

**MANUAL OF TYPEWRITING**  
AND  
EXERCISES FOR PRACTICE  
ON THE  
REMINGTON  
STANDARD TYPEWRITER

WITH DIRECTIONS FOR THE  
CORRECT USE OF THE FINGERS.

By F. S. HUMPHREY, Stenographer.

---

NEW YORK:

WYCKOFF, SEAMANS & BENEDICT,

327 BROADWAY.

1889.



# MANUAL OF TYPEWRITING

AND

EXERCISES FOR PRACTICE

ON THE

REMINGTON

## STANDARD TYPEWRITER

WITH DIRECTIONS FOR THE

CORRECT USE OF THE FINGERS.

By F. S. HUMPHREY, Stenographer.

---

NEW YORK:

WYCKOFF, SEAMANS & BENEDICT,

327 BROADWAY.

1889





## MANUAL OF TYPEWRITING, AND EXERCISES FOR PRACTICE.

### GENERAL INSTRUCTIONS.

The proper position at the Typewriter is shown in the above figure. By maintaining an upright position and sitting close to the machine, the operator can write with much less fatigue than when the body is inclined forward.

#### DON'T STRIKE TOO HARD.

The touch should be quick and light; the operator should apply sufficient force to make a clear impression on the paper and no more. If the keys are struck too hard, the imprint shows through; if struck too light, it is indistinct; in either case, the neat appearance of the page is marred. Marks of punctuation should be made with still less force, so that the sharp points may not penetrate the paper and also injure the roller. By striking the keys several times with varying degrees of force, the operator will soon recognize the proper touch. Beginners often apply more force than is necessary.

A "backing sheet," of heavy, firm, writing paper, the same size as the paper to be written on, should be used. The two sheets should be placed together and inserted under the roller, taking care that the "backing sheet" comes between the roller and the letter page.

Strike but one key at a time, and release that one before striking another.



## HOW TO FINGER THE KEYS.

Confine each hand so far as possible to its own side of the keyboard. Use three fingers of each hand, touching each key with the finger nearest it. Strike the space bar with the thumbs.

The above gives briefly all instructions necessary to enable anyone to acquire a speed double that of an expert penman. For those, however, who desire to acquire the highest speed, it is important that an absolutely correct system of fingering be adopted and practiced. Those who play the piano-forte will require less practice than others.

NOTE.—The instructions here given presuppose a knowledge on the part of the pupil of how to place the paper, return the carriage, shift the cylinder, etc., all of which can be learned from the book of directions accompanying the machine.

"	#	\$	%	—	&	'	(	)	
2	3	4	5	6	7	8	9		
Q	W	E	R	T	Y	U	I	O	P
q	w	e	r	t	y	u	i	o	p
A	S	D	F	G	H	J	K	L	:
a	s	d	f	g	h	j	k	l	;
<div>UPPER CASE KEY</div>	Z	X	C	V	B	N	M	?	.
	z	x	c	v	b	n	m	,	/
SPACE-BAR.									

The exact location of each letter on the keyboard should be so thoroughly memorized that the finger can be placed upon any of them without the least hesitation, and if necessary with the eyes closed. Especially should those who aim at the attainment of speed not neglect this injunction.

The above diagram shows a line drawn diagonally through the keyboard, all letters to the right of which are made by the first three fingers of the right hand; those to the left of the line with the first three fingers of the left hand.

In writing capital letters and some of the marks of punctuation, it is necessary to depress the key marked "Upper Case" with the first or second finger of the left hand; the right hand is then used to manipulate the keys either to the right or left of the dividing line.

## FINGER EXERCISES.

For the benefit of students who desire to acquire correct fingering, we print a number of selected words with the proper fingering indicated by figures as explained in the following

## KEY.

Where no figure is given above a letter the *first* finger of *either* hand is to be used, according as the key may be to the right or left of the dividing line.

A figure 2 over a letter indicates the *second* finger.

A figure 3 indicates the *third* finger.

