

# **BUSINESS EMPLOYMENTS**

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Business employments by Frederick J. Allen

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**FREDERICK J. ALLEN**

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EMPLOYMENTS**



# BUSINESS EMPLOYMENTS

BY

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VOCATIONAL STUDIES

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## PREFACE

When a young man faces the world and has to make his choice of a way to earn his living, three roads open before him, broadly speaking. The first is business, with its many lines. The second is that of the industries, which include all skilled and unskilled labor in the manufacturing and building trades and in agriculture. The third is that of the professions, such as engineering, teaching, law, medicine, journalism, and the fine arts.

This volume deals with the first of these divisions. It discusses the opportunities for employment in business.

But business itself divides into three branches — Manufacture, Trade, and Finance. Manufacturing has a business side which is just as important as the actual work of making things. Trade is buying and selling. Store-keeping, wholesale and retail, is another name for it. Finance is that branch of business which collects and preserves and distributes the supply of money on which the business world depends. We are most familiar with it in the form of Banking.

In this book, then, is collected a large amount of information about the business of manufacturing, the business of trading, and the business of finance. This has been gathered during an investigation which covered several years and extended along many lines. It embodies the facts about business pursuits brought

together by the Vocation Bureau from its studies of many occupations, from that of the machinist to that of the lawyer.

You will find that this book presents an intensive study of three definite business lines which include and typify the general activities of the business world. The business side of manufacture is treated with shoe manufacture as a concrete example. Modern retail trade is illustrated by the department store. Finance, of course, is illustrated by a study of banking institutions.

The manufacturing industries include all mechanical or manual occupations; retail trade is typical of mercantile and commercial occupations; banking is the center of all pursuits whose nature is distinctly financial. Hence the organization of business firms and corporations, the functions and responsibilities of the various officers and business employees, the earnings, opportunities for advancement, and requirements for success, as set forth in these pages, are probably in large degree those found in business employments throughout the field of human activity.

Such is the method of this book. Its purpose is to enable young men to choose intelligently between business and other pursuits, to help make business employees more efficient, and so to render some service to those who are interested in the problems of career building.

FREDERICK J. ALLEN

THE VOCATION BUREAU, BOSTON



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