

# THE RECORD

A Periodical devoted to the interests of the Providence Bryant & Stratton Business College.

VOL. V

PROVIDENCE, R. I., APRIL 1, 1911

No. 2

## WHO'S WHO IN "B. & S."

William Bradford Sherman, who reigns supreme over the office practice department of the School of Commerce, is one of the best known members of the college faculty.

Mr. Sherman was born in New Bedford, Feb. 19, 1862. He received his early education in the public schools of that city. In 1878 he entered B. & S. and was graduated with the class of 1879.

His ability and his record as a student were recognized by Principal Stowell, resulting in an offer to enter the employ of the school as an assistant teacher. He began his duties in November, 1879, and B. & S. has been unable to dispense with his services since. Thirty-two years of continuous service constitute an enviable record in pedagogical circles.

Mr. Sherman has had a varied experience in business education. He has served in all departments and was the first principal of the School of Stenography. In his own department this experience has been the means of making his work of great value.

The office practice department is a little kingdom in itself. The minimum length of time required to complete the work is thirteen weeks. During this entire period the student is under the direct supervision of Mr. Sherman, who personally directs his course. The wide range of practice afforded by work in banks, commission and wholesale houses, transportation and manufacturing companies, as well as the time spent in the audit office, fit the student for business as it is carried on in the outside world. Here is no "text book bookkeeping." The work is live, practical, real, and inspires one with its insight into business life.

That the office practice department is modern in methods and equipment goes without saying. Mr. Sherman is up-to-the-minute in supplying its needs. One may be sure that every method or device of proven worth in the business world finds quick approval here.

As to the success of his work, the hundreds of students who have passed through this department are ever enthusiastic and earnest advocates of Mr. Sherman's methods. The reputation made by B. & S. for "Integrity in Business Education" is due in no small measure to his good work.

Mr. Sherman enjoys a lucrative outside practice in designing and auditing books. Some of the largest business houses in this section are his regular clients.

In December, 1906, he received the degree of Certified Public Accountant for the State of Rhode Island.

He is prominently connected with the Mathewson Methodist Episcopal Church, and is also well known in local Masonic circles. For recreation he drives a smart little Maxwell car. Two sons, Stowell B. Sherman and William G. Sherman, are graduates of B. & S.

Next Issue....William H. Scott.

## THE SIGN AS A CIVIC AID.

The Influence of Electric Advertising on the Community.

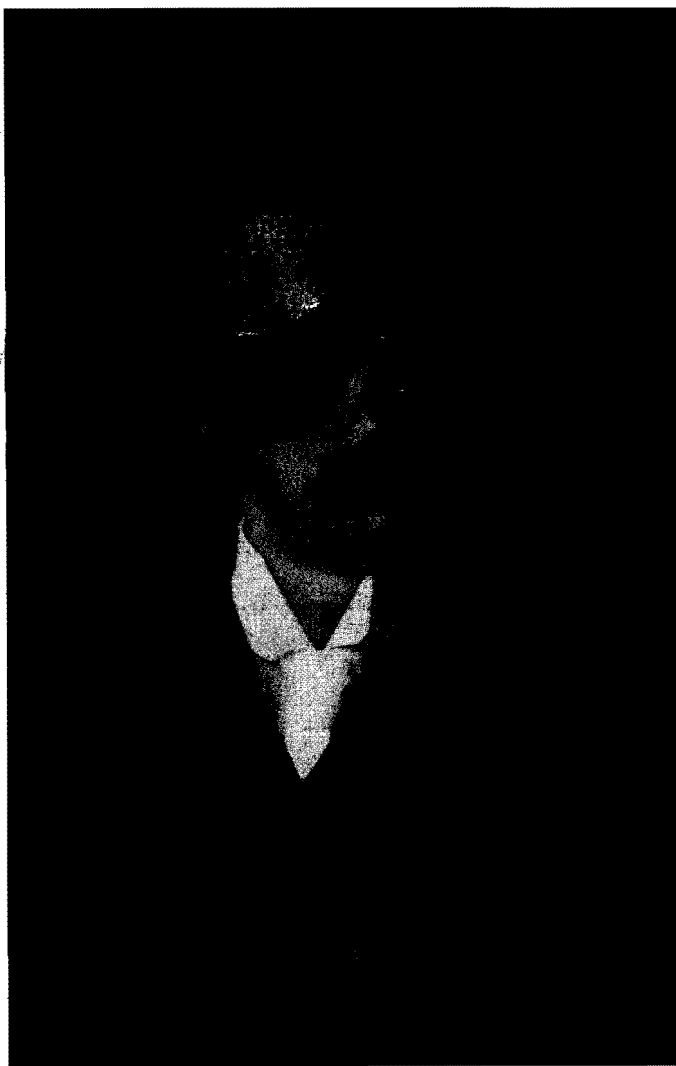
The city with many electric signs is known as a "live town."

Every merchant realizes what this means. To the church folk, the title "live town" may suggest a place where vice is ascendant, but the clear-sighted man of business knows better. It means a town or city where people are abroad in the streets after dark—studying the window displays, patron-

lights brings people down town after dark, trade of all sorts is brisk, people learn to spend more freely and the needs of the community are increased.

New York's "Great White Way" is not the only bright street—even though it is the one most talked about. Smaller cities like Dayton, Madison, Scranton, Denver, all have similar streets, and all serve the same good end. Even little towns are falling in line and proving the value of sign lighting as a business stimulant.

The city that is bright with light is



WILLIAM B. SHERMAN

izing places of amusement, visiting and chatting at the soda fountain or the cigar store, seeking relaxation from the day's work.

In places where folks go to bed with the chickens, the dry-goods merchant, the clothier, the milliner and the haberdasher do a dull business, for nobody cares to dress well unless they can "show off" their clothes. But in cities and towns where the lure of the

safer, cleaner, more free from vice. Its people are happier, more progressive and more prosperous. So every electric sign that is added helps not only the merchant who erects it but the street upon which it is erected and the city also. It not only advertises the man whose name it bears, but it win for the city the name, "A Live increases property values and helps to Town."

## WORD STUDY.

The difference between the A1 and the B2 stenographer is not infrequently a difference of vocabulary. To merely record and reproduce sound rapidly is the work of the phonograph, but whoever digests with ease and fluency the words of the dictator is no machine. Amanuenses who depend wholly upon facile fingers and vest-pocket dictionaries come under the classification of B2 and their undoing is simply a matter of circumstance.

A short while ago the writer was talking with a Japanese whose fluency of expression amazed me. After I had made inquiry he referred me smilingly to an unabridged dictionary which was well-thumbed. Nearby were a dozen small notebooks completely filled with words, data and phrases which had been jotted down from reading and conversation. From these, translations had been made into other and larger books of reference. As soon as this fund of information became a part of the Japanese's personality he found a ready market in which to sell it. A large life insurance company had given him a position where he was in constant communication with highly educated English-speaking people. Such instances as this are justly humiliating to those native-born stenographers who year after year neglect to appropriate sufficient language to give ease to conversation and effectiveness to correspondence.

A great many stenographers who possess fairly good general vocabularies accept technical positions where the cultivation of a certain phraseology would promote their efficiency and prospects. A young lady stenographer to a department manager in a large mail-order establishment spent her spare moments in studying the firm's advertising and follow-up literature. She not only adapted her shorthand forms to frequently-occurring words and phrases, which greatly increased her speed, but she carefully analyzed the new words by studying their etymology and arranging groups of synonyms. Her promotion to a secretaryship in the advertising department followed as a matter of course, as did, incidentally, her increase in salary.

Just the right word in just the right place is the accomplishment which leads full many a poorly-paid stenographer out of the workroom into the sales or correspondence force. A poverty of words is the most embarrassing weakness the amanuensis can have, while the remedy is pleasant and sure. A new word to-day and another to-morrow are credit entries in the stenographer's bankbook, and they will be found as handy as savings on a rainy day.—Remington Notes.

"The little savings bank in the home means more for the future of the children of a family, almost, than all of the advice in the world. It gives them the right start."—William McKinley.

