Training high school girls for business

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Boston University
COMMERCIAL EDUCATION

TRAINING HIGH SCHOOL GIRLS FOR BUSINESS

A THESIS

SUBMITTED TO PROFESSOR LEO O'NEIL

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TRAINING HIGH SCHOOL GIRLS FOR BUSINESS

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      1. Financially unable to continue at school
      2. Desire to work for money
      3. Mentally unfitted for advanced work
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         c. Lazy

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A. Business concerned with four things
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   3. Transportation
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TRAINING HIGH SCHOOL GIRLS FOR BUSINESS

Reasons for training:

The training of girls for business in the high schools throughout the country has come as the growing need of girls in the business office has been felt in the community. For many years only the so-called "commercial schools" offered any training in subjects with which the business man was directly concerned.

Of course there were many girls whose parents could not pay the tuition asked, moderate although it was in most cases, and there came the resulting demand that the high school should teach subjects which would enable a girl, upon graduation, to earn her own living. At first the girl was taught merely stenography and bookkeeping in addition to the regular high school curriculum or substituted these subjects for some of the other more conservative ones.

It soon became apparent that she needed to know more than how to take and transcribe a letter or keep a set of books properly. Numerous courses regarding business have been introduced to better fit the high school girl to cope with the problems of business as
she finds them after graduation from school.

So many strictly business courses have been introduced into the average commercial high school that at the present time many programs, especially in the smaller high schools, will be found woefully lacking in anything which tends to give the girl a broad and level-minded outlook upon life. However, be the narrowness of the commercial curriculum as it may, it has become an established fact that the girl of average intelligence who graduates from the commercial course of practically any high school is capable of earning at least her own bread and butter and many of them soon earn more than the bare necessities of life.

Of course if the girl neglects her work, or is inherently stupid, then the question of her possible success is problematical—although some of the girls who do not appear to do good work in school have made bright and shining records for themselves upon actually taking up their business careers.

Employers' demands:

Many of the girls who leave the high school for the business office cannot command much remuneration
at first and for this reason—if for none other—many firms who watch their expenses carefully, welcome the high school girl into their offices. When the girl has arrived at the point in efficiency and experience where she can not longer be adequately recompensed, she leaves in order to work with some organization where the opportunity to advance is greater. Then, too, many office managers prefer to train the girl, who has not worked before, in their own particular routine.

Vacancies:

There will always be vacancies occurring in the local offices for a number of reasons. When the stenographer is promoted to secretary, there is a chance for the high school girl who has become proficient in stenography.

If a member of a local office bookkeeping force is transferred to a Detroit office of the Hudson Automobile Company, a high school girl may have the opportunity of taking her place in the local office.

In many business organizations there are periods of depression and expansion. Especially is this true of the automobile body companies. So when the shops
start running two or three shifts, the capable high school girl has a good chance of at least obtaining temporary employment; and if she shows herself to be especially efficient, she may remain permanently upon the shop office pay roll or at least be recalled for work after a period of shop inactivity.

Marriage is always making tremendous inroads upon the ranks of the office workers and therefore there will be many vacancies—even in these days when both partners to the marriage contract keep working at their pre-marriage jobs. The high school girl may often be sent for by an office manager to fill a vacancy left in his office by marriage.

Death and illness cause vacancies in every office and the places must be filled and the work carried on by others. In the case of death among the older women employees, there is usually someone within the company who has been partially trained in the deceased's work. This person is moved along to take the place of the one who has left. However, there is almost always sure to be a vacancy somewhere in the office as the result of death or incompetency because of the illness of the worker or those for whom the worker is responsible.

While we would hardly go so far as to advise
the high school girl to watch the papers for death and illness notices or marriage announcements, yet much useful information may be obtained in that way and if used tactfully need not be abused.

A local office was much upset because of letters and personal applications for the position of secretary to the factory manager when an announcement appeared in a local paper of the secretary's coming marriage. As the secretary had to open and read the mail and as she has a rather a two-edged tongue, things were rather "hot" around that office for a while because she felt that persons interested in getting her job might at least wait until she resigned. That was some two years ago and "Daisy" is still right there on the job with her efficient service and ready tongue—and they say that she is a wonderful housekeeper and cook outside of office hours.

A girl must use a good deal of judgment in going after a position and in accepting it if she has the opportunity. A job here or a job somewhere else may often mean a complete change—sometimes for better or worse in the girl's life. It is well to find out all she can about a firm before applying for the position by making inquiries of persons who are at present employed
by the firm.

The location of the office may play an important part in her selection. She should weigh carefully the relative advantages of a local position or a place in a more or less neighboring city—remembering the car-fares and often the difficulty of transportation in bad weather. Personally I have had the far from pleasant experience of spending from three to five hours for months at a time in going less than thirty-five miles. Long trips to work are apt to wear the girl out physically.

Need of training:

It is necessary for many high school girls to earn their own living as soon as possible. It is a much mooted question among educators as to when training should be given the high school girl which will enable her to become financially independent. Some hold that the technical subjects of bread winning capacity (and butter too) should be given very early in the high school girl's career as statistics have long shown that the majority of those who enter the high school never finish their courses. This is
especially true in the eastern seaboard cities and towns as well as those of the middle west. Among the European authorities for early work along commercial lines for the girls of the high school is the Scottish Education Department. They hold that commercial education should begin in the state-aided day schools (equivalent to our high schools) at the age of about twelve and a half years or as soon as the girl has completed the primary school course (our grammar). This helps a larger number of girls to remain in school for a longer length of time and thus they reap the benefits of a higher education.

Even in Scotland, however, in some places the stress upon commercial work comes in the last two years of the school curriculum.

In the United States, as a whole, the girl does not have an opportunity to perfect herself in stenography, bookkeeping (the two old stepping stones for the girl into business), filing, or salesmanship until the last year of the high school has been completed. This general plan has been deemed wise because the average business man does not want to hire immature and sometimes startlingly childish girls as stenographers or
bookkeepers and the like. He wants a mature, helpful, intelligent girl as well as one who is proficient with the tools of her occupation. So the high school course is planned for the girls who will spend enough time in it to meet its standards for graduation.

Of course in a large city high school system it is possible to help the girl who cannot spend four years in high school to fit herself to earn a respectable living; but this is neither practical nor possible in the smaller cities and towns and there is a growing storm cloud lowering over the teaching of little girls in the junior high schools the art of being efficient little business women. It cannot be done to the lasting satisfaction of the business man, the public at large, or the small girl herself.

Hence, the commercial high school is trying, often times against tremendous obstacles, to meet the needs of three general classes of girls.

First, those girls who are unable to continue at school longer than the time required to finish a high school course because of financial reasons. Many times these girls would like to continue their
education beyond the high school and would do so (working their way if necessary) if it were not that others needed their financial help. From this class of girls we often get our best business young women.

Second, those girls who wish to work for the money there is in it. Probably there has never been a time in the history of our country when money and what it can buy offered a more alluring picture than it does at the present time. One evening while travelling on a street car, I overheard a man (who seemed to be a working man) talking to another man. The gist of his remarks was that he felt very badly about his girl who was not even going to high school as she had nothing to wear but her grammar school middies and she would not wear them to the wonderful high school.

So the desire for fine clothing not only keeps a great many girls from becoming high school graduates but actually prevents them from even going to high school. Working up the line just a little, many a girl would go on to college if it were not for the all important question of clothing or rather
the money to buy clothing.

I well remember a young friend of mine (back in grammar school days) who got a job with the local telephone company (the telephone girls did not have to be high school graduates at that time); how she did strut around with her three odd dollars per week and arouse our envy and desires!

Then aside from the spending of graduate earnings there is the thrift standpoint of the girl graduate. She wants to work to save.

Watch the line of depositors at your savings or cooperative bank on any Saturday night and you will find many of the office girls--graduates of high schools--there in line with clock-like regularity.

Some of our girls wish to work for money so that they may feel independent of their families--do things on their own--accumulate a surplus for investment in a wonderful trip, an automobile, a house, or a husband.

Third, there are those girls who are unfitted for advanced work because of lack of natural ability and these may often be helped to make themselves useful citizens by diligent application in the
commercial high school. They are willing to work but, through no fault of their own, they have not much to work with.

These girls may not climb to the high places of business but the old fable of the "Hare and the Tortoise" is as true today as it was a long time ago and the slow but sure girl may make the top as well as her more brilliant sister.

Some girls need to use their high school course upon graduation because they need to work to keep out of trouble. The moral strain of going away from home to college as many girls do, would be too much of a tax on the girl's morals; whereas if she stayed at home and in constant touch with home influences, all would be well with her.

Then, there is the lazy girl--lazy because of physical reasons, from temperament, or from upbringing. Of course she does get to college and many times actually graduates but she can often be helped by the commercial high school course to overcome some of her indolence. Her work in bookkeeping teaches her that things must be right to be of any use and the typewritten sheet shows in black and white exactly what has been done--either satisfactory
or otherwise.

These, then, are the reasons for training our high school girls for lucrative positions: first, certain employers require low priced and inexperienced workers; second, local ranks of workers have vacancies that need to be filled; third, many high school girls need business training.

High school training:

The attitude which the girl has toward business and toward life has a great deal to do with her success or failure in her chosen field of work. If she is filled with the desire and ambition to do good work, there can be no question as to whether or not she will succeed. Her success is foreordained. But if she only does things by halves; gets out of doing everything that she can and slides by on someone's more capable shoulders, then the reverse is true—probably failure.

It is a big question which confronts us when we start out to say how our high school girls shall be trained for business.

The state-aided schools of Scotland do not
try to compete with the so-called commercial colleges as they feel that these institutions are equipped to get much better results than the public school can possibly secure. However, it is the general consensus of opinion of commercial educators in this country that the high school girl can be and is being trained at the present time to take her place in the business world. Of course sometimes she may not succeed.

Take the case of a girl who was graduated from the commercial course of a small high school because of pressure brought to bear upon the school authorities.

She was hired, without reference to the school, by a local department store as a salesgirl—because she would work for almost nothing.

She was later "fired" by the store manager, who sneered at the high school saying, "That's a specimen of your high school commercial department."

But more often the high school girl graduate does succeed and does well in her chosen work or the work into which fate seems to thrust her.

Contrast with the salesgirl if you will, the case of a bank official who insisted on hiring a
high school girl graduate because she went to the same church he did and was a friend of the family. She was not fitted for bank work because of her natural inability to do adding and much of the work required of her was the addition of long columns of figures. She lasted about two weeks working for her friends.

The bank officials were much broader minded that the department store manager for they sent to the high school and said that they had tried their choice of a girl and she was not adapted to their work and they would like someone whom the high school authorities thought could do their work.

We sent down a bright girl—not at the head of the class by any means—but a girl who was good at figures. Needless to say she made good. The bank gave her a raise in salary the first month and she has had several raises since that time, so she is very evidently performing her work to the lasting satisfaction of those who employ her and to the reputation of the school from which she graduated. The bank president is a power in the local business club and has been instrumental in placing many of
our girls since we showed him what the product of the high school really is.

The size of the high school determines to a large extent what shall be taught the high school girl. In the small high school where the commercial department is in charge of one or two teachers, it is well to confine the technical commercial subjects to typewriting, bookkeeping, shorthand, arithmetic, and spelling (which should be thoroughly mastered by the girl). In the larger high schools these fundamental courses can be diversified and specialization allowed.

The following are suggested programs for small and large eastern high schools.

Compare the program for the small city with that of a mid-western high school and notice the rather more collegiate start of the western school.
# LARGE HIGH SCHOOL

## GENERAL WORK

### FIRST YEAR

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### SECOND YEAR

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| 5 5 | 5 5 |
| **Physical Training** | **Physical Training** |
| 2 0 | 2 0 |
| **Arithmetic** | **Arithmetic** |
| 5 5 | 5 5 |
| **Chemistry** | **Chemistry** |
| 5 5 | 5 5 |
| **Typewriting** | **Typewriting** |
| 5 5 | 5 5 |
| **Drawing** | **Drawing** |
| 2 0 | 2 0 |
| **Total** | **Total** |
| 24 20 | 24 20 |
### LARGE HIGH SCHOOL

#### GENERAL WORK

#### THIRD YEAR

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#### FOURTH YEAR

| English        | 5           | English         | 5           |
| Physical Training | 2          | Physical Training | 2          |
| Office Practice | 5           | Office Practice  | 5           |
| Economics      | 5           | Economics       | 5           |
| Literature     | 2           | Literature      | 2           |
| Elect 1        |             | Elect 1         |             |
| Bookkeeping    | 5           | Bookkeeping     | 5           |
| Typewriting     | 5           | Typewriting      | 5           |
|                | 24          |                 | 24          |
|                | 22          |                 | 22          |
# LARGE HIGH SCHOOL

## BOOKKEEPING

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# LARGE HIGH SCHOOL

## SECRETARIAL

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### SECOND YEAR

| English        | 5        | 5              | English  | 5              |
| Physical Training | 2       | 0              | Physical Training | 2 |
| Bookkeeping    | 5        | 5              | Bookkeeping | 5 |
| Banking and Business Organization |      |                |          |                |
| Typewriting    | 5        | 5              | Typewriting | 5 |
| Drawing        | 1        | 0              | Drawing  | 1              |
|                | **23**   | **20**         |          | **23**         |
# LARGE HIGH SCHOOL

## SECRETARIAL

### THIRD YEAR

<table>
<thead>
<tr>
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<th>Second Semester</th>
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<tr>
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<tr>
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### FOURTH YEAR

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# Large High School Selling

## First Year

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## Second Year

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|                      | FOURTH YEAR    |                      | Class Study     | Periods             |             |         |
|                      |                |                      | English         | 5 5                 |              |         |
|                      |                |                      | Physical Training| 2 0                 |              |         |
|                      |                |                      | Economics       | 5 5                 |              |         |
|                      |                |                      | Selling         | 5 5                 |              |         |
|                      |                |                      | Advertising     | 5 5                 |              |         |
|                      |                |                      | Music           | 1 0                 |              |         |
|                      |                | 23 20               | Music           | 1 0                 | 23 20       |         |
### SMALL CITY

#### FIRST YEAR

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### SECOND YEAR

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**FOURTH YEAR**

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# NINTH GRADE

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## TENTH GRADE

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## ELEVENTH GRADE

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Note: All the bookkeeping is given during the eleventh grade and all of the stenography is given during the twelfth grade.
Bookkeeping:

Nearly all of our American authorities seem to unite on the fact that bookkeeping as a separate course should not be given until the girl has well adjusted herself to high school conditions. Usually this will be in the second or third year.

The amount and nature of the bookkeeping course will vary in different places. Generally from two to two and a half years will give the girl a sufficient knowledge and practice in this subject to enable her to fill in a satisfactory manner any bookkeeping position that she might be called upon to fill after graduation.

The text book—especially in the smaller schools—is a matter of choice by the teacher in charge of the course. I know one man in the high school work who introduced a book simply because when he was in high school he had used it. He had saved all his papers about the work and by using this book he did not have to do any outside work in preparation for his classes. Perhaps he could put bookkeeping across better by reason of his long years' ago experience. The choice of a text book when left
to a teacher should be based upon something other than the mere selfish desire for ease of work on the part of the teacher. The public school exists for the benefit of our boys and girls and not for the teachers.

After all it is not so much the text book as the teacher's earnest desire to put the subject across that makes the keenly working class. After the text book has been decided upon, we have the manner of presentation to be determined. The method of presentation is of course regulated to a large extent by the material within the book.

However, it is not for us to here discuss the relative merits of the balance sheet vs. journal introduction; ledger vs. balance sheet; balance sheet vs. ledger, etc. It seems to me that each system, from the standpoint of acceptability by the student, has something to say for itself.

The two things that should be insisted upon from the start are accuracy and neatness. These may seem like small things but a casual inspection of any set of beginners' books (if the students work at once in the books) would show a ghastly array of errors and untidiness. Of course there
would be exceptions, but those would be rather few and far between.

A girl who is to become a bookkeeper, in a small concern especially, must be right one hundred per cent of the time if she is to hold her job down to the permanent satisfaction of her employer. She must do her work without waste of time or materials--the two great wastes of many of our high school girl graduates of today. The business man can little afford to pay for either time or materials to be thrown away.

She will make mistakes if she is constantly thinking about making them. Everyone makes mistakes but not all the time. Some girls are naturally good at figures. Some glory in them. I have in mind one little girl (a curly haired freshman) who adds long columns of figures with a smile and when done throws her curls back gleefully because she knows that her work is well done and correct. It is always right. For her, a lifework among the figures of the business world should offer an alluring beacon.

After the proper instruction, I cannot see any trial balance of hers not daring to balance,
nor a profit and loss statement not checking up methodically with the statement of resources and liabilities. All of her subsidiary accounts would fall naturally into line and no income tax form could baffle her happy knack of figuring.

If specialization is permitted in the high school, and it should be if there are a sufficient number of instructors to handle such work, the girl may usually decide to specialize on bookkeeping, stenography, or salesmanship.

If she takes the bookkeeping course, she need not of necessity glory in figures as does my young friend but neither should she too heartily dread and fear them. Some natural ability and liking should be brought to the work which she expects to make her own.

It is not usually advisable to tempt the high school girl into the realms of higher accounting. This may be held out to her as work to be taken beyond the high school.

She should be thoroughly trained and drilled in the fundamentals of bookkeeping. Her penmanship should be legible and readily discernible at all times. A constant check should be kept upon
her accuracy and proficiency in all work relating to bookkeeping.

Typewriting and machine work are frequently a part of her future employment, so these portions of her preparation should not be neglected.

Shorthand:

Stenography, the other one of the twin stepping stones to business (bookkeeping and stenography) may well be divided into its component parts i.e., shorthand and typewriting.

Shorthand, quite regardless of the system or teaching methods, requires at least two high school years and for the more difficult systems the average high school girl will need about three years of study and practice in order to attain a marketable product.

Too much stress cannot be placed upon perfection of work in the early stages of a shorthand course for the later work depends upon the early principles. If the early work is slighted, unless the girl awakes and does her duty by herself and
by the course, she is foredoomed to ultimate failure.

One reason why the girl graduates of a high school giving one of the easily acquired systems of shorthand, fail to make good in business, is that the system is so very easy that many girls are able to pose as stenographers when they actually are not. That is, they have passed through or around the shorthand text but have not attained a real understanding of it. Whereas, in the more lengthy study of a more complex system, such girls as do not study are generally weeded out or dropped out long before the completion of the course.

Most educators in commercial work now advocate the early correlation of mind and hand in the shorthand classes by means of dictation. Even in the first lessons of one of the more popular systems of shorthand the dictation of words and connected sentences can be conducted with considerable profit to the girls of the course.

One company even goes so far as to get out a supplementary reading book (which is admirably
suited to dictation) which helps the student in reading and in taking dictation. This book begins with the first lesson of the text proper and cooperates with the text book.

I have used this book in connection with beginning shorthand and have had it meet with a most enthusiastic reception from the members of the class. Another teacher has also told me of the interest that this supplementary book always aroused in her classes.

In order to acquire the habit of writing good shorthand in a readable manner, as in acquiring any other habit, there must be of necessity, drill--drill--and more drill. It is only by frequent repetition that a good habit of any kind can be established.

In teaching a shorthand class, perhaps as in no other class, we can adopt the principles of good teaching. We always have the old work to be reviewed; the new work to be carefully introduced; the assignment to be made; and drill to be done on both old and new work.

Tests of the girl's ability to do the work of the course should be conducted at frequent
intervals in order that she may know exactly where she stands in real knowledge of the work of the course.

Where possible, definite standards of proficiency should be required before the girl is allowed to take more advanced work. Of course in the average high school class of from twenty-five to forty girls this is not possible but in a smaller class of from ten to fifteen a strict adherence to standards can easily be established and maintained by the teacher.

The girl should not be allowed to enter upon her second year of shorthand work unless she has displayed some ability and interest in the work of the beginning course.

The second year's work in shorthand will usually consist of a thorough review of the text covered during the previous year, dictation, transcription, and office practice (if this is not given as a separate course, and it is surely important enough to be given as such).

The old argument as to whether pen or pencil is the best implement for use in taking shorthand notes has been conclusively summarized by John
Robert Gregg in one of the issues of the "Gregg Writer".

1. It is less wearisome to take dictation with the pen than it is with pencil as less pressure is exerted by the fingers and more work can be done by holding a pen instead of a pencil.

2. The pen is not continually breaking.

3. Records that are made by a pen are much more readable than records made by pencil.

4. Records made by a pen are permanent and in many offices permanency of notes is essential.

5. Nearly all of the great shorthand writers of the country use pen in preference to pencil.

In the last year's work in shorthand, the regular shorthand text should be in constant use and closely connected with the text should be the use of reading books written in shorthand and the current magazines of the system of shorthand used.

A definite standard for attainment of results in this year's work must be insisted upon if the school is to uphold its reputation for the training of first-class stenographers.
The Gregg Publishing Company assists in doing
good shorthand work by a series of tests which are
given each month and corrected by the company.

I think that it is now universally stated that
everyone should have a chance to learn typewriting
in school. Of course many schools have not adequate
equipment or teachers to do this; but whenever and
wherever possible those who actually desire to
learn how to typewrite efficiently should be given
the opportunity to do so. Typewriting in this age
of machines is essentially what longhand used to
be. It will prove beneficial to the girl no matter
what work she may later follow.

The system of teaching typewriting varies with
different text books but all the modern books are
at least united on one thing— typewriting should
be learned entirely by touch. At the present time
most teachers are putting stress in beginning
typewriting on the training of the stronger fingers
of the hands first instead of beginning with the
weak little fingers as used to be the method a few
years ago. It was discouraging to the pupil and
to the teacher alike to try to get results from
fingers which were the weakest on the hand and
less susceptible to use.

We still cling, however, to having one home bank of keys and from this bank reaching to the other banks. Most people find that it is easier to use the figure row as an entirely separate row and teach it as such. Of course some practice must be given in reaching from the established home bank of keys.

In typewriting, as in no other subject, we find recorded on the paper exactly what has taken place. The results are either there correctly or they are not there. There can be no half way of right or wrong as in making a recitation in history or many other subjects.

Accuracy should be insisted upon from the very first in the girl's typewriting. Even in the first lesson it is possible to let her write a few words and then she will feel that she has actually learned to write upon the typewriter. If she is kept on stupid drills for days and days before being allowed to write words, she will often become discouraged.

Typewriting should be over looked in its beginning stages "as a baby's first tooth" is watched
because it is in the first few weeks that the girl forms the correct or incorrect habits of typewriting which are going with her all through her typewriting work. The manner of holding the hand, striking the keys, pulling across the carriage, and the position of the girl herself should be carefully checked upon in order to help her in all future typewriting work.

The work of the first year in typewriting will usually consist of drills of various sorts (letters, words, figures, and sentences). In addition to the keys and the correct fingering of them, the girl should learn how to care for the machine, the parts of the machine (in order to make intelligent remarks about it for repairs and supplies). She should learn how to center (one machine has a regular centering scale); how to tabulate (another machine specializes in tabulation); how to write on lines, how to make corrections, and how to change ribbons on all the machines used in the school.

The girl should not be kept at work upon one make of machine (if there is more than one make in use in the school room); but she should be
changed at regular intervals to other makes of machines so that she will become familiar with all types of machines.

Typewriting standards are maintained and upheld by international typewriting rules. These rules have been developed as the results of contests of international participation.

The typewriting companies all cooperate and assist the girl to learn typewriting by various systems of rewards which vary from a slip of paper (a certificate) to a typewriter.

Most schools at the present time hold that a girl should be able to typewrite at the rate (net, ten words or fifty strokes deducted for each error) of from fifty to sixty words per minute in order to receive credit in typewriting for graduation.

The second year's work in typewriting will usually be closely coordinated with that of the shorthand class for the purpose of transcribing dictation. There will, however, be much copying and original work to be done on letters, forms, legal papers, stencils of various kinds, and duplication work.
Arithmetic:

Too often in our modern high schools we are forgetting the importance of common arithmetic. There should be arithmetic in high school. Too much time is often devoted in the arithmetic class (if there is one) to problems with which the girl may in all probability never come in contact. She should become thoroughly expert in the common things, i.e. addition, subtraction, multiplication, and division. All too often you hear of a high school girl who cannot add a column of figures.

There are many books of rapid calculation on the market at the present time which provide a convenient form for drill in the fundamentals of arithmetic. There should be enough variety in the drill so that the girl will not become disinterested in the work.

As arithmetic is usually given in the early years of the high school course, some things may be introduced which will help the girl who has to leave high school before graduation. For instance, she should learn how to make out bills, receipts, and checks. She should be able to figure out a
merchant's profit or loss on a sale and know why expenses have to be deducted from the gross profit in order to find out exactly what a businessman actually has to spend or to reinvest.

Practicability should be the key-note all through the course. The locality of the school will determine in a large measure just what type of problems are to be taken up. For instance most city girls would have no use for a formula for finding the contents of a silo whereas her country sisters would probably be justly uninterested in problems of city blocks.

Spelling:

All too many of our schools are forgetting spelling and penmanship. One of the results of the returns of my questionnaire to business men was the fact the high school graduates cannot spell. Spelling should be a part of the high school girl's daily work. It should be a definite part of the work. Special words should be learned and checked. Words should be given which have a definite part in our every day life. There are
several such spelling books upon the market at the present time which can be used to advantage.

Penmanship:

Beautiful writing should not be the aim of a course in penmanship so much as plain writing—writing plain enough to distinguish at least between a "u" and an "n"; so that an "i" and an "e" cannot be read interchangeably.

Machines:

Another glaring defect, as many office managers wrote me, in our high school girl graduates is their ignorance of machines in common use in the business world. Now, of course many of these machines commonly used in business are expensive and many of our school committee men and other school authorities are not disposed to spend hundreds of dollars for one machine to say nothing of investing thousands of dollars in enough machines for the entire high school class.
In most cases, I think that the defect just mentioned is the fault of neither the teacher nor the pupils.

The only type of machine that the average school system seems inclined to support at the present time is the typewriter. However, much work and effort on the part of the head of the commercial department may often result in the addition of more machines--machine by machine until at last there are enough machines to use for instruction purposes.

Lack of commercial machines is one reason why it is sometimes hard for the graduate of the small commercial high school to compete with the commercial school graduate and why some schools make no effort to compete with the private school.

I had the pleasure of working for five months in a school that was adequately equipped with machines. Machine calculation formed a regular part of the work in bookkeeping as did machine bookkeeping. Part of the required work in typing was stencil cutting, machine duplication, dictaphone work (twenty cylinders to be transcribed), and work upon actual legal documents of
Of course all of these machines involved a tremendous expenditure of money but the school authorities apparently found it well worth while. Before graduation all of the seniors were always placed in more or less lucrative positions—depending upon their respective abilities. However, a wealthy automobile city could afford to provide its girls with equipment which a poorer community would find utterly impossible to purchase.

Office practice:

Office practice and office customs (there are numerous other titles given to such work) are being incorporated more and more into the high school course. Lack of knowledge of office customs is a criticism which one office manager has of high school graduates. This he laid not so much to the girl or the text as to the teacher’s unfamiliarity with actual office work. We wrote of how a teacher could obtain actual business practice under the paragraph on teacher training.
Too many of our high school girls do not realize the value of materials, and the care or waste of materials in the business office may mean the difference between a profit and a loss.

Salesmanship:

Insomuch as every girl has to sell something during her life, it is only logical that she should receive some instruction in selling while she is in high school. Even a half-year course should be a help to her in her life in the world of business. To the girl who is a natural talker or who has the ability to write the vivid word-pictures which sell goods, a course in salesmanship would provide a firm foundation of scientific facts from which a golden harvest may be reaped.

In the larger high schools, where greater specialization is possible, several years may be profitably spent in the study of salesmanship and advertising.

Law:

Whether or not law, as a subject, should be presented to high school girls has not been
definitely decided by most commercial educators. Law has a place in business and therefore perhaps at least a knowledge of what law is and how it sometimes works is desirable for the high school girl.

Secretarial training:

During the past few years the school book market has been full of new books of secretarial training. Many of these books are supplemented by forms and blanks of various sorts to acquaint the pupil with the papers actually used in business.

Many stenographic courses now make a regular study of office training a part of the course. Such a course is of unquestioned benefit to the students who have followed it through to the end.

The course or courses in secretarial training should usually come during the senior year of the high school and should form a sort of finishing up and a clearing up of ideas and courses of business. The girl, upon leaving high school, will be able to make the adjustment from school conditions
much more easily and satisfactorily because of having taken such a course.

It is really surprising to find out what strange ideas some of the high school girls sometimes have about arranging a letter upon paper having a letter head or how they would naturally type an envelope. Secretarial training clears up all such ideas by giving the girl the correct ideas as to business practices.

English commercial schools:

With reference to commercial education in London, England, the Education Officer wrote me as follows:

"In the public elementary school, i. e. schools attended by children between the ages of five and fourteen years, commercial subjects, as such, are not as a rule taken, the curriculum being framed with a view to giving a good general education, without any vocational bias. In a few schools, however, instruction is given in shorthand to pupils who have reached the age of fourteen years. No less than one hour a week
and not more than the time approved by the Council's district inspector is devoted to the instruction.

"Bookkeeping is not approved as a subject in the curriculum of ordinary public elementary schools, but its exclusion does not prevent the giving of instruction in account-keeping where such instruction can properly be classed as a branch of arithmetic.

"In addition to the ordinary elementary schools mentioned above, the Council maintains a limited number of "central" elementary schools, wherein is provided a four-years' course of advanced instruction for pupils, especially selected from the ordinary elementary schools, between the ages of eleven and twelve years.

"Whilst central schools are not vocational in character, their chief object is to equip their pupils in such a way that, on leaving school, (usually at the age of fifteen plus) the children are at once able to take up suitable remunerative employment in commerce, in industry or in the lower branches of the Government and Municipal services without further preliminary training, and to this end some central schools have what
is known as a commercial "bias".

"In these schools, the curriculum is framed with a definite regard to the occupations the pupils will follow on leaving school, and instruction is given to both boys and girls in shorthand (commencing not earlier than the third year), in typewriting (commencing with the fourth year) and in bookkeeping. At least one modern language is also taught in all central schools with a commercial bias, and this subject is taken throughout the school course. Typewriting is an optional subject and is taken out of school hours.

"Instruction in shorthand and typewriting is given in some of the secondary schools maintained by the Council to pupils who have taken, but not necessarily passed, a recognized First School Examination (the general school examination of the University of London). The average age for this examination is between sixteen and seventeen. Class instruction in these subjects is permitted to pupils at this stage because it is recognised that education must, in some measure, be related to the special demands of modern life. It is not permitted before this stage because the first
function of the curriculum and general organization of the schools is to promote the fundamental aims of education, in the full development of the individual in intellect, in character and physical well-being.

"So far as the Council's evening institutes are concerned, the instruction in commercial subjects is extensive. In the administrative county of London there are twenty-four commercial institutes, and eighty-eight other institutes at which provision for instruction in commercial subjects is made for junior students. Each of these junior institutes is affiliated to one of the twenty-four senior commercial institutes and the work done is preparatory to that of the higher institutes.

"All students under the age of eighteen attending an evening institute for commercial instruction are required to take an organised course of instruction, and I am forwarding to you one or two copies of the prospectuses of the senior commercial institutes, from which you will see the type of work done.

"During the session 1924-25, which is the
latest session for which complete statistical information is available, about 28,500 students attended the senior commercial institutes and 25,000 attended the junior commercial institutes.

