speed and accuracy as a shorthand writer so rapidly that it was not long before he was competing with older and more experienced stenographers for records and championships. In the national contest of the Shorthand Reporters Association, held in Buffalo in August, 1911, Mr. Swem exceeded the previous world's speed record on jury matter by ten words a minute, writing 237 net words a minute for five minutes.

In the Adams trophy contest he established a world's record for accuracy on straight matter—99.6%, perfect.

One day Governor Wilson sent to Mr. John R. Gregg, author of the system which Mr. Swem writes, for a stenographer who could report a speech accurately. Mr. Swem was sent to do the work. Governor Wilson, having himself written shorthand for forty years, was surprised and gratified with the result, which was an absolutely accurate report.

Mr. Swem was forthwith put on Mr. Wilson's list of men worth remembering, and two days after his nomination for the Presidency he sent for Mr. Swem and asked him to become his personal stenographer during the campaign.

During a leave of absence which was granted him to enter a shorthand speed contest, Mr. Swem sent a young (Continued on Page 3)
WE cannot tell with absolute accuracy, nor can any honest school man, how long it will take an individual to complete a course. We can, however, give anyone as much as his physical and mental ability will permit him to get in any given time. Thoroughness is our watchword and must be yours if you get proper results.

AMONG COLLEGES and universities represented by students in the Rhode Island Commercial School this year are Brown, Amherst, Exeter, Dean, Yale and Harvard. Every High School in the state is represented, as are also High Schools in Ashley, Taunton, Fall River, Danielson, Conn., Mansfield, etc. Among places of residence we number students from ten states in the Union and also from Canada.

WOULDN'T you prefer to be able to take advertising statements at their full worth, rather than be obliged to discount them heavily? The Rhode Island Commercial School is putting out all its literature on a 100 per cent basis, and we trust that our conservatism will pass at par. We find that honest advertising pays in the long run. It brings us students who come to us because they want to, not because of deceptive hopes set forth.

OUR ATTENDANCE of public school teachers is yearly increasing. The wide-awake teacher of the common branches notes the growing demand for commercial teachers in the private and public schools in America, and that his advancement, in both salary and position, can come more quickly through that class of teaching.

OUR ADVANCE enrollment this year is unusually large and encouraging. We would advise all those who intend to enter in the fall, to make their reservations at the earliest possible moment. Enrollment applications are being filed daily.

WITH a faculty of twelve specialists, there is no similar school in America that gives its students a higher grade of teaching ability.

BESIDES the Business, Shorthand and Secretarial courses, we maintain a thorough English course for the benefit of boys and girls who need work in the common branches before entering upon their Bookkeeping, Shorthand, Typewriting, Banking or Private Secretarial studies.

OPPORTUNITIES never were more plentiful than now, but one must have the training and development not only to recognize opportunity but to take advantage of it when recognized.

BUSINESS men seek help that comes to them thoroughly prepared to do the work required of them. Inefficient and indifferent service will no longer be tolerated because only work well done is profitable.

THESE thorough, practical training given in the Rhode Island Commercial School requires a reasonable amount of your time and it is worth a reasonable tuition. Our graduates get a business education which enables them to secure and hold the best positions.

A PERSON who is willing to spend the necessary time and money in the Rhode Island Commercial School to acquire a first-class knowledge of Bookkeeping or Stenography and typewriting so as to be able to do good accurate work in an office, can get employment any week in the year.

FOR THOSE who enter certain of the professions, a complete training is required by law. The person, who seeks admission to the bar, or a diploma to practice medicine must pass a certain written and practical test to prove his fitness. For those who would enter business life there is no written law which compels this; but there is a higher law which demands it—the law of necessity. It is an indispensable condition of success.

THE TROUBLE with most people is that they don't know their own power. They do not have the confidence in themselves that they should have. They work too much with their hands and feet and too little with their heads. They do not think.

GOOD DISCIPLINE is the management of a school cannot be overestimated. It is of paramount importance in deciding which school to patronize. The Rhode Island Commercial School insists upon regularity in attendance, punctuality in work, and gentlemanly and ladylike conduct. The school rooms are sacred to the purpose of instruction and study at all times, and each student is expected to deport himself or herself in a worthy manner.

