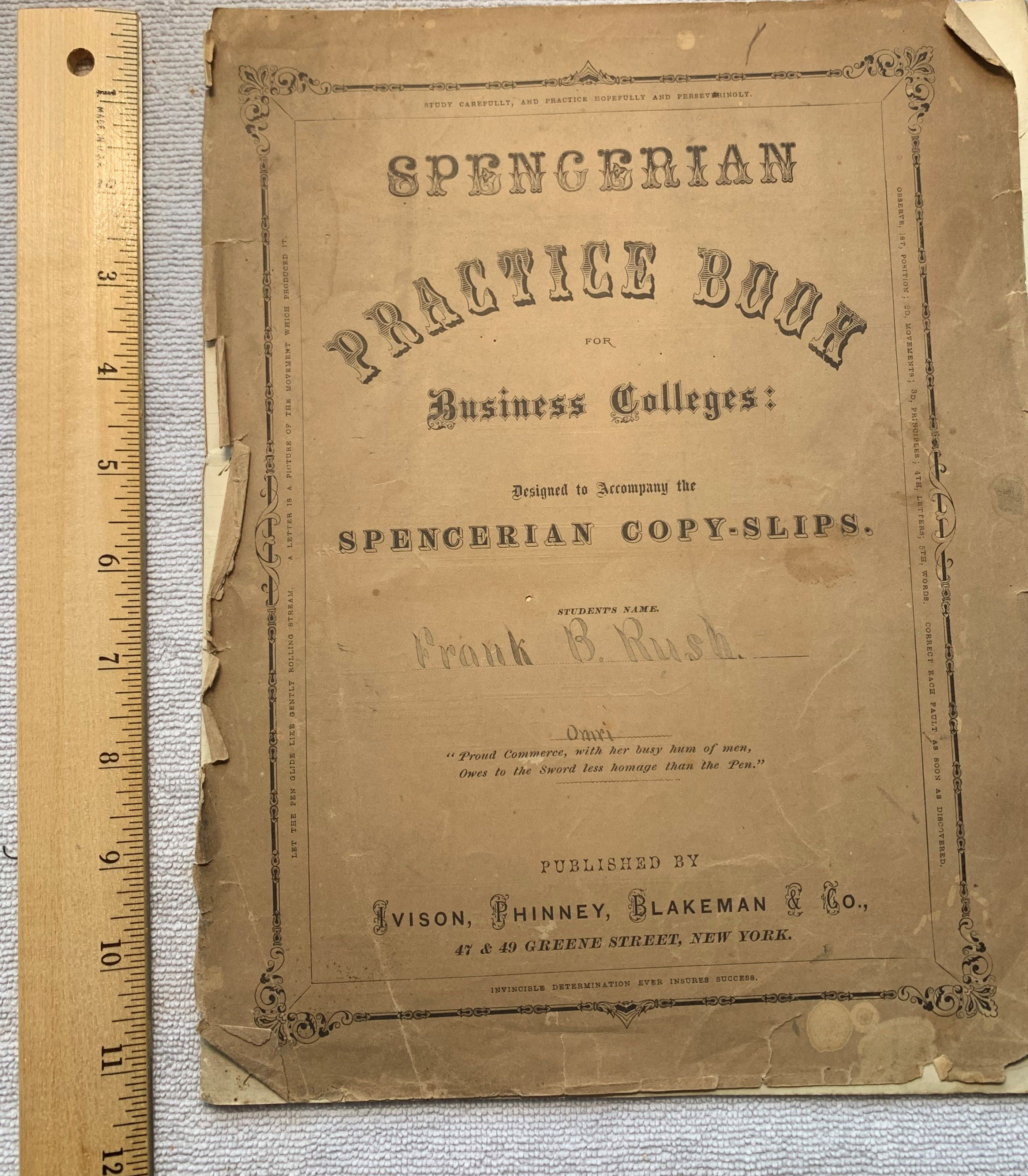


1

STUDY CAREFULLY, AND PRACTICE HOPEFULLY AND PERSEVERINGLY.

LET THE PEN GLIDE LIKE GENTLY ROLLING STREAM. A LETTER IS A PICTURE OF THE MOVEMENT WHICH PRODUCED IT.

OBSERVE, 1ST, POSITION; 2D, MOVEMENTS; 3D, PRINCIPLES; 4TH, LETTERS; 5TH, WORDS. CORRECT EACH FAULT AS SOON AS DISCOVERED.

SPENCERIAN PRACTICE BOOK FOR Business Colleges:

Designed to Accompany the

SPENCERIAN COPY-SLIPS.