"Full-time day and evening instruction is given at the City of London College and Regent Street Polytechnic, independent institutions which receive financial aid from the Council.

"Instruction in commercial subjects also forms an important part of the syllabus of the Council's voluntary day continuation schools. I enclose prospectuses of two representative schools." 

"Part-time or evening classes in commercial subjects are also conducted at certain other institutions. Classes in commercial subjects are also provided by the Young Men's Christian Association, but the Council has no information to these or as to the numerous classes conducted under private enterprises.

"Instruction in economics and political science (including commerce and industry) is given at the London School of Economics and Political Science, which is a school of London University."

#next page
Austra lian commercial schools: Melbourne

The secretary of the department of education at Melbourne, Australia wrote as follows:

"The Government High Schools follow the syllabus in Commercial Principles and Practice sent out in the Handbook and the Technical School's syllabusses in shorthand and typewriting.

"It is usual for pupils to begin work in commercial subjects in the high schools after completing the first two years of the general course. They may pursue the commercial course for two years to the Intermediate Certificate standard of the University Public examinations, continue for a further year to the Leaving Pass, and a still further year to the Leaving Honors standard. Pupils at the last stage should be able to pass the Intermediate examination for the Chartered Accountants' qualification, thus leaving the final examination only to be passed after they leave school.

It should be noted that in the high schools, pupils in the intermediate course are required to study at least five of the following subjects:
English, history, geography, mathematics, science, and drawing, in addition to the commercial work. The object is to secure a good general education without a narrow specialization in such mechanical work as shorthand and typewriting.

"In the technical schools, as in the non-government business colleges, the course is usually a strictly specialized one and limited to commercial work."

Some of the courses given in the Melbourne commercial schools and a description of the courses are as follows:

"Practice should be given in English in condensing articles, essays, and reports on various subjects, and in making abstracts of letters and documents.

"Special attention should be given to handwriting. Pupils should be trained to write legibly, neatly, and rapidly as a habit in all written work. Practice in writing columns of figures should occasionally be given, also speed exercises.

"Business practice exercises are designed to give a knowledge of, and familiarity in dealing
with the ordinary routine of commercial procedure. Difficult exercises should not be set. The form of the business documents is more important at first than the content. The pupil's knowledge of local commodities and local prices should be largely availed of. Set lessons should be given periodically on the intelligent use of the commercial columns of the newspaper, and material for exercises should be constantly drawn from this source. Practice in this subject should be correlated as closely as possible with bookkeeping.

"Arithmetic should include at first, long tols, graphic arithmetic, stocks and shares, rates and taxes, insurances, profit and loss, partnerships, discount, exchanges, wholesale price plus freight and insurance charges; customs duties; rates of exchange, with home and foreign bills; debentures; preference stock, ordinary stock; profits and dividends; liabilities, insolvency, and liquidations.

"The algebra should be that of any technical school.

"The second year's work in arithmetic should include a fuller treatment of the work prescribed
for the preceding year; the conversion of English weights and measures into foreign equivalents and vice versa from tables supplied; banker's interest; use of logarithms, more particularly for the problems on compound interest, with special reference to the payment of loans.

"Industrial history should include (special to Australia) English industries; communication in the eighteenth century; cost of carriage and difficulties of transport; Telford, Macadam, and Brindley; the Grand Trunk Canal; the growth and distribution of population in Australia; commercial development; municipal and national regulation; commercial treaties; commerce and industries of Australia; exports and imports of each of the states of the Commonwealth; growth of manufactures in Victoria.

"Commercial geography should include: climate and its effects upon temperature and rainfall; seas, mountains, plains, and rivers, from an economic standpoint; raw materials of commerce; mankind and distribution of population; growth of towns; means and difficulties of transport; means of exchange; agricultural, manufacturing,
and commercial countries; commercial advantages and disadvantages of Australasia; products, leading industries, communications, and commerce; commercial geography of the British Isles, Canada, India, South Africa, and the tropical colonies; Australia's commercial competitors; new markets and old markets; commercial questions of the day in their relation to commercial geography.

"In elementary bookkeeping in the first year should be the recording of a set of mercantile transactions with the cash book as a starting point and working through the books of original entry book by book; the posting of the various books in the ledger; the trial balance; closing entries; trading account; profit and loss accounts; balance-sheet; assets and liabilities; the working out of selected exercises.

"In the next year's bookkeeping should be the principles of single entry and of double entry; the books employed (several varieties of cash books, sales books, purchase books, journals, ledgers, subsidiary books, special books used in particular businesses); bookkeeping terms, their
meaning and nature; the balancing of books; methods and preparation of trading accounts and of profit and loss accounts and the balance sheets; the variation of books in particular businesses.

"In typewriting one hour's practice should be given each day and a speed of from 30 to 40 words per minute obtained during the first year. There should be proper finger exercises and methods for single and double case machines should be given; commercial letters in proper form, as to address, construction, correct use of words, punctuation, spelling, etc.; simple terms used in business; dictation and copies of documents used in office routine; duplicator work on the typewriter; carbon work; figure work, such as balance sheets and accompanying documents; specifications; transcript from own shorthand notebook; dictation of from 40 words per minute or over; business terms and abbreviations; and the care and preservation of papers and documents.

"Office routine and business methods should include the care and preservation of papers, accounts, etc.; letter books, indexing, cross references, etc.; date blocks, calendars, diaries,
etc.; copying press methods; guard books, etc.; postal and telegraph rates; railroad timetables; receipts, invoices, and similar papers; inwards and outwards correspondence; names of office documents; newspaper cuttings, and filing processes; banking and similar messages; technique of trade; copying of papers and documents.

"Advanced law should include the nature of contracts and general principles applicable thereto of agency, partnership, registration of firms, book debts, negotiable instruments, sale of goods, bills of sale, ships, shipping, charter parties, secret commissions, liens, insurance, guarantees, indemnities and surety; statute of limitations, principles of income and land taxes, wills and administration of deceased persons' estates; the principles of the law of insolvency; voluntary sequestrations, compulsory sequestrations and acts of insolvency; appointment and election of assignees and trustees; vesting and realization of estate; proofs of debt; distribution of estate; certificate of discharge; liquidation by arrangement; composition with creditors; offences against insolvent law; rules of court; schedule
of forms.

"In advanced bookkeeping should come the following: average due date; account current; self-balancing ledger; tabular cash book, journal, ledger, stock accounts; statement of affairs; partnership accounts; company accounts; cost accounts; goodwill, executorship accounts; royalty accounts; hire purchase accounts, reserves and sinking funds.

"In advanced typewriting should come: transcript from shorthand notes; duplication work, wax autocopyist, jellygrams, etc.; tabulated work; figure work, and invoicing, etc.; mechanical care and preservation of machines; press copying; dictation at high rates; legal documents such as mortgages, indentures, specifications, briefs, inventories; display work; confused manuscripts; printers' abbreviations; trade terms and abbreviations, synonyms, etc.; manipulation of mechanical calculators; writing business letters from précis notes; codes for cablegrams.

"In the elementary theory of shorthand the students should possess a thorough knowledge of the rules up to and including the halving principle
in Pitman's shorthand instructor. In advanced theory, the candidates for an advanced certificate must possess a thorough knowledge of the full course provided in Pitman's shorthand instructor and a speed of from 60 to 120 words per minute for five minutes."

Business requirements.

The girl in the business course is trained to meet the growing need of business everywhere for more and better trained office help. This need used to be limited to bookkeeping and stenography and a working knowledge of these two subjects still constitutes an entering wedge into business for the high school girl of today. However, these two old basic practices do not form the employment of the majority of our girls after they actually enter upon their business career.

Most of them will be found employed as typists or as clerks. The work of the clerk covers
many things and there are many kinds of clerks. Some of the clerical occupations are: payroll, receiving, storing, order, billing, indexing, filing, cataloging, timekeeping, shipping, invoicing, telephone, recording, mailing and so on along the long list which one author runs well up into the hundreds.

She should not only be trained to earn her living but also how to live and how to save—for her employer and for herself. She should have a definite training for a good citizen and be able to compete socially in the office and elsewhere with the graduates of the so-called cultural courses.

Business is concerned primarily with four things: first, it must produce something to be sold; second, it must carry the article to market or manufacturer; third, it must manufacture the article; and fourth, there must be efficient management over all—without which there can usually be no profitable returns to the investors in the business. The high school girl may be an aid to the carrying on of anyone of the four divisions of business, so she is trained in business
practice and in bookkeeping along the lines which will enable her to adapt herself to whatever field of business she becomes associated with upon high school graduation.

The high school girl graduate cannot, as a rule, hope to become a private secretary immediately upon graduation as her college sister can and often does. Even if the high school girl has had the best and most wisely directed commercial course, she is usually young and inexperienced. I have heard many of my young people say, "I want to be a private secretary. What must I do to prepare myself for a secretary?"

The answer would in every case of course depend upon the girl asking the question. Some girls have the fine characteristic of being naturally helpful. They do many things without being told to do them. Their personality is such that you like to have them around you at all times—such girls may have secretarial material in them.

Other girls are careless about themselves and about others. They are usually careless about their work too so that these girls unless they mend their ways, would be better directed toward
some other calling.

The high school girl, after a few general courses in business, should be allowed to specialize in one or two things that especially interest her as the business world today requires and expects that those who serve it can do well at least one thing which the business world wants done.

The teachers of the high school girl should be well educated not only in the business subjects of the commercial course but also in the cultural. They should have had a college training and practical experience in business.

Experience in business may be secured before teaching or during the vacations, and a practical touch may be kept upon business at all times by association with those in business, who will often unconsciously give the teacher vital facts as to how the business is conducted and the problems that face the office workers of today.

At least one of the teachers should keep in constant communication with the employment departments of the various business concerns in and near town. By doing this, it will not only be possible
to know of coming vacancies and what is required of the girl to fill the place in a satisfactory manner but it will also be possible to check up on the work of the past graduates.

It is only by the closest and most intimate knowledge of business as it is today that the commercial high school teacher can hope to teach the girl business—real business as it is.

In part time work, part of the working day spent in the high school and part of the day spent in a business office, we find the best preparation for the business girl for actual paid work in the business world (she is usually paid for her time in the office while doing part time work and she may often secure a permanent position with the company where she obtains her business credits).

Of course the extent to which this part time work may be carried out varies in different communities and in the community it may vary from year to year. One high school had the rather pleasant problem to solve of finding places for its seniors to work, because the firms with whom
past seniors had been employed liked their work so well that they had placed them permanently upon the office pay roll and so there was no longer an opening for part time work with these firms.

Part time work may be the result of advertising on the part of a local concern. For instance one hosiery manufacturing plant placed an advertisement in the "Saturday Evening Post", and in order to handle the replies efficiently they hired practically the entire commercial department (seniors) for a month of afternoons. The duties of these students were many and included taking and transcribing letters, billing, filing, running errands, and doing up parcels.

The Christmas rush will give opportunities for actual business experience in practically any town or city. I noticed an advertisement in a local paper for girls who were able to do typing and wished to work until after Christmas. Some of the positions would doubtless be permanent—and this is only September.
Office Manager of the Walker Body Company:

Mr. Carter, office manager of the Walker Body Company in Amesbury said with reference to the requirements of an employer of his employees:

"There is always much keen competition among applicants for jobs--even in Amesbury.

"One of the first questions which will be asked of a girl when she is out looking for a job is, 'What has your training been and what is the extent of your knowledge?'

"The girl should know what she wants to do and shape her training toward it.

"She must be able to write good English and spell correctly one hundred per cent of the time--all the time!

"The dictator is in a hurry to get a letter out. A girl transcribes the letter for him. He wants to go away but the letter comes back with a word spelled incorrectly and so the letter has to be done over. The dictator may get excited and the stenographer feels hurt. Learn to spell correctly now.

"The girl needs to improve her English and
she can do so by reading the standard works. By reading only an hour a day she will find that her vocabulary and spelling will have been improved.

"If the girl wants to take up bookkeeping she should be a good mathematician. She should be sure she likes it before going into it because a bookkeeper must not be afraid of making mistakes. She must be sure that she is right all the time.

"A mistake that many girls make is in thinking that when they are through school all of their studying is over. They should take some regular time for study. Their employer will be sure to notice the results of study along the lines of his business. Be sure to do your work along lines in which you are working if you want the work to actually help you in your position. Correspondence courses are good and almost any kind of course you want or need is given by the state. There is always a great chance to improve yourself.

"When we see a girl doing outside work, we know that we must soon advance that girl as such a girl usually gets directions the first time they are given.

"We like to see a girl who can concentrate
as she gets things done on time.

"The greatest evil, we have at present in our office, is that of girls not getting to work on time. Nearly all of our girls live here in Amesbury and many of them come in late every day. Think what it means for an employee to come in late ten minutes each day. If we took away her vacation she would feel very much hurt; but she, unconsciously perhaps, is doing just that to us by being late. No employee in our office can advance when she does not have the habit of getting to work on time.

"A good employee plans and dispatches her work. She knows what to do and does it on time. 'Do it now' is a very good slogan.

"Another thing that affects the efficiency of our office girls is gossip! They get off the line of their office work and gossip about things which have nothing to do with the work. From this gossip there often arise quarrels and hard feelings. The girls get into trouble with others in the office and with their employer. It will pay the girl to avoid the evil of gossip. She will work toward greater efficiency by minding her own business."
"We concentrate by the use of our will power. How shall the girl train her will power and develop it? She may get a task to do in the office that is hard. This may be a test to see what kind of stuff the girl is made of. She may do it the best she can or she may say that it is too hard.

"There is no greater loss in clerical work than from foolish mistakes caused from lack of attention. The girl is not accurate. A stenographer made a mistake in a single number. The order got by the purchasing agent. It was sent out. It was filled by the other company. It was received in the shipping room and was distributed through the factory. The part, not being the right one, would not work and so the parts had to be collected (but some were lost and some were spoiled), packed and shipped back to the other company. All this because a girl was thinking of a dance she went to the night before. It was a pretty expensive dance for the company!

"We all make mistakes and we expect our new girls to make them; but not all the time.

"Our pay roll clerks must be accurate as an
overpayment is almost always a total loss to
the company; whereas, an underpayment is always
called to the attention of those responsible. Over-
payments to other companies are usually a dead loss.

"Another thing that we look for in an employee
is personality. Perhaps the girl cannot get any
instruction in personality. She probably never
will. Personality is the ability to be agreeable;
to know what other people like; how to get along;
and how to meet the work with a smile.

"In school the girl has her long summer vacation
and a week here and there but that should not worry
her when she gets out into business because if she
has the right kind of a job and the right kind of
people to work for she will be happy.

"She should learn to say thank-you and to have
consideration of other people. She should be able
to appreciate things, no matter how small they may
be, that are done for her.

"Diplomacy is the art of knowing how to handle
yourself in a difficult situation. It does not
take five minutes for a girl to start a fight which
may last for years or for life. Keep out of fights.
There should be no necessity for an employer having
to settle disputes between employees. He usually finds it easy to fire those that quarrel.

"Last, but not least, the employer likes to see health and character in the girl who works for him. She cannot get along if she does not go to bed at night. She has to have exercise and food. We all know what it means when an employer insists on his employees being of good character. No one knows how long a dishonest action will follow a girl.

"I once worked for the Standard Oil Company in New York. They had a clerk who had the habit of never having money for lunch and she would take the money from the cash drawer for that purpose and leave an I. O. U. for it and pay it back at the end of the period. One day the auditor came around while she was out at lunch and she was three or four dollars short. She lost her position.

"Do your job, whatever it is, a little better than they expect you to do it. Go into a prison and you will find there women who regarded their work as a bore. The great mass of people work as though they were trained animals."
### SUMMARY OF RETURNS FROM QUESTIONNAIRE

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<th>Are your newer high school graduates well qualified in their work?</th>
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<th>Is their general conduct in the office good?</th>
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<td>Rutland Fire Clay</td>
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<td>Vacuum Oil</td>
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a--except in arithmetic, spelling, and English
ab--use more women than men in office
b---about the same
c---some are and some are not
ob--some are and some are not
d---about equal on kinds of work they do
e---except spelling
Westinghouse Electric Company:

Henrietta Fitch of the Westinghouse Electric and Manufacturing Company of East Pittsburgh, Pennsylvania, wrote as follows with reference to the girls under her supervision:

"We find girls who are well trained in the tools of their occupations and girls who have but little training in the work which is to earn them their living and we are always very careful in choosing only those whom we regard as the most promising of the material that is available.

"When school closes in the spring and we have an abundance of material to draw from, we can, of course, make better selections. As long as we can draw from those few who come carefully recommended in all respects by their teachers we get good material but there are not enough such and we need workers at other times than in the spring and summer.

"The deficiencies that we are most aware of in a beginning stenographer are in the use of English, both as to grammar and vocabulary, and the general set-up of her letter. In cost and
payroll work the greatest trouble is with decimals. These vary so much with the individual that it is hard to generalize.

"My belief is that men employees do not give better service than women except on work to which women are not adapted. In the same way, there is work to which women are more adapted and on which they are likely to give better service than men would give. We need both in our company.

"The high school girls would be better fitted for our service if they were less deficient in those qualities previously mentioned--use of English as to grammar and vocabulary and in the general form of their letters and if they had been trained in the use of the dictaphone. We use a great many dictaphone operators and with a few exceptions, usually find it is necessary to train them ourselves.

"These are my personal impressions of our girls and not scientifically collected facts but I trust that they will be of help in your work."

Pompeian Laboratories:
The office manager of the Pompeian Laboratories wrote the following:

"I believe that the high school could really benefit employers if some stress could be laid on thrift and conservation of time and material. Most of them are very wasteful. The successful business cannot tolerate wastes even in small things. I have heard this complaint from many office managers who are members of the office managers' club here in Cleveland."

Standard Laboratories:

The office manager of the Standard Laboratories of New York wrote as follows:

"Students of commercial high schools would be better fitted for service if they were taught in school the use of the mechanical equipment (bookkeeping and calculating machines, etc.) of the modern office. Most of the girls are poorly fitted, in this respect, for the office upon graduation."
Postum Cereal Company:

The office manager of the Postum Cereal Company of Battle Creek, Michigan wrote as follows:

"Graduates should have practice with modern machine methods of bookkeeping and calculation in high school."

National Association of Mutual Casualty Companies:

Mr. J. M. Eaton, Secretary of the National Association of Mutual Casualty Companies of New York, wrote as follows:

"I am venturing to make one or two suggestions:

In the first place, my experience leads me to the conclusion that high school graduates are not particularly well qualified in stenography and bookkeeping. That is no reflection upon the school or its methods, but is rather the result of business methods being taught by persons who have never actually been in business themselves and because one cannot possibly qualify in business teaching until one has had some experience.

"The high school graduate has a good general
education. Her general conduct in the office as well as punctuality and regularity of attendance is a matter which rests largely with the office manager and in organizations where discipline is lax, high school graduates are no more prone to observe rules of attendance than those who have not had the advantage of such training. Proper deportment, being on time in the morning, and regularity in attendance are largely a matter of individual conscience and individuals of character will be prompt and punctual regardless of their academic training.

"I am inclined to believe that the girls have a slight advantage over the men graduates of high schools. In such positions as are usually available to the high school graduates, the women, I think, give more conscientious service than do the men. This may be due to the fact that a boy just out of the high school takes his first job usually as a starter and for the purpose of gaining some experience, having in mind that once the experience is gained he will move along to other fields and better positions. Upon the whole, I think the girl has a more definite idea of staying
and developing where she starts and this, in itself, makes her more interested in the job and more willing to apply herself.

"I think that the majority of the business office managers complain of two things with reference to their high school graduate employees: first, they would complain because the employee lacked experience in office procedure and she had to be taught a multitude of things in which she had not received instruction in the high school; secondly, he would complain because the employee lacked the ability to think in a practical, sensible way.

"This affair which we call business is a continual conflict of mind against mind and those who succeed are the ones who have nimble wits and can think quickly as well as logically and sanely. Therefore, the commercial student who goes into business will succeed only if he has the ability to put out of his mind all things other than the business in which he is engaged. It is not enough that the ordinary routine of the office be performed in a routine manner and too many of those who get into office today are doing thoughtlessly the little things which they consider inconsequential,
but which are in fact of considerable importance in the order of things."

Conclusion:

Throughout our training of girls for business we must not forget the greater aim—training for life which is the purpose of education as given in its seven subdivisions:

1. Health
2. Command of fundamental processes
3. Worthy home membership
4. Vocation
5. Citizenship
6. Worthy use of leisure
7. Ethical character
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Melbourne, Australia

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The POLYTECHNIC DAY SCHOOLS

Session 1926-27

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FEES

DAY SCHOOLS (with the exception of the Secondary School). The fees shown herein are generally applicable only to students residing within the administrative Counties of London, Middlesex and Kent.

SECONDARY SCHOOL. The fees shown herein are applicable only to pupils residing within the administrative Counties of London and Kent, and to pupils of 11 years of age and upwards residing in Middlesex.

See special pamphlet in regard to "Out-County" Fees.
In the following Schools the Autumn Term will begin on SEPTEMBER 21st:

**Autumn Term**
- Architecture, Architecture and Engineering (Preliminary Dept.), Chemistry, Commerce, Engineering, Secondary

**Term Dates**
- **Autumn Term**: Commencing Tuesday, 14th September, ending Friday, 17th December, 1926.
- **Spring Term**: Commencing Tuesday, 11th January, ending Wednesday, 13th April, 1927.
- **Summer Term**: Commencing Tuesday, 26th April, ending Friday, 22nd July, 1927.

**Whitsuntide Vacation**: School Closes June 3rd, Reopens June 13th.

For the dates of commencement of Terms in the Schools of Art, Hairdressing, Motor Body Building, Speech-Training, and Tailoring, see pages 9, 17, 19, and 24.

**Entrance Examinations**
- Schools of Architecture, Chemistry Commerce (Senior), and Engineering: July 5th, 6th and 7th, September 6th, 7th and 8th, Commencing at 10 a.m.
- Secondary School: September 8th, January 7th, April 25th, Commencing at 9.30 a.m.
- Architecture and Engineering (Preliminary Department) & School of Commerce (Junior): September 9th, Commencing at 10 a.m.

**Half Term Holidays**
- Monday, 8th November, 1926; Monday, 21st February, 1927.
TEACHING STAFF

School of Architecture, Building & Surveying


A. E. HOLBROW, A.R.I.B.A., M.I.Struct.E. (Senior Assistant),
H. A. DOUGLASS, A.R.I.B.A.,
J. A. RAY, Natl. Gold Med. and Med. Soc. of Arts,
A. P. HOLDSWORTH, P.A.I.S.

Mathematics, Mechanics, Physics, Building Science and Chemistry of Building Material

J. R. SOUTHERST, B.Sc.,
P. JENNINGS, B.Sc.,
A. TURNER, B.Sc. Eng. (Hons.),
A. M.I.M.E.

(See also “Mathematics and Physics Dept.” and “School of Chemistry.”)

Structural Steelwork, Brickwork and Masonry, Plumbing, Ornamental Lead Work, and Plastering

W. HADNUTT, M.B.E.,

Physical Exercises

Major W. B. MARCHANT,
G. TOPPISS,
H. EAGLE.

Laboratory Attendants

MISS B. SMALL, MISS P. SMALL.

School of Architecture and Engineering (Preliminary Department)


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A. TURNER, B.Sc. (Hons.),
J. A. RAY Gold Medallist,
P. JENNINGS, B.Sc.,
J. R. SOUTHERST, B.Sc.,
A. H. SLEIGHT, M.A.,
A. TURNER, B.Sc. (Hons.), A.M.I.M.E.,
A. M.I.M.E.,
A. M.I.M.E.

(See also “Mathematics and Physics Dept.”)

English Subjects, Mathematics, Science, etc.

Workshop (Engineering)...

W. HADNUTT, M.B.E., J. MAY

Workshop (Carpentry)...


Physical Exercises...

Major W. B. MARCHANT.

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Head Master: — G. P. GASKELL, R.B.A., R.E.

Life Classes

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W. MATTHEWS, S. TRESILIAN,
H. G. THEAKER, R.B.A., A.R.C.A.,
MISS W. STAMP.

Design and Figure Composition

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H. BROWNSWORD, A.R.B.S., A.R.C.A.,
F. E. COULTHURST, W. MATTHEWS,
W. R. COPE, E. OSMOND.

Antique...

MISS B. SMALL, MISS P. SMALL.

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School of Chemistry

Head of School: — H. LAMBOURNE, M.A., M.Sc., F.I.C.

Chemistry

W. H. COLLIER, B.Sc. (Hons.),
J. A. MITCHELL, M.Sc.,
H. L. LONG, B.Sc. (1st Hons.), A.I.C.

Mathematics and Physics

(See “Mathematics and Physics Dept.”)

Engineering

(See “School of Engineering”)

School of Commerce


Responsible Masters

Junior School: — W. A. RUSHWORTH, B.Com.
Senior School: — B. C. ADAMS, B.Sc. (Hons.)

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B. C. ADAMS, B.Sc. (Hons.),
MISS A. JAMES, B.A. (Hons.),
MISS H. V. ALLEN, B.Sc. (Hons.),
P. R. ANDREW,
MISS M. BUTCHER,
MISS K. J. GUDGER, B.A. (Hons.),
L. J. HEBBS,
S. HENRY, B.A. (Hons.),
J. A. HUGHES, M.Sc.

Physical Exercises: — Major W. B. MARCHANT and Staff.

School of Engineering


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D. J. BOLTON, B.Sc. (Eng.),
A. M.I.E.E.

Capt. W. H. DATE, B.Sc. (Eng.),

Physics

(See “Mathematics and Physics Dept.”)

Chemistry

(See “School of Chemistry”)

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W. BADGER, C.W. PROWSE.

Physical Exercises

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H. BEADON, B.A.P.T.

Laboratory Attendants

W. BADGER, C.W. PROWSE.
Hairdressing Trade School.

Trade Instructor: - H. H. PRYOR.

General Education: (See "School of Commerce," "Mathematics and Physics Dept." and "School of Chemistry.")

Matriculation Department.
And Professional Side.

Head of Department: - A. RISDON PALMER, B.Sc., B.A.

English and Literature

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<tr>
<td>A. R. Palmer, B.Sc., B.A.</td>
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<td>Miss M. Lamb, M.A.</td>
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French

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Mathematics and Physics Department.

Head of Department: - D. HUMPHREY B.A. (Hons.), B.Sc. (Hons.)

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Lecturers

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Laboratory Steward: - A. THREADGOLD.

School of Motor Body and Carriage Building.

Head of Department: - ERNEST BAILEY, Hon. Mem. I.B.C.M.

Assisted by F. MAUNDER

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A. WILDER

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School of Photography.

Head of School: - ALBERT J. LYDDON.

Staff

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Secondary School for Boys

Head Master: - P. ABBOTT, B.A.

ENGLISH AND HISTORY

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<td>D. Humphrey B.A., B.Sc.</td>
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<td>G. Chevrollier, B.A.</td>
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<td>Miss L. M. Alley, M.A.</td>
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GEOGRAPHY

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<thead>
<tr>
<th>Author</th>
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<tbody>
<tr>
<td>F. Matthews, B.Sc., Ph.D.</td>
<td>Geography</td>
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<tr>
<td>S. Newman, M.A., B.Sc.</td>
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SCIENCE.

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<th>Author</th>
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<tr>
<td>Rev. A. S. Hullah, M.C.</td>
<td>Science</td>
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<td>Rev. P. B. Hacker, B.A.</td>
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CHEMISTRY.

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<th>Author</th>
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<td>W. H. Collier, B.Sc.</td>
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<td>F. Matthews, B.Sc., Ph.D.</td>
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<td>J. A. Mitchell, M.Sc.</td>
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<td>H. L. Long, B.Sc.</td>
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GEOMETRICAL AND MECHANICAL DRAWING.

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<th>Author</th>
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<tbody>
<tr>
<td>J. H. Williams, B.Sc.</td>
<td>Geometrical and Mechanical</td>
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<tr>
<td>E. A. Baggott, B.Sc., A.R.C.S.</td>
<td>Drawing.</td>
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ART

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<th>Author</th>
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<tr>
<td>J. Preston Davies</td>
<td>Art</td>
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<td>P. J. Walford</td>
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CARPENTRY

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<th>Author</th>
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<tr>
<td>L. Wehr, Hons. Med., C. &amp; G.</td>
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ACCOUNTANCY, BANKING AND COMMERCE.

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<tr>
<td>S. Newman, M.A., B.Sc.</td>
<td>Accounting</td>
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<td>F. R. Andrew</td>
<td>Banking and Commerce</td>
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ENGINEERING WORKSHOP

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<th>Author</th>
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<tbody>
<tr>
<td>W. H. Hadnutt, M.B.E.</td>
<td>Engineering Workshop</td>
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<tr>
<td>J. May, and Assistant</td>
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MUSIC.

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<th>Author</th>
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<tr>
<td>J. Hough</td>
<td>Music</td>
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PHYSICAL EXERCISES.

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<tr>
<td>H. J. Bradon, M.B.A.P.T</td>
<td>Physical Exercises</td>
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MEDICAL OFFICER.

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<th>Author</th>
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<tr>
<td>T. Pearse Williams, M.D., M.R.C.P.</td>
<td>Medical Officer.</td>
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PREPARATORY SCHOOL.

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<tr>
<th>Author</th>
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<tr>
<td>J. Hough</td>
<td>Preparatory School</td>
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School of Speech Training and Dramatic Art

Head of School: - MISS LOUIE BAGLEY

Lecturers and Assistant Teachers:

<table>
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<tr>
<th>Author</th>
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<tr>
<td>Miss Umphreville Hicks</td>
<td>Speech Training and</td>
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<tr>
<td>Miss Annea Spong</td>
<td>Dramatic Art</td>
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<tr>
<td>Miss Rita Nahabedian</td>
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<td>H. O. Coleman, B.A.</td>
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<tr>
<td>Madame Munday</td>
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<td>Frederick Harker</td>
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Tailoring Trade School

Head Teacher: - J. E. LIBERTY

Demonstrator: - S. C. Hobbs.
School of Architecture, Building and Surveying

President of the School:

THE AIM OF THE SCHOOL is to afford instruction to youths and young men who intend to enter architects', builders', and contractors' offices or works, or to follow any of the designing and constructive industries where a technical and trade training constitutes the best and surest basis for future excellence and success.

The courses of study for Architects, Surveyors and Constructionalists are arranged to prepare students for the examinations of the Professional Institutions and Associations of the Building Industry.

Architects: The Royal Institute of British Architects.
Surveyors: The Surveyors' Institution.
Constructionalists: The Institute of Builders.

The students of the School are usually eligible to be admitted as Probationers to the respective Institutes during the first year of their course, and should become qualified by examination for the "Intermediate" stage by the end of the three years' course.

The qualification for the "Final" examination of the Professional Societies usually necessitates a minimum of two years' professional experience, coupled with academic distinction.

The Head of the School is always pleased to discuss with parents and guardians the necessary courses of instruction suitable for each student, based upon their earlier training, experience and future occupation.

Hours of Attendance:—9:30—12:30, 1:30—4:30.
(Saturday, whole holiday.)

No student can be entered for a period of less than 12 months.

Fees:—£7 per term; £18* per annum.

Special facilities are given for Sports (Football, Cricket, Tennis, Rowing and Swimming) and Athletics, in addition to Physical Training. A composite fee of 5/- per annum is charged to all students in respect of these facilities.

