

Business Training

Published in the Interests of the Students and Friends of the Rhode Island Commercial School

Edited by HARRY LOEB JACOBS, Principal

WALTER E. INGERSOLL, (Secretary) Managing Editor

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Class of 150 Win Diplomas

Mayor Gainer, Presiding, Praises Rhode Island Commercial School Congressman O'Shaunessy and Dr. Crowder Speak

More than 2,000 relatives and friends filled Infantry Hall on Friday evening, June 26th, to witness what proved to be the most interesting commencement exercises ever held by the Rhode Island Commercial School. There was not a dull minute during the three hours.

The weather was not oppressive as in some former years, cool breezes having come up in the evening to temper the heat of the day.

The left side of the stage was covered with several wagon loads of flowers—practically every flower known to the month of June—sent by parents and friends. Suspended in front of the stage was an electric sign, surrounded with smilax, bearing the blazing numerals "1898-1914."

Audience Indulges in Prolonged Applause

The enthusiastic applause from the orchestra floor and gallery was unmistakable evidence that the audience appreciated the splendid addresses, and also the excellent music furnished by the well-known Faucher Orchestral Society. The speakers were greeted with hearty ovations and when they had finished their orations, the applause continued for several minutes, and twice did not subside until the orators stepped forward and graciously acknowledged it.

Prominent Men Speak

On the speakers' line sat Mayor Gainer, who presided, Rev. John F. Vichert of the First Baptist Church, Dr. Frank W. Crowder, rector of Grace Church, Congressman O'Shaunessy, Dr. Willard Scott of Brookline, Mass., Father Gotti and Mr. Jacobs.

"Last year was the first time I attended these exercises," said the Mayor, "and I was surprised to learn that Mr. Jacobs had so large a school. I believe that many people in the city of Providence do not yet realize what a large school the Rhode Island Commercial School is."

Speaking of the high standard of the school, Mayor Gainer said, "I am very glad to come here tonight, speaking for the city of Providence, to tell Mr. Jacobs that the city appreciates what he has done, and is doing, to raise the standard of commercial education."

Anecdotes, puns, droll sayings formed a feature of the evening's addresses. Congressman O'Shaunessy told several anecdotes that the audience enjoyed immensely. Among the maxims of advice the Congressman gave the graduating class, were, "Cultivate a smile," "Don't be a grouch," etc. The applause that followed his oration showed that his hearers were willing that he should return next year.

Annual Address to Graduates

The annual address was delivered by Dr. Crowder, rector of Grace Church, whose subject was "Patriotism in the Best Sense." "The most important work of the Rhode Island Commercial School," declared Dr. Crowder, "is to make true Americans who serve the country in the highest and noblest sense." He told the class that they must prove their training by being useful citizens. Dr. Crowder's address was brim full of practical wisdom, and everything he said found a responsive chord.

Dr. Scott Mingles Wit with Wisdom

Dr. Scott chose as his theme "The Excelling Life." He drew a sharp distinction between the old-fashioned cultural education and the practical vocational training as given by the Rhode Island Commercial School. He lamented

the lack of opportunity to obtain such a training for immediate usefulness when he was a boy. He congratulated the class of 1914 on having had the advantage of a commercial education.

The list of graduates appeared in the Providence Journal, the Bulletin and also the Tribune, together with comments on the exercises, and we regret that space is lacking to repeat the list here.

A vote of thanks is due the ushers for their courteous and efficient work, and we wish to express our appreciation of the very appropriate music furnished by the Faucher Orchestral Society.

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OUR BEAUTIFUL SOUVENIR CATALOG IS FREE

Fifty Dollars to Be Given Away

The Rhode Island Commercial School will pay a first prize of \$25 in gold, a second of \$15 and a third of \$10 for the best answers to the following question:

"What are the three rules most necessary to win success in business?"

Every one has a different answer to this question. What do you think are the three rules most necessary to win success in business? Your opinion may win one of the prizes, and make you famous.

The total number of words in the three rules, or secrets, should not exceed twenty-five words. The shorter you make each rule, the better. Here is an example, to give you an idea of what is desired:

1. *Be on time.*
2. *Be business trained.*
3. *Be loyal to the "boss."*

The rules should be written in the order of their importance.

