



The Business Educator



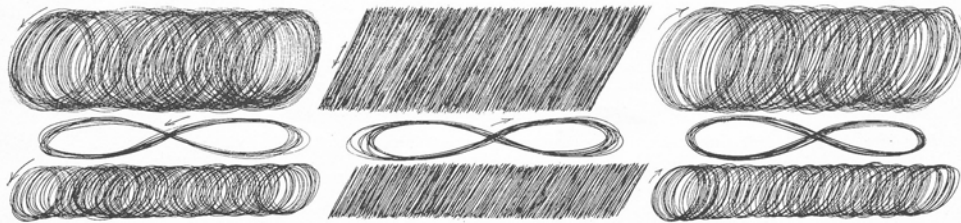
12 Issues from 1929 & 1930

Practical Business Writing

By G. C. GREENE

Head of Penmanship Department, Goldey College, Wilmington, Delaware

100 Lessons



A B C D E F G H I J K L M N O
P Q R S T U V W X Y Z - C E W
a b c d e f g h i j k l m n o p
q r s t u v w x y z - 1 2 3 4 5 6 7 8 9 0
This is a specimen of my best writing

G.C. Greene - Practical Business Writing Course - Table of Contents

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Fundamentals in Business Writing

By G. C. GREENE

Head of the Penmanship Department, Goldey College, Wilmington, Delaware.

GENERAL EXPLANATION

In the May and June issues of the Business Educator you will find fifteen lessons on what I consider the Fundamentals of Business Penmanship. After studying and teaching this subject for several years I am convinced that these fundamentals will improve the handwriting of any person who will conscientiously study and practice them.

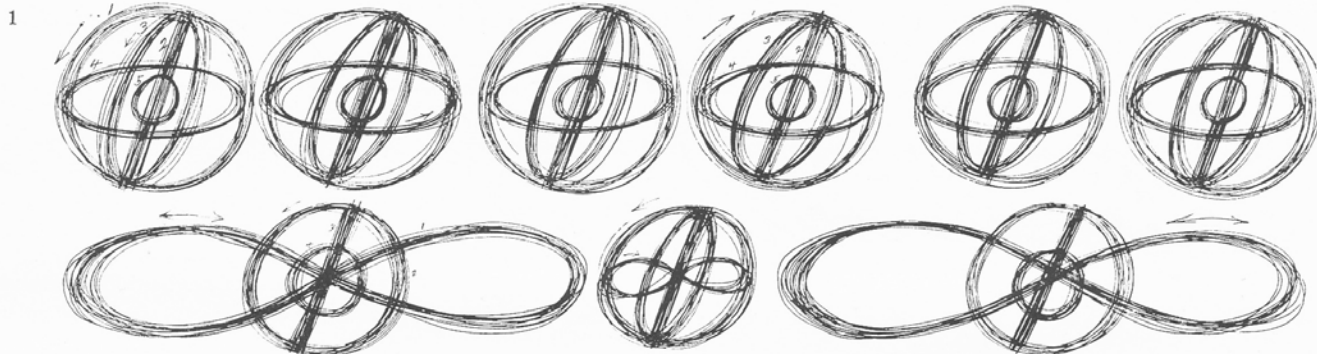
The letters in these lessons are grouped and arranged so that you may study similar forms and exercises all in one lesson. This plan will develop your knowledge of forms very rapidly.

I would not write absolutely perfect copies for you, if I could. If you feel that you can equal or surpass some of the letters in the following lessons it should encourage you to do more of that kind of work. Be sure you read the instructions above each lesson before you start your practice.

It is not necessary for me to tell you about the best position for writing, as Mr. Lupfer covered this subject completely in the February issue of this journal. The thing that will do you most good now is a sincere desire to learn.

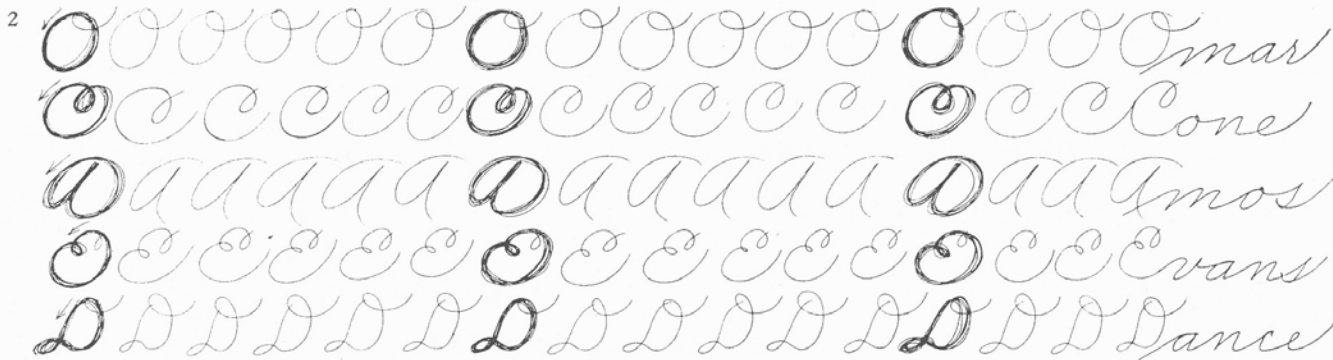
LESSON 1.

First, make the large oval as round as possible, then follow with the other movements in the order indicated by the figures. The compound movement drill should be made in both directions as indicated. Practice these drills until you have acquired a fair amount of ease and control before going to the next lesson.



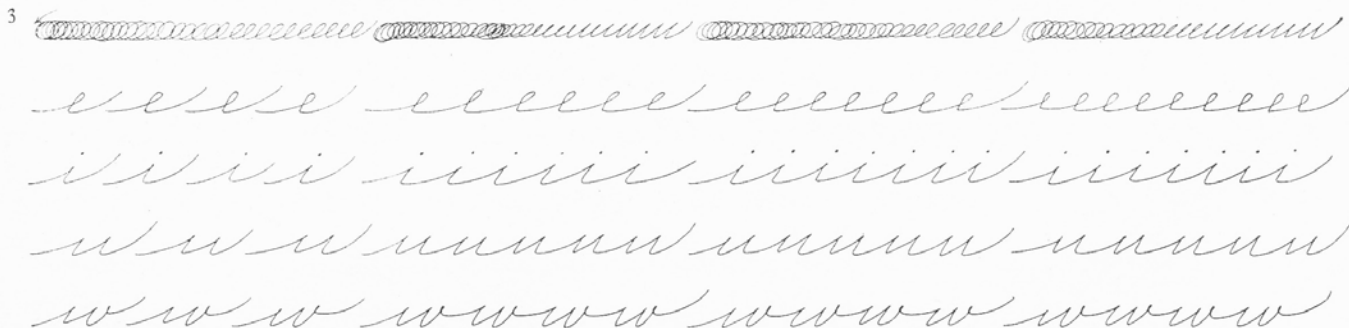
LESSON 2.

Make the retraced drills several times before attempting letters. This will develop accuracy. If these drills are difficult at first just remember that you must give yourself time to acquire control. Before leaving this lesson work it out just like the copy.



LESSON 3.

Practice the drills first and then make the letters with the same freedom and ease. See that the down stroke is straight with a short turn at base line. Make connecting strokes longer.





LESSON 4.

This exercise is to help in making the "n" and "m" round on top. Notice the short retrace in the "v". Make the finishing line up in the "x", starting at base line. Speed up!



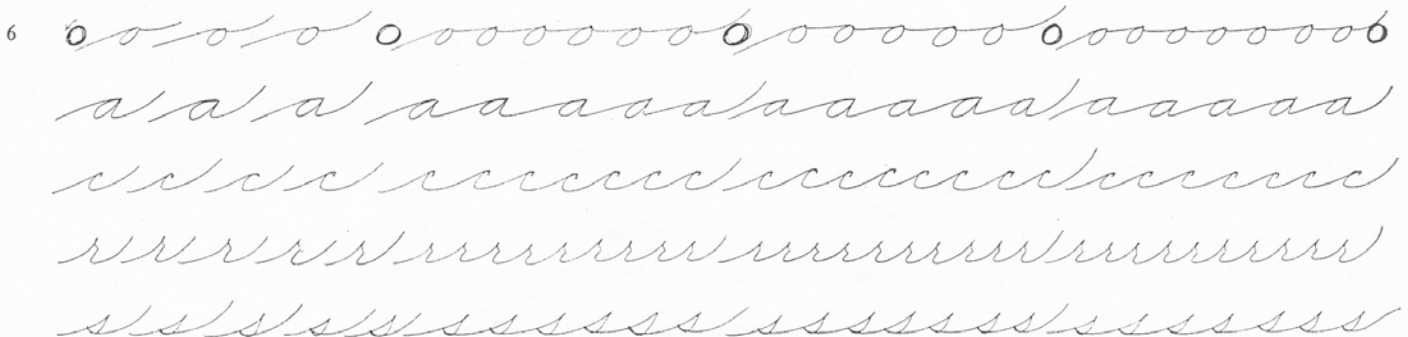
LESSON 5

Study and practice very carefully these retraced letters as they are extremely helpful. The principles in the first line are used in this lesson and two following lessons. Observe the retrace in "M" and "N" and the last half of "H" and "K".



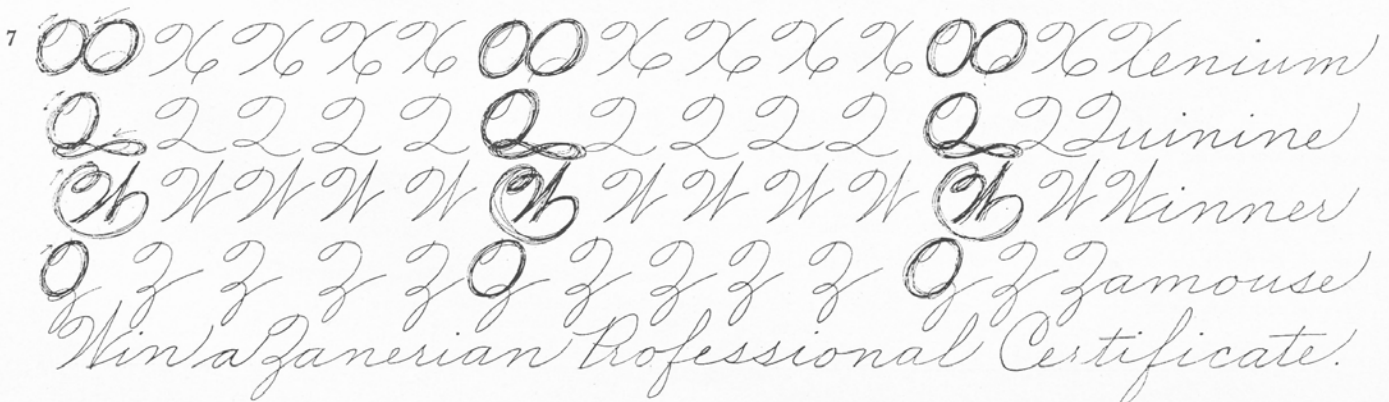
LESSON 6.

This lesson embraces many left and right curves. The "O's" are connected by a straight line at the top. Close "o" and "a" at the top. The down stroke in "a" and "c" is straight. The "r" and "s" are a little taller than "a" and slightly retraced at top. Work with enthusiasm.



LESSON 7.

The oval drills in this lesson will develop the curved lines necessary to make these letters. Curve the first principles in these letters. Study your copy. Analyze your work.



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LESSON 8.

These drills will give you a good loop. Practice joining these inverted loop letters until they become easy. Study each part of the letter as you make it. See that the up stroke in the loop crosses the down stroke at base line.

8 oo j j j j oo j j j j j j oo j j j join
y y y y y y y y y y y your
g g g g g g g g g g g gang
z z z z z z z z z z zigzag
Movement exercises increase accuracy.

LESSON 9.

Make retraced letters carefully. Study the compound down strokes. Make the opening at the top of these letters narrow. Practice the word "minimum" for accuracy. Think as you work.

, C V V V V V C V V V V V C V Vernon
U U U U U U U U U U U U U Union
Y Y Y Y Y Y Y Y Y Y Y Y Y Yomen
minimum minimum minimum
You cannot succeed without concentrating

LESSON 10.

The drills in first line will help you make all these letters, so study them closely. The "t", "d" and "p" are two spaces high above base line. Observe beginning and finishing strokes. Move fast!

[illegible]

LESSON 11.

Be sure you can make the "1" drill good before going further. Make loops large and down strokes straight. This is a difficult lesson. Don't give up. Intensive study and practice will work wonders.



LESSON 15.

This is a good finishing lesson. Study it carefully. Remember that in just what you are doing every day lies your success.

I hope you have enjoyed these fifteen lessons. I sincerely wish you a pleasant summer. I will be with you again next fall. Good-bye.

A B C D E F G H I J K L M N O
P Q R S T U V W X Y Z - C E W
a b c d e f g h i j k l m n o p
q r s t u v w x y z - 1 2 3 4 5 6 7 8 9 0
This is a specimen of my best writing



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Send 25c with five of your lessons (one to a page) for criticisms and helpful suggestions.

No. 1

To Subscribers of the Business Educator:

It is indeed a pleasure to be called upon to present to you a series of lessons in penmanship. I shall take this opportunity to give to you the best I have, which has come through years of experience and hard work.

My greatest purpose and desire in writing this series is that the people who want to improve their writing may find it possible by following the instructions and copies carefully which I have outlined in the simplest and most practical way I know. Penmanship will become easy to learn if you follow step by step the instructions and exercise as I have outlined them. You will find that the time you spend on penmanship will be wisely spent and that a good handwriting will be one of your greatest assets.

PREPARATION FOR SUCCESS

Once in a while you hear the statement that writing is no longer needed since we have the typewriter. Not one percent. of the population depend upon the typewriter, while ninety-nine percent. must use handwriting to assist them in accomplishing little or much throughout life.

One hour each day of thoughtful practice for a period of three to six months will give anyone a practical, legible handwriting. A large percent. of the business men today require an applicant for a position to write well.

The president of one of the largest placement bureaus in the East told me that it is very difficult to place an applicant without at least a fair degree of skill in penmanship. No one who

desires to prepare for a successful career in its broadest sense can neglect to spend the short time required to improve one's handwriting.

YOUR DECISION

Now that you have subscribed to the Business Educator we hope you have definitely decided to make this pen-

manship journal a real help to you. The thing that will help you most now is a sincere desire to improve yourself in every possible way.

Start today by working out an educational schedule for the next year. Set aside thirty to sixty minutes of each day for penmanship and then follow the instructions and copies for the next year and you will be well repaid and highly pleased with results.

HOW TO START FOR BEST RESULTS

You say you want **Results** for the time and effort you put on penmanship. Here is a plan that will get results if you will follow it precisely: Be sure your attitude is right. Do not expect a wonderful change within the first few days or weeks. Remember that it is impossible to make satisfactory progress unless you concentrate your mind on the work at hand. If you think about something else or talk with someone while practicing, it is simply a waste of time to try to learn penmanship under such conditions. You must concentrate. Follow instructions and do not jump ahead thinking the work will be easier to execute. Remember if an exercise is difficult to make, that is all the more reason for studying it. It takes a rough sea to make a skillful seaman.

MATERIALS

Use a good grade of smooth surface paper ruled $\frac{3}{8}$ inch. Select the best grade of pens. The Zanerian Business Pen is very satisfactory. A new pen must have the oil removed before it



A front view of Mr. Greene. Notice the direction in which the holder slants, the angle of the paper and position of body.



Notice the graceful position in which Mr. Greene holds his hand. Study the curve of the fingers. Keep a copy always in plain view as shown in photo.



A Side view showing how Mr. Greene holds the thumb and holder. Study these illustrations and keep them for future use.



will do good writing. This should be done with a paper, chamois or a wet sponge. Higgins Eternal Black Ink is a very fine ink for business and ornamental writing.

The Zanerian College has a big selection of the finest grades of paper, pens and ink that can be found. I have used the Zanerian materials for years and highly recommend them to all who wish to get the best results from their practice.