* In the case of students who have been in attendance for at least one year, arrangements may be made, on application in writing, for this fee to be paid by termly instalments.

School of Architecture, Building and Surveying—continued.

STUDIES:—The full course will cover a period of three years, and will include the preparation of Measured Drawings, and "Testimonials of Study," as required by the ROYAL INSTITUTE OF BRITISH ARCHITECTS, the Schools of the Royal Academy, Surveyors' Institution, Institution of Structural Engineers, and the Institute of Builders.

PARTICULARS OF LECTURES—LABORATORY AND STUDIO WORK.

The curriculum of the School is indicated by the undermentioned groups

Art Work and Decoration.

In addition

Constructive and Working Drawings.
Model Drawing.
Drawing in Light and Shade.
Decorative Design.
Historic Ornament.

Details of Building.
Freehand Drawing.
Perspective.
Sepia Shading.
Architectural Design.
Figure Composition for Interior Decoration.

A DIPLOMA will be granted by the Governing Body of the Polytechnic to all students who attend the three years' course in the Day School of Architecture and attain the required standard of proficiency.

REPORTS.—Upon the completion of each term a detailed report upon the progress, conduct and attendance in each subject is submitted to the parent or guardian.
Schools of Architecture and Engineering
[Preliminary Department]

(For Boys of 14 Years of Age and upwards.)

AIM. The work of this Technical Department is wholly directed for the purpose of preparing its students for Entrance to one of the Senior Schools of the Polytechnic (School of Architecture or Engineering).

On behalf of each student a written undertaking that he will prepare for the above Entrance Examination, and if successful, enter one of the Senior Schools, is required from the Parent or Guardian.

Candidates for admission to the Preliminary Department can be interviewed on any School day, 10-12 noon and 2-4 p.m., throughout the School year.

CURRICULUM. The Curriculum of the Preliminary Department includes:

- Mechanical Drawing.
- Workshop Instruction (Woodwork and Metal Work).
- Physics (Theoretical and Practical).
- Applied Mathematics.
- English (Language and Literature).
- French.

Geometry (Practical Plane and Solid).
Art.
Mathematics (Arithmetic, Mensuration, Algebra and Geometry).
Physical Education.

The work done in the various subjects of the School Curriculum forms the necessary foundation for successful preparation for (1) Entrance to the Senior Schools of the Polytechnic; (2) The Qualifying Examinations of the Professional Societies.

Visits to works, etc., are arranged. The School possesses an excellent Library of technical books.

DURATION OF COURSE OF STUDY. The Normal Course of this Department is one of Two Years; but as soon as a student has made the necessary progress, his name is entered on the list of candidates for the first available Examination to the Senior School.

An Open Entrance Examination is held annually in March for the purpose of awarding a number of Free Place Scholarships in this Department. Particulars may be obtained on application to the Director of Education.

Hours of Attendance: 9.30-12.30; 1.30-4.30.
(Saturday, whole holiday; the morning being devoted to Sports.

FEE: £12 12s.* per annum.

A composite fee of £2 per annum is charged for the use of books and for stationary (not instruments).

Special facilities are given for Sports (Football, Cricket, Tennis, Rowing and Swimming) and Athletics, in addition to Physical Training. A composite fee of £5– per annum is charged to all students in respect of these facilities.

* In the case of students who have been in attendance for at least one year, arrangements may be made, on application in writing, for this fee to be paid by termly instalments.

School of Art

The Autumn Term commences Monday, September 27th; ends Friday, December 17th.
The Spring Term commences Monday, January 10th; ends Friday, April 8th.
The Summer Term commences Monday, April 25th; ends Friday, July 22nd.

There will be a vacation of one week at Whitsuntide.

The School is open to students of either sex above the age of fifteen years.

The Head Master can see students who wish to consult him, on Mondays or Wednesdays, in the morning between 11 and 12, throughout the term. They should, if possible, bring specimens of their work.

Hours.—The School is open daily (except Saturdays) from 10 a.m. to 4 p.m.

The work of the School covers full courses of training for students intending to become Painters, Sculptors, Designers, Book Illustrators or Art Teachers.

The Elementary Section of the School provides the necessary preliminary instruction for entry to each of the Advanced Sections.

Students can work for the Certificates and Scholarships of the Board of Education, and for admission to the Royal Academy Schools.

The Day Life Classes (figure and costume) are held every day from 10 a.m. to 4 p.m. Portrait and Costume Classes, Monday, Wednesday, and Friday. Figure Classes, Tuesday, Wednesday, and Thursday.

Modelling Life Class, Monday, Wednesday, and Friday.

Students wishing to enter the Life Classes must furnish satisfactory evidence of their capacity.

A special course of lectures on the History of Painting is given on Wednesday afternoons at 5 o'clock.

There is a special course of study for Landscape Painting; also a class for Animal Drawing.

The Sketching Club in connection with the School meets six times in the Session, when the work of members is criticised by some well-known artist. There is also a Junior Sketching Club.

Medals and Free Scholarships to the value of £120 are offered every year for competition amongst the students.

Silver and Bronze Medals, together with Six Free Scholarships for one year and Six Scholarships at Half Fees, are offered for the best sets of work executed in the School during the Session, or in special Competitions held during the Summer Term, in the following subjects, provided that the work reaches a sufficiently high standard:—Drawing from Life, Painting from Life, Drawing from the Antique, Figure Composition, Design, Modelling, Landscape, Painting from Still Life, Memory Drawing.

FEES:—For five days weekly—

£6 6s. per term; £15 15s.* per annum.

All fees must be paid in advance, and no allowance or return of fees can be made in case of absence.

Intending students are advised to enter their names some time in advance, as at the beginning of a term it often happens that all vacant places have been filled from the waiting list. A deposit of £2 is required when entering a student's name.

* In the case of students who have been in attendance for at least one year, arrangements may be made, on application in writing, for this fee to be paid by termly instalments.
School of Chemistry

The object of the School is to provide a thorough training in Chemistry for those intending to become Chemists, technical or otherwise.

The full course extends over a period of three or four years, provided that students on entering the School have a knowledge of Chemistry equivalent to the Matriculation standard.

The School provides in addition to theoretical and practical Chemistry; courses in Physics, Mathematics, and Engineering, essential for a complete training in Chemistry, and these are obligatory for all students.

The four years' course covers all the work required for the Associateship of the Institute of Chemistry, and the three years' course for an Honours Degree in Chemistry, and for equivalent qualifications.

In addition, for students who have passed Matriculation, a special Inter B.Sc. Course of one year is provided in Chemistry, Physics, Pure and Applied Mathematics.

There are also organised classes for Pre-Medical (Conjoint Board) Chemistry and Physics, as well as for Part I of the qualifying examination in Chemistry and Physics of the Pharmaceutical Society of Great Britain.

FIRST YEAR.

CHEMISTRY Inorganic.
Lectures—Comparative study of the non-metallic elements according to the Periodic Classification.
Practical—(1) Preparation of typical compounds.
          (2) Qualitative Analysis.

CHEMISTRY Organic.
Lectures—Study of the Aliphatic compounds.
Practical—(1) Preparation of typical compounds.
          (2) Identification of Carbon compounds.

PHYSICS.
Lectures | Study of Light, Heat and Sound.
Practical | Magnetism and Electricity.

MATHEMATICS. Geometry and Algebra.
ENGINEERING. Elementary Principles.

School of Chemistry—continued.

SECOND YEAR.

CHEMISTRY, Inorganic.
Lectures—Study of Metallic elements according to Periodic Classification.
Practical—(1) More advanced Qualitative analysis.
          (2) Quantitative analysis.

CHEMISTRY Physical.
Lectures and Practical.

CHEMISTRY Organic.
Lectures—Study of Aromatic compounds.
Practical—(1) More advanced preparations and Qualitative analyses.
          (2) Quantitative analysis.

PHYSICS.
Lectures | Magnetism and Electricity.
Practical | Study of Heat and Sound.

MACHINE DRAWING. Plant Design.

THIRD YEAR.

In this year the student either proceeds to the more advanced study of Pure Chemistry up to Honours Standard or specialises along technical lines. Special courses are arranged for the study of Oils, Fats and Waxes; Oils, Colours and Varnishes; Dyestuffs and Intermediates.

FOURTH YEAR.

The last year of the A.I.C. Course.

Hours of Attendance :—9.45—12.45; 2.0—5.0.
(Saturday, whole holiday.)

Parents and students may consult Mr. Lambourne in the School of Chemistry any morning, except Thursday and Saturday, during Term time.

FEES :—8 Guineas per term; 21 Guineas* per annum.

Special facilities are given for Sports (Football, Cricket, Tennis, Rowing and Swimming) and Athletics, in addition to Physical Training. A composite fee of 5/- per annum is charged to all students in respect of these facilities.

*In the case of students who have been in attendance for at least one year, arrangements may be made, on application in writing, for this fee to be paid by termly instalments.
School of Commerce

PURPOSE OF THE SCHOOL. The aim of the School is to develop the primary education obtained by the scholars, and to give them a thorough training in Commercial subjects. The mental powers of the scholars are cultivated and their outlook on life is widened by their being led to consider topics relating to business. As a part of this mental training, a knowledge of the technique of business is obtained.

The courses of the School are arranged to meet the urgent need for a more liberal commercial education than can be obtained from the routine of most business houses, or from the relatively slow progress of young persons for positions possible in evening classes. It is felt that the training thus provided will enable young persons having industry and ability to qualify themselves for positions of responsibility in business.

Junior School

SCHOLARS ELIGIBLE.—The Junior School is meant for girls and boys who have reached thirteen years of age and who pass a qualifying examination. The main things sought in this qualifying examination are a reasonably good command of the English language, and some power of rapid and accurate calculation. A knowledge of Geography and an acquaintance with Science and with French are desirable, and will facilitate progress through the School.

COURSE FOLLOWED IN THE JUNIOR SCHOOL.—The training given prepares scholars for positions in business, including the Civil Service and the Banks. A close relation is maintained between the School and the London Chamber of Commerce; and the curriculum is continuously adapted to the ascertained needs of the business community.

The Leaving Certificate of the Junior School is the School Commercial Certificate of the London University. The School is recognised and is examined by the University for the purpose of the Certificate. The obtaining of a sufficiently high standard in this Certificate Examination entitles scholars to be enrolled as Matriculants of the University, and may therefore pass Matriculants while undergoing their commercial training. The various Certificates of the Royal Society of Arts and of the London Chamber of Commerce are taken during the School life.

The Leaving Examination is taken as a rule by students in their eighth term.

The Physical Training, which includes instruction in Swimming, is in both Schools under the control of Major Marchant and his Staff.

SUBJECTS OF INSTRUCTION (Junior School.)


School of Commerce—continued.

LENGTH OF SCHOOL LIFE.—The training in the Junior School is planned as a three years' course; and most scholars take up posts at the end of their third year. It is hoped, however, that an increasing number from the Junior School will proceed to the Senior School of Commerce, where their University training would begin. Parents and Guardians will give an undertaking not to withdraw scholars after the minimum period required by the regulations has expired.

DATE OF ADMISSION.—The normal time of admission to the School is at the opening of the Autumn Session in September. Special arrangements may, however, be made to admit scholars after the Christmas and the Easter Holidays.

SCHOLARSHIPS AND BURSARIES.—Upon Entrance a number of Free Places and Bursaries entitled to admission at half fees, are awarded each year upon the results of a competitive examination held in March. The competitors for these Scholarships and Bursaries must not have reached 14 years of age on August 1st of the year in which they compete. The subjects of the examination are English, Arithmetic, Geography and General Knowledge.

Forms of Application for the Free Place Examination can be obtained from the Director of Education at the Polytechnic.

INTERNAL SCHOLARSHIPS, entitled to free places in the Senior School, are open to competition by scholars of the Junior School in their third year.

SCHOOL HAT AND CAP.—Scholars in the Junior School are required to wear the School Hat or Cap.

Senior School

SCHOLARS ELIGIBLE.—Scholars of the Senior School must be not less than 16 years of age. Unless they have already matriculated, they have passed some public examination of equal standing, they are required to pass a qualifying examination. The subjects of the qualifying examination are English, Arithmetic, Mathematics, French or any other foreign language, and either a Science or History.

INTERMEDIATE COUNTY COUNCIL SCHOLARSHIPS.—The School has been selected by the London County Council as a place where intermediate scholarships may be held. A special class for such scholarship holders takes the intermediate examination for the Bachelor of Commerce of the London University. For particulars of these intermediate scholarships the London County Council Handbook should be consulted.

COURSE FOLLOWED IN THE SENIOR SCHOOL.—The courses of study in the Senior School are organised to meet the needs of young persons who, possessing a sound general education, wish to have a commercial training with a view of ultimately undertaking responsible duties in business. The instruction of necessity is to a great extent vocational; but the claims of commerce to be studied on liberal educational lines are regarded as indisputable. The School continues and develops general education at the same time as it trains for commerce.
School of Commerce—continued.

The advanced examinations of the Royal Society of Arts and of the London Chamber of Commerce are taken during the School life, and the ordinary leaving examination is one leading to a degree of London University in either Commerce or Science (Economics).

THE POLYTECHNIC DIPLOMA.

This is awarded to students who, having been in attendance at the Senior School during two years, pass the prescribed examination.

SUBJECTS OF INSTRUCTION (Senior School.)

The compulsory subjects are:—


(Theses subjects are studied in their practical bearing on business life.)

The optional subjects are:—

Shorthand, Typewriting, Spanish, German.

LENGTH OF SCHOOL LIFE.—The training is planned as a two years' course; but older and well-trained scholars are accepted for a year.

SCHOLARSHIPS.—Leaving Scholarships, enabling students to continue their University training, are open for competition to scholars of the Senior School.

THE SCHOOL HOURS in both Junior and Senior Schools are from 9.30 a.m. to 12.30 p.m. and from 1.30 p.m. to 4.0 p.m. There is no school on Saturday; but those scholars that can should spend the Saturday morning on the playing fields at Chiswick.

FEES

(Payable at 309, Regent Street, W.)

JUNIOR SCHOOL.

Per Term, £6. Per annum, £14.*

A composite fee of £2 per annum is charged for the use of books and for stationery (not instruments).

SENIOR SCHOOL.

Per Term, £7. Per annum, £18.*

Special facilities are given for Sports (Football, Cricket, Tennis, Rowing and Swimming) and Athletics, in addition to Physical Training. A composite fee of £7—per annum is charged to all students in respect of these facilities.

* In the case of students who have been in attendance for at least one year, arrangements may be made, on application in writing, for these fees to be paid by term instalments.

School of Engineering

President of the School.—THE HON. SIR CHARLES PARSONS, K.C.B., M.A., LL.D., D.Sc., F.R.S., etc.

AIM OF THE SCHOOL.—The aim of the School is to provide a thorough training on the scientific and technical sides of the various branches of Engineering for those who intend to enter the profession, or who may already have gained experience in engineering works, and who desire to qualify themselves ultimately to take positions of responsibility on the technical side of engineering or on the commercial side, for which technical knowledge is so desirable.

The course extends over three years. The instruction is given by means of lectures, laboratory work and drawing office and workshop practice. Students, on completion of the first year course, specialise in a measure in Mechanical, Structural, Electrical or Automobile Engineering during the second and third years. Notwithstanding this specialisation, the underlying principles upon which every branch of Engineering is based are dealt with fully; the object being to equip the student so that he may be fitted to undertake responsible work of a varied character.

On the completion of the course, the student ought to obtain, if he has not already done so, experience in Engineering works. The period of such training required is materially reduced by reason of his School course. In some cases, it is possible to arrange for students to spend their summer vacations in works.

CONDITIONS OF ENTRY.—Students are admitted, from the age of 16, by an entrance examination which is held in July and September. Full particulars of this examination may be obtained from the Director of Education.

Intending students may be excused this examination if they produce evidence that they have reached a standard of education which ensures that they will be able to follow the work of the course.

In the event of the candidate for admission being under 16 years of age, or not having attained to the required standard of education, he may enter the Preliminary Department, where a course, designed to bring him to the standard required for admission to the Higher School of Engineering, is provided.

DIPLOMAS.—Polytechnic Diplomas are awarded to students who complete the course to the satisfaction of the Board of Studies. A silver medal is given to the best student of the year, and bronze medals to those who have the best record in each section.

All the courses are recognised by the Institution of Mechanical Engineers, in the case of Mechanical and Automobile Engineering, and by the Institution of Electrical Engineers in the case of Electrical Engineering, and by the Board of Education, in connection with the award of National Diplomas. As the examinations set for these awards are on the standard required for a degree in Engineering, they are of real value. Moreover, the possession of such a diploma exempts the student from the major portion of the examinations set by the respective Institutions for the admission of Associate Membership.

The School Diploma is also recognised by the Institutions of Electrical and Automobile Engineers.

EXTERNAL EXAMINATIONS.—In addition to what has been said in the foregoing paragraph with regard to admission to membership of the professional Institutions, the course covers much of the work required by candidates for Associate Membership of the Institution of Civil Engineers. It also embraces the syllabus of the Institution of Structural Engineers.

A special course is provided for students who desire to sit for the Intermediate Science (Engineering).

Students of the School may enter for the degree of B.Sc. in Engineering of London University, as external candidates.

The course of study is also suitable for those who desire to prepare themselves for the examinations in connection with the Air Force, the Patents Office, and other civil service appointments.

(Continued overleaf.)
EQUIPMENT OF THE SCHOOL. In addition to class rooms and drawing office, the School is provided with an Engineering Workshop, a Mechanical and Automobile Engineering Laboratory, and an Electrical Engineering Laboratory; while the Laboratories of the Departments of Mathematics and Physics, and Chemistry, are open to the students in Engineering.

The workshop contains, in addition to the usual equipment for hand work, many modern types of machine tools, including screw-cutting and automatic lathes; shaping, slotting, milling, drilling, gear-cutting and grinding machinery and apparatus for the heat-treatment of steel.

The Mechanical and Automobile Engineering Laboratories contain, in addition to the usual apparatus for the study and verification of the laws of mechanics, modern machines for the testing of all kinds of materials used in engineering construction, an experimental steam turbine and a steam engine replete with appliances for conducting tests and for making investigations upon the many factors which influence efficiency, together with a locomotive-type boiler equipped for experimental work; gas, oil and petrol engines fitted with dynamometers and other testing appliances, hydraulic pumps and turbines of various kinds - tanks, channels and pipelines for the measurement of the flow of water through orifices, over weirs, and in channels and pipes; also fuel calorimeters, gas analysis apparatus, and many other pieces of apparatus necessary for the testing of all types of machinery.

The Electrical Engineering Laboratories contain a varied assortment of apparatus for the technical study of electrical engineering problems and a representative equipment of modern direct and alternating current motors and generators, together with transformers, rotary converters and a mercury arc rectifier, arranged so that they can be studied and tested under working conditions. There are also electrical measuring instruments of various types, including an oscillograph for the study of alternating current wave forms. The battery room contains a 100-volt battery which can be used either for testing purposes or for supplying other apparatus. The photometer room is equipped with a modern photometric bench for carrying out illumination and candle-power measurements.

The new Wireless and High Frequency Engineering Laboratory situated on the roof of the building is now equipped with all modern apparatus for measurements and testing in wireless transmission and reception. Electrical Engineering students in the third year of their course attend for lectures and laboratory work.

ENGINEERING SOCIETY.—There is an active Engineering Society carried on by the students. The scope of the Society's activities includes the reading of papers, discussions, and visits to works of interest to Engineers. It forms a valuable adjunct to the educational side of the School.

ATHLETICS.—Special facilities are given for Sports (Football, Cricket, Tennis, Rowing, Swimming) and Athletics, in addition to Physical Training.

Hours of Attendance.—9.45 a.m.—12.45 p.m. Saturdays 1.30 p.m.—4.30 p.m. (excluded) (Mondays, 1.45 p.m.—4.45 p.m.)

The Head at the School is always pleased to interview parents, or intending students, by appointment, or to answer enquiries by correspondence.

FEES:—8 Guineas per term; 21 Guineas* per annum.

Additional fee for Athletics, 5/- per annum, payable by all students.

* In the case of students who have been in attendance for at least one year, arrangements may be made, on application in writing, for this fee to be paid by termly instalments.

Haırdressing Trade School
14 LANGHAM PLACE, W.1.

FOR BOYS OF ABOUT 14 YEARS OF AGE.

Advisory Committee:
The Incorporated Guild of Hairdressers, Wigmakers and Perfumers—
Mr. J. J. McKenna.
The Incorporated National Federation of Hairdressers, Ltd.—
Mr. G. E. Judson.
The Hairdressers' Registration Council—
Mr. L. H. Penhaligon.
The City of London Guild—
Mr. A. E. Wickerholm.
The Federation of Master Hairdressers—
Mr. J. H. Browne.
The Journeymen Hairdressers' Trade Society—
Mr. E. W. Stanbridge.

The object of the School is to supply a want which is felt keenly in the Trade, i.e., British youths properly trained in Hairdressing. That such a School is necessary is emphasised by the requests which have been received from the various Trade Societies for the formation of a School of this type.

Studies.—A carefully graded three years' Course has been arranged. In the first two years, half of each day will be devoted to Trade work, and the remaining half to general educational subjects. In the third year, students will devote the whole of their time to Trade work.

Trade Work.—The Course is so arranged that, at the end of it, boys will have had the opportunity of gaining such training as will enable them to enter a regular Hairdressing business as Journeymen.

General Education Subjects.—The curriculum will provide for the continuance of the general education of the students, and will include such subjects as English, History, Geography, Arithmetic, General Elementary Science, Drawing, Physical Examinations, etc.

Minimum Age for Admission.—Students will be admitted at the age of about 14 years and upwards. (The accommodation is limited, and applicants for admission may be required to pass an educational and oral test.)

Equipment.—The Saloon and Workroom are specially adapted to the requirements of the Hairdressing Trade, and are fitted with the most up-to-date equipment.

Placing Students.—Boys who obtain a Certificate of Proficiency at the end of the course will receive the assistance of the Advisory Committee in securing positions as Junior Assistants.

Hours of Attendance:—9.30—12.30 and 1.30—4.30.

(At the School closes at 5.30 p.m. on Wednesday.)

Autumn Term: August 30th—December 17th.
Spring Term: January 10th—April 13th.
Summer Term: April 25th—July 22nd.

(The School will be closed during Whitsun week.)

FEE.—£10 10s. per annum. (Payable at 309 Regent Street, W.)

Special facilities are given for Sports (Football, Cricket, Tennis, Rowing and Swimming) and Athletics, in addition to Physical Training. A composite fee of 8/- per annum is charged to all students in respect of these facilities.
Matriculation Department and Professional Side

At 14 LANGHAM PLACE, W.1.

(Opposite the Queen's Hall Box Office)

THE AIM OF THIS DEPARTMENT is to provide a sound education on the broadest possible lines for students of both sexes.

Classes are held both morning and afternoon each day, except Saturday, and every attempt is made to provide an interesting and valuable course of study.

Hours of Attendance:—9.25—1.0 and 1.55—4.30.

English, Literature, Modern Languages, History, Geography, Latin, Mathematics, Mechanics, Commercial Arithmetic, Physics and Chemistry with Laboratory work, constitute the round of normal School work. Students are prepared for the Matriculation Examination, Responsions, "Little Go," for all Professional Preliminary Examinations, and for the College of Preceptors Examinations, and are thus enabled to sit for qualifying examinations for entering any profession, or for becoming Officers in the Army, Navy, R.A.F., or Marines, or for entering Elementary or Secondary Training Colleges.

Day Revision Courses for the Matriculation Examination are commenced immediately the results of the September and January examinations are published.

The greatest importance is attached to punctuality, regularity of attendance, and conscientiousness in home preparation.

A Library is at the disposal of students, and common rooms are set apart for their use during non-class hours.

Those who so desire may obtain lunch at the Polytechnic. (See page 3 of cover.)

Students are strongly recommended to enrol at the beginning of the Session, but those who are unable to do so should see the Head of the Department at the earliest possible moment after the Term has begun.

Parents and students may consult Mr. PALMER, at 14 Langham Place, Floor II, on Mondays, at 10 a.m., and at other times by appointment.

FEES:—£7 per term; £18* per annum.

(Payable at 309, Regent Street, W.)

Special facilities are given for Sports (Football, Cricket, Tennis, Rowing and Swimming) and Athletics, in addition to Physical Training. A composite fee of 5/- per annum is charged to all students in respect of these facilities.

* In the case of students who have been in attendance for at least one year, arrangements may be made, on application in writing, for this fee to be paid by termly instalments.

School of Motor Body Building and Carriage Building

BALDERTON STREET, OXFORD STREET, W.1

FOR YOUTHS FROM 16 YEARS OF AGE.

(In special cases students from 14 years of age may be admitted.)

Organised under the auspices of:

The Education Committee of the London County Council.
The Institute of British Carriage & Automobile Manufacturers.
The Worshipful Company of Coach Builders and Coach Harness Makers.

Advisory Committee appointed by the Institute of British Carriage and Automobile Manufacturers:—

MESSRS. W. LAWTON GOODMAN, J. H. JACOBS, R. I. MUSSELLWHITE, S. NORRIS, T. R. THORNTON and J. WHITE.

The Course of Practical Instruction and Technical Training includes all branches of the trade. Woodwork is conducted every morning in a well-equipped workshop, students being at present engaged on motor car bodies.

Drawings.—Instruction is given in making scale, full size, and coloured drawings of every description. The School has the finest facilities for full size drawings, having sufficient board space to accommodate 25 full size drawings at a time.

Training.—Parents who intend their sons to have a good knowledge of the trade cannot do better than give them at least two years' training in the School. By so doing, a comprehensive knowledge, a wider and less prejudiced opinion of design and construction is obtained, and the meeting together of young coach-builders from different parts of the United Kingdom is an educational advantage in itself.

Examinations and Competitions.—Students are eligible to enter for the Competitions of the Institute of British Carriage and Automobile Manufacturers, the Evening Exhibitions awarded by the London County Council, and the Examinations of the City and Guilds of London Institute. (Since the formation of the School it has been most successful in all Competitions.)

Hours of Attendance:—9.30—12.30 and 1.30—4.30.

(Saturday—whole holiday.)

Autumn Term: August 30th—December 17th.

Spring Term: January 10th—April 13th.

Summer Term: April 25th—July 22nd.

(The School will be closed during Whitsun week.)

FEES:—£6 per term; £15* per annum.

(Payable at 309, Regent Street, W.)

Special facilities are given for Sports (Football, Cricket, Tennis, Rowing and Swimming) and Athletics, in addition to Physical Training. A composite fee of 5/- per annum is charged to all students in respect of these facilities.

All tools and materials for practical work are supplied free, but students provide themselves with the usual drawing instruments and materials.

* In the case of students who have been in attendance for at least one year, arrangements may be made, on application in writing, for this fee to be paid by termly instalments.
School of Photography

It is now generally recognised that a systematic training in the principles and practice of photography is greatly superior to any system of apprenticeship, whereby the pupil has to pick up his knowledge as best he can, without interfering with the routine of the business. This is proved by the fact that many photographers have sent their sons and daughters to the School in preference to training them at home.

Photography is becoming year by year more an occupation for women, and most of the well-known lady photographers in the kingdom have been trained in this School.

In many other occupations photography is almost an essential branch of work; architects, engineers, chemists, medical men and others finding constant occasion for its use.

Every detail from the exposure of the plate to the mounting and finishing of the print in first-class professional style is taught by instructors of experience in West End studios, and the students have ample opportunities for practice.

Courses of instruction are given in the following sections, as well as specialised tuition to suit individual requirements:
- Professional Portraiture, Printing and Enlarging, Retouching, Finishing in Black and White and Colours, Miniature Painting, Landscape and Architectural Photography.
- Lecture Courses in Science and Optics.

The School is open daily (except Saturday) from 9.30 a.m. to 4.30 p.m.

Two Courses are open to intending students:

1. An Intensive Course for Adults, consisting of three terms and finishing within a year. This Course is intended for Colonial students, and for students with a limited time at their disposal. More time is given to practical photography, and less to the artistic handwork in Retouching and Finishing. The Course is suitable for students who wish to open their own studios at the end of their training. Fee: £45.

2. A two years' Course for younger students. This Course gives more time to Finishing, Retouching, Mounting, etc. A part of the Course is devoted to Art work and Chemistry, and students are prepared for positions as assistants in photographic studios. Fee: £30 per annum.

In addition to class tuition, Courses of Private Lessons in any of the above subjects may be arranged. In these the pupil has the exclusive attention of an Instructor.

Note.—Private Lessons can be arranged to extend over a sufficiently long period to prevent interference with other studies or occupations.

All necessary instruments are provided at the School.

Many of the best appointments in professional Photography, nearly all the Certificates and Medals awarded by the City and Guilds of London Institute and other public bodies, and over 250 Medals at Exhibitions have been gained by students at the Polytechnic School of Photography.

All inquiries at the Institute for information connected with the School of Photography should be made in that Department between the hours of 10 and 12 a.m., and 2 and 4 p.m.

Secondary School for Boys

This is a Secondary School on modern lines for boys between the ages of 11 and 19. It has three sides: Science, Technical, and Commercial. It is recognised by the Board of Education, and prepares for the University of London School Examinations.

When a boy enters the School parents must give a guarantee that the boy will remain in the School for the minimum time required by the regulations.

PREPARATORY SCHOOL. There is a Preparatory School for boys between the ages of 9 and 11. In this School boys are prepared for admission to the Secondary School. Admission to the Preparatory School does not necessarily carry with it admission to the School proper. A boy must pass a qualifying examination for this at the appropriate age, or he must be withdrawn.

THE AIM OF THE SCHOOL is to provide a thoroughly sound education for boys intended for a scientific, technical or a commercial career. Every boy must qualify for admission to the School by passing an entrance examination suitable to his age. At the appropriate time he will be placed on the Science Side, the Technical Side or the Commercial Side. At about the age of 16-17 he should pass the London University First School Examination. This Examination, subject to certain conditions, will qualify for Matriculation. Those who have passed their examination are eligible for promotion to the Sixth Form.

In this Form advanced specialised training will be given in (1) Science; (2) Engineering; (3) Commerce and Modern Languages; (4) English Language and Literature, English History and Latin.

It is expected that every boy will remain in the School at least until he has passed the General School Examination. Boys of ability who are desirous of entering the higher posts in Commerce or Industry should remain for the Advanced Courses of the Sixth Form. Intermediate County Scholarships and free places will be available for entrance to this Form. In the Sixth Form boys will also be prepared for Scholarships for entrance to Universities or to Engineering and Commercial Colleges of University rank.

TECHNICAL SIDE. This side is intended for boys who will afterwards become Engineers, Architects, Builders, or Surveyors. The Course is such as to provide a thoroughly practical foundation in those subjects which are necessary for an intelligent understanding of the principles underly ing the above-mentioned professions. To this end the curriculum includes English subjects, French, Mathematics, Mechanics, Physics, Chemistry, Geometrical and Mechanical Drawing, Art, and Workshop Practice.

SCIENCE SIDE.—The work on this side is intended for those who need a scientific training. It is suitable for those who desire afterwards to proceed to a scientific career at a University; or who intend to follow a profession such as Medicine, Dental Surgery or Analytical Chemistry, for which a sound scientific education is necessary.

