

Walter

^ Rasmussen Business Penmanship Instructor  
" "

A SERIES OF GRADED LESSONS  
IN BUSINESS WRITING FOR SELF-  
INSTRUCTION AND SCHOOL USE

---

---

Published by Rasmussen Practical Business School St. Paul, Minn.

LIBRARY of CONGRESS  
Two Copies Received  
JUL 29 1904  
Copyright Entry  
*July 18-1904*  
CLASS a XXo. No.  
92090  
COPY B

ZHS  
18-1904

---

Copyrighted 1904  
: : : By : : :  
Walter Rasmussen

---

cc  
cc  
cc  
cc  
cc

Aug 4-04 - O.C.L.

# TO THE STUDENT

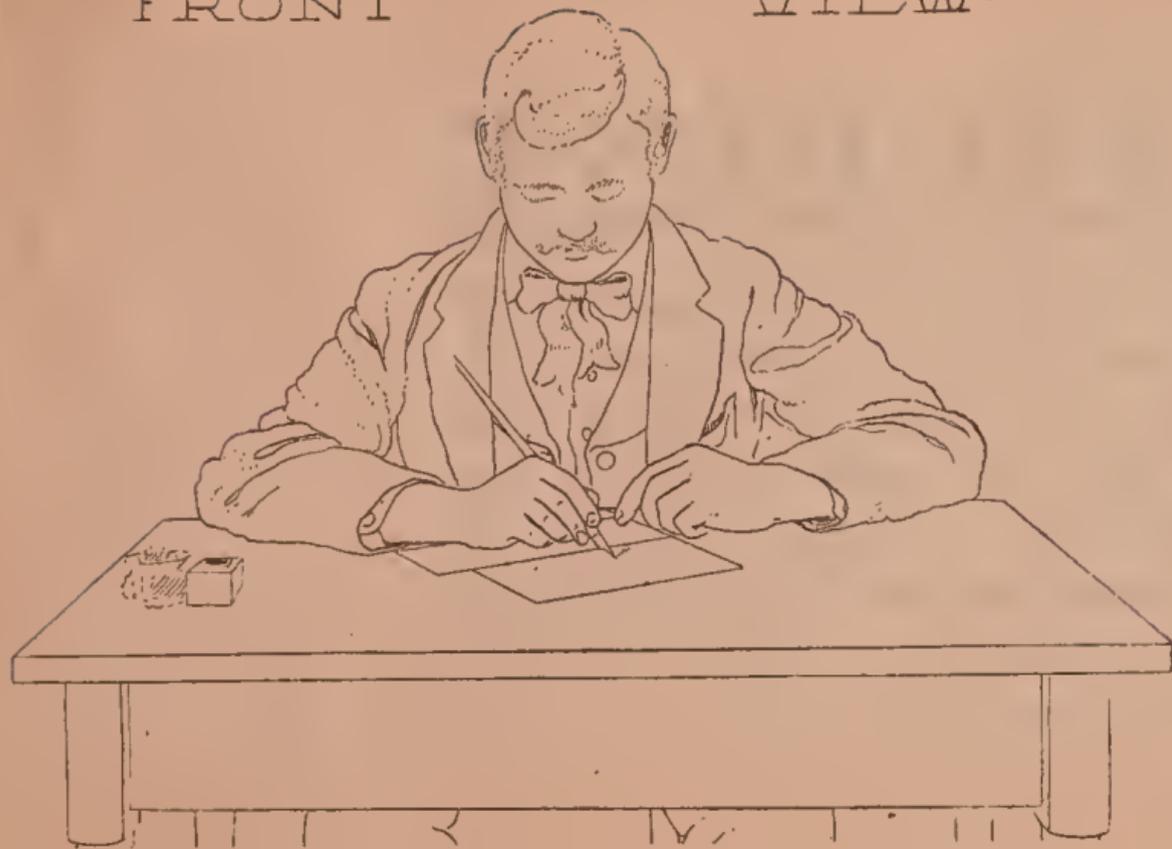
---

---

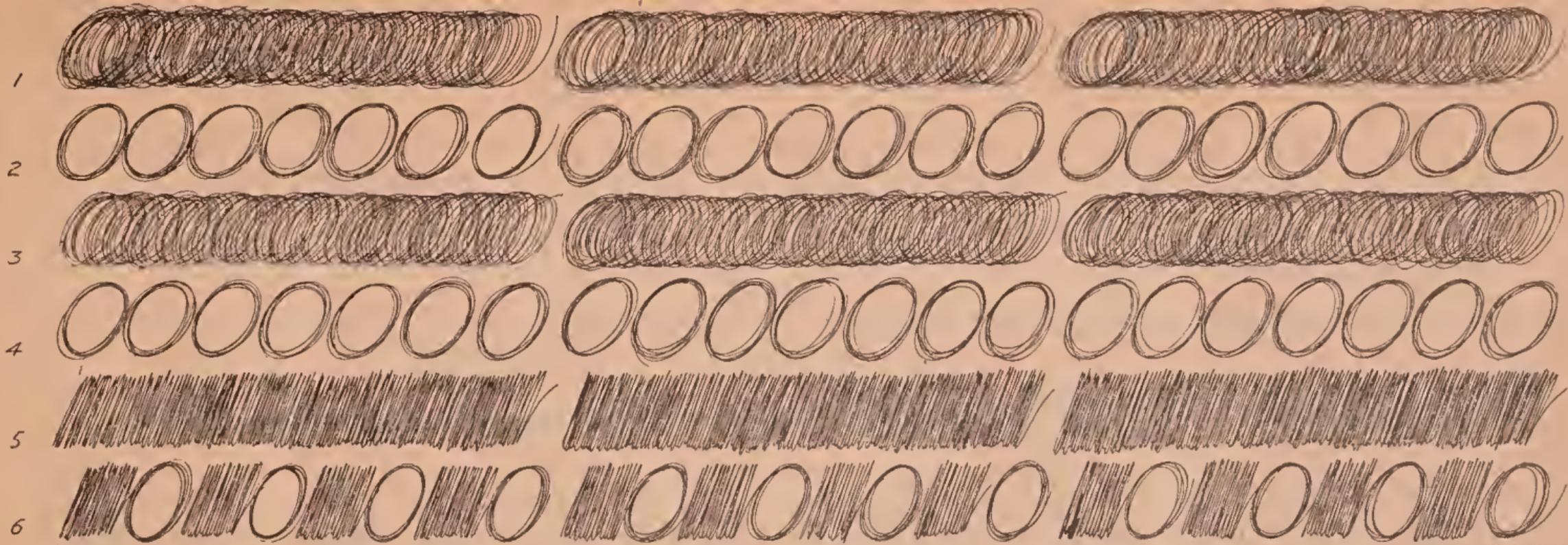
IN the preparation of RASMUSSEN BUSINESS PENMANSHIP INSTRUCTOR, great care has been taken to include only such exercises as are necessary to acquire a plain, legible and rapid style of business penmanship, and, therefore, each step should be thoroughly mastered as advancement is made in the course. In order to receive the greatest benefit from the lessons, the student must follow the instructions in every detail, work with enthusiasm, perseverance and care, maintain the proper position and movement, and use good material.

FRONT

VIEW.