## STRAY THOUGHTS FOR THE TEACHER.

### Expressions from Some of the Country's Leading Educators.

Teachers of America, go forth to your work of lifting humanity into finger touch with the Almighty, unawed by fear, unrestrained by pessimism, sustained by faith in the holiness of your mission, assured that you hold the strategic point in education, which ever must be the strategic point in civilization.—James Y. Joyner.

It is against the men of prejudices that the fight for introducing our work of industrial training must be made. We must overcome the prejudice that culture is confined to the classical course at college. Some of the most cultured men I have ever known have been scientists, and some of the greatest bores have been teachers of Latin and Greek.—James C. Monaghan.

Our present system of teaching has produced a luxuriant crop of spineless and animated nobodies in our country because our children are not taught to work. Clearness, distinctness and persistence in knowing and thinking are lost attributes in our methods of study and discipline.—James M. Greenwood.

In cities and large towns the summer vacation should be much reduced. This lengthening of the weekly school time has already begun in day schools which make much of manual training and industrial teaching, and the vacation schools, summer camps and summer sessions are making head against the evils of the long vacation.—Charles W. Eliot.

The most interesting and vital topic for educators is the question as to whether the capacity acquired in one study can be transferred to another. It would seem from the experiments that have been observed that so far as the subject matter is concerned it cannot be transferred, but so far as capacity is dependant upon the method pursued in the study, it is transferable to a considerable extent to studies in which the same method is used. So far as it is concerned with the amount of intensive work put into a subject, the capacity acquired is transferable to an indefinite amount.—A. Lawrence Lowell.

Colleges with their narrow and false ideals of culture, with their ideas of educational values subject to direct utility, insist on their college methods in secondary schools and on filling the teaching positions in those schools with their own graduates and specialists. Their domination has reached a degree of intolerable impertinence. We are on the ground and know the needs of our pupils and are in a position to accept or reject suggestions from the colleges as may seem desirable.—Supt. C. P. Cary.

### FRIENDSHIPS.

Make new friends, but keep the old,  
Those are silver, these are gold;  
New-made friendships, like new wine,  
Age will mellow and refine.  
Friendships that have stood the test—  
Time and change—are surely best;  
Brow may wrinkle, hair grow gray,  
Friendship never knows decay.  
For 'mid old friends, tried and true,  
Once more we our youth renew.  
But old friends, alas! may die,  
New friends must their place supply.  
Cherish friendship in your breast,  
New is good, but old is best;  
Make new friends, but keep the old,  
Those are silver, these are gold.

## MORE HIGH SCHOOL ANSWERS

Following are some of the answers made by pupils of a high school in New York State to questions put to them in the regents' examination:

"Political rights are certain rights granted only certain sexes."

"He himself having advanced, caught of the ten mile forces of the enemy."

"A duty of the commissioner of agriculture is to conduct a constitution for the betterment of agriculture."

"A quorum is a place in a large city where fish and other large wild animals are kept."

"The Rough Riders were sporty men riding on horseback."

"Water flowing from a rock down to the ground is called a watershed."

"An elevated piece of land which has sloping sides upon which the water runs is called a watershed."

"The relief of a country is where another country takes it away from the country to which is belonged."

"The relief of country means that when the winter has passed and warmer weather has come."

## TALENT AND CHARACTER.

Talent helps, a man to obtain success, but it is character which secures it for him. A man will succeed with character and very little talent, and never succeed without character, whatever talent he may have at his disposal.

By character I mean honesty, steadiness of purpose, tact, perseverance, industry, sobriety, self-control, reliability and strict punctuality. The man who possesses these qualities need not leave his native land and try new countries to get a better chance in life; whatever he does, wherever he happens to be, he is bound to be successful, simply because he is wanted everywhere.

No one wants shrewdness without honesty, or diplomacy without sincerity.

When you are in the presence of a man who for many years has been a great success in life, take it for granted that you have before you a steady, sincere, honest and reliable man. Whatever he may possess is of no use to him unless that talent is the servant of his character, and you

lucky. You may certainly be lucky for a short time, but you cannot always be lucky any more than you can always be unlucky. The man who plays cards every day of his life will tell you at the end of the year that he has been lucky as many times as he has been unlucky. This is a mathematical law. The only way to be lucky at cards oftener than unlucky is to cheat; that is to say, to force your luck, to make it.

The same in life; the only way to be lucky—that is to say, successful—is to leave nothing to chance, but to work and work again; to inspire confidence in others by the strength and uprightness of your character; to make yourself indispensable by your reliability and your devotion to your calling, pleasant by your cheerfulness, respected for your honesty and sincerity; and always to bear in mind that what can be obtained once by tricky means can, as a rule, be obtained for ever and ever by honest ones.—The Business Journal.

## PARABLE OF THE OX AND THE MULE.

Once upon a time there was a worthy farmer who had among his worldly possessions an ox and a mule. These furnished the motive power for a plow, cultivator, wagon, and other implements of his trade and he valued them accordingly.

But it came to pass that the ox grew dissatisfied with his lot and complained bitterly to the mule, speaking thus: "I'm getting mighty tired of this continual grind of hard work, with nothing but a living in prospect. Others have an easy lot and do little. Why can't I? It's me for the simple life and the ease-off principles. To-morrow I shall play sick and rest."

The mule, being a good fellow, acquiesced in this scheme, and so it happened that when the farmer came to hitch up on the following day he found a sick ox. Whereupon he was extremely solicitous and provided liberally for his comfort, giving him a new bed of clean straw and preparing delicious bran-mash. The ox, thus provided with the good thing of life, took it easy while the mule performed the work of two.

When at evening his comrade returned, the ox inquired of him eagerly, questioning thus: "Did the farmer suspect anything? Did he mention my illness?" But the mule, weary in body, only shook his head and lay down to rest.

Therefore, finding his plan so easy of execution, the ox again tried it within a few days and again the farmer provided well for him and the mule bore the brunt of the toil. Upon his return, the ox again questioned him and was assured that the farmer had said nothing.

"Pretty soft, this!" exclaimed the ox, upon hearing the report; "the old hayseed is so easy it's a shame to take the money. No more hard work for mine. Hereafter I'll have several snap days a week or I'm a poor guesser."

So it came to pass that a little later he again played sick with the same profitable results, but, upon questioning the mule, as now was his custom, he was enlightened as follows:

"No, I can't say that the farmer did say anything about you," said that now thoroughly disgusted animal, "but he had a long talk with the butcher on the way home."

Moral—let the "soldier" in your ranks read the parable, and Sherlock Holmes the answer.—The Layman Printer.

**FOR** forty-nine years we have been educating for business. We feel that extended experience and our modern methods justify our request for your confidence and patronage.

Knowing that the Best is none too Good, we have always striven for the maximum of excellence, and we assure you that given the opportunity we will verify our claim for Quality.

**The Bryant & Stratton Business College**  
357 Westminster Street

"The patroon system was that any one that came over here could have sixteen miles of water or twenty-four miles of land."

"The patroon system was where one could have 1,600 miles on one side of a river or 800 miles on both."

"According to the patroon system a man could have twenty-four acres of land along the river twelve miles."

"A monsoon is a large traveling area of wind."

"Lava is a mass of heated soot."

"A liter is paper or dirt scattered about."

"Halos are caused by mixing light with compressed air and dust particles."

"The voyage of Columbus resulted in the founding of the Orenoco River."

"Lumbering is extensively carried on in the United States, when they cut the trees they catch the sap and make sugar of it."

"Japanese appears very dark complected. They dress very peculiar with their hair down their back in a brade. Some of them dress very gay. They dress very differently from we do."

"If you ever came in contact with some fierce Indians you must endure as much pain as possible."

"Dewey was commander of Asiatic China."—Modern Education.

will find that this holds good, no matter what the pursuit in life of that man, whether he is a man of business, an employer or an employee, or a professional man, lawyer, doctor, journalist, artist, literary man, actor.

It is owing to the absence of character that great geniuses have been known to die in poorhouses. It is on account of their character that men with little talent have died millionaires, and most respected ones, too.