Only one opinion containing three rules, or secrets, can be submitted by you, but each member of your family and all your friends may send in an opinion.

All opinions must be received at this office before noon of September 15, 1914. Send in yours at once.

The winners will be announced in the Sunday Journal for September 20, 1914.

The faculty of the Rhode Island Commercial School is barred from this contest.

The Judges

The following prominent business men of Providence have kindly consented to read the opinions submitted and decide which persons are entitled to the prizes:

HENRY B. CONGDON, Secretary, Industrial Trust Co.
W. G. ROELKER, Adv. Mgr., Providence Journal Co.
LEWIS SWIFT, JR., Asst. Treas., Lansing Lumber Co.

Further Conditions of Contest

At the top of your paper containing your three rules, write your (1) full name, (2) your address, (3) your occupation, if any, (4) your age, (5) the school you are attending, or the last one you have attended.

Then fold your paper, slip in an envelope addressed as follows, and mail:

BUSINESS SUCCESS EDITOR, Rhode Island Commercial School
Butler Exchange, Providence, R. I.

Commercial Department Gets Finest Geographical Collection

The Secretary of Commerce, himself connected with several of the largest manufacturing plants in the country, recently declared that a young person's education was not complete without a knowledge of the commercial geography of the world.

The Secretary's remark, while aimed at the commercial schools, where the future business men and women are being trained, does not apply to the Rhode Island Commercial School.

We have been teaching commercial geography successfully for years; but with this uniquely classified collection of the world's raw and converted products the study of commercial geography will be made still more interesting and profitable to our students.

Object Lessons in Commerce

Beginning with the September term, the new commercial museum installed by the Rhode Island Commercial School will be used in all class instruction. The collection entailed years of labor and the expenditure of thousands of dollars. Practically every raw and



GEORGE B. CORTELYOU
the most distinguished graduate of a business college. Mr. Cortelyou was private secretary to two presidents of the U. S., and is now president of the Consolidated Gas Company, New York, one of the largest concerns in the country. "Among the greatest forces," writes Mr. Cortelyou to Mr. Jacobs, "that have made this republic what it is today are the men of commerce and industry."

manufactured product is represented in the hundreds of specimens. The collection makes it possible for every student of the school to acquire a practical knowledge of the economic relation of agriculture, lumbering, fishing, mining, and manufacturing to the world's progress. Included in the miniature museum, is every important article of commerce, such as, cotton, wheat, tea, flax, iron, woods, sugar, gums, rubber, paper, metals, building stones, etc., which are exhibited to the students' eyes and their relation to the life of the people is interestingly explained.

This course will be of incalculable benefit to our graduates in their business careers. It will mean a broader preparation for commercial advancement.

Marks Another Advance

Our patrons will be keenly interested in this valuable addition to the already superior equipment of the Rhode Island Commercial School. It marks another distinct advance in the school's growth.

“Opportunities in Business Never Better,” Writes President of Richest Bank in America

(Exclusive letter interview with Editor of Business Training)

In a letter to Harry Loeb Jacobs, Principal of the Rhode Island Commercial School, Mr. Frank A. Vanderlip, President of the National City Bank of New York, declares in his usual forcible manner that if young people are industrious and willing to learn there is no brighter field for them than that of business.

“The business world was never more promising for young people than it is today,” Mr. Vanderlip writes to Mr. Jacobs. “There is great opportunity for men of character and industry to rise to high places and perform important duties. To do this, however, great intensity of purpose, consistency of effort and power of concentration is required. With normal ability and these qualifications combined, of course, with the basic attributes of integrity and loyalty, I would not hesitate to advise any young person to enter business.”

Used Stenography as a Stepping Stone

Mr. Vanderlip’s words gain added weight when it is noted that he is himself a writer of shorthand having used it in his work as reporter and secretary. From private secretary to Lyman J. Gage, Secretary of the Treasury, he was quickly promoted to be Assistant Secretary of the Treasury. Mr. Vanderlip has written much on business education and one of his declarations is that business can

be successfully taught. He is one of few prominent men who assert that business is a teachable profession no less than that of engineering, medicine, law, etc.