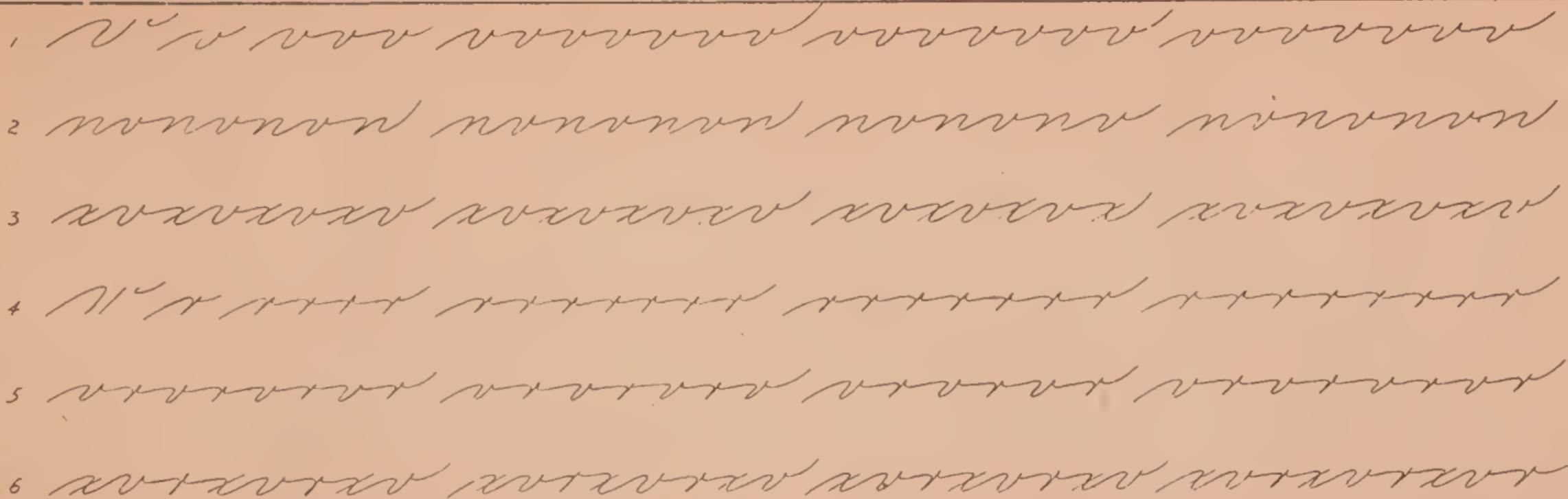
Correct position is of the utmost importance. Study the cut herewith closely. Sit square with the desk, but do not touch it. Keep the body erect and the feet flat on the floor. Have the paper and hands as indicated. Let the right arm touch the table on the muscles of the forearm and the right hand on the tips of the third and fourth fingers, but hold the wrist clear from the table. Hold the penholder between the thumb and first and second fingers. The fingers should be nearly straight, and the point of the pen about three-quarters of an inch from the tip of the second finger. The holder should point to the right shoulder and rest against the knuckle and should not be allowed to drop into the hollow below. This position gives perfect freedom in writing. Let the hand, wrist and pen move together with the holder fixed between the fingers and use a rolling motion of the arm. While this position and movement may not seem natural at first, it is the best for business writing. Do not get discouraged but practice until it is fully mastered.



LESSON 1.—All letters, both capital and small, have an oval in them, hence the importance of a thorough mastery of this form. Nearly every letter has a straight line in it, hence the importance of being able to make a good, strong straight line. Practice this lesson not less than fifteen minutes each day throughout the course.

The height and slant should be uniform.





LESSON 3.—We have two new letters in this plate. The movement drill to prepare for these letters is line 1 in lesson 2. The most difficult part of the small v is the finishing retracing. Study the form of the letter carefully. Treat each line in this lesson exactly as you did in the previous exercise.

Work with care and determination and do not scribble.



1. Winnow Winnow Winnow Winnow Winnow Winnow  
2. Xenia Xenia Xenia Xenia Xenia Xenia X  
3. Quinine Quinine Quinine Quinine Quinine Qui  
4. Zouave Zouave Zouave Zouave Zouave Zouave  
5. Feminine Feminine Feminine Feminine Fem-  
6. Forever Forever Forever Forever Forever Forever

LESSON 19.—In this plate are given words to supply further drill on the letters in lesson 18. Watch the form carefully. Use a light, elastic movement. Do not draw the letters; write them rapidly and look at them afterwards, not while you are making them. — Well-directed labor is what is needed.

1 

2 t tttttttt tttttttt tttttttt tttttttt tttttttt

3 d d dddd dddd dddd dddd dddd

4 p pppppp pppppp pppppp pppppp pppppp

5 tune tune tune tune tune tune tune tune

6 dime dime dime dime pump pump pump p

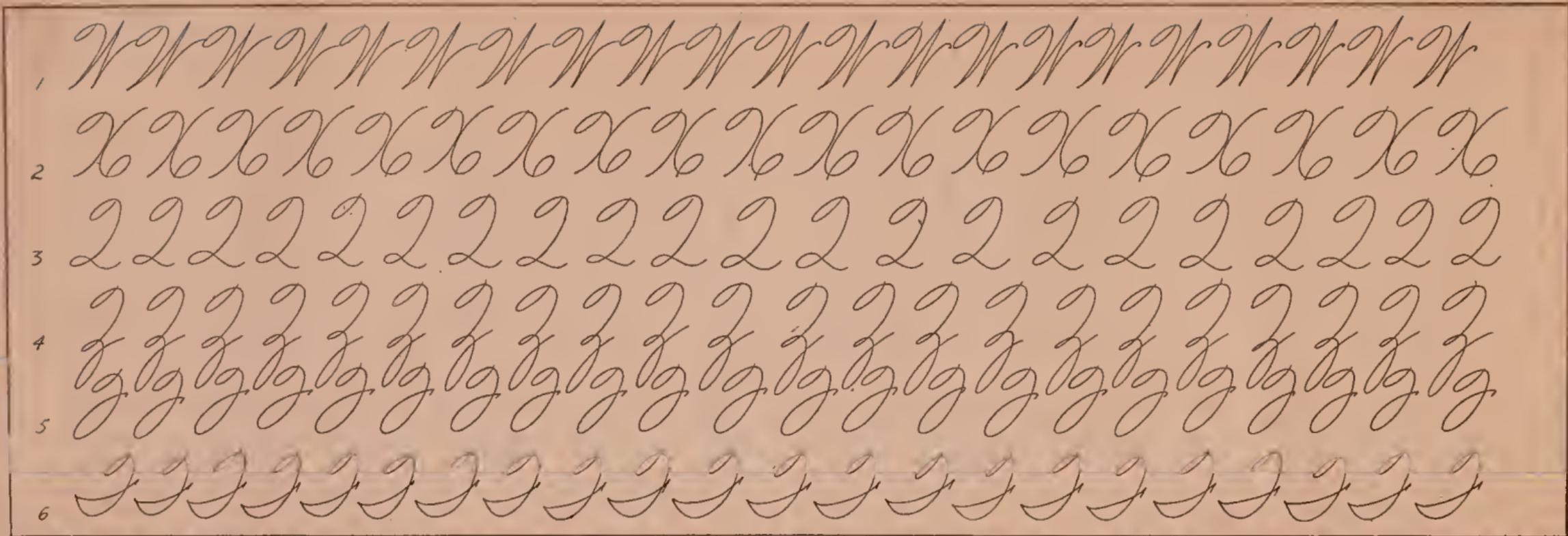
LESSON 20.—Three difficult letters are taken up in this lesson, and much time should be devoted to practicing the drill in line 1 before attempting the letters. Notice carefully the component parts of each letter. The oval in d and p is the same. Close it in each case.

No one can do good work with poor tools. Use a good pen.