When it is convenient to strike a key in the *left* division with the *first* finger of the right hand, R is written above the letter.

When it is convenient to strike a key in the *right* division with the *first* finger of the left hand, L is written above the letter.

The space-bar should always be struck with the thumb.

In practicing the Word Exercises do not attempt to write rapidly at first, but strike each letter with evenness and precision. Learn to write well; speed will come with practice.

Write four or five lines of each of the following words, thus:

Am am am am am am am am am am am am am am am am am am am am, etc.

1 2	3	3 2	3		2	2	2	2	2	2	2 2
Am	an	as	at	by	be	do	go	he	if	in	is
1 2	3 2	3 2 2	3	3	3	3 2	2 2 2	3 2 2	3 2		
Any	are	ask	act	add	ago	all	age	awe			
2	2 2	2 3	2	3	2 2	2	2	3	3 2	2	
end	eye	few	for	far	fix	got	get	had	has	her	
2 2	2 3	2	2 2	2 2	2	2	2 2	2	2 2	2 2	
met	man	nor	now	new	not	our	ore	off	one		
2	2	2	2	2 2	2 2	2	2 3	2 2	2 3		
she	ten	the	thy	two	too	try	was	why	way		
1 2 3	3 2 2	3 2 2	R 3 2	R 3 2	R 3 2	R 2 2	2 2	2 2	2 3		
Away	able	also	beam	ball	been	boil	busy				
3 R 2	2 2 2	2 2	3 R 2	3 2	2 3	2 2	2 2	2 2	2 2		
care	deem	deed	date	dual	dear	done	down				
2 2	2 2	3 2 R	2 2	3 2	2 2	2 2	2 2 2	R 3 R 2			
full	find	fast	four	fair	give	germ	good	gave			
3	3 2 2	2 2	2 2	2	2 2 3	2 2	2 2	2 2 2	2 2 2		
hath	hand	held	help	high	idea	into	kept	know			
2 2	2 2 2	2 2 2	2 3 2	2 2	2 2 3	2 3 2	2 2	2 2	2 2		
life	like	lain	late	left	lead	less	last	long	luck		
2 2 3	2 2 3	2 2	2 2	3 2 2	2 2	3 2	2 2	2 2	2 2		
meat	mean	mine	mire	make	mere	main	neck				
2 2 2	3 2 2	2 3 2	2 3 2	2 2 3	2 2	2 3 2	2 2	2 3 2			
pull	part	past	paid	plea	quit	rate	rise	real			
2 3	2	2 3	3 2 2	2 3	2 2	2 2	2 2	2 2	2 2		
roam	rude	read	step	stay	stop	such	slow	sure			
2 2	2 2	2 2 2	2 2	2 2 2	2 3	2 2	3 2	2 2			
sort	some	soon	sign	side	sway	they	than	this			
2 2	2 2 3	2 2	3 2 2	2 2	3 2	3 2	2	2 2			
told	true	took	take	tick	upon	used	very	view			
2 3 R	2 2 2	2 2	2 2 2	2 3	2 2	2 3	2 2	2 2			
what	well	when	word	want	yoke	year	went				



