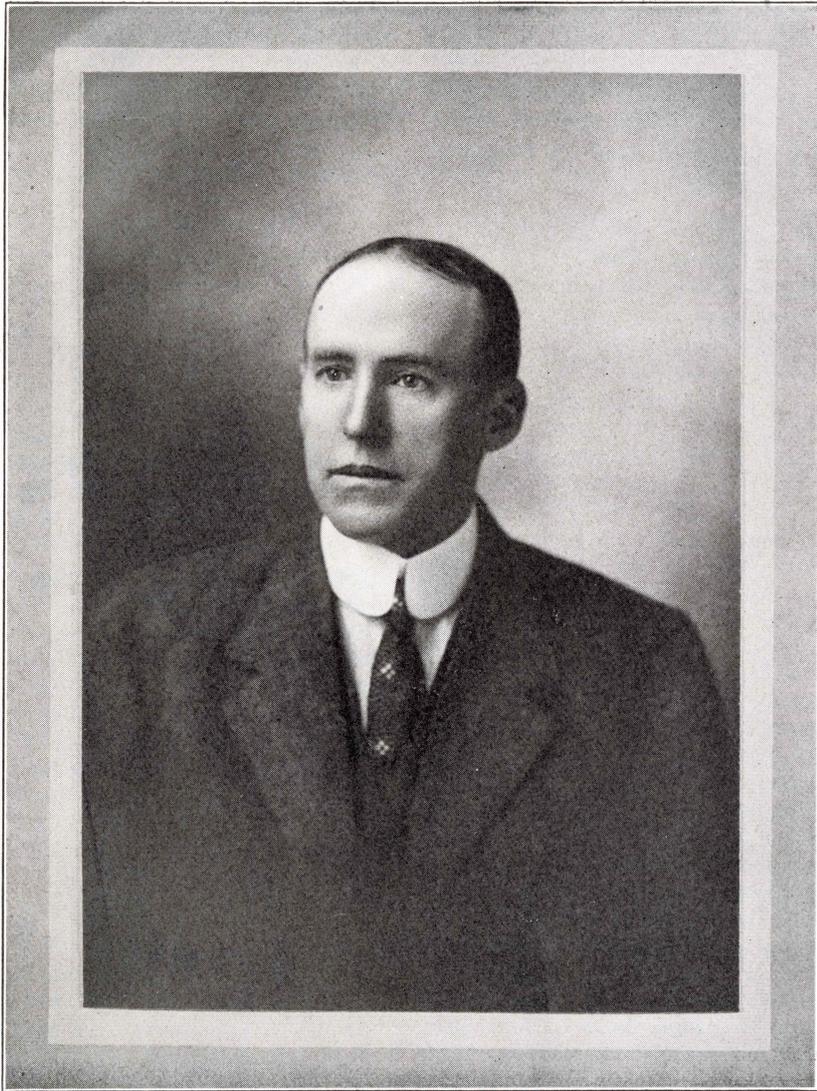


The
Palmer
Method School
of Penmanship
of Cedar Rapids
Iowa



A. B. Courtney

Principal Palmer Method School of Penmanship, Cedar Rapids, Iowa

The Palmer Method School of Penmanship

The Leading Institution of Its Class in America—A Department of the Cedar Rapids Business College
Francis B. Courtney, Principal

In placing Mr. F. B. Courtney at the head of the *Palmer Method School of Penmanship*, the management of the Cedar Rapids Business College feels that it has made a wise move.

While Mr. Courtney has been connected with the Cedar Rapids Business College for several years, and has taught the classes in business penmanship almost exclusively, his duties have been so many and so varied that heretofore, we have not thought it wise to establish Mr. Courtney in a department of his own, where he could devote nearly all of the school hours to giving personal and class instruction to special penmanship students. However, the time has arrived when such action seems desirable and entirely logical.

In view of this fact, Mr. Courtney will be relieved from many of his former duties, and those who come to Cedar Rapids to enroll in the *Palmer Method School of Penmanship* will be given that close, personal attention which is so essential to rapid advancement in penmanship.

Mr. Courtney has been a close student of the Palmer Method of Business Writing. He has studied the manual line by line, paragraph by paragraph, has digested the instructions, weighed their value in connection with the development of writing embodying legibility, rapidity, ease, and endurance, and is a thorough believer in the Palmer Method Plan. Mr. Courtney has developed the ideal Palmer Method style in its highest degree of perfection, this fact being attested to by the numerous photo-engraved specimens of his business writing found in this catalog.

The preparation of grade teachers and supervisors of writing to teach practical writing more successfully than they have taught it heretofore, will furnish the backbone of the course.

In connection with this normal work in penmanship, teachers will be taught how to teach muscular movement writing successfully to all classes of pupils. The minutiae of the work will be thoroughly discussed, and the students composing the normal class will not only be taught to write skillfully in order that they may demonstrate before their pupils, but they will be taught the most successful methods of teaching muscular relaxation, motive power, the specific application of movement to form, the correlation of muscular movement in all written work during the transition period, and finally, the use of muscular movement in developing an ideal style of business writing in size, slant, spacing, and formation.

Following are the eight essential steps on which the work of this department will be founded:

First Step—Position

First, of body; second, of feet; third, of arms; fourth, of head.

Second Step—Muscular Relaxation

Showing pupils how to overcome the natural tendency to muscular rigidity. Opening and closing fingers, raising and lowering arms and other calisthenic exercises to be used in the beginning stages, and later when necessary.

Third Step—Penholding

Follow physical training lines. Because of the differences in sizes and construction of hands, length of fingers, etc., it is not well to try to make all pupils hold their fingers in exactly the same position. This is thoroughly discussed in the 1908 and 1909 editions of the Palmer Method.

Fourth Step

Making the first easy exercises with special relation to the first three steps until position and easy movement are somewhat automatic. The speed element to be seriously considered.

Fifth Step

Specific application of the automatic movement to easy letters and words. Strive for the retention of good position and correct speed.

Sixth Step

Movement correlation in all written words. This can be accomplished only when the grade teacher who is constantly with his pupils has studied, digested and mastered the preceding steps. An expert penman and skilled teacher of muscular movement writing giving occasional lessons in the class would accomplish but little in this stage of transition from movement drill to movement writing.

Seventh Step

The element of speed application and movement direction in letters, words and connective lines. In this step, which is one of the most important in its bearing upon good formation, and consequently upon good writing, pupils must be taught that a line is the product of the motion used; that the motion preceding the contact of the pen to the paper must be in the direction of the line to be made, and that some lines being more complex than others should be made with less speed.

Eighth Step

The teaching of observation and mental concentration as they have a bearing upon the relation of one letter to another in size, slant and spacings. This is an essential and final step in teaching writing embodying extreme legibility, rapidity, ease and endurance. It is a lamentable fact that many teachers are satisfied when they have mastered and are able to teach the first six steps. Teachers who have not mastered steps seven and eight may secure good position and easy muscular movement in all written work, but the writing is likely to be ragged and dissipated in appearance.

Teachers who try to change the teaching order of these eight steps will build mountains of trouble which worry and work will only enlarge.

As Mr. Courtney is a thorough master of the pen in all branches of plain and ornate penmanship, and the finest penman in the world, he will be prepared to give instruction at any time in artistic writing of all kinds, in rapid text, and the more intricate branches of lettering, in off-hand flourishing as specifically applied to the adornment of lettering, and the embellishment of designs in engrossing.

Blackboard Writing

There is no penman living who can approach Mr. Courtney's skill at the blackboard. Standing before the board in an easy, graceful attitude, he writes lines of perfect *Palmer Method* penmanship at commercial speed, makes completed designs embracing lettering, and flourished birds, with the same skill and with almost incredible speed. With colored crayons, he produces effects that are unusually pleasing and artistic. One of the most amazing things that Mr. Courtney does, is to write any word in perfect script upside down, and backward at the same time. This he has often done before large audiences, to the confusion of those who believed he could write in this manner only such combinations and words as he had previously practiced.

The Palmer Method School of Penmanship, will be open also to young men and women who find it necessary to learn a rapid, easy style of commercial penmanship, in the shortest time possible, in order that they may hold positions already secured, or fit themselves for better positions, requiring skill in rapid, legible, commercial writing. These pupils will form the second division in the school.

It is believed that no one should attempt the more intricate part of penmanship, embracing ornamental writing, lettering, flourishing, card writing, and pen drawing, until he has at least laid the foundation for a practical business style of writing.

While the students of the *Palmer Method School of Penmanship* will be given regular training in blackboard writing, and blackboard adornment, the most essential part of the blackboard instruction will relate to the work of teachers, illustrating and correcting usual faults shown by pupils, and teaching correct position at the blackboard, and skill in plain business penmanship.

It has often been found that pupils who devoted all of the hours of a school session to the practice of business penmanship, do not advance more rapidly than those who change occasionally from the business to the ornamental and while we shall arrange our courses to fit individual needs, all pupils will be permitted, under one rate of tuition, to devote a portion of each day to the more practical branches of lettering and ornamental penmanship, the amount of this work to be done and the variety of branches to be covered, depending upon the individual requirements of pupils.

From the above it will be seen that it will be impossible to lay out a specific course to be followed by all pupils. The school will be glad to correspond with prospective pupils, and if they will explain their needs fully, we shall endeavor to advise them honestly, and if desirable, outline their courses before they enter the school.

In view of the most unusual endorsements of Mr. Courtney as a teacher of penmanship, and as a skilled penman, which we publish from many of the finest penmen in the world, and the press, we do not feel that it is necessary to take more space for general or specific information regarding the *Palmer Method School of Penmanship*.

Read the endorsements, consider the standing of the Cedar Rapids Business College, consider the fact that the *Palmer Method of Business Writing* has been introduced and is being taught in the public schools of New York City, Boston, in many other large cities in the east, in nearly all the public school systems of Iowa, and in many of the public school systems of the surrounding states, in four thousand Catholic schools, and in many of the business training schools, and you will clearly understand why there is a constant and increasing demand for *Palmer Method* teachers and supervisors of writing in public school systems, normal schools, and teachers of practical writing in business and other private institutions of learning.

It may be argued by some that because of his unique position as the foremost penman of America, Mr. Courtney is likely to maintain an air of aloofness and superiority towards his pupils. On the contrary, however, he is affable, kind-hearted, and generous in his contact with pupils. In all of the years Mr. Courtney has given close attention to penmanship as a student, teacher, expert, and entertainer, he has lost none of his boyish enthusiasm, and today he is more completely enthralled with his chosen profession, than ever before. Mr. Courtney radiates chirographic enthusiasm at any and all times, but more especially in the class-room, when surrounded by enthusiastic energetic, and teachable pupils. No one can long resist his impulsive and generous nature, and it is indeed a liberal education in penmanship to be under his instruction a short time.

The simple announcement that Mr. Francis B. Courtney will be at the head of the *Palmer Method School of Penmanship*, will draw pupils from all sections of the United States. Some who have taken penmanship courses elsewhere will combine branches of the commercial and shorthand courses with special penmanship work, thus fitting themselves for the better class of positions in business, business schools, and commercial departments of high schools. Others, without any special preparation except a good English education, having learned that the Cedar Rapids Business College can place all competent commercial teachers in positions, will come to the school prepared to remain long enough to fit themselves fully for teachers of practical writing and business branches in schools of the first class.