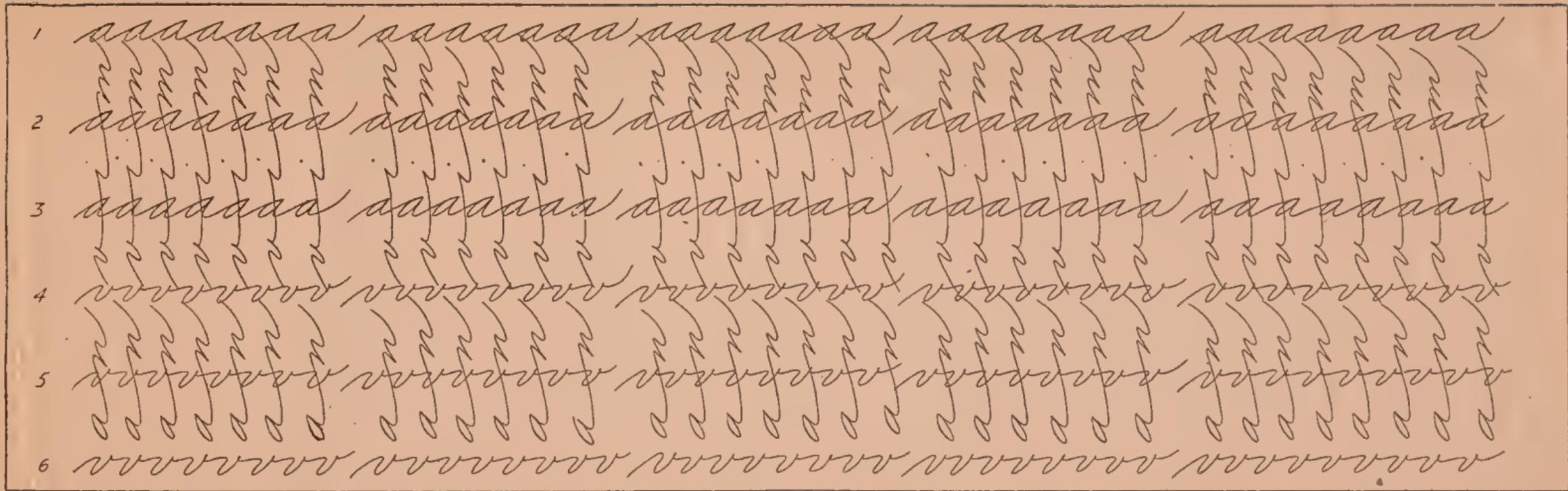
1 Nominee Nominee Nominee Nominee Nominee Now  
2 Manna Manna Manna Manna Manna Moon  
3 Human Human Human Human Human Hum  
4 Kennon Kennon Kennon Kennon Kennon Kennon  
5 Mmmmm Mmmmm Mmmmm Mmmmm Mmmmm Mmmmm  
6 Mmmmm Mmmmm Mmmmm Mmmmm Mmmmm Mmmmm

LESSON 17.—Further practice on these capitals is to be found in this lesson. Watch spacing carefully, especially between the capital and following letter. Be sure to make the same number of words to the line that is found in the copy. Do not shade your writing.

Do nothing carelessly or in a hurry.



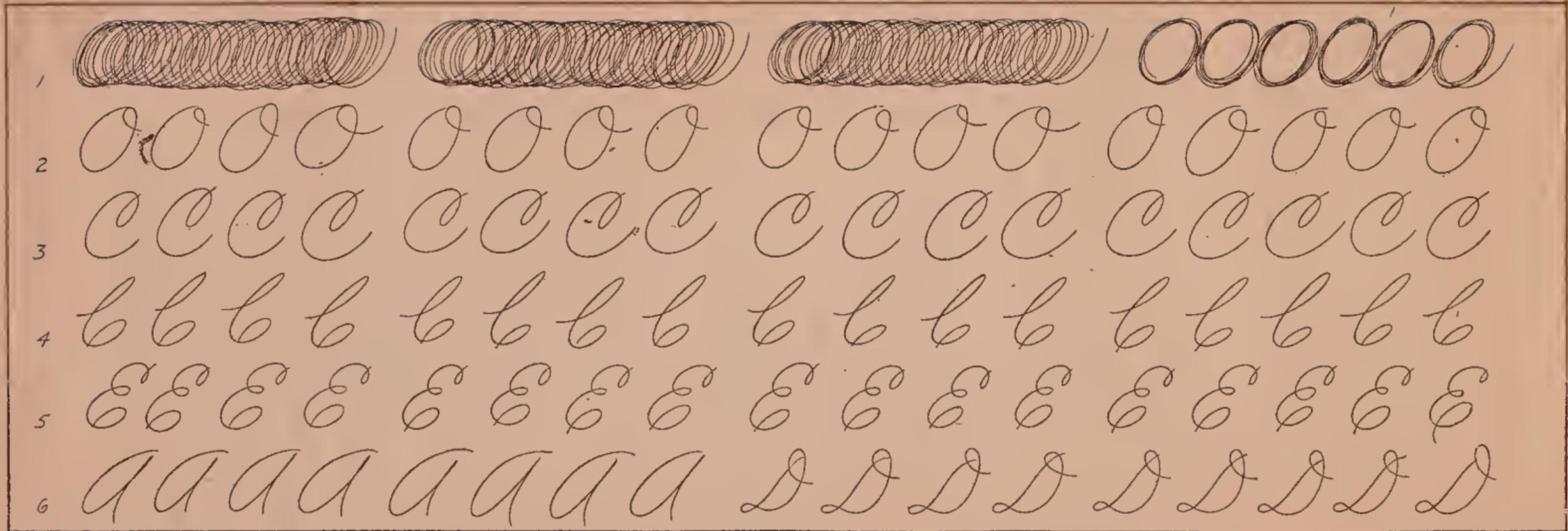
LESSON 18.—This plate contains some difficult letters. Master them. The X looks the same when inverted. Let the second part of the W be as high as the first. The letter Q is like a large figure 2; be careful that the finishing stroke is not too long. The Z starts out like the Q, but finishes with a loop below the line. Make the loop short. Two styles of capital F are given. They are simple and practical.



LESSON 5.—In this plate, we have a review of some of the difficult letters we have been practicing. Make an equal number of small letters in each group and see that your lines are seven inches in length.

Let the hand glide with an even touch over the paper. Do not lift the pen between letters.

Before proceeding further, review all previous exercises.



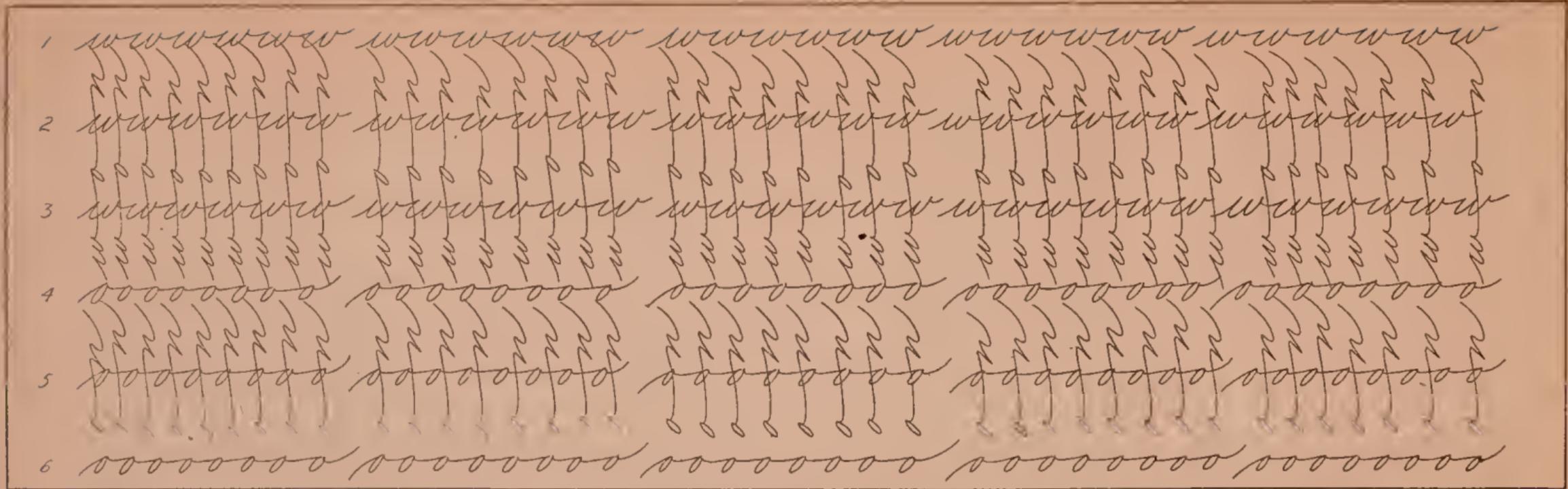
LESSON 6.—The capital letters should be written three-quarters of the distance between the blue lines in height. Do not make fewer than seventeen letters to a line. You will notice that the capital C in the fourth line starts out like a small l and ends like the figure 6. The capital E begins like a small e inverted, has a small loop in the middle, a little more than one-third of the way down, and ends like the figure 6. The capital A should be closed, or nearly so, at the top, the last part of the letter looking like the small t. The capital D begins with a line very nearly straight. It is about the same width as the capital A, the finishing loop always catching the first line.

