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THE  
SHORTHAND WORLD  
AND  
IMPERIAL TYPIST.

VOLUME V.

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FEBRUARY, 1906, to JANUARY, 1907.

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LONDON :  
GUILBERT PITMAN, 85, 86, AND 87, FLEET STREET, E.C.

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1907.

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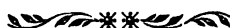
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# A Course of Typewriter Instruction.

*Arranged with a special view to the requirements of Candidates at the various Technical Institutes and Classes. For use with any system of instruction, but more particularly with the course of study expounded in "The Art of Typewriting." \**

**B**EFORE commencing the first exercise the student should thoroughly learn the position of the keys by pronouncing each letter and mark aloud, varying the practice by taking the characters in irregular order, so that they may be repeated as fluently as the alphabet, and afterwards pointed out on the keyboard covered with a handkerchief. The keyboard printed on the wrapper will facilitate this important matter. In order to keep in memory the location of the keys, the student should be exercised as directed above, long after the characters have been learned. The great benefit of this precaution will be felt at a future period.

## Exercise I.—The Upper Row of Keys.

Type across the sheet, in continuous lines, the following words, spacing after each with the thumb of the hand opposite to the one which typed the last letter. Strike each key quickly, and withdraw the finger instantly.

equery	poet	retyre	typewriter
error	poorer	riper	tyre
ewer	port	rite	up
equip	pottery	root	upper
equity	pour	rope	uproot
ere	power	rote	utterer
err	prettier	route	we
etiquette	pretty	row	wept
eye	prior	rue	were
ire	property	rutty	wert
it	propriety	territory	wet
ore	prow	terror	wey
otter	pry	tier	wiper
otto	pure	tip	wire
our	putty	tire	wiry
outer	queer	too	witty
output	query	top	woe
outwit	quieter	tore	wooper
owe	quip	tour	wore
peer	quire	tower	worry
perry	quite	toy	writer
petty	quote	tree	wrote
pewter	reporter	trip	yet
pier	require	trotter	yew
pipe	retire	true	yore
piper	retort	try	you
pity	retype	two	your

\* "The Art of Typewriting"; being practical instructions, with graduated exercises and model examples suited to any machine, and including a method of "touch" writing. Price 1s. 6d., or cloth, 2s. 6d. Guilbert Pitman, 85, Fleet Street, London, E.C.

**Exercise II.—Phrases on the Upper Row.**

Careful attention should be given to the position of the typist. The student should sit erect and just far enough from the machine for the elbows to rest easily at the sides and level with the middle line of keys. If possible, the exercise should hang directly at the back of the machine, and not be placed at the side. Write each sentence three times, slowly and with an even stroke.

1. You were to put out your typewriter.
2. We require you to type your true report re property.
3. Our reporter wrote out your report prior to your writ.
4. You were to try to write quieter re your wet tour.
5. Pity you quit property prior to our query re territory.
6. We quote you re pewter pipe per upper top row.
7. You were to retype your proper route to our port.
8. We were to equip our retort prior to pure ore output.
9. We tore our rope to try to tie up your pretty yew tree.
10. We were to tie up your pet terrier to our prop.
11. Tie it to our pier or we outwit you.
12. We wire you ore yet pretty quiet output poor too.

**Exercise III.—The Middle Row of Keys.**

Write the following exercise in column-form as printed, commencing "add" at 5 on the scale, "ah" at 15, and the other words at 25, 35, and 45 respectively. Take care not to strike any letter of a combination heavier than the others. Then re-write the exercise, beginning each word with a capital letter.

add	ah	aha	alas	all.
as	ash	ask	ass	dad
dash	fad	fag	fall	fash
flag	flash	flask	gad	gaff
gag	gala	gall	gas	gash
glad	glass	ha	had	hag
hab	half	hall	has	hash
jag	lad	lag	lash	lass
sad	sag	sal	salad	sash
shad	shall	shag	slag	slash

**Exercise IV.—The Middle and Upper Rows.**

Type the following words across the sheet (not in columns), striking the keys uniformly and at a regular rate. Then re-write, beginning each word with a capital letter. Finally, type the exercise in column form, commencing the columns at 5, 20, 35, and 50 respectively.