POSITION

Select a desk of proper height so that your feet will rest flat on the floor under the desk. Sit back far enough from the desk so that you can lean forward without resting the body on the desk. Place the hands on the paper at right angles. (See illustrations.) When the hand is in the center of the paper see that the right edge of the paper is parallel with the hand and arm. Keep the eyes about 15 to 17 inches from the line of writing. Drop the weight of the shoulders somewhat on the left arm leaving the right arm with only its own weight resting on the desk.

Turn the right hand to the left until the palm of the hand is directly over the paper. Place the penholder between the thumb and the first and second fingers. The penholder should cross the second finger near the root of the nail. The first finger should be slightly curved and rest on top of the penholder while the thumb is held lightly against the penholder just opposite the last joint in the first finger. Do not grip the holder. Drop the third and fourth fingers so that the nails will rest on the paper. This gives an easy, gliding pivot. Keep the second finger off the paper. Make sure that the top of the penholder points over the point of the right shoulder. Observe the illustrations carefully. The correct position is the healthful position.

Now you are ready to write but you must see that the arm is resting on the muscle in front of the elbow and that the wrist is not touching the paper. The arm must move in and out of the sleeve. Keep the sleeve loose so that the arm can move easily in the sleeve. Don't hold the right arm above

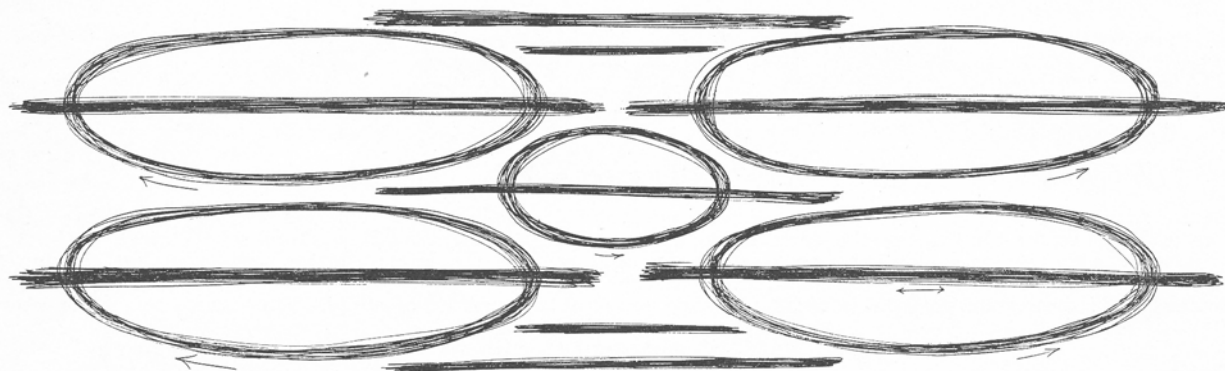
the desk but let the entire weight of the arm rest on the muscle just in front of the elbow. I often pull off my coat, roll up my sleeve, and rest my arm on a large blotter. The blotter absorbs moisture and keeps the arm from sticking. Keep the copy book or Business Educator just above your paper. I use an oblique holder for all my writing, but it is better for beginners to use a straight holder.

HOW TO PREPARE THE LESSONS

If you fully understand all instructions down to this point you are now ready to begin your practice. Systematize your work so that you get the most out of your practice. You should endeavor to make the drills and copies just like the lessons. I would not write absolutely perfect copies for you if I could. If you feel that you can equal or surpass some of the letters in the following lessons it should encourage you. The lessons in this course are logically arranged so that you will have the proper drills first. Believe that you can do this work and you certainly will succeed.

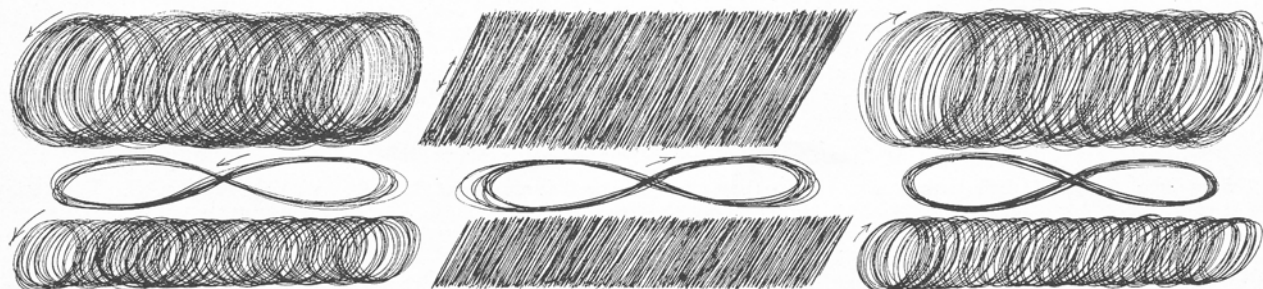
LESSON 1

This lesson is designed to break up finger movement and develop freedom in gliding the hand across the paper. This exercise cannot be made with finger movement only, therefore, it is a good one for beginning students. Make the oblong ovals half way across the page then swing the straight line movement across the oval dividing the oval into two equal parts. This exercise will be easily executed if the hand is held in the correct position. Keep the hand gliding on the nails of the third and fourth fingers and the pen-holder pointing over the right shoulder. Remember the position of your hand at this time is more important than the exercise. Do not leave this lesson until you acquire ease in position and movement. The little arrows in these lessons will show the direction in which the pen should move for best results.



LESSON 2

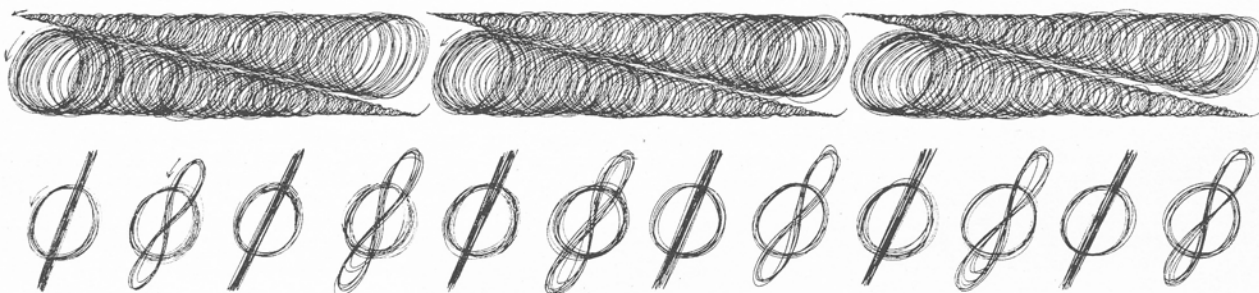
See that you have the correct position before beginning this lesson. Make the direct oval two spaces high, keeping the lines close together. The push-and-pull movement will develop ease in making up-and-down strokes. Keep lines light. The second oval is made in the reversed direction. The compound movement drills will increase ease in gliding across the paper. You will develop faster if you make the drills in this lesson much larger. Try to cover four spaces and keep the ovals fairly even. Now decrease the size of these drills then come back to the size of your copy and see how much confidence you have gained. Keep the wrist off the paper. Make about 200 down strokes per minute. Watch your position. Make sure you are holding the pen correctly.





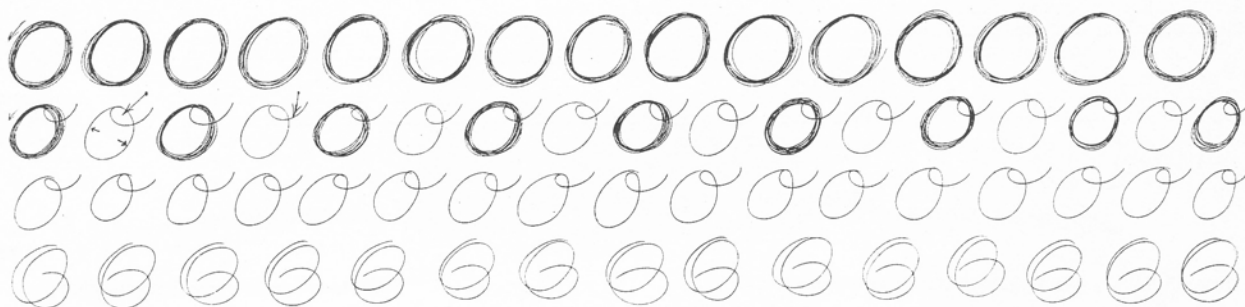
LESSON 3

This lesson will develop control. Draw a line with a pencil diagonally across the writing space then fill in with the movement like the copy. Be sure the ovals are smooth on the edge. In each drill continue to decrease the movement until it comes to a point. Be sure you do this as you will need the small drills. In the second part of this lesson make the ovals two spaces high, retracing about ten times. In a class drill it is helpful to count 1-2-3-4-5-6-7-8-9-10 as it keeps all the students together and at the proper speed. After the ovals are made, swing across them with the push-and-pull and compound movements. Keep all parts equally balanced. Strive for light lines. Is your hand and arm in the right position? Make this lesson complete several times before proceeding to the next.



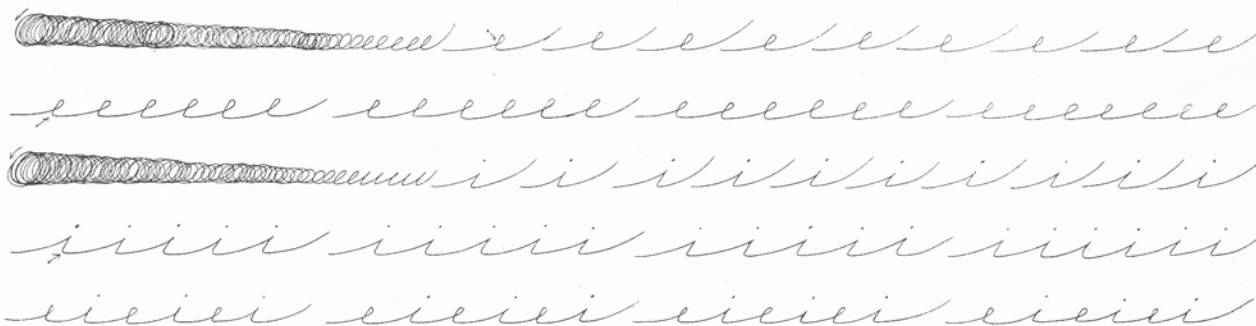
LESSON 4

Make this retraced oval about seven times before lifting the pen. You will observe that the first line of ovals are more nearly round than the 0. This will be a big help as most beginning students make the 0 too narrow. See that the down and up strokes in the 0 curve equally. Make a small loop at the top, finishing with a good curve. The last line in this lesson will develop confidence and freedom in making direct oval letters. Keep down strokes close together. Make about 60 0's per minute. Do not sacrifice a free movement for form.



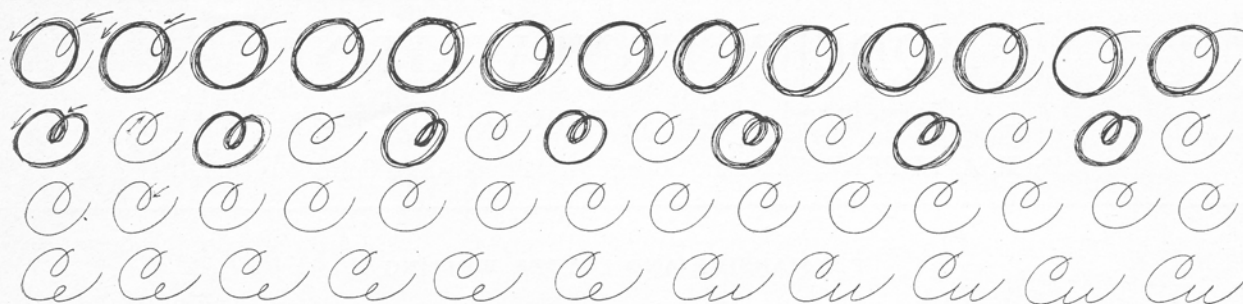
LESSON 5

Begin this lesson with a direct oval movement, gradually developing the e. In this lesson you will have a tendency to make loops for e's. Notice the down stroke in e is nearly straight with a short round curve at base line. The i is made with the same movement as e except you do not loop the letter. Make the i sharp at the top then return to base line on main slant. Keep all down strokes uniform in slant. Joining letters will give you a stronger handwriting. Be sure your position is right and then move at a good rate of speed. You cannot fail if you do your best.



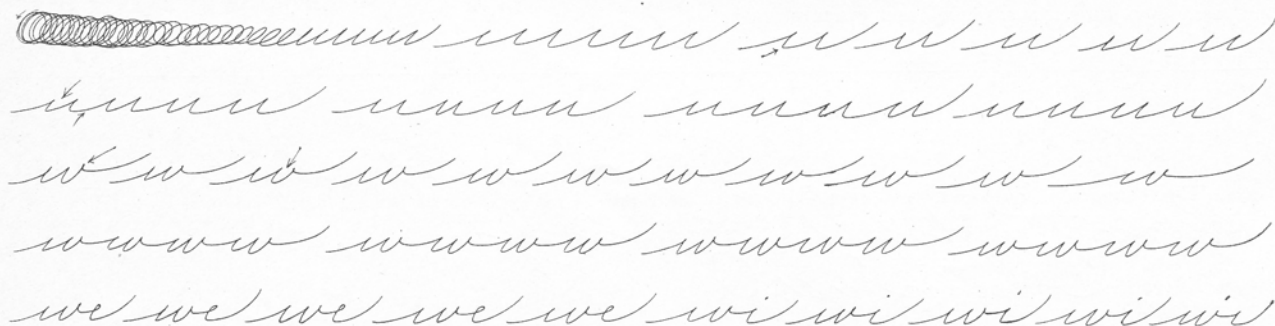
LESSON 6

Swing into this first drill with a small loop then retrace the 0 form about 8 times, finishing like the C. The second drill is more difficult than the first, but helps wonderfully in making the C. Keep trying until you can make this drill. The loop in the C should be made small, then swing high over the arrow then finish with an equal curve around the first small loop. Make C broad and round at top. Make the letters in the last drill with the same speed as C. Watch your position and keep up speed.



LESSON 7

Be sure to make the oval drill first as it will help you make u sharp at the top and round at the base line. Keep down strokes uniform in u and w. The w is made like u except the last stroke which comes up closer to the last down stroke, forms a short retrace and then finishes with a slight curve. Make the parts of the w close together. Remember that free movement combined with close observation will help you to make more progress.



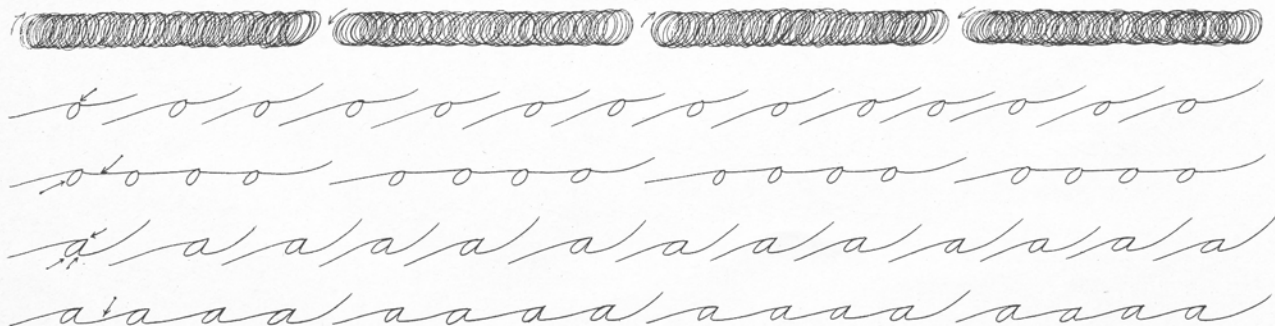
LESSON 8

Make the ovals and the push-and-pull movements as near like the copy as possible. The retraced A is a very fine drill and should play a large part in the development of this lesson. The down stroke in A is curved like O. Turn short at base line and ascend with a straight line nearly to the beginning line. Some penmen close the A at the top. Retrace the straight line for a short distance before finishing the letter. Sit in a healthful position. Determine to succeed.



