Practical Penmanship

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Price, per mail, to any part of the United States, one dollar.

Simple, rapid.

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Practical.
HAND CHART.

SPENCERS' NEW STANDARD WRITING.

ITS PRINCIPLES, PROPORTIONS, CLASSIFICATION AND ANALYSIS.

PRINCIPLES.

Correct Slant for letters.

DIRECT OVAL
CURVE
RIGHT CURVE

DIRECTION
CURVE

MOOD
DIRECT OVAL
CURVE

RECURVED OVAL
CAPITAL STEM.

SPACES.
1 2 3 4 5 6 7

Distance between letters in words.

SHORT LETTERS.

I, M, N, O, U, D.

SEMI-EXTENDED LETTERS.

A, E, G, L, H, B, K.

LOOP OR EXTENDED LETTERS.

D, J, Q, F, G.

ABBREVIATED LETTERS: USED IN BEGINNING AND ENDING WORDS. TAUGHT IN COPY-BOOK No. 4 AND SUCCEEDING NUMBERS.


SUGGESTION. In using these model copies, practice with a fine pen may be followed by practice with a smooth-pointed coarse pen, with profit to those who aim to learn a business style of writing.

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Hand Chart.—Continued.

Direct-Oval Capitals.

Reversed-Oval Capitals.

Reversed-Oval Capitals, Continued.

Standard Figures, Continued.

The vertical height of the small i is the unit, called a Space, for measuring both the heights and widths of letters. The heights and widths of the letters are shown on this chart by the space between the dotted lines upon which the letters are formed. Thus: the small i is one space in height and one space in width. The small figures above the letters indicate the principles or elements of which they are formed. Thus: small i is formed of principles 2, 2, 2, 2. The letters, capital as well as small, may also be fully analyzed by the use of the first three principles—straight line, right curve, left curve. For example: capital O, analyzed above into principles 5, 5, may also be analyzed into left curve, right curve, left curve.

Note. Teachers who use this arrangement of copies in their classes, are not hampered by voluminous printed directions; it is deemed best to leave each skilled teacher—and for the use of such these models are designed—to give, in freedom, the instructions he considers specially adapted to the conditions and needs of his pupils. To make these capitals with whole-arm movement, increase the size one-half or more.—Spencer Brothers.

Written by Spencer Brothers. Copyright, 1894 and 1895, by I., B., T., & Co.
These Capitals are $\frac{3}{8}$ of an inch in height for medium-sized writing.

They may be reduced to $\frac{1}{8}$ in condensed writing, or, when made with whole-arm movement, be enlarged to $\frac{1}{2}$ of an inch for headings and signatures.

**Ambidextrous Writing.**

It is becoming popular to be able to write with both hands. Where the right hand has already been trained, its copies with pencil furnish a guide which the left can trace over with pen and ink, until both hands readily produce the same style of writing.

**Optional Styles of Capitals.**

Whether writing with the right or left hand, the relative position of the arm, hand, pen and paper is the same.

The front, right, and left oblique positions of the body, in standing or sitting at the desk, should be understood and practiced, giving the preference to the one which admits of the best use of the light and furniture of the room.

**Suggestion.** After the learner has been well trained in executing the “Standard” forms of the capitals, which are given as the basis of all the others, he may be allowed to exercise his own individual taste, by choosing from the “Optional” styles letter that he prefers and desires to adopt for use; he will thus have opportunity to develop, in an orderly way, an individuality in his Chirography.

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MOVEMENTS.

The Whole-arm Movement is a modification of the Whole-arm Movement, the full muscle of the fore-arm forming the centre of motion, the hand gliding on the nails of the third and fourth fingers. Its use is illustrated in Exercise 7.

The Fore-arm Movement is a modification of the Whole-arm Movement, the full muscle of the fore-arm forming the centre of motion, the hand gliding on the nails of the third and fourth fingers. Its use is illustrated in Exercise 7.

The Combined Movement includes the sweep of the Fore-arm Movement and the shaping power of the Finger Movement. This is the true movement for free writing.

Note: Whenever desirable to practice whole-arm movement, exercises should be increased to twice their ordinary size.