adapt	ago	ale	aperture
appear	are	argue	aright
arise	assist	asleep	athlete
award	awkward	days	dead
dear	deep	did	diet
diffuse	digest	does	dose
dread	dregs	dress	droop
due	duly	dusk	duster

ear  
edge  
eraser  
fail  
feast  
flake  
fresh  
gesture  
goad  
guise  
height  
hold  
husk  
irregular

east  
eighth  
esquire  
faith  
fatal  
flat  
gallop  
ghost  
great  
hate  
help  
hollow  
ideal  
irritate

easy  
either  
essay  
false  
fault  
flaw  
gauge  
gilt  
grief  
hatred  
here  
horse  
idle  
isolate

eat  
elapse  
estate  
father  
fifth  
forty  
gear  
glare  
guilty  
head  
hide  
hurry  
illegal  
issue

jagged  
jetty  
jute  
kelp  
kite  
lathe  
light  
luggage  
operate  
ordeal  
outlet  
perilous  
prepare  
quarter  
radiate

jar  
jewel  
kale  
kettle  
ladder  
latitude  
liqueur  
offer  
opposite  
ought  
paddle  
period  
quadrille  
querist  
rail

jealousy  
judge  
keeper  
keyhole  
lady  
league  
liquid  
offset  
orator  
outdoor  
paper  
pleasure  
qualify  
quilted  
rapidity

jestful  
just  
keg  
kill  
lapse  
leakage  
loose  
opaque  
order  
outfit  
people  
postal  
quarrel  
quota  
realise

reed  
rotate  
selfish  
situated  
statuary  
terrify  
trade  
ulterior  
upstart  
useful  
waist  
whereas  
work  
yawl  
yield

reside  
rural  
sequel  
slight  
tariff  
theatre  
treasure  
uphold  
upward  
usual  
waste  
while  
world  
year  
yolk

right  
safety  
shift  
sparkle  
tedious  
theory  
trespass  
upright  
urge  
utility  
wealthy  
withdraw  
yard  
yeast  
yourself

road  
salary  
shrewd  
spiral  
telegraph  
tissue  
truth  
upset  
usage  
wager  
wheel  
wood  
yare  
yellow  
youthful



**Exercise V.—Sentences on the Middle and Upper Rows.**

The following sentences should be typed at a regular rate and repeated until the fingers find the keys with facility :—

1. We are glad to get your sight draft for the total sales for the last quarter.
2. You should wire for a reply without further delay, or the order will pass us.
3. Our stores are perilously low, hurry orders through as rapidly as you like.
4. We are greatly pleased to hear that the last few orders for grey serges were duly shipped.
5. We shall hope to get your registers ordered last week per rail with the least delay, as our works are desperately quiet.
6. We are also quite prepared to forward a large supply of useful goods for sale dated forward at low rates; waiting your trial orders, we are, faithfully yours.
7. Quote freight paid for all shades or styles of dress stuffs to our width.
8. Also say how few days you would take to forward lighter shades, should we require further large supplies for the postal trade.
9. We herewith post you thirty days draft for eight lots of pure white sugar shipped this day to your order.
10. Our lawyers will try to write you to-day re lease of the freehold house.
11. We are quite tired of all your paltry proposals; do please suggest a larger figure.
12. He wires that the postal orders are lost. Did you post the letter all right?

**Exercise VI.—The Lower Row of Keys.**

As there are no vowels in the lower row, and no word in English can be expressed without vowels, we must have occasional recourse to the other rows in order to type any complete words. Type the following exercise across the sheet with a smooth and uniform movement, and repeat it, beginning each word with a capital :—

backbite	buzzing	companion
beach	cabinet	conveyance
beacon	cabman	crumble
beam	calcine	madman
benzine	canine	magazine
biblical	cavern	mannerism
bickering	ceremony	maximum
bicycling	chemical	mechanical
biennial	chromic	mechanism
bimonthly	chronicle	medicine
blackball	cinnamon	melancholy
blacken	circumspect	memorandum
blamable	circumstance	memorize
bobbin	civilize	mezzotint



bomb	cleaning	microscopic
bookman	cloven	minimum
bramble	clubman	mixable
breeze	coachman	mobilize
brickbat	combatant	momentum
bromine	combination	monotone
bronzing	commencement	monument
bubble	commerce	muzzle
name	vacancy	xenotine
narcotic	vaccination	xylite
nationalize	vacuum	xylol
naturalism	vaporize	zalacca
necessary	variance	zambo
nemesis	veining	zealous
neutralise	velvet	zenana
nibble	venation	zenith
nicotine	verbalism	zeolitic
nimble	verdancy	zest
noblemen	victimise	zigzag
nominal	vocation	zinc
nominate	voicing	zincode
nominee	volcanic	zodiacal
nonentity	voluminous	zolverein
noxious	vortex	zone
number	voting	zoological
nutmeg	vulcanism	zounds
nutriment	vulcanize	zynome
nymph	vulneration	zymotic

**Exercise VII.—Prefixes.**

Practise the following words containing initial combinations :—

accompany	hyperbole	polyglot
address	incomparable	postpone
antedate	incomplete	prevent
collar	interpose	provide
communicate	interrupt	recognize
confuse	introduce	recommence
contradict	magnify	selfish
countermand	magnitude	transact
discontinue	misconstrue	unrecognized
discontent	nonconducting	unrecompensed
enterprise	noncompliance	until
entertain	octennial	wheel
expect	paragraph	withdraw
foreseen	perfection	withstand

