

**BUSINESS MANNERS AND BUSINESS
MATTERS; OR, FRIENDLY HINTS ON EVERY-
DAY AFFAIRS: INCLUDING THE CHOICE OF
AN OCCUPATION; THE DUTIES OF THE
OFFICE, THE WARE-HOUSE, AND THE
WORKSHOP. A GUIDE TO THE CIVIL SERVICE**

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Business Manners and Business Matters; Or, Friendly Hints on Every-Day Affairs: Including the Choice of an Occupation; The Duties of the Office, the Ware-House, and the Workshop. A Guide to the Civil Service by W. R. Gray

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W. R. GRAY

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WITH SOME INFORMATION RESPECTING GOVERNMENT APPOINTMENTS:

FORMING

A GUIDE TO THE CIVIL SERVICE.

By W. R. GRAY.

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BUSINESS MANNERS
AND
BUSINESS MATTERS.

CHAPTER I.

PRELIMINARY REMARKS UPON THE IMPORTANCE OF A SUITABLE
OCCUPATION.

THE great number of advertisements constantly appearing in the public journals, are sufficient to show how numerous are the classes who are anxiously seeking for suitable occupations, and the importance of this first step in life is perhaps by none more fully realized, than by those who have to decide for others in so delicate a matter.

It is but necessary to turn to the instances which

every-day experience affords, still further to exemplify the momentous nature of this decision, and to see how serious a disadvantage it is in after life to be tied to an uncongenial business or profession. The youth who would have made, perhaps, a profound mathematician, starts in the world under the auspices of a cheesemonger, and the hand that could have held the chisel which might have rivalled Chantrey's, never does more than chalk figures on the top of a beer barrel. Others with an excellent taste, *par exemple*, for drawing, which would have assisted them to proficiency in many pursuits of an ornamental character, such as those of engravers, chasers, designers, artists, and architects, are often placed to learn trades in which such an inclination is not only unnecessary, but a positive disadvantage, inasmuch as it frequently tends to withdraw them from the study of what is still more essential.

Among artizans, especially, it is not uncommon to hear complaints of the little discrimination that had been shown in choosing their employment: certainly much may be said upon this point, and no

doubt it might be discovered, that the discontented and unsuccessful in the majority of such instances, are those who would not have acquitted themselves creditably in anything ; but making every allowance for the proneness of the bad workman to grumble, which is indeed proverbial, still it has probably come within the observation of most persons, that this feeling is not always ill founded.

It has been said of several great men, among others a distinguished poet of Scotland, "that they would have excelled in whatever they had undertaken, so powerful and yet so pliant were their intellects ;" and the best proof of the truth of this observation may be found in the fact that many of them have risen to the most exalted positions, in the face of depressing circumstances, and from the lowest ranks of society : but it remains a truth that all men are not so gifted, and although it must be conceded, that many persons have, upon a much smaller scale, a certain adaptability which enables them to change their calling almost at pleasure, and turn readily to whatever is before them, still we find that to the majority of men nature has dispensed her favours