

**MODERN BUSINESS METHODS: BEING A
GUIDE TO THE OPERATIONS INCIDENTAL
TO THE TRADE OF THE UNITED
KINGDOM, WITH THE CUSTOMARY
DOCUMENTS AND CORRESPONDENCE.
IMPORT AND EXPORT TRADE**

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649650576

Modern Business Methods: Being a Guide to the Operations Incidental to the Trade of the United Kingdom, with the Customary Documents and Correspondence. Import and Export Trade by Fredk. Hooper & James Graham

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Edited by Trieste Publishing Pty Ltd.
Cover @ 2017

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FREDK. HOOPER & JAMES GRAHAM

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MODERN
MANUALS OF COMMERCE

BY
FREDK. HOOPER and JAMES GRAHAM

OPINIONS OF THE PRESS

"Modern Business Methods—The Home Trade," 2/6

JOURNAL OF THE INSTITUTE OF BANKERS.—"The necessity in this country of improving our technical and commercial education is, as our President has remarked, being increasingly realised. As an assistance towards so desirable an object, we welcome the first number of this series. It has been said that if we were to attempt to establish in the City of London a business college on the lines of those which have succeeded so admirably on the continent, we should, at the outset, be hindered by the lack of two most important factors, viz., properly qualified teachers and satisfactory text-books. There is little doubt that both these difficulties can be surmounted, and the appearance of this work will tend to strengthen this opinion. The second section of the work treats of money, banking, bills of exchange, and contains much useful information, and may very well be read, not only by those who intend to become clerks in merchants' offices, but by those who are already in such employment, and indeed, by clerks in banks. Not the least useful part of the book is that which deals with bills of exchange, council bills and telegraphic transfers. Finally, we have a collection of 200 Questions for the examination of those who have studied the book, and it may be said with confidence that anyone who can satisfactorily answer them has gone a considerable distance on the way to become an efficient clerk."

DAILY MAIL.—"This handbook is designed either for use in a commercial school or for private work. It is admirable for either purpose. Everything is put very simply and very plainly, from the neatest style of addressing an envelope to the mysteries and pitfalls of a bill of exchange. For a boy, of say, fifteen years, who is not above acquiring the rudiments of the commercial craft he will have to practise, we can think of no more valuable introduction to his business career."

POLYTECHNIC MAGAZINE.—"It is without question the best book of its kind yet brought out, both in its spirit and in the method adopted, and I only wish that every young man engaged in clerical work—and a good many who, even while not earning their living by clerical work, are yet called upon to undertake it, in however small a way—could have a copy placed in his hands, and could be made to master it from the first page to the last."

EDUCATIONAL REVIEW.—"We can sum our opinion of the book by saying that we cannot imagine how any parent or teacher of a youth who intends to go into business, knowing of the existence of this work, could fail to insist on his studying it. The acquirement of a tithe of the information here given is calculated to reduce the labour of his apprenticeship and increase his chances of promotion a hundredfold. Even the general reader would profit largely by studying the chapter on cheques. We cordially recommend the book to all teachers of commercial classes."

JOURNAL OF EDUCATION.—"The authors are men of practical experience, and also have the gift of making their meaning perfectly clear. We have looked up more than one point liable to prove difficult for beginners, and have found the explanations given all that they should be. Publications such as these will be found of the greatest value wherever classes are established for giving commercial education in the true sense of the term."

DAILY TELEGRAPH.—"It is a reference book for business men, a text-book for students, and a guide to the beginner in an office or counting house concerned with home trade. A thorough acquaintance with the whole course should prove useful to the student entering upon a business career."

YORKSHIRE POST.—"This manual, dealing with the home trade, begins with the work which is usually done by a junior on his entrance to business life, and advances to work of most complex kind, not only giving clear instruction as to how things should be done, but explaining why they are so done. Other manuals, on the import and export trades and on business letters, are in preparation. As they become known, they will inform a good many people of the extraordinary gap which commercial courses are capable of filling."

NEWCASTLE LEADER.—"No better beginning could be suggested than that outlined in this useful book on Modern Business Methods."

INSURANCE, BANKING, AND FINANCIAL REVIEW.—"Correspondence, invoices, and all the other forms used in the average office, are dealt with in an exceedingly clear style, and the youngster who has carefully studied the matter contained in this book should never be at a loss to carry out his office duties to the entire satisfaction of his employer."