**Exercise VIII.—Affixes.**

Pay particular attention to the endings of the following words :—

accounting	eating	lotion	shyness
action	election	mending	singing
announcement	etchings	mission	special
attainable	erring	motion	tightness
boring	excessive	motive	thinking
branding	faction	myself	thinning
bringing	fashion	neatness	township
cautious	fondness	noted	typically
charmingly	future	notion	voluntary
cheapness	gayness	numerous	wanting
collusion	giddiness	ornamental	watchful
comical	going	poorness	webbing
creation	hacking	popularity	whatsoever
cringing	happiness	possibility	wherefore
deafness	legality	richness	womanly
digging	legible	ringing	worthlessness
dining	linking	running	zoology

**Exercise IX.—Double Letters.**

Examine carefully the words ending in **ss** to see if both letters have been typed so as to display the same amount of force in each case. Always take as much time to depress the second letter in pairs as in the first. Type each word as many times as there are letters in the word.

add	egg	hull	occurred
afford	ell	illegal	pepper
all	err	kettle	poll
arrive	fall	lessee	see
ass	fell	lissom	smitten
ball	folly	look	success
bee	fullness	mamma	terror
better	gall	manner	tissue
bliss	good	miss	torrid
call	hall	need	tree
cook	heedless	nettle	trellis
differ	hilly	nook	written

**Exercise X.—Right-Hand Drill.**

holly	julip	milky	on
holy	jump	mill	onion
homily	junk	million	only
hominy	kill	minim	opinion
homo	kiln	minimum	pill
hook	kilo	mink	pinion
hoop	kip	monk	pipkin
hull	knoll	monopoly	plum
hulk	lily	mop	poll
hymn	limb	mull	pomp

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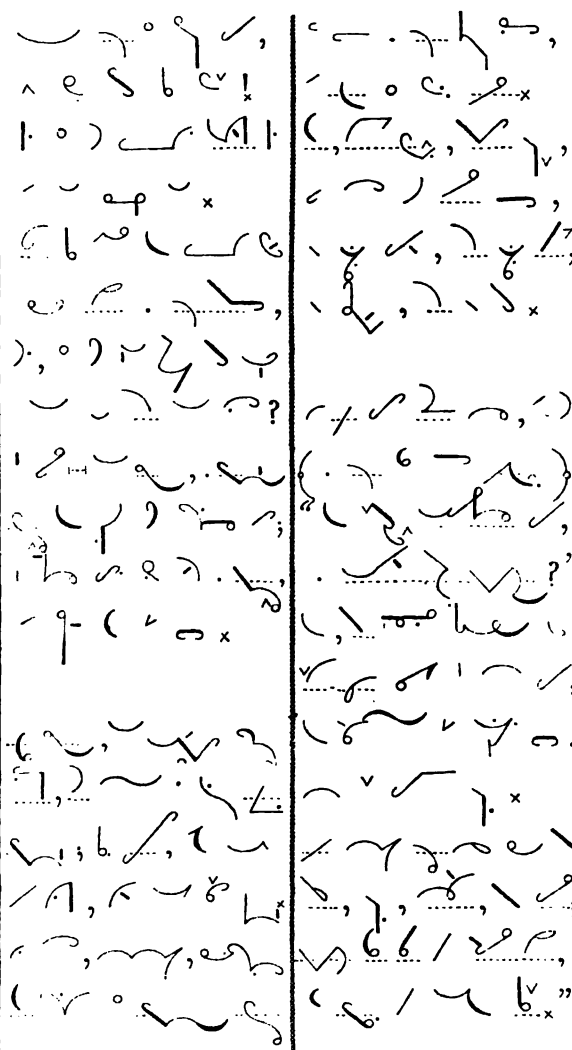
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✓ 1. 150, 70  
 80, ✓ 2; 1, 2, 3;  
 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

















## The Bishop's Perplexity.

A page of handwritten musical notation on a five-line staff. The notation includes various rhythmic values such as eighth, sixteenth, and thirty-second notes, as well as rests. There are numerous accidentals (sharps, flats, naturals) and dynamic markings (p, f, mf, sf, sfz, sfz sfz). The handwriting is fluid and expressive, with many slurs and ties. The notation is written in black ink on a white background.

[illegible]

# English as she is twisted.



u o j. o l x  
 - h. x.... 6 ( v } r c ) ?  
 - e. x.... 6 / B b !  
 - h. x.... / / ?





# Empire Letters

get attention from the man who receives them.