THE R. I. C. S. 72-page Prospectus explains the above in detail, together with illustrations, but a visit and personal inspection of the equipment and quarters of the Rhode Island Commercial School will prove even more interesting and profitable. It will be a revelation to you of what a high-class business school should really contain in the way of MODERN equipment.
Be One of the Higher-Ups and Earn a Big Salary!

(Chased into Page 1)

woman substitute, feeling that she would be less likely to supersede him, Miss Salome Tarr, also a writer of Gregg shorthand, and a young lady of only eighteen summers, was the young woman selected for Mr. Swen's place, and although she was very successful, Swen returned and remained with Governor Wilson throughout the campaign. Wherever the Governor spoke, there the alert young stenographer was within hearing, setting down every word with unfairing accuracy.

During the ball in Mr. Wilson's speech-making, on account of Mr. Roosevelt's being shot, Mr. Swen was instructed, his bride being Miss Daisy Dunning, of Trenton. Later, when President-elect Wilson went to the Bermudas to recuperate from the effects of his being shot, Mr. Swen's wife was assigned to an inconsequential secretarial position in the White House at a salary of $2,500 per year.

According to the President, the stenographer for the White House at a salary of $2,500 per year, there are two stenographers in this office, one of them being Warren F. Johnson, another Gregg shorthand writer, who has served under four Governors of New Jersey.

Not only is it an unusual distinction for a young man only twenty-six years old to hold a position of such responsibility under the head of the nation, with a comfortable salary of $2,500 per year, but its real importance lies in the opportunity which the position holds for rapid and unlimited advancement. To inspire him and give him grounds for his ambition, he has before him the examples of other stenographers who have risen to undreamed of heights within the business and political worlds.

Selecting a School This Fall

In the purchase of an article of merchandise one is deceived, however good it may be. In the purchase of a tuition in a Business College, however, the situation is radically altered, because the education must ever remain a vital part of one's personality. Business schools are unlike as are the individualities of their managers. It will be evident, therefore, that much care should be exercised in determining what school to attend.

In choosing a school it is important, of course, that rooms, location and general equipment should be considered. It is important, too, that the managers of the school chosen should have a wide and intimate acquaintance among business men, together with a record of efficiency in the very important matter of properly placing competent students in positions.

Former Stenographer to President Wilson

(What a Young Girl Accomplished)

We are indebted to the Gregg Publishing Company for the accompanying photograph of Miss Salome L. Tarr, whose fame as a shorthand writer extends throughout the country. Miss Tarr, who is but nineteen, first sprang into prominence in the Fifth International Shorthand Speed Contest at Washington in 1910, when she won third prize for the speed of her work in reporting Governor Wilson's speech on June 18th. Her remarkable ability in shorthand work in reporting and transcription made her Lord's stenographical assistant and competitor teaching force.

You should therefore examine well into the merits of that school. Selecting a school should be regarded as a business transaction. It is a matter of serious importance to you. You should visit the school personally—become acquainted with the manager and the instructors—examine the equipment and the facilities for teaching business courses—learn about the students who have been there before you—find out whether or not they are employed—what sort of positions they are holding and if they are filling those positions acceptably. See for yourself. Do not get your information from a competing school.

A Cordial Invitation to You

The 18th annual graduation exercises of the Rhode Island Commercial School take place as usual in General Education Hall, on Friday evening, June 26th, at eight o'clock. The exercises will be in every respect up to the usual high standard of the Rhode Island Commercial School. Our graduation class this year promises to be as large—if not slightly larger, than the wonderful show made by the Rhode Island Commercial School last year. The chairman of the meeting and the orator of the occasion will be announced later on.

Cards of admission will be ready on and after June 15th. Those who wish to attend the largest and most impressive graduating exercises in Rhode Island should apply early for admission cards, as the hall has been completely filled at the opening of the exercises for some years.