It is not the cleverest boy of a class who is at the top; it is generally the one who has the strongest character. Of course, if he has both genius and character, he stands beyond competition. That goes without saying.

There is no luck in life. Luck is of our own making. Luck means rising at six in the morning, living on a dollar a day if you make two, minding your own business and not meddling with other people's; luck means the hardships and privations which you have not hesitated to endure, the long nights that you have devoted to work; luck means the appointments you have never failed to keep, the trains you have never failed to catch; luck means trusting in God and in your resources, a religion whose motto is "Help yourself and Heaven will help you."

If you are successful all the social failures will howl at the top of their voices that you have always been

## THE PLEASURES OF A BRYANT & STRATTON ASSEMBLY.

Each year a dance and reception is given by the class of that year for an assembling of all Bryant & Stratton alumni and students. The main idea of holding such an affair is to bring together, at least once a year, all those who have ever had any instruction from the teachers of the institution, so that old friends may meet again and have an opportunity of seeing their former tutors once more. Incidentally, for the younger members most surely, the dancing is an added attraction. In order that the custom may be kept up, a committee is elected from the class to make arrangements for and to take entire charge, assisted by the teachers, of the assembly. Naturally each committee, as a representative of their class, strive to make more of a success of their efforts than previous classes. Thus from year to year the interest is kept alive in the hearts of all.

We always have the pleasure of having the teachers of the school act as our reception committee. In fact, the assembly is held each year in honor of them as a token of long-standing friendship between them and all the alumni.

Some of the alumni of more mature years may appreciate very much more the chance for coming together each year to greet their former instructors than do the younger ones. Very probable it is that such may be the case, for as one year more is placed between that happy reunion and the days when they filed into the large lecture room to hear the words and advise of their beloved principal, more dear to them grow the memories of by-gone days.

But in nowise must it be thought that the younger set do not find the greatest pleasure in their assemblies, for assuredly if nothing else serves to inspire their more frivolous minds to action, the sounds of the music echoing from the large assembly hall, announcing that dancing has commenced, is all that is necessary to awaken them. They hurry around among all their friends, past, present and future, to fill their dance cards with names which, if it were not for the card, cherished in years to come, might be forgotten not intentionally. And perchance some of their old friends might have been forgotten since the last meeting, again the opportunity presents itself for renewing old acquaintanceships.

Although school spirit may not be so marked or vivid in a school of this kind as in a high school or college, yet to every true student of the Bryant & Stratton Business College there must be some loyalty and sense of Alma Matership. If in no other way, certainly, if there is an ever-glowing spark of school spirit manifest, this loyalty must present itself at social affairs. And so, if each annual assembly only serves to keep linked together a band of wandering alumni, its purpose must have been accomplished.

In mentioning the pleasures derived by the students at these gatherings, nothing has been said of the feelings of gratification of the teachers. It is impossible to try to demonstrate with what pride and attention they listen to the short autobiographies of their old tormentors in their life's undertakings, whatever they may be. Is it, then, to be wondered at that they can go forth for another year, teaching to those whom they expect to

meet a few years hence as the leading business men of the city, to become true and loyal alumni of the Bryant & Stratton Assembly.

JAMES FLETCHER, '11.

(Editor's Note—The foregoing was written as an exercise in advanced English by a member of the class of 1911.)

## NAVEL ORANGES.

One lone tree, now standing in front of the hotel at Riverside, Cal., is the American progenitor of all the navel oranges in the market. You may very rightly suppose that it is tended and guarded with the utmost care. In December, 1873, Mr. L. C. Tibbetts of Riverside received several small trees from a friend, they having been imported by the United

## A MAMMOTH ELECTRIC SIGN.

Broadway, New York, has a new marvel—one of the largest electric signs that has ever been constructed. This sign is unique and original, and is erected on the top of the Hotel Normandie, at Thirty-ninth and Broadway, New York, in a position where it may be seen for many blocks. The structure of the sign is sixty feet high and ninety feet long. The idea is to reproduce a Roman chariot race with a reviewing stand, on which there are large crowds cheering the first charioteer to victory. Ahead of the first chariot are five Roman cavalrymen. At night this sign will be illuminated and will represent the horses galloping madly, with manes and tails flying in the wind. The wheels will rapidly revolve, giving the full effect of a chariot race passing at

## THE KIND OF YOUNG MEN BUSINESS HOUSES WANT.

From a Wholesale House.

"The opportunities of a bookkeeper are never as great as for one who acquires a business knowledge in other departments. It is not always a question of salary when a young man enters a business house; it is a question of locating himself in the proper kind of a business and merit an increase in wages as quickly as he is able to demonstrate his worth."

From the Manager of the Largest Land-Holding Estates in New York.

"In my judgment it is impossible to train a young man in such a way in a business school, or in any similar place of learning, that his services will be worth \$15 a week as soon as he leaves school. I might say, that if a young man is a good plain penman, fairly rapid, and is able to make neat figures, place them regularly in line and add them up quickly, he has acquired about all the practical knowledge that can be obtained in school.

## Success Hinges on Ability

But—remember that ability **MUST** be the kind of ability that is in **DEMAND** by the world—the kind of ability that the world will pay you for.

The ability to rapidly, accurately write in Shorthand, to swiftly, unerringly manipulate a Typewriter or to correctly keep the Books of Accounts is always in demand. And the business world gladly, eagerly pays **GOOD SALARIES** to men and women who possess ability either as Stenographers or Bookkeepers.

But—again remember—while your ability as a Stenographer or Bookkeeper depends partially on yourself, it depends **LARGELY** upon the ability of those who train you in Stenography or Bookkeeping. In brief, you gain the greatest ability—and, therefore, the greatest success, if you gain your training for a business career in the very best business college you can find.

Have You Read Our Year Book?

**Bryant & Stratton Business College**  
357 Westminster Street

States Agricultural Department from Brazil. The treelets were set out and carefully cared for, but all have died save the one at the Riverside Hotel. It is a seedless orange producer. We have stood beside that tree and marvelled at the immense development of the navel orange business from that sole progenitor. Buds were taken as far as possible and inserted into seedling trees. The descendants are doubtless millions. These oranges which you eat, my friend, are the sweet-toothed monuments to Mr. Tibbetts' memory and thoughtfulness.

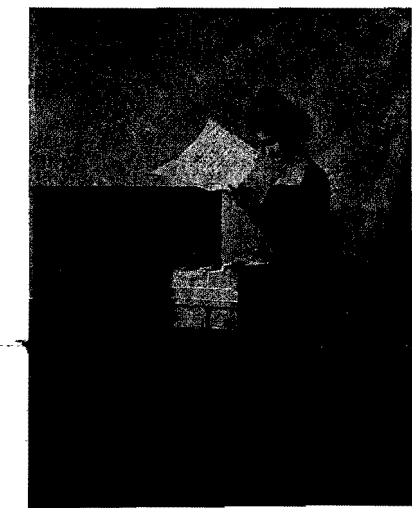
"How can one be ready for the glorious opportunities ahead of him unless he has cultivated the habit of economy and prudence? He must save all he can in season and out of season."—John D. Rockefeller.

"The progress of knowledge is like that of the sun—so slow that we cannot see it, but so sure as to change night to day."

great speed. The general effect is that of a stage setting with the drop curtain lowered one-third. On this curtain will appear the advertising of some of the largest manufacturers in the country, under a standing head reading "Leaders of the World." There are three lines of letters in the advertising, and each line is four feet high. It requires 600 H. P. to generate the electricity for this sign, and more than 500,000 feet of wire will be required to complete it. The cost of the complete sign is about \$400,000.

Among the first advertisers to place their advertising on this sign will be the L. E. Waterman Pen Company.

It is a good thing to have a sound body and a better thing to have a sound mind; and better still that aggregate of virile and decent qualities which we group together under the name of character.—Theodore Roosevelt.



FILING AND INDEXING IS A PART OF OUR INSTRUCTION

Then, after a year or two of service in actual business where he is kept very busy, with no loafing, if he has adaptability, energy and 'snap,' and an entire willingness to do much more work than he gets paid for, he will be in a fair way to earn \$15 per week."