LESSON 9

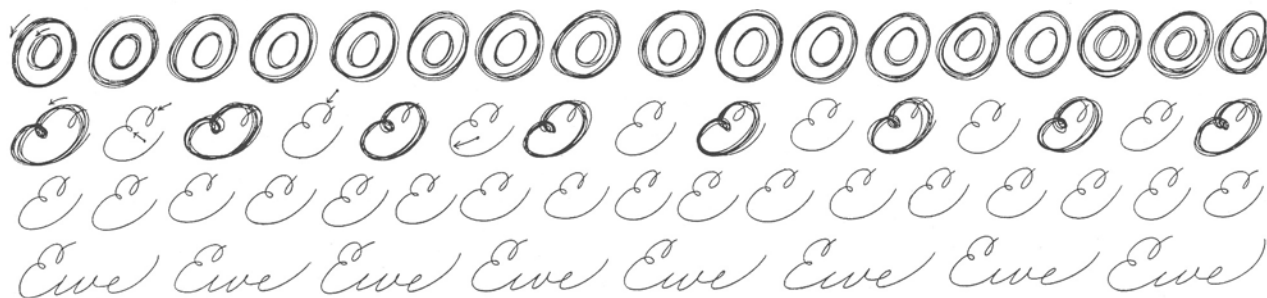
Make the small oval exercises as indicated by the arrows. The o should be made small with sides curved equally. The connecting lines between o's should be about straight. Begin a with a left curve then back to base line with a short left curve, turn short, up nearly straight, descend with a straight line on main slant to base line, turn short, finish with a right curve. Be sure o and a are closed at the top. Observe arrows. Make a clear distinction between these two letters. Make about seventy a's per minute.



(Continued on Page 17)

**LESSON 10** (Continued from Page 11)

Practice the ovals as indicated making the small oval first. The retraced E drill is excellent for developing a good form. Make a small loop just like C to begin the E. Be sure a small loop is made in the center of E, then finish with a larger oval. The last line of this lesson gives a good drill for joining E with other letters. Don't give up because it seems difficult. Keep trying.





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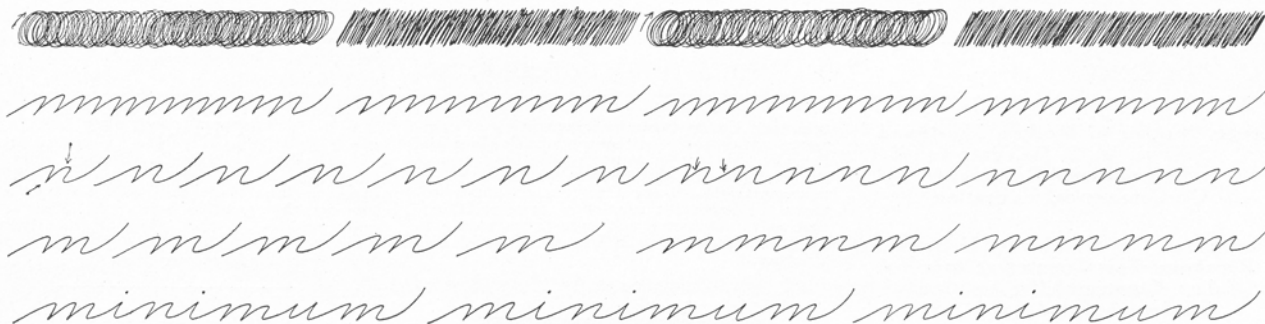
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No. 2

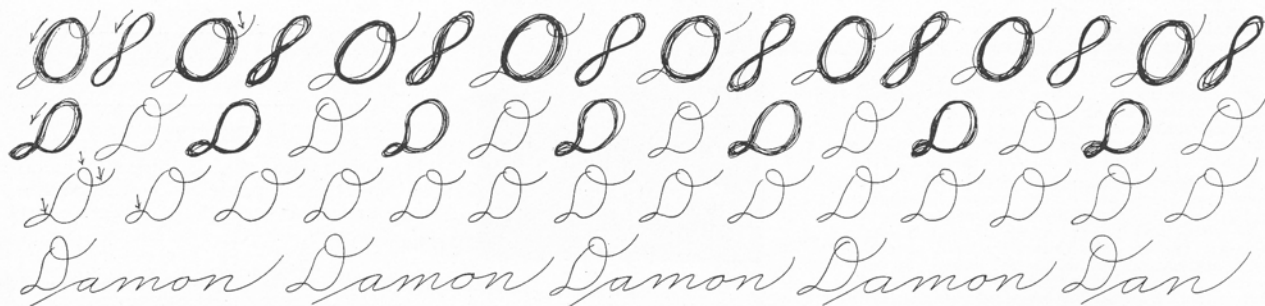
LESSON 11

Spend a good deal of time on the first two lines of this lesson. Always begin n and m with a left curve, turn short at top, descend on main slant to a point at base line. Be sure to see that the last down stroke is the same slant as the others. Finish with a right curve. Make connecting strokes longer in minimum.



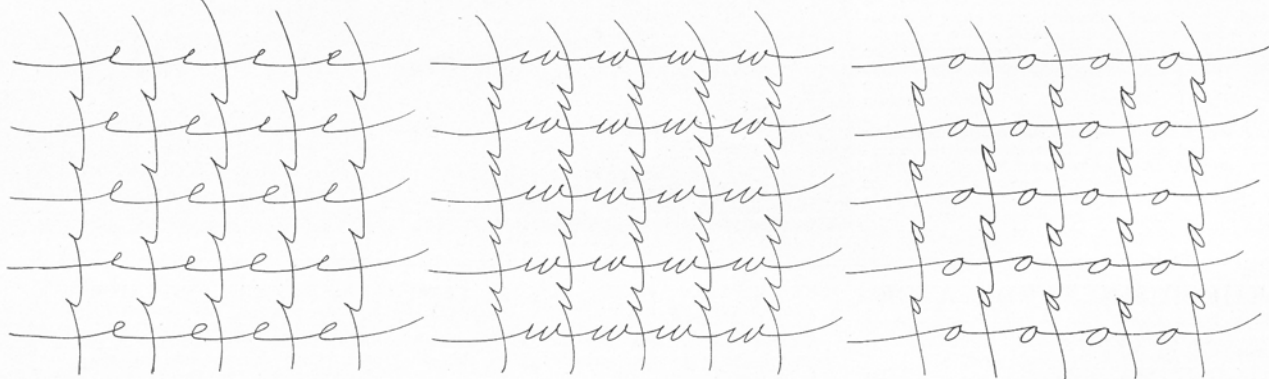
LESSON 12

Take one line at a time and practice it just as indicated in the lesson. Make D then continue the movement and finish like O. The retraced D is a big help in getting the right curves in the proper place. Observe the curved beginning stroke and do not make the loop at base too long. Observe closely. Do your best.



LESSON 13

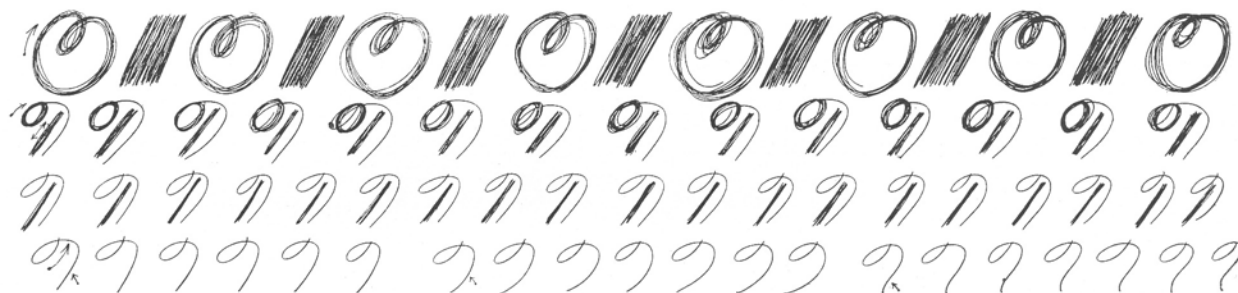
Turn your paper half around, write across the line making each letter midway between the lines. After making five lines the proper distance apart, then cross these lines with five others. It is not necessary to dot the i in a drill of this kind. See that your work is well balanced. Make about seventy-five letters per minute. Use different colors of ink. Plan your work.



LESSON 14

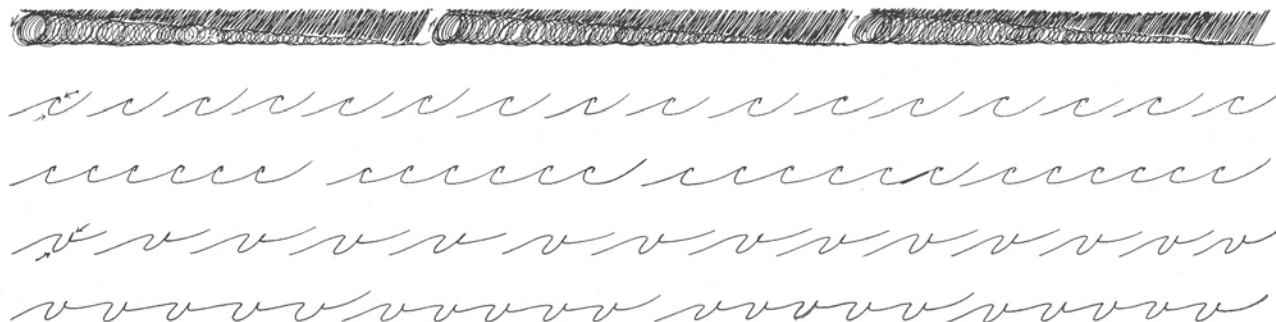
This lesson is devoted entirely to the development of one principle. This principle is used in the making of eleven capital letters. It can be seen that there is a slight variation in the principle in the fourth line of this lesson. Do you know what letters come under the three groups?

The first drill is very good to start on and will make all following drills simpler. In the second drill make the push-and-pull movement first then make the little retraced oval, then finish by swinging to the right over the straight lines and down to base line. If you master this lesson before leaving it, you will greatly simplify the work on eleven capital letters which are soon to follow.



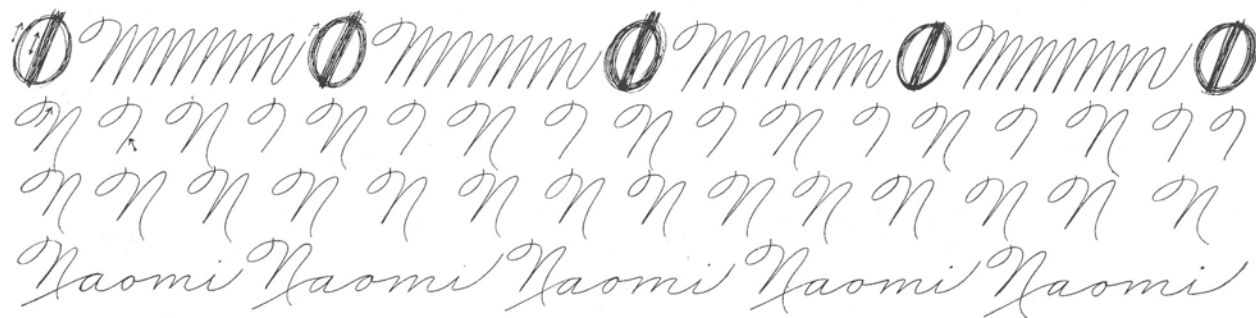
LESSON 15

This small movement drill is very important as it will give you control in making the fine retraces in the c and v. The c begins with a slight left curve after which a dot or short retrace is made, then line drops nearly straight, forming a short turn at base line. The v begins with a left curve which is round at the top then drops into a round curve at base line and finishes like w. Do not overlook the short retrace in both of these letters. Watch your position.



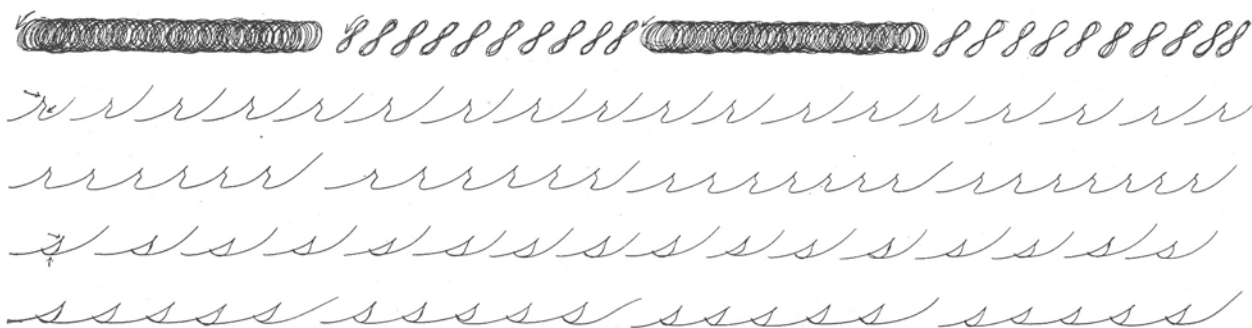
LESSON 16

Speed is absolutely necessary in making this lesson. The first principle in this N has already been explained. Retrace the down stroke for a short distance, rounding the top and descending on the finishing stroke nearly parallel to the up stroke. Leave a wide space between the beginning loop and the main part of the letter.



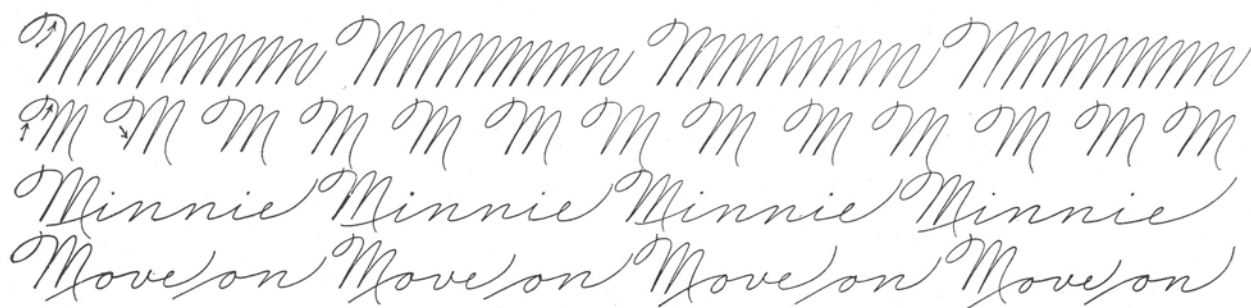
LESSON 17

Carefully work out the beginning exercise before starting the letters. Begin r with a right curve, retrace slightly at top, then form a round shoulder and finish like n. The s begins like r. After the retrace, form a good curve to base line. Finish with a curve line on the connective slant. The r and s is one and one-fourth spaces high. These two letters will require diligent practice.



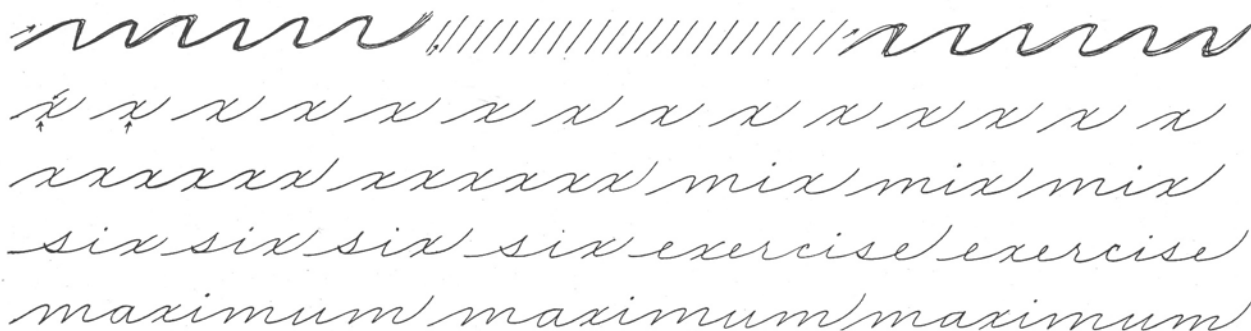
LESSON 18

In this exercise make the top round and the bottom sharp. Down strokes are parallel. The first principle of the M is three spaces high while each succeeding principle is somewhat lower. The two last lines are good practice copies for uniformity, slant and spacing. Remember that practice is necessary but a little thinking will help you to improve faster.