Many experienced teachers of penmanship, commercial branches, shorthand and typewriting, and teachers in public schools are planning to spend their summer vacations at the fountain-head of muscular movement enthusiasm and chirographic excellence, under Mr. Courtney's instruction. Some of these teachers will not be able to remain more than a month, but they will all feel amply repaid for the time and money spent. Many will begin courses which they will return to finish, or which they will complete by correspondence.



Copies for Advanced Students

The above heading shows one of Mr. Courtney's styles of Ornamental Writing

Palmer Method Style—By Francis B. Courtney

Fine penmanship fits people for promotion.
Failure has its value if it teaches us our
faults Fortune is not for him who waits
but for him who strives Fortune Fine F

Never envy those who are happy but
try to imitate them Not one person
in a hundred writes a legible hand
Never quarrel with your playmates

Grapevines entwine around the branches &
Good writing is worth more to you in the bus-
iness office than any other one talent you possess
Give your undivided attention to that in which
you desire to excel. Good writing has value

The man who says: "Whats the use of try-
ing?" has doomed himself in that moment
The man who says: "O, I'm going to win
out some day," and then digs and works in
the full confidence of sure reward has
started himself on the highway to success

You can't hoodwink the business man by trying to make him think you are smart if you are not smart. He scales you with one eye.

Some people pick out the best berries and pass the others up, but the man who takes the basket as he finds it, learns a trifle more about getting on in the world.

If you are to be one of the guardians of the future you will not have much to guard if you are not looking after the present. Guard your writing to-day.

Nature has put great power in your brain, but nature leaves off and gives you a chance to exercise it yourself. Get brain exercise by taking a course of instruction at some good school.

Good writing is the nest egg of prosperity that hatches out golden opportunities.

The man with an opportunity to offer doesn't look for the boy with a poor handwriting to give it to.

You hear a lot about round heads, but the square head is still the blockhead. Business education takes of the corners.

Walk down the broad side of time keeping step with opportunity accompanied by good writing the guide to business chances.

If you wonder why your neighbor gets on in the world better than you do, it may be because your neighbor studies plans and schemes while you just dream - Wake up!

One who makes good use of the present
need fear little about the future One
One pint cup will hold four gills O
One good action is worth many good
thoughts Oak trees produce acorns

A man that is young in years may be
old in hours if he has lost no time A
A business course may almost be con-
sidered a short cut to success. Aim
A right start in life marks the begin-
ning of every successful career. A re
A manly youth will speak the truth

You are certain in success if you are
strong in ability. You will always have
competition and you must prepare to
meet it. You owe it to yourself and
the business man to write a good hand

\$5890.⁰⁰

Cincinnati, O., March

First National Bank

Pay to Linney, Tomlin & Co or order,
Fifty Eight Hundred Ninety Dollars
Manning, Lewis & Bro.

\$1590.⁰⁰

Gainesville, Ga., Feb. 11-09

Due Freedman Georgeheim & Co,
Fifteen Thousand Ninety Dollars
Linney, Gorman & Co

Orant, Mich., Mar. 4-08.

B. B. Bowen & Bro.

20	Bot of B. B. Brown & Co.		
50	Bu 20 Bran @ 27	5.50	
75	Bu 50 Barley " 95	47.50	
	Bu 75 Corn " 70	52.50	
	Bu 47 Rye " 92	43.24	
	Recd Paymt	148.74	
	B. B. Brown & Co		
	per B. B. Bonner.		

If fate thus far has cast your lot with the underpaid, it may be because you have not furnished fate with a proof of your ability.

Every good thing in life begins at the bottom, works to the top. Good writing forms the best introduction the boy can have to the business man.

Keep pushing and crowding and climbing and you will come out into the clearing of good pay.

Good writing is the foot-path to steady employment.

This age is a faster one than that in which your fore-fathers were reared. It demands more of you. It demands mental power. You can't get mental power without mental training.

You are a human document. Read the contents of your brain and see how high you register as a deed to something good. Have you ever discussed the subject of writing? If not, you had better take inventory of your ability.

Remarkable Endorsements

Of Mr. Francis B. Courtney as an Expert Penman in all Branches of Plain and Ornate Penmanship and a Teacher of Rare Ability

Were we to publish all of the endorsements of Mr. Courtney, which we have from competent judges and reliable sources they would fill this catalog from cover to cover. We must limit the endorsements in these pages to a few of the shorter in full, and extracts from a very few of the others.

INDIVIDUAL ENDORSEMENTS.

Mr. Louis Madarasz of New York, for the past twenty-five years the most skillful card writer in the country:

For the past ten years there has been in my opinion only one best penman, one who towers above all others, Francis B. Courtney. Here is a man who can write as many styles of penmanship as there are hours in a day, and do it better than any one else in America.

He writes signatures rapidly backwards and upside down, also with both hands in opposite directions. He writes the figures 317 so that turned upside down they read "lie," showing that figures do L.I.E. These and a host of other odd tricks connected with penmanship have gained him the name "Wizard of the Pen," also "Prince of Penmen."

A. H. Hinman in the Business Educator:

As a wit, a punster and entertainer and as a chalk talker, Mr. Courtney is alone in a class by himself.

He entertained a large audience in the Armory of the 7th Regiment of New York City, also the Y. M. C. A.'s and several clubs in New York. He has entertained the Commercial Teachers Convention of Connecticut, and Teachers' Institutes in Iowa, Wisconsin, and Minnesota. His natural modesty caused him to decline a liberal offer from a Lyceum Bureau to give his novel entertainment throughout the country.

As a handwriting expert in questioned handwriting, Mr. Courtney has had large experience. Among the noted cases with which he has been connected are the Rice Patrick Case of New York; Glass Will Case, Ohio; Invincible Case in Illinois; the Slifer Case in Iowa; the Kellog, McCabe & Riddle cases of Texas; the Rowan Case of Wisconsin and many others. His services in such cases yielding him from \$50 to \$100 per day and expenses.

Not only as a penmanship expert and teacher of writing has Mr. Courtney had large experience, but as an all round teacher of Commercial branches in which he brings to his aid two years' experience as a successful accountant.

Daniel T. Ames, (Deceased), San Francisco, Calif., Formerly Editor of the Penman's Art Journal, New York:

This is to certify that I am thoroughly familiar with the style of writing executed by Francis B. Courtney, and his general qualifications as a writer, and that it is my belief that he is entitled to rank among the most skillful penmen of the country alike in the facility of execution and excellence of his work, and that he is eminently worthy of the favorable consideration of any person who may wish to avail themselves of his services as an instructor.

F. S. Heath, Penman, Concord, N. H.:

The course of lessons by Francis B. Courtney in the American Penman has never been equalled.

L. Faretra, Penman, Burdett College, Boston, Mass.:

I am pleased with Francis B. Courtney's lessons in ornamental writing. I do not believe that the average penman fully appreciates Mr. Courtney's superior copies and inspiring instructions. They have been of great benefit to me, and I congratulate you upon having his consent to give such lessons.

D. H. Farley, Penman, Trenton, N. J.:

I am a great admirer of your exquisite taste and artistic touch. Your work has artistic feeling.

E. M. Huntsinger, Huntsinger's Business College, Hartford, Conn.:

Francis B. Courtney stands in the very front of artistic skill in penmanship. He has consummate skill and superb taste, and knows how to apply it to produce effects. It is always a pleasure to see his lines; they mean much; they are ever free from unnecessary meaningless strokes which are so very common among penmen generally.

H. W. Shaylor, Supervisor of Writing, Portland, Me.:

I am personally acquainted with Francis B. Courtney and familiar with his writing and methods of instruction. His penmanship is elegant and will speak for itself. His ability as an instructor is sufficient to warrant one in recommending him to the fullest confidence of all who are desirous of improving in this art, and it gives me pleasure so to do.

J. F. Spaulding A. M., Spaulding's Commercial College, Kansas City, Missouri:

Francis B. Courtney enjoys the enviable reputation of being one of the best all-round business and artistic penmen, and muscular movement writers and successful teachers in the United States. In appreciation of his great ability as a penman, numerous "First Premiums" have been awarded him for his elegant displays of penmanship at New England and Western State Fairs.

F. O. Pinks, Penman, Scranton Pa.:

Francis B. Courtney is looked upon by all admirers of artistic writing as the world's most skillful penman.

Zaner & Bloser Columbus, Ohio:

Francis B. Courtney is marvelously skillful, His versatility and skill seems to know no bounds.

H. W. Flickinger, Penman, Philadelphia, Pa.:

Francis B. Courtney's skill in writing is perfectly marvelous.

B. F. Ottman, Supt. of Schools, LaCross, Wis.:

Mr. Francis B. Courtney appeared before the La Crosse County Teachers' Institute and demonstrated his versatility and skill as a crayon artist. As an entertainer, as well as an all-round expert in penmanship, he would seem to stand without a rival.

L. P. Spencer, New York:

Francis B. Courtney's pen sweeps lightly as a swallow's wing; and guided as it is by taste, originality and skill, produces results delightful to the lovers of beautiful penmanship.

H. P. Behrensmeyer, Penman, Gem City Business College, Quincy, Ill.:

Francis B. Courtney is considered one of the brightest lights of our profession. His writing is a marvel of ease and freedom; and as an all-round pen artist he is not excelled by any living penman.

L. M. Kelchner, Penman, Highland Park College, Des Moines, Iowa:

Francis B. Courtney is one of the most skillful penmen in the world. The productions from his pen are a source of great inspiration not only to the amateur but to the professional as well.

C. C. Lister, Penman, Sadler's Bryant & Stratton Business College, Baltimore, Md.:

It affords me great pleasure to speak of the superior merit and skill of Francis B. Courtney, whose sparkling shades and graceful curves have been admired by all lovers of masterly penmanship for more than a decade. All productions of his fertile brain, artistic nature, and skillful hand are worthy of a prominent place in the library of every student of penmanship.

A. C. McDonald, McDonald Institute, Milwaukee Wis.:

Despite the fact that many claims of superiority are made by queer, ill-advised or absolutely reckless penmen, there still remains in the very center of the penmanship arena the "King Bee" of them all; the remarkable Francis B. Courtney. He doesn't talk much, but his penmanship expresses features of grace and beauty that cannot be formed by words of speech. His light shades are too delicate, and his heavy shades too intense to be properly described here. I consider it a pleasure to be acquainted with America's best all-round penman, and shall remember his connection with the McDonald Business Institute as an important epoch in the history of our school.

J. H. Smith, Atlanta, Ga., Business College:

In the execution of various styles of beautiful writing; difficult and astonishing pen productions; all manner of flourishing, lettering, engrossing, etc., Francis B. Courtney has broken all records. He is truly, "The Wizard of the Pen."

I will further add that his various publications which have from time to time appeared give unmistakable evidence of the scholar as well as the penman.

D. R. Lillibridge, Deceased, President Lincoln Business College, Lincoln Neb.:

Francis B. Courtney is the finest all-round penman in the country, and as a teacher, I do not expect to find his equal. He is more-over a pleasant and courteous gentleman, whom it is a pleasure to recommend.

P. R. Spencer President Detroit Business University:

I have long been familiar with the marvelously beautiful penwork of Francis B. Courtney.

He ranks with the best penmen of the land, producing samples of superior taste and skill. It gives me pleasure to testify to his ability as a pen artist; and teacher.

A. H. Hinman, President Hinman Business College, Worcester, Mass.:

I consider Francis B. Courtney a prodigy in skill. He is great on the blackboard, and executes any style of writing elegantly; he ranks with the best in variety of designs and skill in all styles of flourishing and possesses great ability in ornamental lettering, designing and engrossing. He executes rapidly with a wonderful touch and dash and his work shows the strength and character of the old school penman.