From a Large Accounting and Auditing Firm.

"A young man to be successful must be industrious and unless he is a member of the Trades' Union whose requirements prevent it, he should remember that there is a clock in the morning and forget that there is one during the day and at its close.

"Many young men are taught bookkeeping in the different business schools by certain forms which they do not seem able to get away from when they leave school, and if they do not find the same conditions in actual business, they are often at a loss to know how to grasp conditions. I think this is often due to the fact that they are not taught that it is principles which govern in all cases."

An institution, in order to have a good character, must think honesty, act honesty, breathe honesty. The people soon determine between the genuine and the counterfeit. They know the ring of the true metal and the base.—L. M. Jones.

## THE RECORD

A PERIODICAL DEVOTED TO THE  
INTERESTS OF THE

### PROVIDENCE BRYANT & STRATTON BUSINESS COLLEGE

CLARENCE W. STOWELL  
Managing Editor



VOL. V APRIL 1, 1911 No. 2

#### ANNOUNCEMENT.

Daily sessions of both schools will be suspended on April 13 and 14, on Arbor Day and on Memorial Day.

The annual award of diplomas will take place on June 26, 1911.

Students must remove all personal property from desks and lockers on or before the close of the school year.

BRYANT & STRATTON BUSINESS COLLEGE.

#### ON THE EDITOR'S FILE.

Daniel S. Herbert, who was absent from his work for nearly two months on account of severe illness, has resumed his studies.

Mr. Percy Jenison was confined to the house for two weeks during March with a severe attack of the grippe.

Miss Bernice Erigley of the School of Commerce is making plans for an extensive European trip during the coming summer. She will sail for Italy about April 8.

School sessions will be suspended on April 13 and 14 to enable the members of the faculty to attend the Annual Convention of the Eastern Commercial Teachers' Convention to be held in Bridgeport, April 13, 14 and 15, 1911.

The annual instruction in Corporation Accounting is now in full swing. Students in advanced bookkeeping are now deep in the mysteries of dividends, assessments and capitalization. C. W. Stowell, as notary, has his hands full in "swearing in" the newly organized companies.

The members of the hockey team, the first B. & S. has ever known, by the way, have "blossomed out" with dark green sweaters bearing appropriate emblems.

Baseball candidates are now engaged in selecting material for suits. A meeting of the team for this purpose resembles a wool sorters' convention.

Seven new billing machines of the latest Remington model have been added to the type room equipment. B. & S. students have every opportunity to become familiar with the newest devices in the typewriter world.

At a meeting of the Grand Chapter of Royal Arch Masons of Rhode Island, Mr. W. H. Scott, retiring Grand High Priest, was presented with a beautiful jewel emblematic of his rank.

Among the recent marriages noted are those of Miss Florence Miner, '09, to Raymond Gould, and Walter Caswell, '10, to Mary Slocum. Mr. and Mrs. Gould reside in Westerly and Mr. and Mrs. Caswell are at home in Wakefield, R. I.

B. & S. issues a very neat monthly desk calendar which is meeting with much favor among business men. As a time saver this is one of the handiest devices on the business man's desk.

The increased attendance in the School of Stenography necessitated additional teaching force. Miss Ida M. Knight, who made a successful record as a teacher here, has again returned to her former occupation. The entire time of five teachers is now needed to care for this school alone.

Miss Elizabeth K. Faulkner, who obtained a position with R. C. Dun & Co. in December, has been promoted to the position of head stenographer. At her request, Miss Marguerite Toomey, a recent graduate in shorthand, has been employed to fill the vacancy.

Noah W. Hart, R. L. Greene Paper Company.

Marguerite Toomey, R. G. Dun Company.

James O. McManus, National India Rubber Company, Bristol, R. I.

Benjamin Brown, Providence Seed Company.

#### DR. BRIDGES OF THE BUSINESS MAGAZINE VISITS B. & S.

"The last school we were able to visit on this Eastern trip was The Bryant & Stratton Business College, Providence, R. I., at 357 Westminster Street, established in 1863, but, since 1878, under the proprietorship of the masterful educator, T. B. Stowell. Twelve instructors compose his faculty, and with Mr. Stowell they have made it one of the largest and best of Commercial Schools in New England. A very large proportion of his students are graduates of high schools, academies or colleges. No school visited by us impressed us more favorably as to the distinct "business office" practice as shown here; it seemed to be a veritable business



THE NEW SMITH PREMIER No. 10

Mr. Louis Miner, C. '99, assistant superintendent of a large woolen mill in Hartford, Conn., was a recent visitor. He reports progress and prosperity and speaks highly of the training afforded by B. & S. for young men entering the textile field.

Considerable interest is manifested in the coming Civil Service examinations for bookkeeper in the reclamation service. It is probable that several young men of the School of Commerce will become candidates.

The new course in Commercial Geography verifies the fact that instruction of this sort has long been needed. About eighty students constitute this new class. A part of the required work will take the form of debates before the school on topics of present day interest directly connected with this study.

Among graduates recently placed in positions are:  
Emily E. Merrifield, Kile & Morgan Lumber Company.  
Catherine S. Thayer, C. M. Robbins Company, Attleboro, Mass.

office world. Everything from the arithmetic to the clearing house is taught. The Shorthand department is strong, under five special teachers. All typewriting, billing, tabulating, momeographing, multigraphing, and other appliances are commended."

#### A STEP FORWARD.

The State of Oklahoma may soon give cognizance to the necessity of knowing the cost of doing business. The State Superintendent of Instruction in that State has been asked by the cost accounting committee of a retail dealers' association there to have a course in cost accounting added to the regular high school and business courses. The official has promised to give the matter serious consideration, which, if that gentleman means what he says, will add such a course in the study of the cost of doing business. It will be only a few years before many other States will be accepting cost accounting as a necessary part of its educational facilities.

#### SCATTERED SHOT.

Picked Up by Edwin L. Barker.

Happiness is just plain "getting there."

You can't purify the water by painting the pump.

An educational center is not a place; it is a state of mind.

You can always tell a freshman—but you can't tell him much.

To improve your memory do something you would like to forget.

Never judge a man by the letters his stenographer writes.

When trouble knocks at your door say "I'm not at home."

When you go forth to see the sights be sure that you have a return ticket.

Beware of the man who says he never bought a gold brick. He may sell them.

Two souls with but a single thought; a man who loves a girl who loves herself.

A bore is a man who talks so much about himself that you don't have a chance to talk about yourself.

God gave us our bodies naked that we might clothe them to suit ourselves. Could He have foreseen the dress of some students He would have covered us with hair or feathers.

Pose is wasted effort—energy thrown on the scrap heap—for there never was a genius, genius enough to look the part.

We never fool anybody but ourselves. We fool the teacher into giving us a diploma, and the diploma gets us a job—and then loses it for us.

#### THE TRUE VALUE OF MONEY.

Money is worth while, and we all want a due portion of it, so long as it means increased fulness of life. To live in a rich country is an advantage because life is usually fuller there, and opportunities are greater and more accessible. But money is only valuable as a means of prosecuting to better advantage this experiment of human life. If by getting money you get more and better life, you are ahead on the transaction, but if you devote your life to getting money and get it and nothing else, you have made a bad bargain. Your life was your great capital, and you have swapped it for a perishable thing, which you can't take with you when you lay your life down. So let us not stake our whole lives on making money. Let us make some by all means if we can—earn it, save it, add to the world's capital and our own; but keep it where it belongs—the incident of work, not the end of living or even of work.

A very moderate income, differing according to circumstances, time and place, suffices to bring within the reach of any wise man the most important opportunities that life offers. Education nowadays and in this country is easily come by. The poverty that grinds and blights and dwarfs seems fairly easy to avoid. Who is diligent and temperate and is blessed with health and fair mental capacity ought to get money enough for his needs and his development in this country. Because money is the convenient measure of so many sorts of effort we are apt to think of it as the great end of human endeavor. But that is a fallacy. There are great men who never get much money, and pretty small men who get a great deal. It depends a good deal on what they try for and what they are willing to pay for it.—E. S. Martin, in Harper's Magazine for November.