COMMERCIAL SIDE. Trade, Banking and Finance, Accountancy, Transport, Insurance. Parents who desire their sons to enter one of these branches of business will find the Commercial Side adapted to meet their needs. Experience has shown that for the better posts in the Commercial World a sound training on broad lines on which a specialised training can be based, is the best. The curriculum on the Commercial Side is based on these principles. Special stress is placed upon the study of foreign languages. Moreover, the course of study is excellently suited as a preparation for those who intend to work for such professional examinations as the Bankers' Institute, Chartered Accountants, Institute of Actuaries, and various Civil Service Examinations.

[Continued overleaf]
Secondary School for Boys—continued.

The curriculum includes English subjects, Mathematics, Mechanics, Chemistry, History, Geography French, German, Italian, Spanish and (in certain cases) Latin.

ADVANCED COURSES. These Courses of two or three years' duration for boys between the ages of about 16 to 19, have been specially organised to meet the increasing desire of parents to provide for their boys a training of a more advanced character such as will enable them to enter the higher posts of industry or to proceed to a still more advanced training at a University. Boys can be entered from other schools besides the Polytechnic, but it is a condition of entry that a boy should have passed the Matriculation or equivalent examination.

The Courses are as follows:

1. **Science.** The principal subjects are Mathematics (Pure and Applied), Physics, Chemistry, Biology, English, and French.

2. **Engineering and Science.** The principal subjects of the curriculum are Physics, Mathematics (Pure and Applied), Engineering Science, Engineering Drawing, Engineering Laboratory Practice, Chemistry, English and French.

3. **Commerce and Modern Studies.** The principal subjects of study are French, German, Spanish, English, Accountancy, Theory and Practice of Commerce, Economics, Economic History and Mathematics. The Course will give a higher commercial training of a modern character and will also enable those who take it to proceed afterwards with the degree in Commerce which has been recently instituted by the University of London.

4. **History, Classics, English and Modern Languages.** This group is intended for those wishing to enter for a History Scholarship, an Arts Degree at a University, etc.

Attendance. Regular and punctual attendance is an essential condition of admission to and continuance in the School.

Physical Training and Organised Games. A course of physical exercises is given in the School Gymnasium. Swimming is taught as class instruction in the School Bath. Cricket, Tennis and Football are played at the School Playing Fields of 20 acres at Chiswick. The School also has at its disposal a Boat House at Chiswick which is fully equipped with tub fours, out-riggers, etc.

Cadet Corps. All pupils are invited to become members of the School Cadet Corps.

Medical Examinations are conducted at regular intervals by the School Doctor, assisted by the Director of Physical Education. The Head Master will be glad to interview parents of new boys by appointment from September 1st to 7th inclusive.

School Hours. The ordinary School hours are from 9.30 to 4. The Head Master will be glad to confer with parents during term time on Mondays from 2.30 to 4 p.m., or at other times by appointment.

FEES: £12 12s. per annum; £5 5s. per term.

These fees apply only to pupils residing within the administrative Counties of London and Kent, and to pupils of 11 years of age and upwards residing in Middlesex. See special pamphlet for "Out-County" Fees. Tuition fees are payable in advance and are inclusive of all books and stationery, but not of Mathematical Instruments.

Books' Deposit, 21/- (see page 25).

In the case of pupils who have been in attendance for at least one year, arrangements may be made, on application in writing, for this fee to be paid by termly instalments.
Tailoring Trade School
Balderton Street, Oxford Street W.1

For Boys from 13 Years of Age

Advisory Committee:
The Association of London Master Tailors—
Messrs. J. Dodson and W. Lockwood
Metropolitan Foreman Tailors' Society—
Messrs. W. M. Lee and J. P. Thornton
Amalgamated Society of Tailors and Tailoresses—
Messrs. M. Daly and H. Zietz.

The object of the School is to supply a want which is felt keenly in the Trade, i.e., British youth properly trained in Sewing Tailoring. That such a School is necessary is emphasized by resolutions unanimously passed by the London Alliance of Master Foreman Tailors, also by the Executive Council of the Amalgamated Society of Tailors.

Studies.—A carefully graded three years' Course has been arranged. Half of each day will be devoted to Trade work, and the remaining half to general educational subjects. Students of 16 years of age who are able to pass an appropriate examination will be excused from attendance at general educational classes. During the Third Year the students receive instruction in Garment Cutting.

Trade Work.—The Course is so arranged that at the end of it boys will have had the opportunity of gaining such training as will enable them to enter a regular Tailoring workshop as apprentice-improvers.

General Educational Subjects.—The curriculum will provide for the continuance of the general education of the students, and will include English, History, Geography, Arithmetic and Mensuration, Drawing, Physical Exercises, etc.

Minimum Age for Admission.—Students will be admitted at the age of 13 years and upwards.

Equipment.—The Class Room is specially adapted to the requirements of the Tailoring Trade School, and is equipped with sewing machines, stoves, prints, and other essential tools for the business.

Boys who obtain a Certificate of Proficiency at the end of the Course will receive the assistance of the Advisory Committee in securing positions as "Improvers" under suitable instructors, beside whom, and under whose direction, they will work at their trade.

Hours of Attendance.—9.30—12.30 and 1.30—4.30.
(The School closes at 5.30 p.m. on Wednesday.)
Saturday, whole holiday.

Autumn Term: August 30th—December 17th.
Spring Term: January 10th—April 13th
Summer Term: April 25th—July 22nd.
(The School will be closed during Whitsun week.)

FEE:—£10 10s. per annum. (Payable at 309 Regent Street, W.)

Special facilities are given for Sports (Football, Cricket, Tennis, Rowing and Swimming) and Athletics, in addition to Physical Training. A composite fee of 5/- per annum is charged to all students in respect of these facilities.

General Regulations
Applicable to Polytechnic Day Schools

All fees are payable in advance, and are not returnable.

Not less than Half a Term's notice in writing, expiring at the end of a Term, must be given of the intention to withdraw a pupil; otherwise, a Term's Fee must be paid.

The same rule must be observed with regard to Pianoforte instruction.

No pupil may enter the School premises before 9 a.m., or remain after School hours, without permission.

Regular and punctual attendance is required, and is a condition of entrance to, and continuance in the School. No pupil may be absent, except in case of illness, unless permission has previously been obtained from the Head Master.

Home Work is prescribed for each evening; it varies from one hour to two hours, according to the pupil's position in the School. Parents or Guardians are asked to make a special point of seeing that the Home Work is done.

Parents and Guardians are asked to pay special attention to the reports of the Medical Officer.

No pupil will be allowed to return to School on recovery from any infectious disease, or to attend School from a house in which there is, or has been, infectious disease, without a certificate from a medical man that the pupil is free from infection, or without the permission of the Head Master.

Pupils who are unsatisfactory in conduct or in work (Class and Home Work) will, in the first instance, be reported to their Parents or Guardians. Failing improvement, they will be required to withdraw from the School.

Every boy in the Secondary School, the Architecture and Engineering Preliminary Department, and the School of Commerce (Junior Section), must wear the School Cap.

Every article brought into the School must be clearly marked with the owner's name, and may be left only in authorised places.

The School Books which are supplied to pupils in the Secondary School, the Architecture and Engineering Preliminary Department, and the School of Commerce (Junior Section), are the property of the Polytechnic, and are lent to the pupils on the conditions that they be returned when asked for, and if lost or damaged be replaced at the parent’s or guardian’s expense. In respect of Secondary School pupils a deposit of One Guinea must be made on entry. This deposit will be returned when the books are given up.

Physical Exercises.—It is compulsory for pupils to wear the appropriate gymnastic costume.

The Governors require assurance that Parents or Guardians have made satisfactory arrangements for the control, outside School, of such pupils as live away from home.

Neither the Governing Body nor the Masters hold themselves liable for loss, accident or damage of any kind.

Books, Stationery, Caps, Ties, etc., can be obtained from the Polytechnic Bookstall.
THE POLYTECHNIC

REBUILDING FUND

The Governors are appealing for £250,000 to enable them

(i) To extend the main building at 309 Regent Street, which will permit of better facilities for students and members. An extra social floor and a splendid library will be provided to meet the growing demands.

(ii) To build on a neighbouring site a large annexe, which, in addition to becoming the headquarters of the Young Women's Institute, will also provide much needed accommodation for various departments. The accommodation for the Young Women's Institute will include a gymnasium, reading, writing and social rooms, to be equipped in such a manner as to make it the best women's social and athletic club in London. The new premises for the Women's Section are being provided and equipped (at an estimated cost of £30,000) as a Memorial to Mrs. Quintin Hogg, the beloved President of this Section from 1888 until her death in 1918.

The combined effect of (i) and (ii) will be to double the present floor space of the main building.

(iii) To add eight acres to the Recreation Ground at Chiswick.

This building scheme is necessary because:

(a) The work of the Polytechnic has long since outgrown the Regent Street building.

(b) The leases of various annexes will be falling in within the next few years, and cannot in some cases be renewed.

(c) The accommodation of the Young Women's Institute has long been inadequate.

The Governors have been faced with the alternatives of curtailing the activities of the Polytechnic, or embarking upon an Extension Scheme; and they have made the decision which they feel sure the students and members would have wished them to make.

The Polytechnic provides for over 17,000 students and members annually. The total attendance during the winter months is 5,000 in the evening and 1,700 in the daytime.

Their Majesties The King and Queen and H.R.H. The Prince of Wales have graciously headed the Donation List.

All donations will be gratefully received by the Treasurer, Sir Kynaston Studd, President, The Polytechnic, Regent Street, London, W.I.
General Regulations
Applicable to Polytechnic Day Schools

All fees are payable in advance, and are not returnable.

Not less than Half-a-Term’s notice in writing, expiring at the end of a Term, must be given of the intention to withdraw a pupil; otherwise, a Term’s Fee must be paid.

The same rule must be observed with regard to Pianoforte instruction.

No pupil may enter the School premises before 9 a.m., or remain after School hours, without permission.

Regular and punctual attendance is required, and is a condition of entrance to, and continuance in the School. No pupil may be absent, except in case of illness, unless permission has previously been obtained from the Head Master.

Home Work is prescribed for each evening; it varies from one hour to two hours, according to the pupil’s position in the School. Parents or Guardians are asked to make a special point of seeing that the Home Work is done.

Parents and Guardians are asked to pay special attention to the reports of the Medical Officer.

No pupil will be allowed to return to School on recovery from any infectious disease, or to attend School from a house in which there is, or has been, infectious disease, without a certificate from a medical man that the pupil is free from infection, or without the permission of the Head Master.

Pupils who are unsatisfactory in conduct or in work (Class and Home Work) will, in the first instance, be reported to their Parents or Guardians. Failing improvement, they will be required to withdraw from the School.

Every boy in the Secondary School, the Architecture and Engineering Preliminary Department, and the School of Commerce (Junior Section), must wear the School Cap.

Every article brought into the School must be clearly marked with the owner’s name, and may be left only in authorised places.

The School Books which are supplied to pupils in the Secondary School, the Architecture and Engineering Preliminary Department, and the School of Commerce (Junior Section), are the property of the Polytechnic, and are lent to the pupils on the conditions that they be returned when asked for, and if lost or damaged be replaced at the parent’s or guardian’s expense. In respect of Secondary School pupils a deposit of One Guinea must be made on entry. This deposit will be returned when the books are given up.

Physical Exercises.—It is compulsory for pupils to wear the appropriate gymnasium costume.

The Governors require assurance that Parents or Guardians have made satisfactory arrangements for the control, outside School, of such pupils as live away from home.

Neither the Governing Body nor the Masters hold themselves liable for loss, accident, or damage of any kind.

I have read the prospectus of the Polytechnic Day Schools, and the General Regulations above pertaining thereto, and agree to abide by the said terms and conditions. I also agree to keep the pupil at School for the time stated on the Application Form.

Parent’s or Guardian’s Signature

DINNERS are served in the School Dining Hall each school day at a charge of 9d. per head. The Dinner consists of an Entrée, or Cut from Joint with two Vegetables, Sweet and Bread.

The meals may be paid for at the table, or tickets may be purchased in the Dining Hall, at 9/- per dozen. It has also been arranged for TERM TICKETS to be issued at £2.2.0 each.

Parents and Guardians are advised to purchase these tickets, so as to ensure that the pupils have a substantial midday meal.

Light Refreshments can also be obtained in the Dining Hall.

Any communication regarding the dining arrangements should be addressed to the Manager of the Dining Hall.

Note.—The Caterers reserve the right to vary or cancel the above arrangements at any time should the necessity arise.
In addition to the Day Schools, DAY CLASSES are held in COOKERY, DRESSMAKING, AND MUSIC.

Over 600 EVENING CLASSES are held weekly in more than 100 subjects, embracing:—

ART, SCIENCE, COMMERCE, LANGUAGES, LITERATURE, MUSIC, SPEECH TRAINING, DOMESTIC and TRADE SUBJECTS, etc.

Prospectus giving full particulars will be forwarded free on application to the Director of Education.
THE CITY OF LONDON COLLEGE

PROSPECTUS OF DAY COURSES

Session 1926–1927

WHITE STREET, MOORFIELDS, LONDON, E.C.2.

Telephone: London Wall, 1607.
THE CITY OF LONDON COLLEGE

PATRON HIS MOST GRACIOUS MAJESTY THE KING.

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E. H. Coumbe, B.A., LL.B., B.Sc., L.C.C.
J. A. J. de Villiers
E. J. Jackman, F.C.S. (Chairman, Finance Committee)
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A. M. Gordon, L.C.C.
W. H. Owen
H. J. Prytherch, M.B.E., M.Inst.T
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Secretary: David Savage, F.C.I.S.
THE CITY OF LONDON COLLEGE
Paten: HIS MOST GRACIOUS MAJESTY THE KING.

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Brig.-General ARTHUR MAXWELL, C.B., C.M.G., D.S.O. (Chairman, General Purposes Committee)

College Members.

Appointed by the London Chamber of Commerce.

Appointed by the Trustees of the City Parochial Foundation.

Appointed by the London County Council.

Appointed by the Corporation of London.

Appointed by the Trustees of the Mitchell City of London Educational Foundation.

Appointed by the Institute of Chartered Accountants.

Appointed by the Society of Incorporated Accountants and Auditors.

Appointed by the Society of Actuaries.

Appointed by the Institute of Bankers.

Appointed by the Surveyors' Institution.

Director: J W RAMSBOTTOM, M.A., M.Com.

Secretary: DAVID SAVAGE, F.C.I.S.
STAFF

Director: J W RAMSBOTTOM, M.A., M.Com.

Headmaster: FRED CHARLES, B.A.

Lady Superintendent for Girls: Miss M. E. WHITTAKER, B.A.

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W STRAW, M.A.
Miss M. E. WHITTAKER, B.A.

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I. M. NEWSON.

Shorthand and Typewriting:
W G. BRITTAIN.
E. E. RAYNER.

Girls' Physical Training:
Miss B. SINGER.

CITY OF LONDON COLLEGE.

DAY COURSES

The Day Department is organized in several distinct sections each arranged to meet the needs of a definite class of students.

JUNIOR COURSES
(Open to both boys and girls).

JUNIOR COMMERCIAL. A general commercial course of two years for pupils entering at not less than 14 years of age and preparing for clerical or commercial employment.

PRELIMINARY PROFESSIONAL. A two years' course for pupils preparing for the Matriculation Examination of the University of London or for one of the preliminary examinations required by the professions, the banks and insurance offices.

SENIOR COURSES

SECRETARIAL. A practical Secretarial course of one year, with an optional second year, for girls of from 17 to 20 years of age, who have a sound general education.

SENIOR COMMERCIAL. An intensive business course of one to two years for youths of from 17 years of age and upwards, who have received a sound general education and whose ultimate aim is to occupy responsible positions in the commercial world.

INTERMEDIATE B.Com. A course for the Inter B.Com. of the University of London for students who have matriculated.
JUNIOR COURSES

The Junior Commercial Course is designed to continue the general education of the pupils and to give them the vocational training necessary to enable them to obtain junior clerical or commercial appointments. Boys and girls are admitted at the age of 14 or over, provided they pass an entrance examination.

The curriculum includes:
- English, History, Geography Science and Mathematics of these subjects pupils have some previous knowledge and the study is continued in its economic and commercial applications.
- Spanish or French or German, pupils who have no knowledge of a modern language take Spanish, those who have learnt French or German and pass an entrance examination in that language may continue it.
- General Business Knowledge, Book-keeping, Shorthand and Typing. In these vocational subjects great stress is laid on neatness and accuracy and on a clear understanding of ordinary business transactions.

The Preliminary Professional Course supplies a systematic preparation for those pupils who have to pass a general examination before beginning the specific training for their future occupation. The curriculum includes the subjects of the Matriculation Examination of the University of London which is accepted by most public and professional bodies in lieu of their own entrance examinations. The Course also meets the needs of those students preparing for the entrance examination of banks, insurance offices and the various professional bodies.

The two above Courses are organized as a School; time is given for physical exercises and games; pupils are assigned on entry to one of four houses in which they remain throughout their career, so that each pupil is continuously under the influence and supervision of the same teacher.

Pupils attending either Junior Course may go to the College playing fields on two afternoons a week; for pupils who have permission to absent themselves from games an afternoon session of practice classes is held. There are Cricket, Football, Hockey, Netball, Language and Indoor Games Clubs for which no subscription is charged.

The Lady Superintendent exercises general supervision in matters concerning the welfare of girl pupils.

SENIOR COURSES

The Secretarial Course for girls of from 17 to 20 years of age has been for many years a special feature of the work of the College. It provides an intensive practical training for secretarial work in one year, which is continued in an optional second year.

The curriculum includes:
- English, A Modern Language; Commerce and Book-keeping; Commercial Mathematics, Shorthand and Typing Physical Exercises.
- Students receive advice and guidance as to their general reading.
- Those who have already studied French or German, and show a satisfactory knowledge, may continue the study of that language. Spanish is taught from the beginning. Most students are advised to take one foreign language only; those who have decided linguistic ability may take two, i.e. Spanish and French or German.

In the second year of the Course, the subjects of the first year are continued and, in addition, Commercial Law and Shorthand in a language other than English may be taken.

The Senior Commercial Course. To meet the needs of young men from 17 years of age and upwards, who have received a sound general education and desire, before entering commercial life, some preliminary instruction in the principles of business, the College has arranged to provide a practical intensive training for Commerce.

Pupils may, by permission of the Headmaster, use the College Library and the College Reading Room, which contains the chief daily and weekly papers.

New pupils attend on the Monday preceding the first day of each term at 10 a.m. to receive their books, etc. The Headmaster will be glad to see the parents of pupils on the Friday or on the Monday morning preceding the first day of each term.

HOMEWORK. Every pupil is expected to do homework. Parents noticing that the amount of homework set is either insufficient or excessive are requested to communicate with the Headmaster.
The Course is primarily intended for those whose ultimate aim is to occupy responsible positions in the commercial world, and it therefore devotes considerable attention to the broad principles of Business Economics and Commercial Organization so as to enable the student after entry into business to utilise his experience more rapidly and successfully at the same time the course includes certain subjects of more immediate application and pays due regard to such details of the routine of commercial practice as can be given in the class room. It is hoped to arrange for practical illustrations of the application of the teaching by systematic visits to important commercial organizations and business houses.

The subjects included in the course are:

- English;
- One or more Modern Foreign Languages;
- Business Economics;
- Commercial Organization and Practice;
- General Mercantile and Company Law;
- Commercial Mathematics;
- Principles of Accounts;
- Commercial Geography;
- The study of certain Commercial Commodities, including their sources and their organized markets.

The Course is so arranged that in the first year a general treatment of the above subjects is given which is afterwards elaborated in fuller detail in the second year. Thus the duration of the Course may be for one year only, or more advantageously for two years. The Director will be glad to consider applications from persons already in business who desire to take certain subjects only.

**INTERMEDIATE B.Com.** This Course is for those matriculated students who are preparing for the Commerce degree of the University of London.

The subjects are:

- Elements of Economics;
- Geography;
- Accounting;
- English Economic History;
- A Modern Foreign Language.

The Governors of the London School of Economics annually award, on the recommendation of the Day School of the City of London College, a scholarship tenable for three years by a student who undertakes to become an Internal Student of the University of London at the London School of Economics. The holder of this scholarship thus obtains a free University Education of a most important type.

The Intermediate B. Com. examination of the University of London, passed by candidates from the City of London College, is regarded as a qualification for the award of Senior County free places tenable at the London School of Economics.

**GENERAL INFORMATION**

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<thead>
<tr>
<th>Term</th>
<th>Begins</th>
<th>Ends</th>
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<tbody>
<tr>
<td>Michaelmas</td>
<td>Tuesday, 21st Sept. 1926</td>
<td>Friday, 17th Dec. 1926</td>
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<tr>
<td>Lent</td>
<td>Tuesday, 11th Jan. 1927</td>
<td>Friday, 8th April 1927</td>
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<tr>
<td>Easter</td>
<td>Tuesday 26th April, 1927</td>
<td>Friday 22nd July, 1927</td>
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<tr>
<td>Michaelmas</td>
<td>Tuesday, 20th Sept. 1927</td>
<td>Friday, 16th Dec. 1927</td>
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**HOURS.**—Junior Courses, 9.30 to 12.30 and 1.30 to 4.30.

Senior Courses, 10 to 1 and 2 to 5.

Wednesday afternoon is free for outdoor games.

The Headmaster will be glad to see new students on the Friday preceding the first day of each term.

**FEES.**

The fees are 15 guineas a Session, September to July, if paid in September, or 6 guineas a term, for students residing in the Counties of London, Kent or Middlesex; students entering in January may pay 11 guineas, if paid in January for the remainder of the Session.

Students not resident in the above areas normally pay £48 a session; special arrangements have been made by the Local Education Authorities of Herts, Surrey and West Ham, particulars of which can be obtained from the Secretary or from the Headmaster.

Fees must be paid at the commencement of term and will in no case be refunded.

Early application for admission is advisable.

**WITHDRAWAL.** A written notice of withdrawal must be sent to the Headmaster at least a fortnight before the end of the last term of the student's attendance. In case of omission to give such notice, a half-term's fee must be paid.

**STUDENTSHIPS.** The Governing Body of the College awards annually a number of free studentships tenable at the Day Courses. The examination for these studentships takes place in the month of June.
Dinners are provided at a cost of Is. 2d. each, for which tickets must be obtained before noon on the previous day. A charge of £3. 6s. is made per term; allowance will be made for absence, if notice is given on the morning of the preceding day.

The Lady Superintendent will be glad to discuss with Senior Girl Students matters relating to their general welfare.

Games are organized for Day Students on Wednesday afternoons. The College Sports Ground of about 18 acres is at Grove Park. The pavilion has hot and cold water, shower baths and a plunge bath; light refreshments are obtainable.

Students’ Union. Senior Students are eligible for membership of the Students’ Union of the College. The magazine, The Londonian, published each term, contains an account of the various activities of the College, both Day and Evening.

Books. The cost of books to students is about £3. These can be obtained through the College.

Homework. Every student is expected to do homework.

Employment. The College does not undertake to find employment for every student but every effort is made to place students in permanent situations with firms of good standing. No student who has undergone the whole or a substantial portion of a Course has yet failed to find a suitable post, and during recent years more vacancies have been notified than could be filled.

Enquiries should be addressed to—The Secretary The City of London College, White Street, Moorfields, E.C.2.
The POLYTECHNIC
309, REGENT STREET, LONDON, W.1
Telephone: 6100 MAYFAIR (6 lines).  Telegrams: POLYTECHNIC, WESDO, LONDON.

PROSPECTUS AND CLASS TIME TABLE
(SEE SEPARATE PROSPECTUS FOR FULL-TIME DAY COURSES).

SESSION 1926-1927

ENROLMENT.—September 15th to 24th (18th excepted). The Heads of Departments will be in attendance to advise and enrol students from 6.0 to 8.30 p.m. Former Students are advised to enrol early. (*Art students will be enrolled on September 22nd, 23rd and 24th.*)

FEES.—The fees shown herein are generally applicable only to students residing within the administrative Counties of London, Middlesex and Kent. Students residing outside these Counties should see special pamphlet.

The Polytechnic is within 2 minutes' walk of the Oxford Circus Underground Stations

Full particulars of any branch of work will be forwarded on application to the DIRECTOR OF EDUCATION.
Junior Evening Institutes

In addition to the facilities provided by The Polytechnic, there are in the district several Institutes for junior students. Of these the undermentioned are directly linked up with this Polytechnic:

Marylebone Central, Junior Commercial and Junior Technical Evening Institute, Marylebone Central School, 64, High Street, Marylebone, W.1.

The "Pulleney" General Evening Institute, The "Pulleney" L.C.C. School, Peter Street, Wardour Street, W.1.

Stanhope Street General Evening Institute, Stanhope Street, L.C.C. School, Euston Road, N.W.1.

Capland Street Junior Commercial Evening Institute, Capland Street L.C.C. School, Grove Road, Lisson Grove, N.W.3.

Ranelagh Road Junior Commercial and Junior Technical Evening Institute, Ranelagh Road, L.C.C. School, Lupus St., Finsico, S.W.1.

The technical courses of instruction provided at these Institutes for students under 18 years of age are preparatory to the more advanced instruction given at The Polytechnic.

The entrance fee for London students is, as a rule, 3/- for a course of study for the session, but no fee is charged in the case of students who join at certain periods immediately following the date of their leaving day school. Further, if a student makes 80 per cent. of the possible attendances at an evening institute during the period September to Easter, in an approved course of study, he may be admitted free during the following session to the same institute, or to a higher institution for an approved course of study.

The heads of the evening institutes will give any further information which intending students may require, and will be in attendance at the institutes for this purpose in the week beginning 20th September, 1926.
The Polytechnic and its Work

The Polytechnic was founded by the late Quintin Hogg. It is the result of a young man's unselfish and untiring labour for the welfare of those whom he acknowledged as brothers.

ITS AIM

Has been, and is, to provide a Club and Rendezvous for young people, where every reasonable facility shall be offered for the formation of a steadfast character, and of true friendship; for training the intellect, and for leading an upright, unselfish life.

ITS METHODS.

By Day Schools and Evening Classes, to train and fit young men and women for their life work, and make them more efficient in the trade or occupation they have adopted. The fees charged for these Classes are so low as to prove an evidence of earnest desire for improvement rather than a serious attempt to defray the cost incurred.

(1) Educational. By Sports Clubs, including Boxing, Cricket, Cycling, Football, Harriers, Hockey, Lawn Tennis, Rowing and Swimming, some of which have gained world-wide fame.

(2) Athletic. By the formation of Clubs and Societies, organised, managed and largely financed by the members themselves. These Clubs and Societies achieve a double purpose: they afford opportunities for physical development and social intercourse for the members, and training in executive management for the committee, officers, etc.

(3) Social.

(4) Spiritual.

As a result of the success of the work a number of other Polytechnics have been established in London, and there is scarcely a town or city in the Kingdom without its Technical Institution. In addition, the Polytechnic has been the model for similar institutions in various parts of the world.

The experience of the War fully justified the fundamental principles which have ever characterised the Polytechnic. No extensive or vital change in the scheme has been found necessary. To-day the numbers attending and the enthusiasm in all departments are greater than ever.

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GROUPED COURSES.

Grouped Courses in related subjects have been arranged to provide systematic and graduated instruction in connection with the various trades. Professions and Sciences, also in preparation for the Matriculation Examination of the London University. Students in each course should attend for a minimum of four hours per week, in addition to which they are strongly advised to take advantage of the special tutorial classes, where such are arranged, at which individual help will be given in connection with the work of the previous lessons, and where any difficulties will be explained by the Lecturers.

The principle courses are set out below:

- **Architecture, Surveying and Building Trade Courses,**
  - (1) Courses for Architects.
  - (2) Surveyors.
  - (3) Auctioneers and Estate Agents.
  - (4) Structural Engineers.
  - (5) Builders.
  - (6) Carpenters and Joiners.
  - (7) Plumbers and Sanitary Engineers.
  - (8) Cabinet Makers and Furniture Designers.


For full particulars of subjects, times, etc., see pages 6 and 7 also the full prospectus of the School of Architecture.

- **Engineering Courses,**
  - (1) Courses for Mechanical and Civil (including Structural) Engineers.
  - (2) Courses for Automobile Engineers.

For full particulars of subjects, times, etc., see pages 8-12 also the full prospectus of the School of Engineering.

See pamphlet for particulars of National Certificates of the Institution of Mechanical Engineers in conjunction with the Board of Education.

- **Electrical Engineering, Telegraphy and Telephony, and Wireless and High Frequency Engineering Courses,**
  - (1) Courses for Electrical Engineers.
  - (2) Illuminating Engineers.
  - (3) Telephone Engineers.
  - (4) Telegraph Engineers.
  - (5) Wireless Engineers.
  - (6) P.O. Workmen.

For full particulars of subjects, times, etc., see pages 13-18 also the prospectus of the Electrical Engineering Dept. See pamphlet for particulars of National Certificates of the Institution of Electrical Engineers in conjunction with the Board of Education.

- **Higher Commercial, Business Training and Modern Language Courses,**
  - (1) Courses for Junior Clerks, Typists, Shorthand Writers and Bookkeepers.
  - (2) Intermediate and Final Courses for the various Professional Examinations.
  - (3) Classes in special branches of Commerce.
  - (4) Law Classes.

For full particulars of subjects, times, etc., see pages 27-33.

**Matriculation and Professional Courses,**

Day and Evening Classes, Pages 22 and 23.

*See special Matriculation pamphlet.*

**Advanced Science and Mathematics Courses.**

Special courses are arranged for students desiring advanced work in science and mathematics and for others entering for Engineering Degrees and various professional and technical examinations. The subjects for which provision is made in this way are:—Mathematics, Chemistry, Physics and Mechanics.

For details of these courses, see Mathematics and Physics and Chemistry prospectuses.

For times of classes, etc., see pages 17-19.

**Art Courses.**

Grouped Courses to suit individual requirements are arranged by the Head of the Department. (See pages 24 and 25.)

**Motor Body and Carriage Building Courses.**

Grouped Courses to suit individual requirements are arranged by the Head of the Department. (See page 41.)

**Examinations & Awards.**

EXAMINATIONS.—At the close of the session, examinations will be held in all the subjects of a grouped course. All students following the course are expected to take the examination, for which no extra fee will be charged.

**AWARD OF MEDALS, DIPLOMAS AND CERTIFICATES.**

(1)—A Silver Medal will be awarded to the most successful student in each Department for the session.

(2)—Bronze Medals will be awarded for special distinction in certain groups of subjects in the various departments.

(3)—Diplomas will be awarded to students who have attended for at least three years, and have passed examinations in the highest grades in at least three of the subjects forming the course.

(4)—Senior Course Certificates will be awarded to students who have passed in at least two third-year subjects.

(5)—Grouped Course Certificates will be awarded under the following conditions:
  - (a) Pass in three of the fundamental subjects of the Course.
  - (b) Satisfactory record in home-work or non-class work.
  - (c) Satisfactory attendance.
  - (d) Satisfactory laboratory work, or drawing, where these form part of the Course.
  - (e) Satisfactory work in the previous years of the Course at this or other Institutes.

**BOOKSTALL.**—All books and materials required for use in the various classes can be obtained from the Polytechnic Bookstall.
School of Architecture

(EVENING DEPARTMENT)

President of the School:


Lecturers and Instructors:


P. A. TATTERSFIELD, Construction.


G. TOPLISS, H. EAGLE, Laboratory Attendants.

F. E. PIKE, Registrar.

These classes and courses of instruction will be found suitable for the examinations of the Royal Institute of British Architects, the Institution of Structural Engineers, the Surveyors' Institution, the Architects', and the E.A. Institute, and the Institute of Builders.