F. F. Roose, Former President Omaha Business College, Omaha, Neb.:

Francis B. Courtney taught for me and gave perfect satisfaction in every way.

He has the happy faculty of interesting his students and gaining their friendship and good will. I consider him the finest penman living. His work is not confined to any one branch of the art, but is what may be called an "all-round penman." It gives me pleasure to commend him to the general public.

M. A. Albin, Penman, Portland, Ore.:

The inspirational articles by Francis B. Courtney at the head of each lesson in ornate writing now running serially in the AMERICAN PENMAN excel even his matchless penmanship—they are the best that have ever appeared in the penmanship journals.

W. E. Dennis, Pen Artist, Brooklyn, N. Y.:

Francis B. Courtney is one of the very best jugglers with the pen in the country. His skill in both plain and ornamental penmanship is certainly wonderful; and in addition to his dexterity, he displays taste and originality in his work, which is something very rare in penmen.

E. C. Mills, Rochester, N. Y., Business Institute:

I consider Francis B. Courtney as having no superiors in ornamental penmanship.

J. W. Lampman, Mosher Lampman School, Omaha, Neb.:

I consider Francis B. Courtney one of the very best penmen in the world. His writing, engrossing, flourishing, and drawing are all up to a very high degree of excellence and he is one of the few who enjoy the reputation of standing in the very front ranks of the penmanship profession.

A. B. Capp, Heald's Business College, San Francisco, Cal.:

It gives me unbounded pleasure to say to any and all persons who desire to look at the most exquisite and artistic penmanship that the human hand can produce, to secure work executed by Francis B. Courtney.

In my judgment he has no superiors, and I doubt whether he has any who are his equal.

His skill is marvelous.

F. W. Tamblyn, Kansas City, Mo.:

I have always admired the work of Francis B. Courtney and have classed him as one among the few first-class penmen in the United States.

His script is of itself an inspiration.

W. A. Hoffman, Penman, Valparaiso, Ind.:

Francis B. Courtney's rapid, easy and graceful style of writing is not surpassed.

T. J. Caton, Caton College, Minneapolis, Minn.:

I am writing this testimonial voluntarily in behalf of Mr. Francis B. Courtney.

His reputation as a penman does not need my praise, nor the praise of any man living or dead. His writing speaks more eloquently than words, no matter how finely phrased. He is the master penman of the world.

I wish to add a few words in commendation of Mr. Courtney as a man. A great many men of excellent talent and world-famed skill are not pleasant men to meet in their own special line of work, or in any line.

Mr. Courtney is a marked exception to the rule. He is a kind, affable, exceedingly sociable gentleman, very considerate of the rights of others, and solicitous for their best interests. He is a good companion, a loyal and intelligent friend. I highly esteem his friendship, and I do not recall very many persons whose acquaintances I formed in recent years that I value more highly than I do his.

In the school room he is a hard worker and holds the attention, secures the interest and kindest regards of all his students. There are few, if any, instructors in America, who are capable of securing better results from students.

E. L. Brown, Rockland, Maine:

Francis B. Courtney's work is strong, artistic, and remarkably pleasing in effect. He has few equals.



Key to above. It is said of Franklin that he stole his hours of study from his meals and sleep. While this may not go amiss, it is not altogether wise.—F. B. Courtney.

Opin has a head and a point
Busy bees collect honey from flowers
Cotton velvet is very soft to the feel
Dollars are our largest silver coins

Ornamental Writing

Copies and Suggestions for Practice by Francis B. Courtney, the Most Skillful and Versatile Penman in the World

ORNAMENTAL writing as an accomplishment, if nothing more, is worth the attention of anyone who can appreciate the beautiful. The graceful curves, the harmony of lines, the delicate touch, and the dashy shade of the skillful penman, combine to make forms both pleasing and fascinating, and those who have a few leisure moments each day can find rare pleasure in the practice and attainment of this branch of penmanship. But ornamental writing is of more value than a mere accomplishment. It has high commercial value, and the possessor of a superior ornate hand can always find a ready market for his skill.

Ornate writing occupies an important place in the history of the development of our commercial schools, and no small measure of the success of the pioneers in the commercial educational field is due to their ability to handle the pen skillfully. In the early days it was a conspicuous feature of the business school, and, refer to it as lightly as you may, it is doubtful whether the business schools of this country would now be occupying their present position in the educational field had it not been for this agency in their early development. Many of the proprietors of our greatest commercial educational institutions received their first inspiration for the work they have accomplished from their skill in penmanship. Nor have these schools ever lost sight of the value of ornamental writing in attracting the favorable attention of the public to their institutions.

It is my aim in presenting this series of copies and sug-



Mr. Courtney at Work.

gestions to make it practical and of the greatest possible value. The copies that will appear from month to month represent the rapid style that I use in my every day work. I shall not attempt to produce accurate, standard forms, but shall put into my copies grace, harmony, and dash, the three elements of beautiful writing.

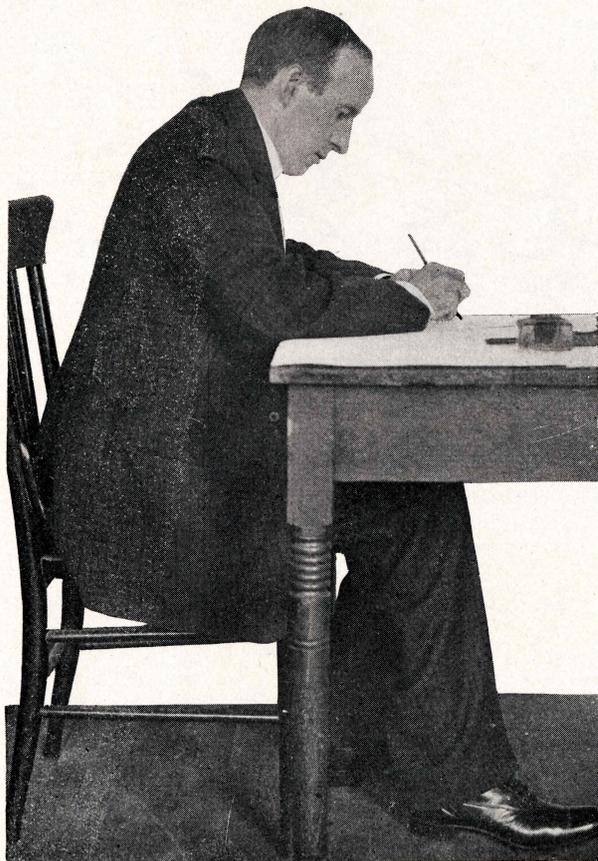
Preparation

Let us now prepare for our first work. Good materials are absolutely necessary. Without them you can accomplish nothing. What do you need? Not an elaborate equipment; just some good paper, several oblique penholders, a box of fine pointed, flexible pens, some blotters and a good table of the right height. Any ordinary straight-back chair is good.

Now, having the equipment, position demands your attention. The accompanying photographic illustrations tell the whole story much better than it could be told in words. Study them very carefully. Observe in illustration No. 1 the position of the chair, the posture of the body, the manner in which the feet are placed on the floor, the position of the head, and the arms on the desk. In illustration No. 2 you will please note the relative positions of the arms. The elbows, as shown by the illustration, are equally distant from the body. Keep the shoulders square, the head level, and your work directly in front of you. Notice the position of the paper on the desk, and the manner of holding and adjusting the paper with the left hand. Stop right here until you thoroughly understand everything relating to position.

How to Hold the Pen

The manner of holding the pen comes next. Don't begin work yet. Let us study illustrations 3, 4 and 5 very carefully. No. 3 shows how the penholder is held between the second finger and the thumb. No. 4 shows the under part of the hand as it is when ready for action.



Illustrating Position No. 1.

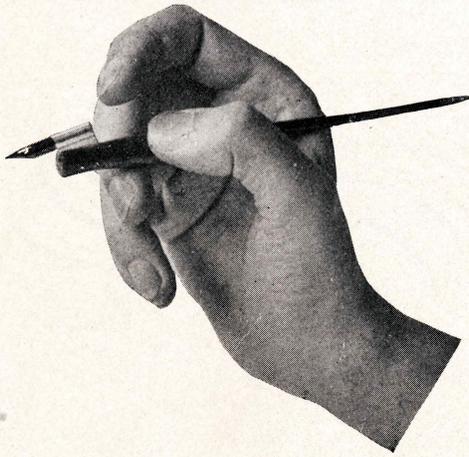


Illustration No. 3.

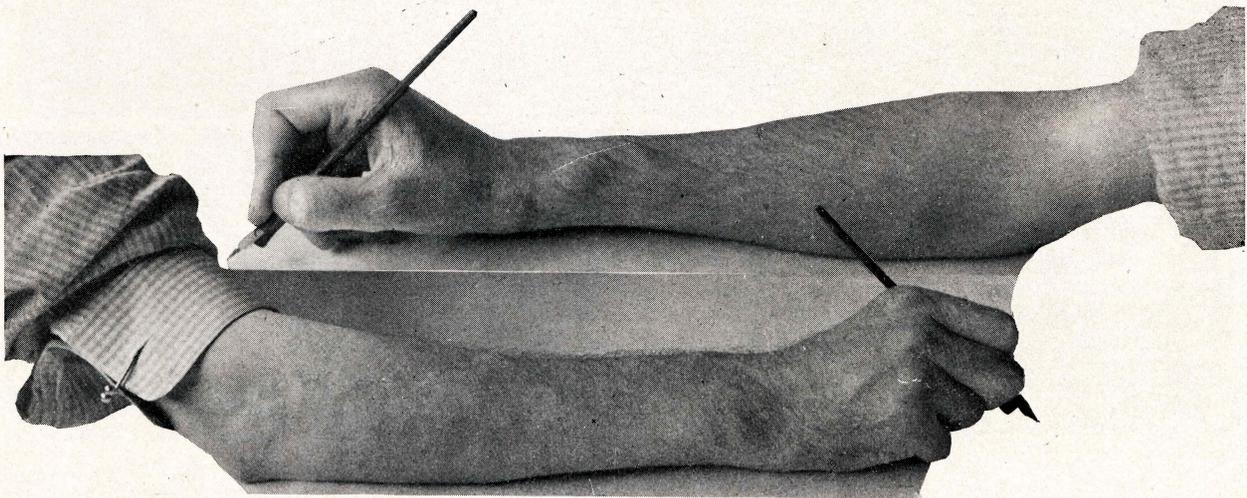
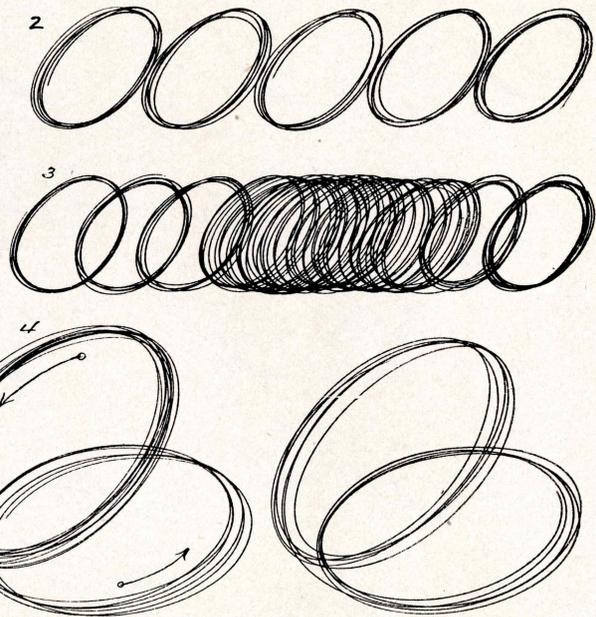
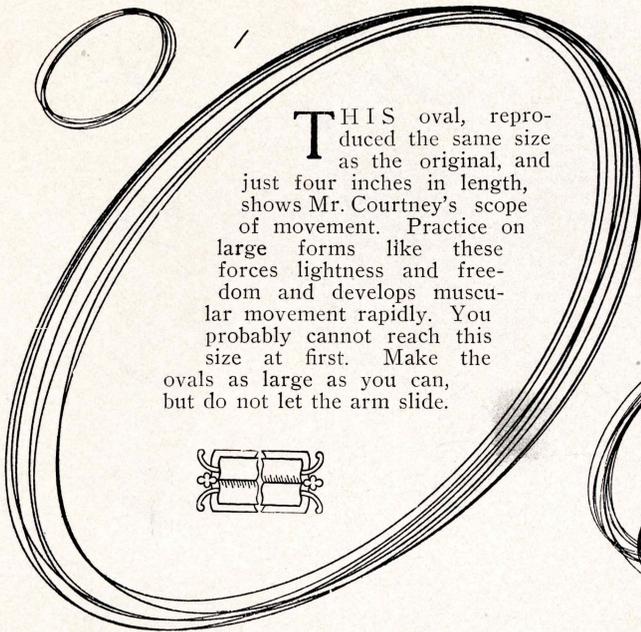


