CATALOGUE
FOR 1900 - 1901

-SHORTHAND AND TYPEWriting DEPARTMENTS

OHIO NORMAL UNIVERSITY
Board of Managers

H. S. LEHR, A. M.
President of the University.

R. G. DUKES, M. S.
Secretary of the University.

FREDERICK MAGLOTT, A. M.
WARREN DARST, A. M.
S. D. FESS, A. M.

Instructors in the Stenographic Department

CHAS. B. WRIGHT
S. P. AXLINE
STELLA SHOCKEY

SHORTHAND AND TYPETHRITING DEPARTMENTS OHIO NORMAL UNIVERSITY ADA, OHIO

CATALOGUE FOR 1900-1901

Univ. Herald Press, Ada, O.
ANNOUNCEMENTS.

CALENDAR FOR 1900-1901.

SECOND FALL TERM of Ten Weeks begins Tuesday, Oct. 23, 1900, and closes Friday, Dec. 28.

WINTER TERM of Ten Weeks begins Tuesday, Jan. 8, 1901, and closes Friday, Mar. 15.

SPRING TERM of Ten Weeks begins Tuesday, Mar. 19, 1901, and closes Friday, May 24.

NORMAL TERM of Nine Weeks begins Tuesday, May 28, 1901, and closes Thursday, July 25.

FIRST FALL TERM of Ten Weeks begins Tuesday, Aug. 13, 1901, and closes Friday, Oct. 18.

SECOND FALL TERM of Ten Weeks begins Tuesday, Oct. 22, 1901, and closes Friday, Dec. 27.

WINTER TERM of 1902 begins Tuesday, Jan. 7, and continues Ten Weeks.
Shorthand Department.

The great demand to-day is not for more railroad superintendents, bank presidents, lawyers, physicians, ministers, etc., but for help for these overworked men of business. Stenographers, bookkeepers and clerks are needed. Everyone who has an extensive correspondence finds a stenographer not only a luxury but a necessity. According to accurate statistics, there are to-day over 150,000 stenographers in the United States. Their annual salaries amount to over $90,000,000.

Uncle Sam’s mail business increases enormously every year. The fad of the day is to do business by mail. Large manufactories, seed houses, wholesale and retail stores, booksellers and publishers, are establishing mail departments. This mode of dealing is growing rapidly and proving so satisfactory, that we believe the demand for first-class stenographers and typewriters will be doubled within the next ten years.
WHERE MAY POSITIONS BE SECURED?

POSITIONS may be secured in Railroad Offices, Wholesale and Retail Establish-
ments, Commercial Houses, Law Offices, Banks, Hotels, Insurance Offices,
Commission Houses, Manufacturers' Offices, Publishing Houses, Agencies,
Newspaper Offices, Lumber Dealers' Offices, Warehouses, and Studies of Ministers, Liter-
ary and Scientific men—in fact, Stenographers are now employed in all kinds of busi-
ness, and there is no better stepping-stone to a good position than the ability to write
Shorthand rapidly and well.

Stenographers have unequalled opportunities for advancement. When promotions
are made, the stenographer, from the very nature of his occupation, having become
familiar with all the principles and methods of the business in which he is engaged,
steps into the highest and best paid departments. As instances of this we cite the fol-
lowing:

J. J. Johnson, a graduate of this department, and for several years stenographer
for the C., H. & D. Ry., Cincinnati, O., is to-day General Freight Agent for that great
road.
Stewart Wanamaker, another of our boys, has been advanced to one of the most responsible and remunerative positions within the gift of the Standard Oil Company, Cleveland, Ohio.

U. G. Daugherty is at the head of one of the departments of the National Cash Register Company, Dayton, Ohio, and now dictates instead of being dictated to. [This famous company employs fifty-eight stenographers and typewriters.]

A. S. Keplinger, through his faithful services as office stenographer at New Philadelphia, Ohio, has been appointed Official Court Reporter of Tuscarawas county.

John DeWitt, who completed our course less than six years ago, is a partner in one of the large law firms in Cincinnati, Ohio.

We know of a score of other successful practicing attorneys who entered law offices a few years ago as stenographers.

We know of many other persons, now holding responsible positions with large firms, who a few years ago entered those establishments, backed only by a knowledge of shorthand and typewriting, with an indefatigable determination to win.
ADVANTAGES OF OUR SCHOOL.