SUBJECT DAY HOUR FEES per Session ending in April

(1) Architecture.

Architecture—1st Grade (Drawing)

2nd Grade (History)

Ornament Drawing Lecture

Architectural Design

Measured Studies of Historic Buildings.

Drawing applied to Building Work. Reproduction of Drawings Perspective

General Art Work. Figure Composition and Interior Decoration

Interior Decoration

Geometry Practical Plane and Solid—1st Year

2nd Year

(2) Surveying.

Land Surveying and Levelling Lecture

Land Surveying Field Lessons (8) Builders' Quantities.

Book-keeping (Professional) Development of Building Estates.

Course Students 30s. Students are required to arrange an hour of work every evening for 3 months. Each additional evening of more than an hour not more than 2 hours. No additional fee.

Course Students 30s. Students are required to arrange an hour of work every evening for 3 months. Each additional evening of more than an hour not more than 2 hours. No additional fee.

For fuller particulars of above classes see the prospectus of the School of Architecture (Evening).

*Students are allocated to one of these classes to suit their Course Time Table
School of Engineering  
(EVENING DEPARTMENT).

President:  
THIR HON. SIR CHARLES PARSONS, K.C.B., M.A., LL.D.,  
D.Sc., F.R.S., etc.

Head of the School: ALEX. R. HORNE, O.B.E., B.Sc. (Hons. Eng.),  

Lecturers, Demonstrators and Instructors:

J. LEES, A.R.C.Sc.
M. MAY, J. BRIEDT.
F. W. PENNEY, F. R. S. RICE, B.Sc.
J. M. ROGERS, B.Sc., A.M.Inst.C.E.
E. OGDEN ROSS, B.Sc.
A. E. N. TAYLOR, B.Sc.
A. G. TYLER, M.I.Mech.E., F.R.S.A.
H. H. WILLIAMS, B.Sc.
T. A. INCE, A.M.Inst.A.E.
H. E. KNIGHTS.

Laboratory Attendants—W. BADGER and C. W. Prowse.

Department Managers—T. E. WILSON.

The following courses are offered:

**Major Course in Mechanical Engineering**, recognised by the Institution of Mechanical Engineers and the Board of Education for the Award of National Certificates (see pamphlet).

**Major Course in Civil (including Structural) Engineering**.

**Major Course in Automobile Engineering**.

**Minor Course in Mechanical Engineering**, suitable for students who wish to confine their attention to workshop practice and organisation. The first year of this course also forms a preliminary to the first year of the Major Courses.

**Minor Course in Motor Car Engineering**, suitable for Garage Mechanics, etc.

**A Course in Motor Car Engineering and Construction for Police Officers**. The undernoted Classes are also offered:

**Motor Car Mechanism and Running Repairs**, 14 Lessons suitable for Owners, Mechanics in Garages, etc.

**Practice in Engineering Workshop**.

**Engineering Science and Engineering Drawing for Electrical Engineering Students**. (Conducted for the Electrical Engineering Department). The course specially suited to the needs of Candidates for the Preliminary Examination of the Institution of Civil Engineers, or the Studentship Examination of the Institution of Mechanical Engineers is provided in the Mathematics and Physics Department (see pages 17–18 and handbook).

For full particulars, see Prospectus of School of Engineering (Evening).

For Electrical Engineering, see pages 13–16.

The Major Course in Mechanical Engineering covers the work for the Associate Membership Examination of the Institution of Mechanical Engineers, and the final City and Guilds Examinations in Mechanical Engineering and Structural Engineering. Each of the courses of study offered in Civil Engineering relates to the Associate Membership Examination of the Institution of Civil Engineers and the Institution of Structural Engineers. The classes in Economics of Engineering are suitable for students who desire to take the Associate Membership Examination of the Institution of Mechanical Engineers, Section (C) or the City and Guilds Examination in Engineering, Quantities and Estimating. The Major Course in Automobile Engineering meets the needs of Candidates for the City and Guilds Examination in Motor Car Engineering.

### School of Engineering—continued.

**Major (and National Certificate) Course in Mechanical Engineering.**

For Regulations governing the Award of National Certificates see special pamphlet.

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<th>Subject</th>
<th>Day</th>
<th>Hour</th>
<th>Fees</th>
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<tr>
<td></td>
<td><em>Practical Mathematics A</em></td>
<td>Mon.</td>
<td>6.30-7.30</td>
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<td>7.0-8.0</td>
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<td>Tues.</td>
<td>6.30-7.30</td>
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<td>7.0-8.0</td>
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<td>First Year Engineering Science Lecture A</td>
<td>Mon.</td>
<td>7.30-8.30</td>
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<td>8.0-9.0</td>
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<td>Engineering Laboratory A</td>
<td>Mon.</td>
<td>7.30-8.30</td>
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* These classes are held in the Mathematics and Physics Department. 

[continued overleaf]
## School of Engineering—continued.

### MAJOR COURSE—AUTOMOBILE ENGINEERING—continued.

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<th>Fees</th>
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<th>Hour</th>
<th>Fees</th>
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### MINOR COURSE—MECHANICAL ENGINEERING.

(First year of this Course forms a Preliminary to the Major Courses in Mechanical and Motor Engineering.)

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<th>Day</th>
<th>Hour</th>
<th>Fees</th>
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<th>Hour</th>
<th>Fees</th>
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<td>Jig and Tool Design</td>
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### MINOR COURSE—MEMOR CAR ENGINEERING.

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<td>Thurs.</td>
<td>6.30-9.30</td>
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* These classes are held in the Mathematics and Physics Department.  

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**Notes on above Course.**

- All Mathematics classes are conducted by the Department of Mathematics and Physics. In the Fourth Year, Engineering Drawing and Design, and Jig and Tool Design are alternatives for the National Certificate. The first three years constitute the Course for the Ordinary National Certificate, and the fourth and fifth years the Course for the Higher National Certificate.

**MAJOR COURSE—CIVIL (including Structural) ENGINEERING.**

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<td>6.30-7.30</td>
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<td>Theory of Structures</td>
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<td>Engineering Laboratory</td>
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<td>Railways</td>
<td>Wed.</td>
<td>8.30-9.30</td>
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* These classes are held in the Mathematics and Physics Department.
## Electrical Engineering Department

**Head of Department:** PHILIP KEMP, M.Sc.Tech., M.I.E.E., Assoc.A.I.E.E.

**Lecturers and Demonstrators:**

- Senior Lecturer: CAPT. W. H. DATE, B.Sc. (Eng.), A.I.E.E.
- **Electrical Engineering.**
  - E. AMBROSE, M.I.E.E.
  - D. J. BOLTON, B.Sc.(Eng.), A.M.I.E.E.
  - J. F. BRADBURY, A.M.I.E.E.
  - C. F. FISHER, A.M.I.E.E.
  - P. F. FROST, A.M.I.E.E.
  - D. C. GOODWIN, A.M.I.E.E.
  - L. J. HORNBY, B.Sc.Tech., A.M.I.E.E.
  - W. E. HUISO, B.Sc., A.C.G.I., Wh. Sch.
  - J. W. TURNER, M.I.E.E.

**Telegraphy and Telegraphy.**

**Head of Section:** J W. TURNER, M.I.E.E.

- **Ends of Section:**
  - E. J. BARNES, A.C.G.I., A.M.I.E.E.
  - J. H. BRADLEY, A.C.R.C., A.M.I.E.E.
  - G. W. BROWN, A.M.I.E.E.
  - G. E. C. BURBURY, A.M.I.E.E.
  - J. B. HAY, M.I.E.E.
  - J. N. HOSKINS, B.Sc.Tech., A.M.I.E.E.
  - E. IVES, B.Sc., A.C.G.I., Wh. Sch.
  - J. W. TURNER, M.I.E.E.

**Wireless and High Frequency Engineering.**

- R. S. Eaves, B.Sc., A.C.G.I.
- J. A. CHANCE, B.Sc.

**Special Courses of instruction are held in:**

- **Electrical Engineering** (1st, 2nd, 3rd, 4th, 5th and 6th Years).
- **Telegraphy and Telegraphy (1st, 2nd, 3rd and 4th Years).**
- **Wireless and High Frequency Engineering (1st, 2nd, 3rd and 4th Years).**

Special classes are also held in Technical Electricity for P.O. Workmen.

Courses are arranged at a fee of £1 per 10s., and the Head of the Department will be pleased to advise intending students on all points in connection with them.

A special prospectus with full details of times, fees, etc., may be obtained upon application.

## ELECTRICAL ENGINEERING TIME TABLE.

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**Note:** The Head of the School can usually be seen on any school day by appointment.

**For full particulars of the Day School of Engineering, see special prospectus.**
### Electrical Department — continued.

#### Electrical Engineering Time-Table — continued.

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- (See handbill)

#### Telegraphy and Telephony Time-Table — continued.

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#### P.O. Workmen's Time-Table.

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Electrical Department.—continued.
P.O. Workmen’s Time-Table.—continued.

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An important addition to the equipment of the Department is the new and well-equipped WIRELESS TRANSMISSION LABORATORY (6 RA) on the roof of the Polytechnic.

National Certificates of the Institution of Electrical Engineers in conjunction with the Board of Education. (See special pamphlet.)

Mathematics & Physics

DEPARTMENT.
Head of Department : D. HUMPHREY B.A. (Hons.), B.Sc. (Hons.).

Mathematics—Senior Lecturers:

W. SEYMOUR LEGGE, B.Sc. (Hons.)
J. A. HUGHES M.Sc.

Physics—Lecturers:

J. W. ANDREWS, B.Sc. (Hons.)
C. E. KENNEDIE, B.Sc. (Hons.)
P. H. ROBINSON, B.Sc. (Hons.)

S. A. BACHE
E. W. KING, B.Sc.
J. T. FORBES, M.A.

A. E. BROWN
J. B. LAMBERT, B.Sc.
F. J. SWAIO, B.A. (Hons.)

F. R. COPPON, B.A. (Hons.)
H. MARSHALL, B.Sc.
F. J. TIMMS.

F. L. HANURI, B.Sc.
H. I. NOAD, B.Sc.
W. O. TURNER, B.A. (Hons.)

C. W. HESTER
W. G. E. MANDER, M.A., B.Sc.
W. M. WATKINS, B.Sc.

G. H. JURY, B.Sc.
S. R. OSBOEN.

Physics—Demonstrators:

W. E. PHILLIPS, B.Sc.
(R. BAGGOTT, B.Sc. (Hons.))
P. W. DURST, M.Sc., A.I.C.

P. W. EDWARDS, B.Sc. (Hons.)
S. R. OSBOEN.

W. BAGGOTT, B.Sc. (Hons.)
(R. BAGGOTT, B.Sc. (Hons.))

B. A. (Hons.)
J. B. LAMBERT, B.Sc.
W. N. MEAD, B.Sc.

W. SEYMOUR LEGGE, B.Sc. (Hons.)
J. A. HUGHES M.Sc.

B. A. (Hons.)
J. B. LAMBERT, B.Sc.
W. N. MEAD, B.Sc.

B. A. (Hons.)
J. B. LAMBERT, B.Sc.
W. N. MEAD, B.Sc.

B. A. (Hons.)
J. B. LAMBERT, B.Sc.
W. N. MEAD, B.Sc.

B. A. (Hons.)
J. B. LAMBERT, B.Sc.
W. N. MEAD, B.Sc.

B. A. (Hons.)
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W. N. MEAD, B.Sc.

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W. N. MEAD, B.Sc.

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W. N. MEAD, B.Sc.

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W. N. MEAD, B.Sc.

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W. N. MEAD, B.Sc.

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W. N. MEAD, B.Sc.

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W. N. MEAD, B.Sc.

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W. N. MEAD, B.Sc.

B. A. (Hons.)
J. B. LAMBERT, B.Sc.
W. N. MEAD, B.Sc.

Text-books, etc., see the Mathematics and Physics Prospectus.

Students will not be admitted to any of the classes unless they can show that they are able to follow the work of the class they wish to join. New students wishing to take classes above the first year standard will be required to pass an entrance examination.

FEES (with the exception of special classes)

Per Session

One evening of 3 hours or less 20s.
Each additional evening of more than 1 hour 10s.
Each additional hour 5s.

For classes forming part of the Advanced Science Course, or the Course for A.M.I.C.E., etc., the fee is £1 per class per session.

Library.—Mathematical and Physical Libraries are available for the use of students. Books may be consulted by arrangement with the Lecturers.

[Continued overleaf.]
Mathematics and Physics Dept.—continued.
Time-Table of Classes.

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<td>Third</td>
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<td>8:0-9:30</td>
</tr>
<tr>
<td></td>
<td>First</td>
<td>Wednesday</td>
<td>6:30-8:30</td>
</tr>
<tr>
<td></td>
<td>Matriculation</td>
<td>Thursday</td>
<td>8:0-9:30</td>
</tr>
<tr>
<td></td>
<td>A.M.I.C.E., A.M.I.E.</td>
<td>and A.M.I.E.E.</td>
<td>Wednesday</td>
</tr>
<tr>
<td>Practical</td>
<td>Fifth</td>
<td>Wednesday</td>
<td>6:30-8:30</td>
</tr>
<tr>
<td></td>
<td>Third (Elec. Eng.)</td>
<td>Tuesday</td>
<td>6:30-8:00</td>
</tr>
<tr>
<td></td>
<td>(Mech. Eng.)</td>
<td>Monday</td>
<td>6:30-9:30 &amp; Wed. 7:30-9:30</td>
</tr>
<tr>
<td></td>
<td>Second (Elec. Eng.) A</td>
<td>B</td>
<td>Wednesday</td>
</tr>
<tr>
<td></td>
<td>(Mech. Eng.) A B</td>
<td>B</td>
<td>Thursday</td>
</tr>
<tr>
<td></td>
<td>(Telephony &amp; Telegraphy)</td>
<td>Thursday</td>
<td>6:30-8:00</td>
</tr>
<tr>
<td>First (Elec. Eng.) A</td>
<td>B</td>
<td>Monday</td>
<td>8:30-9:30 &amp; Fri. 7:30-8:30</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td>Monday</td>
<td>6:30-8:00 &amp; Fri. 8:0-9:00</td>
</tr>
<tr>
<td></td>
<td>E</td>
<td>Wednesday</td>
<td>8:0-9:30 &amp; Fri. 7:0-8:00</td>
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<tr>
<td></td>
<td>F</td>
<td>Tuesday</td>
<td>8:30-9:30 &amp; Fri. 8:0-9:30</td>
</tr>
<tr>
<td></td>
<td>G</td>
<td>Tuesday</td>
<td>8:30-9:30</td>
</tr>
<tr>
<td></td>
<td>(Chemistry)</td>
<td>Thursday</td>
<td>6:30-8:00</td>
</tr>
<tr>
<td></td>
<td>(Mech. Eng.) A</td>
<td>B</td>
<td>Monday</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>Monday</td>
<td>6:30-9:30 &amp; Tues. 8:0-9:00</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td>Tuesday</td>
<td>6:30-9:30 &amp; Thurs. 7:0-8:00</td>
</tr>
<tr>
<td></td>
<td>(Telephony &amp; Telegraphy)</td>
<td>Thursday</td>
<td>6:30-8:00</td>
</tr>
<tr>
<td>Preliminary A B</td>
<td>Thursday</td>
<td>6:0-7:00</td>
<td></td>
</tr>
<tr>
<td>Telephony</td>
<td>Second A B</td>
<td>Thursday</td>
<td>6:0-7:00</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>Friday</td>
<td>6:0-7:00</td>
</tr>
<tr>
<td>Post Office</td>
<td>First A B</td>
<td>Friday</td>
<td>6:30-8:30</td>
</tr>
<tr>
<td>Class</td>
<td>C</td>
<td>7:30-8:30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>D</td>
<td>8:30-9:30</td>
<td></td>
</tr>
</tbody>
</table>
School of Chemistry

Head of the School: H. LAMBOURNE, M.A., M.Sc., F.I.C.

Lecturers and Demonstrators.

**General Chemistry:**
W. H. Collier, B.Sc. (Hons.)
J. A. Mitchell, M.Sc.
P. R. Rickerby, B.Sc. (1st Hons.), A.I.C., D.I.C., F.I.C.
H. L. Long, B.Sc. (1st Hons.), A.I.C.

**Technical Chemistry:**
P. R. Koekkoek.
D. G. Adsworns.

FRANCIS WHITE, B.Sc., A.M.Inst.C.E.
W. H. Kingbury.

**Chemical Steward:** F. Ashdown.

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**COURSE I.**

The full course extends over a period of five years, and includes both theoretical and practical work. It is arranged to meet the requirements of those desirous of obtaining a thorough knowledge of Chemistry, and is suitable for those engaged in any chemical industry, intending analysts, pharmaceutical chemists, as well as those studying for certain professional examinations. With some extra work in the School, the course covers the requirements for an Honours Degree, and for the Associateship of the Institute of Chemistry.

The course is specially arranged for the requirements of the National Certificates in Chemistry awarded by the Institute of Chemistry in conjunction with the Board of Education. (See pamphlet.) In addition, the course is an integral part of the Polytechnic Advanced Course in Science and Mathematics. (See page 19.)

**GENERAL CHEMISTRY—Course for National Certificates in Chemistry.**

(A) Senior Part-time Course.

1st Year

Chemistry: Tuesday Lecture & Practical 6.30-9.30
Mathematics: Thursday 6.30-8.0
Physics: Friday 6.30-9.0

2nd Year

Chemistry: Tuesday Lecture 8.0-9.
Mathematics: Tuesday 6.30-8.
Physics: Thursday Lecture & Practical 6.30-9.0

3rd Year

Chemistry: Wednesday Lecture & Practical 6.30-9.30
Physics: Thursday Lecture & Practical 6.30-9.30

(B) Advanced Part-time Course.

1st Year

Chemistry: Wednesday Lecture & Practical 6.30-9.30
Physics: Tuesday Lecture & Practical 6.30-9.30

2nd Year

Chemistry: Wednesday Lecture & Practical 6.30-9.30
Physics: Friday Lecture & Practical 6.30-9.30

MATRICULATION CHEMISTRY.

1st Year

Thursday Practical 6.30-8.0 Lecture 8.0-9.30

2nd Year

Thursday Lecture 6.30-8.0 Practical 8.0-9.30

The laboratories are open each evening from 6.30-9.30 for extra practical work, arrangements for which are made at the beginning of the Session. A special laboratory is reserved for research work each evening.

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**COURSE II.**

This provides instruction in Technical and Applied Chemistry.

Those students having no knowledge of Chemistry are advised to attend a special course which is arranged to give such chemical knowledge as will enable them to understand the chemistry of their trade or craft. It is particularly suitable for those students taking a grouped course in any of the following groups, viz.:—

Engineering—mechanical, electrical, civil, etc., Building and Architecture; Colour Manufacture; Oils and Fats; Gas Manufacture, etc.
Matriculation Department

(Inc luding preparation for the Professional Examinations).

The Course includes

D AY AND EVENING CLASSES

which provide a sound general education and prepare students for University and Professional Examinations as well as for entrance into The Navy, Army, R.A.F., and Marines, and the Teaching Profession.

Head of Department : A. RISDON PALMER, B.Sc., B.A.

The classes described below aim at providing an educational course, interesting in character and wide in scope. They are designed to prepare students for the Matriculation, as well as for Professional Examinations, and from one to three years or less may be devoted to the course, according to individual needs.

Students who wish to take the DAY CLASSES will find details in the Special Matriculation Prospectus.

The Head of the Department will be pleased to see students or their parents at 14, Langham Place, W.1 (opposite the Queen's Hall Box Office) on Mondays, between 9.45 and 10.15 a.m. on Monday evenings between 6 and 7.30 p.m., during October and January on Tuesdays at 6 p.m. throughout the session, and at other times by appointment.

The details as to subjects apply to the Matriculation Examinations, and are indicative of the general requirements of all others of the same standard.

All students must pass in five subjects in order to obtain the Matriculation Certificate.

Compulsory — English, Mathematics, and ONE language chosen from B or C.


C.— French, German, Italian, Higher Mathematics, History, Geography, Chemistry, Magnetism and Electricity, Geometrical and Mechanical Drawing, Heat, Light and Sound, Music.

One or more of the subjects in B must be taken and the total number of five made up from those in C.

FEES.

Fee for One year's Course (5 subjects) £4 4 0

" Two years' " " £7 7 0

" Three " " £10 10 0

In special cases, students may be allowed to take single subjects at a charge of £1/- for each class per session.

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Matriculation Department—continued.

Time-Table of Evening Classes only.

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>LECTURER</th>
<th>DAY</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shakspere and General English Literature</td>
<td>A. R. Palmer, B.Sc., B.A.</td>
<td>Tuesday</td>
<td>6.30-7.30</td>
</tr>
<tr>
<td>English 1a</td>
<td>R. W. Faint, B.A.</td>
<td>Thursday</td>
<td>6.30-9.30</td>
</tr>
<tr>
<td>&quot; 3a</td>
<td>F. W. Crews, B.A. (Hons.)</td>
<td>Thursday</td>
<td>6.30-9.30</td>
</tr>
<tr>
<td>&quot; 4a</td>
<td>L. Oliphant, B.A.</td>
<td>Thursday</td>
<td>6.30-9.30</td>
</tr>
<tr>
<td>&quot; 5a</td>
<td>W. J. Russell, B.A.</td>
<td>Thursday</td>
<td>6.30-9.30</td>
</tr>
<tr>
<td>&quot; 6a</td>
<td>L. M. Millard, B.A.</td>
<td>Thursday</td>
<td>6.30-9.30</td>
</tr>
<tr>
<td>French 1a</td>
<td>G. E. Newton, M.A.</td>
<td>Monday</td>
<td>8.0-9.30</td>
</tr>
<tr>
<td>&quot; 2a</td>
<td>G. C. Chevrollier</td>
<td>Monday</td>
<td>8.0-9.30</td>
</tr>
<tr>
<td>&quot; 3a</td>
<td>E. J. Powell</td>
<td>Monday</td>
<td>6.30-8.0</td>
</tr>
<tr>
<td>&quot; 4a</td>
<td>J. W. Andrews, B.Sc. (Hons.)</td>
<td>Monday</td>
<td>6.30-8.0</td>
</tr>
<tr>
<td>Mathematics 1a</td>
<td>F. G. H. Judd, B.Sc.</td>
<td>Monday</td>
<td>6.30-8.0</td>
</tr>
<tr>
<td>&quot; 2a</td>
<td>J. W. Andrews, B.Sc.</td>
<td>Monday</td>
<td>6.30-8.0</td>
</tr>
<tr>
<td>&quot; 3a</td>
<td>E. C. Kerridge, B.Sc.</td>
<td>Monday</td>
<td>6.30-8.0</td>
</tr>
<tr>
<td>German 1st yr.</td>
<td>Miss L. MacAlley, M.A.</td>
<td>Friday</td>
<td>6.30-8.0</td>
</tr>
<tr>
<td>&quot; 2nd yr.</td>
<td>Miss L. MacAlley, M.A.</td>
<td>Friday</td>
<td>8.0-9.30</td>
</tr>
<tr>
<td>History 1st yr.</td>
<td>L. B. Oliphant, B.A.</td>
<td>Wednesday</td>
<td>8.0-9.30</td>
</tr>
<tr>
<td>&quot; 2nd yr.</td>
<td>L. B. Oliphant, B.A.</td>
<td>Wednesday</td>
<td>8.0-9.30</td>
</tr>
<tr>
<td>Geography 1st yr.</td>
<td>L. B. Oliphant, B.A.</td>
<td>Wednesday</td>
<td>8.0-9.30</td>
</tr>
<tr>
<td>Mechanics 1a</td>
<td>J. B. Lambert, B.Sc.</td>
<td>Thursday</td>
<td>6.30-9.30</td>
</tr>
<tr>
<td>&quot; 2a</td>
<td>J. B. Lambert, B.Sc.</td>
<td>Thursday</td>
<td>6.30-9.30</td>
</tr>
<tr>
<td>Heat, Light and Sound 1a</td>
<td>S. A. Bache</td>
<td>Friday</td>
<td>6.30-9.0</td>
</tr>
<tr>
<td>&quot; 2a</td>
<td>W. M. Watkins, B.Sc.</td>
<td>Friday</td>
<td>6.30-9.0</td>
</tr>
<tr>
<td>Magnetism and Electricity</td>
<td>E. L. Hands, B.Sc.</td>
<td>Wednesday</td>
<td>6.30-9.0</td>
</tr>
</tbody>
</table>

1. All students not actually attending another class on Tuesday evenings at 6.30 p.m. must attend the " Shakspere and General English Literature " class, unless expressly excused by the Head of the Department.

2. Details of all the above classes will be found in the special Matriculation pamphlet, but students cannot be admitted to any class named above until they have consulted the Head of the Department.
School of Art

Head Master: G. P. Gaskell, R.B.A., R.E.

Life Classes
- G. H. Lenepesty, R.B.A., A.R.C.A.
- H. Brownswaide, A.R.B.S., A.R.C.A.

Design and Figure Composition
- W. Matthews.
- F. E. Colhurst.
- W. R. Cooke, E. Osmond.
- Miss B. Small, Miss P. Small.

Landscape and Still-life Painting
- Antique.

Modelling
- Antique.

General Assistance

SESSION 1926-27.

The Autumn Term commences on Monday, September 27th, and ends on Friday, December 17th.

The Spring Term commences on Monday, January 10th, and ends on Friday, April 8th.

The Summer Term commences on Monday, April 25th, and ends on Friday, July 22nd.

There will be a vacation of one week at Whitsun tide.

The School is open daily (except Saturdays), from 10 a.m. to 4 p.m., and from 6.30 to 9 p.m.

The Work of the School includes full courses of training for students intending to become Painters, Sculptors, Designers, Book-Illustrators or Art Teachers.

The Elementary Section of the School provides the preliminary training necessary for entry to any of the Advanced Sections.

Students can work for the Certificates and Scholarships of the Board of Education, and for admission to the Royal Academy Schools.

Elementary subjects, Drawing from the Antique, Still Life Painting, Design and Figure Composition are taught every day.

The Day Life Classes (Figure and Costume) are held from 10 a.m. to 4 p.m. every day. Portrait and Costume Classes, Monday, Wednesday and Friday; Figure Classes, Tuesday, Wednesday and Thursday. There is also a Junior Life Class.

The Evening Life Classes (Figure and Costume) are held from 6.30 to 9 every evening. Figure Classes for Men: Monday, Tuesday, Thursday and Friday; for Ladies: Monday, Wednesday and Friday; Costume Classes, Tuesday and Thursday.

Classes in Modelling from the Life are held on Monday, Wednesday and Friday from 10 a.m. to 4 p.m., and from 6.30 to 9 p.m.

Students wishing to enter the Life Classes must furnish satisfactory evidence of their capacity.

A Special Course of Lectures on the History of Painting (to which others than students of the School are admitted) is given on Wednesday afternoons at 8 o'clock. For particulars, see page 43.

A Special Course of study is arranged for a limited number of students in Landscape Painting. There is also a class for Animal Drawing.

The Drawing Club in connection with the school meets six times in the session, when the work of members is criticised by some well-known artist. There is also a Junior Sketching Club.

School of Art—continued.

The School is open to students of either sex above the age of fifteen years.

Day Class Fees.

<table>
<thead>
<tr>
<th>Session</th>
<th>Per Term.</th>
<th>Per Year.</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Five Days Weekly</td>
<td>£ 6 0</td>
<td>£ 15 0</td>
</tr>
</tbody>
</table>

In certain advanced classes students may be taken for 3 or 4 days weekly, but the fees charged will be the same as for full time, except in the case of students debarred from full time attendance by their teaching engagements, for whom special fees are arranged. In filling vacancies in classes for which there is great demand, preference is given to full time students.

Day Class students desiring of entering the School are advised to send in their names some time in advance as at the beginning of a term it often happens that all vacant places have been filled from the waiting list. A deposit of £2 2s. is required when entering a student's name.

Students intending to leave must give not less than half a term's notice in writing, otherwise a term's fee must be paid.

Evening Class Fee.

For two or more evenings per week, for the session 30/-. Half-fee will be charged for the Summer Term.

Medals and Free Studentships to the value of £140 are offered every year for competition amongst the students.

Silver and Bronze Medals, together with Six Free Studentships for one year and Six Studentships at half fees are offered for the best sets of works executed in the School during the Session, or in the special competitions held during the Summer Term in the following subjects, provided that the work reaches a satisfactory standard:—Drawing from the Life, Painting from the Life, Drawing from the Antique, Figure Composition, Design, Modelling, Landscape, Painting from Still Life, Memory Drawing.

A certain number of Evening Free Studentships are also granted to students whose work shows particular promise, and whose circumstances make the payment of fees difficult. Applications for these, accompanied by specimens of work and a detailed statement as to means, may be made during the first week of each term.

Students wishing to consult the Head Master on the course of study they should follow can see him between 11 and 12 and between 7.15 and 8.30 on Monday and Wednesday, throughout the term. Intending students should, if possible, bring specimens of their work.

The Work of the School includes full courses of training for students intending to become Painters, Sculptors, Designers, Book-illustrators or Art Teachers.
School of Photography

(EVENING SECTION).

Head of Department: ALBERT J. LYDDON

General Photography and Printing
Portrait Operating (Catalogue Illustration)
Negatives and Prints
Scientific Principles of Photography
Preparation for City and Guilds’ Final Exam.
Photography Work

Time-Table, Fees, etc.

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>DAY</th>
<th>HOUR</th>
<th>ROOM</th>
<th>FEE PER SESSION ENDING AP. 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical Photography—Negatives</td>
<td>Monday</td>
<td>7.0-9.0</td>
<td>43</td>
<td>£ s. d.</td>
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<tr>
<td>Portrait Operating—Elementary</td>
<td>Mon. &amp; Fri.</td>
<td>7.0-9.0</td>
<td>Studio</td>
<td></td>
</tr>
<tr>
<td>Advanced Black and White Finishing</td>
<td>Wednesday</td>
<td>7.0-9.0</td>
<td>46</td>
<td></td>
</tr>
<tr>
<td>Colour Finishing</td>
<td>Monday</td>
<td>7.0-9.0</td>
<td>46</td>
<td></td>
</tr>
<tr>
<td>Photographic Enlarging—Bromide,</td>
<td>Friday</td>
<td>7.0-9.0</td>
<td>46</td>
<td></td>
</tr>
<tr>
<td>Platinotype and Carbon</td>
<td></td>
<td></td>
<td>1 1 0 0</td>
<td>each subject</td>
</tr>
<tr>
<td>Commercial Photography (Catalogue Illustration)</td>
<td>Monday</td>
<td>7.0-9.0</td>
<td>47</td>
<td></td>
</tr>
<tr>
<td>Negative, Retouching</td>
<td>Tuesday</td>
<td>7.0-9.0</td>
<td>46</td>
<td></td>
</tr>
<tr>
<td>Tone and Tricolor Process Work</td>
<td>Tuesday</td>
<td>7.0-9.0</td>
<td>46</td>
<td></td>
</tr>
<tr>
<td>Scientific Principles of Photography and Preparation for City and Guilds’ Final Exam. (24 lectures)</td>
<td>Monday</td>
<td>7.0-9.0</td>
<td>47</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Friday</td>
<td>7.0-9.0</td>
<td>43</td>
<td></td>
</tr>
</tbody>
</table>

Special pamphlet containing full details will be forwarded on application.

