

# **Accident Prevention Manual For Business And Industry**

## **13th Edition**

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this in depth work is a hands on business creation and operation manual and a powerful working study of the psychology of starting and running a business successfully this indispensable business success guide is for those thinking about starting a business those desiring to save a failing business and those desiring to grow an existing business and succeed in this new release of david presnell s effective business success guides david continues to share his forty years of extensive business experience in business start up operations manual a step by step guide to starting running a successful business learn how to thoroughly research and test your ideas so you will know exactly what will work and what will not determine who your ideal potential customers are and how to satisfy their needs and wants better than your competition does discover the easiest fastest and least expensive ways to raise money and learn how to use your money for maximum success become highly skilled in the ability to sell yourself and your ideas with powerful proven selling methods that work discover powerful unique methods to manage your business your employees and your customers with confidence and leadership learn how to obtain and train excellent employees and unique ways to deal with the terrible ones

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excerpt from the manual of business being a collection of correct business forms for executing all commercial instruments commercial data and advice on the thousand and one questions of correct methods that are constantly arising in every day business life while stenography is making steady encroachments on penmanship the latter is still a valuable business accomplishment and the art of business correspondence is a sine qua non of successful merchandising the following rules and examples of penmanship will doubtless be of some service

to those wishing to further perfect themselves in this art rules for penmanship three things are necessary in good penmanship legibility rapidity and beauty always sit in an upright easy position with both feet placed on the floor your pen will not get away from you so do not pinch it for this will cramp the fingers and destroy all freedom of movement hold the pen lightly between the thumb and first two fingers so that the holder will point over your right shoulder this will cause the points of the pen to press evenly on the paper avoid the finger movement it is not practical and very laborious in business writing flourishes should be avoided neither the right side of the hand nor the wrist should ever touch the desk as this will hinder a free and easy movement in order to have the correct slant in writing the downward stroke of the pen should be drawn toward the center of the body do not sacrifice legibility to rapidity be accurate first and rapid afterward about the publisher forgotten books publishes hundreds of thousands of rare and classic books find more at [forgottenbooks.com](http://forgottenbooks.com) this book is a reproduction of an important historical work forgotten books uses state of the art technology to digitally reconstruct the work preserving the original format whilst repairing imperfections present in the aged copy in rare cases an imperfection in the original such as a blemish or missing page may be replicated in our edition we do however repair the vast majority of imperfections successfully any imperfections that remain are intentionally left to preserve the state of such historical works

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