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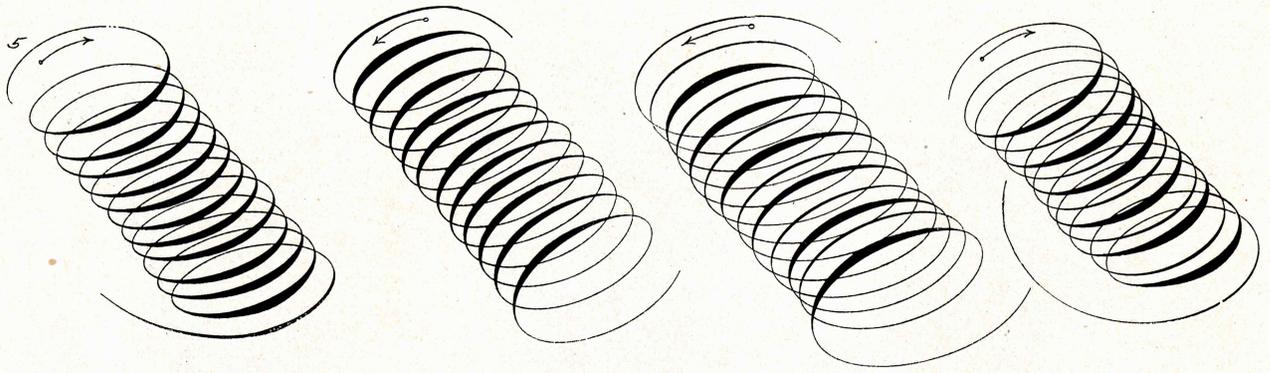


No. 5.

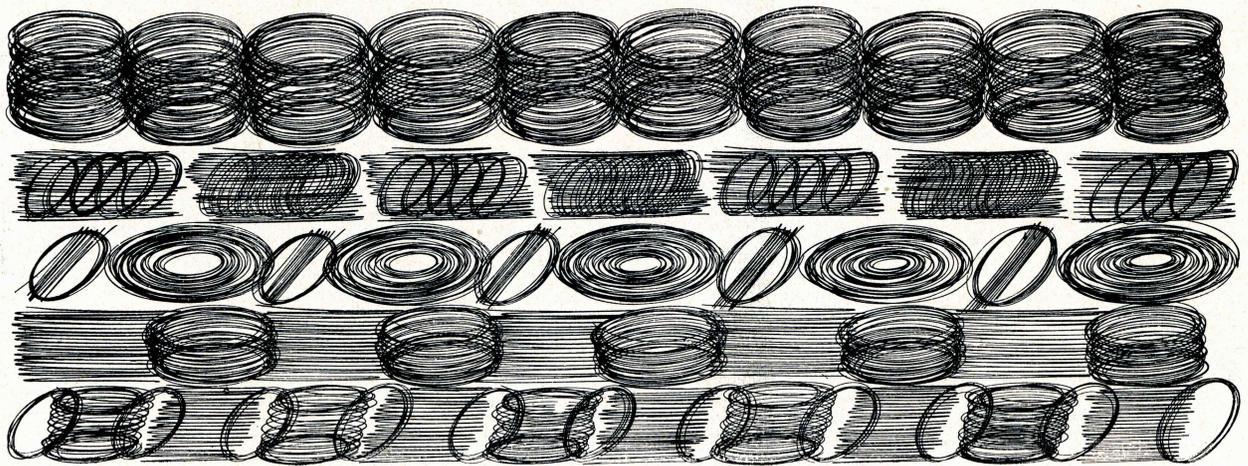
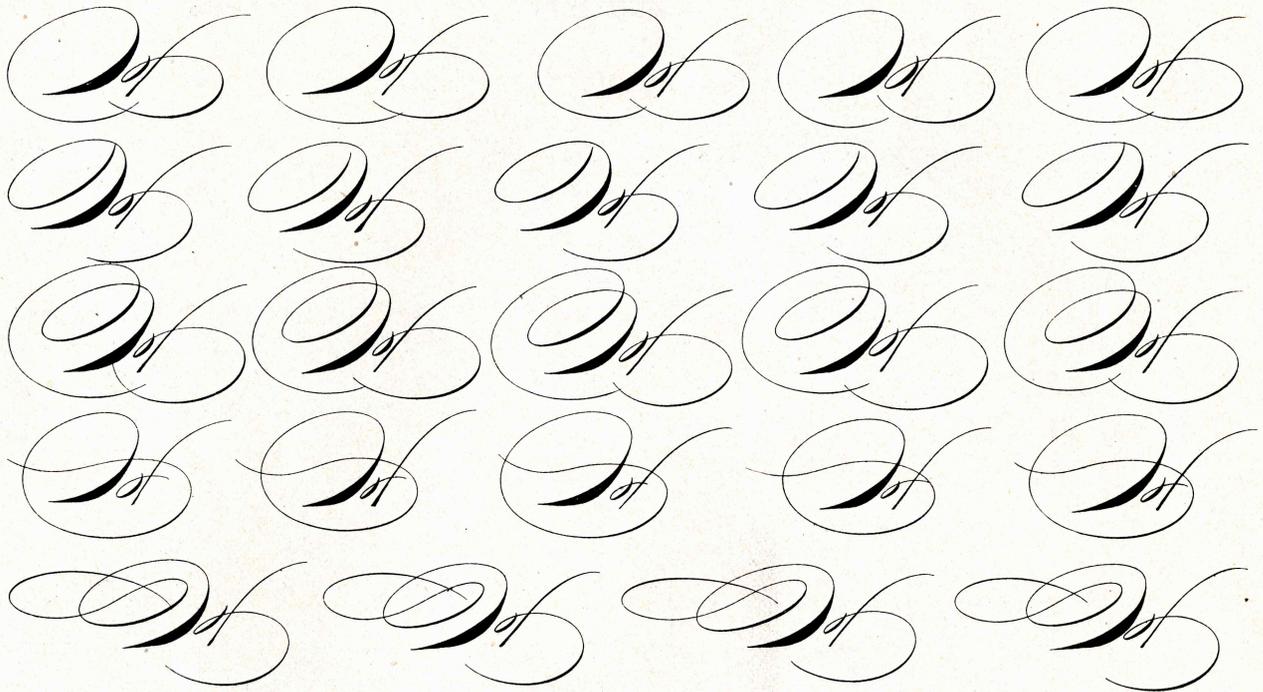
Mr. Courtney's hand illustrating correct penholding.



No. 6. Mr. Courtney's arm ready for action.

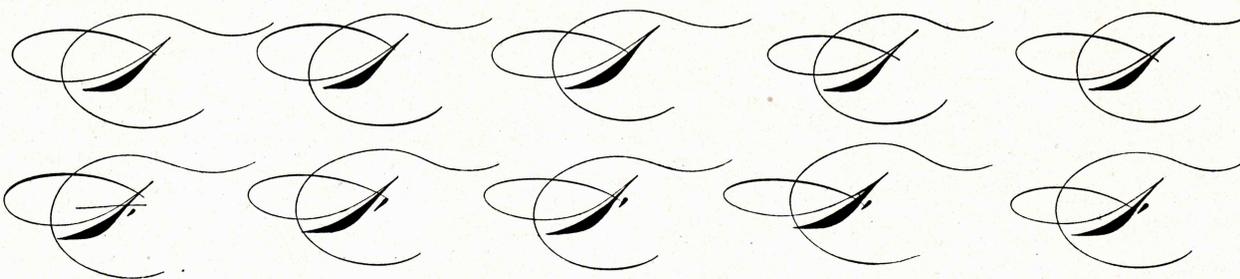


The over and under shades embodying the principles of all shaded strokes



Movement Drills by Mr. Courtney.

Ornamental Writing, by Mr. Courtney



gem hem gum hum mum sum rim
light bright plight sight right ni
cab nab bob rob bub rub fob cob daub
cage rage gage page sage huge age
mat pat bet jet get met not dot

Boomerang Burlington Barring

Grundytown Gardnerport Galveston

Homeward Harperton Harryford

Karnertown Kensington Kirkhearst

Riverington Ravney Retrospect

Tournament Thermometer Territory

Fortunate Farenport Fairviewton

From the Press

Milwaukee Journal, Milwaukee, Wis.:

Mr. Francis B. Courtney is known from ocean to ocean as one of the great handwriting experts of the country. He rendered services in the celebrated Rice-Patrick Case of New York, the Glass-Will Case of Ohio, the Rowan Case and other "Cases celebre" throughout the west and south.

The reporter watched him write names upside down and backwards to boot, as fast as they were pronounced to him and faster than the ordinary man could write them in the ordinary method—and about a hundred times as well at that—and is not inclined to question the verdict of the leading authorities of the world on penmanship, to the effect that to quote L. Madarasz, the great New York expert, "for the past ten years there has in my opinion, been only one best, one who towers above all others, Francis B. Courtney." Here is a man that can write as many styles as there are hours in the day and do it better than anyone else in America. Mr. Courtney is accepted as authority in the courts in cases of forged and questioned handwriting.

Milwaukee, Wisconsin, Evening News:

Francis B. Courtney has earned any number of soubriquets such as "The Wizard of the Pen," "The Prince of Penmanship," and "The Penman Athlete." If others were to be added, juggler and acrobat of the pen would not seem inappropriate after watching the dexterous way in which he handles the pen and produces such marvelous results. He can write backwards and upside down with a grace and swiftness that would make a trained amanuensis feel dizzy. He can write with both hands if you want him to, and if you do not like conventional letters he can write your name in figures. He can write Japanese imitations as easily as he can English, and he can sketch an eagle quicker than the bird can fly. He has a national reputation as a writing expert, and his services have often been called upon in settling criminal cases throughout the country.