We aim to prepare the student for any line of Stenographic work, from amanuensis to the most complete verbatim reporter. To those who wish to prepare themselves for any special line of work, after the general principles are acquired, special attention will be given to a thorough preparation of the student for the work in which he wishes to engage.

In order to give the student the best possible advantages in his preparation, we give dictations from a variety of matter, including general reading, business letters, all classes of legal forms, etc., our special aim being to familiarize the student with the largest possible Shorthand vocabulary.

Special arrangements have been made with the President of the University, the Normal Book Store, the Kephart Handle Factory, the Kemp Drug and Book Store, Rev. Z. B. Campbell, of First Presbyterian Church, Ada Canning Factory, and several other of the leading houses and business men of this place to give their correspondence to our students as soon as they are sufficiently advanced; hence, each student gets work in nearly any line of business desired.
Students of this department may become members of any one of the Literary societies, have access to the University library, libraries of the three Literary societies, and have the advantages of the Military department.

The enrollment of the school being over three thousand students annually, the town being strictly a school town, the advantages are excellent, and expenses in the way of board, room rent, etc., are very low.

Students can enter this department at any time and receive first-class advantages.

**SYSTEMS TAUGHT.**

To beginners we recommend the Graham system, but are prepared to teach any of the leading systems. We do not ask those who have progressed in any other system before entering our school to change from the system of their choice. We are thoroughly acquainted with all the leading systems, and only recommend the Graham, because we believe it to be the most practical for all purposes.
COURSE OF STUDY.

FIRST TERM.

Shorthand. (Theory.)

Typewriting. (Theory and Practice, including method of fingering, care of machine, committing keyboard to memory, copying.)

Letterwriting. (Theory and Practice, including form, punctuation, paragraphing.)

Spelling.

SECOND TERM.

Shorthand. (Theory and Practice, including dictation, committing wordsigns and contractions, reading and transcribing notes.

Typewriting. (Practice, including transcribing notes, writing business letters, manifolding, letterpress copying, indexing letters, filing letters, paragraphing, punctuation, copying.)

Spelling.
THIRD TERM.

Shorthand. (Practice, including speed practice, general reporting, court reporting, dictation from general reading, editorials, law, actual business letters, stock and market quotations, reading and transcribing notes.)

Typewriting. (Practice, including transcribing notes, writing business letters, legal forms, postal cards, telegrams, tabular statements, addressing envelopes, manifolding, letterpress work, indexing letters, filing letters, paragraphing, punctuation, writing from dictation.)

Mimeographing. (Theory and Practice.)

Spelling.

TEACHERS EMPLOYED.

THREE teachers are constantly employed in this department; hence, we are able to form many classes, thus offering advantages to students of all grades. Recitations are continuous from 7 a.m. to 12, and from 1 p.m. to 5 p.m.
Typewriting Department.

The importance of this department can not be overestimated. No business man will tolerate incorrect or slovenly work in the transcript that is sent out from his office. Bad spelling, a wrong use of capitals, incorrect and meaningless punctuation, and improper paragraphing, all stand out with much more force in a typewritten letter than in the same written with a pen; hence, the necessity of thorough work on the machine. It is the transcript by which the employer judges the ability of his amanuensis. Each student is required to use the typewriter two hours each day during the whole course of study.

Instruction is given to each student in Typewriting; such as writing letters, writing postal cards; addressing envelopes, manifolding, letter press work, mimeographing, and making tabular statements; each student is taught how to care properly for the machine.

The work of the student is examined and graded by the teachers, in paragraphing, spelling, punctuation, capitalization, etc. We use the leading typewriters.
EXAMINATIONS.

EXAMINATIONS are held near the close of each term, in which the student is carefully graded in both Shorthand and Typewriting, especial attention being given to accuracy and neatness. Examinations have a twofold object: first, to indicate to the student the progress made, and second, to show to the teacher the standing of the student so that he may be better enabled to bring out in the student those points in which he is most deficient. The school being connected with the University, should any student desire to be further advanced in any particular branch of study, he will have no difficulty in finding such classes as he may require.