1 On  
2 Can Can Can Can Can Can Can Can Can  
3 Corn Corn Corn Corn Corn Corn Corn Corn  
4 Emma Emma Emma Emma Emma Emma E  
5 Am  
6 Dan Dan Dan Dan Dan Dan Dan Dan Dan

LESSON 7.—We now review the capitals in lesson 6 and use them in connection with the letters already learned. Notice that the small letters in the words are written pretty close to the capitals, the distance being the same as between small letters. Aim to get your work as even and uniform as the copy. Practice will do it.







LESSON 10.—Thirty small letters, with spaces between exercises or words, is a fair average for a seven-inch line. It may vary a few letters each way, however. In this plate we have a review of the small w in a repeated exercise, and also the small o. Let these letters be spaced about as they would be in a word, and after one-half page of each has been written, the word "won" may be written across the lines. Be careful to close the o at the top, and avoid a closing tendency in the w.

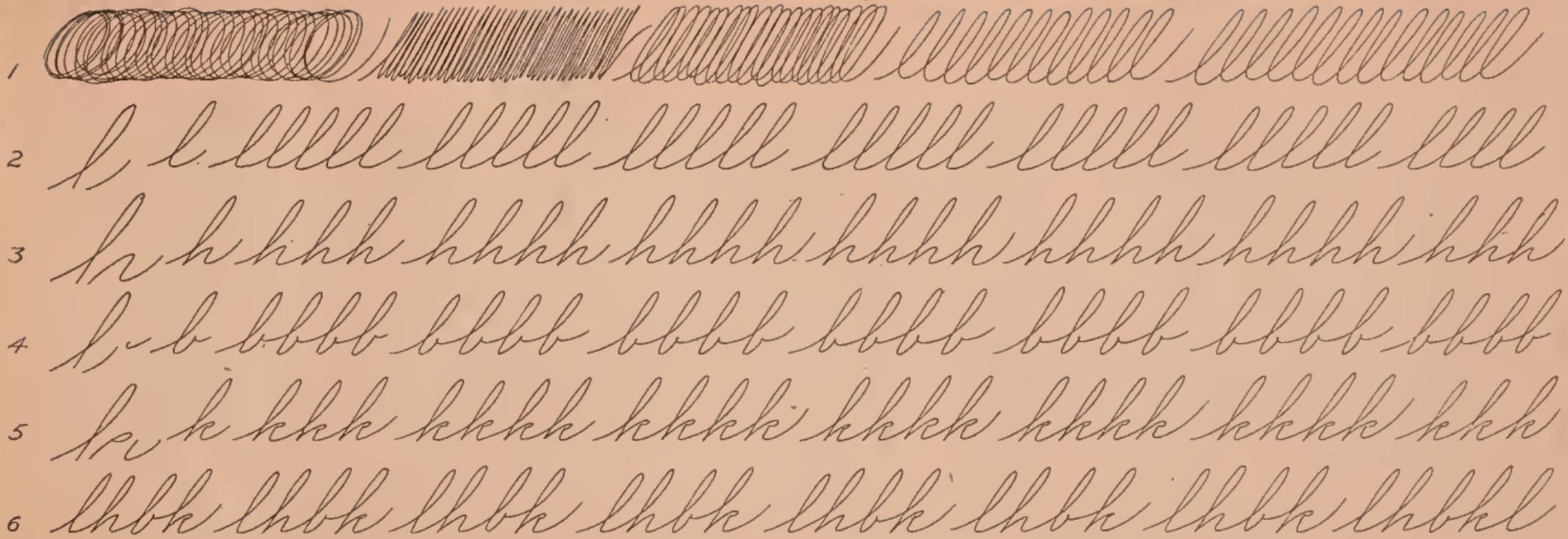






1 Vermin Vermin Vermin Vermin Vermin Vermin  
2 Union Union Union Union Union Union U  
3 Your Your Your Your Your Your Your Y  
4 Vienna Vienna Vienna Vienna Vienna V  
5 Unanimous Unanimous Unanimous Unanimous  
6 Yeoman Yeoman Yeoman Yeoman Yeoman Y Y

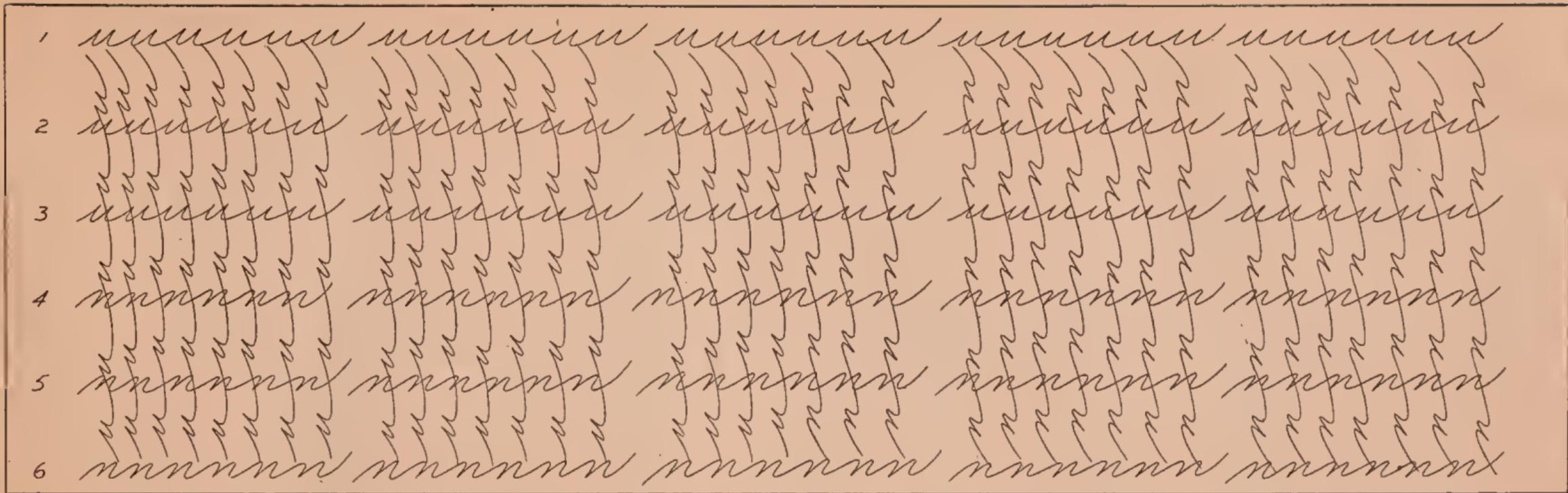
LESSON 22—Much of the character, as well as the legibility of a word, depends upon proper and uniform spacing. Do not guess, but inspect each word after it is written. Criticise slant, spacing and size. Without uniformity, your work will never look well however perfect otherwise.



LESSON 23—The four letters given in this plate need considerable practice. To make a series of uniform loops requires a prodigious amount of work, and the student should not leave this lesson until fully mastered. Criticise your forms closely. Do not wait for others to do it.

