

Among Men who Work with Hand or Brain

Worker who Is Man Wins; Old Creed Again in Vigor.

By Martin Arends.

HOPE, said an old Quaker 100 years ago on bidding his son God-speed upon his start in the world, "that thou wilt prosper; that thou wilt be rich, learned, and great; but most of all I hope that thou wilt be that which is simplest and yet best for all men to be: a man."

This stern old father uttered what in his age was the wish of his age: that the country should raise men. This creed, be a man first of all, ruled the advice given to boys and youths for many, many years, in fact, up to a decade or two ago. Then we began to get dicker, and the advice handed out to a young man had nothing in it concerning the formation and guarding of money, but was composed of information on the best ways and means to become an efficient money making machine. Nothing about honor, honesty, or manliness. The seed was sown in the sowing, but it was sown well and widely, and the crop matured quickly and in great quantity, and the harvest was all that was to be expected from the sowing of such seed in fertile ground. The business traditions of the day, as told in the multitude of stories of rags raked by officials, dishonest competition, "high finance," and the other scandals that make an honest business man feel terribly lonesome are the crop, and it is a bad sort of a crop, indeed.

"Be a Man First of All."

Now, thanks to the spirit that keeps erring people near the path that it is good for them to follow, we are getting back to the old standard set by the Quakers and followed so long by others. The crane for money with its train of nasty developments has brought a revolution in the minds of most people against the business standards that have made them possible. Once more it is becoming evident that the great thing, the only thing worth while, is to "be a man." We still have a few men in this country, despite our great number of millionaires, etc., and these are showing the way out of the morass of prevalent business dishonesty along the route that requires that the follower be a man.

Success, the collecting of dollars, may be accomplished without any manliness. The pessimist avers that usually it is accomplished without any such attribute on the part of the successful one. This is pessimism. But there are enough examples of wealthy men, men of high standing in their communities, as well as those who have achieved their prominence through what is so admirably described colloquially as "being crooked," to cause the young man to cherish the idea that manliness is preferable to all things, pointing to the aforesaid men as final argument.

"It's what pays that counts," is a popular motto of today or at least the rule of yesterday.

Pays to be Manly.

Assuming that this is the only standard by which it is to be judged, it is safe to make the unqualified statement, it does pay. For employers, patrons, public in general, have come to know through years of sad experience that nothing is so desirable, no matter whether one buys or sells goods, as to know that you're doing business with a man who has not been true a few years ago but is today, and he who doubts it soon discovers that a new standard of judgment has introduced itself. It pays to be a man. It is those who are the men of today who will be the masters of tomorrow; for the "sharp-shinned fellow" with less business morals than the pirate of old has had the propa-riety loosened under him, and while it will be a long time—possibly another decade or two—before his final crash, the work of wrecking has been begun and will go steadily on.

The fact that real men are forging to the top in all walks of life presages this. No vociferous politician, no politician, but has felt the effect of the new movement. Especially in the political arena—the best index to the mind of the public at large—have men, men who were real men, and while possessing other qualifications, were nominated and elected because they were men, made their way.

Just at present it happens that there is a

Hires Out as an Escort; New Job for College Man.

By F. J. Byrne.

MORE agreeable way of earning a living, if one were so inclined, scarcely could be imagined than that pursued by a young Philadelphia man. He had had the advantages of a good preparatory school training, and although he had gone no further than his sophomore year in one of the large colleges of the east, was well equipped, so far as gentlemanly training and a cultured manner were concerned, to enter the battle of life. Circumstances forced him to leave school and provide for himself after he had pursued the course for two years. He always had a liberal allowance and like many other young men had spent it in having a good time. When occasion arose to earn his own living he felt disinclined to give up the free and easy life to which he was accustomed for the economical existence of a bank clerk, a position which was offered to him, and during the month or so in which he was left to look over his prospects the happy thought occurred to him of placing his experience and manners at the disposal of the women who wished to shop, go to the theater, and be seen in public places where the escort of a man would be desirable, for a consideration.

Wrote Letters to Acquaintances.

He broached the subject to a few friends, and in reply to their natural objections that it looked like selling his good breeding, politeness, etc., for money, referred them to the numberless rules of success given to salient clerks, etc., that they always should be courteous, polite, attentive, and decently dressed, and argued that since he had the requisite amount of good clothes there was no valid reason why he should not avail himself of any talents or gifts he had to make a living. Much against their advice he began systematically to drum up trade in the new field he had discovered. He wrote to all the married and young unmarried women he knew, stating politely but clearly his inten-



Letter Writing Big Field; Expert Correspondents Few.

By A. Frederick Rindler.

AN you write a good letter? Do you know how to express yourself clearly, forcibly, to the point? The young man who can answer these questions in the affirmative has an opportunity to join a class of workers who are among the most highly compensated and most responsible employees in the business world. The fully equipped correspondent with the ability to "make good" in this particular kind of work will have no difficulty in finding a market for his services.