STUDENT'S NAME.

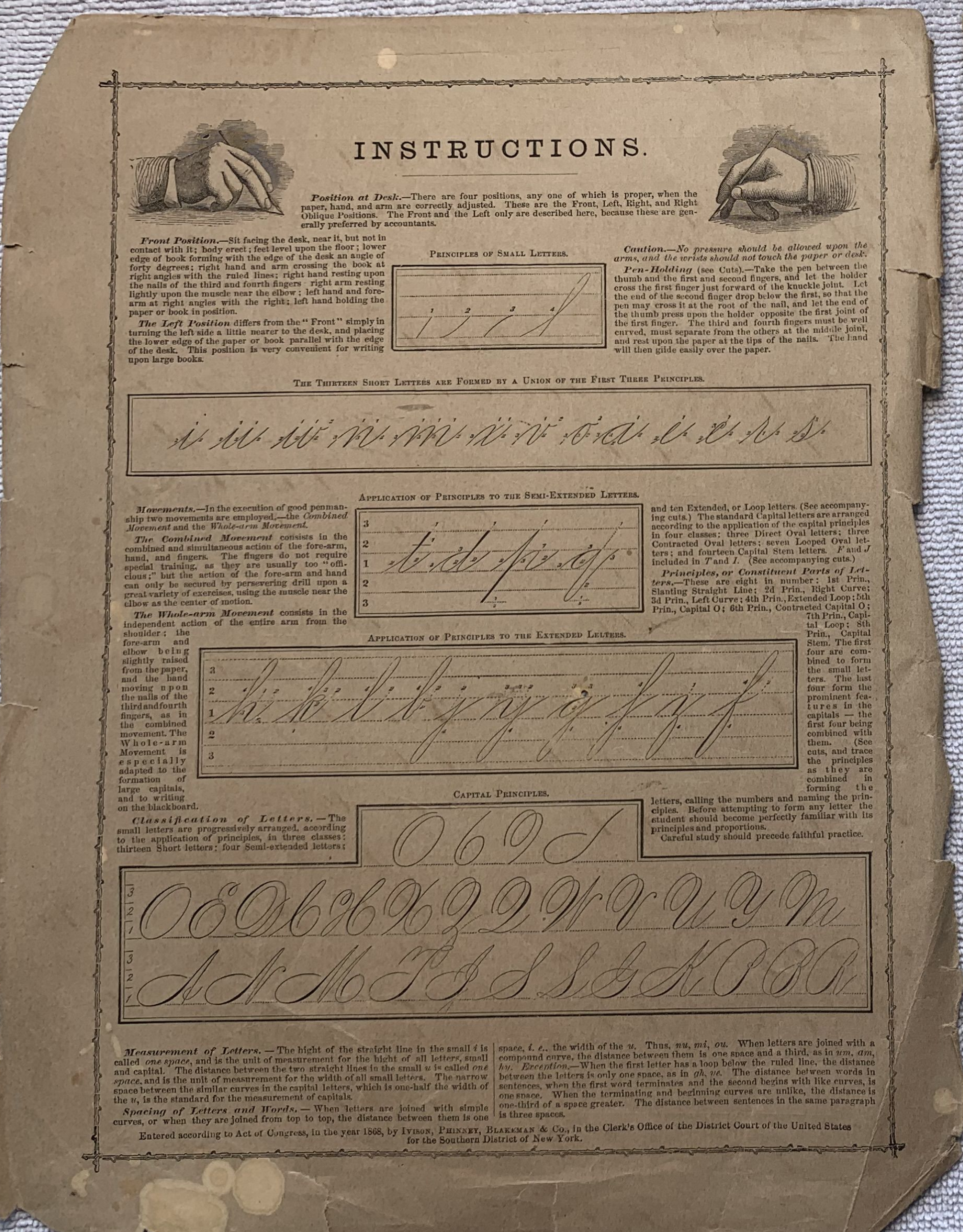
Frank B. Rush

Omri

"Proud Commerce, with her busy hum of men,
Owes to the Sword less homage than the Pen."

PUBLISHED BY
IVISON, PHINNEY, BLAKEMAN & CO.,
47 & 49 GREENE STREET, NEW YORK.

INVINCIBLE DETERMINATION EVER INSURES SUCCESS.



INSTRUCTIONS.

Position at Desk.—There are four positions, any one of which is proper, when the paper, hand, and arm are correctly adjusted. These are the Front, Left, Right, and Right Oblique Positions. The Front and the Left only are described here, because these are generally preferred by accountants.