Tickets for any of the above classes are issued conditionally upon there being sufficient accommodation, and the entries being confirmed by the Head of the Department.

These classes are primarily intended for students engaged in the trade; other students may be admitted if there are vacancies.

Instruction in all the above subjects is also given in the daytime. For particulars, see the prospectus of the Day School of Photography.

School of Commerce and Law

(EVENING DEPARTMENT)

Head Master: W. J. WESTON, M.A., B.Sc., Barrister-at-Law.

GROUPED COURSES IN COMMERCE.

Junior Course.—All students under eighteen will take a course; they cannot take isolated subjects. The courses—which will be adapted by the Head Master to individual requirements—will include English and Arithmetic, and at least two other subjects. Shorthand and Typewriting may be included. Grouped Course students will attend a minimum of six hours a week, and do the prescribed home work. The classes provided in this section are intended as a preparation for such students only as wish to proceed in later sessions to the Advanced classes.

Senior Course.—Senior students are advised not to take an isolated subject. Unless entering for a recognised public examination, students should follow this advanced course:

English (including Composition and Precis Writing);
Arithmetic;
Foreign Language;
Commercial Geography;
and two of the subjects following:

Commercial Law, Advertising, Salesmanship, Theory and Practice of Commerce.

PRELIMINARY COURSE.

This course, under the superintendence of L. P. Foreman, prepares candidates for the examinations introductory to the Bankers’, Secretaries’ and Accountants’ Courses. Only such students as have passed the Preliminary Examination or have obtained exemption from it, are admitted to the later examinations. Mr. Foreman will advise students and arrange their Time Tables. (See page 28.)

SPECIAL COURSES.

Institute of Bankers Course.—This course, under the superintendence of R. W. Jones, Cert. A.I.B., Gilbert Priestman, prepares candidates for Parts I. and II. of the Institute’s examinations. (See page 30.)

Secretaries’ Course.—This course, under the superintendence of G. Winkworth, F.C.I.S., prepares candidates for the examinations of the Chartered Institute of Secretaries, and for the London Association of Secretaries. (See page 31.)

Accountants’ Course.—This course, under the superintendence of W. J. H. Wilsher, F.C.R.A., prepares candidates for the various Accountancy examinations. (See page 31.)

Industrial Administration.—This course, under the superintendence of B. C. Adams, B.Sc. (Hons.), is devised for works managers and others interested in the organisation of industry. (See page 32.)

Motor Trade Course.—(See page 32.)

Grocers’ Course.—(See page 33.)

Students who take separate subjects will, as a general rule, take the examinations of the Royal Society of Arts, and of the London Chamber of Commerce.
School of Commerce and Law—continued.

TIME TABLE OF CLASSES HELD AT THE ANEXE,
BALDERTON STREET, OXFORD STREET, W.
(Opposite Selfridge's main building.)

The classes provided in this section are intended as a preparation for such students only as wish to proceed in later sessions to the Advanced classes.

Arithmetic, Elem. (a) L. J. Hebbes Monday 8.0-9.30
(b) L. J. Hebbes Wednesday 6.30-8.0
Arithmetic and Accounts, Elem. L. P. Foreman Tuesday 8.0-9.30
(b) C. C. Sell Monday 6.0-8.0
Book-keeping, Elem. (c) C. C. Sell (d) L. P. Foreman (f) Wednesday 8.0-9.30
Elementary (e) W. Murray, M.A. Wednesday 6.30-8.0
French, Beginners (f) W. Murray Tuesday 6.30-8.0
(b) J. F. Marsden, M.A. Thursday 8.0-9.30
Elementary (d) Mlle. Blondeau Thursday 6.30-8.0
Shorthand, Beginners (a) Pitman F. Patterson, Tuesday 6.30-8.0
(b) M. Walker, P.T.C. Tuesday & Wednesday 6.30-8.0
Elementary (c) M. Walker, P.T.C. Tuesday & Thursday 6.30-8.0
Thurs. & Friday 8.0-9.30
(d) Gregg Miss D. Ajax, G.T.C. Tuesday 6.30-8.0
Elemental (f) Pitman
Speed (40-60) (g) M. Walker Monday 8.0-9.30
(g) F. Patterson Friday 6.30-8.0
(60-80) (f) Monday 8.0-9.30
(80-100) (j) Wednesday 8.0-9.30
(over 100) (k) Friday 8.0-9.30
Typewriting (all stages) (a) Miss D. Baylis Monday 6.30-8.0
(b) Miss M. Butcher Tuesday 6.30-8.0
(c) Miss D. Baylis Wednesday 6.30-8.0
(d) Miss M. Butcher Thursday 6.30-8.0
(e) Miss D. Ajax Friday 6.30-8.0
(f) Miss D. Ajax Friday 8.0-9.30

COURSE FOR PRELIMINARY EXAMINATIONS.
Superintendent of Course: L. P. FOREMAN.

Arithmetic L. P. Foreman Monday 6.30-7.30
Algebra 7.30-8.30
Geometry 8.30-9.30
History Miss D. Woodhead, B.A. Wednesday 6.30-8.0
Geography F. T. Dyer, B.A. Friday 6.30-8.0
English 8.0-9.30
French 8.0-9.30

School of Commerce and Law—continued.

TIME TABLE OF CLASSES HELD AT REGENT STREET, OR AT THE ANEXE, LITTLE TITCHFIELD STREET, GREAT PORTLAND STREET, W.

Advertising, Elem. N. A. Everson Monday 7.35-8.35
Adv. Alternate Wednesdays 7.30-9.30
Banking and Exchange Miss F. V. S. Narilian Friday 6.30-7.45
Bankruptcy Law D. Weitzman, B.A. Barrister-at-Law Monday 8.0-9.30
Book-keeping, Inter. G. J. W. Willcocks Tuesday 8.0-9.30
G. J. W. Willcocks Friday 6.30-9.30
Adv. F.C.R.A. Tuesday 6.30-9.30
Commerical Arithmetic, Grocers' Miss V. Richards Tuesday 8.0-9.30
Commerical Arithmetic, Inter. Miss Middleton, B.Sc. Wednesday 6.30-7.30
C. M. Buchanan Thursday 8.0-9.30
Adv. E. M. Denny, Tuesday 8.0-9.30
Commercial Geography, Elem. W. B. Edmonds Friday 8.0-9.30
Adv. E. J. Gent, M.G.I. Wednesday 6.30-7.40
Adv. Monday 7.30-9.0
Costing and Cost Accounts J. F. Marsden, F.S.S. Friday 8.0-9.30
(Autumn Term) W. J. Weston, M.A., B.Sc. Tuesday 7.45-9.15
Adv. (24 Lectures) Wednesday 7.45-9.30
English Economic History B. C. Adams, B.Sc. Thursday 7.45-9.30
(25 Lectures) (Hons.) Wednesday 7.45-9.30
English (with special application to Commercial Correspondence), Inter. Miss H. E. Clinkard Monday 6.30-8.0
Adv. 8.0-9.30
English (Bankers' II.) F. T. Dyer, B.A. 8.0-9.30
Adv. E. C. Warren Thursday 6.30-8.0
General Commercial Knowledge F. G. Mattocks Tuesday 7.30-9.30
[continued overleaf.]

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School of Commerce and Law—continued.

**LAW CLASSES.**

Banking Law, Inter.  H. W. Shawcross. Thursday 6.30-8.0

Insurance Law  E. J. Neep Friday 8.0-9.30

Mercantile Law, Inter.  H. W. Shawcross, Thursday 6.30-8.0

Company Law, Inter.  G. Winkworth, Monday 6.30-8.0

Company Law  D. Weitzman, B.A. Monday 6.30-8.0

Insurance Law  E. J. Neep Friday 8.0-9.30

Mercantile Law  D. Weitzman, B.A. Monday 6.30-8.0

Mercantile Law, Inter.  E. M. Denny, B.A. Wednesday 6.30-8.0


Real Property & Conveyancing  H. W. Shawcross, Friday 8.0-9.30

Superintendent of Course:  G. WINKWORTH, F.C.I.S.

**SPECIAL COURSES.**

(For full particulars see separate pamphlets.)

I.—INSTITUTE OF BANKERS COURSE.


**Part I.**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Superintendent</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>F. T. Dyer, B.A.</td>
<td>Monday 6.30-8.0</td>
</tr>
<tr>
<td>Foreign Exchange, Elem.</td>
<td>H. W. Greengrass</td>
<td>8.0-9.30</td>
</tr>
<tr>
<td>Law of Banking</td>
<td>R. W. Jones, Cert. A.I.B.</td>
<td>Tuesday 6.30-7.30</td>
</tr>
<tr>
<td>Economics</td>
<td>W. J. Weston, M.A., B.Sc.</td>
<td>Monday 7.45-9.15</td>
</tr>
<tr>
<td>Practice of Banking</td>
<td>R. W. Jones</td>
<td>Friday 6.30-7.45</td>
</tr>
<tr>
<td>Geography</td>
<td>W. B. Edmonds</td>
<td>8.0-9.30</td>
</tr>
</tbody>
</table>

**Part II.**


II.—SECRETARIES’ COURSE.

Superintendent of Course:  G. WINKWORTH, F.C.I.S.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Superintendent</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Law</td>
<td>G. Winkworth</td>
<td>Monday 6.30-8.0</td>
</tr>
<tr>
<td>Secretarial Practice</td>
<td>R. W. Jones, Cert. A.I.B.</td>
<td>Wednesday 6.45-9.15</td>
</tr>
<tr>
<td>Commercial Arithmetic</td>
<td>C. M. Buchanan</td>
<td>Tuesday 6.30-7.30</td>
</tr>
<tr>
<td>Economics</td>
<td>W. J. Weston, M.A., B.Sc.</td>
<td>Monday 7.45-9.15</td>
</tr>
<tr>
<td>Bank &amp; Exchange</td>
<td>Miss F. V. S.</td>
<td>Friday 6.30-7.45</td>
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</table>

**III.—ACCOUNTANTS’ COURSE.**

Superintendent of Course:  W. J. H. WILSHER, F.C.R.A.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Superintendent</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book-keeping and Income Tax</td>
<td>W. J. H. Wilsher</td>
<td>Monday 6.30-9.30</td>
</tr>
<tr>
<td>Mercantile Law</td>
<td>E. M. Denny, M.C., B.A.</td>
<td>Monday 8.0-9.30</td>
</tr>
<tr>
<td>Rights &amp; Duties of Liquidators, Receivers and Trustees</td>
<td>W. J. Weston, M.A., B.Sc.</td>
<td>Monday 7.30-9.0</td>
</tr>
</tbody>
</table>

School of Commerce and Law—continued.

II.—SECRETARIES’ COURSE.

Superintendent of Course:  G. WINKWORTH, F.C.I.S.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Time</th>
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<tbody>
<tr>
<td>General Commercial Knowledge (including Bankruptcy Proceedings)</td>
<td>E. C. Warren, Cert. A.I.B.</td>
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</tbody>
</table>


(continued overleaf.)
School of Commerce and Law—continued

III.-ACCOUNTANTS COURSE—Final—continued.

Company Law . . D. Weitzman, B.A. Monday 6.30-8.0
Bankruptcy Law (including Rights & Duties of Liquidators, Receivers & Trustees) D. Weitzman 8.0-9.30
Book-keeping and Accountancy (including Auditing) W J H. Wilsher, Tuesday 6.30-9.30
Mercantile Law E. M. C. Denny, Wednesday 8.0-9.30
Partnership & Executorship Law and Accounts W J H. Wilsher, Thursday 8.0-9.30
Income Tax (Law and Practice) (Spring Term) C. H. Bennett, A.S.A.A. 8.0-9.30
Statistics and Costing (Autumn Term) E. F. Kellett, A.C.A. 6.30-7.45
Economics W Piercy, C.B.E., B.Sc. 7.45-9.30

IV.-INDUSTRIAL ADMINISTRATION COURSE.

Commercial Law, Labour Law, & Salesmanship (Spring Term) D. Weitzman, B.A. 8.0-9.30
Works Organisation & Management Wednesday 6.30-7.45
English Economic History B. C. Adams, B.Sc. (Hons.) 7.45-9.30

Course students may take, without additional fee, one or more of the following classes
Elementary Economics (see page 44) Tuesday 7.45-9.15
Applied Economics (see page 45) Friday 7.45-9.30
Economics of Engineering (see handbill) Tuesday 6.30-7.30
(The Friday class will be particularly suitable for those interested in Industrial Finance.)

V.—MOTOR TRADE COURSE.

Motor Engineering A. Rickards, M.I.M.T. Monday 7.0-8.15
Commercial Practice J Stanley Woodward, M.I.M.T. Friday 7.0-8.15
Elements of Advertising & Salesmanship D. Weitzman, B.A. 8.15-9.30
Motor Trade Law

School of Commerce and Law—continued

VI.—GROCERS' COURSE.

Elementary.
Commercial Arithmetic Miss V Richards Tuesday 8.0-9.30
Commodities E. J. Gent, M.G.I. Thursday 8.0-9.30
Intermediate.
Law for Grocers F G. Mattocks Tuesday 7.30-8.30
Book-keeping F G. Copsey, A.C.I. Thursday 7.30-9.0
Commodities W G. Copsey and E. J. Gent, assisted by Specialists Monday 7.30-9.0
Law and Book-keeping Tuesday 7.30-9.30

N.B.—The Elementary Course is intended for those under 21 years of age who have not previously attended such a course of lectures.

The Intermediate Course is suitable for those over 21 years of age, or such as have passed the Elementary Examination of the Institute of Certified Grocers.

The Final Course is for those who have passed the Intermediate Examination. It will be mainly of a practical nature.

VII.—AUCTIONEERS' COURSE.

(See pages 6 and 7.)

VIII.—MODERN LANGUAGE COURSE.

(See pages 34-36.)

FEES.

Non-Course Students :
One evening of three hours or less £1 0 0
Each additional evening 10 0

Grouped Course Students :
Senior Course in Commerce £110 0
Junior Course for Preliminary Examinations £1 10 0

Special Courses :
Secretaries' Course £2 0 0
Bankers' Course £3 0 0
Accountants' Course £110 0
Industrial Administration Course
Motor Trade Course
Grocers' Course
### Department of Modern Languages

**Head of Department:** A. C. CLARK, M.A.

<table>
<thead>
<tr>
<th>Class</th>
<th>Teacher</th>
<th>Day</th>
<th>Hour</th>
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<tbody>
<tr>
<td>ENGLISH.</td>
<td></td>
<td></td>
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<tr>
<td>Journalism (Practice)</td>
<td>F. M. DUDENEY</td>
<td>Wednesday</td>
<td>7.30-9.30</td>
</tr>
<tr>
<td>&quot; (Fiction Writing)</td>
<td></td>
<td>Thursday</td>
<td>7.30-9.30</td>
</tr>
<tr>
<td>English for A.M.I.C.E.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Examination</td>
<td>E. C. HESSING, B.A.</td>
<td></td>
<td>6.30-8.0</td>
</tr>
<tr>
<td>Grammar, Composition</td>
<td>W. J. RUSSELL, B.A.</td>
<td>Wednesday</td>
<td>6.30-8.30</td>
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</table>

**Particulars of other classes in English are given in the Matriculation and Commerce sections (pages 23, 28 and 29).**

Lectures:
- The Art of Reading: Rev. P. B. Hacker, B.A. (Hons.)
- The New Psychology:...
- The Making of Modern Europe: E. H. Jenkins, M.A.

**ENGLISH FOR FOREIGNERS.**

<table>
<thead>
<tr>
<th>Level</th>
<th>Teacher</th>
<th>Day</th>
<th>Hour</th>
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<tbody>
<tr>
<td>Elementary*</td>
<td>C. E. ECKERSLEY, M.A.</td>
<td>Mon. &amp; Thurs.</td>
<td>8.30-9.30</td>
</tr>
<tr>
<td>Advanced*</td>
<td>J. STEVENSON, M.A.</td>
<td>Wednesday</td>
<td>6.30-8.30</td>
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</table>

**FRENCH.**

<table>
<thead>
<tr>
<th>Level</th>
<th>Teacher</th>
<th>Day</th>
<th>Hour</th>
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<tbody>
<tr>
<td>Beginners (a)*</td>
<td>H. O. COLEMAN, B.A.</td>
<td>Monday</td>
<td>6.30-8.0</td>
</tr>
<tr>
<td>&quot; (b)</td>
<td>E. J. POWELL</td>
<td></td>
<td>8.0-9.30</td>
</tr>
<tr>
<td>&quot; (c)</td>
<td>L. BOURGEOIS, B. &amp; O. L.</td>
<td></td>
<td>6.30-8.0</td>
</tr>
<tr>
<td>&quot; (d)</td>
<td>W. MURRAY, M.A.</td>
<td></td>
<td>6.30-8.0</td>
</tr>
<tr>
<td>&quot; (e)</td>
<td>L. BOURGEOIS</td>
<td></td>
<td>6.30-8.0</td>
</tr>
<tr>
<td>&quot; (f)</td>
<td>W. MURRAY</td>
<td></td>
<td>8.0-9.30</td>
</tr>
<tr>
<td>&quot; (g)</td>
<td>G. NEWMAN, M.A.</td>
<td></td>
<td>6.30-8.0</td>
</tr>
<tr>
<td>&quot; (h)</td>
<td>L. BOURGEOIS</td>
<td></td>
<td>6.30-8.0</td>
</tr>
<tr>
<td>&quot; (i)</td>
<td>A. J. WORRALL</td>
<td></td>
<td>8.0-9.30</td>
</tr>
<tr>
<td>&quot; (j)</td>
<td>Mlle. BLONDEAU</td>
<td></td>
<td>8.0-9.30</td>
</tr>
<tr>
<td>&quot; (k)</td>
<td>Miss L. MACALLEY</td>
<td></td>
<td>8.0-9.30</td>
</tr>
<tr>
<td>Conversation (a)*</td>
<td>L. BOURGEOIS</td>
<td></td>
<td>8.0-9.30</td>
</tr>
<tr>
<td>&quot; (b)</td>
<td>Mlle. BLONDEAU</td>
<td></td>
<td>6.30-8.0</td>
</tr>
</tbody>
</table>

* Held at Balderton Street.

### Department of Modern Languages—continued.

#### FRENCH—continued.

<table>
<thead>
<tr>
<th>Class</th>
<th>Teacher</th>
<th>Day</th>
<th>Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Year (a)</td>
<td>A. E. E. CHÉVALIER, B. &amp; L.</td>
<td>Tuesday</td>
<td>6.30-8.10</td>
</tr>
<tr>
<td>&quot; (b)</td>
<td>L. BOURGEOIS</td>
<td>Monday</td>
<td>8.0-9.30</td>
</tr>
<tr>
<td>&quot; (c)</td>
<td>C. DE PARREL, B. &amp; L.</td>
<td>Wednesday</td>
<td>8.0-9.30</td>
</tr>
<tr>
<td>&quot; (d)</td>
<td>J. R. WORRALL</td>
<td>Friday</td>
<td>6.30-8.0</td>
</tr>
<tr>
<td>Conversation (a)</td>
<td>G. CHEVALLIER</td>
<td>Tuesday</td>
<td>8.0-9.30</td>
</tr>
<tr>
<td>&quot; (b)</td>
<td>Mlle. BLONDEAU</td>
<td>Thursday</td>
<td>6.30-8.0</td>
</tr>
<tr>
<td>3rd Year (a)</td>
<td>A. J. WORRALL</td>
<td>Wednesday</td>
<td>8.0-9.30</td>
</tr>
<tr>
<td>&quot; (b)</td>
<td>C. DE PARREL</td>
<td>Thursday</td>
<td>6.30-8.0</td>
</tr>
<tr>
<td>Conversation*</td>
<td>G. CHEVALLIER</td>
<td>Tuesday</td>
<td>8.0-9.30</td>
</tr>
<tr>
<td>4th Year (a)*</td>
<td>L. J. GRAVELINE, B. &amp; L.</td>
<td>Monday</td>
<td>6.30-8.30</td>
</tr>
<tr>
<td>Advanced</td>
<td>C. DE PARREL</td>
<td>Friday</td>
<td>6.30-8.0</td>
</tr>
<tr>
<td>Rapid Reading</td>
<td></td>
<td>Tuesday</td>
<td>6.30-8.0</td>
</tr>
<tr>
<td>Lectures &amp; Debates</td>
<td>M. TIÉRY, B. &amp; L.</td>
<td>Tuesday</td>
<td>7.30-9.30</td>
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</table>

**FRENCH SHORTHAND.**

<table>
<thead>
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<th>Level</th>
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<th>Day</th>
<th>Hour</th>
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<tbody>
<tr>
<td>Elementary*</td>
<td>Mlle. PACCARD</td>
<td>Tuesday</td>
<td>6.30-8.0</td>
</tr>
<tr>
<td>Advanced*</td>
<td></td>
<td></td>
<td>8.0-9.30</td>
</tr>
</tbody>
</table>

**FRENCH SOCIETIES.**

Ladies: Thursday Evenings (Apply at 15, Langham Place, W.).
Men: Friday (Apply to Mr. A. C. CLARK).

#### GERMAN.

<table>
<thead>
<tr>
<th>Level</th>
<th>Teacher</th>
<th>Day</th>
<th>Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year Beginners (a)</td>
<td>R. LUSUM, D. Ph.</td>
<td>Wednesday</td>
<td>6.30-8.0</td>
</tr>
<tr>
<td>&quot; (b)</td>
<td>A. H. WINTER</td>
<td>Monday</td>
<td>8.0-9.30</td>
</tr>
<tr>
<td>&quot; (c)</td>
<td>H. O. COLEMAN, B. &amp; A.</td>
<td>Friday</td>
<td>6.30-8.0</td>
</tr>
<tr>
<td>Elementary*</td>
<td>R. LUSUM</td>
<td>Monday</td>
<td>6.15-7.45</td>
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<tr>
<td>Conversation</td>
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<td>Tuesday</td>
<td>8.0-9.30</td>
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<tr>
<td>2nd Year Intermediate*</td>
<td></td>
<td>Tuesday</td>
<td>6.30-8.0</td>
</tr>
<tr>
<td>More Advanced</td>
<td></td>
<td>Tuesday</td>
<td>8.0-9.30</td>
</tr>
<tr>
<td>Conversation*</td>
<td>A. H. WINTER</td>
<td>Wednesday</td>
<td>6.30-8.0</td>
</tr>
<tr>
<td>3rd Year Literary†</td>
<td>Miss L. MACALLEY, M.A.</td>
<td>Monday</td>
<td>8.0-9.30</td>
</tr>
<tr>
<td>Commercial</td>
<td>R. LUSUM</td>
<td>Thursday</td>
<td>8.0-9.30</td>
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<td>&quot; (b)</td>
<td></td>
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<td>8.0-9.30</td>
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</table>

Lectures: (see page 49.)

† Meets at Balfour Street.

*Held at Balderton Street.
Department of Modern Languages—continued.

<table>
<thead>
<tr>
<th>Class</th>
<th>Teacher</th>
<th>Day</th>
<th>Hour</th>
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<tbody>
<tr>
<td>1st Year (a)</td>
<td>Chev. T. Sambucetti, B.A.</td>
<td>Tuesday</td>
<td>6.30-8.0</td>
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<td>&quot;</td>
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<td>Wednesday</td>
<td>8.0-9.30</td>
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<tr>
<td>2nd Year (a)</td>
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<td>Monday</td>
<td>6.30-8.0</td>
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<tr>
<td>&quot;</td>
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<td>8.0-9.30</td>
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<td>3rd Year (a)</td>
<td>&quot;</td>
<td>Wednesday</td>
<td>6.30-8.0</td>
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<td>&quot;</td>
<td></td>
<td>Friday</td>
<td>5.30-6.30</td>
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<tr>
<td>Conversation</td>
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<tr>
<td>Afternoon Classes—</td>
<td>Beginners</td>
<td>Tuesday</td>
<td>4.0-5.0</td>
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<td>&quot;</td>
<td>Advanced Literary</td>
<td>Monday</td>
<td>4.0-5.0</td>
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<td>Lectures</td>
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<tr>
<td>RUSSIAN.</td>
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<tr>
<td>1st Year</td>
<td>H. G. Coundourcoff, B.Sc.</td>
<td>Monday</td>
<td>6.30-8.0</td>
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<tr>
<td>&quot;</td>
<td></td>
<td>Wednesday</td>
<td>8.0-9.30</td>
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<tr>
<td>SPANISH.</td>
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<tr>
<td>1st Year Beginners (a)*</td>
<td>J de Aponte, B.A.</td>
<td>Friday</td>
<td>6.30-8.0</td>
</tr>
<tr>
<td>&quot;</td>
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<td>Tuesday</td>
<td>8.0-9.30</td>
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<td>&quot;</td>
<td>Friday</td>
<td>8.0-9.30</td>
</tr>
<tr>
<td>&quot;</td>
<td></td>
<td>Thursday</td>
<td>8.0-9.30</td>
</tr>
<tr>
<td>2nd Year (a)</td>
<td>J de Aponte</td>
<td>Wednesday</td>
<td>6.30-8.0</td>
</tr>
<tr>
<td>&quot;</td>
<td></td>
<td></td>
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<tr>
<td>3rd Year Commercial Literary</td>
<td>J V. Barragán</td>
<td>Friday</td>
<td>6.30-8.0</td>
</tr>
<tr>
<td>Conversation Elementary</td>
<td>J de Aponte</td>
<td>Thursday</td>
<td>8.0-9.30</td>
</tr>
<tr>
<td>&quot;</td>
<td>Lectures</td>
<td>J. V. Barragán</td>
<td>Monday</td>
</tr>
<tr>
<td>DUTCH.</td>
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<tr>
<td>1st Year</td>
<td>J. Stokvis</td>
<td>Friday</td>
<td>6.30-8.0</td>
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<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>JAPANESE.</td>
<td>J. F. Tompkins</td>
<td>Tuesday &amp; Thursday</td>
<td>4.30-6.15</td>
</tr>
<tr>
<td>PHONETICS.</td>
<td>H. O. Coleman, B.A.</td>
<td>Thursday</td>
<td>5.30-6.30</td>
</tr>
</tbody>
</table>

FEES.

Per Session:
Course Students 30/-
Non-Course Students*:
One evening of 3 hours or less 20/-
Each additional evening of more than 1 hour and not more than 3 hours 10/-
Each additional hour 5/-
* With the following exceptions:
English for Foreigners (2 hours weekly) 25/-
Italian (each afternoon class) 12/-

School of Speech Training and Dramatic Art

Approved by the University of London under the Regulations for the Diploma in Dramatic Art.

Recognised by the Teachers' Registration Council.

Head of School: Miss LOUIE BAGLEY

Lecturers and Assistant Teachers:

Miss UNFRIVILLA BAGLEY Miss GERTRUDE PICKERSGILL, B.A.
Miss ANNEA SPONG Miss H. HOFFMANN, B.A.
Miss RITA NAHABEDIAN Mlle. HELEN BERTRAND.
Madame MONDAY W. R. ANDERSON.
FREDERICK HARKER. A. C. CLARKE, M.A.

TIME TABLE OF DAY CLASSES.

Verse Speaking (Solo and Ensemble) Miss Hicks Mon. 3.0 1 12 6
Spong Rhythmic Movement and Speech (Miss Spong) and Miss Nahabedian Tues. 4.0 2 2 0
Dancing—Elem. and Miss Harker Wed. 5.0 2 2 0
Adv. (Practice class on Thursdays at 11.15 a.m.)
Voice Training and Reading Miss Bagley Tues. 2.30 1 12 6
Drama (Classical and Modern Professional Section Miss Bagley and Mr. Harker Wed. 10.30 2 0 2
Poetic) Miss Bagley and Mr. Harker

Recitation (Individual) Advanced Students. Professional Section Miss Bagley 3.0 1 12 6
Recitation (Individual) Elementary Students. Professional Section Miss Hicks 3.0 1 12 6
Fencing Mlle. Bertrand Thurs. 2.30 1 12 6

Public Speaking for Women:
Voice Training; Vocal Expression; Construction and Delivery of Speeches; Chairmanship Debate; Parliamentary Procedure Miss Bagley 3.0 1 12 6
Miming & Dramatisation, Elem. Miss Pickersgill Fri. 3.15 1 12 6
Adv. Miss Pickersgill 4.15 1 12 6

For full Time-table of Day Classes, see separate syllabus.

TIME TABLE OF EVENING CLASSES.

Individual Recitation Miss Hicks Mon. 6.0 1 10 0
Public Speaking:
Voice Training; Vocal Expression; Construction and Delivery of Speeches; Chairmanship Debate Miss Bagley 6.30 1 12 6
(This class is followed by a debate open to all members of the class.)

The Science and Art of Natural Movement, Dance and Gesture (Anna Spong Method) Miss Nahabedian 6.30 1 10 0
Public Speaking for Women: 6.30 1 12 6
The Science and Art of Natural Movement, Dance and Gesture (Anna Spong Method) Miss Nahabedian 6.30 1 10 0
Voice Training Miss Bagley Tues. 6.30 1 12 6
Vocal and Pantomime Expression: Technique of Elocution; Reading and Recitation Miss Bagley 7.30 1 12 6

[continued overleaf.]
**School of Speech Training and Dramatic Art—contd.**

**TIME TABLE OF EVENING CLASSES—continued.** Fee for

<table>
<thead>
<tr>
<th>TIME</th>
<th>SUBJECT</th>
<th>TEACHER</th>
<th>DAY</th>
<th>HOUR</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 weeks</td>
<td>€ s. d.</td>
<td>Miss Hicks</td>
<td>Tues.</td>
<td>7.45</td>
<td>1 10 0</td>
</tr>
<tr>
<td>Repetition</td>
<td>Miss Hicks</td>
<td>Wed.</td>
<td>6.  0</td>
<td>1 10 0</td>
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</tr>
<tr>
<td>Drama : Shakspere and Modern</td>
<td>Miss Pickersgill</td>
<td>Miss Bertrand</td>
<td>Thurs.</td>
<td>6. 15</td>
<td>1 10 0</td>
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<tr>
<td>Fencing, Elem.</td>
<td>Miss Bertrand</td>
<td>Fri.</td>
<td>6. 15</td>
<td>1 10 0</td>
<td></td>
</tr>
<tr>
<td>Fencing, Adv.</td>
<td>Miss Pickersgill</td>
<td>6.45</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Special Coaching Class for Diplomatic Students</em></td>
<td>Miss Pickersgill</td>
<td>Miss Bertrand</td>
<td>Fri.</td>
<td>6. 0</td>
<td>1 10 0</td>
</tr>
<tr>
<td><em>Individual Recitation</em></td>
<td>Miss Pickersgill</td>
<td>Miss Bertrand</td>
<td>Wed.</td>
<td>6. 15</td>
<td>1 10 0</td>
</tr>
<tr>
<td><em>Miming and Dramatisation</em></td>
<td>Miss Pickersgill</td>
<td>Miss Bertrand</td>
<td>Wed.</td>
<td>6.30</td>
<td>1 10 0</td>
</tr>
<tr>
<td>Drama : Shakspere and Modern</td>
<td>Miss Pickersgill</td>
<td>Miss Bertrand</td>
<td>Wed.</td>
<td>7.30</td>
<td>1 10 0</td>
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</tbody>
</table>

N.B.—Eight students only are admitted to each Individual Recitation Class. Students attending a Recitation Class are expected to attend also one or both of the general classes in Voice Training and Technique on Tuesday evenings.