CHAMBER OF COMMERCE JOURNAL.—"The ground covered is too great to admit of detailed notice, but from a careful perusal of the various chapters, most office work, especially that of merchants' offices, appears to be thoroughly explained in simple language. In fact, ability to pass an examination on every part of the manual would be beyond the capacity of a good many seniors. Students can, with a little application, almost dispense with other assistance than the book itself."

COMMERCE.—"An interesting volume. To those engaged in purely commercial pursuits we can favourably recommend this volume for study. Particularly interesting and instructive are the chapters on mediums of exchange, banks and banking, and bills of exchange. The less ambitious duties of invoices, forwarding of goods, remitting money through the post-office, &c., are all of a satisfactory character, and should be of value to the beginner in a business house."

BRITISH TRADE JOURNAL.—"That the above-named book should be already in its second edition is striking testimony of the increased attention now being given to commercial education. Primarily it must be regarded as a text-book for the students of commercial schools and colleges, although as a reference book for those already engaged in business it is not without value. The style is thoroughly practical, and its comprehensive character and thoroughness render this book the best work of the kind we have seen. We shall look with interest to the volume, which will shortly be ready, by the same authors, dealing with the import and export trades."

BRITISH & SOUTH AFRICAN EXPORT GAZETTE.—"Everything appears to be set forth with the utmost lucidity, copious examples being given on all subjects. The main body of the work is followed by a number of useful questions, several County Council examination papers, and is also provided with an index."

HARDWAREMAN.—"The right time and the right men. With two such authors, it goes without saying that this book must cover the ground, and it does. From the duties of the office boy, with a description of his utensils, the copying press and the letter book, up to the most delicate and complex negotiations, this 'Introduction to Modern Business Methods' leaves nothing to be desired. We are glad to see that this book is the first of a series by the same authors, and we look to their future works for real 'value received.' We can heartily recommend our readers to obtain this and the succeeding volumes."

SCHOOLMASTER.—"This text-book has been most carefully prepared by those who have evidently made a special study of the subject, and they have done their work well, and with great clearness and aptitude of illustration. We recommend the work heartily to our friends."

EDUCATIONAL TIMES.—"For a boy entering a business office this treatise will certainly be very useful; and it contains a great deal of information which would make it a serviceable book of reference for the older hands."

EDUCATION.—"It is a compendium of knowledge on a vast mass of matters relating to office correspondence, business procedure, money matters, banking, bills, and cheques, &c., postal and other details, all of which will be useful, not only to beginners in commerce, but for reference to those already engaged in the affairs of business. The matter is well arranged and clearly set forth, terms are explained, and the details are numerous without being burdensome. The book is full of useful information, and it remains to induce those entering upon business to master its contents."

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BOOKSELLER.—"Now that the Technical Education Committees of the various County Councils are including subjects of commercial education within the scope of their operations, the provision of suitable and satisfactory manuals on the subject becomes of special importance. The present volume is an attempt to supply such a text-book, at least, as far as our home trade is concerned, and it is certainly very complete and deals with the subject in a very clear and satisfactory manner. It commences with the most elementary facts of business or office routine, and gradually progresses to the higher parts of the subject. The authors are evidently thoroughly familiar with the best business methods, and their work should find acceptance among all who have to learn, and many who have to teach this increasingly important subject."

PUBLISHERS' CIRCULAR.—"The value of manuals such as these can hardly be overlooked."

THE BAZAAR.—"The first volume of the series treats of 'The Home Trade,' and is admirably adapted for commercial schools or private study. It is as simple as it well can be, and to a boy of fifteen or sixteen years of age invaluable, for he can learn from its pages as much as he could pick up in several years from hard, and perhaps bitter, experience on the treadmill of life."

WRITING MACHINE NEWS.—"This excellent handbook contains much valuable information bearing upon the details of office routine and the transaction of business. The chapters on cheques and bills of exchange are clearly and explicitly written, and should be extremely useful. A careful study of 'Modern Business Methods' will well repay even the established business man to whom such a handy work of reference may occasionally be of service."

REPORTERS' MAGAZINE.—"It is a practical guide to office details written in the simplest and most easily understood style. We shall probably return to the book later on to extract some of its excellent advice."