1 2 3 2 Aware	3 R 3 2 again	3 3 2 alone	3 2 about	3 R 2 after	3 2 2 allow	3 2 3 2 apart
R 2 2 bring	R 2 2 broke	R 2 3 2 break	3 2 2 cause	2 2 civil	2 3 2 count	2 2 chose
2 2 2 ensure	2 2 L enjoy	2 2 eight	2 2 every	2 3 R exact	2 R 3 extra	2 2 event
R 2 3 R great	R 3 2 grand	2 3 R 2 habit	3 2 2 L happy	2 2 2 hence	2 2 house	2 3 R 2 hated
2 2 money	2 2 night	2 2 never	2 2 ought	2 2 offer	2 2 order	2 2 other
2 2 2 quiet	2 2 2 quick	2 2 rouge	2 2 right	2 3 ready	2 2 refer	2 2 L reply
2 2 sight	2 2 2 since	2 2 2 short	2 R 3 2 start	2 R 3 R state	2 2 2 still	2 2 sound
2 3 2 twain	2 2 truth	2 2 their	2 2 there	2 2 thing	2 2 think	2 2 those
2 2 3 ultra	2 2 2 L unity	2 2 under	2 2 which	2 3 whole	3 2 R 2 wedge	2 2 3 would
2 2 yours	2 2 3 yield	3 2 2 value	2 2 3 woman	2 2 2 women		
1 2 R Affect	3 2 3 2 answer	3 2 2 advise	3 3 2 amount	3 2 2 afraid	3 2 2 always	R 2 2 2 before
2 2 2 course	3 2 2 caught	3 2 cannot	2 2 L comply	3 2 2 called	2 2 corner	2 2 2 choose
2 3 2 double	2 3 2 R doubt	2 2 3 dollar	2 2 2 depend	2 2 differ	2 3 2 3 doings	2 R 2 2 degree
2 2 2 except	2 2 2 2 expect	3 2 father	3 2 L family	2 2 former	3 2 farmer	2 2 2 friend
2 2 intend	2 2 2 inform	2 2 2 indeed	2 2 2 letter	3 2 2 longer	2 3 2 latter	2 2 2 little
2 2 modern	3 2 matter	2 2 2 minute	2 2 moment	2 3 R 2 number	2 2 2 notice	
2 2 2 period	2 2 2 prefer	2 2 2 pursue	2 3 2 pained	2 3 2 played	2 2 2 person	2 2 profit
2 2 render	2 2 3 R repeat	2 2 2 return	2 R 3 2 regard	2 3 2 2 reason	2 2 2 should	2 2 2 3 school
2 2 sought	2 2 2 single	3 2 2 second	3 2 2 settle	3 2 3 street	3 2 2 strong	2 2 2 spirit
1 2 2 Anxiety	3 2 2 anxious	3 2 2 another	3 2 2 ancient	3 2 2 2 acquire		
2 3 2 equaled	2 2 3 2 forward	2 3 2 2 herself	2 3 2 2 himself	2 3 2 2 however	3 2 2 2 kingdom	
2 3 2 2 replied	2 2 3 regular	2 2 2 2 swooned	2 3 2 2 satisfy	2 2 2 selfish	3 2 2 thanked	
2 2 through	2 2 2 thereto	2 2 2 undergo	2 3 2 2 usually	2 2 2 3 unscrew	2 2 2 weighed	
R 3 2 3 balance	R 2 3 2 2 because	R 2 3 2 brought	R 2 2 2 2 believe	R 2 3 2 2 2 between	2 2 2 R correct	
2 3 R 3 distant	2 2 2 3 express	2 2 3 2 extreme	2 3 3 examine	2 2 2 evident	2 3 2 3 2 explain	
2 3 L 2 L opinion	2 3 2 2 perform	2 2 3 2 2 perhaps	2 2 2 pretend	2 2 2 2 possess	2 2 3 2 prepare	