They come to him neatly written, accurately spaced, with characters as clear as print.

You know yourself how favourable an impression such letters create. You want to send out letters, statements, and invoices like that.

With the Empire Typewriter this is possible.

For all commercial or private work, the Empire Typewriter is the most useful of all writing machines. It is very strong and durable; it doesn't get out of order easily like some of the old style complicated machines. It costs next to nothing to keep an Empire in repair.

An Empire Typewriter costs **£13 2s. 6d.** In other words, you save **£9** by purchasing an Empire in preference to other high-grade machines which cost **£22**.

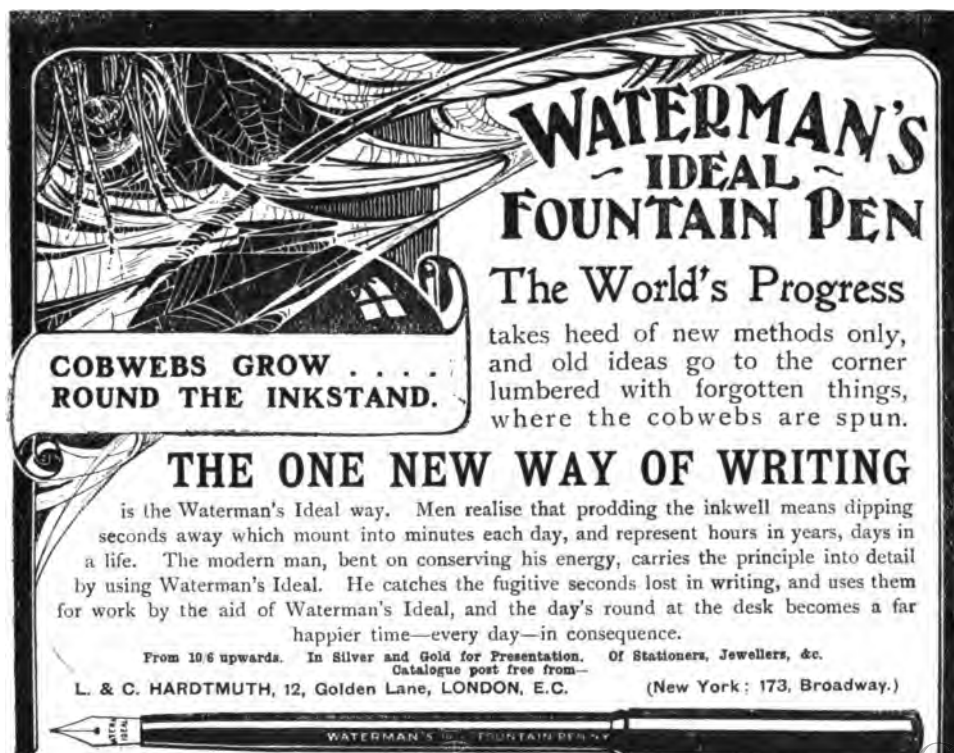
After repeated tests H.M. Government has purchased over 1,000 Empire Typewriters. Many of the largest firms and corporations in the Kingdom are to-day using the Empire Typewriter. Every day more business men are realizing that it is no longer necessary to pay more than **£13 2s. 6d.** to obtain the best writing machine.

Write to-day for particulars of Free Trial Offer and other information.

## The Empire Typewriter Co.,

Ltd.,

77, Queen Victoria Street, E.C.



**WATERMAN'S  
IDEAL  
FOUNTAIN PEN**

**COBWEBS GROW . . . .  
ROUND THE INKSTAND.**

**The World's Progress**  
takes heed of new methods only,  
and old ideas go to the corner  
lumbered with forgotten things,  
where the cobwebs are spun.

**THE ONE NEW WAY OF WRITING**  
is the Waterman's Ideal way. Men realise that prodding the inkwell means dipping  
seconds away which mount into minutes each day, and represent hours in years, days in  
a life. The modern man, bent on conserving his energy, carries the principle into detail  
by using Waterman's Ideal. He catches the fugitive seconds lost in writing, and uses them  
for work by the aid of Waterman's Ideal, and the day's round at the desk becomes a far  
happier time—every day—in consequence.

From 10s 6 upwards. In Silver and Gold for Presentation. Of Stationers, Jewellers, &c.  
Catalogue post free from—  
**L. & C. HARDTMUTH, 12, Golden Lane, LONDON, E.C.** (New York: 173, Broadway.)

# The CUSACK INSTITUTE

*White Street, Moorfields, London, E.C.*

(TELEPHONE 3379 WALL.)

## FREE COMMERCIAL EDUCATION SCHOLARSHIPS.

**T**WO Scholarships, giving two years' free preparation for the London Chamber of Commerce **HIGHER COMMERCIAL EDUCATION CERTIFICATES**, with a guaranteed position on proficiency.

