

**STYLE-BOOK OF BUSINESS
ENGLISH, DESIGNED FOR USE IN
BUSINESS COURSES, RECENTS'
AND TEACHERS' EXAMINATIONS**

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Style-Book of Business English, Designed for Use in Business Courses, Recents' and Teachers' Examinations by H. W. Hammond

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H. W. HAMMOND

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STYLE-BOOK OF BUSINESS ENGLISH

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EXAMINATIONS

BY

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TO VIND
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Preface

TIME and again the teaching of English style has been attempted and abandoned in commercial courses on account of its meager results. This book is designed to overcome that difficulty. It is not intended to be exhaustive, but has for its purpose to remedy many of the errors in English made by beginners in correspondence and in typewriting. Numerous tests given to pupils on entering commercial courses where no special attention was given to correspondence showed a deficiency of about fifty per cent. and on finishing the course about forty per cent. of the information given in this work, although it contains only the absolutely essential in business. Many books have been designed to overcome this deficiency, but none have been presented in a manner useful in commercial courses, except with a special teacher. The attempt to teach formal grammar in short commercial-English courses has been the principal cause of previous failures.

Instruction in business English, hitherto given without a special teacher, has always been comparatively unproductive. Hence, this automatic method, which requires practically no extra time in direct instruction and dispenses entirely with the special teacher.

This, the fourth edition, has been specially revised and enlarged with a view of enabling students and teachers to pass Regents' and Educational Board examinations in shorthand, typewriting, bookkeeping, and commercial English. Attention is called to the fact that all such examinations are largely composed of difficult business English. Those who wish to qualify as secretaries will find this book especially useful.

The card-system and record-filing system, for the first time in text-book making, have been worked into lesson and examination form; its necessity in commercial classes can hardly be overrated. For assistance in this part the author is greatly indebted to Mr. R. E. Rose, New York manager of the Yawman & Erbe Mfg. Co.

July, 1911.

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Directions for Using

THE FIRST PART—the theory of correspondence—is designed for those who wish to qualify particularly as correspondents as well as stenographers or bookkeepers. For typists only it is better to begin at Part II.

In shorthand classes Part II should be covered before entering upon dictation-room work, so that on beginning to typewrite from notes they may be able to avoid the numerous blunders of style peculiar to the beginner in typewriting English. By this early preparation many errors in typewriting may be avoided, thus simplifying greatly the work of correcting transcripts. The usefulness of this method becomes particularly apparent when it is considered that the average dictation-room teacher lacks either the time or the ability to impart this information.

Three lessons a week of Part II should be given during the months of the shorthand and bookkeeping elementary courses. The answers should be given by the teacher, with full explanations, and written on the Answer page at once. The next day the same questions should be given, and the answers thereto be written, with cleared desks, on a special sheet. It is the percentage gained on this special sheet that is to be recorded on the Answer page.

At the end of the term the average daily percentage should be computed and recorded as "Percentage in English Correspondence" upon the pupil's certificate of graduation.

When pupils understand that the grade of their graduation certificate depends upon the percentage made in daily work they will be stimulated throughout the entire term. The time required for this study need not exceed thirty minutes of school-time a day during a six months' course. (See page 224.)