

Business Training

A Magazine of Business Published for The Ambitious
By The RHODE ISLAND COMMERCIAL SCHOOL

SECOND SERIES, VOL. I.

PROVIDENCE, JUNE, 1914.

No. 1.

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

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"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)

Business Training

PUBLISHED IN THE INTEREST OF

Ambitious Young Men and Women

BY THE

Rhode Island Commercial School
Providence, R. I.

One of America's widest known, most
progressive and efficient Business
Training Schools.

The Faculty of the Rhode Island Commercial School

HARRY LOEB JACOBS

(Principal)

(Former Official Stenographer of Pennsylvania
Legislature.)

In charge of Business Administration and super-
visor of courses of study.

ROTHSAY E. CLEMENS

(Assistant Principal)

Advanced Bookkeeping, Penmanship, Banking,
Business Practise.

WALTER E. INGERSOLL

(Secretary)

In charge of Situations and Secretarial Duties.

MABEL JOHNSON

(Registrar)

GEORGE H. ZIMPFER

Gregg Shorthand, English, Penmanship, Office
Training.

GERTRUDE JOHNSON

Touch Typewriting, Office Practise.

ELSIE E. PETERS

Bookkeeping, English, Arithmetic, Business
Correspondence.

ELLEN MULGREW

Bookkeeping, Arithmetic, Rapid Calculations,
Individual Assistance to pupils.

NEWTON SHAWCROSS

Bookkeeping and Individual Assistance to
pupils.

MYRTLE PILGRIM

Gregg Shorthand, Spelling.

MARY WALES

Touch Typewriting.

ELSIE DONALD

Gregg Shorthand and individual assistance to
pupils.

MARY REILLY

Office Assistant.

From the Principal's Chair

17th year begins Tuesday, Septem-
ber 8th—Night school, Wednesday,
September 9th. Summer Session of
the Shorthand Department during
July.

IT IS one's first duty to fit himself to
earn an honest living; isn't it? Money
isn't "everything," but no man or
woman is really independent until he
has some definite means of getting his
own bread-and-butter, and more. A
man should be able to support a
family, a woman should be able to
earn enough so she can at least lay
aside for the "rainy day." A bank
account, especially if it is of his own
building, makes a man independent,
gives him self reliance, self respect,
broadens his grin. It is stimulating
and health-giving. Yet the greater
value lies not in the bank account but
in the ability to earn it and set it aside
for future use.

WE cannot tell with absolute accu-
racy, 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 universi-
ties 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 Attleboro,
Taunton, Fall River, Danielson, Conn.,
Mansfield, etc. Among places of resi-
dence 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 conserva-
tism 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 encourag-
ing. We would advise all those who in-
tend 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, Type-
writing, Banking or Private Secretarial
studies.

OPPORTUNITIES never were more
plenty 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.

THE thorough, practical training
given in the Rhode Island Commercial
School requires a reasonable amount
of your time and it is worth a reason-
able 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 an examination 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 in the man-
agement of a school cannot be over-
estimated. It is of paramount impor-
tance in deciding which school to
patronize. The Rhode Island Com-
mercial 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!

(Continued from 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. Swem's place, and although she was very successful, Swem 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 unflinching accuracy.

During the lull in Mr. Wilson's speech-making, on account of Mr. Roosevelt's being shot, Mr. Swem was married, his bride being Miss Daisy Dunning, of Trenton. Later, when President-elect Wilson went to the Bermudas to recuperate from the fatigue of the campaign, Mr. Swem and his bride were invited to accompany the party, which they did.

By this time Mr. Swem had made himself so valuable to Mr. Wilson that no one was surprised to hear that the President had appointed him stenographer for the White House at a salary of \$2,500 per year. There are two stenographers in this office, the other one 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 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 and are now holding positions of the first importance in the business and political worlds.

Selecting a School This Fall

If in the purchase of an article of merchandise one is defrauded, it makes but little difference, since the article will soon be discarded, however good it may be. In the purchase of a tuition in a Business College, however, the situation is radically different as the education must ever remain a vital part of one's personality. Business schools are as unlike as are the individualities of their managers. It will be evident, therefore, that much care should be exercised in deciding 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 im-

portant matter of properly placing competent students in positions.

