MUNSON'S PHONOGRAPHIC DICTATION BOOK, BUSINESS CORRESPONDENCE

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649344376

Munson's Phonographic Dictation Book, Business Correspondence by James E. Munson

Except for use in any review, the reproduction or utilisation of this work in whole or in part in any form by any electronic, mechanical or other means, now known or hereafter invented, including xerography, photocopying and recording, or in any information storage or retrieval system, is forbidden without the permission of the publisher, Trieste Publishing Pty Ltd, PO Box 1576 Collingwood, Victoria 3066 Australia.

All rights reserved.

Edited by Trieste Publishing Pty Ltd. Cover @ 2017

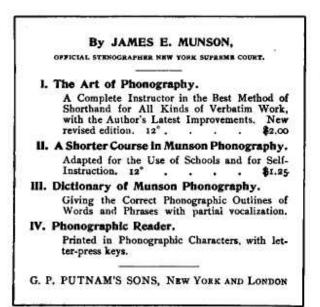
This book is sold subject to the condition that it shall not, by way of trade or otherwise, be lent, re-sold, hired out, or otherwise circulated without the publisher's prior consent in any form or binding or cover other than that in which it is published and without a similar condition including this condition being imposed on the subsequent purchaser.

www.triestepublishing.com

JAMES E. MUNSON

MUNSON'S PHONOGRAPHIC DICTATION BOOK, BUSINESS CORRESPONDENCE

Trieste



22

۶.

Munson's

Phonographic Dictation Book Business Correspondence

Longhand Key to Munson's First Phonographic Reader

11,.,

By

James E. Munson

Author of " The Art of Phonography," "A Shorter Course in Munson Phonography," " Munson's Phonographic Reader," etc.

> G. P. Putnam's Sons New York and London Ube Knickerbocker Press 1904

50

1.1

• 1

COPYRIGHT, 1904 BY JAMES E. MUNSON

-

4

Published, January, 1904

22

.....

The Anickerbocker press, Rew Pork

PREFACE.

2

n.

71

The letters contained in this book are copies of real business letters received from shorthand writers engaged in doing amanuensis work in business offices in various parts of the United States and Canada, and are given just as they were originally typewritten, even to. including the usual characters and abbreviations employed by business men in their correspondence, such as B/L for *bill of lading*, *#* for *number*, *#* for *per cent.*, *"* for *inch*, etc.

Words that are connected by hyphens are intended to be joined in phrases in writing. When to is indicated by placing the next word in the Fourth Position, the two words are treated as a phrase and a hyphen is placed between them; thus, to be (B^{*}) .

At the end of each letter the number of words in the letter is denoted in figures. In counting words the rule prescribed by law in determining the number of words in a folio (100 words) has been followed, every figure, character, and abbreviation being considered as a word.

J. E. M.

iii

 32220°

(点)

i.

DICTATION BOOK.

LETTER No. 1.

DEAR-SIR: I-have before me your-favor-of-the 22d inst. to-your Mr. Butz with-reference to-bill rendered by-your company for castings furnished this company for repairs to-your car 9807. It-is quite true that-the rules do-not provide for-the second-hand material, when furnished for repairs to cars; but I-would like to-askvou as-a-matter-of fairness to-all concerned, if-vou-donot consider that charging us full price for second-hand material is-not quite-the right thing to-do? We certainly would-not feel like doing so if-we furnished second-hand material to another company, and-the fact that-the material will-be acceptable to-you for-the reason that-the castings were used in repairing your-own cars, seems-to-me has nothing to-do with-the case. I leave-the matter entirely with-you and if-you-think it-is proper that-this company should-be charged full rates for-this second-hand material, we-will accept-the bill. Will-you-kindly let me hear from-you at-your early convenience, and oblige, Yours-truly,-195.

LETTER No. 2.

GENTLEMEN: Replying to-your favor-of-the 25th inst., would-say we very-much regret-the delay occasioned by-our inability to-ship your order of-the 7th inst. as promptly as we-could-have wished, owing tothe very large demand for our goods, especially in-the paper and roofing line at-the-present-time. Personally, we-have-done all we-could to-hurry forward this shipment, making full use-of-the wire in-our endeavor to-do this. We-have advices, as advised your office by telephone last week, that-the goods have-been shipped from New-York and therefore believe the goods were delayed in transportation. We-are starting wire tracer to-day from this end and trust to-be-able-to get the goods toyou in very short order. Yours-respectfully,-136.

LETTER No. 3.

DEAR-SIR: As per your-letter-of Nov. 17th I-takepleasure in forwarding-a set-of blue-prints of what-isknown as-our standard 35 ft. box car, also-a set-of specifications herewith. This car is 35 ft. over end sills and 34 ft. 41/4 in. clear on inside. This works tobetter advantage in loading lumber, &c., also in shipping cotton, hay, &c. With-the high grain doors applied to-this car a-thousand bushels of wheat or grain can-be placed in-the car without trimming. Wehave adopted what-is-known as-the Fox Pressed Steel Truck, shown on blue-prints, and-have-been applying them for about six-years, and-they-have given very satisfactory results. Until lately we-have-been usingthe double board roof, but, owing to-improvements which-have-been made in-the application of metal roofs, in-the past year we have been applying what-is-known as-the Chicago roof, shown on blue-prints. The Winslow roof is also very similar in construction. We-