Written by Spencer Brothers. Copyright, 1883, 1884, and 1885, by L. B. T. & Co.
P. R. Spencer, originator of the Practical Style, which has become standard American chirography, instructed his students to "write as fast as is consistent with good form."

The Movement-Drill Exercises are specially designed for training the arm and hand to secure that free action and sure control, upon which mainly depends excellence in writing. A Movement-Drill may properly begin each writing lesson.

Second Series.

The action of the muscles above the elbow, while the light contact of the fore-arm and nails of the third and fourth fingers steady the movements, are the principal agents for producing good writing with speed and endurance.
The fabric of writing should be made of clean, smooth lines, showing refinement and cultivation of the sense of touch. Shading may be omitted from exercises and all common writing, if desired, in part or in whole, using a medium or coarse pen to give uniform strength to the letters.

Redundant lines and combinations subserve the important purpose of Movement-Drill Exercises, but are regarded as ridiculously out of place if carried into a current handwriting. Simple plain writing meets the approval of intelligent people everywhere.

Movement-Drill Exercises.

With correct position of the body, arm, hand, pen, and free movements, smooth touch, rapid correct thinking of letters and word forms, legible, practical, graceful writing, at a speed of from 30 to 40 words per minute, can be attained by a majority of learners.

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Initiatory Course.

lulluli l bulbous h hhn h knocks

j jnjnjn y yellow g gagai y zealless

j jnjnjn y injury g jzingoz f thereof

John quickly extemporized five tow bags j
Initiatory Course.

11 44 77 66 000 99 22 33 55 88 /2./8./@./8./#./8.

Principles of the OOF Capital Letters.

O Oceans Oceans O Crowns Crowns

O Oanes Oanes E Evaine Evaine

A Action Action A Actress Actress

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Initiatory Course

Ot Napier Napier Ot Meade Meade

Ot Henry Henry X Kings Kings

X Xavier Halden X Halden Xavier

Z Zurich Zurich O Query Query

Written by Spencerian, Copyright 1882 by J.B. T. & Co.
Initiatory Course.

Victory Victory Unjoin Unjoin
Vaters Vaters Youths Youths
Inlay Inlay Julian Julian
Parkers Parkers Taskers Fishers
Initiatory Course.

I Seize Seizur Seizur Seizur Grazur Grazur

B Biscuit biscuit R Reapur Reapur

A B C D E F G H I J K L M N

34 O P Q R S T U V W X Y Z

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Initiatory Course.

Each pupil may be permitted to choose for practice the style of capital he prefers.

00Ohioan 6CConjure 00Dollars
EEEnquire 6NArthur 0N Ninety
MMMaize 0NNickory 0XKnight.
XXXangu 0XWllsow 03Zachias
Initiatory Course

D22uillet  VVailing  WUWruhin
YYYoung  ISIndexes  JrJanuary
PPacking  ITTamper  FTFishing
SSSraple  SSLionized  GIGraphic
Initiatory Course.

R.R. Rarefield & P.B. Boughton, N. Winford

August 24, 241. A time for everything.

Baltimore: $5. Balance due on account.

Columbus: $31. Cash in full of account.
Initiatory Course.

Danbury 700 Due on settlement, $700.

Exchange 2% Exchange upon London.

Flashing 600 Flow on, bright river!

Guarding 5 Gratitude, choice jewel!
Initiatory Course

Humanize 800. Home! sweetest home!

Inquiries 900. Industry wins success.

Jewellery 14½. Jasper, a precious stone.

Know ye where the first May violets blow?
Initiatory Course.

Look up, not down; forward, not back.

Make your mark—a golden mark. O

Over the deep the storm winds sweep.

Patience is bitter, but its fruits are sweet.
Quiet deportment shows good breeding.

Romance, parent of enchanted dreams!

Sold Geo. Sevige 75 lbs. Sugar @ 9¢ = $6.75

T. Saxon Dr. To Cash on Account $1240.38
Unto the pure all things are pure. Who composed "Maud Muller"? Thittier. Aury, a character in "Robinson Crusoe". Youth looks forward and age backward. F. seldom used, still must be mastered.
Write it on your heart that every day is the best day of the year.

Emerson.

Careful attention to one thing often proves superior to genius and art.

Plautus.
Graduating Course.

