

Taken from The Madarasz Book

Insurance Policy Writing

These contributions were prepared by Mr. Madarasz and purchased by The Educator about a year before his death, and represent his most mature thought and unbiased convictions.

Preliminary Instructions

One of the most "sure-of-a-good-positions" lines of penmanship is that of policy writing in an insurance company. The demand for good policy writers has for the past twenty or more years been more than the supply, and it is growing. Here is an opening for the young man looking for a sure thing. To the young man who will master a serviceable style of roundhand, similar to the examples I herewith presented, it will secure him a good job. This you see gives you plenty of time for night study, work on engrossing, etc., or teaching penmanship in the public schools in the evening classes, thereby augmenting earnings each year. Every year one can reasonably expect an increase in salary until a good salary from the insurance company is attained. There is, to be sure, a good chance of promotion in the meantime, if you should qualify yourself for the managing or assistantships in one of the many departments of the company. These places are in great measure filled from the employees, and the managers in power in an insurance company keep tab on their employees, and are ever able to give you a rating commensurate with your worth and capabilities. Think it over, my young friend. Your P. O. address may be Philadelphia, New York, Boston, Chicago or San Francisco, or it may be Podunk, Smith's Corner, Mudhole, Geeserville or Cow-tail. Uncle Sam's mail carrier will put you in touch with your future employers, even if your address is Rural Free Delivery Route 68a near Portage, Wash., and if you hail from one of the latter places, your chances are a bit rosier than an application from 715 Fifth Ave., New York Because: the shrewd business men of this commercial age are on the still hunt for country boys-country boys have the preference, everything else being equal.

Now for equipping yourself as a policy writer. If you want to be a rapid and sure worker, master the style before you. Don't be misled into practicing the slow, pen-lifting style of what is called the engraver's script. I call it the "stilled script." That style grew of itself, because engravers as a general rule cannot work their engraving tools around corners-hence, being so much easier to lift their tool at the bottom or top of the small letters, the great majority of engravers so form their letters piece-meal, and this is the thing that all instructors heretofore in roundhand have advocated. This is not writing, it is drawing, and drawing, and I am talking and talking. Get out of the rut, and take something new in the way of rapid-roundhand writing; with the emphasis on the writing. You got that? If not, read from the top again until you do get it, absorb it, swallow it. Else these words won't produce the results you are entitled to. I may be alone in these opinions, but I was alone in some other things in penmanship more than thirty years ago, and those other things are standard now.

Materials: Zanerian Fine Writer Pen-Arnold's Black Ink and Arnold's Writing Fluid, mixed half and half, or the Zanerian India Ink with directions as given. Linen ledger, or a good flat paper, ruled to one-quarter or three-sixteenths inches between lines. A common-sense oblique penholder, rather broad at base a parallel ruler 12 to 18 inches-a straight rubber penholder for ruling pen -a box of steel pens for ruling one-twenty fourth inch line without pressure.

Work with a sheet of paper under your writing hand, paper to be held with the left hand, this keeps the paper you're writing on free of finger marks, and in many cases accidental ink dropping. Roll up sleeves, on right arm to above elbow, and work in an alpaca or cotton coat without lining. You need all the freedom possible to do good work-you can't get it with cuffs, outside coat and undershirt sleeves in the way. Strip your arm. Have your paper so placed on desk that all downward lines are vertical to eye and desk. That gives you the slant, and slant is a mighty big boy in good writing.

Press down on your pen at the soonest possible moment on the downward strokes with an even pressure, securing the width of shade required, so there'll be no need of patching up every other shade. Be particular to get your width of letters like a, u, g, h, etc., about the width space between letters. Good night and then tomorrow.