But by far the most important matter to be considered in the choice of a school is the character, ability and spirit of the teaching force. A really good teacher will do splendid work, however poor the equipment may be. President Garfield once said: "Place Mark Hopkins on one end of a log and a boy on the other and you have a university." The Principal of the Rhode Island Commercial School believes that the too prevalent customs of securing teachers at very low salary rates, tends strongly toward the employment of an inadequate and incompetent 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 management 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 16th annual graduation exercises of the Rhode Island Commercial School take place as usual in Infantry 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 showing 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 at the office of the Rhode Island Commercial School 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.

Former Stenographer to President Wilson

(What a Young Girl Accomplished)

We are indebted to the Gregg Publishing Company for the accom-



panying photograph of Miss Salome L. Tarr, whose fame as a shorthand writer extends throughout the shorthand world. 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 place and established a world's record for accuracy—99.4 per cent. In the speed contest of the National Shorthand Reporters' Association at Buffalo, 1912, she was awarded speed certificates for 205 words per minute on court testimony, and 181 words per minute on straight matter. In the latter part of the summer Miss Tarr sprang into national prominence on account of her unusual work in reporting and transcribing Governor Wilson's speech of acceptance. The remarkable feature of her work in reporting Governor Wilson's speech was the promptness with which she delivered the complete transcript. Her notable work attracted attention everywhere, and an account of it was printed by hundreds of papers throughout the country.

WHAT THE NEW YORK TIMES SAID ABOUT MISS TARR.

Sea Girt, N. J.—Through her excellent work in taking from dictation in about an hour Governor Wilson's entire speech of acceptance of more than 6,000 words, and then preparing a typewritten copy of the speech so nearly perfect that only two or three slight changes were found to be necessary, Miss Salome Tarr, a wisp of a girl, 18 years old, from Jersey City, has sprung into sudden favor at the Little White House.

The Jersey City girl seemed a mere child when she appeared at Sea Girt last Friday and announced that she had been sent in response to a request from Governor Wilson's secretary for a stenographer. She is small for her age. When Walter Measday, the Governor's campaign secretary, glanced up at the young applicant, he assigned her to an inconsequential post in his office. But he began to notice that his letters dictated to her came back to him without errors and with great speed.

On Tuesday evening Governor Wilson found that he was unable to undertake the dictation of his speech

June 1914 (33 years ago)

ABOUT ATHLETICS

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. Measday's stenographer was sharpening up 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 many I will need."

At 10.25 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 150 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 how the transcript of the shorthand notes was progressing, Miss Tarr was able to send him the complete text 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 only reason why he did not succeed was that he did not deem it prudent to break the time-honored rule that "No woman shall be employed in the offices of the President." When Miss Tarr learned of this rule, she did not insist on being made an exception.

As a result of the President's interest, at least five important positions, according to the newspapers, were offered Miss Tarr in other departments of the government service. Each of these positions, we read, paid not less than \$100 a month. Although the salary was acceptable, the positions were not in the White House, and as a consequence Miss Tarr took a train for New York City to work for the Gregg Publishing Company in their eastern office.

What this young girl has accomplished with Gregg Shorthand in speed and accuracy is possible to thousands of others. It is possible for you to do the same. Gregg Shorthand as taught in the Rhode Island Commercial School is the simplest, the most legible and the most rapid of all systems. The contests as well as the experience of more than two thousand schools teaching the system prove conclusively its all-round superiority.

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,

duty is to fit our pupils to accept and hold these positions in the most satisfactory manner, but in so far as athletics do not interfere with the thorough preparation of the student, we encourage them.

The Rhode Island Commercial School always endeavors to make baseball its major sport. A strong team this year has been placed on the field and games are scheduled with nearly all of the City High Schools besides those of N. Attleboro, Central Falls, Bristol, Pawtucket, Warwick, Fall River and Newport. The schedule follows:

Mar. 31 East Prov. High at East Prov.



BASKET BALL TEAM, RHODE ISLAND COMMERCIAL SCHOOL, SEASON OF 1913-14

and to that end we leave nothing undone in the way of money, time and energy to make the most of our pupils.