LESSON 19

The first line will teach you the movements in the x. Make the x with a left curve, round top and vertical stroke to base line. The down stroke is crossed by a straight up stroke. The word maximum is good for practice. Make all one space letters even in height.



LESSON 20

You will now take up a new principle which will be added to a previous principle to form the H. Make your practice work take the same procedure as followed in the lesson. This new part of the H starts with a curved line coming to a point at base line and finishing with a small loop. Please observe the new parts added as you go along.





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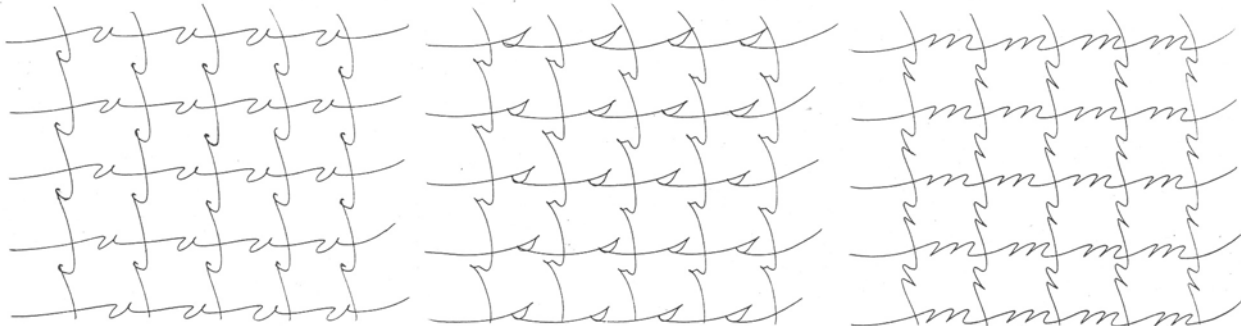
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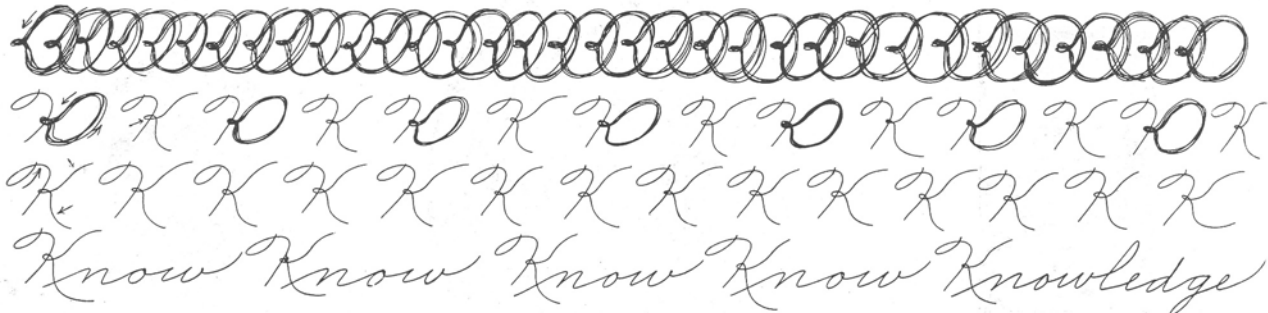
LESSON 21

Practice this lesson as instructed in a previous lesson of this kind. This kind of drill will develop even spacing and free movement. Make your work take the same form as the copy. This is also a good review.



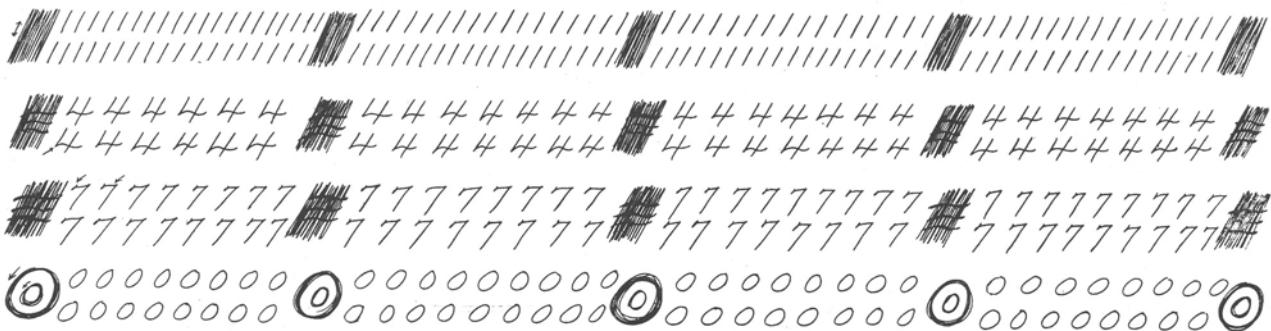
LESSON 22

The first drill in this lesson is the new part of the X. The finishing principle in the K begins with a compound left and right curve forming small loop on the down stroke and finishing with a compound right and left curve. Observe the small arrows. Hook the small loop on the first part of the K at half the height. Be systematic in your practice.



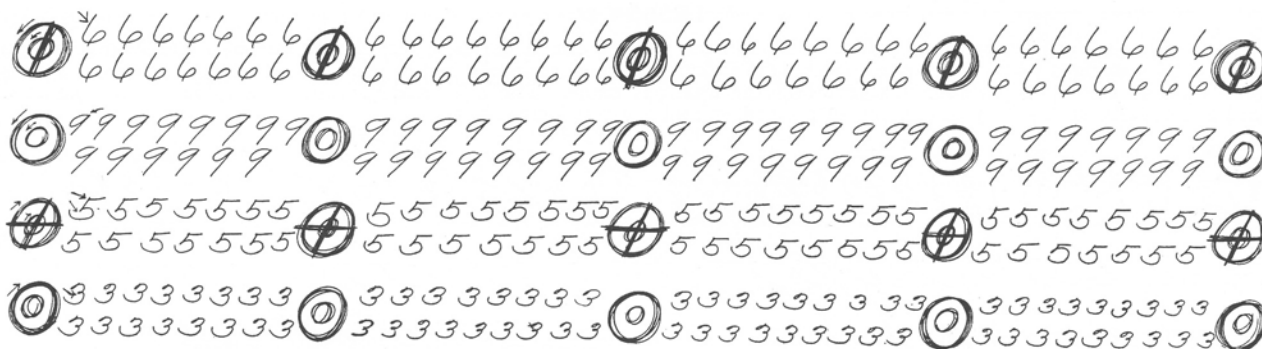
LESSON 23

The next four lessons will give you a complete drill on the figures and symbols. The best results will be obtained by working up your practice work just like the copy. The movement drills will help you in getting an accurate form. Make figures with a light quick stroke. Observe that the 7 comes below the line and is the longest letter in this lesson. Pay close attention to forms.



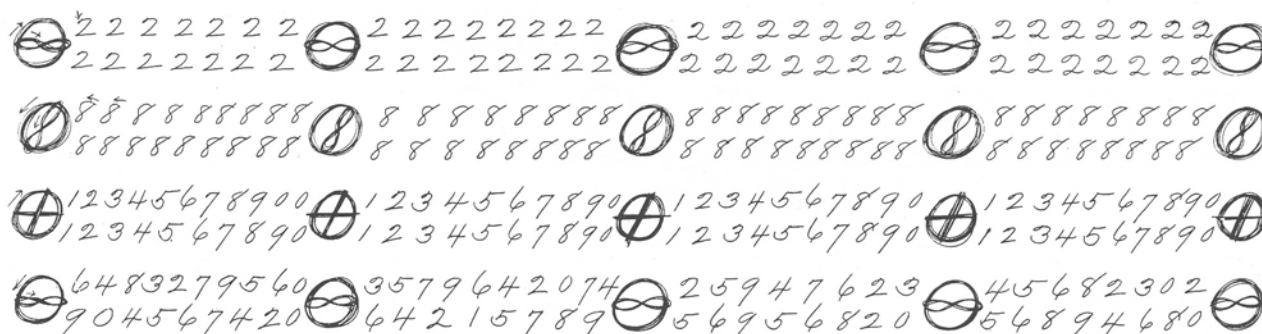
LESSON 24

Observe that the 6 begins higher above the line than any other figure. The first principle of the 9 is made like a. Notice the straight stroke in the 9 comes below base line. See that the 5 and 3 are carefully made so as not to be confused. Strive for a light clear line.



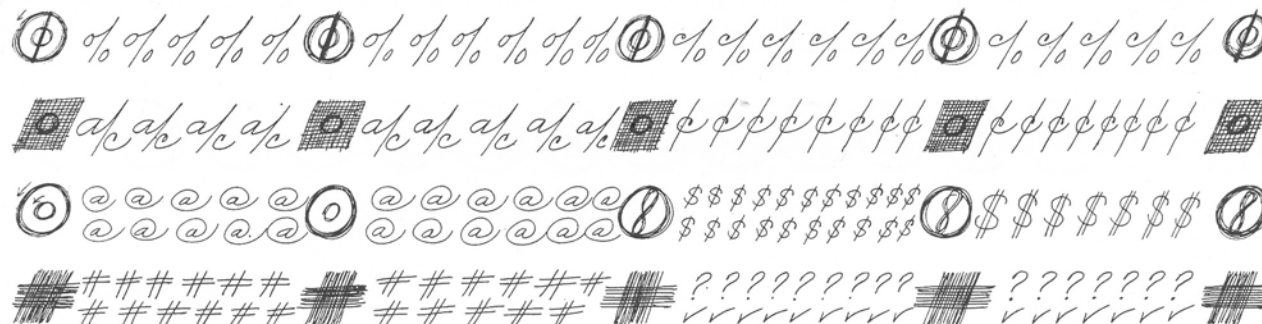
LESSON 25

The 2 is made with or without a loop at base line. Make a good left curve when beginning the 8. Observe the arrows. Practice the last two lines many times always keeping in mind that accuracy and speed in the making of figures are absolutely necessary. Keep the figures small and do not shade the down strokes.



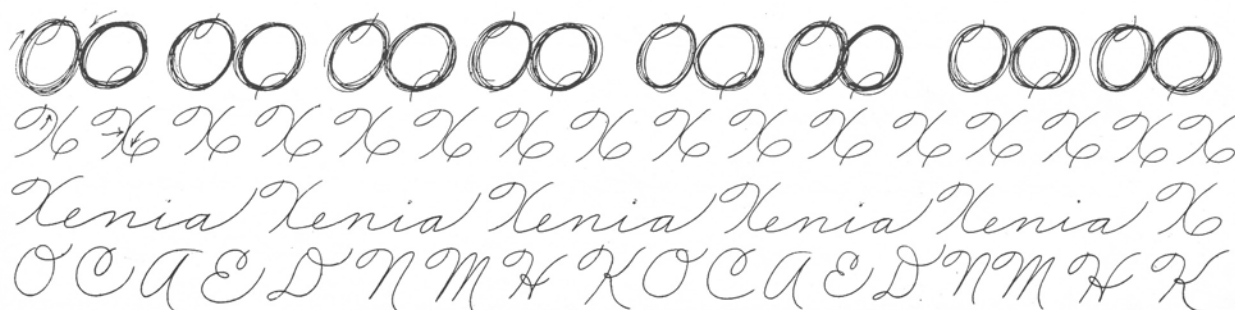
LESSON 26

The characters given in this lesson are very useful. The movement drills will help you in securing accuracy. Use a free easy movement and observe the forms closely. Speed up and get more accomplished.



LESSON 27

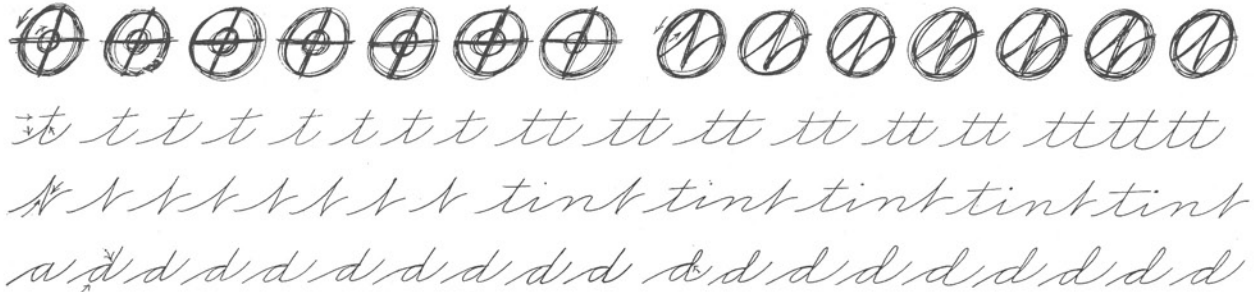
Start and finish the first line as if you were making an X. The two principles of the X are just alike if made correctly. Reverse your paper and see how the two parts correspond. See that the lines just touch. In this lesson you have a review of all capitals given up to this time. Strive for a good position and a free easy movement of the hand and arm.





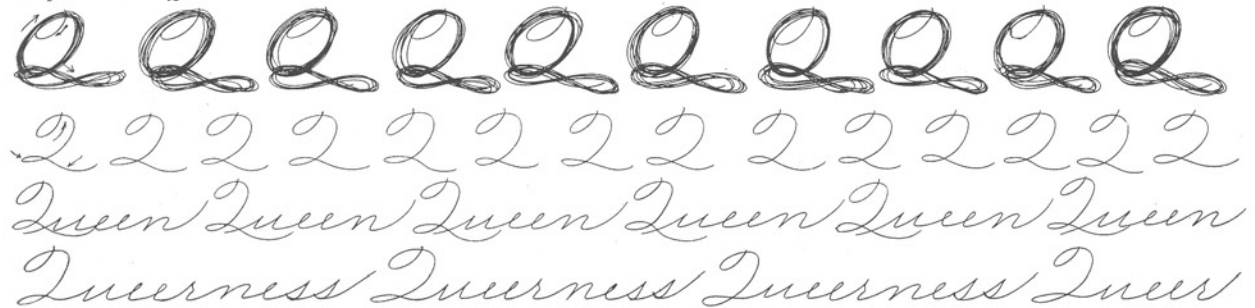
LESSON 28

Make the first drill many times before going further. The t can be made by retracing one-half the height of the letter or by making a right curve one space high, picking up the pen and making a straight down stroke two spaces high. I prefer the latter method. Observe how the final t is made. The d is made without a loop in the middle of a word and usually with a loop at the end of a word. t and d are two spaces high.



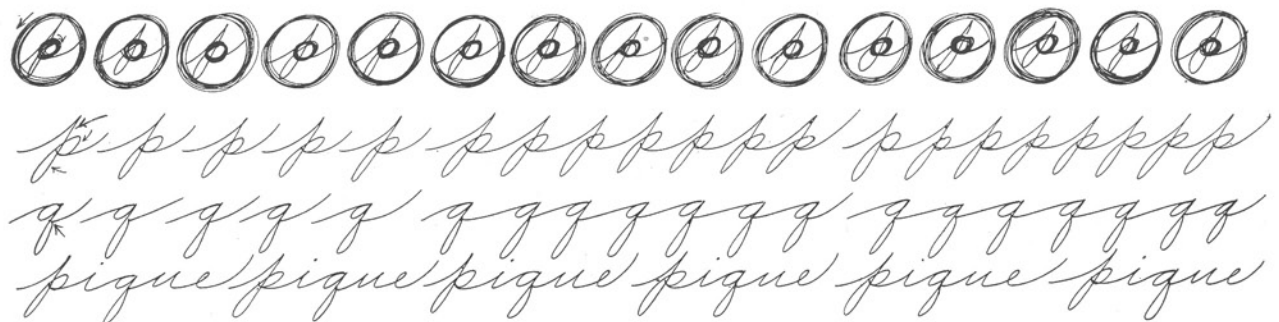
LESSON 29

Make each complete drill for the Q without lifting the pen. See that the main down stroke in the Q has a good curve. Make loop short and finish below base line. Try for accuracy in the last two lines. Observe that u always follows Q.



