

**MUNSON'S
PHONOGRAPHIC DICTATION
BOOK, BUSINESS
CORRESPONDENCE**

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

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JAMES E. MUNSON

**MUNSON'S
PHONOGRAPHIC DICTATION
BOOK, BUSINESS
CORRESPONDENCE**

By **JAMES E. MUNSON,**

OFFICIAL STENOGRAPHER NEW YORK SUPREME COURT.

I. The Art of Phonography.

A Complete Instructor in the Best Method of Shorthand for All Kinds of Verbatim Work, with the Author's Latest Improvements. New revised edition. 12° \$2.00

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G. P. PUTNAM'S SONS, NEW YORK AND LONDON

Munson's
Phonographic Dictation Book
Business Correspondence

Longhand Key to Munson's First
Phonographic Reader

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
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1904



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JAMES E. MUNSON

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PREFACE.

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.



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-ask-you as-a-matter-of fairness to-all concerned, if-you-do-not 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 occa-

sioned by our inability to ship your order of the 7th inst. as promptly as we could have wished, owing to the 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 advised, 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 to you in very short order. Yours respectfully,—136.

LETTER No. 3.

DEAR-SIR: As per your letter of Nov. 17th I take pleasure in forwarding a set of blue-prints of what is known as our standard 35 ft. box car, also a set of specifications herewith. This car is 35 ft. over end sills and 34 ft. $4\frac{1}{4}$ in. clear on inside. This works to better 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. We have 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 using the 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