Hockey, basketball and baseball are encouraged in the school, not with a view to making them advertisements for the school, but because we believe they are clean and healthy sports which conduce not only to the physical, but also to the moral uplift of our pupils. It is a condition, however, that no pupil who falls below a reasonable standard of scholarship is permitted to engage in athletics, for we do not believe in accepting the money of our patrons unless we are able to give them in return satisfaction that comes from knowing that their son or daughter is well prepared to meet the stern requirements of life.

Employers of this state and elsewhere look to the Rhode Island Commercial School for competent office help, and we believe our first and main

| | | |
|------|----|-------------------------------------|
| Apr. | 7 | Classical High at Classical. |
| " | 9 | Woonsocket High at Woon. |
| " | 11 | B. M. C. Durfee H. at Fall River. |
| " | 14 | R. I. S. of Design at R. I. C. S. |
| " | 17 | Colt Memorial High at Bristol. |
| " | 22 | Moses Brown at Moses Brown. |
| " | 23 | Central Falls High at R. I. C. S. |
| " | 25 | R. I. C. S. Night S. at R. I. C. S. |
| May | 1 | Morris Heights at M. Heights |
| " | 4 | Warwick High at Warwick. |
| " | 7 | English High at English. |
| " | 8 | Pawtucket High at Pawtucket. |
| " | 11 | B. & S. at R. I. C. S. |
| " | 13 | R. I. S. of Design at R. I. S. D. |
| " | 16 | Rogers High at Newport. |
| " | 21 | Butler's Hospital at B. Hospital. |
| " | 22 | Warwick High at R. I. C. S. |
| " | 27 | N. Attleboro High at R. I. C. S. |
| " | 30 | B. M. C. Durfee H. at R. I. C. S. |
| June | 1 | Colt Memorial High at R. I. C. S. |
| " | 3 | Woonsocket High at R. I. C. S. |
| " | 4 | Central Falls H. at Central Falls. |
| " | 8 | LaSalle Academy at LaSalle. |
| " | 11 | Butler's Hospital at B. Hospital. |
| " | 15 | B. & S. at B. & S. |
| " | 20 | N. Attleboro H. at N. Attleboro. |

This was the first year that a team of Basketball players was organized in

the Rhode Island Commerical 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 and in these the team suffered defeat but once.



HOCKEY WAS WELL PLAYED BY THESE R. I. C. S. BOYS WHILE THE ICE WAS GOOD.

The season's record follows:

| | | | |
|-------------|---|-----------------|---|
| R. I. C. S. | 0 | East Prov. High | 0 |
| R. I. C. S. | 2 | B. & S. | 1 |
| R. I. C. S. | 1 | East Prov. High | 0 |
| R. I. C. S. | 1 | La Salle | 1 |
| R. I. C. S. | 0 | B. & S. | 4 |

The last game, although a decisive defeat, was ably accounted for in that Sweet, the Rover, one of our most effective players, was injured in the first ten minutes of play and the game was finished by the R. I. C. S. team playing six men only.

What Letters from R. I. C. S. Graduates Mean to You

Elsewhere in the issue of BUSINESS TRAINING you will find letters from graduates of the Rhode Island Commercial School in which they give the results of their training both while in school and afterwards 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.

These 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

this year's class for holding the most enjoyable one of all. This year's dance was held at the Churchill House on the evening of February 12th. The attendance was very large, the music was excellent and everybody enjoyed themselves. The Night School Association officers for the year were: President, Edmund Persson; Vice-President, Ada Smith; Treasurer, P. G. Everson; Secretary, Gertrude Devine. The committee: Lester Field, Gertrude Finlay, Elizabeth Rogers, 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 conscientiously study 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 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 train 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 5,000 former students.

Our only promise for the future is that we will continue to do what we are doing now and what we have been doing in the past.

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 December 11th. For some time previous the Day School Association, along with an energetic committee, had worked to make it a success, and a decided success it was! The officers of the Day School Association are: President, Henry Bowler; Vice-President, Claudine Fowler; Secretary, Richard J. Dennis; Treasurer, Fannie Paster. The committee: Miss Lena Hathaway, Miss Emily Williams, and Messrs. Joyce, Phillips and Charnley.

The Night School in years past has held many enjoyable and successful dances but due credit must be given

Wanted—R. I. C. S. Graduates

Here are some recent calls received by our Employment Department.

The R. I. C. S. graduate is wanted because he or she is prepared to satisfactorily meet the requirements of employers.