For What Are You Fitted?

Mr. Vanderlip declares that many

“certain,” he writes, “I would say select some business which you feel in a general way has in it interesting elements and then go into it with one idea, that of persistent effort to render service and make yourself valuable to your employer. To a young person the question of compensation should not be a controlling factor. The main consideration should be primarily that of learning. If each day something new is learned, then real progress is being made.”

Recognition Not Difficult to Obtain

“Young people with sincerity of purpose,” writes Mr. Vanderlip, “need not look at the business world with any fear, nor feel that, in this age of competition, it is extraordinarily difficult to obtain recognition. This is not so. All that the business world today requires for success are certain fundamentals, which I have suggested, and with fidelity and intensity of application, they will surely bring ample reward.”

Mr. Vanderlip is a self-made man. He has worked himself up from the bottom to a position where he is regarded as one of America’s foremost bankers. It is said that he is interested in giving our young people a practical business training because the growing importance of America as a commercial power makes it necessary that we have young men and women to carry on our vast business enterprises.



FRANK A. VANDERLIP

President of the richest bank in America, who gives advice to Rhode Island people through “Business Training”

people have no idea for what they are fitted, which no doubt accounts for so many failures. “To those who are un-

Secretary of Navy Gets R. I. C. S. Graduates to Help



FRANK D. HUMPHREY

Mr. Frank D. Humphrey, now stenographer at the Narragansett Bay Naval Station, was one of the boys who helped answer the deluge of congratulatory telegrams received by Secretary Daniels when he came into office. He says the work kept him “humping.”

“A month ago when we sent our ships to Mexican waters,” writes Mr. Harry Shismanian

(a R. I. C. S. graduate, now in the Navy Department), “I was detailed to the Secretary’s office where I wrote telegrams and messages which were a jumble of letters with no context to help you.” Mr. Shismanian is an expert typist, having made a grade of 99 per cent. in his civil service examination. “I feel your instruction has been of great benefit to me,” he writes. Mr. Shismanian is treasurer of the Gregg Shorthand Society of Washington, the largest city organization of its kind in the country.

“Soon after graduating from the R. I. C. S.,” writes Mr. Humphrey, “I took the civil service examination for stenographer and typewriter,

receiving a high mark and an appointment with the Secretary of the Navy at Washington.”

“Many seeking to pass the civil service examinations take special correspondence school courses, but I consider this unnecessary for a graduate of the R. I. C. S., its training being all that is required to put him through with ‘flying colors.’”



HARRY SHISMANIAN

A Faculty That Includes

Teachers Above The Average

The teachers in the Rhode Island Commercial School are in every respect above teachers generally employed



ROTHSAY E. CLEMENS, Assistant Principal
Director Commercial Department

elsewhere. They are more than good teachers. They hold their positions because Providence business men endorse their instruction by employing our graduates. They have been selected for their positions in the school because of their character, technical ability and reputation as successful teachers—not because of moderate salary consideration, of expediency, of friendship, or kinship.

They Are Up-To-Date

They are still in their prime, alert, keen, progressive, well-informed. They have modern ideas, they teach the methods used in the best Providence business establishments, and are enthusiastic about Bookkeeping, Banking, Shorthand, Typewriting, etc., and everything that pertains to success in business—the leading profession of modern times. The text-books used are naturally the latest and best. Books or systems not up-to-date are not tolerated in this school.

Business Men And Women

Our teachers are not only educators above the average, they are also good business people. They have had actual experience in business offices and have associated intimately with business men and know their require-

ments. This gives them an advantage over other teachers in training their students for office positions. Teachers who have themselves had "experience" are better able to equip students for office success.

Promotion More Rapid

Because of the superior instruction received at the Rhode Island Commercial School its graduates win promotion more rapidly and have the qualifications for the top-salary positions. On account of the wide knowledge and the broad experience of the teachers who direct the courses at this school, its graduates find it easy to step into any office in the country and succeed. Civil service, court reporting, accountancy, business procedure as conducted everywhere is taught here.