Business World, Detroit:

Mr. Courtney has become a great adept in his particular field. While on a visit to Detroit, he gave an interesting exhibition of his skill. He wrote upside down the most difficult names suggested to him by the audience, showed how forgery might be done away with, and, altogether, performed so many difficult feats that a new idea of the possibilities of the art was given.

Eau Claire, Wisconsin, Leader:

Francis B. Courtney, the handwriting expert, who was star witness for the state in the Pauly Case, is a man who has had much experience in his particular line of business and one who evidently knows his business from start to finish. He has made a life study of handwriting, and has testified as an expert in many famous cases in numerous states in the Union and Canada.

Mr. Courtney is a quiet, unassuming sort of a man, but impresses one of a person of sound judgment and ability.

Galveston, Texas, News:

This clever and ingenious imitation of "Japanese" writing is the product of the brain and hand of Francis B. Courtney. It is but another demonstration of the wonderful flexibility of our twenty-six characters when manipulated by genius. Mr. Francis B. Courtney is one of the most versatile and skilled penmen in the world.

Chicago Examiner, Pen Marvel at Show:

The Business Show now running at the Colliseum has developed a wonder in the handwriting line. Francis B. Courtney writes with both hands, upside down, and writes different matter with each hand.

He is giving exhibitions of his ability every afternoon and evening and in addition to being able to perform all kinds of freak tricks in writing, he can imitate perfectly any signature ever written. No matter what position he places his body in, he is still able to write any hand. He is the inventor of several different systems. He is also an expert in the use of chalk and colors on the blackboard.

Milwaukee, Wis., Sentinel:

A chalk talk by Francis B. Courtney, an expert penman, was one of the features of the entertainment given by Jauneau Company No. 5, Uniform Rank, Knights of Pythias. Mr. Courtney has a most interesting lecture, which happily combines wisdom and humor.

While talking he works rapidly with his hands, evolving most exquisite fancy scroll work, or quaint caricatures.

He showed a number of original methods of writing among which was that of forming words by combinations of Arabic numerals. It would not be difficult he said if our present method of writing was lost, to figure up another system.

Business Educator, Columbus, Ohio:

The happiest looking lot of copies in actual business writing we have seen for many a day—perhaps ever saw—recently arrived, the individuality of which said: "Francis B. Courtney." In due course of time, it will appear in the columns of Business Educator as supplementary practice for the young to practise from, and for the old to admire.

It comes about being as near genuinely business-like without being slipshod as we can imagine.

American Penman:

When anything really new and unique in the line of penmanship

comes out, it usually has originated in the cranium of that little wizard imp who whispers in the ear of Francis B. Courtney, and Courtney's ear is always to the ground to hear its approach. Several years ago, the imp confidently said something to Courtney about figures and writing. No sooner said than a system of figure writing was originated and sprung as a surprise on the unsuspecting, who said, "how easy; who would have thought of it but Courtney?"

Letterheads! There is nothing new about the sound of the word. Most of us use it every day, but it remained for Courtney to interpret its meaning anew. It can be very appropriately said that Courtney's head is a letter head, and a head of letters as well. It is so full of letters that he not only sees, but he feels and hears them wherever he goes. He feels them in the gentle breezes of the springtime; he sees them in beautiful folds of the summer clouds, in the branches of the trees, and in the graceful rolling of the breakers at the seashore, and he hears them in the whistling of the winter winds. He has even discovered them in the expressions of the human face. How natural they look. They have always been there, but it remained for Courtney to see them.

They probably would have remained hidden forever, had Courtney been a farmer instead of a penman.

Penman Art Journal, New York:

Francis B. Courtney, well known to all penmen, has been appearing at the Coliseum, in Chicago, and his work with the pen is one of the features of the Business-show.

The Chicago Daily Tribune:

To write legibly, generally is conceded to be an accomplishment worthy of anyone, but the Business Show now running at the Coliseum has developed a wonder in the handwriting line that is attracting the crowds.

Francis B. Courtney, an expert chirographer, appeared at the show last night and will remain throughout the balance of the week.

One of his most interesting exhibitions consists in writing with both hands, upside down, and writing different matter with each hand. He also, it is said, imitates perfectly any signature ever written.

Cedar Rapids, Iowa, Evening Gazette:

The chalk talk by Francis B. Courtney was one of the most unique performances ever given at the Y. M. C. A. Mr. Courtney's ability as an entertainer would not be questioned after seeing last night's exhibition.

Perhaps the most wonderful thing which Mr. Courtney did was to write the names of well known individuals, some of which were called for from the audience, upside down, and beginning with the last letter of the surname and proceeding backward.

La Cross Leader Press:

Francis B. Courtney delivered an interesting lecture last evening. His entertainment was instructive and offered many valuable suggestions. The entertainment was largely attended.

The Herald of Masonry:

It is with pleasure that we announce the engagement of Francis B. Courtney as head writing master of the Cedar Rapids Business College. This announcement will doubtless be received with unusual interest by penmen and admirers of fine penmanship of America, as it brings to the home of the American Penman, the greatest penmanship genius of the age, who is known throughout America by his marvelous skill in all branches of off-hand penmanship.

Business Educator, Columbus, Ohio:

Francis B. Courtney has placed in our hands a whole bundle of practical, instructive, inspiring script sermons, together with a lot of bewildering and bewitching superscriptions to entertain our readers for an indefinite period of time.

Already these sermons are creating no small talk among wide-awake teachers. They are good class stimulants.

Western Penman:

After his exhibition of skill before the I. C. T. Association, we predicted for Mr. Courtney a splendid success on the entertainment platform. How far our predictions have been realized, his many friends will be glad to learn from the following clipping from a NEW YORK journal:

"Mr. Courtney is to be congratulated upon his success before so critical an audience as New York's most aristocratic military organization."

Cedar Rapids, Iowa, Evening Gazette:

Mr. Francis B. Courtney gave a highly interesting chalk talk and demonstrated that he was master of his profession.

Names were called out by different persons in the audience and were written backward and upside down more rapidly and correctly than most persons can write them right side up.

No less interesting were his witticisms and examples of character as shown by a person's handwriting.

Milwaukee, Wisconsin, Sentinel:

Francis B. Courtney, an authority on forgery and an expert in handwriting, was the attraction on the program given by Garfield Lodge No. 83 Knights of Pythias, in the Alhambra Building.

He gave clever exhibitions of how experts detect forgery, illustrations as to the ways in which forgers raise checks and also gave demonstrations showing how the temperament of a person can be

determined from his handwriting. Mr. Courtney rendered services in the Rice-Patrick case of New York.

Public Library, Cedar Rapids, Iowa:

The public library wishes to express its thanks to Mr. Francis B. Courtney for presenting the library with his book, "Method of Detecting Forgery and Raised Checks." It is a book we think all bankers will be interested in for it seems to meet with the approval of Bank Cashiers, and to satisfy the demands made upon it.

Chicago Record-Herald:

The Business Show at the Collesium has on exhibition, Francis B. Courtney, who writes with both hands right side or upside down. He is to be seen every afternoon and evening.

He is also an expert in the use of chalk and colors on the blackboard.

Cedar Rapids, Iowa, Republican:

The first and the great feature of the toast program at the Annual Banquet of the St. Louis Paper company at the Hotel Montrose was an entertaining chalk talk by Francis B. Courtney, who is reputed to be the most expert penman in the world. For forty minutes he delighted those present by rapid work with the chalk and with an equally rapid flow of wit and humor, and instructive points in writing.

He seemed to have gathered up all the learning, all the history, all the good stories, and all the humorous combinations and quips on words in the literature of the ages and to have condensed them all into that sparkling forty-minute talk. He wrote backwards, upside down, vertical, slanting back-handed and every other conceivable way with equal celerity. With the signatures of those present he gave some character readings which caused much merriment. He gave a demonstration of the methods of the check forgers, which made all the bankers in the audience—and there were many of them—get up on their feet and watch his every stroke of the chalk with intense interest. He exhibited samples of his writing with various implements other than a pen. On the whole, his talk was both an education and a delight.

The Gregg Writer, Chicago, Ill.:

In a demonstration of his wonderful skill and versatility before the convention of the Missouri Valley Commercial Teachers' Association at St. Joseph, Mo., the Wizard Courtney led his audience through a labyrinth of most graceful curves and fantastic flourishes. He wrote upside down and backwards, with figures, in Japanese, Chinese, and Milwaukee; he flourished swans and eagles which filled every American with pride, and then raised checks and forged signatures with the skill of a fiend, but it was all on the blackboard and no one had them to pay.

For an hour Mr. Courtney held his audience almost breathless with an entertainment which is the equal of anything of its kind upon the platform today.

Figure Writing and Rapid Backhand Writing Originated and Written by Mr. Courtney

1/2 19/2 122 11/6 1- 1/2 6 8 1/0 12 6 122 0 1 3 0 12 1 0 0 1/2 1- 1 122 6 1 0 1 6 0 1 d
2 12 1 1/6 0 1 2 d 8 1 2 1 d 2 1 2 1 1/6 1 2 6 6 1 2 1 2 2 6 d 0 1 2 0 1 2 1 1 1 1/2 6 1 0 6 1 2 8.
1/6 8 1 2 1 d 1 d 1 d 2 1 2 0 1 1 1 2 6 8 0 1 2 1 1 1 1 2 6 8 1 2 6 1 0 0 d 1 2 6 1 0 1 6 1 2 6
2 2 0 1 d 1 1 8 9 1 6 0 1 6 8 1 9 6 0 1 0 9 1 8 1 2 1 0 2 1 2 9 1 2 2 6 1 2 0 1 2 d 2 1 2 0 1 2 2 6 1 2
2 2 1 2 0 8 1 2 1 d 2 1 0 1 8 d 1 1 9 6 1 2 1 1 2 1 1 2 0 2 1 2 1 1 2 1 6 1 2 0 1 1 1 2 9 1 0 1 1 2 6 1 2 2 1 8 1 -
1 2 6 8 8 0 1 1 1 6 6 1 2 0 1 2 6 1 2 6 1 0 1 6 1 2 6 1 2 2 8 2 1 6 6 6 8 8 0 1 1 6 2 6 1 1 2 1 2 1 1 1 2.
1 2 0 0 1 8 1 1 6 1 6 1 2 1 1 2 6 2 2 0 1 2 1 0 1 1 2 6 2 1 2 0 1 1 2 6 1 1 6 0 2 1 1 1 1 2 6 2 1.