Col. Joseph E. Fletcher
American Roll Gold Leaf Co.
F. W. Woolworth Co.
C. H. Fryer Adv. Agency
Metropolitan Real Estate Co.
Columbia Phonograph Co.
International Rubber Co.
Greene, Anthony & Co.
Davis Arnold, Esq.
Gorham Mfg. Co.
R. I. Supply & Engineering Co.
Slater Mfg. Co.
United Lace & Braid Co.
Mass. Mutual Life Ins. Co.
Hanson & Johnson
R. G. Dun & Co.
The Low, Taussig Karpeles Co.
Elliott Fisher Co.
Auto Parts Co.
Jencks Paper Box Co.
New England Window Cleaning Co.
The Bradstreet Co.
Smith Webbing Co.
Providence Gas Lamp Co.
U. S. Gutta Percha Paint Co.
Greene, Hinckley & Allen
The Strathmore Co.
Providence Stock Co.
Proffitt-Larchar Adv. Corp.
L. C. Smith Typewriter Co.
The W. B. Mfg. Co.
National Machinery Co.
Regina Lace Co.
Morris, Mann & Reilly
Marden & Kettlety Co.
Remington Printing Co.
Haley & Blanch Elevator Co.
Society for Organizing Charity
Allen & Reed
Congdon & Carpenter Co.
Massachusetts Mutual Life Ins. Co.
Pardon Miller
Wm. H. McSoley
State Hospital for Insane
J. B. Barnaby Co.
Golden Mfg. Co.
E. S. Macomber
P. A. Willem
H. Rosenhirsch
W. B. Chase
Stafford Advertising Agency
Ballou Yarn Co.
O'Rourke Bros.
The Bradstreet Co.
Brown & Sharpe Mfg. Co.
Sterling Silver Mfg. Co.
Mass. Mutual Life Ins. Co.
American Emery Wheel Works
Manchester Mfg. Co.
State Normal School
National Machinery Co.
Narragansett Wholesale Grocery Co.
Mianus Motor Works
F. T. Pearce Co.
H. F. Carpenter & Sons
The Geo. H. Holmes Co.
Loyal Order of Moose
Hon. William Payne Sheffield
Star Clothing Co.
John McNulty
American Radiator Co.
Hutchison & Huestis
The Shepard Co.
Mfgs. Outlet Co.
Guarantee Clothing Co.
Livermore & Knight Co.
Linder Bros.
Clark & Coombs
Underwood Typewriter Co.
Mr. Wightman
Imperial Printing & Finishing Co.
Arthur A. Capwell
Rhode Island Roofing Co.
Remington Typewriter Co.
The Roseknit Hosiery Co.

Where a Few Recent Graduates Are Located

Miss Jessie Shurtleff with Hanson & Johnson
Miss Norma Read with Clark & Coombs Co.
Miss Edith McClellan with Curran & Burton Coal Co.
Mr. Leo Walsh with H. F. Carpenter & Son.
Miss Jennie L. Dean with Greene, Anthony & Co.
Miss Lena Hathaway with Providence Telephone Co.
Miss Laura McGuire with Morris, Mann & Reilly
Miss Ethel Shea with Town Criers of Rhode Island
Mr. Warren Phillips with General Fire Extinguisher Co.
Miss Lillian Rowe with Clark & Coombs Co.
Miss Gladys Hobbs with N. L. Berry & Co.
Miss Anna Carlson with Jencks Paper Box Co.
Miss Alice Duckworth with Starkweather & Shepley
Mr. George Lund with Mianus Motor Works
Miss Edith Lundquist with International Rubber Co.
Miss Sarah Freedman with Sterling Silver Mfg. Co.
Miss Sadie Croft with F. T. Pearce & Co.
Mr. Henry Grout with Starkweather & Shepley
Mr. Wm. C. Buswell with Starkweather & Shepley.

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
Billing, Adding and Subtracting Typewriters
Check Protectographs
Intercommunicating Telephone System
Private Branch Exchange Switchboard
Letter Copying Presses
Rapid Roller Copying Presses
The Rotary Mimeograph
The Multigraph, with printing attachments
The Dictaphone
Numbering Stamps
About 100 of the latest typewriters of the most popular makes
Drop typewriter cabinets
Banking Counters and Fixtures
Numerical, Alphabetical, Geographical Filing equipment
Card Indexes
Loose-Leaf 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 to 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.