## THE EMPLOYMENT BUREAU.

A few of the positions filled by the Employment Bureau:

Maude A. Burton, Atlantic National Bank.

Robert F. Munro, Rhode Island Hospital Trust Company.

William F. Kelso, Gorham Manufacturing Company.

Harry L. Jacobson, B. B. & R. Knight Company, Natick, R. I.

Marion F. Campbell, Rhode Island Hospital.

Donald R. Gardner, Ballou, Johnson & Nichols Company.

Julia A. Noon, E. C. Bliss Manufacturing Company.

Clarence W. Harris, Brown & Sharpe Manufacturing Company.

Gretchen R. Crosby, George F. Young & Bro.

Thomas J. Dolan, A. A. Morin Auto Company, Olneyville, R. I.

George A. Todd, Davis & Davis.

Anna L. O'Connor, D. W. Fuse Company.

Ella E. Chute, C. S. Sisson Company.

Helena M. Sekowski, R. F. Simmons, Attleboro, Mass.

Marie L. Honeyman, J. F. Street & Company.

Mertys Pagington, George L. Paine Company.

Norman S. Bassett, Merchants National Bank.

Bertha I. Phillips, Chester W. Barrows, Esq.

George W. Bourne, Narragansett Electric Lighting Company.

Lowell M. Salisbury, Narragansett Milling Company.

Helen Slattery, Philip Feinstein, Leather Goods.

Freda Hallene, Baird-North Company.

Ada Roebuck, A. T. Wall & Company.

Frank Hughes, Narragansett Electric Lighting Company.

Jennie B. Fenner, F. H. Buffington, Paper Boxes.

Helena M. Walsh, Madison & Cutler, Bakers.

Ralph N. Battey, Valley Queen Mill, Riverpoint, R. I.

Edward E. Bunn, Secretary to Col. Colt, Bristol, R. I.

Joseph R. Armstrong, Adams Express Company.

Fred C. Bowen, Congdon & Carpenter Company.

Persis N. Follett, Steiner Manufacturing Company.

Jessie W. Chaffee, Flint Auto Company.

Ray A. Gardiner, Swift & Company.

Lillian A. Fredrick, Fox & Saunders.

Elizabeth K. Faulkner, R. G. Dun Company.

Howard B. Marble, Auto Parts Company.

Alonzo K. Johnson, S. B. Billings, Market.

Mattie V. Briggs, Stillwater Worsted Company.

Annie L. McCabe, Pawtucket Public Market.

Bertha E. Williams, American Fidelity Company.

Jennie M. Geary, Victor Shaw Ring-Traveler Company.

Lillian Palmer, Maxwell Briscoe Auto Company.

Bernice B. Cross, New England Supply Company.

Ruth R. Robinson, J. B. Coats Company, Pawtucket, R. I.

Charles E. Potter, Andrews & Son.

Josephine Flanders, J. F. Street Company.

Harriet I. Steere, Perkins Brothers.

Vivian Phillips, Mumford, Huddy & Emerson.

Genevieve A. Shea, Morris Kelman, Grocer.

Beatrice Piez, Armstrong Paper Company.

Albert J. Jacob, Starkweather & Shepley.

Helen L. Farrell, J. T. Fearney & Son.

Albert A. Barden, A. M. Tourtellot, Produce.

Hattie E. Peckham, Colley & Company, Bankers.

Mary E. Lucitt, The Shepard Company.

Charles N. Fisher, Jr., The Inlaid Company.

## THE ANNUAL RECEPTION.

"Believe me, boy, that was some dance." This enthusiastic endorsement of the reception and dance given by the Class of 1911 on the evening of Feb. 24, leads one to believe that the affair was a success socially, as well as financially.

As usual, Churchill House was the place chosen for the function. The floor was filled, almost crowded, when the strains of the opening waltz called out the dancers. From that time until the "Good Night" terminated the order of sixteen dances, every-

one present thoroughly enjoyed himself. It was a pretty dance, one that gave much pleasure to the older folks who came to watch the fun. The floor was in fine condition and the music by the Adelphi Orchestra excellent.

During the brief intermission refreshments were served.

The committee in charge were Ralph La Rose, Edith Wilmarth, Bernice Engley, James Fletcher and Stanley Mason. The floor was in charge of Stanley Mason, assisted by Raymond Colley, Howard Barney and Ralph Daniels.

Included in the reception committee were Mr. and Mrs. T. B. Stowell, Mr. and Mrs. W. B. Sherman, Mr. and Mrs. J. C. Barber, Mr. and Mrs. C. W. Stowell, Mr. W. H. Scott, Mr. and Mrs. J. V. Mason, Miss Hattie L. Dix, Miss Caroline E. Robinson, Miss Annie E. Sessions, Miss Edith M. Collins, Miss Ida M. Knight and Mr. Percy Jenison.

A pleasing feature of the evening's enjoyment was the presence of many alumni.

## BASEBALL.

Not in years has the baseball fever manifested itself in so violent a form as during this spring. There seems to be a wealth of available material, all of an unusually good grade. High school "stars" are as plenty as the proverbial huckleberry, according to the glowing reports of the "fans."

At any rate it would appear that B. & S. expects to have a team this spring, one that will be heard from before the season closes.

Of last year's team, Houlihan and San Souci remain. The following list of candidates contains many names familiar to those who follow inter-scholastic athletics:

Barney, c.; Williams, c.; Houlihan, rb; San Souci, 3b; Gladding, o. f.; McElvogue, o. f.; Shishmanian, p.; Tucker, p.; Potter, 2b.; Johnson, l. f.; Sheridan, o. f.; Blackwood, p.; Duggan, p.; Hall, s. s.; Bottomley, c. f.; McCabe, o. f.; Bellin, o. f.

Manager Canning has nearly completed his schedule. It includes games with all the local high schools, Attleboro, Rogers High of Newport, Central Falls, Warwick, Brown '13 and Brown '14. The season opens on

## THE ADVANTAGE OF HAVING A DEFINITE AIM.

(Adapted.)

Magazines and newspapers have recently been filled with stories of Louis Brandeis, "the people's lawyer," who told the railroads so decidedly that he could show them how to save a million dollars a day.

Scientific business methods have come in for an unusual share of attention.

Yet scientific conservation of business energy has been urged for years by this school. It has been instilled in pupils, not merely by precept, but by practise. In the administration of business affairs, as in manufacturing, the elimination of non-essentials, the skilled selection of the best men for each particular department of work or administration, the careful planning to secure results at the least expenditure of time and money that will permit the highest standardization—these are all elements of "scientific business."

Their employment in any establishment is distinctly recognizable in the absence of confusion, the sureness of method, and the equal certainty of results.

Yet there are thousands of business offices, financial institutions and manufacturing establishments where results are achieved by plodding and "plugging" that are really "hard labor" as compared with the carefully planned and easily executed work of better organized and administered enterprises.

A prime essential to the success of business management is having a definite aim.

The owner or owners must first aim to surround themselves only with lieutenants whose skill and training—whose business equipment—insures against "lost motion" in the business routine.

These men in turn must definitely fix upon the most approved and tried methods of business administration and eliminate the weak spots, be they mechanical or human.

Right down to the ranks every employee must have "Definiteness" for his daily motto:

A definite something to do—a definite best way to do it—a definite understanding of the wastages of energy to avoid—a definite result to be achieved—a definite standard to measure up to.

And this standardization, it has been proved in many ways, is most surely achieved by men of the calibre of Bryant & Stratton graduates, whose entire training has been along such lines.

The very fact that a young man enters a business school determined to graduate shows that he has a definite purpose. He stands at Life's Four Corners:

A longer period in the regular schools; a long apprenticeship at a trade or a slow clerkship; indefinite activity based upon irresolution or non-necessity of employment; or the scientific training for a specialized work.

Definitely directed energy, properly trained—

The country cries for it. Who supplies it, gains the laurels of life.

RICHARD A. FOLEY.

There is a structure which every institution builds for itself. It is called character, and every act is a stone in this structure.