For the Card Writer, by Mr. Courtney

F. C. Rainer

J. C. Rainer

J. C. Robert

H. C. Roast

J. C. Barnett

R. C. Lamer

J. C. Quarter

W. C. Rowert

J. C. Carrot

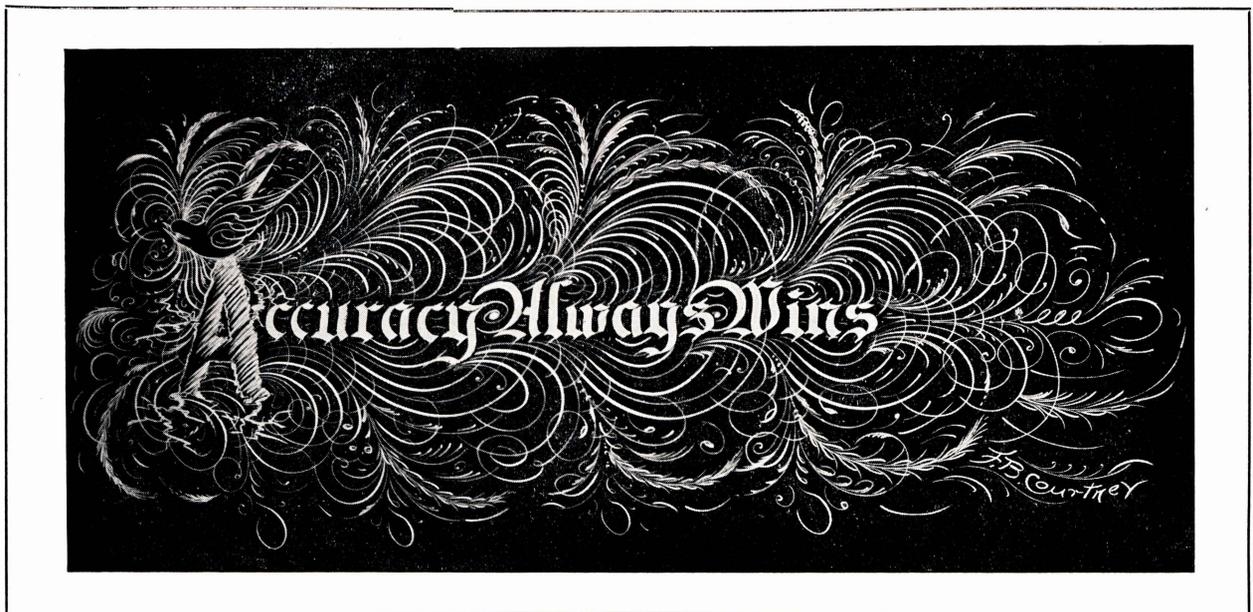
J. C. Siffort

J. C. Rancot

C. H. Thoma

J. C. Brant

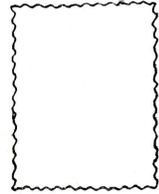
Rapid Free Hand Blackboard Decorating, by Mr. Courtney



Ornamental Superscriptions, by Mr. Courtney



Cedar - Rapids, Iowa



Mr. P. P. Barnett,

Bradford,

951 Barrett St.

Pa.

Cedar Rapids, Iowa

J. F. Carnot,

Hartford,

54 Broad St.

Conn.

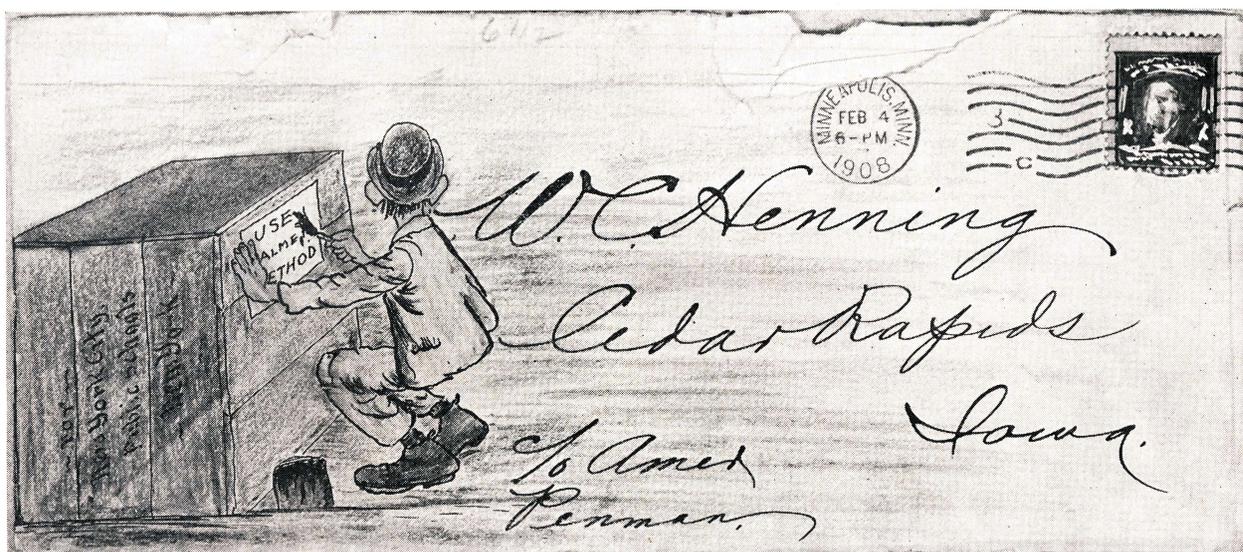
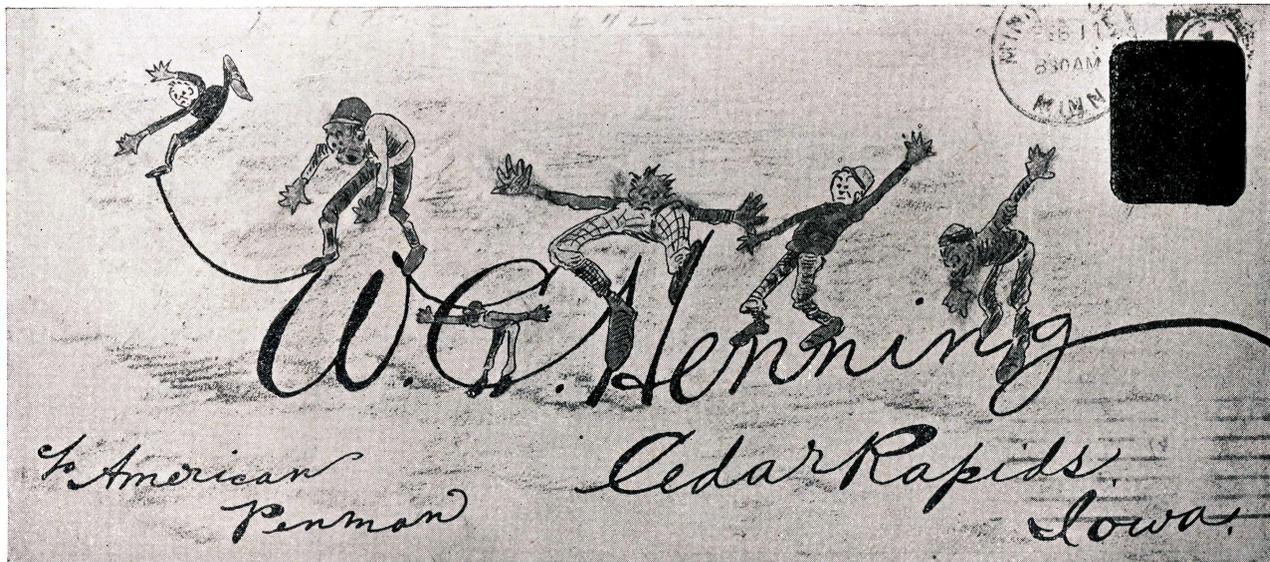
Cedar Rapids, Iowa

L. A. Birmingham,

Detroit,

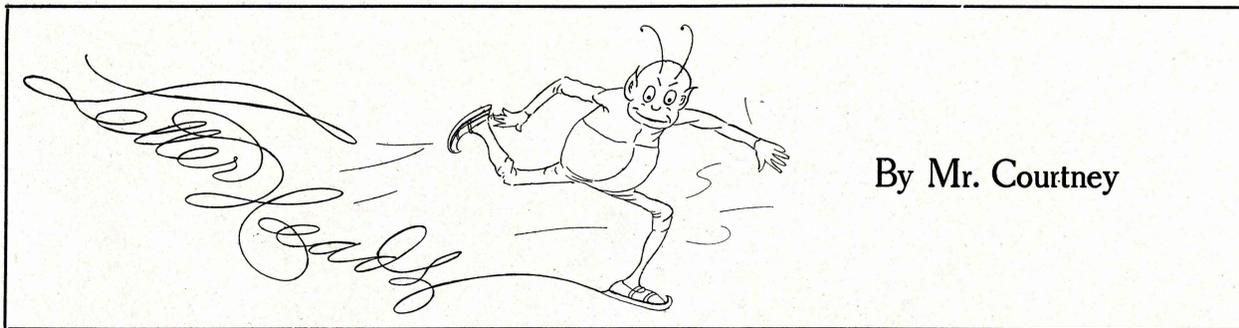
42 Second Ave.

Mich.



(From The American Penman.)

Shortly before Mr. F. B. Courtney came to Cedar Rapids his genius and versatility suddenly took a start in a new direction, and as a result the Penman became the possessor of a large collection of humorously and uniquely decorated envelopes. The above is a specimen, but is by no means the best. They were made in several colors, but of course this effect is lost in reproduction.



By Mr. Courtney

HERE is a pastime that will create considerable interest among all those who are interested in letters. I have given here numerous illustrations of the human head in letters containing different expressions, some of joy, some of anger. I have even portrayed the associate editor's smiling countenance. It is exactly the way he looks upon receipt of a big club.

The entire alphabet is at one's disposal, and with a little thought and care one can produce heads of letters.

The eye is made from the A O C F and L; the ear from C S G I D G B R J P L E F; the nose from A O J U F M L V; the chin from E W J U S A F L; the forehead from T M N C H L Z F S.

Practice the letters comprising your name on your head. Give up writing your signature and use your letter head instead.

The letters of your name producing a head of letters applied to your check in business transactions, would be an excellent method of heading off the forger.

WHEN anything really new and unique in the line of penmanship comes out, it usually has originated in the cranium of that little wizard imp who whispers in the ear of Francis B. Courtney, and Courtney's ear is always to the ground to hear its approach. Several years ago the imp confidently said something to Courtney about figures and writing. No sooner said than a system of figure writing was originated and sprung as a surprise on the unsuspecting, who said, "how easy." Who would have thought of it but Courtney?

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It can be very appropriately said that Courtney's head is a *letterhead*, and a *head of letters* as well. It is so full of letters that he not only sees, but feels and hears them wherever he goes. He feels them in the gentle breezes of the springtime; he sees them in beautiful folds of the summer clouds, in the branches of the trees, and in the graceful rolling of the breakers at the seashore, and he hears them in the whistling of the winter winds. He has even discovered them in the expressions of the human face. How natural they look. They have always been there, but it remained for Courtney to see them.





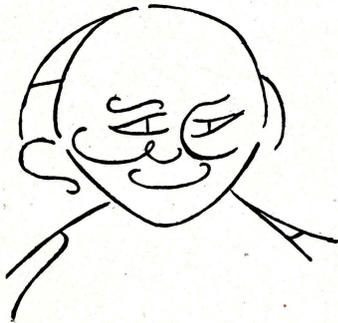
The
President
of the
United States
and the defeated candidate.

Letter Heads

By

MR. COURTNEY.

An interesting use of the letters of
the alphabet to represent faces.
Original with Mr. Courtney.



