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

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

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

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

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

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

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

In the Adams trophy contest he established a world's record for accuracy on straight matter—99.6% perfect. One day Governor Wilson sent to Mr. John R. Gregg, author of the system which Mr. Swem writes, for a stenographer who could report a speech accurately. Mr. Swem was sent to do the work. Governor Wilson, having himself written shorthand for forty years, was surprised and gratified with the result, which was an absolutely accurate report.

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

During a leave of absence which was granted him to enter a shorthand speed contest, Mr. Swem sent a young
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 supervisor of courses of study.

Rothsyl C. CLEMMINS (Assistant Principal)

Advanced Bookkeeping, Pensionship, Banking, and Business Practice.

Walter E. INGERBOLL

In charge of Situations and Secretarial Duties.

MAREL JOHNSON (Registrar)

GEORGE H. ZIMPFER

Gregg Shorthand, English, Arithmetic, Business Correspondence.

GERTRUDE J. HARKER

Bookkeeping, English, Typewriting, Office Practice.

ELISE J. PETERS

Bookkeeping, English, Arithmetic, Business Correspondence.

ELLEN MULGREW

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

NEWTON SHAWCROSS

Bookkeeping and Individual Assistance to pupils.

MYRTLE PILGRIM

Gregg Shorthand, Spelling.

MARY WALES

Typewriting.

ELSIE DONALD

Gregg Shorthand and Individual assistance to pupils.

MARY REILLY

Office Assistant.

From the Principal’s Chair

17th year begin Tuesday, September 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 accuracy, nor can any honest school man, how long it will take an individual to complete a course. We can, however, give anyone as much as his physical and mental ability will permit him to get in any given time. Thoroughness is our watchword and must be yours if you get proper results.

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

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

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

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

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

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

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

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

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

A PERSON who is willing to spend the necessary time and money in the Rhode Island Commercial School to acquire a first-class knowledge of Bookkeeping, Shorthand, 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. This is his fitness. For those who would enter business life there is no written law which compels this; but there is a higher law which demands it—the law of necessity. It is an indispensable condition of success.

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

GOOD DISCIPLINE is the management of a school can’t be over-estimated. It is of paramount importance in deciding which school to patronize. The Rhode Island Commercial School insists upon regularity in attendance, punctuality in work, and gentlemanly and ladylike conduct. The school-rooms are sacred to the fitness. For those who would 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. This is 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 R. I. C. S. 78-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-classness school should really contain in the way of MODERN equipment.

What the Rhode Island Commercial School is constantly doing for others it can do for you. Send for the 78-page free illustrated prospectus and learn more about this efficient and successful school.
Be One of the Higher-Ups and Earn a Big Salary!

(Quoted 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. Swen's place, and although she was very successful, Swen returned and remained with Governor Wilson throughout the campaign. Wherever the Governor spoke, there the alert young stenographer was within hearing, setting down every word with unfailing accuracy.

During the ball in Mr. Wilson's speech-making, on account of Mr. Roosevelt's being shot, Mr. Swen was assigned, his bride being Miss Daisy Dunning, of Trenton. Later, when President-elect Wilson went to the Bermudas to recuperate from the President having appointed him stenographer for the White House at a salary of $8,500 per year. There are two stenographers in this office, the other 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 $8,500 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 undeserved of heights and have held positions of the first importance in the business and political worlds.

Selecting a School This Fall

In the purchase of an article of merchandise one is defrauded, it makes but little difference, since the article will be either discarded, however good it may be. In the purchase of a tuition in a Business College, however, the situation is radically different, for the education must ever remain a vital part of one's personality. Business schools are unlike in the individualities of their managers. It will be evident, therefore, that such 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 important matter of properly placing competent students in positions.