LESLIE R. COOK.

MR. HARRY LOEB JACOBS, Principal,
Rhode Island Commercial School,
Providence, R. I.

Dear Mr. Jacobs: As a graduate I am glad to commend the work of the Rhode Island Commercial School.



The standard of efficiency set by the Rhode Island Commercial School enables its graduates to meet the demands of modern business.

The School motto: "What we do we do well," is carried into every branch of the work.

The course offered at the Rhode Island Commercial School insures success to him who is willing to work.

Faithfully yours,
ELMER C. WILBUR,
Ass't Business Secretary,
New Bedford T. M. C. A.

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 leading 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 pupils in any way that will do good for them, should appeal to every one seeking a business education.

Yours very sincerely,
FLORENCE M. HOLE,
32 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 Shorthand Department during July this year.

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 is meeting yearly, in 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 your prescribed course. It is always a pleasure to recommend your courses, which I know are followed 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 policy and of an unfailing personal interest.

Yours very truly,
E. N. INGRAHAM.

MR. HARRY L. JACOBS, Principal,
Rhode Island Commercial School,
Providence, R. I.

Dear Mr. Jacobs: As a graduate of your school I am proud to say that the training I received there has been most beneficial to me in securing and holding my present excellent position.



The faculty and equipment of your school is unparalleled and I heartily recommend your school to the ambitious young man desiring a thorough commercial education.

Very respectfully yours,
GEORGE GILL.

MR. H. L. JACOBS, Principal,
Rhode Island Commercial School,
Providence, R. I.

My dear Mr. Jacobs: When I was considering taking up a business course a friend recommended to me the Rhode Island Commercial School and I shall always be deeply grateful to her.



I found the course a practical one, presented in an interesting manner, and the teachers untiring in their sympathy and readiness to assist whenever their help was needed.

All of this has helped to make me a success in the business world and best of all has inspired in me an unfailing loyalty to my school, the Rhode Island Commercial School, and it is always a great pleasure to recommend it to my friends.

Wishing you continued success, I remain,
Sincerely yours,
ELIZABETH BOHLIN.

MR. HARRY LOEB JACOBS, Principal,
Rhode Island Commercial School,
Providence, R. I.

Dear Sir: I am much pleased with the training given my daughter at the Rhode Island Commercial School. She was graduated as a very competent stenographer. Your methods are satisfactory in every way. I can heartily recommend the school.

Yours very truly,
J. F. FARRALLY,
Editor & Publisher,
Bristol-Phoenix,
Bristol, R. I.

MR. R. E. CLEMENS,
Assistant Principal R. I. Com. School,
Providence, R. I.

My dear Mr. Clemens: When I decided to obtain a business education I investigated a



number of schools, and after weighing the facts, decided to enter the Rhode Island Commercial School in its opening term of 1913. After only six months of instruction in your commercial department, under your guidance and able assistance, I received the training which secured for me the splendid position I am now holding in Middletown, Connecticut. I most 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,
CORA E. SPRAGUE.

MR. HARRY LOEB JACOBS, Principal,
Rhode Island Commercial School,
Providence, R. I.

My dear Mr. Jacobs: Your school not only gives a thorough business education through the



best teachers that I have ever known, but your facilities for locating your graduates in positions are excellent. One week before I graduated in June, 1913, you already had secured a position for me with Starkweather & Shepley, of this city, where I am at present employed and enjoy my work very much.

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

Sincerely yours,
HAROLD CHRISTIANSON.

MR. R. E. CLEMENS, Ass't Principal,
Rhode Island Commercial School,
Providence, R. I.

My dear Mr. Clemens: As a result of the thorough training I received in the shorthand



department of the Rhode Island Commercial School, I have been very successful in my work as a stenographer, having held the same position since graduating last June. Only graduates of the Rhode Island Commercial School can know or realize the value of this training and the unique advantages which your course of instruction affords.

Sincerely yours,
DORA M. LOGAN,
18 Mechanic St.,
Attleboro, Mass.

MR. HARRY LOEB 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 you secured for me immediately upon finishing my course, and I find my work satisfactory in every way.

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

Yours sincerely,
LILLIAN M. HAMMERLAND.