Front Position.—Sit facing the desk, near it, but not in contact with it; body erect; feet level upon the floor; lower edge of book forming with the edge of the desk an angle of forty degrees; right hand and arm crossing the book at right angles with the ruled lines; right hand resting upon the nails of the third and fourth fingers right arm resting lightly upon the muscle near the elbow; left hand and fore-arm at right angles with the right; left hand holding the paper or book in position.

The Left Position differs from the "Front" simply in turning the left side a little nearer to the desk, and placing the lower edge of the paper or book parallel with the edge of the desk. This position is very convenient for writing upon large books.

Principles of Small Letters.

Caution.—*No pressure should be allowed upon the arms, and the wrists should not touch the paper or desk.*

Pen-Holding (see Cuts).—Take the pen between the thumb and the first and second fingers, and let the holder cross the first finger just forward of the knuckle joint. Let the end of the second finger drop below the first, so that the pen may cross it at the root of the nail, and let the end of the thumb press upon the holder opposite the first joint of the first finger. The third and fourth fingers must be well curved, must separate from the others at the middle joint, and rest upon the paper at the tips of the nails. The hand will then glide easily over the paper.

The Thirteen Short Letters are Formed by a Union of the First Three Principles.

Movements.—In the execution of good penmanship two movements are employed,—the *Combined Movement* and the *Whole-arm Movement.*

The Combined Movement consists in the combined and simultaneous action of the fore-arm, hand, and fingers. The fingers do not require special training, as they are usually too "officious;" but the action of the fore-arm and hand can only be secured by persevering drill upon a great variety of exercises, using the muscle near the elbow as the center of motion.

The Whole-arm Movement consists in the independent action of the entire arm from the shoulder: the fore-arm and elbow being slightly raised from the paper, and the hand moving upon the nails of the third and fourth fingers, as in the combined movement. The Whole-arm Movement is especially adapted to the formation of large capitals, and to writing on the blackboard.

Classification of Letters.—The small letters are progressively arranged, according to the application of principles, in three classes: thirteen Short letters; four Semi-extended letters; and ten Extended, or Loop letters. (See accompanying cuts.) The standard Capital letters are arranged according to the application of the capital principles in four classes: three Direct Oval letters; three Contracted Oval letters; seven Looped Oval letters; and fourteen Capital Stem letters. *F* and *J* included in *T* and *I*. (See accompanying cuts.)

Principles, or Constituent Parts of Letters.—These are eight in number: 1st Prin., Slanting Straight Line; 2d Prin., Right Curve; 3d Prin., Left Curve; 4th Prin., Extended Loop; 5th Prin., Capital O; 6th Prin., Contracted Capital O; 7th Prin., Capital Loop; 8th Prin., Capital Stem. The first four are combined to form the small letters. The last four form the prominent features in the capitals — the first four being combined with them. (See cuts, and trace the principles as they are combined in forming the letters, calling the numbers and naming the principles. Before attempting to form any letter the student should become perfectly familiar with its principles and proportions.

Careful study should precede faithful practice.

Application of Principles to the Semi-Extended Letters.