1 linen linen linen linen linen linen linen  
2 human human human human human human  
3 banana banana banana banana banana ba  
4 keen keen keen keen keen keen keen keen  
5 shall shall shall shall shall shall shall  
6 bank bank bank bank bank bank bank ban

LESSON 24.—Perhaps the first thing for the learner to observe is to make all loops of the same height. As all down strokes are parallel, strict care should be taken with the second downward strokes of the h and k. The finish of the b is the same as the w, and the bottom part is of the same width as the loop. The small letters in this lesson are the same in height, except s, which is a little higher.



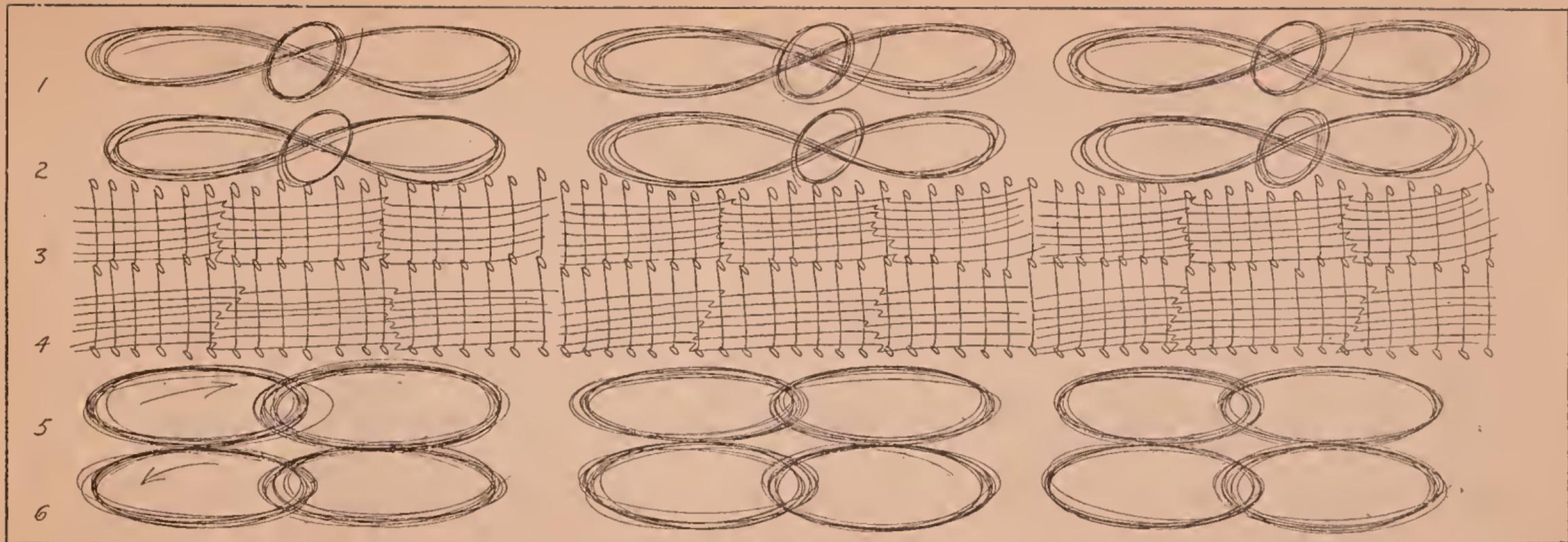
LESSON 13.—One of the chief characteristics of legibility is complete harmony of turns and angles. Two letters which afford excellent practice on this feature are u and n. By repetition we gain confidence, too, and therefore extensive practice on this plate is recommended. First, fill a page with the exercises written on the line, then turn the paper and repeat, placing the letters between the lines.

Be thorough and work with enthusiasm and you will succeed.

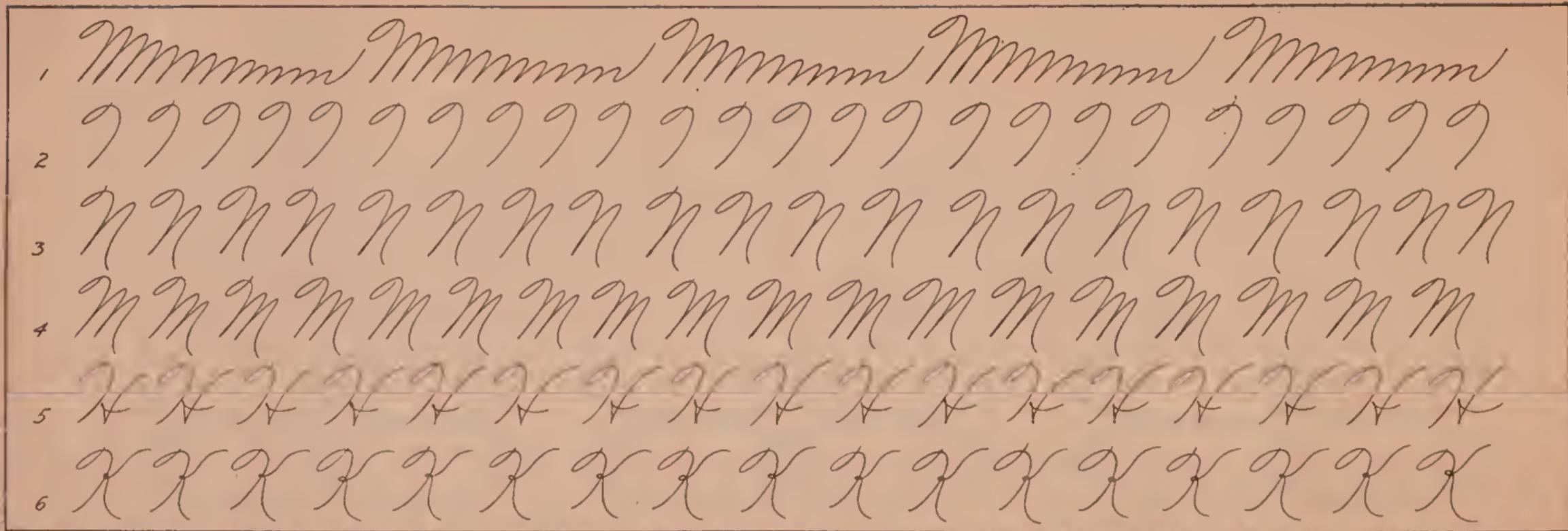
1 *W s ssssss ssssss ssssss ssssss*  
2 *sun sun sun sun sun sun sun sun sun*  
3 *same same same same same same same*  
4 *seem seem seem seem seem seem seem seem*  
5 *masses masses masses masses masses mass*  
6 *assassin assassin assassin assassin miss*

LESSON 14.—In the letter s endeavor to make the last stroke of it to resemble the right side of the small o, and you will find that you will make a better business letter. Do not strive for the compound curve effect on this letter in the down-stroke, but make a simple curve and get away from the up-stroke as soon as possible. At least a full page of line 1 should be made before taking up line 2.

Observe carefully all instructions given.



LESSON 15.—To obtain sufficient confidence to make a bold sweep to the right is no simple matter, and any exercise that will aid in this direction is to be commended. In lines 1 and 2, in this plate, we have what is termed the "horizontal 8" exercise, a drill especially adapted to develop strength in the forward movement. At least half a page of these drills should be made before taking up anything else. Lines 3 and 4 are similar in treatment to some we have had.



LESSON 16. More than half the capital letters begin with a small inverted oval followed by a line almost straight. This is illustrated in line 2 of this lesson. It is not unlike the figure 6 inverted, and by turning the paper, one may very easily criticise his work. Be careful not to make the N and M wide, nor to finish too far below the base line. Both parts of the H and K are of the same height.