5 3 2 quarter	2 3 2 3 request	2 3 2 2 require	2 2 2 2 receive	2 3 2 2 R respect	2 2 3 3 similar
1 3 2 Although	3 2 2 2 anchored	3 2 2 2 afternoon	3 2 3 abundant		
2 2 2 conclude	2 2 2 commence	2 2 2 2 conceive	2 2 2 L commonly	2 2 2 disclose	
2 3 2 3 R 2 estimate	2 3 2 R 2 exchange	2 3 2 2 3 2 especial	2 3 2 2 frequent	3 2 3 R farthest	
2 3 2 2 lanterns	2 2 2 2 L lovingly	2 3 2 2 3 magnesia	2 2 midnight	2 2 2 3 meetings	
2 2 3 2 2 pleasure	2 3 2 prancing	2 2 2 2 2 previous	2 3 2 practice	2 2 2 2 perceive	
2 2 2 3 question	2 2 2 2 remember	3 2 3 2 strength	2 2 2 surprise	2 2 2 L sensibly	
2 2 2 2 unstrung	2 3 2 2 whatever	2 2 2 2 wherever			
1 2 2 2 2 2 Astonished	3 2 2 2 2 2 astonishment	3 2 R 2 3 3 afterwards	3 2 2 2 2 2 R 2 acknowledge		
2 2 3 3 2 christianity	2 2 2 2 L completely	3 2 2 2 2 carefulness	2 2 3 2 R contradict		
2 2 2 2 2 conscience	2 2 2 2 committee	2 2 confident	2 2 2 2 2 carelessness		
2 2 2 2 2 decompose	2 2 2 2 discomfort	2 2 2 2 distinguish	2 2 2 2 discontinue		
2 2 difficulty	2 3 2 2 execrable	2 2 2 2 2 excellent	2 2 2 2 essential	2 2 2 2 2 extensive	
2 2 2 2 2 3 2 R 2 foreknowledge	2 2 2 freighted	3 2 2 3 2 2 factionist	2 3 2 2 3 2 fundamental		
2 2 2 2 2 independent	2 2 2 2 3 2 individual	2 2 3 R 2 immediate	2 2 2 2 impossible		
2 2 2 2 2 incognito	2 2 2 2 3 3 2 2 inconsiderable	2 2 2 2 3 3 2 instrumental	2 2 2 2 2 2 irksomeness		
2 2 2 2 2 intelligent	2 2 2 2 2 intelligible	2 2 2 R 3 2 instant	2 2 2 2 2 incomplete		
2 2 3 3 2 3 investigation	2 2 2 2 2 L knowingly	2 2 2 2 2 R misconduct	2 3 3 2 2 2 magnanimous		

The pupil having thoroughly practiced the foregoing word exercises, should write each of the following phrases several times, fingering the letters slowly and correctly until facility is acquired, then gradually increasing the speed until they can be written at the rate of forty or fifty words per minute.

### COMMERCIAL PHRASES.

All charges guaranteed. Account of overcharges. Amount of premium. Amount of commission. Adjust the matter.

Copy of bill attached. Claim for rebate. Deferred premiums.

Enclosed find payment Holmes, Booth & Hayden's draft on Hanover National Bank. Enclosed I send you account sales of flour and meal shipped us on the 28th ult. Enclosed please find your draft, dated 10th inst., for \$5,000, with acceptance. Enclosed herewith find acceptance of your draft.

Forward steel ends *ex* (out of) "Belsize." f. o. b., (free on board). For collection.



Give the matter consideration.

Hoping that these terms will be satisfactory, we remain, yours respectfully. Herewith please find J. W. Belden & Co's 1st of Exchange for £275, 5s. 4d. in full settlement of account.

If found correct, please remit us draft for the amt. If we do not hear from you by the 12th inst., will draw on you at five days' sight. Insurance in force. In relation to loan. Make us firm offer.

Net proceeds of sale. Net income or net premium. Not longer than, Owner's risk.

Please ship us at your earliest convenience. Per S. S. "Portsmouth." Please acknowledge receipt by return mail, and oblige. Per American Express. Per car per ton. Please wire response.

Semi-annual premium. Subject to immediate acceptance at \$38, f. o. b. cars. Subject to your commission. Subject to your one per cent. Subject to sight draft on shipment. To our credit. Surplus over liabilities. Surrender value. Shall credit your acct. current. Sight draft with B. of L. attached. Seller's option.

We have yours of 20th. Yours of 20th at hand. Referring to yours. See our respects of. We solicit your further patronage.

### SPELLING.

Beginners having occasion to refer to a work on Spelling and Punctuation would do well to procure a copy of Humphrey's Manual of Typewriting etc., price \$1.50, orders for which we shall be pleased to fill promptly.

It contains many business forms and abbreviations and will be found instructive even to experienced writers.