HARRY LOEB JACOBS, Principal

None Better Than The Rhode Island Commercial School

With its carefully selected, highly trained and business experienced faculty, the Rhode Island Commercial School is able to do more for you than any other business school. Its teachers can understand you, they will be interested in your problems, and will help you to solve them. Nothing will be left undone by them to make your course pleasant and profitable, and to enable you to go to a good position, and succeed from the start.

Send For Special Catalog

Our beautiful souvenir catalog—"Right Business Training"—bound in boards, will be sent free. Send for it today.

Rhode Island Commercial School

Harry Loeb Jacobs, Principal
Walter E. Ingersoll, Secretary

5th and 6th Floors, Butler
Exchange, Providence.

Visitors Welcome Every Week-Day

The principal's office will be open all summer for consultation with parents and prospective students. Our rooms have just received a fresh coat of paint, numerous alterations and improvements will be completed by August 1st, and you will be delighted with our elegant home. Visit our school this summer and ask your friends to call. You and they will receive a cordial reception.

Electric Elevator for Students

The Butler Exchange Co. has completed installing a new electric elevator to carry the students from the ground floor to the class rooms of the Rhode Island Commercial School. The new elevator is so located that students step from it into the school rooms. Heretofore there have been but two elevators in the building. The third one just completed will be used by our students.



WALTER E. INGERSOLL, Secretary

Teachers of National Reputation



GERTRUDE JOHNSON.
Director Typewriting Department



ELLEN MULGREW.
Instructor in Bookkeeping and Arithmetic



GEORGE H. ZIMPER.
Director of the Shorthand Department



MYRTLE PILGRIM.
Instructor in Gregg Shorthand and Spelling



MARY WALES.
Instructor in Touch Typewriting

Inter-Department Telephones

To facilitate communicating between various departments of the school and the principal's and secretary's private offices, the Rhode Island Commercial School has extended and enlarged its telephone system to include every department of the school and the outside world. The system is similar to that which prevails in the largest offices of the country where many departments are under one roof. This enlargement of the inter-communicating system means increased benefits to every student as it will insure the promptest and most satisfactory handling of the student's problems. Besides, it gives an air of business to the conduct of the school which is not possible without this modern office communicating system. With the increased telephone facilities, the numerous calls for positions can also be more quickly attended to.

Average Ability + R. I. C. S. Training = Success

Hundreds of our successful graduates once stood where you now stand. They were just as dissatisfied—hesitated, put off, just like you. They floundered around and got nowhere. They saw nothing ahead.

No wonder! They were *not* trained to get anywhere. Only the trained person wins these days.

Our hundreds of happy, prosperous graduates owe their present positions and salaries to their *decision* to enter the Rhode Island Commercial School and get the training they needed to succeed.

Your talents, whatever they are, will bring you greater returns if they are *trained*. You can obtain the training you need at this school.

Come in and let us tell you about it.

You'll be young only once. You'll never have a better chance. Now's the time to get the training you need for the years to come.



MABEL G. JOHNSON
Registrar of School



ELSIE DONALD
Individual assistance to pupils



NEWTON SHAWCROSS
Individual assistance to pupils



MARY P. REILLY
Assistant in School Offices.

Do You Know that—

Our annual enrollment is the largest of any business school in Rhode Island.

Our home is in the very heart of Providence.

We have the confidence and endorsement of the business men of Rhode Island who constantly call upon us for clerks, bookkeepers, and stenographers.

We are known as the liveliest and most progressive business school in southern New England.

We are winning on merit, not tradition.

We have the highest salaried faculty employed in a Rhode Island business school.

Our "Personal Interest Policy" helps students over their difficulties, makes their studies easy, insures the most rapid progress and gets them into the best positions after graduation.

Our faculty of national reputation, our superior equipment, our central location, our work for our graduates, our progressive spirit and methods, make an unbeatable combination.

Free

If you are thinking of improving your talents and preparing yourself to get ahead, send for one of our publications. Here is a partial list of our helpful booklets, and they are all free:

"Right Business Training"—our beautiful souvenir catalog.

"Business Training"—the popular magazine of the school.

"Your Girl and Our School."

"Your Boy and Our School."

"Studying Nights for Higher Salaries."