1 *f f f f f f f f f f f f f f f f*  
2 *f p p p p p p p p p p p p p p p p*  
3 *f p p p f p p p f p p p f p p p f p*  
4 *join join join join join join join*  
5 *pump pump pump pump pump pump*  
6 *joint joint joint joint jump jump jump*

LESSON 33—A further review on lower loops will be valuable now. These loops must be mastered or our writing will always be weak. Watch the spacing. All down strokes should be the same distance apart, and, of course, on the same slant.

1 joining joining joining joining joining  
2 jointure jointure jointure jointure jointure  
3 jobbing-house jobbing-house jobbing-house  
4 proceed proceed precede precede pr-  
5 expense expense expense expense expense  
6 pippin pippin pippin pippin pump

LESSON 34.—Some small words are given in this exercise to put in practice the letters learned in lesson 33. Endeavor always to write a word without lifting the pen. In the word proceed write the final d as it is written in the word precede.

1 H H H H H H H H H H H H

2 H H H H H H H H H H H

3 K K K K K K K K K K K K

4 K K K K K K K K K K K

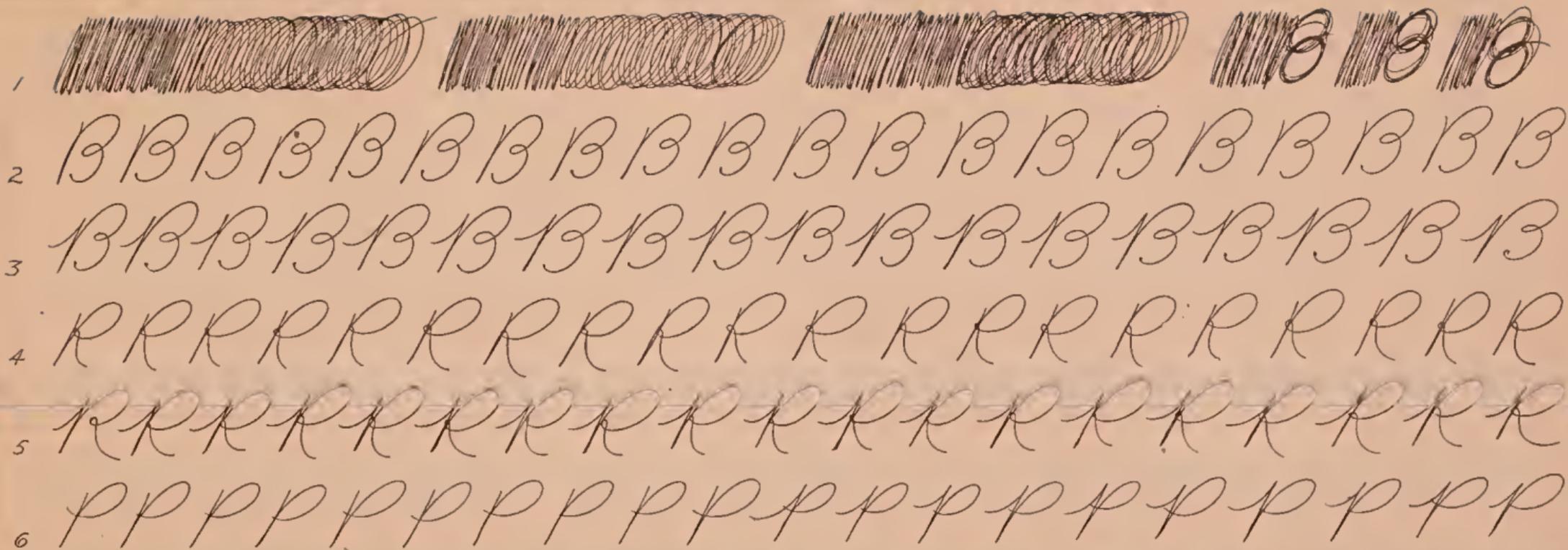
5 H K H K H K H K H K H K

6 Home Home Home Home Home H

LESSON 35.—Two easy capitals are given herewith, H and K. Run them off easily. Be careful that the height of the second part of each letter does not extend above the first part.

1 Human Human Human Human H  
2 Humane Humane Humane Humane  
3 Hansom Hansom Hanso. Hansom  
4 Kumiss Kumiss Kumiss Kumiss K  
5 Kerosene Kerosene Kerosene Kerosene  
6 Hopelessness Hopelessness Kindness.

LESSON 36.—In this lesson we use the capitals in connection with words. At least one-half page of each word should be written, and do not forget to look over your work. Watch the spacing. See that the first small letter is not too far from the capital.



LESSON 25.—Here we have three capital letters belonging to the same family. Starting with a strong down stroke, we retrace carefully, changing into a reversed oval the width of which is about one-half the height of the letter. The slant of this part is about the same as the small a. If the capital P be reversed, it will resemble the small d.

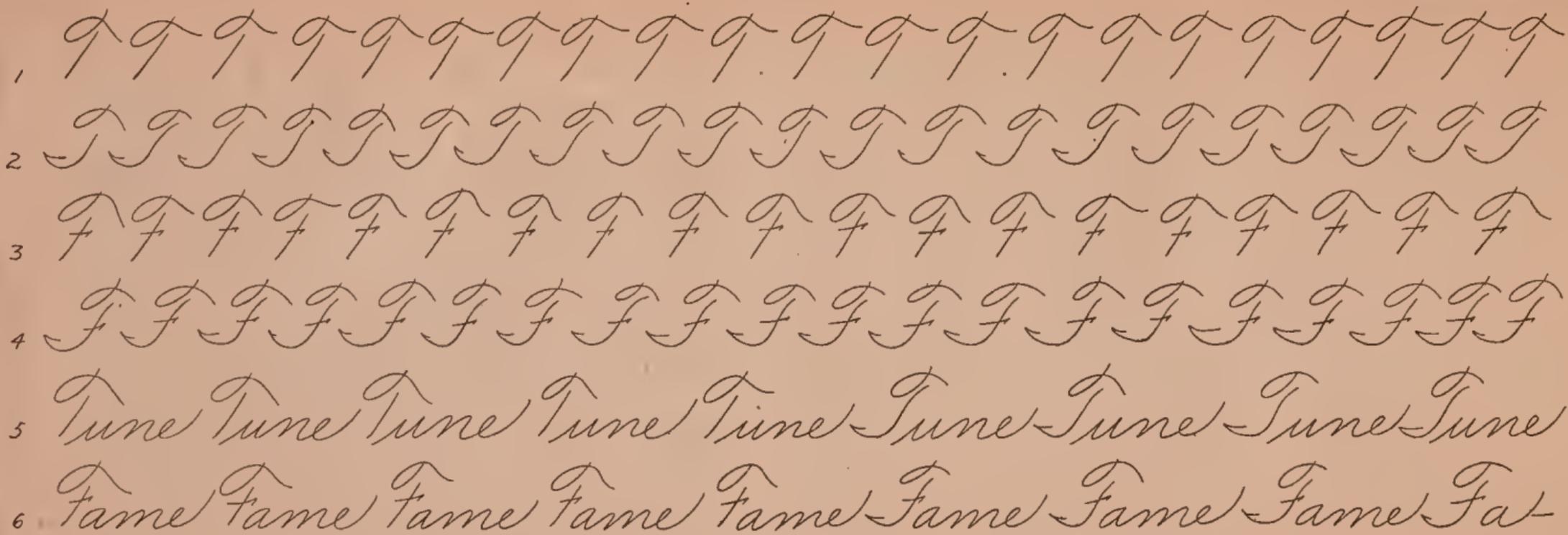
Be sure and practice lesson 1 before beginning on a new exercise.

