

THE NATURAL SYSTEM OF  
PENMANSHIP

A SELF-INSTRUCTOR IN PRACTICAL PENMANSHIP AND GUIDE  
TO TEACHERS--  
OTTO AUGUST HOFFMANN

# The Natural System of Penmanship A Self-Instructor in Practical Penmanship and Guide to Teachers--

U S Government, Otto August Hoffmann



This historic book may have numerous typos and missing text. Purchasers can usually download a free scanned copy of the original book (without typos) from the publisher. Not indexed. Not illustrated. 1903 edition. Excerpt: ... very bad repair, also that the windows are loose and the Moor worn through in several places, and that you will be compelled to leave unless he has repairs made at an early date, and that this is to be considered notice to him that you will vacate on the 15th of next month, unless the house is repaired satisfactorily. An acquaintance of yours has just come to town, and desires to open a retail grocery. Write a letter for him introducing him to Messrs. McClean & Co., with whom you are acquainted, recommending him to them, and asking them to supply him with goods on credit. Give reasons why your friend is not able to pay cash at present. Do not become personally responsible to McClean & Co. for your friends account. Owing to injudicious speculation in real estate, you find that you are financially crippled. Upon a fair investigation of your affairs, you find it necessary to go into liquidation. Prepare a circular to your creditors, asking them for leniency, and stating that you will do the utmost in your power to make the loss as small as possible. Write an application for the following position: WANTED--Boy who writes good and rapid hand, to address envelopes and assist in office. Address in own handwriting, stating salary expected. P. 61, Globe-Democrat. Write an application for the following position: WANTED--A young man as bookkeeper and correspondent for furniture house. Must be a graduate of a business college, a good penman, correct in his habits, and not afraid to work. Address Jansen Furniture Co., Quincy, Ill. Write an application for the following position: WANTED--A young lady amanuensis must thoroughly understand shorthand and typewriting, as well as general business letter writing. A good plain handwriting and...

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