## The Bryant &amp; Stratton Business College

As Col. A. K. McClure, Editor of the Philadelphia Times, once said:—"The lack of capable men and women to fill the responsible positions in life comes not from lack of brains, but because our youth are in too many cases improperly trained and not taught to do practical things."

You can become successful in Stenography and Bookkeeping if you gain your training in the right way in the right place.

Our record as a producer of real, positively capable Stenographers and Bookkeepers should be sufficient proof to you of our ability to make a successful Stenographer or Bookkeeper of you.

357 Westminster Street

April 4 with East Providence High as opponents.

Negotiations are under way for a game with the Naval Training Station, Newport, to close the season. If successful arrangements can be made a school excursion by special boat will probably be arranged, giving everyone an opportunity to enjoy the day 'mid the varied pleasures of the city-by-the-sea as well as witnessing an interesting ball game.

A large and enthusiastic delegation of "rooters" will follow the team this season. Greater interest is being shown than has been known here since the days of the "Big Green Team" in 1906.

A. PHAN.

Hello girls formerly said, "Number, please." The "please" was eliminated. The telephone companies estimated that the word "Please" consumed 642 hours a day—a too expensive courtesy.

I don't think much of a man who is not wiser to-day than he was yesterday.—Abraham Lincoln.

## LEARNING SHORTHAND.

You will occasionally hear the inquiry, "How long does it take to learn shorthand?" Here's the answer: How much shorthand do you want to learn?

How to make satisfactory progress in the learning of shorthand is a problem of deep interest to all thoughtful devotees of the aptly-named "winged art." While there may be others, it is certain that there are at least two absolutely essential factors contributing to this result, without which neither instructor nor instructed need look for any abiding success. First, a certainty of knowledge concerning the elementary principles; and, second, a genuine enthusiasm in the further study and review of them. The one leads naturally to the other.

Do not, just here, make the mistake of assuming that these remarks apply exclusively to instructors. They do not. It is just as essential that the learner should be certain that he knows an elementary principle, and that he should be genuinely enthusiastic about it, as it is for the teacher. It is unfortunately true that here and there one hears of teachers who are sadly deficient in these two particu-

around it, and to your great surprise you will have an A1 diagram of the unenthusiastic, self-centered student or teacher of shorthand. He is a mere speck, and his horizon comes down uncomfortably close all around him. He ought to bestir himself and climb to higher levels where he can look abroad and out and beyond; for there he would behold the teeming world of his professional brethren, and learn, perhaps for the first time, that he is one of them.

Some good shorthand publication—The Stenographer, for instance—may become a powerful stimulus to these lonesome shorthanders who have too long dwelt within the circle. It broadens the outlook, begets enthusiasm, and puts one in touch with the noble souls whose laudable ambition is to perfect, to disseminate and to popular-

there goes forth daily a cry for able men who know they have ability and who have the determination to succeed. Success is not for the unformed, the unprepared, or the unprogressive. Study, therefore, that you may learn.

Of this learning realize strength and vigor.

Be of the able and of the strong. This is the time to begin—in youth—not in later life.

## LETTER-WRITING.

It has been said that we do not really know any one until we have corresponded with him. A letter often shows us a fresh and unsuspected side of a friend. A great man once remarked that he loved to go away from

## WOULDN'T BETRAY TRUSTS.

## Business Secrets That Girls Have Faithfully Kept.

(From the Kansas City Star.)

Not long ago a Kansas City stenographer learned that the railroad for which she was working had determined to extend its line. She had a friend living in the town through which the line was to run. A letter to him with her savings would have enabled him to buy at a low price the land the road needed, and the peculiar nature of the ground in that neighborhood would have enabled him to sell at a great profit. It would have been a business move on the part of the girl, but she would gain her money by the betrayal of the confidence of her employers. She did not consider the thing more than a minute and then decided that it would be a dishonorable thing to do.

Another stenographer in a large real estate office became aware of a deal in which \$150,000 was involved. Certain information she possessed would be worth thousands to the other parties. They made a few advances and hinted at rewards as high as \$5,000 for her betrayal of her firm. She indignantly refused and told her employers of the scheme. It never entered the mind of that young woman to betray her trust.

Another stenographer was offered \$5,000 for copies of three letters which she had written. A lawsuit in which her employers were involved might have gone against them had the opposing party been able to secure the information contained in the three letters. The lawyer for the other side laid ten \$100 bills on her mother's table and told her they were hers for the permission to read the letters. The girl scorned the offer as an attempt to bribe her to do a dishonorable and dishonest act, and she never even told her employers about it.

## WANTED—BUSINESS OPTIMISTS.

The man who looks on the sunny side of life sees all that is beautiful, bright and inspiring in the picture, while he who turns to the dark side finds nothing but the shadows painted in deepest hues of sepia with not a touch of cheerful coloring to relieve the background of its gloom.

Those who smile through the world find the path rosy strewn on all sides, music is ever in their ears and sounds of joy and gladness greet them everywhere, but those who prefer to frown in their onward march have to travel a rough road constantly impeded by rocks of care and boulders of difficulty, instead of flowers, weeds spring up around them; for them there is no harmony, only discord, croakings, wailings and guttural murmurings come to them from every quarter. They hear nothing of the divine symphony of the spheres. Nature to their distorted hearing is one long drawn out note of harshness and nerve-racking sound.

This world is a good place to dwell in, and can be made a land of delights, not a valley of tears. If you treat it right you will be treated right in return. The world gives back the echo of your personal self. If you shout "hurrah" for happiness, it won't "hurrah" for misery, but answer in kind.

The Noiseless Typewriter has made its debut and is now bidding for public favor.

## False Economy

The Bryant & Stratton Business College persistently seeks to improve its curriculum, strengthen its faculty, and to take the first step in every advancement in scientific business instruction.

Schools which have attempted to cheapen rather than improve business education may offer the saving of a few dollars yearly, as an incentive to registration, but thoughtful parents will hesitate and investigate thoroughly before practising this falsest of economy.

For a business education that is faulty in any particular, that is incomplete, or that is not founded upon character as its basic principle, fails of its purpose.

The world is full of people who do things by halves.

Every business man knows and shuns the bookkeeper whose work is never right; the stenographer whose English is faulty or methods wrong; the business assistant who is willing, but unable.

These were all "graduated" from some school.

Look over the records of the Bryant & Stratton Business College and see what becomes of its graduates—the best proof of a school's efficiency. It will be observed that within ten years after graduation two-thirds of the young men will be found either in business for themselves, or filling executive posts in corporations and other large business enterprises. Very few remain in minor positions.

The present season of the year is a particularly favorable time for new students to begin their studies.

There's some very interesting literature on Business Education free for the asking. Send for it.

357 Westminster Street



THE DICTATION PHONOGRAPH

lars, but of these people it were better said, after the manner of the devout, from such, "Good Lord, deliver us!"

Bear in mind that this certainty of knowledge may be acquired, but not by the sluggard. There is no royal road—it can be had only by real study, real review, and by review I mean a constant, patient, painstaking going over and over again of those principles which you think you know, but are unable to apply promptly in practice. A much too common error on the part of students, particularly, is that of assuming to know before they actually do know. One illustration will suffice. If you are a Pitman writer you have probably heard of that student (?) down in Delaware who was comfortably "practising" the word "magnify" by writing a row of m's along the upper line of his double-ruled tablet, and then going leisurely back to the beginning of the same line and filling in a row of f's under the m's! He may have been a labor-saving device, but he can by no means be called a student. (This, by the way, is not addressed exclusively to learners, it fits some teachers.) Cultivate enthusiasm; it pays.

Stenography cannot be absorbed nor can you "catch" it, like the mumps, by merely sitting around where it is. You must pay the price—study, review, work.

Take your pencil and make a dot in your paper, put a small circle

ize an art which is daily proving itself to be increasingly useful and dependable as a facility in practically every field of human endeavor.—The Stenographer.

## SELF-CONFIDENCE NOT EGOTISM.

The man who has confidence in himself is not necessarily an egotist, provided he believes in his ability to do things simply because he knows that he is prepared and able to do them.

In no period of the history of this country has there existed a greater demand for men with ability to do, and with confidence in that ability.