RHODE ISLAND COMMERCIAL SCHOOL:
Providence, R. I.

Gentlemen: To anyone who desires a thorough and up to date business education, I can heartily recommend the Rhode Island Commercial School.



It would be difficult, in my estimation, to find a more thorough course taught by a more efficient corps of instructors. I now hold a position of responsibility with the United States Tire Company in this city, and enjoy my work.

Sincerely yours,
GRACE E. MASON.

MR. HARRY LOEB JACOBS, Principal,
Rhode Island Commercial School,
Providence, R. I.

Dear Sir: It is a pleasure for me to recommend the Rhode Island Commercial School. After



several years contact with the business world, I am more than ever convinced that your school employs a superior system of instruction, while your faculty is most efficient in every respect. In my estimation, any young man or young woman can secure in the Rhode Island Commercial School the essentials of a business education that will help them to make their way in the world.

The treatment I received at your school was of a very helpful nature. Immediately upon graduating you placed me with the firm of Starkweather & Shepley Insurance Company, where I am still employed. My pay has been more than doubled since I entered the employ of this firm. What I like particularly about the school is the interest you are showing in my welfare since I graduated, and I have no regret at the choice I made in selecting the Rhode Island Commercial School.

Sincerely yours,
FRANK TURNER.

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 at Washington at an entrance salary of \$75 a month.

If the candidate can take dictation at the rate of 140 words a minute on such matter as is found in the CONGRESSIONAL RECORD and makes a perfect transcript of it, he will be graded 100%. If he writes 120 words a minute, he will be graded 90%; for 100 words, 80%; and for 80 words, the lowest dictation given, 70%.

GOVERNMENT REQUIREMENTS

STENOGRAPHERS (MALE AND FEMALE) DEPARTMENTAL AND FIELD SERVICE.—Age limit, 18 years or over. Entrance salary, \$600 to \$1,500.

Subjects of examination and relative weights: Stenography 75, Penmanship 5, Report Writing 5, Arithmetic 5, Copying from Rough Draft 10.

Age limit in Ishmian Canal Service is 20 to 45 years, and in the Philippine Service, 18 to 40 years. Men only will be admitted to these two examinations.

BOOKKEEPER, DEPARTMENTAL SERVICE.—Age limit, 18 years or over. Entrance salary, \$720 to \$1,200.

Subjects of examination and relative weights: Spelling 10, Arithmetic 15, Penmanship 10, Report Writing 15, Copying and Correcting Manuscript 10, Bookkeeping 40.

CLERK.—Departmental service. Age limit, 18 years or over. Entrance salary, \$600 to \$1,000.

Subjects of examination and relative weights: Spelling 10, Arithmetic 25, Penmanship 15, Report Writing 25, Copying and Correcting Manuscript 15, Geography and Civics 10.

RAILWAY MAIL CLERK.—Age, 18 to 35; medical certificate required. Entrance salary, \$900. Height, 5 ft. 5 in.; weight, 130 lbs.

Subjects of examination and relative weights: Spelling 10, Arithmetic 25, Report Writing 25, Penmanship 15, Copying and Correcting Manuscript 15, Geography and Civil Government 10.

Special Summer Session in Shorthand and Typewriting

The day sessions of the shorthand department of the Rhode Island Commercial School will continue this year

will be conducted by the principal of the shorthand department of the Rhode Island Commercial School during June and July. This announcement 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.

Here every heart beat throbs with opportunity. Advancement, promotion and success await every young man, and woman of will-power, ambition and ability. For these qualifications, the business world pays 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.

You Should Have this Book

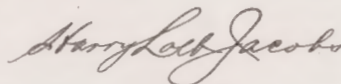
We have published a book under the title of *Right Business Training* which is said to be one of the finest and most complete business school catalogs ever issued. It tells in an interesting and instructive manner how young men and young women are prepared to accept and hold good positions in the business 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."

during the month of July. New pupils should make known their desire to enroll as soon as possible before July first.

This July session will prove of great advantage to those who entered after the regular school year began, and who wish to continue their work.

It is also intended for those who desire to enter during the summer and make some headway in the work before the regular term begins.

SUMMER NORMAL COURSE.

A course for the training of those who desire to become teachers of shorthand and typewriting, and who possess the necessary qualifications,