For particulars of Professional Courses and Day Training School, see the prospectus of the School of Speech-training and Dramatic Art.

A TRAINING COURSE for teachers of English who wish to qualify as teachers of Speech-training, Recitations and Dramatic work in schools may be taken in the evening sessions. Inclusive fee £7 7s. per term.

Students qualifying in this Course will be expected to take the Practical Examination of the School (Professional grade, recognised by the Teachers' Registration Council) if desirous of having their Teachers' Certificates endorsed. For details see special prospectus.

PRIVATE LESSONS can be arranged in Voice Training, Public Speaking, Recitation, Dancing (Spong Method), and Fencing, during the day or evening. Fees: £6 6s. to £3 3s. per course of 10 lessons, according to the teacher and length of lesson. All fees are strictly net. All private lessons are charged unless at least 24 hours' notice of absence is given.

SCHOLARSHIPS.—A Scholarship of a year's full tuition in the Training School and a Scholarship for Evening Classes are offered annually.

An Entrance Scholarship for the Day School is offered in July every year, and is tenable for two years.

School Examinations are held in July. The Diploma grade is recognised by the Teachers' Registration Council.

Students are prepared for all public examinations, including the Licentiate of the Royal Academy of Music and the Diploma in Dramatic Art of the University of London.

All Fees are payable in advance.

Miss Bagley is pleased to interview students or parents by appointment.

Enquiries respecting private lessons and special classes should be addressed to Miss LOUIE BAGLEY, 18, Langham Place, W.1.

Autumn Term:—September 27th—December 17th.

Spring Term:—January 10th—April 1st.

Summer Term:—April 4th—July 16th.

There will be a vacation of two weeks at Easter, and of one week at Whitsuntide.

* These classes are held subject to the enrolment of a sufficient number of students.
Domestic & Trade Subjects

PRACTICAL HOUSEHOLD COOKERY.

BY MISS D. REEVES.

<table>
<thead>
<tr>
<th>DAY</th>
<th>HOURS</th>
<th>1 TERM</th>
<th>2 TERMS</th>
<th>3 TERMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>7-9.40</td>
<td>£ s. d.</td>
<td>£ s. d.</td>
<td>£ s. d.</td>
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<tr>
<td>Tuesday</td>
<td>7-9.40</td>
<td>11.4</td>
<td>1.4</td>
<td>11.4</td>
</tr>
<tr>
<td>Wednesday</td>
<td>10.30-12.30</td>
<td>11.15</td>
<td>11.15</td>
<td>11.15</td>
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<tr>
<td>Thursday</td>
<td>7-9.40</td>
<td>11.4</td>
<td>11.4</td>
<td>11.4</td>
</tr>
<tr>
<td>Friday</td>
<td>10.30-12.30</td>
<td>11.15</td>
<td>11.15</td>
<td>11.15</td>
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</tbody>
</table>

Following the practical work of each class, 30 minutes will be devoted to tutorial work and criticism by Miss Reeves.

These classes are held at the Annexe, Balderton Street, Oxford Street, W.1.

DRESSMAKING AND GENERAL NEEDLEWORK.

BY MISS E. PEEK.

<table>
<thead>
<tr>
<th>DAY</th>
<th>HOURS</th>
<th>1 TERM</th>
<th>2 TERMS</th>
<th>3 TERMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>3-5.0</td>
<td>15</td>
<td>16</td>
<td>12.6</td>
</tr>
<tr>
<td>Tuesday</td>
<td>7-9.40</td>
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<tr>
<td>Wednesday</td>
<td>7-9.40</td>
<td>11.4</td>
<td>11.4</td>
<td>11.4</td>
</tr>
<tr>
<td>Thursday</td>
<td>7-9.40</td>
<td>11.4</td>
<td>11.4</td>
<td>11.4</td>
</tr>
<tr>
<td>Friday</td>
<td>10-12.0</td>
<td>15</td>
<td>15</td>
<td>12.6</td>
</tr>
</tbody>
</table>

These classes are held at the Annexe, 15, Langham Place, W.1.

TAILORS' CUTTING.

BY J. P. THORNTON AND ASSISTANTS.

<table>
<thead>
<tr>
<th>DAY</th>
<th>HOURS</th>
<th>3 MONTHS</th>
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<tbody>
<tr>
<td>Monday</td>
<td>7.15-9.15</td>
<td>s. d.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>7.30-9.30</td>
<td>200</td>
</tr>
<tr>
<td>Wednesday</td>
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<td>Thursday</td>
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<td>200</td>
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<tr>
<td>Friday</td>
<td>7.30-9.30</td>
<td>200</td>
</tr>
</tbody>
</table>

For students taking an organised approved Course ... 30/-

For Non-course students:—
One evening per week ... ... ... ... 20/-
Each additional evening ... ... ... ... 10/-

Apprentices between the ages of 18 and 21 years will be admitted at half fees.

For syllabus of above classes and particulars of the Day School of Motor Body and Carriage Building, see special Prospectus.
Physical Education

Director of Physical Education:
Major W. B. MARCHANT, M.B.A.P.T (late Army Physical Training Staff.)

EVENING PROGRAMME
FOR WINTER SESSION, 1926-27.

MEN'S CLASSES (Regent Street Gymnasium).

Chief Instructor: Mr. H. J. BEADON, M.B.A.P.T., Swedish Cert.

6.45 to 7.50  7.50 to 8.30  8.30 to 9.30  9.30 to 10.0

Monday ... Polytechnic Swedish Exercises  Class Gymnastics  Free Practice

Tuesday ... Polytechnic Boxing Club Practice.

Wednesday ... Polytechnic Swedish Exercises  Class Gymnastics  Free Practice

Thursday ... Fencing  Swedish Exercises (Elementary)  Class Gymnastics  Free Practice

Friday ... Free Gymnastic Practice.

Polytechnic Boxing Club Practice.

ALL MEMBERS HAVE THE PRIVILEGE OF SWEDISH EXERCISES AND GYMNASICS.

GIRLS' CLASSES (Polytechnic Annexe).

BALDERTON STREET, OXFORD STREET, W.1.

Instructress: Miss J. H. ANDREW M.B.A.P.T., M.A.O.D.

8.0 to 10.0.

Tuesday ... Free Exercises, Wands, Indian Clubs, Character and National Dances, etc.

Wednesday ... Net Ball.

Thursday and Friday Free Exercises, Wands, Indian Clubs, Character and National Dances, etc.

UNIVERSITY EXTENSION LECTURES.
(UNIVERSITY OF LONDON.)

A COURSE OF LECTURES ON
Italian Art

PART II.—SIENESI, UMBRIAN AND VENETIAN PAINTING
WILL BE GIVEN BY
PERCIVAL GASKELL, R.B.A., R.E.,
On Wednesday Afternoons at 5 o'clock,
COMMENCING ON SEPTEMBER 29th, 1926.

This Course is recognised by the University Extension Board as part of the course of study for the University of London Diploma in History of Art.

The lectures will be fully illustrated by lantern slides.

MICHAILMAS TERM, 1926.
The Sienese, Umbrian and Lombard Schools.

Sept. 29th.  I. The Sienese School—Duccio and Simone Martini.
Oct. 6th.  II. The Sienese School—The Lorenzetti, Sassetta, Matteo di Giovanni.

Nov. 3rd.  VI. The Umbrian School—Gentile da Fabriano and Piero della Francesca.

Dec. 1st.  VII. The Umbrian School—Melozzo and Signorelli.

Jan. 12th.  VIII. The Umbrian School—Fiorenzo di Lorenzo and Pintoricchio.

FEBRUARY 1927.

The Later Sienese Painters.

I. The Sienese School—Poppa, Borgognone, Luini.

II. The Milanese School—Foppa, Borgognone, Luini.

III. The Milanese School—Gaudenzio and Bazzi.

LENT TERM, 1927.

Venetian Painting.


Feb. 2nd.  II. The Paduan School—Mantegna.

Mar. 2nd.  III. The Vivarini and Crivelli.

Apr. 6th.  IV. Giovanni Bellini.

May 4th.  V. Gentile Bellini and Carpaccio.

June 1st.  VI. Antonello da Messina, Cima, Basaiti, Catena, etc.

July 3rd.  VII. Giorgione.

Aug. 7th.  VIII. The influence of Giorgione—Palma, Bonifazio, Sebastiano del Piombo, Lotto.

Sept. 15th. IX. Titian.

Oct. 23rd. X. Tintoretto.

Nov. 30th. XI. Paolo Veronese, Moretto, Moroni.

Dec. 8th. XII. The Decline—Eclectic and Naturalist Schools. The Venetian School of the 16th century

Fee for the Course of 25 Lectures ... ... ... ... ... ... 30s.

one Term ... ... ... ... ... ... ... ... ... 17s. 6d.

a Single Lecture ... ... ... ... ... ... ... ... 2s. 6d.

Teachers are admitted to the course at half fees.
UNIVERSITY EXTENSION LECTURES.
(UNIVERSITY OF LONDON.)

A COURSE OF LECTURES ON

ECONOMICS

WILL BE GIVEN BY

W J WESTON, M.A., B.Sc. (Econ.), Barrister-at-Law,

On Tuesday Evenings at 7.45 o'clock,

COMMENCING ON SEPTEMBER 28th, 1926.

This Course is recognised by the University Extension Board as the First Year's work of a course of study for the University of London Diploma in Economics and Social Science.

MICHAELMAS TERM.

THE MAKING AND SPENDING OF WEALTH.

II.-IV Factors, Theory, and Mechanism of Production. Labour, Capital, and Land. Test and Measure of Prosperity.
VIII.-XI. Distribution. Rent, Earnings, and Interest.
XII. Combination. Co-operation. Trade Unions.

LENT TERM.
(Begins on January 11th, 1927.)

THE ECONOMICS OF EXCHANGE, FINANCE, AND TAXATION.

I. Money: its definition and development. Legal Tender. Laws of Value for Commodities and for Money.
IV Value and its measurement. Appreciation and Depreciation of Money. Index Numbers.
X.-XIII. Taxation. The Canons of Taxation.

Fee for the Course of 25 Lectures ... ... ... ... 20s.
" one Term ... ... ... ... 12s. 6d.

UNIVERSITY EXTENSION LECTURES.
(UNIVERSITY OF LONDON.)

A COURSE OF LECTURES ON

ECONOMICS
(Theoretical and Applied)

WILL BE GIVEN BY

WILLIAM PIERCY C.B.E., B.Sc. (Econ.),

On Friday Evenings at 7.45 o'clock,

COMMENCING ON OCTOBER 1st, 1926.

This Course is recognised by the University Extension Board as the Second Year's work of a course of study for the University of London Diploma in Economics and Social Science.

MICHAELMAS TERM.

I. The Present State of Economic Theory.
II. Some Leading Features of Modern Economic Development.
III., IV The Theory of Value and its Applications.
V.-VII. Production—(1) The State of the Theory. (2) The Organisation of Production, the Business, the Trade, the Market; Distribution; Dealing and Speculation.
VIII. Competition, Combination, Monopoly; the Co-operative Movement.
IX. Organisations of Producers: the Trade Union Movement.
X. The Control of Industry.
XI, XII. The Distribution of Wealth.

LENT TERM.
(Begins on January 14th, 1927.)

XIII. Currency and Credit.
XVI. The Financing of Industry and Trade.
XVII. International Trade.
XVIII. The Foreign Exchanges.
XIX. The Measurement of Prices.
XX. The Trade Cycle and its Control.
XXI-XXIV The Elements of Public Finance—the Principles of Taxation; Public Revenue and Expenditure; the Budget System; the principal British Taxes the Rating System; Public Debt.

Fee for the Course of 25 Lectures ... ... ... ... 20s. 0d.
" one Term ... ... ... ... 12s. 6d.
UNIVERSITY EXTENSION LECTURES.
(UNIVERSITY OF LONDON.)

A COURSE OF LECTURES ON
English Economic History

WILL BE GIVEN BY
B. C. ADAMS, B.Sc. (Hons.),
On Wednesday Evenings at 7.45 o'clock,
Commencing on September 29th, 1926.

This Course is recognised by the University Extension Board as the Third Year's work of a course of study for the University of London Diploma in Economics and Social Science.

MICHAELMAS TERM.
I. Introduction. Scope and Purpose of the Subject.
II. Sources. England before Domesday Book.
III. The Manor.
IV. The Guilds.
V. The Evolution of an Industry—the English Woollen Trade.
VI. The Breakdown of Feudalism.
VII. Reconstruction under the Elizabethan Government.
VIII. Industry in the Seventeenth and Eighteenth Centuries.
IX. The Development of England's Foreign Trade. The Chartered Companies.
X. Colonisation: the beginnings of Empire.
XI, XII. The Agrarian and Industrial Revolutions, 1760–1820.

LENT TERM.
XIII. Industry in the Nineteenth Century.
XIV. Commercial Policy in the Nineteenth Century.
XV. The Growth of the Empire.
XVI. The Agrarian and Industrial Revolutions, 1760–1820—continued.
XVII. Agriculture in the Nineteenth Century.
XVIII, XIX. Factory Legislation. The reappearance of State regulation in Industry.
XX. The Revolution in Transport: canals, roads, railways.
XXI, XXII. The Trade Union Movement.
XXIII, XXIV. The Co-operative Movement.

Fee for the Course of 25 Lectures
one Term
20s. Od.

20s. Od.

Fee for the Course of 24 Lectures
one Term
20s. Od.

20s. Od.

20s. Od.

20s. Od.

20s. Od.

12s. 6d.

12s. 6d.

12s. 6d.

12s. 6d.

12s. 6d.

12s. 6d.

12s. 6d.

12s. 6d.
A COURSE OF LECTURES ENTITLED
The Art of Reading
AN INTRODUCTION TO LITERATURE
WILL BE GIVEN BY
THE REV. P. B. HACKER, B.A. (Hons.), Lond.,
On Monday Evenings at 6.30 o'clock,
COMMENCING ON SEPTEMBER 27th, 1926.

MICHAILMAS TERM.
I. Reading for pleasure and culture.
II. Literature as a form of Art.
III. Essentials of Authorship.
IV. The medium: words: prose, verse, and poetry.
V. Prose Forms: the Essay.
VI. Character Sketches.
VII. Fables.
VIII. The Short Story.
IX. The Novel, (i) Romance.
X. The Novel, (ii) Realism.
XI. Drama: Tragic.
XII. Drama: Comic.

LENT TERM.
(Begins on January 10th, 1927.)
XIII. Satire: Prose.
XIV. Satire: Verse.
XV. Lyric forms.
XVI. The Ballad, popular and literary.
XVII. Narrative verse: the idyll.
XVIII. The Epic.
XIX. Odes and Elegies.
XX. Translations.
XXI. Criticism.
XXII. Journalism and Literature.
XXIII. The responsibility of an author.
XXIV. What we mean by a Classic.

The lecture proper will last one hour, and will be followed by discussion.
Each week, suggestions will be given for a course of reading, and topics set
for papers to be written by those students who care to submit them.
For the most part the illustrations to the lectures will be taken from modern
English writers.

Fee for the Course of 24 Lectures ... ... ... 20s. 0d.
" " one Term of 12 Lectures ... ... ... 12s. 6d.
" " a Single Lecture ... ... ... 1s. 6d.

Lectures in French
By MAURICE THIERY B. és L.Ph.
(Ancien élève de l'Ecole des Sciences Politiques; Membre de la Société
des Auteurs.)
COMMENCING ON SEPTEMBER 28th, 1926.

Course A (Literary). Tuesday, 8.0 p.m.
Course B (Historical). Wednesday, 5 p.m. and Friday, 6.30 p.m.

Fee for the Term (12 Lectures)* ... ... ... 12s. 6d.
" " a Single Lecture ... ... ... 1s. 6d.
*Course A, Course B (Wednesday), or Course B (Friday).

Paris and Old Provinces of France
(Illustrated by Lantern Slides.)
By LOUIS BOURGEOIS, O.J.
(Médaillé de l'Ecole Nationale des Beaux Arts, Diplôme d'Histoire de l'Art.)
On Tuesday Afternoons at 5 o'clock,
COMMENCING ON SEPTEMBER 28th, 1926.

Fee for the Term (12 Lectures) ... ... ... 12s. 6d.
" " a Single Lecture ... ... ... 1s. 6d.

Lectures in German
By R. LUSUM, D.Ph.
On Monday Evenings at 8 o'clock,
COMMENCING ON SEPTEMBER 27th, 1926.

Fee for the Term (12 Lectures) ... ... ... 12s. 6d.
" " a Single Lecture ... ... ... 1s. 6d.

For further particulars of above courses see special handbills.
Lectures in Italian
By CHEVALIER TULLIO SAMBUCETTI,
COMMENCING ON SEPTEMBER 30th, 1926.
Course A. Thursday, 5 p.m.
Early Tuscan Art. (Illustrated by Lantern Slides.)
Course B. Saturday, 3.30 p.m.
Italian Literature of the XIXth Century.
Fee for the Term (12 Lectures)* ... ... ... ... ... ... 12s. 6d.
" a Single Lecture ... ... ... ... ... ... ... ... 1s. 6d.
* Course A or Course B.

Lectures in Spanish
By J DE APONTE, B.A.
On Tuesday Evenings at 6.30 o'clock,
COMMENCING ON SEPTEMBER 28th, 1926.
Fee for the Term (12 Lectures) ... ... ... ... ... ... 12s. 6d.
" a Single Lecture ... ... ... ... ... ... ... ... 1s. 6d.
For further particulars of above courses, see special handbills.

A SPECIAL COURSE OF POPULAR, NON-TECHNICAL LECTURES ON
The Chemistry of Everyday Life and of Common Materials
EARTH ; AIR ; FIRE ; WATER
WILL BE GIVEN BY
H. LAMBOURNE, M.A., M.Sc., F.I.C.,
On Wednesday Evenings at 7.30 o'clock,
COMMENCING ON SEPTEMBER 29th, 1926.
These lectures are intended for those who desire to learn something of the nature of the material world in which they live, and by which they are surrounded.
Many of the processes of everyday life, such as the burning of coal and coal gas, the tarnishing and rusting of metals, bleaching and dyeing, the cleansing action of soaps and alkalies, plant growth and the action of fertilisers, etc., will be described and explained simply from the chemical standpoint.
The lectures will be fully illustrated by interesting and practical experiments.
Fee for the Course ... ... ... ... ... ... ... ... 10s.
" a Single Lecture ... ... ... ... ... ... ... ... 1s.

LECTURES AND PRACTICAL INSTRUCTION IN
First Aid to the Injured
AND Home Nursing
WILL BE GIVEN TO LADIES ONLY BY
T. PEARSE WILLIAMS, M.D., M.R.C.P.

MICHAELMAS TERM.
(Commencing on October 6th, 1926.)
FIRST AID TO THE INJURED.
Course A, Wednesday Afternoons, 2.30-4.30.
Course B, Wednesday Evenings, 7.30-9.30.
Fee for the Course of 6 lectures and (Afternoon 12s. 6d.
demonstrations... ... ... ... ... ... Evening 5s. 0d.

LENT TERM.
(Commencing on January 19th, 1927.)
HOME NURSING.
Course C, Wednesday Afternoons, 2.30-4.30.
Course D, Wednesday Evenings, 7.30-9.30.
Fee for the Course of 6 lectures and (Afternoon 12s. 6d.
demonstrations... ... ... ... ... ... Evening 5s. 0d.
Each lecture will occupy one hour. Practical instruction in bandaging etc., will follow the lecture.
Students are prepared for the examinations of the St. John Ambulance Association.

Two short courses of lectures on INFANTS AND INFANT FEEDING
will be given by Dr. Pearse Williams on Thursday evenings. The first course begins in November, and the second in February. For further particulars see handbills.
THE POLYTECHNIC
Rebuilding Fund

The Governors are appealing for £250,000 to enable them—

(i) To extend the main building at 309, Regent Street, which will permit of better facilities for students and members. An extra social floor and splendid library will be provided to meet the growing demands.

(ii) To build on a neighbouring site a large annexe, which, in addition to becoming the headquarters of the Young Women’s Institute, will also provide much needed accommodation for various departments. The accommodation for the Young Women’s Institute will include a gymnasium, reading, writing and social rooms, to be equipped in such a manner as to make it the best women’s social and athletic club in London. The new premises for the Women’s Section are being provided and equipped (at an estimated cost of £30,000) as a Memorial to Mrs. Quintin Hogg, the beloved President of this Section, from 1888 until her death in 1918.

The combined effect of (i) and (ii) will be to double the present floor space of the main building.

(iii) To add eight acres to the Recreation Ground at Chiswick.

This building scheme is necessary because:

(a) The work of The Polytechnic has long since outgrown the Regent Street building.

(b) The leases of various annexes will be falling in within the next few years, and cannot in some cases be renewed.

(c) The accommodation of the Young Women’s Institute has long been inadequate.

The Governors have been faced with the alternatives of curtailing the activities of The Polytechnic, or embarking upon an Extension Scheme; and they have made the decision which they feel sure the students and members would have wished them to make.

The Polytechnic provides for over 17,000 students and members annually. The total attendance during the winter months is 5,000 in the evening and 1,700 in the daytime.

Their Majesties The King and Queen and H.R.H. The Prince of Wales have graciously headed the Donation List.

All donations will be gratefully received by the Treasurer, Sir Kynaston Studd, President, The Polytechnic, Regent Street, W.1.
THE POLYTECHNIC
CLUBS & SOCIETIES

The most attractive and successful Club for young men and young women in the Kingdom.

An Annual 10/6 Subscription

Entitles men between the ages of 16 and 26 (the Educational section is open to all, irrespective of age) to the following privileges:

1. Full Membership of THE POLYTECHNIC with its splendid GYMNASIUM, REFRESHMENT ROOM, READING AND SMOKING ROOMS, BILLIARD ROOM (Three full-size tables.)
2. Free admission to the Swimming Bath during the Summer.
3. The "Polytechnic Magazine" posted free on publication.
4. FREE LEGAL ADVICE.
5. FREE MEDICAL ADVICE.
6. FREE DENTAL ADVICE.
7. Free Circulating Library.

REGISTRATION FEE 1s.

The following Athletic sections are organised by the Sports Club—
1. Boxing (12/6 per annum) 5. — Harriers (12/6 per annum)
2. Cricket (20/- .. .. ) 6. — Hockey (20/- .. .. )
3. Cycling (17/6 .. .. ) 7. — Lawn Tennis (25/- .. .. )
4. Football (20/- .. .. ) 8. — Rowing (20/- .. .. )
9. — Swimming (15/- per annum)

Members taking more than one sport will be allowed a rebate of 5/- per sport after the first.

The subscriptions include full membership privileges of the Polytechnic, as detailed above.

YOUNG WOMEN'S POLYTECHNIC

The Institute is conducted on the same lines as the Young Men's Polytechnic. The utmost freedom is given to all members, with the result that, as in the Young Men's Institute, a number of Clubs and Societies are organised and managed by the members themselves. The Subscription is 5s. per annum or 1s. 6d. per quarter. Registration Fee 1s.

Further particulars free on application to Leonard H. Harris, Secretary.
ARISTOTLE ROAD
Junior Commercial
EVENING INSTITUTE
HIGH STREET,
CLAPHAM, S.W 4

THE INSTITUTE OPENS ON MONDAY, 20th SEPTEMBER, 1926, AND WILL MEET ON MON­DAYS, TUESDAYS, WEDNESDAYS, THURSDAYS AND FRIDAYS FROM 7.30 TO 9.30 P.M.

Head of the Institute - J H. BENNETTON

Tramway Services Nos. 2, 4, 6, 8, 10 and 34 pass near the Institute.

The enrolment of students takes place on Monday Tuesday Wednesday and Thursday evenings, the 20th, 21st, 22nd and 23rd September, respectively

For general information see last page.
TIME TABLE to Easter, 1927.

Particulars of classes to be held after Easter may be obtained from the head of the Institute. All classes meet from 7.30 to 9.30 p.m., except where otherwise stated. The first line in each course shows the subjects for the first hour, and the second line the subjects for the second hour.

(a) COURSES OF INSTRUCTION FOR JUNIOR COMMERCIAL STUDENTS.

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number, Name and Grade of Course.</td>
<td>Number, Name and Grade of Course.</td>
<td>Number, Name and Grade of Course.</td>
<td>Number, Name and Grade of Course.</td>
</tr>
<tr>
<td>i. COMMERCE &quot;A&quot; SHORTHAND (Second Year)</td>
<td>COMMERCE &quot;A&quot; SHORTHAND (Second Year)</td>
<td>COMMERCE &quot;A&quot; SHORTHAND (Second Year)</td>
<td>COMMERCE &quot;A&quot; SHORTHAND (Second Year)</td>
</tr>
<tr>
<td>ii. COMMERCE &quot;A&quot; SHORTHAND (Second Year)</td>
<td>ENGLISH (2) Gillon, C.</td>
<td>ARITHMETIC (3) Hunneyball, T</td>
<td>ENGLISH (2) Gillon, C.</td>
</tr>
<tr>
<td>iii. COMMERCE &quot;A&quot; SHORTHAND (First Year)</td>
<td>SHORTHAND (1) Parnell, Miss D.</td>
<td>ENGLISH (3) Gillon, C.</td>
<td>SHORTHAND (7) Parnell, Miss D.</td>
</tr>
<tr>
<td>iv. COMMERCE &quot;A&quot; SHORTHAND (First Year)</td>
<td>English (4) Gillon, C.</td>
<td>ARITHMETIC (5) Hunneyball, T</td>
<td>ENGLISH (4) Gillon, C.</td>
</tr>
<tr>
<td>v. COMMERCE &quot;A&quot; SHORTHAND (First Year)</td>
<td>ARITHMETIC (8) Donaghy M.</td>
<td>ENGLISH (9) Pike, Mrs. A.</td>
<td>ENGLISH (7) Sampson, S.</td>
</tr>
<tr>
<td>vii. COMMERCE &quot;A&quot; SHORTHAND (First Year)</td>
<td>ENGLISH (11) Browning, F</td>
<td>ENGLISH (13) Sampson, S.</td>
<td>SHORTHAND (17) Sampson, S.</td>
</tr>
<tr>
<td>viii. COMMERCE &quot;A&quot; SHORTHAND (First Year)</td>
<td>ARITHMETIC (12) Hunneyball, T</td>
<td>ENGLISH (15) Sampson, S.</td>
<td>ENGLISH (19) Sampson, S.</td>
</tr>
<tr>
<td>ix. COMMERCE &quot;A&quot; SHORTHAND (First Year)</td>
<td>SHORTHAND (16) Shortland, F G.</td>
<td>ENGLISH (20) Sampson, S.</td>
<td>SHORTHAND (21) Sampson, S.</td>
</tr>
<tr>
<td>x. COMMERCE &quot;A&quot; SHORTHAND (First Year)</td>
<td>ENGLISH (17) Shortland, F G.</td>
<td>ARITHMETIC (21) Sampson, S.</td>
<td>ENGLISH (21) Sampson, S.</td>
</tr>
<tr>
<td>Number, Name and Grade of Course.</td>
<td>MONDAY</td>
<td>TUESDAY</td>
<td>WEDNESDAY</td>
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<tr>
<td>viii. COMMERCE “B” BOOKKEEPING</td>
<td></td>
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<tr>
<td>(Second Year)</td>
<td></td>
<td>BOOKKEEPING (22)</td>
<td>BOOKKEEPING (22)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cooper, W</td>
<td>Cooper, W</td>
</tr>
<tr>
<td>ix. COMMERCE “B” BOOKKEEPING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(First Year)</td>
<td></td>
<td>ENGLISH (24)</td>
<td>COMMERCIAL ARITHMETIC (25)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Perks, E. A.</td>
<td>Perks, E. A.</td>
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<tr>
<td></td>
<td></td>
<td>BOOKKEEPING (28)</td>
<td>BOOKKEEPING (28)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cooper, W</td>
<td>Cooper, W</td>
</tr>
<tr>
<td>x. COMMERCE “B” BOOKKEEPING</td>
<td>BOOKKEEPING (30)</td>
<td>BOOKKEEPING (30)</td>
<td></td>
</tr>
<tr>
<td>(First Year)</td>
<td>Taylor, A. P</td>
<td>Taylor A. P</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ENGLISH (32)</td>
<td>COMMERCIAL ARITHMETIC (33)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Evans, I.</td>
<td>Donaghy M.</td>
<td></td>
</tr>
<tr>
<td>xi. COMMERCE “B” BOOKKEEPING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(First Year)</td>
<td></td>
<td>ENGLISH (34)</td>
<td>COMMERCIAL ARITHMETIC (35)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Evans, I.</td>
<td>Donaghy M.</td>
</tr>
<tr>
<td></td>
<td>BOOKKEEPING (36)</td>
<td>BOOKKEEPING (36)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Taylor, A P</td>
<td>Taylor, A. P</td>
<td></td>
</tr>
<tr>
<td>xii. COMMERCE “C” FRENCH</td>
<td>FRENCH (38)</td>
<td></td>
<td>FRENCH (38)</td>
</tr>
<tr>
<td>(Second Year)</td>
<td>Bernon, L. A.</td>
<td></td>
<td>Bernon, L. A.</td>
</tr>
<tr>
<td></td>
<td>ENGLISH (39)</td>
<td></td>
<td>ARITHMETIC (40)</td>
</tr>
<tr>
<td></td>
<td>Pike, Mrs. A. E.</td>
<td></td>
<td>Donaghy M.</td>
</tr>
<tr>
<td>xiii. COMMERCE “C” FRENCH</td>
<td>ENGLISH (41)</td>
<td></td>
<td>ARITHMETIC (42)</td>
</tr>
<tr>
<td>(First Year)</td>
<td>Pike, Mrs. A. E.</td>
<td></td>
<td>Donaghy M.</td>
</tr>
<tr>
<td></td>
<td>FRENCH (43)</td>
<td></td>
<td>FRENCH (43)</td>
</tr>
<tr>
<td></td>
<td>Bernon, L. A.</td>
<td></td>
<td>Bernon, L. A.</td>
</tr>
<tr>
<td>xiv. COMMERCE “C” FRENCH and SHORTHAND</td>
<td>FRENCH (44)</td>
<td></td>
<td>FRENCH (44)</td>
</tr>
<tr>
<td>(First Year)</td>
<td>Robin, C. L.</td>
<td></td>
<td>Robin, C. L.</td>
</tr>
<tr>
<td></td>
<td>SHORTHAND (46)</td>
<td></td>
<td>SHORTHAND (46)</td>
</tr>
<tr>
<td></td>
<td>Puttock, A. W</td>
<td></td>
<td>Puttock, A. W</td>
</tr>
</tbody>
</table>
## TIME TABLE—continued.