Former Stenographer to President Wilson

(What a Young Girl Accomplished)

We are indebted to the Gregg Publishing Company for the accompanying photograph of Miss Salome L. Tarr, whose fame as a shorthand writer extends throughout the short-hand world. Miss Tarr, who is but nineteen, first sprang into prominence in the Fifth International Short-hand Speed Contest at Washington in 1910, when she won third prize and established a world's record for accuracy—99.4 per cent. In the speed contest of the National Stenographers' Association at Buffalo, 1912, she was awarded speed certificates for 265 words per minute on court testimony, and 181 words per minute on straightforward 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 Girl, 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 L. 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 Meadway, 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. The diploma of the Rhode Island Commercial School is a warranty of efficiency that is accepted at face value by Rhode Island business men.
of acceptance at Trenton, where he had gone to spend the day on State business, and he decided to undertake the task at his home after motoring back from the State House.

At 8.35 o'clock Mr. Measday's stenographer was sharpshooting up 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 10.05 o'clock the young stenographer came out of the Little White House with three very dull pencils in her hand. One of the Governor's secretaries was with her, and had instructions to see her to her home, as it was rather late. In the intervening time she had taken dictation steadily at the rate of 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. These positions, we read, paid not less than $100 a month. Although the salary was not 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 as the young girl did. Gregg Shorthand as taught in the Rhode Island Commercial School is the simplest, the most legible and the most rapidly acquired of all systems. The secretaries 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.

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.

Basketball Team, Rhode Island Commercial School, Season of 1913-14

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<th>Age</th>
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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.

Visit the Rhode Island Commercial School and see for yourself how completely it is equipped to give you a superior business training.
HOCKEY WAS WELL PLAYED BY THESE R. I. C. S. BOYS WHILE THE ICE WAS GOOD.

The season's record follows:

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<tr>
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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.

THREE 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 KINDE.

THESE FACTS SHOULD INSPIRE EVERY YOUNG MAN AND YOUNG WOMAN WHO REALIZES THE NEED OF 'RIGHT BUSINESS TRAINING' IN ORDER TO MAKE A SUCCESS IN THE BUSINESS WORLD TO ENROLL IN THE RHODE ISLAND COMMERCIAL SCHOOL AS THE MOST DESIRABLE ONE TO BE SELECTED.

This year's dance was held at the Churchill House on the evening of February 18th. 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. Evans; Secretary, Gertrude Devine. The committee: Lester Field, Gertrude Fisher, Elizabeth Roach, Pearl Draper, 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 and train him for any 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 teach you to teach the commercial subjects in high schools or in private business schools, if your elementary education is sufficient to warrant your becoming a teacher.

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

We know that we can do these things because we have been doing them for sixteen years and for over 500 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.
Where a Few Recent Graduates Are Located

Miss Jennie Shurtleff with Hanson & Johnson
Miss Norma Bead with Clark & Combs Co.
Miss Edith McCullum with Curran & Barton Coal Co.

Mr. Leo Walsh with H. F. Carpenter & Son
Miss Jennie Dunn with Green, Anthony & Co.

Miss Lois Hatchway with Providence Telephone Co.
Miss Laura McQuitty with Morris, Mann & Reilly

Miss Edith Gian with Town Clerks of Rhode Island

L. Warren Phillips with General Fire Extinguisher Co.
Miss Lillian Styles with Clark & Combs Co.

Miss Gladys Robin with N. L. Berry & Co.
Miss Anna Carlson with Jockey Paper Box Co.

Miss Aline Dockwell with Starrett & Shepley

Mr. George Land with Minus Motor Works
Miss Edith Lumbiquest with White Railroad Co.
Miss Sarah Freeman with Sterling Silver Mfg. Co.
Miss Sadie Craft with F. T. Pearce & Co.

Mr. Henry Grant with Starrett & Shepley
Mr. Wm. C. Russell with Slatwater & 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:

Bureaus Adding and Listing Machines
National CashRegisters of the latest type
Billing. Adding and Subtracting Typewriters
Check Postage Machines
Intercommunicating Telephone System
Private Branch Exchange Switchboard
Letter Copying Presses
Rapid Roller Copying Presses
The Rotary Mimeograph
The Multiphigraph, with printing attachments
The Dictaphone
Numbering Stamps
About 300 of the latest typewriters of the most popular makes
Deep typewriter cabinets
Banking Computers and Fixtures
Numerical, Alphabetical, Geographical Filing equipment
Cash registers
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. Jacob: 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 a secure 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 regret that the Rhode Island Commercial School continues to meet with continued prosperity.

