

BUSINESS-COLLEGE

NEW

EDITION.—1887.

STANDARD

Practical Penmanship

COPYRIGHTED,

Oct. 7, 1881.

— BY THE —

SPENCER BROTHERS.

Time is so valuable in this busy world, that people can ill afford to waste efforts in learning and using any complicated style of writing. It is the prevailing judgment that simplicity in forms of letters and figures, combined with easy and rapid execution, are the essentials of a handwriting that will meet the requirements of the intelligent masses.

PRICE,
PER MAIL, TO ANY PART
OF THE UNITED STATES,
ONE DOLLAR.

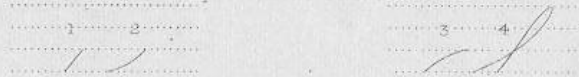
SIMPLE, RAPID,

COPYRIGHT, 1885, BY I., B., T. & CO.

PRACTICAL.

Initiatory Course.

Principles of the Small Letters.



i i i i i i u u u u u u w w w w w i i i i i i

r r r r r r v v v v v v n n n n n n m m m m m m

v v v v v v x x x x x x o o o o o o o o o e e e e e e e e e

e e e e e e e e e a a a a a a r r r r r r r r r s s s s s s s s s

Initiatory Course.

2

i insure u union w waxen x rumor

o overseer c conceur e evincer a s aims

t titititi d adad p pipip q quiets

t tuition d d domed x permit q quieted

Initiatory Course.

3

l lulluli b bulbous h hnhn k knocks
j jnjn j yellow g gagai z zealless
f nfmfu y injury g z ring oz f thereof
John quickly extemporized five tow bags f

Initiatory Course.

11 44 77 66 000 99 22 33 55 88. 1/2. 4. \$. @. o/po. #. a/p

Principles of the ⁵ *O* ⁶ *O* *J* Capital Letters.

<i>O</i>	<i>Oceans</i>	<i>Oceans</i>	<i>O</i>	<i>Crowns</i>	<i>Crowns</i>
----------	---------------	---------------	----------	---------------	---------------

<i>D</i>	<i>Danes</i>	<i>Danes</i>	<i>E</i>	<i>Examine</i>	<i>Examine</i>
----------	--------------	--------------	----------	----------------	----------------

<i>A</i>	<i>Action</i>	<i>Action</i>	<i>A</i>	<i>Actress</i>	<i>Actress</i>
----------	---------------	---------------	----------	----------------	----------------

Initiatory Course.

N	Napier	Napier	M	Meade	Meade
---	--------	--------	---	-------	-------

H	Henry	Henry	K	Kings	Kings
---	-------	-------	---	-------	-------

X	Xavier	Xilder	W	Wilder	Xavier
---	--------	--------	---	--------	--------

Z	Zurich	Zurich	Q	Query	Query
---	--------	--------	---	-------	-------

Initiatory Course.

V	Victory	Victory	U	Unjoin	Unjoin
---	---------	---------	---	--------	--------

U	Usters	Usters	Y	Youths	Youths
---	--------	--------	---	--------	--------

I	Inlay	Inlay	J	Julien	Julien
---	-------	-------	---	--------	--------

P	Parkers	Parkers	T	Taskers	Fishers
---	---------	---------	---	---------	---------

Initiatory Course.

S Squire Squire S Grazer Grazer

R Risque Risque R Reaper Reaper

A B C D E F G H I J K L M N

³⁴ O P Q R S T ⁵⁶ U V W X Y Z

Initiatory Course.

Each pupil may be permitted to choose for practice the style of capital he prefers.

O O Ohioan C C Conjure D D Dollars

E E Enquire A A Arthur N N Ninety

M M Maize H H Hickory K K Knight

X X Xangu W W Willson Z Z Zachias

Initiatory Course.

Q Q Quillet V V Vailing U U Urchin

Y Y Young I I Indexes Jr January

P P Packing T T Tamper F F Fishing

S S Scruple L L Lionized G G Graphic

R R Rarefied P B Bought W N Winford

August 24. 241 A time for everything.

Baltimore \$5 Balance due on account.

Columbus \$31 Cash in full of account.

Initiatory Course.

11

Danbury 700 Due on settlement, \$700.

Exchange 2% Exchange upon London.

Flashing 600 Flow on, bright river!

Guarding G Gratitude, choice jewel!

Initiatory Course.

12

Humanize 800 Home! sweetest home!

Inquiries 900 Industry wins success.

Jewellery 14½ Jasper, a precious stone.

Know ye where the first May violets blow?

Look up, not down, forward, not back.

Make your mark - a golden mark. A

Over the deep the storm winds sweep.

Patience is bitter, but its fruits are sweet.

Initiatory Course.

14

Quiet deportment shows good breeding.

Romance, parent of enchanted dreams!

Sold Geo. Sevizac 75 lbs. Sugar. @ 9¢. — \$6.75

T. Saxton Dr. To Cash on Account \$1240.38

Unto the pure all things are pure. V.

Who composed "Maud Muller"? Whittier.

Xury, a character in "Robinson Crusoe".

Youth looks forward and age backward.