1 Bun  
2 Banner Banner Banner Banner Banner Banner  
3 Rain Rain Rain Rain Rain Rain Rain Rain Rain  
4 Ream Ream Ream Ream Ream Ream Ream R.  
5 Penmen Penmen Penmen Penmen Penmen Penmen  
6 Panaroma Panaroma Panaroma Panaroma Pan

LESSON 26.—The finishing stroke of the capital P should cross the stem while that of R ties a knot around the stem and finishes with a simple curve. Practice continuously on these simple words, making as many to a seven-inch line as are given in the copy.

It is only by mastering every detail that your work will be of any real value to you.





LESSON 28.—Two styles of the main stem are given for T and F. The first is like a long figure 1, while the second is more of a compound curve with a fish-hook finish. The top of the letter is a sort of a sun-shade for it. The oval at the beginning is of the shape and size of a small a.

The art of good writing will be of great value to you, so the time devoted to penmanship is a splendid investment.



1 your your your your your your your your y

2 young young young young young young your

3 yeoman yeoman yeoman yeoman yeoman

4 trying trying trying trying trying try

5 dying dying dying dying dying dye

6 dyeing dyeing dyeing dyeing dyeing g

LESSON 38.—In lesson 38 are given some small words on which to practice making the letters with the loops below the line. Watch the spacing. Be sure that the top turns of the n and m are round.

1 *T T T T T T T T T T T T*

2 *T T T T T T T T T T T T*

3 *F F F F F F F F F F F F*

4 *T T T T T T T T T T T T*

5 *Tune Tune Tune Tune Tune Tune T*

6 *Fame Fame Fame Fame Fame Fame T*

LESSON 39.—In this lesson we have the capital stem used for the T and F. The capital T is used possibly more than any other, and it is well for you to practice it carefully. In lines 5 and 6 we have the capitals used in connection with words. The distance from the capital T to the u is the same as from u to n.

1 Turban Turban Turban Turban Turban  
2 Tenacious Tenacious Tenacious Turban  
3 Testimony Testimony Testimony Turban  
4 Fluently Fluently Fluently Fluently F  
5 Formerly Formerly Formerly Formerly F  
6 Fuchsia Fuchsia Fuchsia Fuchsia F

LESSON 40.—This lesson gives us an opportunity to review the capital letters explained in our last exercise. In reviewing, use the capitals in connection with words. The word Testimony runs along smoothly. Keep the spacing uniform and write the entire word without lifting the pen. Cross your t's. With reference to the small letters, it will be necessary to watch the final line of the small y. Be sure that it crosses near the base line.

1 z z zzzzzz zzzzzz zzzzzz zzzzzz  
2 gggg gggg gggg gggg gggg gggg g  
3 rrrr rrrr rrrr rrrr rrrr rrrr rrrr  
4 yyy yyy yyy yyy yyy yyy yyy  
5 hhh hhh hhh hhh hhh hhh hhh  
6 zone zone zone zone zone zone zone

LESSON 41.—The loop letters below the line are reserved until the learner has developed considerable skill in his writing, as they are very difficult, especially when one desires to secure any degree of uniformity. The letters presented herewith were made very rapidly and with the pure forearm movement. No special effort was made toward securing extreme accuracy, so the student should be able to execute these six lines just as well. Be sure to have plenty of freedom in your movement. Do not make the loops longer than they really should be. Watch this.

1 zinc zinc zinc zinc zinc zinc zo  
2 zootomy zootomy zootomy zootomy zo  
3 zenith zenith zenith zenith zo  
4 gaze gaze gaze gaze gaze gaze  
5 amaze amaze amaze amaze amaze a  
6 buzz buzz buzz buzz buzz bu

LESSON 42.—Having mastered lesson 41, we can take up these loop letters in connection with words. This lesson will be easier than the last one. As has been mentioned repeatedly, do not go from one copy to another in quick succession. Not less than one page of each line should be made, and it would be much better to make about four pages.

1 P P P P P P P P P P P P P P P P

2 R R R R R R R R R R R R R R R R

3 P R P R P R P R P R P R P R P R R

4 Premium Premium Premium Premium P

5 Rapture Rapture Rapture Rapture Rapture

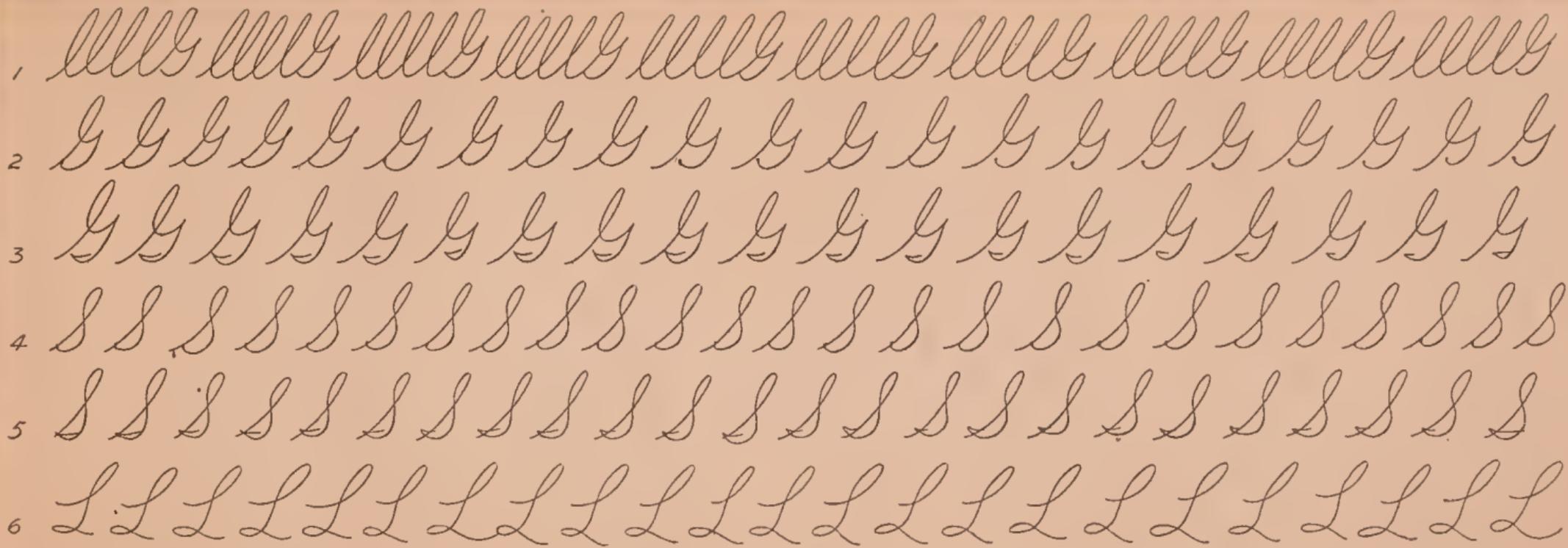
6 Penitent Penitent Penitent Penitent Penitent

LESSON 43.—Herewith will be found a style of P, B and R that is popular with many people, because of ease of execution. Begin the letter with a compound curve and finish with a reversed oval movement. Write at least one page of each line, putting from fifteen to eighteen capitals to a line of seven inches. In line 4, we have a small word and not fewer than four of these should be written in seven inches. Follow the same plan with the others.

1 Penmen Penmen Penmen Penmen Penmen  
2 Populace Populace Populace Populace P  
3 Paragon Paragon Paragon Paragon Pen  
4 Residence Residence Residence Residen-  
5 Rapine Rapine Rapine Rapine Rapine  
6 Respectfully Respectfully Respectfully R.

LESSON 44.—Words are given for a review of the capitals given in the previous lesson. Be careful of the spacing, and when you begin the first small letter of the word do not lift the pen until its completion.

Practice! Labor is the price set upon everything worth having.