THE 17th year of the Rhode Island Commercial School opens Tuesday, September 8th. Night school, September 9th. Our offices will be open all summer. Arrange now to enroll when the school year opens. Special summer session of the Shorthand Department during July this year.

The diploma of the Rhode Island Commercial School is a warranty of efficiency that is accepted at face value by Rhode Island business men.
of acceptance at Trenton, where he had gone to spend the day on State business, and he decided to undertake the task at his home after motoring back from the State House.

At 8.35 o’clock Mr. Meadley’s stenographer was sharpening her three pencils after a hard day’s work when she was informed that the Governor wished her to come to his library.

“I will take all these pencils,” she told the other stenographers; “there’s no telling how busy I will need.’’

At 10.05 o’clock the young stenographer came out of the Little White House with three very dull pencils in her hand. One of the Governor’s secretaries was with her, and had instructions to see her to her home, as it was rather late. In the intervening time she had taken dictation steadily at the rate of 80 words per minute, and had the Governor’s complete speech in her book of notes. Interruptions had taken up the Governor’s time for half of the period she had been in the Little White House.

Next morning Miss Tarr was up and at her desk at five o’clock. She worked steadily through the early morning hours, and when Governor Wilson sent over at ten o’clock to ask her how the transcript of the shorthand notes was progressing, Miss Tarr was able to send him the whole of his speech.

Immediately after his inauguration, President Wilson, remembering the excellent work Miss Tarr did for him at Trenton in taking down and accurately transcribing in record breaking time his speech of acceptance, had her come to Washington, for the purpose of using her services in a similar capacity in the White House. According to the reports published in the newspapers of the country, President Wilson did everything in his power to place Miss Tarr on his executive staff, and the time and talents of the principal, assistant principal and the entire faculty are devoted to the thorough training of our young men and young women students to meet the requirements of the business world which they soon will be expected to enter.

While the Rhode Island Commercial School believes in maintaining a healthy interest in athletics and encouraging the same within the limits of reason, it does not believe in making them the major part of an educational institution which is engaged in the training of young men and young women for business careers. The time and talents of the principal, assistant principal and the entire faculty are devoted to the thorough training of our young men and young women students to meet the requirements of the business world which they soon will be expected to enter.

Basket Ball Team, Rhode Island Commercial School, Season of 1913-14

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Visit the Rhode Island Commercial School and see for yourself how completely it is equipped to give you a superior business training.
the Rhode Island Commercial School. The boys were hindered by not having a hall in which to practice; nevertheless, a most creditable showing was made for the first year. Games were arranged and played with some of the best teams in the state among them being East Greenwich Academy, Bristol High, Central Falls High and other city teams. The percentage column at the end of the season showed five games won and nine lost.

The school, always represented by a strong hockey team, was hampered this season by lack of good ice conditions. Five games were played in all. The percentage column in which they give the results both while in the short season and after wards in securing the positions they now hold. These letters substantiate every claim made for the Rhode Island Commercial School as the most desirable one to be selected by young men and young women who are ambitious to make the most of their opportunities.

The letters—and we can publish hundreds of similar ones now in our files—show that our graduates appreciate the careful and conscientious manner in which they are trained, that this training is broad and thorough, and that as a result they are able to accept and hold positions of the better kind.

These facts should inspire every young man and young woman who realizes the need of right business training in order to make a success in the business world to enroll in the Rhode Island Commercial School, where the motto “Your Success Is Our Success” is carried out in daily practice by both Principal and faculty.

Just Among Ourselves

The Annual Dance of the Day School of the R. I. C. S. was held at the Churchill House on the evening of February 16th. The attendance was very large, the music was excellent and everybody enjoyed themselves. The Night School Association officers for the year were: President, Edmund Pearson; Vice-President, Ada Smith; Treasurer, P. G. Everson; Secretary, Gertrude Devine. The committee: Lester Field, Gertrude Fallar, Elizabeth B. Bregman, Pearl Dearman, George McCarthy.