Two Scholarships, giving two years' free preparation for the "**FULL JUNIOR COMMERCIAL EDUCATION CERTIFICATE**" with a guaranteed position on proficiency.

An Open Competitive Examination for the above four Scholarships will be held at the **Cusack Institute**, on **Tuesday, January 1st**, at **10 a.m.** The Competition is open to persons of either sex of British birth and parentage.

The Subjects of Examination are :—

- (i.) For Juniors (not over 15 years of age) : (a) English, including Handwriting, Composition, and Spelling ; (b) Arithmetic.
- (ii.) For Seniors (not under 15 years of age) : (a) English ; (b) Mathematics ; (c) French.

For further particulars and Entrance Forms, apply to the Secretary not later than December 29th, 1906.

# FAY-SHOLES Typewriter.

**OPERATORS WANT** the Typewriter that will turn out the most good work in a given time with the least effort.

**THE FAY-SHOLES SPEED RECORD** for 1 minute, 5 minutes, 30 minutes, 1 hour, or 6 hours, has never been equalled.

**TYPISTS THAT WRITE FAST** on other machines can write faster on the Fay-Sholes. Intending purchasers can have a machine on free trial to test our statements.

**EXPERTS THAT HAVE WON** in public contests when using the Fay-Sholes, were left hopelessly behind in other public contests when using other makes.

**FREE EMPLOYMENT BUREAU.** Posts found gratis for Fay-Sholes Operators.

~~~~~  
*Write or apply :—52, KING WILLIAM STREET, E.C.*

**NEPTUNE** Fountain Pens were first introduced in 1890, and have been popular favourites ever since. H. E. M. Scott, Esq., 108, Highbury New Park, N., writes : "I have used the 'Neptune' Pen for seven years and found it admirable." (Hundreds of such letters on vices at our offices.)



PRICES: 2/6, 5/6, 7/6, 10/6, 16/6.  
This is No. 250 at 5/6.

Every one sent out has been tested with ink and found perfect. Obtain of your stationer or send P.O. direct to the Manufacturers: **BURGE, WARREN & RIDGLEY, LTD.**, 91 & 92, GREAT SAFFRON HILL, E.C. (Write for new Catalogue).

## TYPEWRITING TEST.

**THIS** Indenture made on Christmas Eve the twenty-fourth day of December in the year of Our Lord One thousand nine hundred and six **BETWEEN** Guilbert Pitman of 85 Fleet street in the City of London Editor of the well-known and inimitable *Shorthand World* (hereinafter called the Assignor) of the one part and the kind reader of the *Shorthand World* (hereinafter called the Assignee) of the other part **WHEREAS** the said Assignor being engaged in preparing for the coming festive season and being desirous of conveying to the said Assignee all that goodwill known as The Compliments of the Season **AND WHEREAS** the Assignor has agreed and declared that some sort of recognition is due to the Assignee for the interest taken in the *Shorthand World* **NOW THIS INDENTURE WITNESSETH** that in pursuance of the said Interest and in consideration of the hereinafter mentioned conditions the Assignor as Beneficial Owner hereby Assigns and Conveys to the Assignee all his very best wishes for **A Merry Christmas and a Happy New Year** **TO HOLD** the same unto and to the use of the said Assignee for his or her sole and absolute use and benefit and the Assignee hereby Covenants with the Assignor to pleasantly and ungrudgingly pay the yearly subscription of three shillings for the privilege of receiving the *Shorthand World* and will perform and observe all the conditions of such privilege **AND** will at all times keep the said Assignor indemnified against all proceedings claims demands liability and unkind remarks in respect of the non-fulfilment (if any) of the terms and promises recited and set out in the original prospectus of the *Shorthand World* that is to say that it shall be "faultless in technique, abundant in quantity, helpful and entertaining."

Signed Sealed and Delivered by the above-named Guilbert Pitman in the presence of us both present at the same time who at his request and in his presence and in the presence of each other have hereunto subscribed our names as Witnesses.

GUILBERT PITMAN.

L. S.

JACK FROST.  
A. FOGG.

*For One Year*  
~~~~~  
"S.W." Office  
85, Fleet Street, E.C.