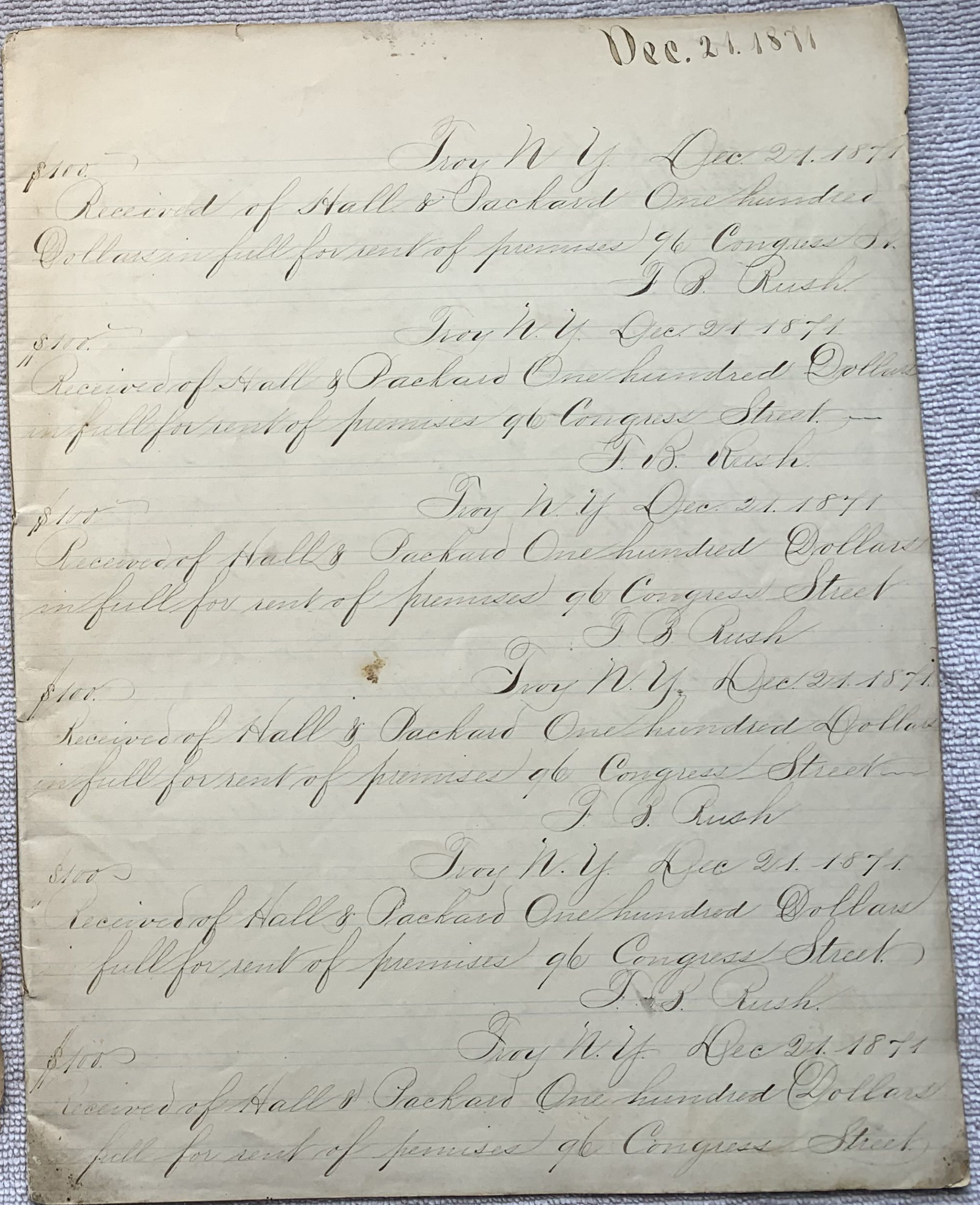
Application of Principles to the Extended Letters.

Capital Principles.

Measurement of Letters.—The hight of the straight line in the small *i* is called *one space*, and is the unit of measurement for the hight of all letters, small and capital. The distance between the two straight lines in the small *u* is called *one space*, and is the unit of measurement for the width of all small letters. The narrow space between the similar curves in the capital letters, which is one-half the width of the *u*, is the standard for the measurement of capitals.

Spacing of Letters and Words.—When letters are joined with simple curves, or when they are joined from top to top, the distance between them is one space, *i. e.*, the width of the *u*. Thus, *nu*, *mi*, *ou*. When letters are joined with a compound curve, the distance between them is one space and a third, as in *um*, *am*, *hy*. *Exception.*—When the first letter has a loop below the ruled line, the distance between the letters is only one space, as in *gh*, *ye*. The distance between words in sentences, when the first word terminates and the second begins with like curves, is one space. When the terminating and beginning curves are unlike, the distance is one-third of a space greater. The distance between sentences in the same paragraph is three spaces.

Entered according to Act of Congress, in the year 1868, by Ivison, Phinney, Blakeman & Co., in the Clerk's Office of the District Court of the United States for the Southern District of New York.



Dec. 21. 1871

$100 Troy N.Y. Dec. 21. 1871
Received of Hall & Packard One hundred
Dollars in full for rent of premises 96 Congress St.
J. B. Rush

$100 Troy N.Y. Dec 21. 1871
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J. B. Rush

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Dec. 21. 1871

Troy N. Y. Dec. 21. 1871

Packard One hundred

Jan 2. 1871

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Observe 1st Position 2d Movement 3d Principles.

$19.10 Troy N.Y. Jan 4th 1872

Seven months after date I promise to pay to the order of E. W. Boughton Nineteen 40/100 Dollars value received. Payable at N. C. Bank — J. R. Carnell

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$19.40 Troy N.Y. Jan. 4. 1872

Seven months after date I promise to pay to the order of E. W. Boughton Nineteen 40/100 Dollars value received. Payable at N. C. Bank — J. R. Carnell

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Due A. M. Harth on demand Four hundred Dollars payable at my office.