Among the addresses recently given to the students of the R. I. C. S. was one by Mrs. Daniel F. Hayden who spoke on “The World Beautiful.” Mrs. Hayden gave one of the most interesting and instructive addresses that the pupils have enjoyed this year and at the conclusion of her address she received an ovation.

Another highly instructive address was given by Mr. H. Whitehead of Auburndale, Mass., who has been conducting a class in Salesmanship in this city. Mr. Whitehead gave the student body a strong and business-like talk, and one which contained sound advice to every young man and young woman who is preparing to enter the world of business.

What the Rhode Island Commercial School Can Do

We can successfully educate any young person of ordinary elementary education who will continue steady and follow instructions.

We can, in a comparatively short time, give a college graduate as thorough a preparation for practical business life as can be obtained in any graduate school in the country.

We can make you a good bookkeeper or stenographer of any young man or young woman who can read, write, think, and who is willing to work. The more education you have to start with the shorter will be the time required.

We can give you a complete course, that will make you both a bookkeeper and stenographer.

We can give you a business course, that will make you a bookkeeper.

We can give you a shorthand course that will make you a stenographer.

We can give you a combined course that will make you a good stenographer, familiar with the general principles of bookkeeping.

We can give you a secretarial course that will make you a first class private secretary.

We can teach you to teach the commercial subjects in high schools or in private business schools, if your elementary education is sufficient to warrant your becoming a teacher.

We can get you a position within a reasonable time after you have completed any of these courses.

We know that we can do these things because we have been doing them for sixteen years, and for over 3,000 former students.

Our only premise for the future is that we will continue to do what we are doing now and what we have been doing in the past.
Where a Few Recent Graduates Are Located

Miss Jessie Shurtleff with Hansen & Johnson
Miss Nona Reed with Clark & Company Co.
Miss Edith McClellan with Corran & Burton Coal Co.
Mr. Leo Walsh with H. F. Carpenter & Son
Miss Jenny D. Dean with Green, Anthony & Co.
Miss Leon Hatchway with Providence Telephone Co.
Miss Anna McGrath with Morris, Mann & Reilly
Miss Ethel剪 with Town Clerks of Rhode Island
Miss Warren Pratt with General Fire Ziegler & Company
Miss Lilian Swee with Clark & Company Co.
Miss Gladys Hobbs with N. J. Berry & Co.
Miss Anna Carlson with Jewett Paper Box Co.
Miss Allen Dockworth with Starbuck & Shegley
Mr. George Lund with Minus Motor Works
Miss Edith Lumbque with Internatinal Rubber Co.
Miss Sarah Freedman with Sterling silver Mfg. Co.
Miss Sarah Craft with F. T. Pease & Co.
Mr. Henry Grout with Town Criers of Rhode Island
Miss Sadie Croft with F. T. Pease & Co.

Complete Office Equipment Used in the Rhode Island Commercial School

No student who attends the Rhode Island Commercial School need ever feel timid about finding office equipment with which he is not familiar when accepting employment, for it is a fact recognized by those best qualified to know, that no school in this country possesses a more extensive or complete modern equipment than does the Rhode Island Commercial School.

Here will be found:

Burroughs Adding and Listing Machines
National Cash Registers of the latest type
Intercommunicating Telephone System
Personal Branch Exchange Switchboard
Letter Copying Presses
Rapid Roll Copying Presses
The Rotory Mutoscope
The Multiphograph, with printing attachments
The Dictaphone
Numbering Stamps
Almost 300 of the latest typewriters of the most popular makes
Drop typewriter cabinets
Banking Computers and Fixtures
Numerical, Alphabetical, Geographical Filing equipment
Cash books
 Loose-Leat Bookkeeping systems
Duplicate Billing and Charging systems

THE diploma of the Rhode Island Commercial School is a warranty of efficiency that passes at face value among business men.

Appreciates Attention Received

My dear Mr. Jacobs: During my course of study in the business department of the Rhode Island Commercial School I greatly appreciated the individual instruction given me by your teachers from whom I always received most courteous treatment.