Assignment  
of  
Goodwill

THE READER  
OF THE  
SHORTHAND  
WORLD

MR.  
GUILBERT  
PITMAN  
TO

*Dated 24th Dec. 1906*

**Use foolscap paper, single line spacing.**

THIS INDENTURE made the Twelfth day of March One thousand nine hundred and six BETWEEN George Todd of Wilkinson Street Clapham Road in the County of Surrey and Alfred Mares of Sherborne Lane in the City of London (hereinafter called "the Licensors") of the one part and George Tanner and John Peebles of the City of London carrying on business as Stationers under the firm of The City Stationery Company (hereinafter called "the Licensees") of the other part WHEREAS the Licensors on the Ninth day of April One thousand nine hundred and five filed a Provisional Specification No. 7268 for "Improvements in binding manuscript music and the like books" and have received provisional protection therefor and have since filed a Final Specification for the said Invention AND WHEREAS the Licensors have agreed to grant the Licensees a License to use the said Invention or any improvements therein or relating thereto within the United Kingdom of Great Britain and Ireland upon the terms hereinafter appearing NOW THIS INDENTURE WITNESSETH that in pursuance of the same Agreement and in consideration of the Royalties hereinafter reserved and the obligations of the Licensees hereinafter contained the Licensors do hereby grant unto the Licensees and their assigns the full sole and exclusive liberty right license power and authority within the United Kingdom of Great Britain and Ireland to use and exercise the said Invention and improvements in the manufacture and selling of music and other books similar to those now manufactured by the Licensees TO HAVE HOLD exercise and enjoy the said rights unto and by the Licensees and their assigns for and during the term of seven years from the date hereof YIELDING and PAYING unto the Licensors from the date hereof quarterly a sum equal to five per cent. of the half face price of books manufactured or manufactured by order of or sold by the Licensees or their assigns AND further that the Licensees or their assigns will during the said term keep at their usual place of business all proper books of account and make true and complete entries therein at the earliest opportunities of all particulars necessary or convenient for the purposes hereof of all transactions relating to the manufacture or manufacture by order of or sale by the Licensees or their assigns hereunder and produce the said books to the Licensors or their assigns or their Agent or Agents at all reasonable times for inspection IN WITNESS whereof the said parties to these presents have hereunto set their hands and seals the day and year first before written.

Signed sealed and delivered by the above named George Todd and Alfred Mares in the presence of

Arthur S. Garrett,	}	George Todd (L.S.)
303, Sherborne Lane, E.C.		Alfred Mares (L.S.)

For Endorsement  
fold foolscap  
sheet in four.

Dated 12th March  
1906

GEORGE TODD  
AND  
ALFRED MARES

TO  
THE CITY  
STATIONERY CO.

Agreement  
For license to use  
patent.

W. M. JONES,  
86, Fleet Street,  
London.

## Commercial Subjects and Official Prejudice.

THE very literary but rather muddle-headed "Report of the Consultative Committee upon Higher Elementary Schools," lately published at the instance of our wonderful Board of Education, seems to have satisfied nobody except, perhaps, the oddly-assorted body of ladies and gentlemen who are jointly responsible for its queer reasoning and its queerer conclusions. The Higher Elementary School is to supplement, until the age of fifteen or thereabouts, the education obtained in the ordinary elementary school, and as the boys and girls for whose especial benefit it is intended will for the most part go straight into some occupation with a view to earning a living, the Committee think that the actual and practical needs of the prospective occupations of the boys and girls in these "Day Continuation Schools" ought to be kept steadily in view. An admirable sentiment undoubtedly! Unfortunately, almost as soon as they have formulated the true principle, the members of the Consultative Committee proceed to ignore it. Their summary treatment of what are called "commercial" subjects shows how they apply—or, rather, don't apply—their own principle. A certain proportion of children at the Higher Elementary Schools will go into offices, though the majority undoubtedly will find employment in industrial life. Yet the Committee will not hear of any of the commercial subjects being taught to any of the pupils! If the ground were frankly taken up that it is desirable to use the Higher Elementary School definitely for the discouragement of the tendency to seek clerical occupations (an idea which by the way was clearly not absent from the minds of some of the members of the

Committee), one must agree or disagree with the conclusion, but the position would be arguable on its merits. The Committee, however, attack commercial subjects, and attack them on educational and other grounds. If their arguments are sound, it is, as they say, "a waste of time" to teach book-keeping at all, not only to schoolboys, but to anybody. What nonsense this is every practical man knows! Shorthand, these wiseacres affirm, possesses "little, if any, educational value," and schoolmasters are "agin it"; typewriting is "altogether undesirable," and even modern languages are objected to. One foreign language may be grudgingly permitted, perhaps, in very special cases—that is all! How our German, Dutch, and even Danish commercial rivals must smile if this precious Report comes under their notice! It is a splendid example of the subtle influence of prejudice.