### BUSINESS CORRESPONDENCE.

Most of the business letters introduced in this Manual are copies of actual correspondence, many of them taken from the letter-press book just as they are, while others have names and dates changed.

The object of these letters is not to furnish copies for use in your business affairs, but to give an idea of actual business methods and to furnish practice in typewriting.

It is customary in almost all kinds of business to have printed letter-heads, in which case it is only necessary to insert the date line. Where the heading is not printed it can be inserted very neatly on the machine with almost mathematical accuracy, by means of the scale.

Suppose it is wished to form a headline of the following :

"Office of the Trunk Line Commission, 346 Broadway, New York, December 1, 1885."

The words "Office of the Trunk Line Commission" should occupy the centre of the space at the top of the page, and should be so placed as to have the same margin on each side. To ascertain just where to begin the first letter, count the number of letters, spaces, and punctuation marks, if any, in the phrase, and subtract this number from the number of points on the scale ; then divide the remainder thus found by two. This quotient will be the number of the scale on which to begin, thus :

In the phrase quoted there are just thirty letters, five spaces and one comma, making altogether thirty-six spaces. Deduct thirty-six from the number of points on the scale (sixty-five), and divide by two which will give fourteen and one-half. As no provision is made on the scale for fractions, and as one point one way or the other in the introductory line will make no special difference, add one-half to this remainder, making fifteen, which is the number of the scale on which to begin the heading,

OFFICE OF THE TRUNK LINE COMMISSION.

It now remains to insert the line "346 Broadway, New York, December 1, 1885." It is not necessary to figure this out by the rule, as it is simply a matter of judgment. The line should be placed so as to be in proportion to the line above and present a pleasing appearance to the eye. By counting the words, spaces, and points, we find there are just forty ; and by counting from the figure sixty-five on the scale backwards we find that to get this line in we must begin at twenty-five.

OFFICE OF THE TRUNK LINE COMMISSION,

346 Broadway, New York, December 1, 1885.

This makes a neat heading. Suppose, however, there are a larger number of words in the phrase. It would then be necessary to divide it into two lines, making a third of the date line, thus :

OFFICE OF THE TRUNK LINE COMMISSION,

346 Broadway,

New York, December 1, 1885.

In typewriting, though there are only two fonts of type to select from, considerable ingenuity can be displayed in arranging headings, etc.

Whether *st*, *th* or *d* is placed after a date, or whether the name of a place or a title, is contracted or written in full, is a matter entirely within the judgment of the writer. The neat and artistic appearance of a letter depends largely upon the arrangement of the address, etc., and if there is not sufficient space to insert titles in full, they can be abbreviated. Three lines are usually sufficient for an address, as in example No. 2. When there are three lines, make a fourth line of *Dear Sir* or *Gentlemen*, and punctuate it thus :

Hon. John L. Converse,

House of Representatives,

Dear Sir :— Washington, D. C.

The documents were duly received, &c.

### FORM FOR ADDRESSING ENVELOPES.

Messrs. Holmes & Adams,

15 Vine Street,

Cincinnati, Ohio.



## CORRECTING COPY.

As the distance between the scale and line of writing varies slightly on all typewriters, it is better to experiment first by writing a full line and then turning the roller backward two spaces to see how the line will register with reference to the scale. This having been ascertained, it is evident that by turning the roller forward the same number of spaces the imprint will be registered properly for making corrections.

Having taken the copy from the machine and marked any errors there may be for correction, replace it so that the letters of each line will register exactly above the points on the scale; draw the paper down until the bottom of a line is even with the top of the scale; then turn the roller two points forward, which will register each line as it was before removing the paper from the machine.

## LETTERS AND CIRCULARS.

### 1. TRUNK LINE COMMISSION.

N. Y. C. & H. R., N. Y., LAKE ERIE & W., PENNSYLVANIA, AND BALTIMORE  
& OHIO RAILROADS.

Office of Commissioner, No. 346 Broadway,

NEW YORK, August 8th, 1883.

