

**EVERY-DAY BUSINESS  
FOR WOMEN: A MANUAL  
FOR THE UNINITIATED**

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649578801

Every-Day Business for Women: A Manual for the Uninitiated by Mary Aronetta Wilbur

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# EVERY-DAY BUSINESS FOR WOMEN

A MANUAL FOR THE UNINITIATED

BY

MARY ARONETTA WILBUR, M.A.

FORMERLY TEACHER OF BANKING AND POLITICAL ECONOMY  
IN MISS DANA'S SCHOOL, MORRISTOWN, N. J.



BOSTON AND NEW YORK  
HOUGHTON MIFFLIN COMPANY  
*The Riverside Press* Cambridge

Econ 7409.10.60 ~~V.G.S~~  
~~W64~~

HARVARD UNIVERSITY  
DIVISION OF EDUCATION  
BUREAU OF VOCATIONAL GUIDANCE

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*Published May 1910*

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1930

MICROFILMED  
AT HARVARD

TO MY PUPILS  
PAST AND PRESENT PATRONS OF  
THE DANA SCHOOL BANK  
FOR WHOM THESE TALKS WERE  
ORIGINALLY PREPARED  
THEY ARE AFFECTIONATELY  
DEDICATED



## FOREWORD

IN presenting this little book to the public, I have no word of apology, but only one of explanation. Many years' experience with women's societies and boarding-school girls has brought to my attention the appalling ignorance of really clever women in matters of every-day business. Women who could discuss theosophy intelligently were puzzled by simple accounts and confused by quit-claim deeds ; and some who had large means did not know all about the checks which they drew so frequently.

It was to render the girls under my care more intelligent in these matters that these talks were first prepared ; hence the simplicity of statement, and the explanation of even well-known technical terms. They are now offered to the larger audience of the uninitiated everywhere, in the hope that they may be of use in dispelling that ignorance, which, more than their sex, is the cause of the unfortunate issue of the business affairs of so many women.

To my friends in the business world in many directions, I am indebted for helpful suggestions ; especially in the banking section. And my acknowledgments are also due to the girls whom I

have taught, whose questions and mistakes have been most helpfully suggestive.

May those who need find the book, and may it fill the need!

MARY ARONETTA WILBUR.

*Morristown, N. J.*

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