## The Month's Gossip.

THE I.S.S.T. continues to set a good example in the matter of enterprise. Its quarterly meetings present its members with a large number of really "live" topics for discussion. The recent meeting of the Liverpool District dealt with two very practical questions, the first being "Phrases for Commercial Work," a subject introduced by Mr. J. T. Beck; and the second being the important controversial problem of "General Training v. Specialisation," entrusted to Mr. G. E. Griffiths. With Mr. G. J. Brown in the chair, and Messrs. J. B. Whittaker and C. H. Kirton as opening speakers, it will be realized that the topics were handled in a truly practical spirit.

\* \* \*

Another busy afternoon and evening afforded the members of the Manchester District of the same Society an excellent

opportunity of discussing at their December meeting some equally important points. Mr. Mr. J. Millward, of Oldham, undertook to open on "How to Conduct an Advanced Theory Class"; Mr. Arthur Davis, of Manchester, to raise a debate on the burning question of "The Increase of the 120 words per minute Test of the Union of Lancashire and Cheshire Institutes to Four Minutes"—it really ought to be lengthened to at least seven minutes—and Mr. E. J. Cross, of Manchester, had to invite the assembled teachers to consider the subject of "Commercial Correspondence Examinations." Quite a festival of talk!

\* \* \*

It seems news that the City of London College S.W.A.—a college students' society of which the outside world hears little—has now entered on its eighteenth year. It has elected as president Mr. Sidney Humphries, B.A., LL.B., and as vice-presidents Messrs. W. S. Moss, D. Savage, and M. W. Tossell. Mr. J. J. Gibbs, whose admirable services in the past are widely appreciated by the members, has been re-elected to the secretarial office. The committee consists equally of ladies and gentlemen.

\* \* \*

The newly-formed S.W.A. for Streatham and District is striking out a line of its own, and it will evidently be worth the while of some of the older associations to watch its doings. The "speed practice" is developing at Streatham. It includes actual transcription of notes, dictation of complicated phrases in shorthand, and the translation into longhand of passages set in shorthand. Mr. Minto-Nelson, Miss Law, Mr. Hancock, and the Secretary (Mr. W. E. Tydeman), take an active part in the Association's work.

\* \* \*

Speaking of novel experiments, it may be useful to mention an innovation introduced at a recent meeting of the Oldham and District S.W.A. After a "Federation" lecture had been read by Mr. J. Hardy, a "Jumble Story," the concoction of various members, who had individually contributed successive chapters, was presented to the meeting. This strange piece of fiction proved most amusing. Mr. J. T. Dawson, whose address

is Falkenhurst Cottage, Burnley Lane Chadderton, appeals for increased membership. Oldham phonographers will no doubt be public-spirited enough to respond.

\* \* \*

It is gratifying to learn that so able and well-known a phonographer as Dr. Norman Porritt is taking the lead in a vigorous effort to provide Huddersfield with a S.W.A. There ought not to be any difficulty, one would think, about bringing such an enterprise to successful fruition in so energetic and wideawake a centre of commercial education as Huddersfield. Everybody interested should communicate at once with Dr. Porritt, whose address is 24, New North Road, Huddersfield.

\* \* \*

Sheffielders hope to see the New Year open with a real live, vigorous Association in their town. Mr. W. H. Willicombe is asking all who are willing to co-operate with him and a few phonographic "stalwarts" in the latest attempt to realize this desire, to put themselves in correspondence with him as soon as possible. His address is 16, Nairn Street, Crookes, Sheffield.

\* \* \*

The Examining Board lectures of the I.P.S., which have proved so popular ever since they were instituted, have been resumed this season. Mr. J. E. M. Lachlan bravely attacked the subject of "Errors, Corrections, and Comments," in an excellent address that candidates ought to find particularly helpful; and Mr. E. A. Cope took the twin themes of "The Speed Test" and "The Technicalities of Phonography," as to which intending teachers so often prove to have but the vaguest of ideas.

\* \* \*

The December meeting of the Teachers' Section (London) of the same society had under consideration "The Present Position of the Clerk," a topic introduced by Mr. Herbert Taylor, who has been associated with the important developments of commercial education that have taken place at Reading.

\* \* \*

Mr. Herbert J. Reeder, on "Monarchs and the People"; Mr. A. High, on "Accountancy as a Profession for Ladies"; Mr.

F. W. Galton, on "Morley's Life of Gladstone"; and Mr. Byron J. Davies, on "Some Impressions of Learning and Teaching"—these are some of the addresses heard lately at the London Phonetic S.W.A. In addition there has been a social evening, and a visit to the Charterhouse.