LESSON 30

Don't forget the drill exercises always come first and should be worked out thoroughly. Make the top of the p sharp and do not fail to extend the p two full spaces above the line. Most people make the p too long below the line and too short above. Observe! See how the new inverted principle of the q is made. Touch down stroke at base line before finishing.



"Contentment is a priceless gift
But discontent is helpful too
I want the first for what I have
The second though for what I do."



Practical Business Writing

By G. C. GREENE

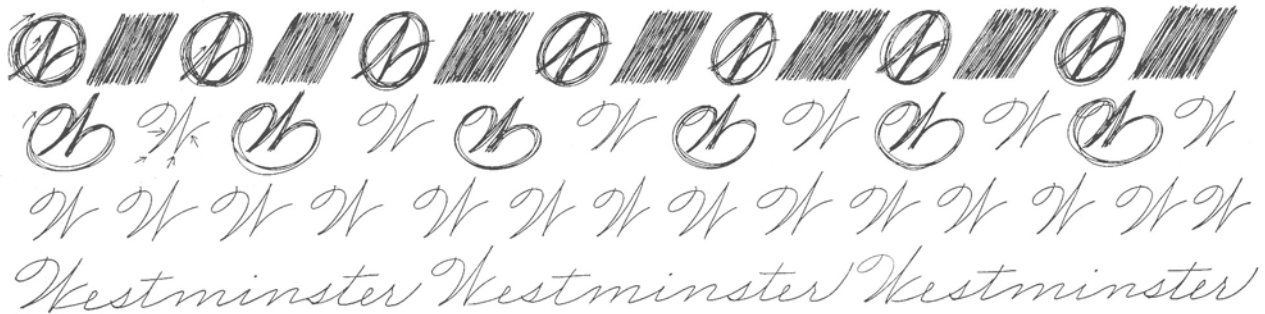
Head of Penmanship Department, Goldey College, Wilmington, Delaware

Send 25c with five of your lessons (one to a page) for criticisms and helpful suggestions.

No. 4

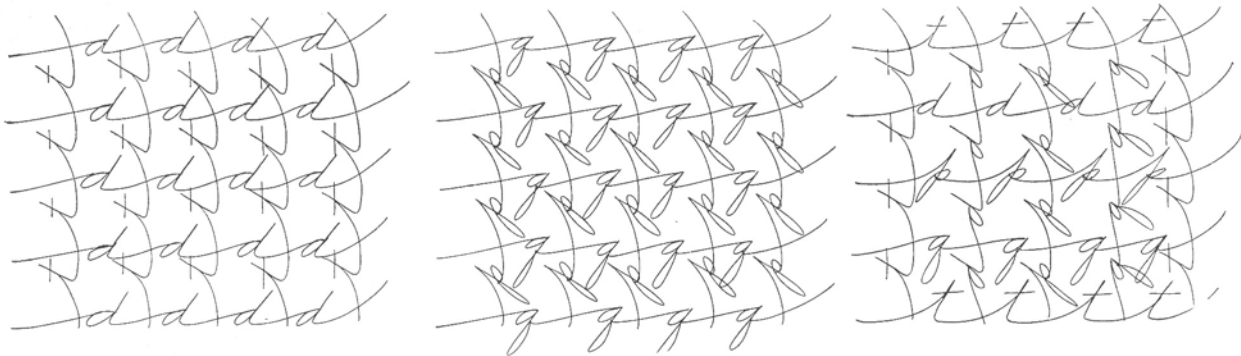
LESSON 31

The retraced drills and letters in this lesson will help make the W. Observe the curved lines in W. Make the second part of this letter taller and see that the base is not too narrow. The beginning of W is like Q. Speed up.



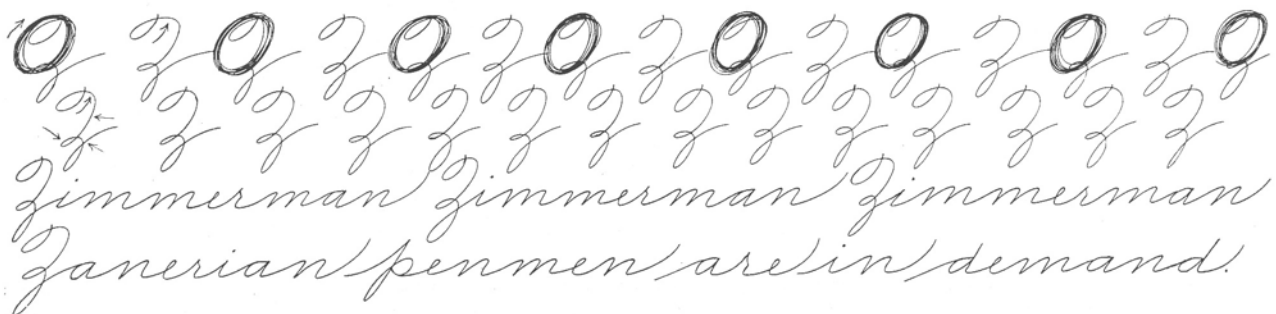
LESSON 32

This lesson will train your muscle to space evenly. Observe former instructions as to method of developing this lesson. Start and finish all lines at a definite place. Plan this lesson for neatness.



LESSON 33

The beginning part of the Z is like Q. Make the main down stroke come entirely to base line swing into a small loop and finish with an inverted loop two spaces below the line. Observe the arrows. Zimmerman is a good word for practice. Make it many times until it becomes easy. Look closely at your copy. Use a free movement.



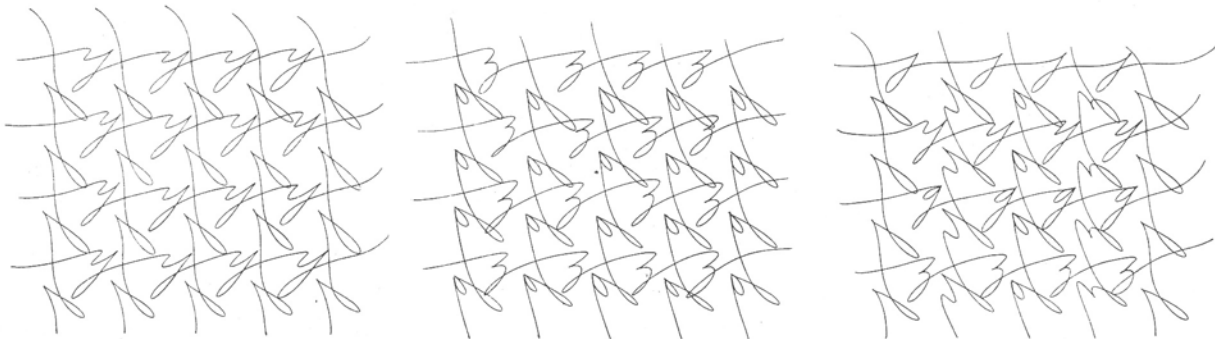
LESSON 34

The first drill in this lesson should be carefully worked out before starting the j. See that the inverted loop is not too long. Make up stroke cross down stroke on base line. The first part of y is like the finishing in n. Keep this part small and the opening narrow.



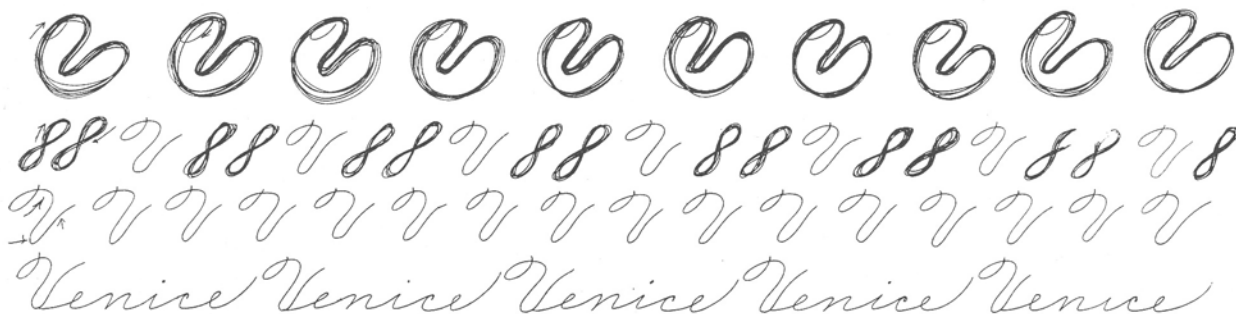
LESSON 38

This lesson is especially good for developing freedom and ease in movement. This drill will also teach you to write straight without a line. Use different colors of ink and see the results. Concentrate and plan.



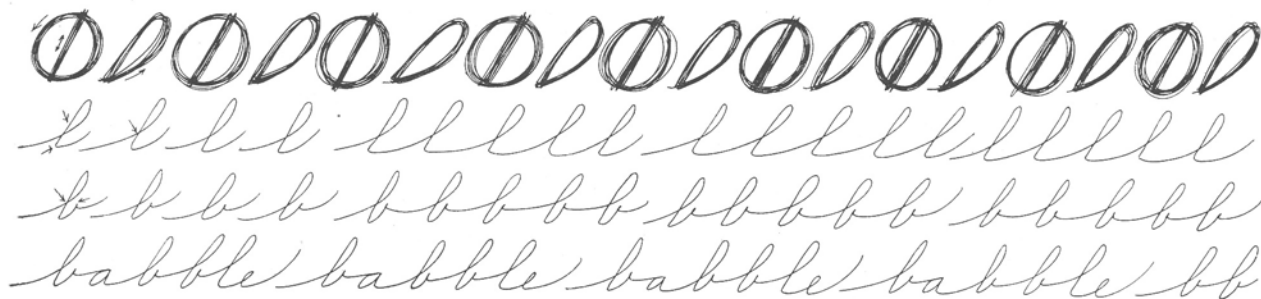
LESSON 39

Here is a good lesson on developing the V. Be sure to follow the outline in the order given. Watch for the arrows. Do not make the opening in the V too wide or the last stroke too high. Notice the curve in the last stroke. Make turn at base line round. If this lesson is mastered it will help you with others. Do good work at all times. Watch your position.



LESSON 40

This lesson is rather difficult and will need all your attention. Keep trying until you can make each line good before proceeding to the next. The l should be made three spaces high with the down stroke crossing the up stroke one space above base line. Make b like l with finishing principle like that of v. Keep all letters on the same slant. Determine to succeed and you will.



*"To get adjusted to the world
Is after all the wisest aim
It won't adjust itself to us
For it was here before we came."*



Practical Business Writing

By G. C. GREENE

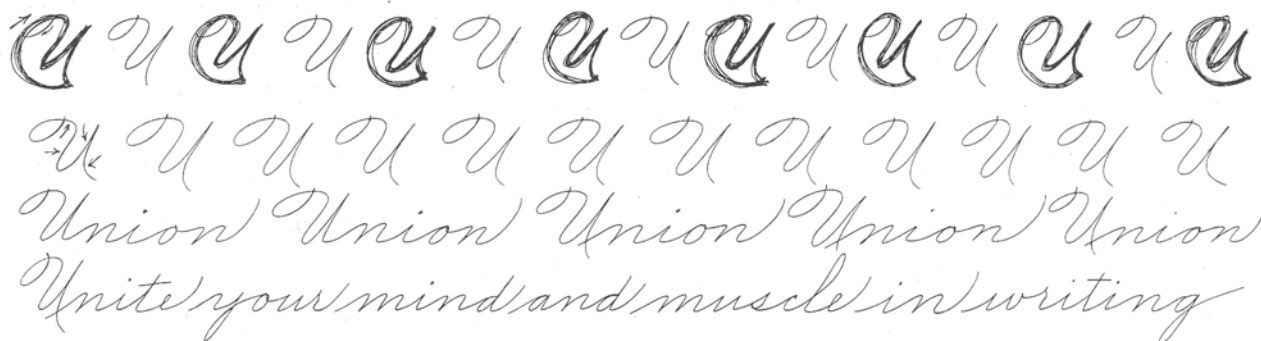
Head of Penmanship Department, Goldey College, Wilmington, Delaware

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No. 5

LESSON 41

The retraced U will establish correct muscular movements. This letter is made like V except the last up stroke is straight so that it can be retraced. You must move at a good rate of speed in order to get clear lines.



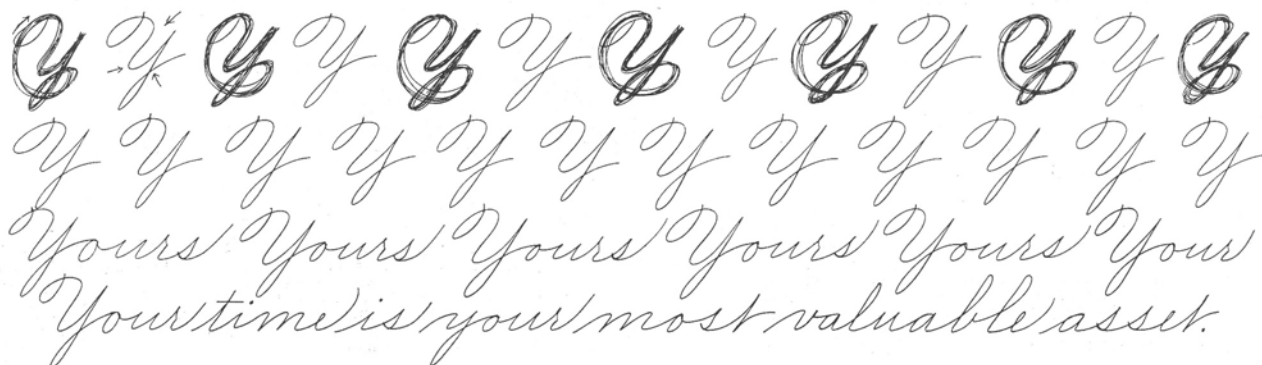
LESSON 42

You will observe that every new principle in this course of lessons will first appear in a drill exercise. For this reason concentrate on the drills and the letters will be easy. The last part of h is like the finishing of small n. Observe the new principle in the k. Learn to make it first then add it to the extended loop and you have k. Make this new part small. Don't give up. You can win.



LESSON 43

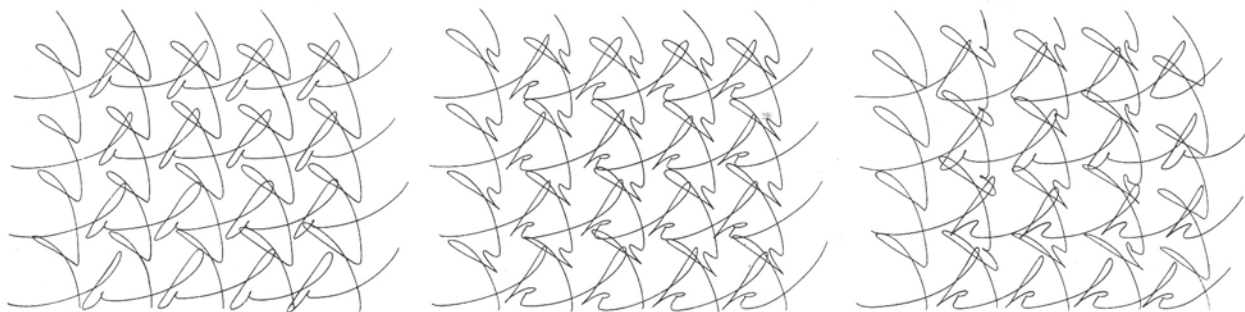
Here is a good retraced drill for Y. Keep trying until you can make it. Observe that the Y is like U except for the long inverted loop coming below the line like j. Keep the opening in the Y close together.