Norman H. Aument

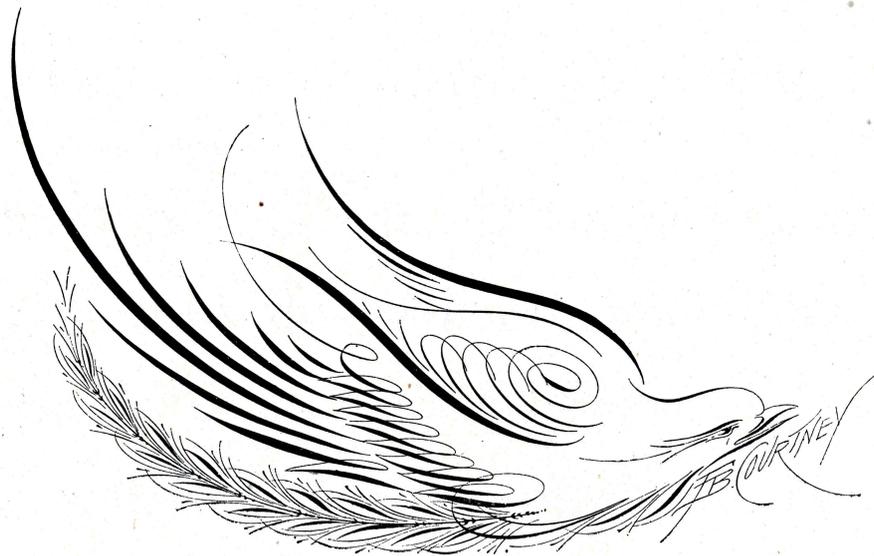
Norton H. Burnett

Norton H. Burnett

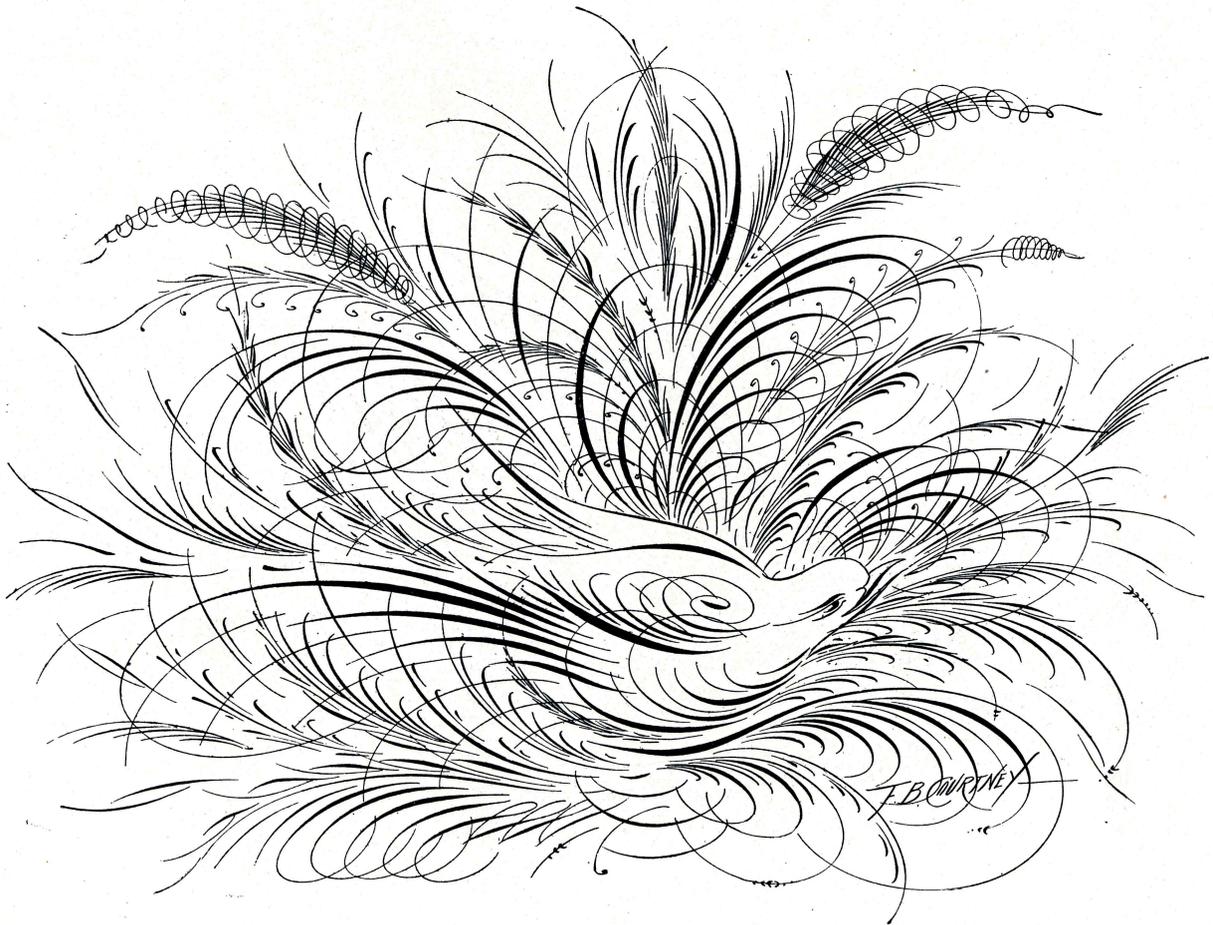
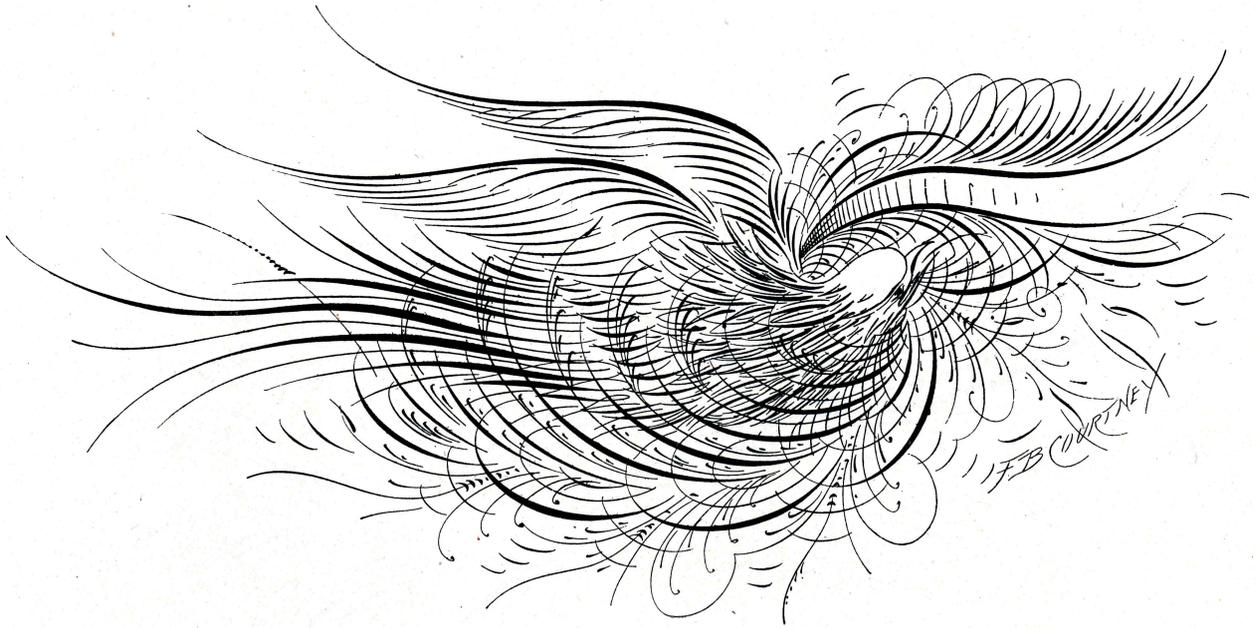
Decorative initial 'N' followed by a grid of letters: N, O, P, Q, R, S, T, U, V, W, X, Y, Z & with stroke order numbers.

Decorative initial 'N' followed by lowercase letters a-z and the words 'Nument', 'Banner', 'Commercial', 'D'.

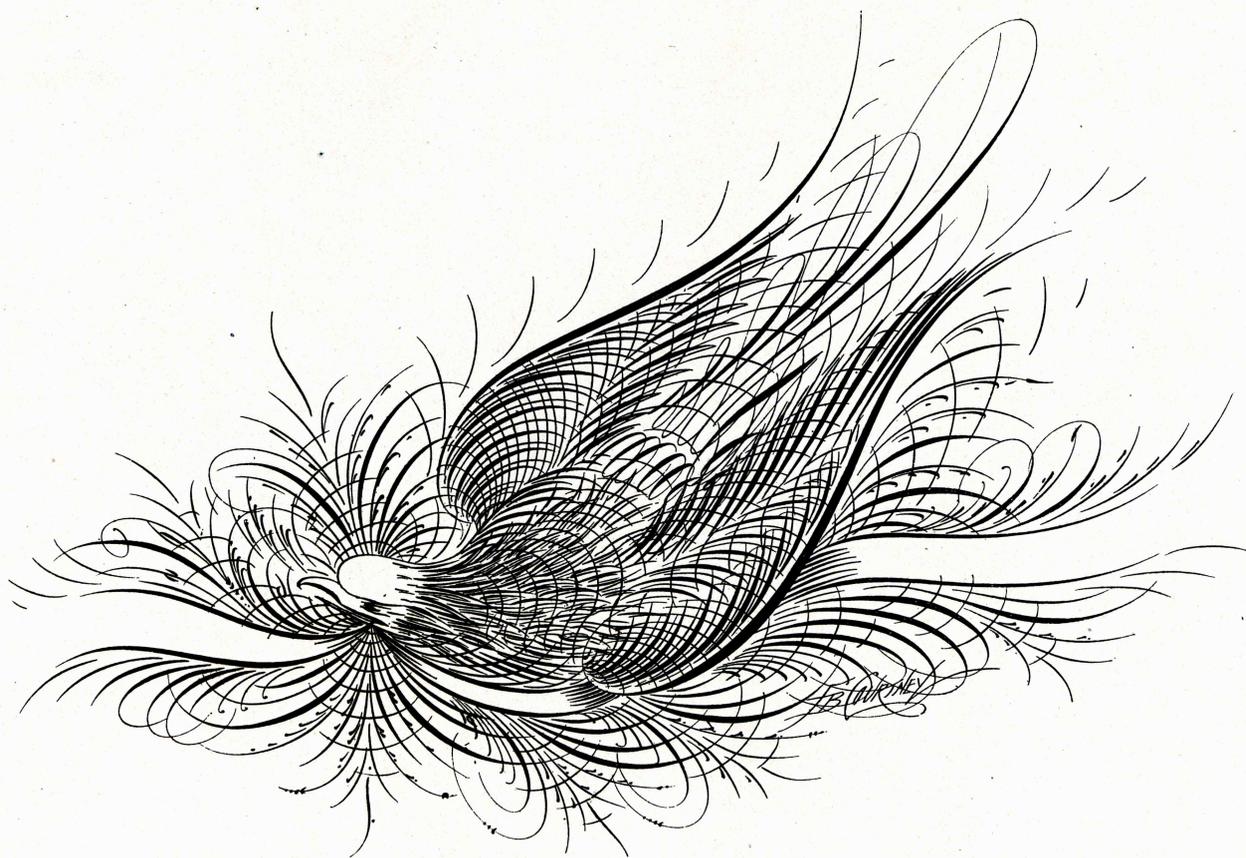
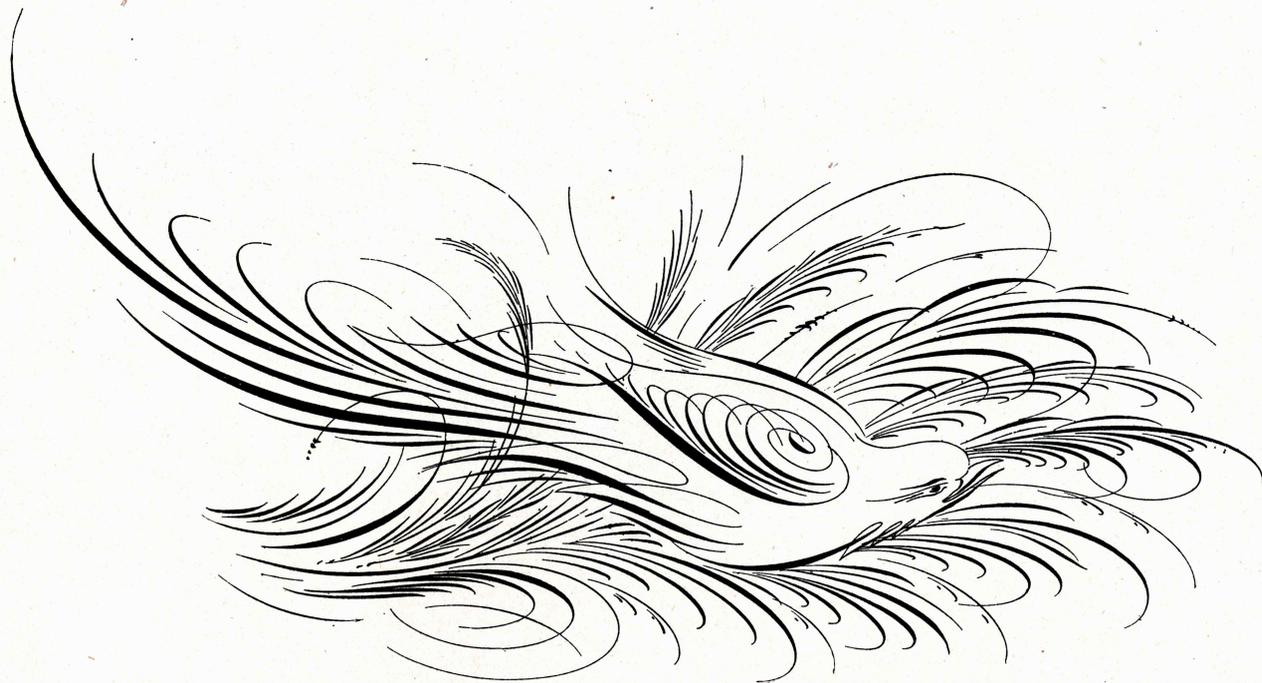
Off-Hand Flourishing, by Mr. Courtney