C. H. Chandler,  
Gen'l Pasgr. Agt.,

Dear Sir:

The lines composing this Committee have decided to issue a Fall Tariff of Emigrant fares, to be in effect on and after October 1st, 1883.

In order to make such corrections as are necessary, it is requested that all changes to be considered in compiling the new issue be advised to each General Passenger Agent of this Committee, so that notice may be received by them not later than August 20th, instant.

Respectfully,

R. T. BRYDON,  
Secretary.

2. Messrs. W. Frothingham & Co.,  
Louisville, Ky.

CINCINNATI, March 18th, 1886.

Dear Sirs: We shall offer to-morrow, March 19, at 4½ net, by case only, our entire stock of Dunnell fancy prints, embracing all the seer-suckers, satines, and special styles.

We should be pleased to have your house represented.

Very truly yours,

DONALDSON, BOGARDUS & CO.

NEW YORK, Feb. 27, 1886.

Senor Don Gerbasio Fernandez,  
Havana, Cuba.

Dear Sir: Relative to your shipment of oranges per "Newport" and "Saratoga," I would say that our Mr. E. B. D'Hamel, now in your city, will visit you and explain the circumstances of the sale of your two invoices in this port. The first shipment was in very bad condition, and the oranges were sold at \$1.75 per barrel. The second shipment was some better than the first, and we realized \$2.50 per bbl. We have a good prospect of securing from 50 to 60 per cent. with duties paid, at a return from the custom house on account of their bad condition. You will understand that our duties are paid in advance of discharging from the steamer; then, if the fruit is in bad condition, they return to us a portion of the duties. As soon as we obtain this drawback we will send you an account sales.

Su atento servidor,

Q. B. S. M.

ACCOUNT SALES of oranges ex stmrs. "Newport" and "Saratoga," and sold for account of Don Gerbasio Fernandez.

Feb. 8	42 bbls. oranges ex "Newport,"	\$2.50	\$105.00
" 17	68 " " " "Saratoga,"	1.75	119.00
" 17	Custom house duties returned,		15.12
			\$239.12

#### CHARGES.

Feb. 8	Entries C. H. oranges per "Newport,"	\$3.60	
" 8	Special permit, " " "	2.20	
" 10	Duties on same,	37.40	
" 10	Freight on "	53.58	
" 17	Entries at C. H. ors. per "Saratoga,"	3.60	
" 17	Special permit, " " "	1.20	
" 17	Duties on same,	35.32	
" 17	Freight "	23.10	
" 18	Drayage,	2.00	
	Commission, \$224.00 at 5 per cent.,	11.20	173.20
	Net profit,		65.92

E. & O. E. New York, March 13, 1886.

## MISCELLANEOUS FORMS USED IN BUSINESS.

ORDERS, DUE-BILLS, NOTES, &c.

ROCHESTER, Sept. 14, 1885.

Mr. A. R. Platt:

Please pay to Charles H. Crawford, or order, Five Hundred Dollars, and charge to our account.  
\$500.

T. W. FIELD & CO.







THE DISTRICT ATTORNEY : If your honor please, I am happy to announce that the Government is ready to proceed with the trial.

JUNE 13, 1867.

The Court was opened at 10 o'clock, when the clerk proceeded to call over the names of the talesmen summoned yesterday, in accordance with the direction of the Court.

WILLIAM H. TENNEY, duly sworn and examined upon his *voire dire*, as follows :

BY THE COURT :

Q. Have you formed or expressed an opinion in relation to the guilt or innocence of the prisoner at the bar, John H. Surrat ?

A. I have.

Q. You have both formed and expressed an opinion ?

A. I have.

Q. Under the oath you have taken, do you say to the Court that the opinion, so formed and expressed, would bias or prejudice your judgment in rendering a verdict as to the guilt or innocence of the prisoner after having heard all the testimony in the case ?

A. I think I could give as good a verdict as if I had never heard of Surratt.

Q. Have you conscientious scruples against rendering a verdict of guilty where the punishment is death, provided the evidence be such as would satisfy you of the guilt of the party accused ?