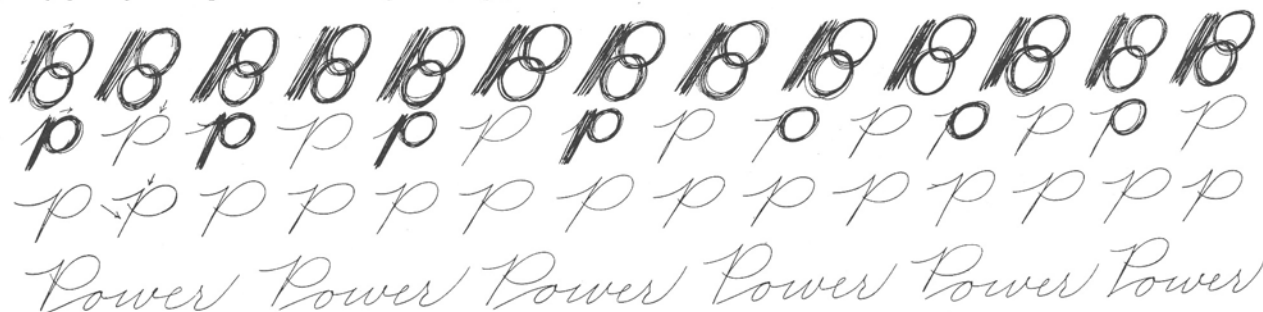
LESSON 44

Here is another lesson you will like. Keep the proper space between all letters and lines and you will get better results. Keep all letters uniform in size, slant, and spacing. Watch for bad habits and try to eliminate them.



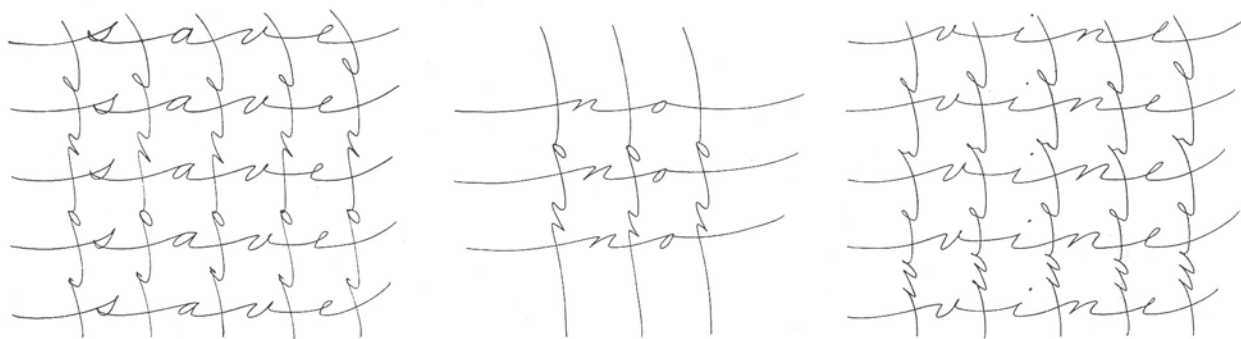
LESSON 45

Begin with the push-and -pull movement and then follow with two reversed ovals of equal size. See that the down stroke in this letter is straight and retraced two-thirds the height. Make the oval in the P large and round. Study your plan of procedure. Are you doing your best?



LESSON 46

Study and practice this lesson until it becomes easy. Be sure to make the long beginning and finishing strokes in the second drill. These words are only suggestive as you may use others in a drill of this kind. Long strokes will develop freedom in writing.



Lesson 47

As this is the most difficult small letter I suggest that you spend a fair amount of time on the first line. See that the loop on each end of this letter is about the same size with one space between these loops. Parts of the h and q make the f. Always study the relation of the letters to each other.





LESSON 48

The retraced drill for the B is very good in developing correct form. The two ovals in the B should be made nearly round and the same size. Make a small loop between the ovals. Compare your work with the copy and make such corrections as you see will improve your writing.



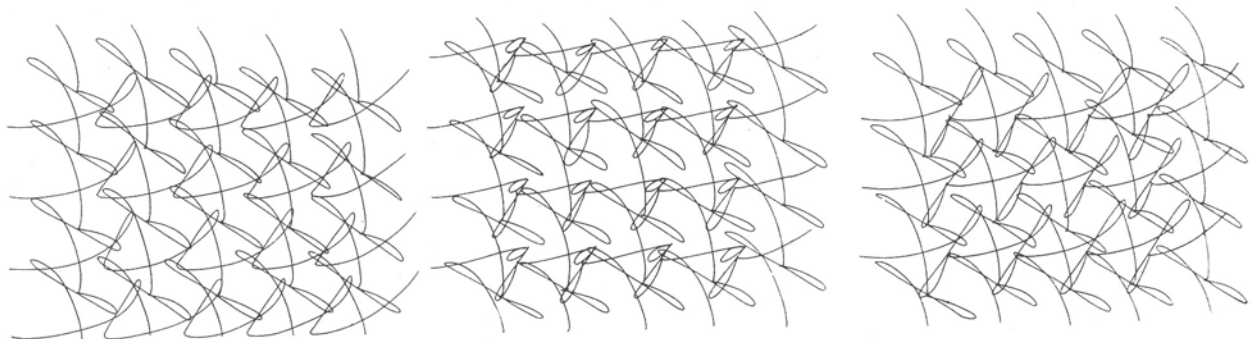
LESSON 49

At this point you are introduced to another form of exercise. This kind of drill helps develop spacing, accuracy, and neatness. Make four lines of the capital P leaving three-fourths of an inch between each letter. Next, slip the lower edge of the paper to the left about 30 degrees and fill in the spaces with the capital A. Keep all letters uniform in size and spacing.



LESSON 50

You will observe that the f is made from the parts of l and q. Make the l and q first and then cross these letters with the f. The lack of freedom in making this f is the usual trouble with beginners. Running this letter over other letters will develop freedom of movement.



Attend the Zanerian and you
will receive the best training in
penmanship.

J. Griffith



Practical Business Writing

By G. C. GREENE

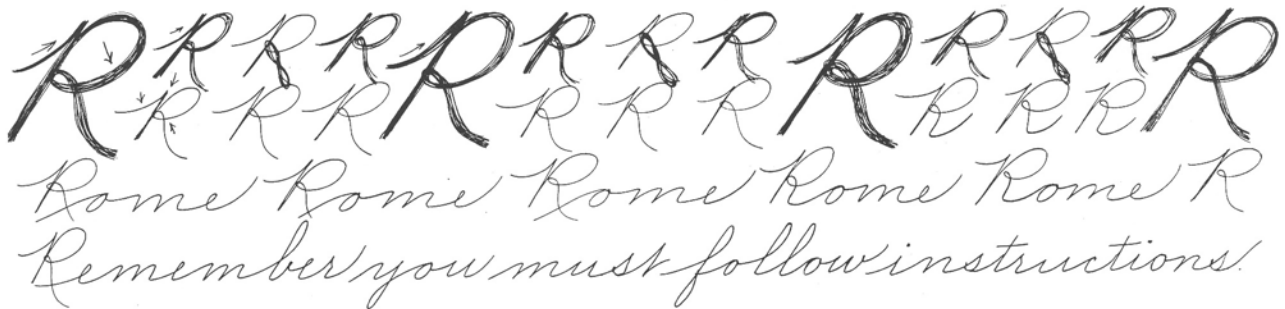
Head of Penmanship Department, Goldey College, Wilmington, Delaware

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No. 6

LESSON 51

The movements necessary in making the R have been given in previous lessons. In this lesson you will find it helpful to make the R large and retrace it several times. Practice the lines in the order given and you will soon see improvement. Write the last line several times before going to the next lesson.



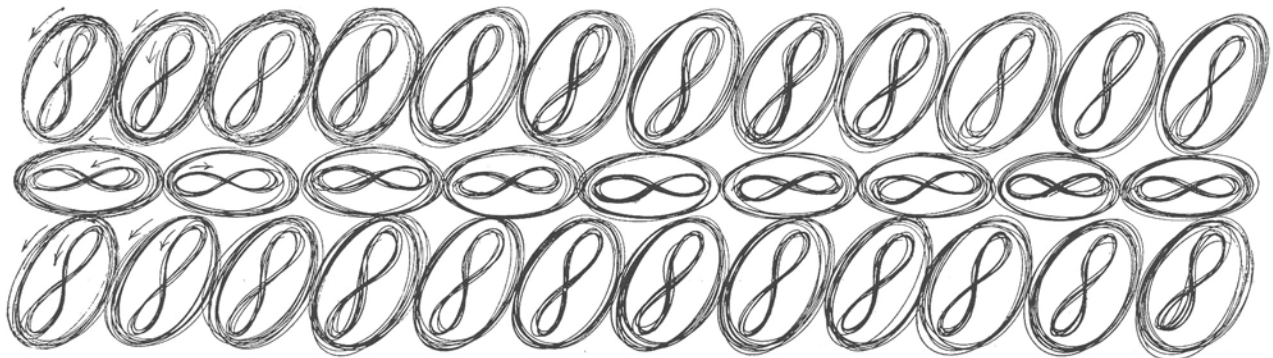
LESSON 52

Here we have another capital drill that will help you. The instructions for this lesson are similar to lesson 49. If you will use two colors of ink in drills of this kind you will be much pleased with results. Plan your drills carefully and you will accomplish more.



LESSON 53

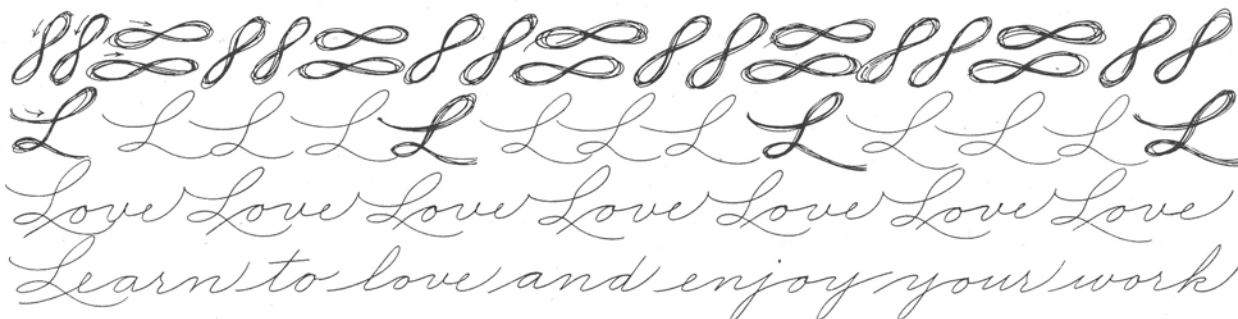
We are now ready to start the study of the most difficult capital letters in the alphabet. This lesson should have several hours of thoughtful practice. If this drill is carefully worked out it will save time later and greatly reduce the work required to make the compound curves in letters. Do not give this exercise up until you have a fair amount of control.





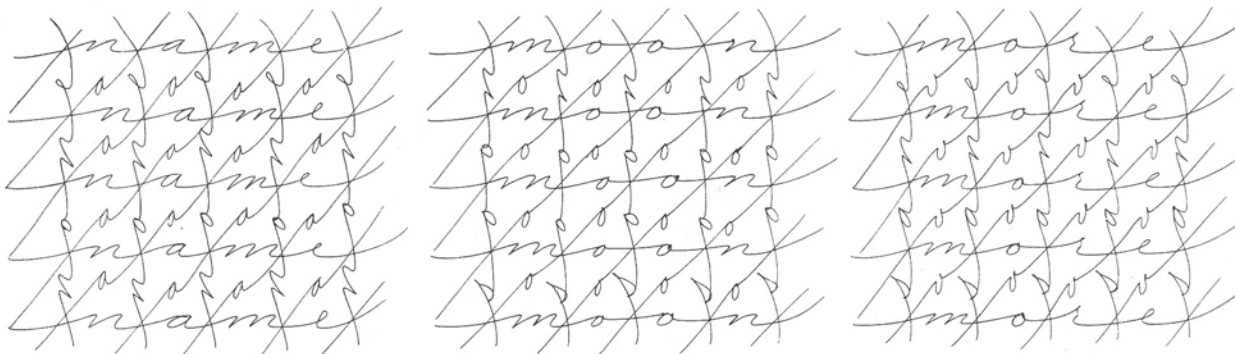
LESSON 54

The first line of this lesson should be made just like the copy. Make the first stroke in the L with a deep right curve. This helps to get a good loop at the top of the letter. The neck of this letter between the two loops should be very short. Observe closely if you want to improve rapidly.



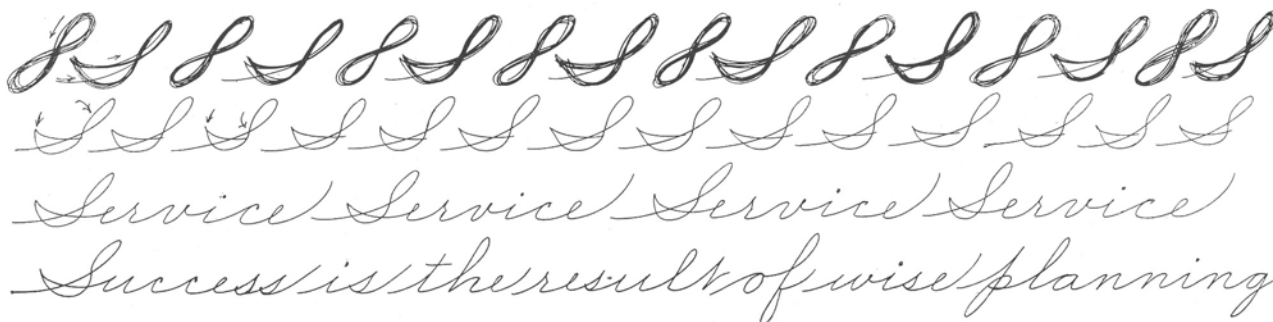
LESSON 55

This lesson is a short review that will help your movement when it comes to making the small letters. See that your lines are clear of kinks and pauses. Use three colors of ink on this lesson and see how it looks. Make spacing between lines the same.



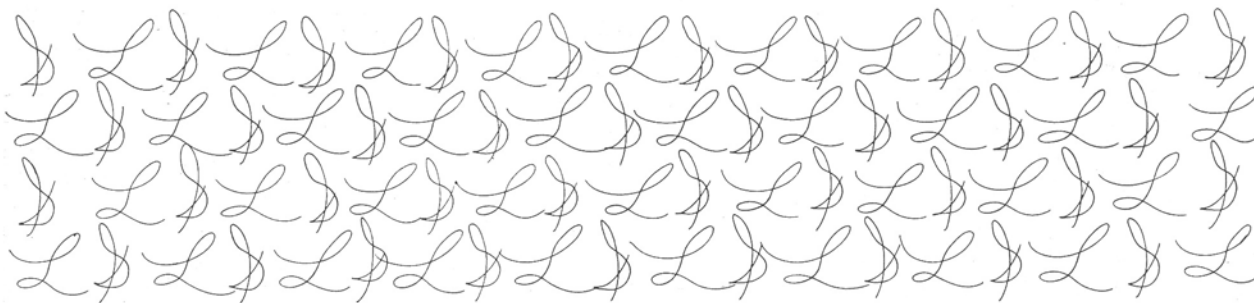
LESSON 56

Before starting this lesson make up your mind that you are going to do better work. The retraced S is a wonderful aid in the execution of this letter. The first line has a good left curve. Make the base large and round. The left end of the boat-shaped base should have a sharp point. Observe where the arrows point.