<table>
<thead>
<tr>
<th>Number, Name and Grade of Course.</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ENGLISH (48) Browning, F</td>
<td>ARITHMETIC (49) Robin, C. L.</td>
<td>ENGLISH (48) Browning, F</td>
<td>---</td>
</tr>
<tr>
<td>xvi. COMMERCE “A” SHORTHAND (First Year)</td>
<td>ENGLISH (50) Browning, F</td>
<td>ARITHMETIC (51) Robin, C. L.</td>
<td>ENGLISH (50) Browning, F</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td>SHORTHAND (52) Whippey A. C.</td>
<td>SHORTHAND (52) Whippey A. C.</td>
<td>SHORTHAND (52) Whippey A. C.</td>
<td>---</td>
</tr>
<tr>
<td>xvii. GENERAL COURSE</td>
<td>ENGLISH (53)</td>
<td>GEOGRAPHY (54)</td>
<td></td>
<td>HISTORY (55)</td>
</tr>
<tr>
<td></td>
<td>MATHMETICS (56) Robin, C. L.</td>
<td>ENGLISH (53)</td>
<td></td>
<td>MATHMETICS (56) Robin, C. L.</td>
</tr>
</tbody>
</table>

### (b) ADDITIONAL CLASSES.

<table>
<thead>
<tr>
<th>Number of Class</th>
<th>Subject and Stage</th>
<th>Name of Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>NON-VOCAATIONAL CLASSES FOR COURSE STUDENTS (Optional)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>57</td>
<td>DRAWING</td>
<td>---</td>
</tr>
<tr>
<td>58</td>
<td>PHYSICAL EXERCISES (Female)</td>
<td>Curd, Miss O.</td>
</tr>
<tr>
<td>59</td>
<td>PHYSICAL EXERCISES (Junior)</td>
<td>Do.</td>
</tr>
<tr>
<td>60</td>
<td>TYPEWRITING (Junior)</td>
<td>Stephan, R.</td>
</tr>
<tr>
<td>61</td>
<td>TYPEWRITING (Junior)</td>
<td>Fryer, Miss K.</td>
</tr>
<tr>
<td>62</td>
<td>Do.</td>
<td>Howell, A. D.</td>
</tr>
<tr>
<td>63</td>
<td>Do.</td>
<td>Fryer, Miss K.</td>
</tr>
<tr>
<td>64</td>
<td>Do.</td>
<td>Do.</td>
</tr>
<tr>
<td>NON-VOCAITIONAL CLASSES FOR STUDENTS OVER 18 YEARS OF AGE.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>65</td>
<td>PHYSICAL EXERCISES (Female)</td>
<td>Curd, Miss O.</td>
</tr>
<tr>
<td>66</td>
<td>Do. (Senior)</td>
<td>Do.</td>
</tr>
<tr>
<td>67</td>
<td>VOCAL MUSIC</td>
<td>Ollett, C.</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

Only students under 18 years of age on the 1st August, 1926, will be admitted (except for certain non-vocational subjects), and, unless attending a Day Continuation School, will be required to attend for an approved course of instruction covering three evenings (six hours) a week. For the non-vocational subjects indicated in the time-table students over 18 years of age will be admitted.

FEES (covering the whole session).

For an approved grouped course 3s.
For special subjects indicated as “non-vocational classes for students over 18 years”—
   One subject 4s.
   Each additional subject 2s.

These fees are charged as a rule, but there are small variations in special circumstances. An additional fee is charged to students joining late without reasonable excuse.

An extra charge is made to students who do not live in the administrative counties of London or Kent. This extra charge is equivalent, as a rule, to the difference between the ordinary school fee and the cost to the London County Council of the students’ education.

Students not living in the areas specified above should communicate with their local education authority as to possible assistance in the payment of fees.

Full particulars of out-county fees and of various exemptions and concessions will be furnished by the Head of the Institute on request.

FREE ADMISSIONS.

No fee is charged to ex-pupils of elementary schools, ex-junior county, ex-trade and ex-junior domestic economy scholars, ex-holders of free places at secondary and trade schools, and ex-day continuation school pupils who join the evening Institute within certain periods and who reside in the County of London.

Students who attend approved grouped courses of instruction regularly throughout the winter session and who reside in the County of London may be granted free admission the following session.

RESTRICTED ADMISSIONS—DIVISION OF CLASSES.

The right to refuse admission to any candidate to the Institute or to any class is reserved. A class may be sub-divided if necessity arises.

VACATIONS.

Christmas—20th December, 1926, to 8th January, 1927 inclusive.
Easter—14th April, 1927, to 23rd April, 1927, inclusive.
Whitsun—6th and 7th June, 1927.

Any further particulars required may be obtained from the Head of the Institute.

There are Centres throughout London where classes for adult students are conducted, and particulars can be obtained from the Head of the Institute.

The County Hall,
Westminster Bridge, S.E. 1.

G. H. GATER,
Education Officer.
London County Council

DAY AND EVENING CLASSES IN
ADVERTISING & SALESMANSHIP

Privileges of Citizenship Series
No. 19.

The County Hall S.E.1
G. H. GATER
Education Officer
ADVERTISING is now recognised as one of the most important factors in business building, and its principles, being based on scientific truths, are capable of progressive study.

The Council has recognised this latest development of scientific business and has, for several years, organised classes in Advertising in certain of its commercial Institutes. The Institutes at which the subject may be taken in the session beginning on the 20th September, 1926, are indicated in the following pages.

The allied subject of Salesmanship also finds a place in the curriculum of the Institutes. The importance of training for the distributive side of modern trading is becoming increasingly apparent as the sub-divisions of the great store or warehouse become more and more specialised.

The Council, in co-operation with the Association of Retail Distributors, has opened a day school of training for the retail distributive trades at the Westminster Day Continuation School, at which boys and girls under 18 years of age are trained to become salesmen and saleswomen in the great West End Stores.

FEES.—Apart from the Regent Street Polytechnic and the Westminster Day Continuation School, the fee for adult students resident in the Administrative Counties of London, Kent or Middlesex is 10s. per session for a single subject, or 15s. per session for a full course of six hours' instruction weekly in various subjects. No fees are payable by London students at the Day Continuation School, and particulars of the fees at the Regent Street Polytechnic can be obtained on application to the Director of Education at the Polytechnic.

Students resident outside the Administrative Counties of London, Kent or Middlesex are charged a higher fee.

Full particulars of the classes may be obtained on application to the Heads of the Institutes named on the following pages.

INSTITUTIONS.

BALHAM AND TOOTING.
BALHAM COMMERCIAL INSTITUTE, The Ravenstone School, Ravenstone Street, Balham. S.W.12.
Monday and Wednesday, 7.40—9.40.

BATTERSEA.
CLAPHAM JUNCTION COMMERCIAL INSTITUTE, Plough Road, St. John's Hill, S.W. 11.
Friday, 7.30—9.30.

BRIXTON.
BRIXTON COMMERCIAL INSTITUTE, 54 and 56, Brixton Hill, S.W. 2.
Wednesday, 7.30—9.30.

CLAPTON.
NORTHWOLD ROAD COMMERCIAL INSTITUTE, Upper Clapton Road, E. 5.
Friday, 7.40—9.40.

DALSTON.
QUEEN'S ROAD COMMERCIAL INSTITUTE, Dalston, E. 8.
Thursday, 7.30—9.30.

FINSBURY.
THE "HUGH MYDDDELTON" COMMERCIAL INSTITUTE, St. James' Walk, Clerkenwell, E.C. 1.
Tuesday, 7.10—9.15.

GREENWICH.
GREENWICH COMMERCIAL INSTITUTE, Blackheath Road, Greenwich, S.E. 10.
Wednesday, 7.30—9.30.
HAMMERSMITH.
HAMMERSMITH COMMERCIAL INSTITUTE, William Street, Hammersmith Road, W 14.
Tuesday and Friday, 7.30—9.30.

HAMPSTEAD.
HAVERSTOCK COMMERCIAL INSTITUTE, Haverstock Central School, Hampstead, N.W 3.
Friday, 7.30—9.30.

HOLLOWAY
UPPER HORNSEY ROAD COMMERCIAL INSTITUTE, Seven Sisters Road, Holloway, N.7.
Friday, 7.30—9.30.

KENNINGTON.
KENNINGTON COMMERCIAL INSTITUTE, Kennington Road, Kennington Park, S.E. 11.
Friday, 7.30—9.30.

MARYLEBONE.
MARYLEBONE COMMERCIAL INSTITUTE, Upper Marylebone Street, Great Portland Street, W 1.
Tuesday, 7.30—9.30.

REGENT STREET POLYTECHNIC, 309, Regent Street, W 1.
Advertising (Elementary)—Monday, 7.35—8.35.
Salesmanship (Elementary)—Monday, 8.40—9.40.
Salesmanship (Advanced)—Alternate Wednesdays, 7.30—9.30.
Elements of Advertising and Salesmanship (Motor Trade)—Friday, 7—8.15.

MILE END.
STEPNEY COMMERCIAL INSTITUTE, Myrdle Street School, Commercial Road East, E.3.
Tuesday, 7.30—9.30.

PADDINGTON.
PADDINGTON COMMERCIAL INSTITUTE, Essendine Road, Maida Hill, W 9.
Tuesday, 7.30—9.30.

PECKHAM.
CHOUMERT ROAD COMMERCIAL INSTITUTE, Rye Lane, Peckham, S.E. 15.
Wednesday, 7.30—9.30.

SOUTHWARK.
SOUTHWARK COMMERCIAL INSTITUTE, The "Paragon" School, Searles Road, New Kent Road, S.E. 1.
Thursday, 7.30—9.30.

WESTMINSTER.
WESTMINSTER COMMERCIAL INSTITUTE, Saint George's Row, Ebury Bridge, Buckingham Palace Road, S.W 1.
(Held at St. Margaret's School, Dean Farrar Street, S.W.)
Wednesday, 6.0—8.0.

Day Classes are held at the undermentioned school:—
L.C.C. WESTMINSTER DAY CONTINUATION SCHOOL, Horseferry Road, S.W 1.
9.0 a.m. to 7.0 p.m.
RIDE AT WILL
1/- ALL DAY.

With the L.C.C. Tramway 1/- All-Day ticket a passenger may on the day of issue

Board any car
Change anywhere
Make as many journeys as desired

on 164 Miles of Route in London, Leyton and Wimbledon.

This is the cheapest way of making several journeys for business or pleasure. Putting no limit on the number of journeys or changes, a 1/- ticket is in effect a daily season ticket with the extra advantage that the passenger loses nothing in periods of holiday or sickness.
EVENING INSTRUCTION
IN
COMMERCIAL INSURANCE

Privileges of Citizenship Series
No. 22.

The County Hall
S.E.1

G. H. GATER
Education Officer
COMMERCIAL INSURANCE.

In most professions it is the practice to accept recognised diplomas as evidence of a certain standard of efficiency. The profession of Insurance is no exception to the rule, and possession of technical qualifications such as the diploma of the Chartered Insurance Institute or the certificate of the Corporation of Insurance Brokers is becoming of increasing importance to persons engaged in Insurance work. London is the headquarters of Insurance in this country. Many thousands of persons are engaged in the work, and it is, therefore, necessary that adequate facilities for the study of Insurance should be available.

Some little time ago, the President of the Insurance Institute of London emphasised the necessity for tutorial classes at which free discussion between students and instructors should form a prominent feature of the instruction. The classes established by the Council are conducted on these lines, and not only afford a thorough technical preparation for examinations, but also aim at giving students that broader outlook which is so valuable to those engaged in this profession. In this connection the Council has secured the co-operation of the Insurance Institute of London and the assistance of a Consultative Committee of Insurance experts.

The teachers engaged are also experts in the Insurance world, with proved ability to impart instruction in their subject. Test papers and homework are regularly set and corrected.

Some indication of the success which has attended the establishment of the classes may be gained from the fact that in 1926 two students passed the Fellowship and fourteen students the Associateship examination of the Chartered Insurance Institute, whilst 646 successes were recorded in the various subjects included in the examinations of the Institute, five passes were secured in the Final and six passes in the Intermediate examinations of the Corporation of Insurance Brokers.

At each Institute a library is provided in which important works on Insurance are included.

The fee charged for students residing within the counties of London, Kent or Middlesex ranges from 10s. to 15s. for the session, according to the number of subjects taken. Students under 18 years of age are admitted at half fees. Different fees obtain in the case of the City of London College and Regent Street Polytechnic.

The names and addresses of the Institutions at which classes in Commercial Insurance are conducted are given below.

INSTITUTIONS.

INSURANCE.

BOW AND BROMLEY COMMERCIAL INSTITUTE, Malmesbury Road, Bow, E. 3.
Chartered Insurance Institute

CITY OF LONDON COLLEGE, White Street, Moorfields, E.C. 2. Tel.: London Wall 1607.
Credit Insurance—12 Lectures Michaelmas Term—

CLAPHAM JUNCTION COMMERCIAL INSTITUTE, Plough Road, St. John's Hill, S.W II.
Chartered Insurance Institute.
CLAPHAM JUNCTION COMMERCIAL INSTITUTE—continued.

UPPER HORNSEY ROAD COMMERCIAL INSTITUTE,
Seven Sisters Road, Holloway, N. 7
Chartered Insurance Institute.
Accident—Part I.—Mon., Wed. and Thurs., 6.30—
8.30.

OLIVER GOLDSMITH COMMERCIAL INSTITUTE,
Peckham Road, S.E. 5.
Corporation of Insurance Brokers.
Marine, Fire, Accident and Miscellaneous Insurance—

QUEEN'S ROAD COMMERCIAL INSTITUTE, Dalston, E. 8.
Corporation of Insurance Brokers.
Marine, Fire, Accident and Miscellaneous Insurance—

REGENT STREET POLYTECHNIC, Regent Street, W 1.
London County Council

EVENING INSTRUCTION
in preparation for the
INSTITUTE
OF
BANKERS' EXAMINATIONS

SESSION COMMENCING 20th SEPTEMBER, 1926

Privileges of Citizenship Series
No. 11.

The County Hall
S.E.1

G. H. GATER
Education Officer
EVENING COURSES OF INSTRUCTION for those engaged in Banking will be provided during the session 1926–27 at the institutions mentioned in the following page. The tuition is designed to prepare Students for the Institute of Bankers' Examinations.

FEES.—In the Council’s Commercial Institutes and at Norwood Technical Institute the fee is 15s. per session, for the full course for Students who reside within the Administrative Counties of London, Middlesex or Kent. At the other institutions the fees are slightly different.

Students residing outside the Administrative Counties of London, Middlesex or Kent are charged a higher fee. Full information in regard to the classes held at any of the institutions mentioned may be obtained on application to the respective Principals.

CONSULTATIVE COMMITTEE.—In order to secure that the instruction given is in conformity with the latest practice obtaining in Banking houses, a Consultative Committee has been formed, of which the under-mentioned persons are members. This Committee inspects the classes and reports to the Council on any necessary modifications in regard to syllabuses and text books of instruction.

Boyt, R. S. (Lloyds Bank, Ltd.).
Maxwell, Brig.-Gen. A. (Glyn Mills & Co.).
Poole, J N (Barclays Bank, Ltd.).
Prosser, F F (Lloyds Bank, Ltd.).
Riches, C. W H. (National Provincial Bank, Ltd.).

In addition the following persons have been nominated for appointment upon the Consultative Committee:

Archer, S. (National Bank, Ltd.).
Byng, G. West (Barclays Bank, Ltd.).
Draper, J F L (Midland Bank, Ltd.).
Goodrich, H. A. W (National Provincial Bank, Ltd.).
Greenhill, J (Westminster Bank, Ltd.).
Hodge, D. H. (Westminster Bank, Ltd.).
Taylor, L. (Midland Bank, Ltd.).

SUCCESSES.—It is interesting to record that the successes gained by students in the various subjects in Parts I. and II. of the Bankers Institute examinations have risen from 217 in 1923 to 380 in 1925, and it is expected that these results will be surpassed in 1926.

INSTITUTIONS.

NOTE.—Those students who are not qualified to take Part I of the examination may obtain preparation for the preliminary examination at most of the Institutions mentioned.

BALHAM.

BALHAM COMMERCIAL INSTITUTE, The Ravenstone School, Ravenstone Street, Balham, S.W 12.
Parts I. and II.—Tues., Wed., Thurs., 7.40 to 9.45 p.m.

CAMBERWELL.

THE "OLIVER GOLDSMITH" COMMERCIAL INSTITUTE, Peckham Road, S.E. 5.
Parts I. and II.—Tues., Wed., Fri., 7.30 to 9.35 p.m.

CATFORD.

CATFORD COMMERCIAL INSTITUTE, Brownhill Road, Rushey Green, S.E. 6.
Part I.—Mon., Tues., Thurs., 7.30 to 9.30 p.m.
Part II.—Mon., Tues., Fri., 7.30 to 9.30 p.m.

CITY.

CITY OF LONDON COLLEGE, White Street, Moorfields, E.C. 2.
Preliminary—Tues., Fri., 6 to 9 p.m.
Part I.—Mon., Thurs., Fri., 6 to 8 p.m.
Part II.—Tues., 6 to 9 p.m. Wed., 6 to 7 p.m.; Thurs., Fri., 6 to 8 p.m.
FINSBURY.
The "Hugh Myddelton" Commercial Institute, St. James' Walk, Clerkenwell, E.C. 1.
(Classes held at Y.M.C.A., 186, Aldersgate Street.)
Part I.—Mon., Wed., Fri., 6.30 to 8.30 p.m.
Part II.—Mon., Wed., Thurs., 6.30 to 8.30 p.m.

HACKNEY.
Northwold Road Commercial Institute, Upper Clapton Road, E. 5.
Parts I. and II.—Mon., Tues., Wed. or Thurs., 7.40 to 9.40 p.m.

HAMMERSMITH.
Hammersmith Commercial Institute, William Street, Hammersmith Road, W 14.
Parts I. and II.—Mon., Tues., Wed., Fri., 7.25 to 9.35 p.m.

HIGHBURY.
Highbury Commercial Institute, Laycock Street, Islington, N. 1.
Parts I. and II.—Mon., Tues., Thurs., 6.30 to 8.30 p.m.

MARYLEBONE.
Regent Street Polytechnic, 309, Regent Street, W 1.
Preliminary—Mon., Wed., Fri., 6.30 to 9.30 p.m.
Part I.—Mon., Tues., Fri., 6.30 to 9.30 p.m.
Part II.—Mon., Wed., Fri., 6.30 to 9.30 p.m.

NORWOOD.
Norwood Technical Institute, Knight's Hill, West Norwood, S.E. 27.
Part I.—Mon., 7.45 to 9.45 p.m.

WANDSWORTH.
Wandsworth Technical Institute, High Street, Wandsworth, S.W. 18.
Preliminary—Tues., Wed., Fri., 7.30 to 9.30 p.m.
Part I.—Mon., Wed., Thurs., 7.30 to 9.30 p.m.

WOOLWICH.
Woolwich Commercial Institute, Bloomfield Road, Plumstead Common Road, S.E. 18.
Part I.—Mon., Wed., Thurs., 7.30 to 9.30 p.m.
Part II.—Mon., Wed., Thurs., 7.30 to 9.30 p.m.

RIDE AT WILL
1/- ALL DAY
With the L.C.C. Tramway 1/- All-Day ticket a passenger may on the day of issue
Board any car
Change anywhere
Make as many journeys as desired
on 164 Miles of Route in London, Leyton and Wimbledon.
This is the cheapest way of making several journeys for business or pleasure. Putting no limit on the number of journeys or changes, a 1/- ticket is in effect a daily season ticket with the extra advantage that the passenger loses nothing in periods of holiday or sickness.

4590-(O. 10936—103)—16.8.26—1358
London County Council

EVENING INSTRUCTION
in preparation for the
CHARTERED INSTITUTE OF SECRETARIES’ EXAMINATIONS

SESSION BEGINNING 20th SEPTEMBER, 1926.

Privileges of
Citizenship Series
No. 12.

The County Hall
S.E.1

G. H. GATER
Education Officer
Evening Courses of Instruction for those engaged on the administrative or executive side of Joint Stock Companies or Public Bodies will be provided during the Session 1926-27, at the Institutions named in the following pages. The courses will prepare students for the examinations of the Chartered Institute of Secretaries, and they will also provide a valuable training for private secretaries and others. Registered students of the Chartered Institute, and Articled Clerks, may proceed to the Intermediate Course. A Preliminary Course is provided for those students who are not entitled to exemption from the Preliminary Examination.

Fees:—In the Commercial Institutes and at Norwood Technical Institute, the fee is 15s. for the session, for a full course for students who reside within the administrative Counties of London, Middlesex or Kent. At the other Institutions the fees are different.

Students residing outside the administrative Counties of London, Middlesex or Kent are charged a higher fee.

Full information in regard to the classes held at any of the Institutions named may be obtained on application to the respective Principals.

Institutions.

Bow and Bromley
Bow and Bromley Commercial Institute,
Malmesbury Road, Bow, E. 3.

Preliminary—Mon., Tues., Wed., Thurs., 7.40 to 9.45 p.m.
Intermediate—Mon., Tues., Wed., Thurs., 7.40 to 9.45 p.m.
Final—Mon., Tues., Wed., Thurs., 7.40 to 9.45 p.m.

Clapham Junction.
Clapham Junction Commercial Institute,
Plough Road, St. John's Hill, S.W. 10.

Preliminary—Mon., Tues., Thurs., 7.30 to 9.35 p.m.
Intermediate—Tues., Wed., Thurs., 7.30 to 9.35 p.m.

City
City of London College,
White Street, Moorfields, E.C. 2.

Preliminary—Mon. and Fri., 6 to 9 Tues., 7 to 9, Wed., 6 to 8.
Intermediate—Mon., Thurs., 6 to 8.30 p.m., Tues., 6 to 7.30 p.m.
Final—Tues., 6 to 8 p.m., Wed. and Thurs., 6 to 8.30 p.m.

Fulham.
Fulham Commercial Institute,
Childerley Street, Fulham Palace Road, S.W. 6.

Preliminary—Mon., Tues., Wed., Fri., 7.35 to 9.35 p.m.
Intermediate and Final—Mon., Wed., Thurs., 7.35 to 9.35 p.m.

Highbury.
Highbury Commercial Institute,
Laycock Street, Islington, N 1.

Preliminary—Mon., Wed., Thurs., 6.30 to 8.30 p.m.
Intermediate and Final—Mon., Tues., Wed., Thurs., 7.30 to 9.30 p.m.

Kennington.
Kennington Commercial Institute,
Kennington Road, S.E. 11.

Preliminary—Mon., Wed., Fri., 7.40 to 9.40 p.m.
Intermediate and Final—Mon., Wed., Thurs., 7.40 to 9.40 p.m.

Marylebone.
Regent Street Polytechnic, Regent Street, W 1.

Preliminary—Mon., Wed., Fri., 6.30 to 9.30 p.m.
Intermediate—Mon., Tues., Wed., 6.30 to 9.30 p.m.
Final—Tues., Wed., Fri., 6.30 to 9.30 p.m.

Marylebone Commercial Institute,
Upper Marylebone Street, W 1.

Preliminary—Mon., Wed., Thurs., 7.15 to 9.20 p.m.
Intermediate—Mon., Tues., Thurs., Fri., 7.15 to 9.20 p.m.
NORWOOD.
NORWOOD TECHNICAL INSTITUTE,
Knight's Hill, S.E. 27.
Preliminary—Tues., Thurs., Fri., 7.45 to 9.45 p.m.
Intermediate—Mon., Wed., Thurs., Fri., 7.45 to 9.45 p.m.

WANDSWORTH.
WANDSWORTH TECHNICAL INSTITUTE,
High Street, Wandsworth, S.W. 18.
Preliminary—Mon., Wed., Thurs., Fri., 7.30 to 9.30 p.m.
Intermediate and Final—Mon., Tues., Wed., Thurs., 7.30 to 9.30 p.m.

WOOLWICH.
WOOLWICH COMMERCIAL INSTITUTE,
Bloomfield Road, Plumstead Common Road, S.E. 18.
Preliminary—Mon. and two other evenings, 7.30 to 9.30 p.m.
Intermediate—Mon., Tues., Wed. and Thurs., 7.30 to 9.30 p.m.
Final—Mon., Tues., Wed., Fri., 7.30 to 9.30 p.m.

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This is the cheapest way of making several journeys for business or pleasure. Putting no limit on the number of journeys or changes, a 1/- ticket is in effect a daily season ticket with the extra advantage that the passenger loses nothing in periods of holiday or sickness.
LONDON COUNTY COUNCIL

BUSINESS TRAINING

LIGHT YOUR LAMPS NOW FOR THE FUTURE

PRIVILEGES OF CITIZENSHIP SERIES NO 7

THE COUNTY HALL,

G H GATER
EDUCATION OFFICER
LIGHT YOUR LAMPS 
NOW
FOR THE FUTURE

MANY changes have been witnessed in the Commercial World since the war. These changes are still proceeding and they demand a corresponding adjustment in the individual. It is apparent that the young man or woman of to-day has little chance of success in a commercial calling unless natural endowments are reinforced by adequate business training.

The London County Council has made ample provision to meet the growing demand for commercial education indeed, it has done more, in that it has, in many instances, anticipated to-day the needs of to-morrow and thereby developed an up-to-date system of business training which is probably unrivalled.

The future for many of our young business people will largely be determined by the advantage they take of the extensive opportunities now provided for acquiring a comprehensive and up-to-date knowledge of the technique of modern commerce.

Instruction is available in all districts of London, and intending students are urged to join the classes immediately they are opened on Monday the 20th September.

The facts given in this pamphlet are general in character and are necessarily limited. Detailed information may be secured from the Principals of any of the institutions of which the addresses are given, or on application to the Education Officer (T.4.d.), The County Hall, S.E. 1.

Facts for Students

Subjects Taught

ACCOUNTANCY
ADVERTISING AND SALESMAINSHP
BANKING AND FOREIGN EXCHANGE
BOOKKEEPING
COSTING
ECONOMICS
LAW IN RELATION TO BANKING, BANKRUPTCY
COMPANIES AND COMMERCE GENERALLY
INSURANCE—MARINE, FIRE, LIFE, ACCIDENT
FACTORY ADMINISTRATION
LANGUAGES—FRENCH, GERMAN, SPANISH, ITALIAN
PORTUGESE, RUSSIAN, DUTCH, JAPANESE, SWEDISH,
AND NORWEGIAN
SECRETARIAL PRACTICE
SHORTHAND—PITMAN'S, SCRIPT, SLOAN DUPLOVAN,
GREGG AND DUTTON'S SYSTEMS
TRANSPORT
TYPEWRITING

If the subject you want is not in the list, write to the Education Officer it is probably taught in some institution, of which the address will be sent to you.

Teachers

The teachers are specialists and practical men engaged during the day in the various subjects taught in the institutions:

ACCOUNTANTS TEACH ACCOUNTANCY
EXPERTS FROM THE BANKS TEACH BANKING
LANGUAGES ARE TAUGHT BY NATIVE TEACHERS

Fees

Students residing in London, Kent or Middlesex, pay 15s. for a course of instruction for two of three evenings per week from September to July if attending the Council's Commercial Institutes. Additional fees are charged to students residing outside the areas of the Counties of London, Kent or Middlesex.

Age on Admission to Classes

Any person over 17 years of age may attend.
Points to Remember

When the Classes are held
Every evening in the week, except Saturdays, generally between the hours of 7 and 10 p.m. Afternoon classes are held for night workers, such as those engaged in press work.

Situation of the Institutes
There are 24 commercial institutes maintained by the Council in London, i.e., one to every five square miles. They are consequently within easy reach of home or place of business (for list of institutions and districts see end of pamphlet).

Their popularity
In 1925, 53,000 students were registered at commercial classes. These figures speak for themselves.

Examinations
The courses of instruction are designed to prepare candidates where necessary for the examinations of many professional bodies, among which may be mentioned the :

INSTITUTE OF CHARTERED ACCOUNTANTS
SOCIETY OF INCORPORATED ACCOUNTANTS AND AUDITORS
CHARTERED INSTITUTE OF SECRETARIES
INCORPORATED SECRETARIES ASSOCIATION
INSTITUTE OF BANKERS
AUCTIONEERS' AND ESTATE AGENTS' INSTITUTE
CHARTERED INSURANCE INSTITUTE
CENTRAL ASSOCIATION OF ACCOUNTANTS
LONDON ASSOCIATION OF ACCOUNTANTS
ROYAL SOCIETY OF ARTS
LONDON CHAMBER OF COMMERCE

In addition, students are prepared for various Civil Service Examinations.

The following successes were obtained by students attending the Council's Evening Institutes during the two sessions ending in July 1925.

OVER 10,000 CERTIFICATES AWARDED BY THE ROYAL SOCIETY OF ARTS AND THE LONDON CHAMBER OF COMMERCE,
OVER 6,000 SUCCESSES AT EXAMINATIONS CONDUCTED BY PROFESSIONAL AND OTHER EXAMINING BODIES.

List of Institutes

BALHAM—Ravenstone Street, Balham, S.W. 12.
BOW AND BROMLEY—Malmesbury Road, Coborn Road, Bow E. 3.
BRIXTON.—54-56, Brixton Hill, S.W. 2.
CAMBERWELL.—The " Oliver Goldsmith," Peckham Road, S.E. 5.
CATFORD.—Brownhill Road, Rushey Green, Catford, S.E. 6.
CLAPHAM JUNCTION.—Plough Road, St. John's Hill, Clapham Junction, S.W. 11.
CLAPTON.—Northwold Road, Upper Clapton Road, E. 5.
DALSTON.—Queen's Road, Dalston, E. 8.
FULHAM.—Childerley Street, Fulham Palace Road, S.W. 6.
GREENWICH.—Blackheath Road, Greenwich, S.E. 10.
HAMMERSMITH.—William Street, Hammersmith Road, W. 14.
HAMPSTEAD.—The " Haverstock," Hampstead, N.W. 3.
HIGHBURY.—Laycock Street, Islington, N. 1.
HOLLOWAY.—Upper Hornsey Road, Seven Sisters Road, Holloway N. 7.
KENNINGTON.—Kennington Road, Kennington Park, S.E. 11.
LEWISHAM.—Stillness Road, Brockley Rise, Honor Oak Park, S.E. 23.
MARYLEBONE.—Upper Marylebone Street, Great Portland Street, W. 1.
PADDINGTON.—Essendine Road, Shirland Road, Maida Hill, W. 9.
PECKHAM.—Choumert Road, Rye Lane, Peckham, S.E. 15.
SOUTHWARK.—The "Paragon" School, Searles Road, New Kent Road, S.E.1.

STEPNEY.—Myrdle Street, Commercial Road East, E.1.

WESTMINSTER.—Saint George's Row Ebury Bridge, Buckingham Palace Road, S.W.1.

WOOLWICH.—Bloomfield Road, Plumstead Common Road, S.E.18.

Communications should be addressed to the Principal of the Commercial Institute concerned, e.g., The Principal, Balham Commercial Evening Institute, Ravenstone Street, Balham, S.W.12.

In addition to the 24 Commercial Institutes, Evening Classes in advanced commercial subjects are also held at the undermentioned Institutions. Enquiries should be addressed to the respective Secretaries.

CITY OF LONDON COLLEGE, White Street, Moorfields, E.C.2.

L.C.C. NORWOOD TECHNICAL INSTITUTE, Knight's Hill, West Norwood, S.E.27

REGENT STREET POLYTECHNIC, 309, Regent Street, W.1.

WANDSWORTH TECHNICAL INSTITUTE, High Street, Wandsworth, S.W.18.

Training for Junior Students

The information given in this pamphlet relates to Commercial Institutions which are largely attended by advanced students. There are, however, about 100 Institutes which provide for Junior Students, and at which the instruction is preparatory to the more advanced work of the Commercial Institutes. A list of the Junior Commercial Institutes in any district may be obtained on application to the Education Officer, The County Hall, Westminster Bridge, S.E.1.
EVENING INSTITUTES
RE-OPEN
20TH SEPTEMBER 1926

TRAVEL BY TRAM
UNDER COVER
ALL THE WAY