From the factory, the office, the bank, and the busy marts of trade

home because he so much enjoyed the letters that his family wrote him. To write a good letter is a very important accomplishment. Beauty or conversational power may have been denied you; but if you are able to write a graceful, dignified, vivid letter, you may possess a charm equal to any other. The persuasive power of a letter may surpass that of speech. The spoken word passes quickly. The written word abides. You can read it over and over until its most vital and obscure meaning has penetrated to your very soul. The letters of great men and women form a large part of literature. Without the letters of Matthew Arnold, the Brownings, the Tennysons, the great war generals and scores of others, we could not have understood them, as now. They are full of interest and of revelations of the character of the writers.

## STENOGRAPHY AS A STEPPING STONE.

Every wide-awake business college proprietor prints the photographs and records of his most distinguished graduates, yet there exists no complete record of the men and women who have been introduced to success through the medium of shorthand and typewriting. In the years to come perhaps we may have a gazetteer, a sort of "Who is who in stenography," but up to the present time shorthand and typewriting have never been accorded the place they deserve as success-factors. This is partly true because the law of promotion cannot be reduced to an exact science, and many men who have risen to pinnacles of distinction are themselves unmindful of the real value that shorthand and typewriting have been in their careers. But it matters little what those who have arrived think, so long as the present generation of writers are properly inspired with the possibilities of their profession.

Rapid writing is, of course, one of the indispensable inventions of the race and has a tremendous intrinsic value. Nevertheless the stenographer should never consider shorthand as a satisfactory end in itself, but rather as an effective means to larger ends which would be otherwise difficult and oftentimes impossible of attainment.

There are two points of view from which every stenographer should value a shorthand position—the immediate prospects and monetary returns, and the ultimate outlook for promotion from routine, stenographic work.

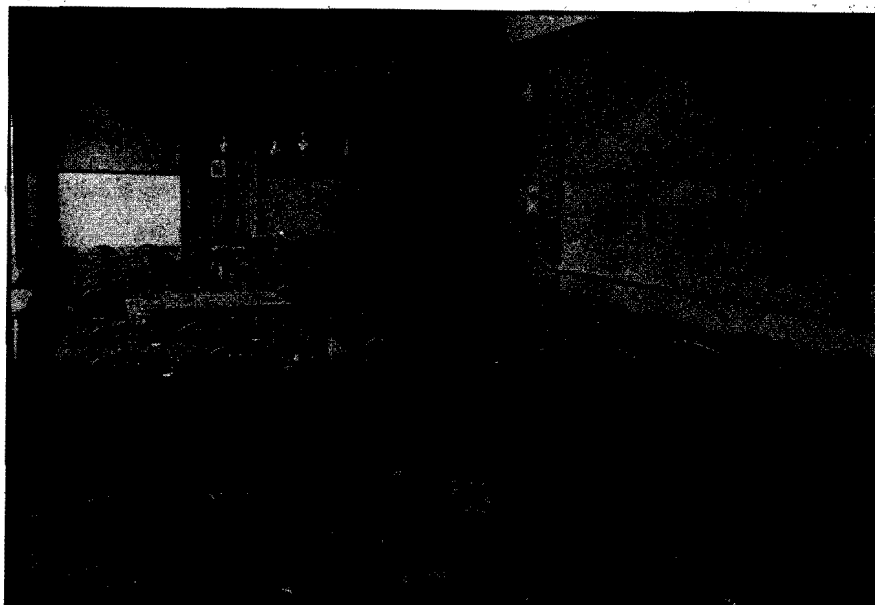
A position may offer a first-rate salary with automatic increase to a given maximum and yet from the standpoint of ultimate opportunity may compare unfavorably with some other position where the remuneration is much less at the beginning, but where there is a prospect for the complete development of the individual. It is not enough that operators have an ambition to be good stenographers at good stenographers' salaries; they should be keen in their efforts to meet all the opportunities that will come in the usual course of a stenographic career. The stenographer who starts right ought to find little difficulty in advancing. When a vacancy occurs he is a ten to one shot against the bookkeeper and the office boy, for he has had a daily invoice of the best brains in the business, and from the standpoint of opportunity to prepare himself for advancement he is the only logical choice. — Remington Notes.

## TEACHING MEN TO READ.

Prof. Van Dyke, in discussing his recent resignation from the Faculty of Princeton, said with some show of feeling that he was tired of teaching young men to read. Yet this is in one aspect, especially in such an institution as Princeton, where most of the students are undergraduates, the essential of a literary professor's duty. Indeed the faculty of reading really well the masterpieces of one's mother tongue is no very inaccurate index of culture in one of its most important aspects, for to read silently in such fashion as to get the maximum of understanding and enjoyment from a piece of genuine literature, and aloud to such purpose and effect that the hearer may have pleasure and profit from the performance is an accomplishment of which a crude and

uncultivated person is quite incapable.

Unless Princeton is far more fortunate than most universities and colleges, comparatively few of those who enter are able to read English in any such fashion. The preparatory schools for the most part teach youth to read with more or less elocutionary effect, but they rather seldom send forth their pupils provided with the degree of genuine culture necessary to the intelligent and agreeable reading of English. Professors in the colleges, therefore, have before them the task of teaching their pupils to read in the broadest sense, and not merely in the freshman year of the course, but straight through to the day of graduation. The number of graduates who leave college good readers is not great, and the number who come away so grounded in English culture that they will forever after seek solace and mental stimulus from the masters of literature, old and new, is still smaller.



STUDY ROOM—SCHOOL OF STENOGRAPHY

Dr. Van Dyke or any other instructor of youth in English can hardly be better employed than in making sure that a larger proportion of graduates become and remain habitual readers of the masters. Perhaps with the revolution that the new attitude of the colleges toward preparatory education is to bring about we shall see more good readers of English come up for admission to college, for when students no longer study mainly for "points," but are able to give themselves freely and fully to subjects rather than to mere text-books designed to "fit for college," we shall have a genuine English culture well begun in the lower schools.

"The man who can write a letter that does what another man must make a personal call to do, is the greatest, most independent power in the modern business world."

In life's picture gallery mostly we find the most insignificant portraits in the most beautiful frames.

How often do we raise clouds of dust on our way through life and then complain that we cannot see.—Carmen Sylva.

## "THE FAITH TO FOLLOW."

By Clyde H. Marshall,  
Winner of the American Speed  
Championship Cup.

The editor of the Journal has asked me to write something that might be of help to the young shorthand student or the inexperienced writer. There are a great many errors that such writers are apt to fall into; and I know that I as a beginner have fallen into every one into which I could fall. Very few young people have profited less by the advice of their elders than I, or have learned the error of their ways by "harder knocks" or more unpleasant experiences. My fault, like that of many others, was that I "knew it all," I had not "the faith to follow."

Shorthand writers may be divided into two classes: Those whose ambition is to engage in commercial stenography as a stepping-stone to

cient there is most likely to be chosen for promotion, whether to the sales department or the operating department. How pitiful is the spectacle of him who, hating the typewriter desk and eager to graduate from it, yet remains at the distasteful task just because he is unwilling to "buckle down" and thus "win out."

He who would use his amanuensis experience as a "stepping-stone" should hew to the line of his shorthand text-book; he should learn it only and learn it well.

I believe in a full, well-vocalized, well-shaded style of shorthand for beginners and experts alike. In my own writing I insert a great many vowels, diphthongs and coalescents, and to a far greater extent than I did as a young office stenographer. I write a style that is quite as "long" and as "full" as any so-called corresponding style; and I heartily wish I had never seen a "brief" or "advanced reporting" style. Moreover, I have noticed that dozens of older and abler writers than I write a very full and legible style of shorthand. It is greater legibility we need and not greater speed. Speed is common; speed is cheap. Real legibility is rare and priceless.

The pupil is unfortunate who starts with an impracticable shorthand system or an incapable teacher. Many beginners are not taught how to hold the pen or even how to sit at the table. Many are rushed from the study of the principles into "dictation" and "speed" practice months before they are ready for it. Many are sent forth from the shorthand school with scarcely a quarter of the training they really need, and many become stenographic failures, wasting many precious years of their lives. For all such I am sincerely sorry. I feel keen indignation against those who have misled and injured them. But, what can be done? They are already in bad hands and beyond the help of those who do know and would help them if they could.