Z. seldom used, still must be mastered.

Write it on your heart that every
day is the best day of the year.

Emerson.

Careful attention to one thing often
proves superior to genius and art.

Plautus.

Graduating Course.

17

Signs and Abbreviations used in Business

@..... At or to.	acc..... Account.	#..... Number.
¢..... Cents.	%..... Per cent.	5%..... 5 Per cent.

Abbreviations used in Business.

Dr..... Debtor.	Amt..... Amount.	Pr..... Pairs.
Cr..... Credit.	Recd..... Received.	Pd..... Paid.

Graduating Course.

Heading of Bill of Purchases

Julius M. Gardiner,
Bought of Monroe & Sons.

24 bush. Baldwins	@ \$2:00	48		
42 " Greenings	" 1.75	73 50	121	50

Graduating Course.

Items from ordinary Memorandum Cash Book.

Recd

Paid

Oct. 9	Recd. of S. Richards on a/c.	300	
" "	Paid a/c. at Sanders & Sons.		40 31

Items from ordinary Memorandum Cash Book.

Nov. 1	Paid for repairing House.		20
" 12	" " painting same.		70 50

Graduating Course.

Ledger Headings.

Dr. Wm. Williams Cr.

Ledger Headings.

Cash Merchandise Bonds.

Friends.

We never know the true value of our friends. For while they live we are too sensitive to their faults; and when we have lost them we see only their virtues.

Graduating Course.

22

Note bearing Interest

\$71 ⁰⁰/₁₀₀

Washington, D.C., Feb. 6, 1884.

Ninety days after date I promise to pay
Uriah Youngs, or order, Seventy-one Dollars,
value received, with interest.

W. S. Marsden

Graduating Course.

Note payable on Demand.

\$1100 ⁰⁰/₁₀₀

Cleveland, Ohio, Sept. 14, 1885.

On demand, I promise to pay to the
order of Edwin Edmunds, Eleven Hundred
Dollars, value received.

Henry Harrison

Graduating Course.

24

Beginning of Business Letter.

244 John St., New York.
August 19, 1885.

Ulrich & Vernon,

Auburn, N. Y.

Gentlemen. — Inclosed please find our

Graduating Course.

25

Continuation and Close of Business Letter.

invoice of the articles ordered in your favor
of August 15. The goods have been packed
with care, and forwarded by Express.

Yours respectfully,

James W. Lennox.

Graduating Course.

26

Superscription and Filing of Letter.

Stamp

Messrs. Ulrich & Vernon,
44 Main St.,
Auburn, N. Y.

Gas. W. Lennox.
Aug. 19, '85.
Enclosing In-
voice of Mdse.

Graduating Course.

Receipt for Payment on Account.

\$717²⁵/₁₀₀

Baltimore, Md., Dec. 5, 1885.

Received of Gideon B. Leonard and Sons,
Seven Hundred, Seventeen and ²⁵/₁₀₀ Dollars,
to apply upon account.

Jane, Keene and Co.

Graduating Course.

Bill

San Francisco, Cal., Jan. 1, '87.

Mr. F. E. Tenney

To Ed. V. Trazier — Dr.

210 Boxes Stationery,	@ 32¢	67	20
-----------------------	-------	----	----

Graduating Course.

Single Entry Day Book.

Milwaukee, Wis., May 7, 1887.

✓ 18	R. C. Sampson, Dr.				
	To 4 1/2 yds. Delaine, @ 50¢		2	25	
	" 21 " Cassimere, " \$5.00		105		107 25

Graduating Course.

30

Bank Check.

No. 700.

New Orleans, Nov. 5, 1885.

Bank of Commerce,

Pay to Xenophon Quillman & Sons, or order,
Fourteen Thousand and ²⁰/₁₀₀ Dollars.

\$14000 ²⁰/₁₀₀

A. N. Bailey.

Graduating Course.

Double Entry Ledger.

Dr.

E. R. Fulton.

Cr.

Jan.	¹⁸⁸⁵ 1	To Stock,	4	690	Jan.	4	By Mdse.,	1	120
"	3	" Mdse.,	7	49	"	5	" Cash,	5	241
"	14	" J. Verne,	2	78 15	"	8	" Sunds.,	8	67 14

Graduating Course.

Double Entry Ledger

Dr.

M. Harper & Co.

Cr.

1886									
Nov.	3	J. Hardin	4	500	Nov.	1	Geo. Nelson,	1	120
"	6	Merch.	7	218	"	4	Sunds.,	5	271
"	9	Bills Pay.	2	61 15	"	7	Bills Rece.,	8	69 20

Graduating Course.

Cash Book

Cash

Dr.

Cr.

			Dr.	Cr.
Oct.	1	To Amount on hand,	1400	
"	3	21 bush. Wheat, sold @ 75¢,	15 75	
"	4	By Furniture for Parlor,		150 50

Graduating Course

34

Ladies' and Gentlemen's Rapid Running-Hand.

The tongue is not the only way
Through which the active mind is heard,
But the good pen as well can say,
In tones as sweet, a gentle word.
Spencer.