The Rhode Island Commercial School with its faculty of efficient and capable instructors offers a young man or young woman who is seeking success in the business world, an opportunity to acquire a thorough business education. I wish to take this occasion to express my appreciation for the many kindnesses shown me while attending your school and since graduating from the same. It is my earnest wish that the Rhode Island Commercial School continues to meet with continued prosperity.

LeRoi K. COOK.

Mr. HARRY A. JACOBS, Principal, Rhode Island Commercial School, Providence, R. I.

My dear Mr. Jacobs: I am proud to be able to say that I am a graduate of the secretarial course of the Rhode Island Commercial School.

I found your school thoroughly equipped in all its branches with efficient instructors and ample modern office appliances, and business-like discipline.

Soon after leaving your school I accepted a position with a real estate and insurance company of Newport where I am still employed, and I enjoy my work very much. The high ideals of the school and the capable teachers you employ, who are ever ready to help, have made it in any way that will do good for them should appeal to every one seeking a business education.

Very truly yours,

Florence M. Hoad,
28 Catherine Street,
Newport, R. I.

The 17th year of the Rhode Island Commercial School opens Tuesday, September 8th. Night school, September 9th. Our offices will be open all summer. Arrange now to enroll when the school year opens. Special summer session of the Shorter Department during July this year.

The Rhode Island Commercial School graduate is wanted because of the thorough training the school affords. Send for free illustrated prospectus.
What a Very Successful Graduate Says

Dear Mr. Jacobs: I am glad of an opportunity to compliment you upon the success your School has attained, and to mention, in personal, my Commercial Education. I am constantly aware of many advantages, of which I could not avail myself, had I not spent a winter in your School, in pursuit of an prescribed course. It is always to recommend your course, which I know are followed up under the guidance of competent instructors, and with the aid of most adequate facilities, and I know that one may be assured invariably of a fair business position and of an unflagging personal interest.

Yours very truly,
E. N. ENGLISH.

Mr. H. E. Jacobs, Principal,
Rhode Island Commercial School,
Providence, R. I.

My dearest Mr. Jacobs: When I decided to obtain a business education I investigated a number of schools, and after weighing the disadvantages which precluded me for your School in its opening term of 1913. After only six months of instruction in your commercial department, under your guidance and able instructors, I received the training which secured for me the splendid position I am now holding in Middlesex, Connecticut. I must certainly recommend the Rhode Island Commercial School to anyone who seeks a thorough business education, as a school that lives up to every promise it makes and that fits one in the shortest time consistent with thoroughness to accept and hold a paying business position.

Sincerely yours,
C. E. S. W. P. C. A.

Mr. H. E. Jacobs, Principal,
Rhode Island Commercial School,
Providence, R. I.

My dear Mr. Jacobs: Your school not only gives a thorough business education through the business instructors that you have to offer, but you are also able to secure for your graduates in positions excellent. One of the best graduates of your School in June, 1913, you already had Previous and position for me with Standard Oil Company, of this city, where I was at present employed and enjoy my work very much.

I consider it a privilege to be able to express the opinion of the school, which I know from actual experience to be as worthy of every respect.

Sincerely yours,
Harold H. Christiansen.

Mr. H. E. Jacobs, Principal,
Rhode Island Commercial School,
Providence, R. I.

As a result of the thorough training I received in the business department of the Rhode Island Commercial School, I have been very successful in my work as a typist, having held the same position since graduating last June. The opportunities of the Commercial School are known of the value of this training and the unique advantages which you offer in securing positions.

Dora M. Logan, 13 Morgan St., Attleboro, Mass.

Mr. H. E. Jacobs, Principal,
Rhode Island Commercial School,
Providence, R. I.

Dear Sir: Since graduating from the Rhode Island Commercial School two years ago, I have been holding a position which precluded me for several months upon finishing my course, and I find my work satisfactory in every respect.

I cannot praise太高 highly the interest which you and the teachers of the school have shown in the work, not only during the year that I attended them, but also since I graduated. I must certainly wish the Rhode Island Commercial School the success which it so justly deserves.

Yours sincerely,
Lillian M. Hammelband.

Rhode Island Commercial School,
Providence, R. I.

