

Hi,

Here is something for Business writing. Please see reference image posted in next message.

Joe Vitolo

CHAMPION METHOD of PRACTICAL BUSINESS WRITING (1921)

by

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Des Moines, Iowa

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This is a complete course in plain business writing, and is intended for use in private and public school, and for self-instruction. The lessons have been thoroughly tested hundreds of times in the classroom, and will, if properly followed, produce good results. The student should understand at the outset that the teacher only directs him—that he himself must do the real work of the course and that nothing but patient, persistent, intelligent practice will enable him to reach the goal of good writing.

General Information

This book is planned for a complete course in Practical Business Writing. The copies are so arranged that the student progresses from simple to more difficult forms and he also studies letters in relation to other, similar in form or requiring similar movement for that, execution.

Movement work is confined to the first two or three lessons but continues throughout the series and such exercises are introduced as are appropriate to the development of the forces the learner is about to attempt to reproduce.

No book can supplant the teacher, and while it is expected that this book will be placed in the hands of each student, it is also expected that the teacher will place copies upon the blackboard, and that he will give instruction supplementary to that contained in the text.

Muscular movement is strongly advocated and much stress is placed upon proper position of hand, pen, and body; for the student who does not assume a good position in writing will not receive satisfactory results in his practice work. It is earnestly recommended that the teacher place particular emphasis upon lightness and smoothness of line and a reasonable degree of speed to execution.

The copies herein are photo-engraved direct from the originals and are representative at a high, but possible, standard of writing. If the plan of this book is followed carefully, no learner will fail to make great improvement in his writing.

There should be used in connection with this worse of lessons "Test and Grade Pages" published by the Accredited Schools Supply Co.

Information

MATERIAL

Good writing cannot be done without good material. Use paper with a good surface far Ink lines and always write on a thickness of ten or twelve sheets. The pen should be medium fine with a smooth point. Whenever the pen begins to scratch throw it away.

Do not use an oblique holder for business writing, and do not use a small holder or one with a metal clasp. A straight, light, medium-sized holder with a cork clasp is probably best for business writing.

Use blue-black this that will flow freely and uniformly. Always keep the inkwell closed when it is not in use, other, wise it will fill all with dust, and the Ink will become thick and muddy.

PRACTICE

Time equal to the lesson period, should be devoted to penmanship practice outside of school work, and at least two of the beat pages should be brought to class for the teacher's inspection. These pages should be similar in character to the lesson of the day, unless the teacher assigns special work. Pages should also be collected by the teacher at the close at each lesson.

Other specimens of the student's practice work should be collected at frequent Intervals and preserved for comparison and study.

The student's Progress depends largely upon his acquiring a correct position at the desk. The correct position should be a natural one, and soon becomes a habit.

Sit squarely in front of the desk, both feet flat on the floor, not back under the seat, because it throws the weight of the body on the arms, thus cramping the writing muscles, The body should incline forward from the hips, and should act rest against the back of the chair.

Have at least ten sheets of paper under the one on which you am writing. Hold the paper a little to the right of the middle of the desk and always near enough to the body to avoid reaching. The sheet upon which you are writing should be shifted toward the left at least twice while writing across the page and upward several times as you write down the page. The head should be held so you will look down naturally and easily at the writing, and not be inclined to the side. Do not get the eyes too near the paper.

Your next effort will be with the penholder, Take the holder in the hand, as shown in the Illustration. Rest the holder against the side of the second finger (near the end) and against the knuckle joint. The first finger rests lightly on the top of the holder about an inch from the point of the pen. The holder should point between the right shoulder and the elbow. The thumb should stand almost at a right angle and rest on the holder nearly opposite the first joint of the first finger. The third and fourth fingers should curve gracefully under the hand, bracing the hand so that the wrist is nearly flat and free from contact with the paper. The fleshy part of the side of the hand must be kept off the paper all the time. The fingers of all people do not bend exactly alike, because of their different shapes but should be comfortable and glide easily with the motion of the arm muscles.

No one can become a good writer who does not have a good conception of form that is, a good mental picture of what he wants his pen to execute.

Good writing depends upon smooth movement, and uniformity in slant, height, spacing, and letter-design; that is uniformity of style.

Uniform slant depends upon down strokes. If the position at the desk is correct and down strokes are brought toward the middle of the body the slant will be uniform. The so-called "Standard," or Spencerian, slant is 52 degrees; that is 38 degrees variation to the right from vertical. Study the illustration herewith and then measure your own writing to see whether the slant is approximately correct. It is not expected that all persons will write upon exactly the same slant, but too great a deviation from 52 degrees will make either for illegibility or for retarded speed. No matter what the slant may be, it must be uniform if the writing is to look well.

There are only three elementary strokes used in writing: the right curve, the left curve and the straight line. These are illustrated in the diagram. Of course these strokes are combined in many forms. When a right curve and a left curve are joined without turning they form a compound curve.

Loops are made of straight lines and curves; for instance, the upper loop consists of a right curve which gradually changes into a straight line, while the lower loop begins with a straight line and swings into left curve.

You should frequently study these illustrations. Knowledge of the fundamental or foundational strokes and their uses will help you not only to follow the lessons, but in learning to write well.

Give careful attention to the cut showing the height of capital letters, small letters, and figures. Notice that the capitals are three fourths of a space above the base line, that all the small letters, except the loops and p, d, r, s and t are one fourth space high, and that the figures are one third space high. Notice that all loops above the base line are three fourths of a space high and all loops below the base line one-half space. Study these forms carefully and compare your own writing with them. Until you can visualize (see in your mind's eye) the correct form you cannot hope to make it.