Letter writing is an art which few have thoroughly mastered. It has been only in recent years that business men have begun to learn the value of good letters as business terms. Comparatively few have made it a careful study. The correspondence department was largely regarded as a "side issue" and its importance only partially recognized. This, however, has changed. Today it is considered as one of the most important, and the art of business letter writing has been crystallized into a profession.

The young man who desires to enter this field should have shorthand as a basis. While by no means essential, a knowledge of stenography often expedites his promotion to the coveted position of correspondent and furnishes an admirable intellectual training. This accomplishment will be of value to him in various ways while he is familiarizing himself with the business.

Text Books of Little Value.

The way to become an efficient correspondent is through careful study. The books used in teaching letter writing are of comparatively little value. With numerous examples of correct form, they are apt to develop the habit of using a formal, stereotyped phraseology, so strongly in evidence in modern commercial correspondence. The aim of the letter writer at all times should be to cultivate a direct, personal style—frank and cordial—yet being careful to avoid undue familiarity. The writer must not only be thoroughly conversant with the subject he is talking about but must also have the ability to express himself in a clear, convincing way. Dr. Van Dyke, an eminent educator, said:

"In my opinion the best way to learn to write good English is to read good English. English books of grammar or rhetoric are of comparatively little value. Anybody who reads carefully will almost unconsciously acquire the habit of writing correctly. Moreover, his work will impress his readers as being far more spontaneous than that of the writer who has rules of grammar and rhetoric in his mind and works strictly in accordance to them."

Experience has proven this to be true. A good grammarian is not necessarily a good writer. A certain class of writers, interesting, orderly way of presenting your facts is infinitely more important than the ability to write a letter whose only virtue consists in its freedom from grammatical errors. Letters of this character are apt to be tedious, dead, and lifeless. Business letters must be clear and to the point.

Reading Teaches One to Write.

Good reading largely supplants the deficiency of a neglected education. The young man should read not those books that are of vital interest to him, reading with interest imparts little, and is practically useless. He should make it a habit of frequently expressing his thoughts on paper. For this purpose the young correspondent should provide himself with a note book, which should be his constant companion. Valuable ideas and thoughts will occur to him at any time and should be jotted down for future reference. Above all, he should study—analyze—think.

A suggestion that has been of immeasurable benefit to the writer is as follows: Get a number of publications that carry a large line of advertisements and answer many of them, especially those of business houses similar to yours. Make a careful study of the literature you receive. You will probably find that two-thirds of the letters you receive are faulty, which only demonstrates the need of proficient correspondents. You will also get some good ones. If you are especially attracted to a letter—stop. Read it carefully. Ask yourself: Why am I attracted to this letter? Wherein does it excel others? What are its strong points? Would I be induced to buy on the strength of it? Note how the arguments are presented; study the punctuation, grammar, sequence of ideas, etc. But—

Imitation Road to Failure.

Don't copy—never imitate. The man who tries to copy will be found out. He will be thinking of style when he should be thinking of the goods he is selling. The correspondent should study the works of others solely for the purpose of familiarizing himself with the underlying principles of good correspondence; how they are applied; how they could make his letters most effective, and the ideas they may suggest to him. Every man has a style of his own and any unnatural attempts to modify it will decrease the effectiveness of his letters.

The correspondent is a salesman. He must be able to make his letters "talk." A skilled correspondent can inject as much "energy" and "push" into his letters as a salesman right on the spot. To be effective, there must be personality and individuality about a letter, such as will make it recognized as distinctly yours. Express your-

Broad Gauge Men Succeed; All Knowledge Is Correlated.

By John Trainer.

THOUGH this is an age of specialisation, there never was a time when so much was expected of men and when they were supposed to be of broader gauge.

The principle of the survival of the fittest, transposed into modern business terms as they exist today, says that you should know many things well and do one thing better than your fellow-men. Men have learned that to do one thing well they must have a knowledge of many things.

The head of a large retail house must be able to forecast the market, judge of values intuitively, have an insight into men, have a knowledge of everything manufactured in every part of the globe, and have an esthetic appreciation.

A study of men who have achieved reveals the fact that where one man with a narrow outlook succeeds ten fail, it is the man possessing broad culture that can command their price. Such men find their recreation in knowledge closely allied to their work.

Dr. Weir Mitchell a Writer.

This man has given much time to tennis and to painting, because these exercises are his hands. Dr. Weir Mitchell is one of the foremost nerve specialists in this country, but he has not allowed the study of nerves to drive him into a narrow groove. He is a master of psychology and is a writer of no mean ability.

Philadelphia has another foremost specialist in Dr. Barton, an aurist. Last summer the doctor played at a large summer hotel, and when he had finished the summer got abroad that he was a great foreign musician, when one of his townsmen said: "Why, I know that man well—he is an old and throat specialist, and has studied music to help him in his work."

Ministers Are Broad Gauge.