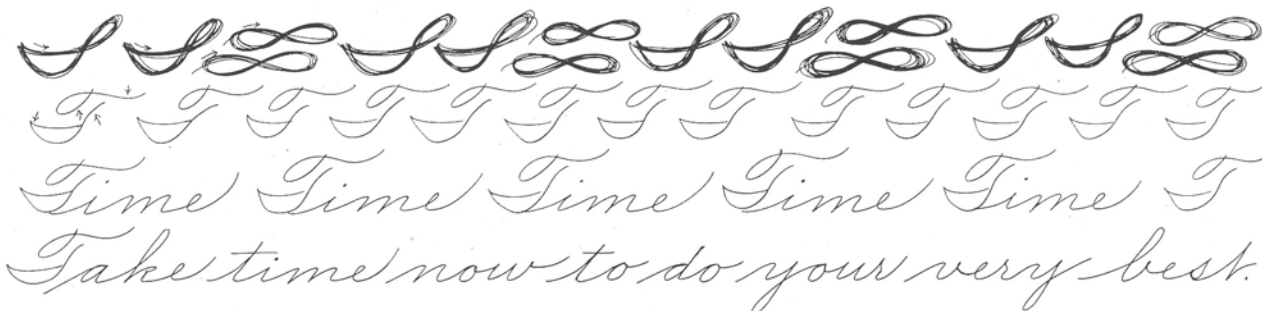
LESSON 57

This lesson is intended to be a review and should be worked out as previously instructed. Equal spacing is the big factor in a drill of this kind. Keep letters the same size. Do not give up because you cannot succeed at first. Keep trying. It takes time to accomplish anything worth while.



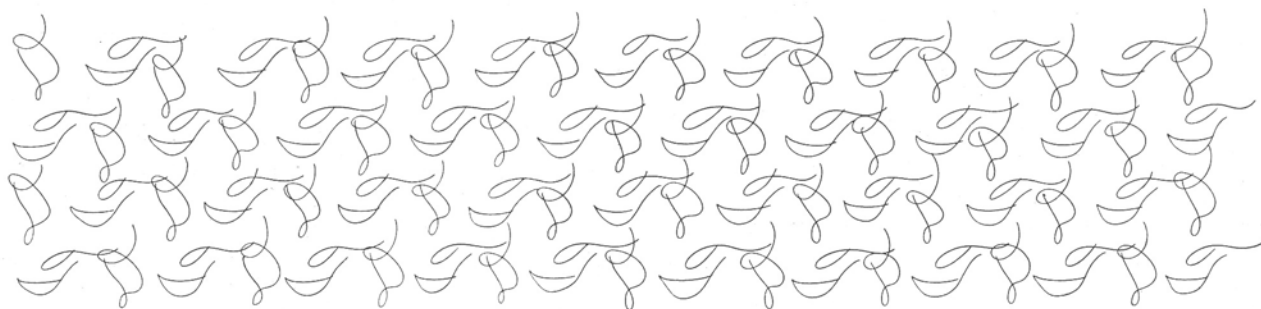
LESSON 58

Start the stem of this letter with a slight left curve about half way between the lines on your paper. Make the base first then finish the letter with the compound principle evenly balanced above the stem. See that the top principle does not touch but that it leaves an even space well above the base stem. Observe!



LESSON 59

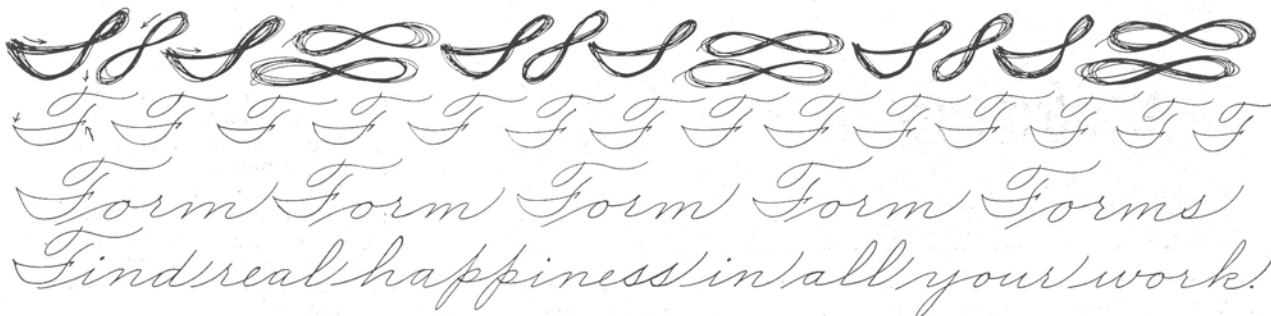
In as much as the D has a few lines similar to the T I believe you will enjoy this particular review. Forget about your troubles and see how accurately you can work this lesson out. Remember always that it is the difficult lesson well prepared that makes the penman.



LESSON 60

The F is made like the T except the little finishing stroke in the base principle. See that this short down stroke is close to the first line. Observe the arrows.

The preparation of this work was a pleasure to me and I sincerely hope you are finding real happiness in this course.





Practical Business Writing

By G. C. GREENE

Head of Penmanship Department, Goldey College, Wilmington, Delaware

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No. 7

LESSON 61

The purpose of this movement drill is to help you acquire more ease and freedom in making the letters embracing the compound curves. No doubt you have found the last few lessons rather difficult. Do not become discouraged for you can win. Spend two or three hours on this lesson and work it out just like the copy. Make the large ovals two writing spaces high, then fill in the other drills in red ink. Do not leave this lesson until you can make a neat page. Keep trying.



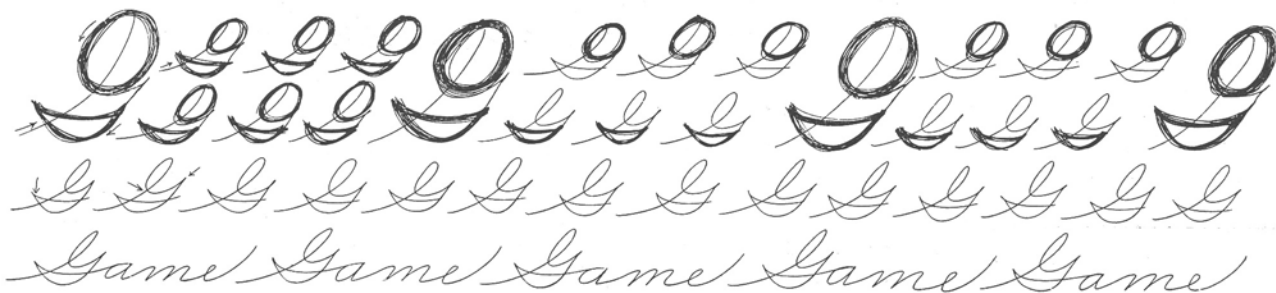
LESSON 62

Here is another cross drill in the capitals F and I, two rather difficult letters. Make the F, leaving sufficient space for the I. Turn your paper slightly to the left and place the I at the proper place. Use two colors of ink. Fill the writing page in groups of four lines each, leaving two writing spaces between each group. Make your work show movement and force.



LESSON 63

This is your last letter. When you have successfully finished the G you will have had all the capital and small letters in the alphabet. Observe the arrows and work out the drills in this lesson just like they are given in the copy. After ascending to the full height of this letter turn short and descend, crossing the upward stroke at about half its height. Continue with a round curve coming to a firm stop, then finish like T or I. Make the base wide. Join the G to the letters that may follow as in the word **game**.





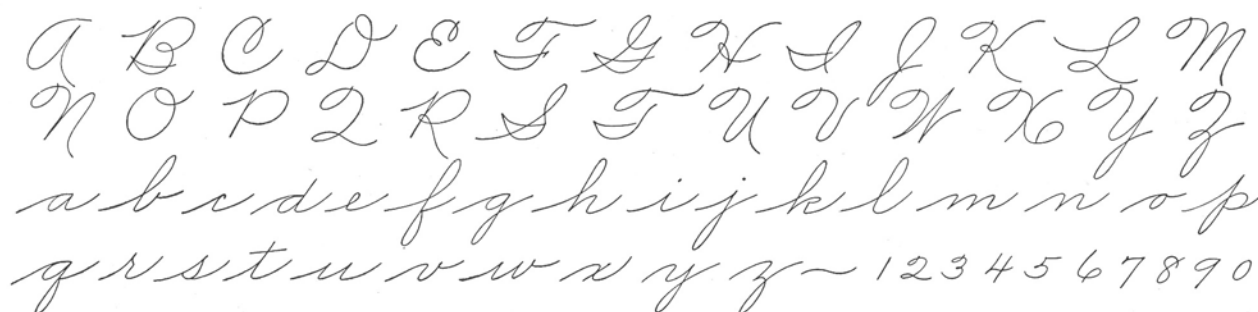
LESSON 64

You will find in this lesson a good review, and an interesting and helpful drill. Plan your work carefully. Use three colors of ink if you want something beautiful. Take time to do your best. Keep your pen point clean. Let every effort be your very best. Think and concentrate.



LESSON 65

In this lesson I am giving you a complete review of all the letters and figures that you have had in the past 64 lessons. This is the standard alphabet used by nearly all penmen. Do not spend all your time working on two or three letters that seem to be difficult but work out this lesson completely, just as I have it. Strive for accuracy. Observe each letter closely and do your best to equal or surpass my copy. Do not become discouraged if you do not succeed at first. Keep working.



LESSON 66

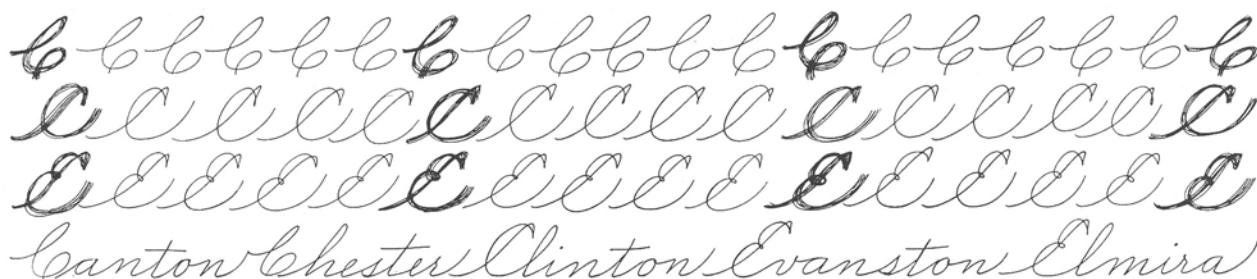
I will now introduce you to a complete lesson in sentence writing. Please observe the suggestions made in these sentences and strive to improve each line you write. You will need sentence practice at this point in your course. Fill an entire page with one sentence. After all sentences have been covered in this manner work out a page of the four lines like the copy. Do not scribble. Begin all small letters on the line.

Attention to details is necessary in writing.
Be sure you are right then go ahead.
Concentrate, systematize and execute wisely.
Do the thing you know you should do.

LESSON 67

In order to break the monotony of too much sentence writing at one time I will alternate each four sentences with a few optional letters. Some people find these forms easy and for that reason I am giving a few letters that may help some one to enjoy this course a little more. Practice the retraced letters first and you will improve faster. You will find it helpful to make the letters larger than the copy at first. Observe the forms closely. Speed up!

Are you working for Business Educator Penmanship Certificates?
Write for circular giving grades, requirements, etc.



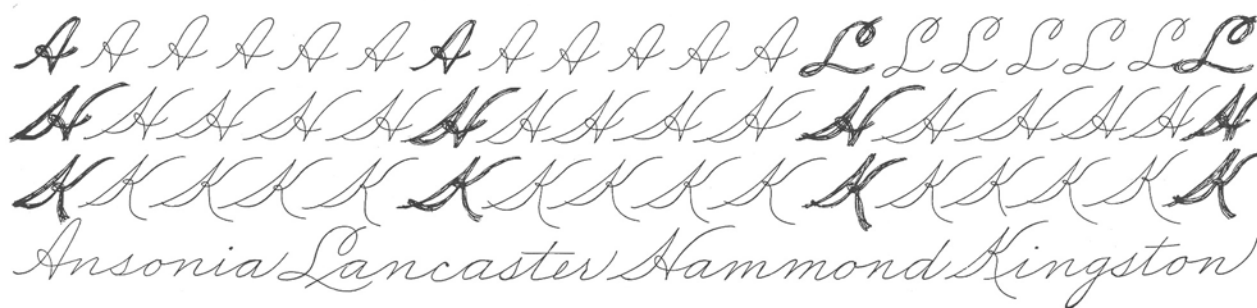
LESSON 68

At this point in your study of this course you may have a tendency to slow down on sentence writing. You should strive to keep sufficient speed to enable you to get clear lines at all times. Watch the beginning and ending strokes in each word. Careless positions are detrimental to good penmanship. You cannot do good writing while thinking about other things. All great men have learned to concentrate on one thing at a time.

Every day have a definite task to perform.
Find your own mistakes and correct them.
Get ready and your opportunity will come.
Have you something worth while to strive for?

LESSON 69

Here is another group of the optional letters which are not so practical as the standard forms, but they are useful in the writing of signatures. Study the curves closely and observe the shape and form of the loops. Repetition and thoughtful practice will give skill. Good writing recommends you favorably to the business public.



LESSON 70

Try to get more inspiration from your work as you go along. Careful spacing will improve the general appearance of your writing. Keep all letters the same slant. Find out what you are working for and then do all in your power to reach that destination by the very best methods. The better you are prepared the greater will be your opportunities for success and service.

Inspiration makes difficult tasks easy
Just what have you accomplished this day?
Know what you want to do then go do it.
Learn the best and easiest way to write



LESSON 74

Write a full page of each line of this lesson. After you write a line pick out two or three poor letters and strive to improve them in the next line. Continue this all the way down the page and see how fast you will improve. Remember your progress in any endeavor will depend on your ability to see straight and think clearly. A skillful hand is usually directed by a skillful mind. Training the mind is of first importance in learning to write.

*Quiet hours of study are absolutely necessary.
Retracing exercises are very good for practice.
Success is yours but you must pay the price.
Turn on more energy and get there sooner!*

LESSON 75

Here are some good, practical, sensible letters that you will enjoy making. Practice the retraced letters first. Strive to improve until each letter is easy to execute in correct form. Make the first loop slender. Cross near the top of the letter. Write the long words until they become easy. Careful and honest criticisms of your work will make you what you want to be—a success.

*P P P P P P P P P P R R R R R R R R
R R R R R R B B B B B B B B B B B B B B
Philadelphia, Pennsylvania Richmond
Rome Reading Boone Burlington Beloit*

LESSON 76

Perhaps you are getting somewhat worried and wonder if you will ever learn to write a beautiful hand. Do not worry, my dear friends, it will do no good. Just remember that you have already made splendid progress. Now put a little more pep in your work and your worries will all be gone. The third line in this lesson has been a great help to me. The person who **firmly believes** he can learn to write, and goes after it enthusiastically and intelligently, will some day possess a beautiful handwriting.

*Use only the very best materials to be had
Visualize each letter before you make it.
What you are to be you are now becoming
X-ray machines are great human benefactors!*

LESSON 77

Many penmen like this form of the V and W. Keep the parts of these letters close together at the top. The X is used the least of all capital letters. Here is a simple form of the X that might help you to make it. The last two lines of this lesson will be helpful practice. In learning to write there is no royal road. You must work thoughtfully and zealously, if you are to get infallible results.



Practical Business Writing

By G. C. GREENE

Head of Penmanship Department, Goldey College, Wilmington, Delaware

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No. 9

LESSON 81

It has been my plan, in this course, to make the work interesting and practical. The days of the week are often written by everybody. The extra capitals are to give you practice on these particular letters. Continue to work until this lesson becomes easy. In the study of penmanship, as in other subjects, if you will systematize, specialize, and exercise, you will soon begin to visualize, realize, and capitalize.

*Days of the week— Sunday Sun. S S
Monday Mon. M M Tuesday Tues. T T
Wednesday Wed. W W Thursday Thur. T T
Friday Fri. F F Saturday Sat. S S*

LESSON 82

Here is another very practical and helpful lesson. The months of the year, with their abbreviations, should always be plainly and carefully written. Continue to strive for speed and accuracy. Try to improve each lesson. Remember that hard work will "bring home the bacon."