"Words From Those Who Know."

"Turn Your Evenings Into Dollars."

"A Yard of References"—being a partial list of Rhode Island business houses employing our graduates.

The College Graduate

(From the Meriden Journal)

It is mighty convenient to have a college graduate in the office who can do a problem in differential calculus, but if you want a short column of figures added, give it to the girl who took a three months' course in the commercial school.

Decisive Victory For Rhode Island Commercial

The R. I. C. S. ball team closed its 1914 season June 15th at Roger Williams Park, with a decisive victory of 17-5 over the B. & S. School. Our boys were never in better trim, and when the game ended they had scored nine runs. While Donahue must be given credit for pitching a remarkably good game, yet his work would have been of little value had not the team to a man supported him and backed up his brilliant hurls with the finest playing.

"The feature of the game," says the Providence Journal, "was the pitching of Donahue, only four hits being made

off his delivery, and two of these were gathered in the ninth. Behind him the team played consistent ball."

Great credit is due the members of the 1914 team, for their excellent work. We know we speak for all, when we say that the graduates and friends of the Rhode Island Commercial School appreciate their untiring efforts to uphold the banner. Mr. Clemens demonstrated that he can manage a ball team as well as train successful bookkeepers. All honor to the 1914 nine and its manager!



RHODE ISLAND COMMERCIAL SCHOOL BASEBALL TEAM, 1914

Top Row—ROONEY, 2B. BOWLER, R. F. ROBINSON, Capt. 1B. R. E. CLEMENS, Faculty Manager. JOYCE, Utility. GOGGIN, S. S. Middle—PERSSON, P. HYDE, P. RODMAN, P. DONAHUE, P. MULHOLLAND, L. F. BURKE, 3B. Bottom—SULLIVAN, C. F. O'CONNELL, C. JOHNSON, Utility.

Door to Success for Over Five Thousand

In the last sixteen years more than 5,000 young men and women have used the Rhode Island Commercial School as a door to commercial success. They are among our very best friends and when they write or see us, they never fail to tell us in enthusiastic terms how much the school has done for them. Their words of appreciation are very encouraging and stimulating.

Words Of Appreciation From Just A Few

SALARY—	"I started in at more salary than I had expected."
INTEREST—	"I thank you for your interest in me."
HONOR—	"I deem it a great honor to be a graduate of your School."
KINDNESS—	"Kindness and personal attention shown me."
THOROUGHNESS—	"—proved the thoroughness and the practical nature of the training."
ASSISTANCE—	"You have assisted me to two excellent positions."
REQUIREMENTS—	"—adapted to the requirements of my employers."
NUMBER—	"You offered me a number of positions."
APPRECIATION—	"Appreciate greatly the good work your Situation Department did for me."
SUCCESS—	"—success due to the training I received at the Rhode Island Commercial School."
POSITION—	"Stepped into a fine position."
REPRESENTATION—	"Every representation was carried out to the letter."

NIGHT SCHOOL OPENS SEPTEMBER NINTH

Getting a Position

Our Employment Department

No school has a better organization for obtaining positions for its graduates than the Rhode Island Commercial School. Our situation department is a clearing house for Rhode Island business men. In many offices the entire force is composed of R. I. C. S. graduates, and whenever a vacancy occurs, the school is telephoned the qualifications the person must have and within a few minutes we are able to send a graduate to meet the requirements.

Hundreds of calls, temporary and permanent, are received annually by the school. Nearly all of these can be filled promptly, but now and then we have a call for a bookkeeper or stenographer when every graduate is employed, and consequently we must reluctantly record the call as "unfilled."

Many banks, manufacturers, railroads, merchants, lawyers and others give preference to our graduates, and will employ no others. Providence business men have absolute confidence in our ability to prepare young people to meet the requirements of the most responsible positions in their establishments.