But no pupil can go very far wrong who is taught by one who has trained others to be capable writers, or, better still, who is himself an experienced and capable reporter. All that is then needed, on his part, is the earnestness, the willingness, and "the faith to follow."

## THE KEY-STONE.

We must forge our own happiness but in doing so never use our fellow-creatures as an anvil.

A bad stomach and a bad character can both be recognized by the tongue.—Japanese Proverb.

One often chases pleasure because one is flying from one's conscience.

Man's conscience is often like a compass; it goes wrong in the neighborhood of metal.—E. Laurillard.

If money be the soul of business it should never become the business of one's soul.

One who deserves a statue does not need it and one who needs it does not deserve it.

One murder makes a criminal; thousands of murders a hero.—Erasmus.

Think before you give; think twice before you accept; think a thousand times before you ask.

Your friend has a friend and that friend again has a friend; therefore be silent.—Talmud.

Flattery is a false coin which is kept in circulation only by vanity.

Ignorance pushes to the front to be seen. Wisdom keeps in the background to see.

something better, apart from shorthand, and those who are seeking to make shorthand writing their profession and become capable reporters. To each class my advice is: "Be humble; be earnest; have the faith to follow."

The young man who wants to be a shorthand reporter should not try to "go it alone." He should by all means become the pupil of some able and experienced reporter, and then follow faithfully, earnestly, humbly. He should not study the text-books of a variety of "systems;" he should not try to invent "short cuts" of his own; he should not experiment. All these things come within the province of the experienced reporter. The "young fellow" who places himself at the start under the right guidance, and who follows that guidance during his early years of training and experience, is the wisest as well as the most fortunate of shorthanders.

The young person who intends to use shorthand as a stepping-stone is apt to make the mistake of supposing that, since he plans to be a stenographer for only a few years, he need not spend much time in perfecting himself in shorthand. Now, strangest as it may seem, the best and quickest way to use office stenography as a stepping-stone to something different is to become a proficient office stenographer! He who is the most profi-

### THE SMITH PREMIER WINS A NOTABLE VICTORY.

A noteworthy feature of the invasion of the European field by the typewriter and office appliance companies, is the commendable showing made by the Smith Premier typewriter in the recent Brussels International Exposition.

The following clipping from the Syracuse Journal tells the story in a very interesting manner. To the business men of Providence it shows clearly the civic pride and enthusiasm that has done so much for Syracuse. We who are interested in the development of a "bigger, busier, better Providence" may find here a lesson in the pride Syracuse takes in her industries and the enthusiastic methods by which they are advertised to the world:

"The jury at Brussels was made up of experts from all parts of the world but 50 per cent. of its members were Belgians. This is the first time that our new model is visible has been exhibited in a great world's show for a prize in competition with all the leading makes of typewriters and our success in winning the first grand prix is the highest possible testimonial we could have.

"Before our present model was introduced to the public we won the first grand prix at the Paris exhibition in 1900 with our understroke model and this new award now supplements our previous record of highest merit."

"The residents of this city and especially the Chamber of Commerce have been untiring in proclaiming the importance of Syracuse as a leading industrial center, and it seems to me the 'Typewriter City' has now won a substantial recognition of its claims and while our company will spend

strokes per minute, showing such perfection in construction that type-bars would not collide even at that high speed.

"The opinion was frequently expressed that the Smith Premier is the fastest machine ever made or exhibited at a world's fair. All the leading machines were exhibited—not only those from the United States, which is the most important typewriter country, but many from Germany, which ranks second in typewriter manufacture, and several other countries."

### COMMON SENSE IN PENMANSHIP.

A French commission formed for the purpose of making comparative

### UNDISMAYED.

He came up smilin'—used to say  
He made his fortune that-a-way;  
He had hard luck a-plenty, too,  
But settled down an' fought her through;

An' every time he got a jolt  
He jist took on a tighter holt,  
Slipped back some when he tried to climb

But came up smilin' every time.

He came up smilin'—used to git  
His share o' knocks, but he had grit,  
An' if they hurt he didn't set  
Around the groc'ry store an' fret,  
He jist grabbed Fortune by the hair  
An' hung on till he got his share,  
He had th' grit in him to stay  
An' come up smilin' every day.

He jist gripped hard an' all alone  
Like a set bull-pup with a bone,  
An' if he got shook loose, why then  
He got up an' grabbed holt again;  
He didn't have no time, he'd say,  
To bother about yesterday,  
An' when there was a prize to win  
He came up smilin' and pitched in.

He came up smilin'—good for him!  
He had th' grit an' pluck an' vim,  
So he's on Easy Street, an' durned  
If I don't think his luck is earned!  
No matter if he lost sometimes,  
He's got th' stuff in him that climbs,  
An' when his chance was mighty slim,  
He came up smilin'—good fer him!  
—J. W. Foley.

### THE IMPORTANCE OF COMMERCIAL LAW.

It is a regrettable fact that in many schools this subject receives little or no attention. It would be difficult to find a course of study outlined for either public or private schools that does not give commercial law a prominent place, and the prospective student has a right to suppose that it is one of the regular subjects for study and recitation, but in many schools disappointment awaits him.

In some schools he receives no instruction whatever. In others some learned attorney will come in once weekly or monthly and talk for an hour without leaving any practical knowledge of the subject with the student. Again, a teacher will read from a commercial law text and ask the students to take notes, or he may give some offhand explanation of various topics, but this is not teaching commercial law. Now, commercial law is just as important as any other subject in the commercial course, and experience has proven that any instruction in it worth while must be by the use of a text-book with regular study and recitation.

Why is this important subject so frequently side-tracked? What business man is not required to apply his knowledge of commercial law almost every day of his business experience? It is stated by many schools that their course in law is not intended to make lawyers, but is intended to go no further than to enable the student, as a business man, to avoid legal entanglements and litigation. This statement, while exactly true, in no way limits the importance of the subject, but rather adds to it.

Errors, like straws, upon the surface flow,  
He who would seek for pearls must dive below.  
—Dryden.



SMITH PREMIER EXHIBIT—BRUSSELS EXPOSITION

"A cablegram announces that the jury of awards at the Brussels International Exposition has awarded the first grand prix to the Smith Premier typewriter over all competitors.

As some 5000 or 6000 residents of this city are directly dependent upon this Syracuse product for support, the news will be received here with unusual interest.

Syracuse is proud of her industries and rarely has a stronger testimonial been given to the worth of a manufactured product than in this particular case.

General Manager Dyer said: "We naturally feel very much elated over our success in winning the grand prix at Brussels. While it is true we rather expected it, still at the same time you know it has been said that 'the most uncertain thing in the world is what a jury will do.'"

thousands of dollars in advertising our success at Brussels, Syracuse itself will share in the glory.

"I have talked with a number of people who attended the exposition this summer and all spoke in the highest terms of the character of our exhibit. The President of the exposition itself said that the exhibit of the Smith Premier typewriter was not only the best typewriter exhibit given, but also the finest American exhibit of any kind of commodity.

"There were 14 or 15 of models of our machines exhibited and many devices for showing the mechanical construction of the Smith Premier, including a mechanical doll for showing the removable platen feature. We also had a greatly enlarged model showing the type-bar action and an 'exercising' machine by which type keys are operated at the rate of 1080

studies of the vertical and inclined styles of handwriting, with regard to the health of school children, has unanimously reported in favor of the inclined style, which is asserted to be far simpler and less fatiguing than the vertical style, and less likely to cause spinal curvature and other evil results. In writing by the vertical system, the right arm is held in an unnatural position, which makes it impossible for the child to maintain a normal and hygienic posture. Vertical writing is performed very slowly and laboriously, and may seriously injure the children who are predisposed to spinal curvature and other deformities, or to writer's cramp. The oculist of the commission denies that vertical writing presents any advantage over the inclined writing with the respect to the prevention of short sightedness.—Scientific American.