I am glad to be able to recommend the Rhode Island Commercial School.

Sincerely yours,
Grace E. Mason.

Mr. H. E. Jacobs, Principal,
Rhode Island Commercial School,
Providence, R. I.

Dear Mr. Jacobs: I am pleased to be able to recommend the Rhode Island Commercial School.

Sincerely yours,
Frank Turner.

Send for free annual prospectus. Contains seventy-two pages of profitable information. Beautifully illustrated with views of the school.
Civil Service Opportunities

We call particular attention to the examination for stenographers, bookkeepers, and forestry clerks, the latter being a combination requiring both shorthand and bookkeeping.

The entrance salaries paid by the government are, as a rule, larger than those paid by many private concerns.

A young man eighteen years of age, having graduated from high school and taken a complete course in the Rhode Island Commercial School, should without trouble pass the bookkeeper's or stenographer's examination and secure a position in the government service.

If the candidate can take dictation at the rate of 140 words a minute on such matter as is found in the shorthand manual, he will be graded 100%.

If he writes 130 words a minute, he will be graded 90%; for 100 words, 80%; and for 80 words, the lowest dictation given, 70%.

You Should Have This Book

We have published a book under the title of Right Business Training which is said to be one of the finest and most complete business school catalogues ever issued. It tells in an interesting and instructive manner how young men and young women are prepared to accept and hold good positions in the business world—the qualifications necessary to enter school—the kind of instructors who will have charge of your training—the modern office equipment employed in the work of instruction—the high ideals of the school and the spirit of co-operation existing in all departments between instructors and pupils. Also what others have accomplished through this training.

This book is handsomely printed and illustrated, contains seventy-two pages and is bound in boards.

Send for Your Free Copy

Simply send your full name and address and state name of school you last attended, grade or class you were in when leaving, and whether it is your intention to take up the Business, Stenographic or Secretarial course of study.

Address the the Principal of the Rhode Island Commercial School, 5th and 6th floors, Butler Exchange.

Principal,

"A school that is constantly doing so much for others may be able to do as much for you."

Railway Mail Clerk.—Age, 18 to 35, medical certificate required. Entrance salary, $800. Height, 5 ft. 6 in.; weight, 150 lbs.


Special Summer Session in Shorthand and Typewriting

The day sessions of the shorthand department of the Rhode Island Commercial School will continue this year during the month of July. New pupils should without trouble pass the shorthand and typewriting examination, which will be conducted by the principal of the shorthand department of the Rhode Island Commercial School during June and July. This examination should prove of great interest to high school graduates and public school teachers who wish to prepare themselves for the rewards and positions of commercial teachers.

SPECIAL NORMAL TYPEWRITING COURSE

The demand for teachers of Touch Typewriting is very great—the supply limited. As is well known there are few real teachers of Touch Typewriting in the country, and that for everyone so qualified there are at least a dozen positions waiting to be filled.

The Rhode Island Commercial School has for some years specialized in the teaching of Touch Typewriting as it should be taught, and the work of the typewriting department has been brought to a very high standard. A limited number of students will be accepted for this special course.

Further information concerning any of the above courses will be supplied upon request, but a personal visit, is of course, more satisfactory.

Train in a School that Specializes in Business

Why limit yourself to rewards of a profession, when such big prizes are awaiting young men and women who have ambition, energy and who can so easily qualify to succeed in business life?

Why limit yourself to rewards of a profession, when such big prizes are awaiting young men and women who have ambition, energy and who can so easily qualify to succeed in business life?

Here every heart beats throbs with opportunity. Advancement, promotion and success await every young man, and woman of will-power, ambition and ability. For those who desire to enter the business world the highest prices and there is no limit to one's achievement.

The Rhode Island Commercial School occupies two floors in the Butler Exchange, one of the best known office buildings in New England. Every department of the school has ample daylight as the school faces on three outside frontages. There is an individual seat for every student. All furnishings are business like, modern and of the very best.

Your preparation for business is safe in the hands of the Principal and Faculty of the Rhode Island Commercial School—a school of merit and reputation.