We are constantly asked to supply stenographers and bookkeepers for the employment departments of the typewriter companies. The other day we interviewed the managers of three of these companies, and their remarks follow:

Hard Worker in School Becomes Successful Stenographer

At the Providence office of the Remington Typewriter Co., Miss Anna G. Fraser presides at the employment desk. Miss Fraser contends that the stenographer has the best opportunity to "make good" in the business office. She says:



ANNA G. FRASER

"In every line of business, almost without exception, the stenographer has the best opportunity of learning the details which are so important in the smooth-running of the general machinery. No other line of office work is so closely interwoven with the work of the management itself, and therefore no other

employee has an equal opportunity to make good.

"Ability counts big in the long run, but ability without thorough preparation for the work sadly handicaps one, and this lack of thorough preparation accounts for probably more failures to 'make good' than any other one thing.

"The stenographer who means to get to the head of her profession, needs all the preliminary education she can obtain and the business schools of today are putting forth their best efforts to thus prepare their pupils. The great mistake of pupils seems to be that they think it is sufficient to 'get through' business school rather than to go to school with the idea of thoroughly preparing themselves for a high position in business life.

"As to the work of a stenographer, accuracy counts most, always. Poorly-written, slovenly-appearing work, no matter how rapidly it may be written reflects no credit upon the typist.

"The stenographer who hands neatly-written, clean sheets to her employer, with the words properly spelled, properly punctuated, always proves to be the girl who spent her time in business school to the very best advantage, took the entire course, never shirked a lesson or a test, and worked for the school as she means to work for her employer,—conscientiously. She reflects credit on the school and will earn credit for herself in business."

Business Man Demands "Hummer on the Typewriter"

The employment department of the Underwood Typewriter Co., in Providence is in charge of Miss R. A. Reynolds. "There is no trouble in finding positions for the really efficient stenographers," declares Miss Reynolds.



R. A. REYNOLDS

"I often wonder," continues Miss Reynolds, "if students realize that the only part of their work that the employer ever sees (outside of their own neat and tidy appearance) is the finished typewritten letter to which he affixes his signature; and it is upon the speed and accuracy with which they write that letter that he judges their ability."

Here is a typical telephone conversation between the business man and the Underwood Employment Department.

Mr. Business Man: "Hello, Underwood Employment Department?"

Underwood Office: "Yes,—"

Mr. Business Man: "This is Mr. Businessman. You remember Miss Efficient you sent me about a year ago,—well, she's gone. Yes, got married last week. She was a splendid typist! She could type more letters in a day, and do them accurately, too, than any other stenographer I ever had. Have tried several since she left, but they were too slow transcribing their notes, and kept me waiting altogether too long for the transcript. You know what I need. I simply must have someone who can turn out loads of work on the typewriter every day. And I enjoy the comments my customers make about the neatness and cleanness of the letters they receive from my office. My correspondence is growing every day, and I've simply got to have a hummer on the typewriter. Of course she must be neat and tidy, and know how to dress sensibly. I shall depend on you."

Underwood Office: "Very well, Mr. Businessman, I've just such a girl in mind. She will be there in the morning."

"Are YOU the individual I had in mind?"

Inexperienced Stenographers Too Particular

Miss Anna E. Colton is employment manager in Providence for the L. C. Smith & Bros. Typewriter Co. When asked about her problem, she said:



ANNA E. COLTON

"It has been my experience that most stenographers seeking positions through the Employment Departments of the typewriter companies make the mistake of being too particular by trying to pick and choose their first positions.

"I do not mean to imply by this that a stenographer should take any position simply to get started, but when

a good position is offered, a stenographer who hopes to make a success in her chosen work, should not weigh too closely the matter of hours, location, etc. After one has had practical experience she is perhaps justified in looking for these features.

"Many girls who have registered with us have stipulated that the hours of the positions which they will consider must not be longer than from nine to four, with an hour and a half for lunch. Such positions do sometimes exist for experienced stenographers, but seldom for the beginner.

"Another difficulty with which many Employment Managers have to contend is the fact that some stenographers will accept positions and then, without any apparent reason, turn them down, leaving the Company and the Employment Manager without any explanation whatever.

"I will say, however, that most stenographers who register with us are reasonable in their demands and do comply with our requirements. The cases mentioned above are exceptions, and all we ask of new students is that they shall not be numbered among the exceptions."

Follow this advice and you will be located more quickly.

A 1914 Student Group

Another group will appear in next number

Look for your friends