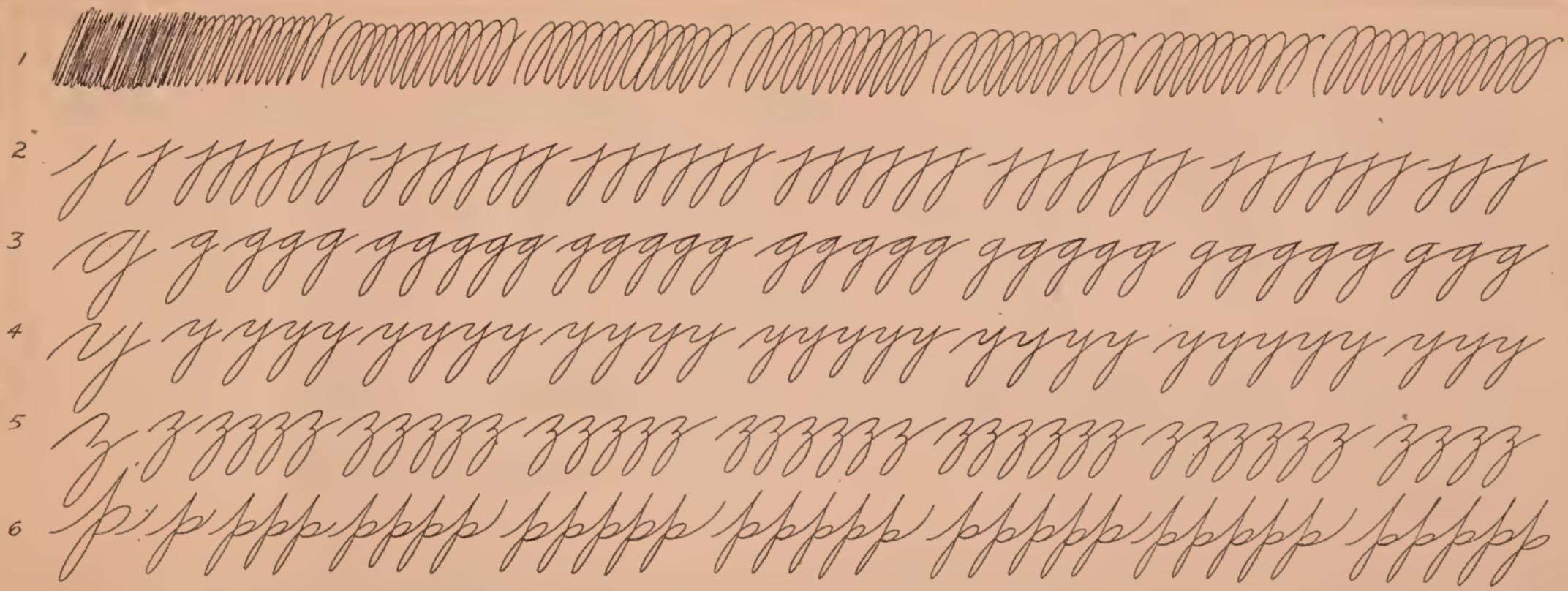


LESSON 31—Notice that the three letters in this lesson all begin alike, and that G and S end in the same way. Look for a small 1 in the top of each letter. Be careful to rise quickly. Too many slant the first stroke too much. Rise straight up like a lark; do not sweep along the ground like a quail.

1 Gaining Gaining Gaining Gaining Gaining G  
2 Grammar Grammar Grammar Grammar Gramm-  
3 Statue Statue Statue Statue Statue Statue Sta-  
4 Serious Serious Serious Serious Serious S  
5 Lalling Lalling Lalling Lalling Lalling L  
6 Gaggling Gaggling Successes Sameness Liniment

LESSON 32.—By using the finishing sweep on G and S one is enabled to join the letter to the following part of the word. It is hardly safe to join the L in this manner.

Do not practice spasmodically but with a steady, even movement.



LESSON 29—Much time should be spent upon line 1. This movement drill has in it all that is necessary to develop the skill to execute the five letters given in the plate. The j begins like the small i; the g like the small a; the y and z like the small n, and the small p begins with a sweep similar to that of the small l.

1 jug  
2 gain gain gain gain gain gain gain gain gain  
3 you  
4 zone zone zone zone zone zone zone zone zone  
5 penmen penmen penmen penmen penmen penmen  
6 pippin pippin pippin pippin pippin pippin

LESSON 30.—In this plate a further study of the letters is given. Join each letter to the following one, and be sure that your lower loops are of equal width and length. It is well to begin all of the initial g's at the top, as they are in the latter half of the line.

Review all previous suggestions given, and watch carefully your position.

1 l l l l l l l l l l l l l  
2 l l l l l l l l l l l l l  
3 J J J J J J J J J J J J J  
4 In In In In In In In  
5 lam lam lam lam lam lam  
6 Join Join Join Join Join Join

LESSON 45.—Two difficult letters are the I and J. The I is readily joined to a following letter. Note that the top of the I resembles the small l. The top of the J is from two to three times wider than the bottom. This letter, too, joins very readily with the following one.

1 *Imply Imply Imply Imply Imply I*  
2 *Idiom Idiom Idiom Idiom Idiom I*  
3 *Immature Immature Immature I am*  
4 *June June June June June June June*  
5 *Jaunt Jaunt Jaunt Jaunt Jaunt Ja*  
6 *Jointure Jointure Jointure Jointure Join*

LESSON 46.—Small words introducing the capitals I and J joined. Practice these assiduously. Not less than one page should be written of each word. Do not forget to study your work carefully. While learning, considerable time should be devoted to study and comparing. We have now covered the alphabets, and have used words in connection with each letter.

1 A B C D E F G H I J K L M  
2 N O P Q R S T U V W X Y Z  
3 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0  
4 a b c d e f g h i j k l m n  
5 o p q r s t u v w x y z

LESSON 47.—As a review, we have here a practical set of capital letters. Make them in two lines, and practice them so that you can easily make two sets in a minute. These were made very rapidly. Be sure that they are all of uniform height, of the same slant, and the same distance apart. After practicing for fully an hour on the capitals, practice on the figures and the small letters.



1 W. J. Jameson W. H. Bailey S. A. Bauman

2 J. M. Holman W. G. Hanna I. A. Longmire

3 M. J. Glennon B. F. Cannon R. A. Emmon

4 S. J. Duncan I. A. Davids R. S. Calmer

LESSON 49.—The supreme test of skillful penmanship is combination signature writing. In this exercise are presented some practical signatures, and each one should be mastered before an attempt is made at the succeeding one.

1 A specimen of plain easy commercial writing  
2 A specimen of plain easy commercial writing  
3 A specimen of plain easy commercial writing  
4 A specimen of plain easy commercial writing  
5 A specimen of plain easy commercial writing  
6 A specimen of plain easy commercial writing

LESSON 50.—We have reached the end of our course. In closing, it is with the hope that you have practiced earnestly and thoughtfully and that you have found your time well spent.

S O M E O F T H E

PUBLICATIONS  
and SUPPLIES

FOR SALE BY

RASMUSSEN

PRACTICAL  
BUSINESS  
SCHOOL

SAINT PAUL, MINNESOTA

Arithmetic . . . . .	\$1.00
Bookkeeping Mannal . . . . .	1.75
Commercial Law . . . . .	1.00
Correspondence Course . . . . .	.40
Foolscap, 500 sheets . . . . .	.75
Illustrated School Catalog . . . . .	Free
Ledgers, Journals' Day Books, etc., each . . . . .	.10
Pencils, each . . . . .	.05
Penholders, each . . . . .	.05
Rasmussen Business Penmanship Instructor . . . . .	.50
Rasmussen Business Pens, per dozen . . . . .	.10
Rasmussen Pocket Dictionary . . . . .	.25
Shorthand Manual . . . . .	1.50
Shorthand Exercise Book . . . . .	.50
Shorthand Reader . . . . .	.50
Shorthand Note Book . . . . .	.05
Speller and Blank . . . . .	.35
Typewriting Paper, 500 Sheets . . . . .	.75