A. I have none.

### FOLDING LAW PAPERS.

This may seem a matter so simple as scarcely to deserve attention, yet the fact remains that very few can fold a legal document correctly at first sight, and without considerable practice.

Open the paper before you as in reading, with the left hand holding the top of the page and the right hand the bottom. Then turn the sheet up so that the lower and upper edges meet, and with the left hand hold the edges together while with the right a crease is made in the fold so that the paper will be perfectly flat. Fold the paper as before, and crease the fold again. Then, without releasing the hold of the left hand, bring the paper with the right hand around towards the body ; the end held by the left hand will be the head, or proper place to commence the title. If the backing sheet, or covering, is to lap over at the top, it should be folded to within an inch and a half only of the upper edge, so as to leave sufficient margin to turn over. If this is not done, the endorsement, when the paper is folded, will not register.

To place the paper in the machine, unfold it one-half. It will not be wide enough to catch under the rubber bands, so the envelope-holder should be pressed down to keep it in place. In writing the title the lines must not extend beyond the creases made by the fold in the paper.

Another way : Lay a page of legal cap before you on a table. Mark the top of the page A, the middle B, and the bottom C. Then bring the bottom up so C will be over A ; then fold it again so B will be over A and C, and bring the paper around towards the body.

Form of Endorsement of Legal Document.

No. 72.

N. Y. SUPREME COURT.

The People of the State of New York,  
against

The Globe Mutual Life Insurance Company.

#### REPORT

Of Sale, Order and Notice of Presentation to  
Court, of 131st Street property.

Wingate & Cullen,  
Attorneys for Receiver,  
No. 20 Nassau St.,  
New York.



# Humphrey's Interlinear Phonographic Lessons,

FOR SELF-INSTRUCTION.

(PITMAN PHONOGRAPHY.)

The Best and Most Practical Method of Teaching Shorthand by  
Mail Ever Devised.

These lessons are finely engraved, with alternate lines of shorthand and print. The elucidation of principles and simplicity of arrangement is such that any one of average intellect can obtain a good knowledge of Phonography in

## ONE-HALF OF THE TIME

usually required in schools. By this method the student does not have to wait for either the assignment or explanation of a lesson, as in oral instruction, for fear he will make mistakes or may not study to the best advantage. It is impossible to make mistakes by this method, consequently there are no corrections to be made and no bad habits of writing are formed. There are

## FORTY-EIGHT LESSONS

in the course, which takes the student through what is called the advanced "Reporting Style" to a point where he can write from

## 80 TO 100 WORDS PER MINUTE.

The price for the entire course of instruction is so reasonable, and the terms of payment so easy, that no one need hesitate in taking up the study because of the expense. The first two lessons will be sent on receipt of \$1.00 to any who desire to test the lessons before subscribing, which will be deducted from the subscription if the full course is taken.

Students taking the course of Interlinear Phonographic Lessons by mail will, on payment of \$25.00 additional, be entitled to three months' instruction at the

## POUGHKEEPSIE PRACTICAL SCHOOL OF PHONOGRAPHY & TYPEWRITING

a school where young men and women are receiving the very best instruction to be had in these two arts. The school is under the personal supervision of an experienced verbatim reporter and teacher. Pitman's text-book is used; Graham's, when preference is expressed for it by the pupil. Our aim is to fit young men and women for business correspondence and verbatim reporting; with this end in view, they are drilled in letter writing, law and legislative matter. Advanced pupils take dictations of actual business letters, which are transcribed in type-writing and then copied in letter-press books, thus giving them a practical knowledge of business. All of our pupils are assisted in obtaining situations as soon as qualified to fill them.

A circular giving full particulars concerning the school will be sent on application. Enclose six cent stamp for pamphlet on "Shorthand and Typewriting," which contains valuable information for beginners.

Special and profitable terms offered to students forming clubs.

Address,

F. S. HUMPHREY, Principal,

POUGHKEEPSIE, N. Y.