F. Rush

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F. Rush.

Cohoes N.Y. Jan 17 1872

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F. Rush

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$200 Troy N. Y. Jan 25/72

Thirty days after sight of this my first of exchange second and third unpaid, pay to the order of James Gould. Two hundred 00/100 Dollars and charge to my account. —

Frank Rush —

Baring Brothers
London Eng.

$200 00 Troy N. Y. Jan. 25. 1872

Thirty days after sight of this my first of exchange second and third unpaid, pay to the order of James Gould, Two hundred 00/100 Dollars, and charge to my account. —

Frank Rush.

Baring Brothers
London Eng.

$200 00 Troy N. Y. Jan 25 1872

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F. Rush —

Baring Brothers
London Eng.

$200 00/ Troy N.Y. Jan 25. 1872

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$290 16/100 New Ark O. Feb 1. 1871

Due on demand to Messrs Flagg & Frear Two hundred ninety 16/100 Dollars with interest—

James Webster

$290 16/100 New Ark O. Feb 1. 1872

Due on demand to Messrs Flagg & Frear Two hundred ninety 16/100 Dollars with interest—

James Webster

$290 16/100 New Ark Feb. 1. 1872

Due on demand to Messrs Flagg & Frear Two hundred ninety 16/100 Dollars with interest.

Frank Rash

Feb. 1 1872.

$290 16/100 New Ark Feb 1 1872
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James Webster

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James Webster.

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James Webster.

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Troy N.Y. Feb 8. 1872

For and in consideration of one Dollar to me in hand paid I hereby agree to release W A Dunning from all contracts he may have made with me to date

Frank Rush

Troy N.Y. Feb. 8 1872

For and in consideration of one Dollar to me in hand paid I hereby agree to release W A Dunning from all contracts he may have made with me to date — Frank Rush

Troy N.Y. Feb. 8 1872

For and in consideration of one Dollar to me in hand paid I hereby agree to release W. A. Dunning from all contracts he may have made with me to date — Frank Rush

Troy N.Y. Feb. 8 1872

For and in consideration of one Dollar to me in hand paid I promise and agree to release W A Dunning, from all contracts he may have made with me to date — Frank Rush

Troy N.Y. Feb. 8 1872

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Groceries Cheap.
Teas,
Coffee,
Spices,
Butter,
Cheese.
Sold for almost nothing.

Groceries Cheap.
Teas,
Coffees,
Spices,
Butter
Cheese.
Sold for almost nothing

Groceries Cheap.
Teas, Coffee,
Spices, Sugar,
Butter, Cheese,
Sold for almost nothing.

New Spring Goods

Only 15¢ per doz.

New Spring Goods
Only 15¢ per doz.
Look! 8 for 25¢
Examine 90¢ Ea.
All Linen 50¢ Ea.

New Spring Goods.
Only 15¢ per doz.
Look! 8 for 25¢.
Examine 90¢ Ea.
All Linen 50¢ Ea.

Our Winter Stock
At Cost.
Shawls, Cloaks, Cloakings,
Flannels, Blankets &c.
Give us a call!

R. C. Davis & Co.

Our Winter Stock
At Cost.
&c. &c.

R. C. Davis & Co.
Clothiers
Winter Overcoats
At Cost

R. C. Davis & Co.
Clothiers

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R. C. Davis & Co.
Clothiers.
Winter Overcoats
At Cost

R. C. Davis & Co.
Clothiers.
Winter Overcoats.
At Cost.

Business Cards,
Visiting Cards,
Wedding Cards.

Printing of all Kinds.
Books, Circulars,
Posters, Cards,
Pamphlets & Bills Heads.

Printing of all Kinds.
Books, Circulars,
Posters, Cards,
Pamphlets Bill-Heads.

Our Winter Stock
At Cost.
Shawls, Cloaks, Cloakings,
Flannels, Blankets.

Give us a call today!

per
J. M. Frasher.
N.C.C.
Troy,
N.Y.

Printing of all Kinds
Books, Circulars,
Posters Cards,
Pamphlets & Bill-Heads.

Last Notice
Secure Your Christmas and
New Year Gifts.
$1.000.000 $

Last Notice!
Secure Your Christmas and
New Year Gifts
$1,000,000 $

Last Notice
Secure Your Christmas
and
New Year Gifts!!!

Buis; Business.
Business Cards,
Wedding Cards,
Visiting Cards.

Business Cards,
Visiting Cards,
Wedding Cards.

Closing out Sale
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Clothing at
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Closing out Sale
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Business Cards.
Visiting Cards.
Wedding Cards.