The completion of our course consists in passing an examination in Shorthand, Typewriting, Spelling, Punctuation, Capitalization and Paragraphing. The student is required to write from dictation one hundred to one hundred and twenty-five words per minute in shorthand from any reading matter, and transcribe the same at a rate of not less than thirty words per minute. In Spelling, Punctuation, Capitalization and Paragraphing the grade must not fall below 90 per cent.
DEGREE.

ANYONE passing the above examination and being otherwise qualified may receive the degree of Bachelor of Stenography. We would strongly impress upon the student the importance of taking our final examination and securing this degree. It is a recommendation of ability and moral character. The student thus prepared will have little difficulty in securing remunerative employment.

POSITIONS.

WHILE we do not guarantee situations, we believe that we place a larger number of our students in good, paying positions than many schools which make this guarantee. We use every effort to secure places for students who are worthy and pass our final examination creditably. Over two thousand young men and women have completed the course in stenography and typewriting since this department has been connected with the Ohio Normal University. The large number of stenographers which we have holding positions in nearly all the large cities in the United States aid us in securing situations for our graduates.
The demand for good stenographers in the governmental departments has always exceeded the supply.—Civil Service Commission, Washington, D. C.

Stenography has enabled me to do more in one year than I could have done in three without it.—Agassiz.

We never have shorthand men enough, competent or otherwise. Too few young men take up the study of shorthand.—Wycoff, Seaman & Benedict, Manufacturing the Remington Typewriter.

My greatest difficulty has been the copying verbatim, in the ordinary longhand. Shorthand would have spared my eyes, and saved my time and temper.—Sir Henry Howorth, English author.

A knowledge of shorthand and typewriting is of incalculable value to young men and women as a support in life, and as a means of mental training it is without a rival.—James A. Garfield.

The time is coming when shorthand will entirely supersede cumbersome longhand. Why should we spend so much time in learning longhand, when shorthand is as rapidly learned and written three times as fast.—Dr. John Hancock.

I would advise parents to have their boys and girls taught shorthand writing and typewriting. A shorthand writer who can typewrite his notes is safer from poverty than a great Greek scholar.—Charles Reade in The Coming Man.
EXPENSES.

Stenography, Complete Course, time unlimited ........................................... $25.00
Stenography, for a term of ten weeks ......................................................... 8.00
Typewriting, for a term of ten weeks, two hours per day ......................... 5.00
Board, per week ......................................................................................... 1.60 to 2.00
Room rent, per week .................................................................................. .40 to .75
Board, room rent, and tuition, (Stenography and Typewriting) per term .... 34.00
Board, room rent, and tuition, (Stenography) per term ......................... 29.00

Comparing these expenses with those of other institutions, especially city schools, you
will see that the advantages are greatly in our favor.

All correspondence for circulars and information should be addressed to

CHAS. B. WRIGHT, Ada, Ohio.
TO BUSINESS MEN.

We desire to inform business men in need of stenographers, typewriters, assistants, clerks and office help of any kind, that we are able at all times to supply such help, and ask those in need to correspond with us by letter, telegraph or telephone and we will supply them with competent and reliable young people.

Only persons who are thoroughly reliable and intellectually capable of filling a position will be recommended.

TO OUR FRIENDS.

This little booklet will be mailed to hundreds who have taken a course in Stenography and Typewriting at this school, and who are now filling responsible positions all over the United States. We send you Greeting. This school is more prosperous than ever before and you have been instrumental in making it so. Many have aided us in procuring positions for our graduates and students; some have sent us students to take a course in shorthand; others have written letters praising our school and our work. Thanks. We shall be pleased to receive a letter from each of you informing us of your work, your success, the name of the firm by whom you are employed, the whereabouts of your classmates or any other Ohio Normal University stenographer.
..Waterman's Ideal Fountain Pen..

A reliable fountain pen is now regarded everywhere by progressive people as the most practical and convenient writing instrument—a grateful relief from the drudgery of "dip" pens and untidy inkstands.

TRY THE WATERMAN

Being remarkably simple in construction it is, of all fountain pens, the one least likely to get out of order. Satisfaction to the users is absolutely assured. Exchanges when pens are not satisfactory are not only allowed, but are invited. Furnish in every style of pen point, with every degree of flexibility. The action of any pen made may be duplicated.

L. E. WATERMAN CO.

Largest Fountain Pen Manufacturers in the World.

157 Broadway, NEW YORK.