Signs and Abbreviations used in Business

@... Dollar
$... Cents
%... Per cent.
#... Number

Abbreviations used in Business

Dr... Debtor.
Cr... Credit.
Amt... Amount.
Pr... Paid.
Rec... Received.
Graduating Course.

Hearing of Bill of Purchases

Julius M. Gardiner,
Bought of Monroe & Sons.

24 bush. Baldwins  a $2.00  48
42 " Greenings  1.75  73.50 121.50
Graduating Course.

Items from ordinary Memorandum Cash Book.

Oct. 9. Reed of S. Richards on a/c. 300
... Paid a/c. at Sanders & Sons. 40.31

Nov. 1. Paid for repairing House. 20
... 12. Painting same. 70.50
Dr. Wm. Williams Cr.

Cash Merchandise Bonds.

Written by Spencer & Sons; Copyright 1896 by J.B. T. & Co.
Friends.

We never know the true value of our friends. For while they live we are too sensitive to their faults, and when we have lost them we see only their virtues.
$71.00

Washington, D.C., Feb. 6, 1884.

Ninety days after date I promise to pay Uriah Youngs, or order, Seventy-one Dollars, value received, with interest.

W.S. Marsden

Written by Spencer Smith. Copyright 1884 by J.B. T. Co.
Graduating Course.

Note payable on Demand.

$1100.00

Cleveland, Ohio, Sept. 14, 1885.

On demand, I promise to pay to the order of Edwin Edmunds, Eleven Hundred Dollars, value received.

Henry Harrison

John St. New York,
August 19, 1885.

Ulrich & Vernon,
Auburn, N. Y.

Gentlemen: Inclosed please to find our
invoice of the articles ordered in your favor of August 15. The goods have been packed with care, and forwarded by Express.

Yours respectfully,

James W. Sennox.
Graduating Course

Superscription and Filing of Letter

Misses. Ulrich & Vernon,
147 Main St.
Auburn, N.Y.

Jas. W. Lennox
Aug. 19, 85
Enclosing Invoice of MDSE.
Graduating Course.

Receipt for Payment on Account.

$117 25

Baltimore, Md., Dec. 5, 1885.

Received of Gideon P. Leonard & Sons,
Seven Hundred and Seventeen and $5/100 Dollars.

to apply upon account.

Jane Keene & Co.
Graduating Course.

Bill


Mr. F. E. Tenney

To E. V. Frazier, Dr.

210 Boxes Stationery, @ 32¢ 67.20

Written by Spencers Dickens. Copyright 1883 by J. W. T. & Co.
<table>
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<tr>
<th></th>
<th>R. C. Sampson</th>
<th>Dr.</th>
<th>To 4 1/2 yds. Delaine, @ 50¢</th>
<th>2.25</th>
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<tr>
<td></td>
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<td></td>
<td>&quot; 21 &quot; Cassimere, @ $5.00</td>
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Written by Spencer Authors. Copyright 1985 by J. W. N. Co.
Bank Check
No. 700.

New Orleans, Nov. 5, 1885.

Bank of Commerce.

Pay to Xenophon Quillman & Sons, or order,
Fourteen Thousand and 20/100 Dollars.

$14,000 20

A.N. Bailey.
Graduating Course

Double Entry Ledger

Dr. E.H. Fulton. Cr.

Jan. 1 To Stock. 4 690

Jan. 4 By Msdn. 1 120

Msdn. 7 49

Cash. 5 241

J. Verne. 2 78 15

Sunds. 8 67 14
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<th>Date</th>
<th>Description</th>
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<th>Cr. Amount</th>
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<td>I. Hardin</td>
<td>4</td>
<td>500</td>
</tr>
<tr>
<td>6</td>
<td>W.D.C.</td>
<td>1</td>
<td>218</td>
</tr>
<tr>
<td>7</td>
<td>Bills Pay.</td>
<td>2</td>
<td>61 15</td>
</tr>
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</table>
To Account on hand.

- 3 Bushels Wheat, sold @ 75¢, 15 75
- 4 By Furniture for Parlor, 150 50
The tongue is not the only way
Through which the active mind is heard.
But the good pen as well can say,
In tones as sweet, a gentle word.

Spencer.