\* \* \*

There was a large attendance at the sixth annual meeting of the I.S.S.T. (Sheffield District). Mr. S. Abson, in his paper on "Some Factors of Success in Class Management," gave the teachers some very good hints as to how best to get attention in class, and mentioned the advantage of putting an untidy student by the side of a tidy one, and a lazy student by the side of a hard-working one. The discussion was opened by Miss B. M. Jenkinson (Swinton), who was followed by Messrs. Unwin, Toplis, and F. Franks. A hearty vote of thanks was accorded to Mr. Abson. Mr. W. H. Jones, the General Secretary, hopes to be present at the next meeting on February 23rd. Miss B. M. Jenkinson (Swinton) was elected Chairman, with Mr. G. Dawson as Vice-Chairman, and D. Summerfield as Secretary. The Council to be as follows: Messrs. S. Abson, B. Toplis, F. Franks, C. H. Fletcher, and G. H. Marshall.

\* \* \*

Mechanical devices have always proved attractive when used in shop-windows, and usually increase the amount of sales sufficiently to pay for the cost of making, but in the window of The Underwood Typewriter Co., in Queen Victoria Street, is a mechanical device of another order, which costs nothing and should increase the amount of sales immensely. It consists of two complete typewriters suspended from a single type-bar, the ends of which rest on a couple of wooden trestles. A more forcible advertisement it would be difficult to devise.

\* \* \*

It is perhaps not too late to remind our readers of Mr. Simmon's "Special Christmas Parcel." This year it takes the form of 11s. worth of shorthand literature post free for 2s. 6d. (Colonial, 3s.). His address is 2, Rokeby Road, Brockley, S.E.

## "S.W." Commercial Shorthand Tests.

Maximum Number of Marks, 100.

Minimum required for a Pass, 90.

Four Passes entitle the Candidate to a Certificate of Competence, and the inclusion on the "Shorthand World" Roll of Honour.

### THIRTY-SEVENTH MONTH'S TESTS.

- A.—Write three words in shorthand, each with a different joined final diphthong; also illustrate the use of the stroke Z, initially, medially, and finally.
- B.—In an invoice you have received from a wholesale house you find, after you have honoured a draft for the amount, an error in addition which makes the total £5 too much. Write a letter of not less than 100 words in the easy reporting style calling the wholesaler's attention to the matter.

## "S.W." Typewriting Tests.

Maximum Number of Marks, 100.

Minimum required for a Pass, 90.

Four Passes entitle the Candidate to a Certificate of Proficiency, and the inclusion on the "Shorthand World" Roll of Honour.

### FORTY-THIRD MONTH'S TEST.

- A.—Type the matter on page 327 or 328.
- B.—Type out a telegraphic message, in as few words as possible, to Guilbert Pitman, 85, Fleet Street, London, E.C., asking him to send you by Sutton's Parcel Express, C.O.D., 104 copies of "How to do more business," 52 copies of "Letters that bring business," and 156 copies of "What a business man ought to know," at the earliest possible date.



## "S.W." Shorthand Tests.

### THIRTY-FIFTH MONTH'S

#### RESULTS.

100 marks.

Miss Agnes Helen Wedderburn, Police Station, Stow, Midlothian; W. W. Roberts, Catmose Street, Oakham; Miss Emmie

Curtis, Burton's Cottages, London Road, Nottingham; W. H. Batts, Southern Cottage, Oakham; F. J. Whitehouse, Windsor Terrace, King's Lynn; James Miller, Monmouth Street, Bath; Thomas Wilson, Staff-Sergt., Indian Ordnance Dept.

90 marks.

B. W. Whitehouse, Windsor Terrace, King's Lynn; F. Rodgers, Broadmoor, Crowthorne, Berks; Alec R. Simpson, Duke Street, Hawick, N.B.; A. Hartlett, Howard Street, Sutton-in-Ashfield; R. A. Coombes, Broadmoor, Crowthorne, Berks; Frederick A. Cranmer, Douro Street, King's Lynn; David Fox, Chapel Street, King's Lynn; A. L. Ussher, Prince of Wales Road, Battersea Park, S.W.

### "S.W." Typewriting Tests.

FORTY-FIRST MONTH'S RESULTS.

100 marks.

Robert M. Keavely, View-Bank, Gala-shiels; Miss Molly Pritty, Craigneuk, Selkirk; Arthur Hartlett, Howard Street, Sutton-in-Ashfield; F. N. Pearson, Cassland Road, South Hackney, N.E.

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### ***Preliminary Notice.***

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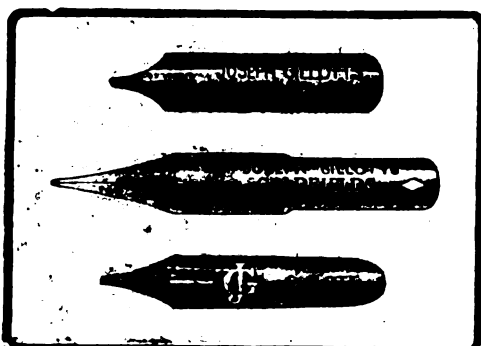
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