*January Jan. February Feb. March Mar.
April Apr. August Aug. September Sept.
October Oct. November Nov. December Dec.
Do not abbreviate May June and July.*

LESSON 83

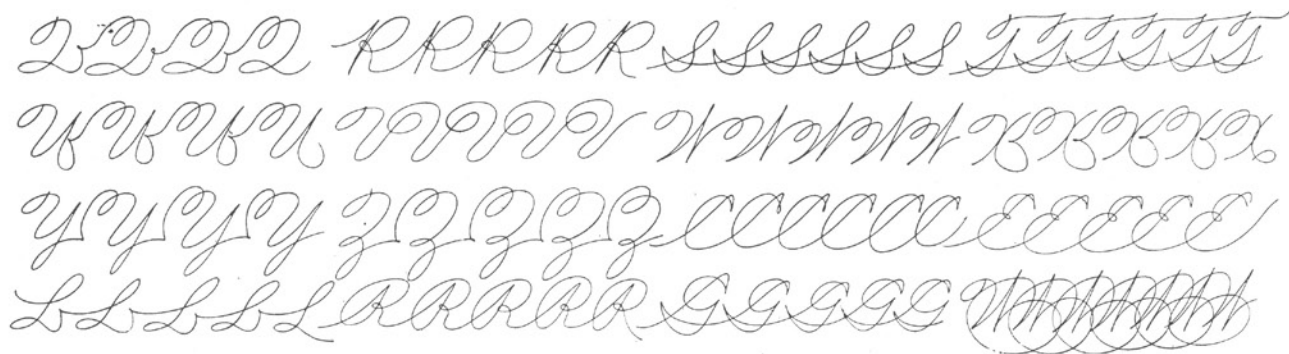
You are now introduced to the capital letters in a continuous connective drill. Do not give this lesson up because it seems hard at first. You must move at a good rate of speed in these exercises. There is no better drill than these letter combinations to give you a strong, accurate handwriting. Your first attempts may be very crude, (so were mine) but if you will remember that "the darkest part of the night is just before dawn" it may help you to keep working just a little longer. What others have done, you can do. You cannot fail. You must win.

*AAAAA BBBB BB CCCCC DDDDDDD
EEEEEE FFFFFFF GGGGGG HHHHH
IIIIII JJJJJJ KKKKK LLLLL
MMMMM NNNNN OOOOO PPPPP*



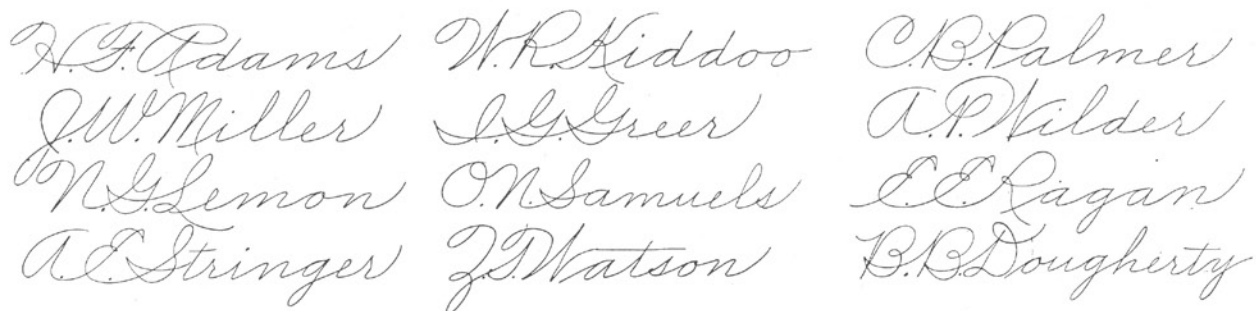
LESSON 84

You will observe that my work is far from perfection. I would not write perfect copies for you if I could. You can soon learn to equal or surpass these drills. By doing this you gain confidence. See how many letters you can make better than the copy. Keep up speed! Capital letter exercises of this kind are a great help in writing signatures. When your movement gets slow and sluggish, come back to Lessons 83 and 84 for pep and enthusiasm.



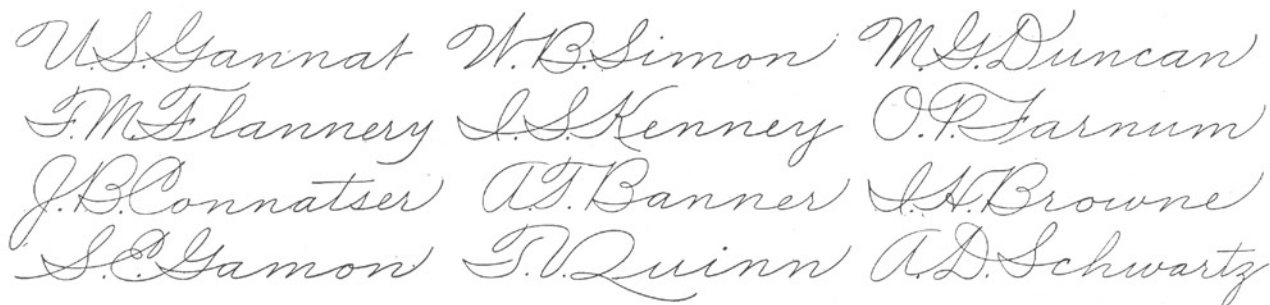
LESSON 85

Now you have an opportunity to demonstrate your ability to use the letter drills you have just had. Keep your pen moving at a rate of speed sufficient to enable you to get clear lines. In writing signatures, keep the spaces equal between the initials. Do not make the capitals too large. Keep the letters even in height. Work out the one best way to use your signature and always write it the same way. Your signature is your trade-mark. It may be very valuable to you some day. What your trade-mark means to the public will depend entirely on what you have behind that trade-mark.



LESSON 86

For practice make these signatures much larger than the copy, then smaller, in this way you will develop control of your muscles. This will enable you to write ledger heads and also write in small spaces. After you have completed these signatures, see how well you can write your own signature and those of your friends. Keep a good supply of self control and common sense at your disposal and you will be more successful in your work.



LESSON 87

In this lesson you have some of the most common names of girls. By a little observation you will find that this is a very important lesson as these few names cover a large per cent of all the names now given to girls. Girls should never use their initials when writing their name. Strive hard to write your own name well. Always write your name the same way. A small, legible handwriting is commendable to anyone. Cheer up, but do not give up!



Frances C. Winters Mary E. Kempton
 Elsie S. Schwartz Evelyn L. Thompson
 Elizabeth A. Gregg Anna I. Dennison
 Ruth M. Summers Catherine J. Noonan
 Margaret H. Rennock Virginia E. Smith

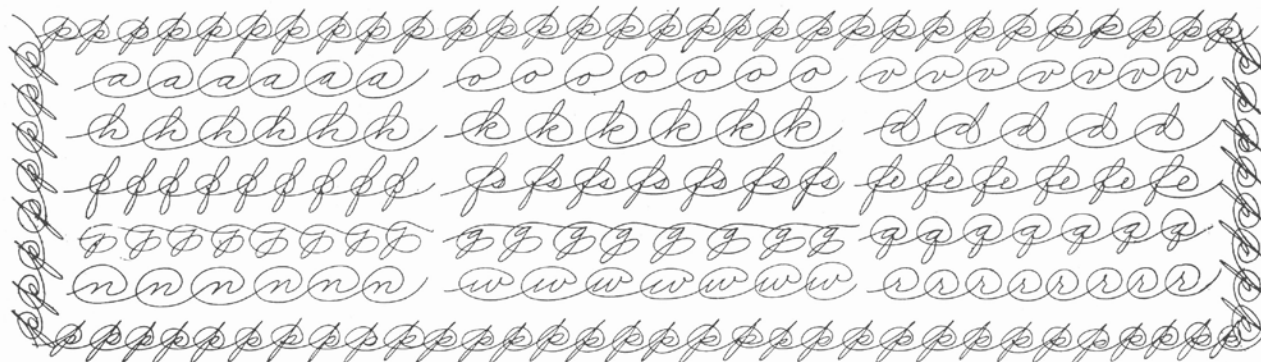
LESSON 88

Start out with a new determination in this lesson. Use the best materials and have everything in perfect shape. You are now to concentrate on a style of writing somewhat smaller than what you have had in the previous lessons. You should now decrease your writing to the size of this copy. If you do not succeed at first don't become discouraged, but keep trying. The remainder of this course will be presented in a small, rapid, practical style of writing.

You should study, practice and use a small legible, rapid style of writing for bookkeeping, correspondence and general business purposes. There is no other style that so adequately meets the requirements for speed and accuracy.

LESSON 89

In this lesson I have given you a good exercise and also a review that will be interesting and helpful. Plan this lesson carefully. Build the border exercise first, then put in the other drills. Use three colors of ink, one for the border, one for the center row—i—drill, and the third color for the remainder of the drills. Do not pass this lesson up because it looks complicated, but pull off your coat, roll up your sleeves, and make it just like the copy. Get that joy which comes only to those who do things.



LESSON 90

You will observe that you have in this lesson a very fine review for many of the letters. You also have a good drill in making commas. As these words are often written, you should not hesitate to spend sufficient time to put this lesson in excellent shape.

Do not miss the June copy of the Business Educator, for you will like it best of all. At this busy season of the year please reserve enough time to finish up this course and get your certificate.

Holidays and Anniversaries are often written by many people. New Year's Day, Lincoln's Birthday, St. Valentine's Day, Washington's Birthday, Good Friday, Easter Sunday, Mother's Day, Independence Day, Labor Day, Columbus Day, Memorial Day, Armistice Day, Thanksgiving Day, Christmas Day.



Practical Business Writing

By G. C. GREENE

Head of Penmanship Department, Goldey College, Wilmington, Delaware

No. 10

LESSON 91

Most people do not like to write their signature below the obligations of a promissory note. If you will faithfully assume the obligations and promises of this note, it will mean more to you than perishable dollars. Write this note many times in your best penmanship and pass it along to your friends. They will admire your writing and appreciate your thoughtfulness.

 Wilmington, Del., Mar. 16, 1930.
 For years after date I promise to treat myself to many, many ~~unlimited~~ Dollars value received with interest in health, success and happiness. Payable at the Bank of Just Rewards in proportion to the way I think act and use my time. R. U. Ambitious.

LESSON 92

This and the following lesson on Success and Failure, by Edgar Guest, is worth writing many times. Pick out your poor letters and words and practice on them, then rewrite the entire lesson. Make all letters the same in slant. Observe your spacing closely. See that all extended loops are equal in size and height. Keep both eyes open while criticizing your own writing.

I do not think all failure is undeserved.
 And all success is merely someone's luck;
 Some men are down because they were unnerved,
 And some are up because they kept their pluck.
 Some men are down because they chose to shirk,
 Some men are high because they did their work.

LESSON 93

I suggest that you begin now to memorize these lessons. The ideas presented in the lessons of this issue of the Business Educator will help you in many ways in addition to helping you improve your penmanship. I sincerely hope I can leave at least one good thought in your mind that will help you to be just a little happier. Prepare yourself now to enjoy the good things to come.

I do not think that all the poor are good,
 That riches are the uniform of shame;
 The beggar might have conquered if he would,
 And that he begs, the world is not to blame.
 Misfortune is not all that comes to man;
 Most men, themselves, have shaped the things they are.



LESSSON 94

Continue to reduce your penmanship until it is easy for you to write just the size of the copy. See that all inverted loop letters are equal in size and length. Have a uniform plan for beginning and ending all words. Strive for a neat, legible hand. Do not scribble. Master your bad habits and become strong and efficient. Find your weak points right now and start improving.

"How much I get out of life depends entirely upon me and my efforts—depends upon how much I change myself for the better. It is up to me how much change there shall be? I am the only one who can answer that question—It's up to me—I can become what I want to be—If I am willing to pay the price."

LESSSON 95

Look what an interesting lesson you have here! If you are about to lay down on the job, read this, get up, and "Keep a-going." Strike out in strong, bold movements and accomplish something. Make all connective strokes long. Write this lesson over and over until the long strokes become easy. I can write all this lesson in 1½ minutes. I can do my best work in 2¼ minutes. How does this time compare with your writing?

*"Keep A-Go'in'
If it's rough along the road,
And you're burdened with a load,
Keep a-go'in'
Life is worth each smile and tear,
On ahead there's lots of cheer,
Every step will bring you near,
Keep a-go'in'!"*

LESSSON 96

If you have had difficulty in working up these lessons, you may now congratulate yourself. Everyone who shuns a hard lesson is passing up their best opportunity to grow strong and become a leader in the world. If you have passed up some difficult lesson, go back and redeem yourself. It takes courage to do this but it will pay you dividends for life.

"Have you a hard job? Then congratulate yourself. Have you an easy one? Then you are deserving of sympathy. No athlete ever grew muscle by watching others exercise. No successful man ever won distinction by holding down soft jobs!"

LESSSON 97

Here is a bit of psychology that will help you. Practice both the penmanship and the idea and double your returns. Begin all lines even. Take time to cross the t's and dot the i's as they should be. Indifference and carelessness will keep you from enjoying the better positions. "When you get a good thing, remember where you got it."

"Now a bit of praise isn't much to give,
But it's dear to the hearts of all who live;
And there's never a man on this good old earth
But is glad to be told that he's been of worth.
And a kindly word when the work is fair
Is welcomed and wanted everywhere!"

LESSSON 98

This and the following lesson is a continuation of the same idea. You will derive much good from this lesson. Keep up your enthusiasm and do not be satisfied until you can write a full page in a neat legible style. Practice Lessons 98 and 99 in one complete drill. Always use good ink, and change pen points often. Never let an opportunity pass to increase your knowledge or render a service.

"As you think, you travel; and as you love, you attract. You are today where your thoughts have brought you; you will be tomorrow where your thoughts take you. You cannot escape the result of your thoughts, but you will realize the vision (not the idle wish) of your heart, be it base or beautiful, or a mixture of both, for you will always gravitate toward that which you, secretly, most love!"

LESSSON 99

It is generally known that most people only use about 10% of their ability and energy. Are you in earnest now? Shall you try, try hard, conscientiously, to improve your handwriting? You can be the happy, successful person you want to be. All the powers of the Universe are eager and anxious to help you. Can you arouse enough energy and enthusiasm to go back to the beginning of this course and work it all over once more? You are now prepared to get a great deal of good from a careful, thoughtful review.

"Into your hands will be placed the exact results of your thoughts; you will receive that which you earn; no more, no less. Whatever your present environment may be, you will fall, remain, or rise with your thoughts, your visions, your ideals. You will become as small as your controlling desires; as great as your dominant aspirations!"

LESSSON 100

You have now reached the last lesson in this course. It is the longest lesson you have had and should be written, and carefully balanced, on one page. Do your very best and send in this lesson along with Lesson 65 to the Zanerian College. If your work is good enough, you can win a certificate.

It has been my desire to make this course interesting, practical, and helpful. To what extent this is true, you are the judge. I have had to leave many practical things out on account of my very heavy college program. If you have gone along with me in this series of lessons, I would greatly appreciate a word from you with any suggestions you wish to make. Thank you. Good-bye!

Dear Friends of the Business Educator:

In this my concluding lesson, I wish to thank those who have so faithfully gone along with me in this course. I trust you have enjoyed these lessons and derived as much pleasure and profit from them as I have in their preparation.

In wishing you a happy and successful future, I know of nothing better than "My Goals" by Edgar A. Guest.

A little braver when the skies are gray.
A little stronger when the road seems long.
A little more of patience through the day,
And not so quick to magnify a wrong.

A little kinder, both of thought and deed,
A little gentler with the old and weak,
Swifter to sense another's pressing need,
And not so fast the hurtful phrase to speak.

These I can do and be from day to day
Along the humble pathway where I plod.
So at last when I am called away
I need not make apologies to God.

Milwaukee, Wis., Jan. 2-07

James B. Raynor,

Detroit, Mich.

Dear Sir: I submit this as a sample
of my rapid business writing.

Yours truly,

Francis B. Courtney.