

Accident Prevention Manual For Business And Industry

13th Edition

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 Business Start-Up and Operations Manual Manual of Business German The Manual of Business Manual of Business Spanish Manual of Business Italian The Entrepreneur's Manual Business Planning Manual Commercial Knowledge; a Manual of Business Methods and Transactions Resources in Vocational Education Catalog of Copyright Entries. Third Series Books and Pamphlets, Including Serials and Contributions to Periodicals An elementary manual of business methods Manual of Business Library Practice Commercial Knowledge The Advertising Manual The School Journal Publishers' Circular and General Record of British and Foreign Literature, and Booksellers' Record The Small Business Success Manual The Manual of Modern Business Equipment. [With Illustrations.]. Sidney Paine Johnston David Presnell Paul Hartley Sidney P. Johnston Michael Gorman Vincent Edwards Richard M. White Rodney Overton Algernon Warren Library of Congress. Copyright Office Library of Congress. Copyright Office John King Grebby Malcolm J. Campbell Algernon Warren William Knight Pratt Stan Dubin Business Equipment Trade Association (LONDON)

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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 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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