SHORTHAND WRITER.—"An admirable text-book on office work. Ought to be in every business establishment, as well as in the hands of all the junior and senior clerks."

THE MANCHESTER EVENING STUDENT.—"This book is an admirable treatise on the Home Trade Section of the subject with which it deals, and promises well for the succeeding volume on Foreign Trade. The book cannot fail to afford much useful information, as well to those who are already in business houses as to those about to commence a business career."
 &c., &c.

Blank Fac-simile "Modern Business Forms," 6d.

(For students' use, providing practice in filling in actual documents.)

SCHOOLMASTER.—"These specimen forms are intended to be used by the pupil in connection with the text-book on 'Modern Business Methods,' issued by the authors. They furnish a very correct idea of the chief models which the young clerk should be expected to be familiar with, and are published in an exercise book for practice."

BRITISH TRADE JOURNAL.—"They are offered at a popular price, and will doubtless be acceptable and useful to all business firms who desire to carry on their work in the most systematic and approved manner."
&c., &c.

"The Beginner's Guide to Office Work," 1/-.

SCHOOL GUARDIAN.—"Even those who do not contemplate making office work their profession will get a good deal of information from this useful book."

PUBLISHERS' CIRCULAR.—"The book explains simply and clearly all the work which is usually performed by the junior on his entrance into commercial life, and the information will be found of the greatest service in practically any business."

WRITING MACHINE NEWS.—"This is a capital shilling manual published by Messrs. Macmillan & Co. As may be gathered from its title, it aims at supplying useful and necessary information to those about to enter upon the duties of an office. Thorough instruction is given in the various methods of press-copying, indexing, making-up letters for the post, addressing envelopes, and the opening of books. The meaning and use of debit and credit notes, invoices and statements, are fully explained, and some little space is devoted to the mysteries of the telephone. This latter information is exceedingly useful."

&c., &c.

"The Teacher's Companion," 2/6.

COMMERCE.—"The design of the book appears to us very practical, and in accord with the obvious needs of the times, and the arrangement is in every way clear and sensible. A good deal of the matter is necessarily technical, but on the other hand there is also a good deal that the mere layman may appreciate. For instance, in treating upon the subject of correspondence, we are informed that the student should be taught to note down the several heads of the subject matter, and to compose a letter from these, dealing with them in their proper consecutive order, and devoting a paragraph to each, so that they may be kept perfectly distinct. This made us quite reflective. If typists who occasionally have the honour of transmitting the wisdom of the editors of this journal to the printers in the form of 'copy' could only have a chance of getting a little training of this kind, what a blessing it might be."

JOURNAL OF EDUCATION.—"This is intended as a help to those teachers who use the 'Modern Business Methods,' and supplies answers to the questions set in that book. It also explains how to equip and conduct classes in the subject. The hints given seem to us *propos* and useful."
&c., &c.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in the context of public administration and financial management. The text notes that without reliable records, it is difficult to track the flow of funds and ensure that resources are being used as intended.

2. The second part of the document addresses the challenges associated with data collection and analysis. It highlights that while modern technology offers powerful tools for data processing, the quality and consistency of the data itself can be a significant barrier. The document suggests that standardized protocols and training for data entry personnel are crucial for overcoming these challenges and ensuring that the information collected is both accurate and usable.

3. The third part of the document focuses on the role of communication in the implementation of any project or program. It argues that clear and consistent communication is necessary to ensure that all stakeholders are aligned with the goals and objectives of the initiative. The text provides several examples of effective communication strategies, such as regular reporting and the use of accessible language to engage a diverse audience.

4. The fourth part of the document discusses the importance of monitoring and evaluation (M&E) in assessing the impact and effectiveness of various interventions. It notes that M&E is not just a final step but an ongoing process that allows for adjustments to be made as needed. The document outlines key components of a robust M&E framework, including the selection of appropriate indicators and the use of both quantitative and qualitative data to provide a comprehensive picture of the program's performance.

5. The fifth and final part of the document offers concluding thoughts on the overall approach to program management and implementation. It reiterates the need for a holistic view that integrates financial management, data analysis, communication, and M&E. The document concludes by encouraging a culture of continuous learning and improvement, where lessons learned from past experiences are used to inform and enhance future efforts.

MODERN BUSINESS METHODS

Import and Export Trade