

**SPENCERIAN CHARTIER DICTATOR,
DICTIONARY AND READER; A DICTATION
MANUAL CONTAINING HUNDREDS OF
BUSINESS LETTERS, MORE THAN SEVENTY
SHORTHAND PLATES, AND A BUSINESS
DICTIONARY OF CHARTIER SHORTHAND**

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Spencerian Chartier dictator, dictionary and reader; a dictation manual containing hundreds of business letters, more than seventy shorthand plates, and a business dictionary of Chartier shorthand by L. C. Spencer

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L. C. SPENCER

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SPENCERIAN CHARTIER
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BY

L. C. SPENCER

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PREFACE

IN THE preparation of this manual, the intention of the author is to give a thorough and practical course of business dictation. The letters were taken directly from the files of some of the largest business concerns in the country and are reproduced with but very few minor changes.

There are more than sixty plates of shorthand. The value of the reading and writing of these plates can not be estimated. These plates were produced from photo-engravings of the outlines direct from pen copy written by the author, and should be read and written many times by the student.

The dictionary contains quite a complete vocabulary of the words used in business.

The author would advise the student to consult it frequently for the best outline.

A complete mastery of this work will aid the student in any field of stenographic work.

L. C. SPENCER.

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- Owing to our competitors
 cutting prices, we are obliged to
 protect our business by making
 their prices come
 We therefore must withdraw
 from the combine that we may
 maintain prices yours very truly
 2
 Replying to yours of the 24 ult, would say
 that we are not making meat
 from the use of it. When we do so
 we shall be pleased to advise you
 receive your order
 3
 your letter of the 1st inst, at hand
 contents carefully noted. We acknowledge our
 mistake in overcharge
 send you check for the difference
 Trusting will pardon the error, we remain
 4
 We are in receipt of your letter
 November enclosing order - thanks

which we shall hurry forward
 accordance with your request
 We also send you samples
 new brand corn meal
 anxious to introduce section
 and are prepared fill promptly
5
 I am very sorry could not come
 to you in response to your
 kind favor of recent date
 complimentary a few sacks flour
 Graham breakfast food
 something new we anticipate a
 ready market for it after it
 has been tested directions
 accompany each package
 Please say nothing about
 this to anybody.

6

We have a balance of \$95
 against you and we would urge
 that you make especial effort

Satisfy same January 1st
 at that time we shall have
 notes falling due must be met
 we have been to considerable expense
 making improvements on our
 building certainly best attention

7

insist upon immediate payment
 shipped August amount
 forthcoming draft on you
 sincerely hope save us
 unpleasant necessity or
 carry the account longer,
 but it is impossible, yours truly

8

We are shipping full car of bro-
 delay caused inconvenience
 in order to refuse great number
 patrons wheat consistent getting
 appreciate future orders
 prompt attention yours truly