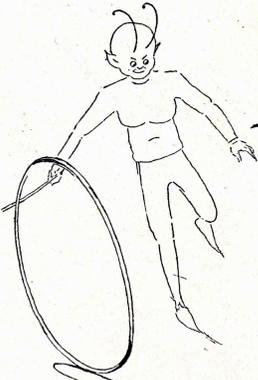


Off-Hand Flourishing, by Mr. Courtney

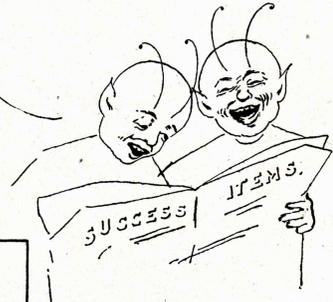


Off-Hand Flourishing, by Mr. Courtney



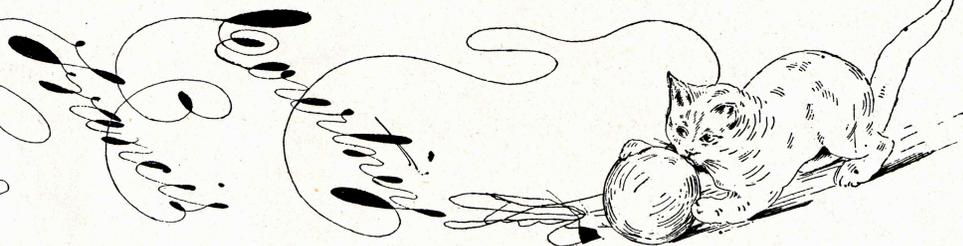
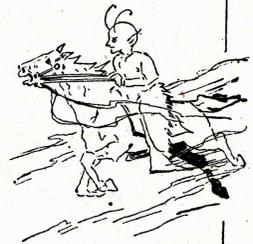
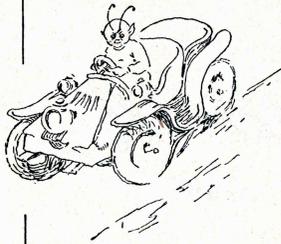


Success



Josh Billings say success do not consist in never makin blunders but in never makin the same ones twict. The latter say that you should learn al things two pure advantage and the glove help u to never do any thing off hand. To meet and greet success u should hav push like the button but never to led like the pencil. Always to up to date like the calendar, do a drivin bigness like the hammer and to ever ready two do a good horn for unquon like the crunk. Never do bigness on tick like the clock but make the most of pure good points like the compass and always do the work pure soot ed for like the flue.

He who fills the 22608-2116 to the firm achieves \$216688 which is the record of faithful-ness 01206706066 of \$216707171.



Engrossing Script

Text Lettering

The American Penman

Business Figures

Copies For
Beginning Students

Courses of Study

The Cedar Rapids Business College offers three distinct and complete courses of study—Commercial, Shorthand and Penmanship. The work of each course has been outlined and planned with the greatest care, and comprises such studies and special lines of training as furnish the most thorough preparation.

The Commercial Course is a model course in every respect, and furnishes training in business methods and affairs along the broadest lines, that not only prepares our students for the best business positions, but to engage in business enterprises for themselves. This course as taught in the C. R. B. C. is the product of more than twenty-five years' experience in the higher education of young men and women for business pursuits.

From the founding of the Cedar Rapids Business College, when special business training was in its infancy, it has occupied the leading place among business colleges of the west for its unique and practical methods, and through the spirit of progress that is characteristic of the C. R. B. C., the work in this course has kept pace with the commercial progress of the country, until at the present time it is a model of perfection, excelled in no similar school in America and equalled by few, if any.

The Shorthand Course occupies a place of equal importance with the Commercial Course in the work of the C. R. B. C., and no expense or effort is spared to make this course of study meet the great and constantly increasing demand of the commercial world for high-grade stenographers. The demand for the graduates of this course and their success in the responsible positions they hold, are the best evidences that it furnishes the kind of training that is receiving recognition by business men.

The Commercial Course

The accountancy work of this course is divided into three sections and constitute three distinct departments: Theory of Accounts, Community Business Practice, and Office Training and Banking, which, with the other studies of the course included in the outline below, require about eight

months' time for completion. The following is the outline of the full course:

Theory of Accounts (Both Single and Double Entry).

Community Business Practice.

Office Training

Merchants' Exchange. Wholesale.

Retail. Freight.

Commission. Real Estate.

Insurance. County Recorder.

Dictating Correspondence.

Banking

Students Commercial Bank.

Business College Bank.

Other Studies

Business Arithmetic.

Grammar.

Business Letter Writing.

Spelling and Defining.

Business Writing.

Commercial Law.

Rapid Calculations.

Shorthand and Typewriting Course

The work in the Shorthand and Typewriting Course comprises two departments—Shorthand and Typewriting—occupying six beautiful, commodious rooms, each planned and equipped for its special use.

This course is planned to furnish the students a complete and comprehensive knowledge of the art of shorthand, and a thorough knowledge of and skill in the use of the typewriter, and to prepare them for the higher grade amanuensis and reporting positions.

The two subjects are of equal importance in stenographic work and are so treated in the work of the course. Grammar, letter writing, spelling, and penmanship, also occupy places of equal importance with shorthand and typewriting in a stenographer's preparation and are included in the course.

The time required to complete this course is from six to eight months. No limit of time is

placed on graduation, it depending largely on the capabilities of the student and his application to the work.

The full course as outlined below must be completed before a diploma is granted, and before we can promise assistance in securing a position.

The studies comprising this course are:

Shorthand.	Grammar.
Spelling.	Typewriting.
Letter Writing.	Business Writing.
Commercial Law (elective).	

Civil Service Preparation

The demand for competent bookkeepers and stenographers in the Civil Service is so great and such liberal salaries are offered, that the matter of preparation for such work is worthy of consideration by ambitious young men and women.

Our regular commercial course, and course in shorthand and typewriting with special work added, furnishes thorough preparation for the best class of Civil Service positions, and students wishing to qualify for such positions are given the necessary attention and such work of a special character as they are required to write upon at the regular examinations.

Many of the students of the C. R. B. C. are now holding splendid positions in Washington, D. C., Panama, the Philippines and other important places at salaries ranging from \$1,000 to \$2,000 per year.

Common English Course

This course is especially designed for young men and women, who, for various reasons, have not had the advantages of public school training,

and who feel the need of a better knowledge of the elementary branches. Students of various ages can always be found pursuing the studies of this course, many taking it as preparatory for the more advanced work in the other departments of the school.

Branches of the Course

Arithmetic.
Grammar.
Business Correspondence.
Business Writing.
Rapid Calculations.
Spelling.

Cost of Course

(Payable in Advance)

Full Commercial Course (limited to 12 months, 48 weeks).....	\$ 70.00
Full Shorthand Course (limited to 12 months, 48 weeks)	65.00
The Full Combined Course (limited to 24 months, 96 weeks).....	110.00
Brief Combined Course (limited to 18 months, 72 weeks)	90.00
Full Farmers' Course (limited to 9 months, 36 weeks)	50.00

SHORT TERM RATES.

First Term of Three Months (12 weeks).....	35.00
Second Term of Three Months (12 weeks).....	30.00

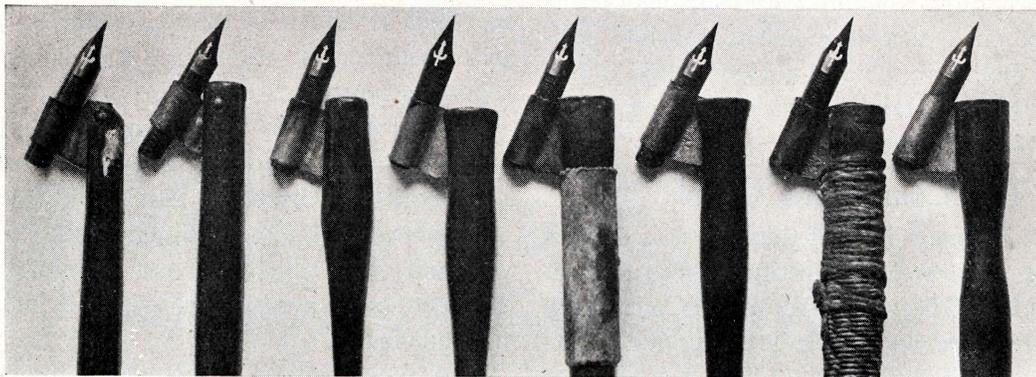
MONTHLY RATES.

First Month (4 weeks).....	15.00
Second Month (4 weeks).....	15.00
Third Month (4 weeks) and each succeeding month	12.00

RATES FOR SPECIAL PENMANSHIP DEPARTMENT.

One Month.....	15.00
Two Months.....	25.00
Three Months.....	35.00

Our 72-page college catalogue will be sent free to those who are interested in a commercial or shorthand course.



Several of Mr. Courtney's favorite penholders.

