# BUSINESS ORGANISATION

Published @ 2017 Trieste Publishing Pty Ltd

#### ISBN 9780649181643

Business organisation by H. E. Morgan

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

### H. E. MORGAN

# BUSINESS ORGANISATION



# BUSINESS ORGANISATION

# BUSINESS ORGANISATION

BV

#### H. E. MORGAN

AUTHOR OF "THE DIGNITY OF BUSINESS"
"THE MUNITIONS OF PRACE"



LONDON
EVELEIGH NASH COMPANY
LIMITED
1917

#### AUTHOR'S NOTE

A GLANCE at the Contents page of this volume will show that it is composed of a series of short essays or articles covering a very wide field.

They are addressed to the manufacturer, the merchant and the shopkeeper, as well as to members of the general public who realise the importance of business efficiency to the nation. It is obvious that such subjects as "Employers and Research," "Limitations of Production," or "Modern Retail Service," cannot be treated exhaustively within these limits; but both the business man and the general reader are apt, I think rightly, to be impatient of a long and formal treatise on theories of commerce. What I have aimed at is to provide "pointers," dealing with practical business questions from a business man's point of view, which will encourage the reader to think out further developments for himself.

Some of these articles have appeared at various times in the "Business and Organisation" Columns of the *Daily Telegraph*, and are reproduced by courtesy of the proprietors of that journal. The interest which they excited both at home and abroad, as witnessed by many letters received from representative business men, led me to believe that
their collection in a more permanent form
might serve a useful purpose, especially as
the subjects with which they deal are of
permanent interest and will be particularly
important during the period of reconstruction
which must follow the war. They have been
revised, and in part re-written, re-arranged and
combined with a considerable amount of new
matter, so as to form a connected survey of
business problems both on the manufacturing
and the distributive side, with special reference to the new factors introduced by the war.

Whatever may be the economic policy of this country in the future, it is on the skill, initiative and organising capacity of British business men that our national prosperity will ultimately depend. The manufacturer, the merchant and the shopkeeper are all playing an essential part in the development of our national life. It is in the hope that the points here discussed may be of some service to them in their Task, and may assist the public generally to realise its nature and the way in which they too can co-operate, that this book is published.

H. E. MORGAN.

# CONTENTS

Intro	DUCTION: THE WAR AND A BUSINESS AWAKENING	PAGE
	PART 1	
	NATIONAL ORGANISATION	
10.770	THE BUSINESS COMMUNITY	13
111.	PART I. CHARACTER AND OBJECTS COMMERCE AND THE STATE : A MINISTRY OR AN AGENCY?—	19
	PART II. DIRECTION AND METHODS	25
IV.	ADVERTISING THE BOARD OF TRADE	
V.	A Business Register	1 371
VI.	STATE CONTROL OF EMIGRATION	115.5
VII.	EMPLOYERS' TRADE UNIONS: WHAT THEY DO	47
	EMPLOYERS AND RESEARCH	52
IX.	DESIGN IN BRITISH GOODS	
X.	EDUCATIONAL FACILITIES FOR EMPLOYEES .	1
X1.	University Training for Business	70
	False Economy: A Post-Bellum Danger .	77
	PART II	
	THE FACTORY AND THE WORKER	
I.	THE GREAT OPPORTUNITY	85
II.	THE INDUSTRIAL OUTLOOK	91
111.	INDUSTRIES TO BE REGAINED; I. COTTON HOSIERY	96
IV.	INDUSTRIES TO BE REGAINED: II. CHINA AND EARTHENWARE.	101
v.	INDUSTRIES TO BE REGAINED: III. LACE AND LACE CURTAINS	106

## CONTENTS

			PAGE
V 1.	INDUSTRIES TO BE REGAINED: IV. PAR CARDBOARD	ER ANI	. 111
3711	THE FACTORY EXODUS		. 116
	LIMITATIONS OF PRODUCTION .	•	. 122
	THE HUMAN FACTOR IN MANUFACTURE	5	* 250074
IA.	THE HUMAN FACTOR IN MANUFACTURE	5	. 129
	PART III		
	THE OFFICE AND THE STA	FF	
I.	THE BREAK-UP OF TRADITIONS .	.5	. 135
	OFFICE EQUIPMENT		. 141
	THE RETURNED SOLDIER: HIS BUSINESS	S VALUE	153
	WHAT SHALL WE DO WITH OUR OFFICE		. 157
	WOMEN WORKERS: DURING THE W.		
	AFTER	* 1 2 XX	. 165
VI.	SUPERFLUOUS EXECUTIVES .	•	. 169
VII.	THE DILUTION OF OFFICE LABOUR	20 T	. 173
	DON'T DO IT YOURSELF		. 177
	ROUTINE AND EFFICIENCY .		. 181
X.	DAYLIGHT SAVING AND OFFICE HOURS		. 186
	THE GIVING OF REFERENCES .		. 189
	PART IV		14
	THE ART OF SELLING		
1	THE CUSTOMER AS AN OBJECTIVE		. 195
	Co-operation in the Export Trade		. 203
1111111111111111	INVESTIGATION ON THE SPOT .		. 208
200000	STARVING GOODWILL		. 214
	THE IDEAL ADVERTISING MANAGER		. 218
	MODERN RETAIL "SERVICE" .	š 3	. 221
	THE MAGNETIC WINDOW		
	ILLUMINATION: THE LESSON OF THE ST		. 225
IX.	THE SHOP THE LOCAL SHOP: HOW IT CAN HOLD	ITS OW	V 225
X.	FORM-LETTERS		. 239
	THE RESPONSIBILITY OF THE PURCHAS	ER	. 244
INI	DEX	· 8	. 249

### BUSINESS ORGANISATION

#### INTRODUCTION

#### BUSINESS AND THE WAR

FOR two years the attention of the whole country has been fixed upon the progress of the greatest conflict in history. We have all felt that everything which might divert our energies from the actual conduct of the war must stand on one side, and that even questions of great importance must wait for consideration until the close of the struggle, if they were not directly related to the one supreme object.

But the war itself has compelled us to realise more fully than ever before the part played by trade and industry in our national life. Factories and finance have proved themselves to be military factors as important as armies and Dreadnoughts. The unprecedented demand for ammunition and equipment has taught us the immense value even for war purposes of