Leroy R. Cook.

Mr. Harry Louis Jacobs, Principal.
Rhode Island Commercial School.
Providence, R. I.

Dear Mr. Jacob: I am proud to be able to say that I am a graduate of the senior course of the Rhode Island Commercial School.

I found your school thoroughly equipped with 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 large 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 you, will go far in any way that will do good to them should appeal to every one seeking a business education.

Yours very sincerely,

[Signature]
Rhode Island Commercial School.

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 Shortnand 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 to meeting yearly in Commercial Education.

I am constantly aware of many advantages of which I could not have been myself, and I am not afraid to say in my present 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 much adequate facilities, and I know that one may be assured invariably of a fair business course and of an unerring personal interest.

Yours very truly,
E. N. Currell.

Mr. Henry L. Jacobs, Principal,
Rhode Island Commercial School,
Providence, R.I.

My dear Mr. Jacobs: I am proud to say that the training I received here has been most beneficial to me in securing and holding my present position.

I found the courses practical and I shall always be deeply grateful to you.

I found the course practical and interesting. You are the principal, the teachers carrying on their sympathy and goodwill at every stage of the work taken or to be taken.

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

Yours very truly,
J. F. Ford.

Mr. Henry L. Jacobs, Principal,
Rhode Island Commercial School,
Providence, R.I.

Dear Sir: I am pleased with the training given my daughter at the Rhode Island Commercial School, and I am now considering recommending the school to others.

Mr. R. E. Clemons, Assistant Principal, R.I. Com. School,
Providence, R.I.

My dear Mr. Clemons: 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 1923. 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 position I now hold in a well-known business establishment.

Yours truly,
Cora E. Sproule.

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

My dear Mr. Jacobs: Your school not only gives a thorough business education but at the same time trains the best teachers that I have ever known, but your facilities for locating your graduates in positions are excellent.

One year before I graduated in June, 1923, you already had secured a position for me with Standard Oil Company.

I feel that I owe my success to your splendid school, which I know from actual experience to be as worthy in every respect.

Sincerely yours,
Harold Christensen.

Mr. Henry L. Jacobs, Principal,
Rhode Island Commercial School,
Providence, R.I.

Dear Mr. Jacobs: As a result of the thorough training I received in the shorthand department at 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. Today's graduates of the Rhode Island Commercial School can take charge of the value of this training and the unique advantages which your course of instruction afford

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

Mr. Henry L. 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 secures 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 faculty of the school have shown in my work, not only during the year that I attended there, but also since I graduated. I must certainly wish the Rhode Island Commercial School the success which it so justly deserves.

Yours sincerely,
Lillian M. Hembrook.

Rhode Island Commercial School,
Providence, R.I.

Gladness: 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 Type-Converter in this city, and enjoy my work.

Sincerely yours,
Grace E. Johnson.

Mr. Henry L. Jacobs, Principal,
Rhode Island Commercial School,
Providence, R.I.

Dear Sir: I am pleased to write in commendation of the Rhode Island Commercial School. After several years of work with the business world, I am more than ever convinced that your school provides a supreme example 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, I found myself in a good position with the firm of Shahan & Shipley Company, where I am still employed. My progress has been more than double 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.

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

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

The entrance salaries paid by the government are, as a rule, larger than those paid by many private concerns. A young man eighteen years of age, having graduated from high school and taken a complete course in the Rhode Island Commercial School, should without trouble pass the bookkeeper's or stenographer's examination and secure a position in the government service at Washington at an entrance salary of $750 a month.

If the candidate can take dictation at the rate of 140 words a minute on such matter as is found in the commercial Raccoon and makes a perfect transcript of it, he will be graded 100%.

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

GOVERNMENT REQUIREMENTS

STENOGRAPHERS (MALE AND FEMALE)

DEPARTMENTAL AND FIELD SERVICE—Age limit, 18 years or over.

Entrance salary, $600 to $1,200.


Special Summer Session in Short-hand and Typewriting

The day sessions of the shorthand department of the Rhode Island Commercial School will continue this year during the month of July. New pupils should 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, 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 TYPETRIGRAPHY 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.

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