Ministers are supposed to be one-sided, but the three foremost men in the country have wide attainments. Mr. Hillis is as well known as an author as he is as a minister. Bishop Potter of New York is a well known sociologist and after dinner speaker. It is hard to say just how many languages Dr. Hirsch speaks, because he continually is mastering new ones. The following anecdote illustrates the point. He was present at a parliament of the world's religions when a telegram was sent in Japanese. The man to whom it was addressed could not read it, but Dr. Hirsch helped him out of the dilemma. A few minutes later another came, written in Coptic, and he translated the second with equal ease. At the end of the meeting a man said to him: "I see you are as much of a linguist as a divine." Came the answer: "I don't know how much of a linguist I am; it is just as easy to master a dozen languages as one."

Surgeon Is Linguist and Artist.

Most physicians are specialists, and still there are many who, besides being masters in their own work, are linguists, writers, and musicians. One of Chicago's foremost surgeons is an able linguist, an artist, and a tennis player. He not only has found recreation in these arts and sports, but he finds them beneficial to his health and of assistance in his work. As his clientele began to include patients of many nationalities, he decided that he could be of benefit to them only by speaking their language. He spent years mastering foreign tongues. A story is told of this doctor that one day he went into a ward with two patients, one was French and the other German. He turned towards one and spoke to her fluently in French, and did the same with the German woman. Another doctor who was standing by said: "I have just received an Italian patient, but I

Routine Duties Are Easiest; Worker Has No Worries.

By Charles Lancaster.

That class of young folks looking for work who regard that commodity merely in the light of a necessary evil to be dispensed with the least amount of injury to themselves, or who perchance are given to the show or evening function habit, but do not wish to advertise the fact by an extensive show of languor or gazing at the clock, I would suggest the plan of routine duties—work, in short, where the grind is a foreknown quantity from day to day, at least if not from week to week.

Foreknowledge begets that assurance and confidence so essential to the mental equilibrium. The worker saves the worry usually besetting him of the uncertain or irregular duties, and in consequence the time passes much more swiftly for him—much after all, next to the first class performance of the work, is the matter of prime importance.

No Gazing at the Clock.

The pleasant-anticipatory timewalkers of cherished recreations and amusements—and pay day—will not seem so long in coming. In this connection the routine work is as the infant's soothing sirup. It lulls the worker into sweet oblivion of all foreign matters. True all the more if the order of duties be fairly consecutive. Neither need they be duties of the absorbing or excruciating kind. Mechanical work where the mind is free to roam can carry the same result.

The time slips by as lively for the expert pieceworker with duties mechanical as it does for the correspondence secretary with duties engrossing. There is but little of clock gazing with either; hence, as a rule, the jobs of routine work are much easier to hold than the positions with duties more varying and uncertain. A worker under these latter circumstances is often likely to feel himself lost and just as often the day will seem like two to him.

Good Temper Aids Success; Story of the Eminent Judge.

UPON the Supreme court bench in a neighboring state there sat for twenty-six years a judge who was in physical pain most of the time. He had been wounded in the civil war. The wound never completely had healed. Surgery and medicine had done for him all that they could. His pain remained. Yet during all those years that he sat upon the bench his colleague, no athlete, no lawyer, no litigant, or spectator ever saw him lose his temper.

In his remarkable strength of will there is a lesson for the many workers who cannot keep good jobs or get better ones simply because they cannot keep their tempers. In Chicago alone every day sees many men raised to executive positions or advanced from one executive position to another. It would seem that every man who deems himself eligible for any executive position would strive his utmost to remove from himself any quality that would interfere with his chances of promotion and success. Yet hundreds of workers go on day after day giving vent to their anger, irritability, and disgust, and most of these outbreaks are set down against them and act as additional obstacles over which they must clamber if they hope to attain to better places in their work.

Lawyers and Doctors at School.

Some of the greatest physicians and surgeons in Chicago are lecturers in the various medical schools in the city. Lawyers whose slightest service is compensated for with heavy fees and who have all the business they can do, attend law schools as instructors and lecturers. Now each of these physicians and each of these lawyers has in his school work plenty of chance to lose his temper. The students do not regard him with that excessive care that is showered upon him in his own office. A few of the instructors do give

Good Temper Aids Success; Story of the Eminent Judge.

By John Weaver.

way to their tempers. But the best of them do not.

The worker who finds it hard to control his temper surely can find in the examples of these men and in that of the heroic judge incentives to control their own temper.

Charles Schwab of steel fame never has been known to lose control of himself while engaged in his business. Much of the success of H. H. Rogers is due to his calm temperament and to the rigid hold that he exercises over his passions. A man who loses his temper instantly is placed at a disadvantage. Knowledge of psychology teaches that the man whose angry passions are inflamed cannot think with the clearness or directness that the calm minded man can. And this is not the only disadvantage.

Temper in Business Is Costly.

The man who is angry too often says things that he does not mean. This in business proves costly. Aside from the fact that noisy, unconsidered words may cost social or business friendships, they may cost money. Almost any business man can tell of some bargain that has been made badly because one of the parties to it was angry or mentally disturbed and was prevented from calmly considering all the phases of the matter.

Employers who are looking for men to place in charge of sections of their work, in which posts the men must exercise their own discretion, never want a man whose judgment is impaired by his temper. The ideally successful man is the man who allows no outside influence to command him. Temper just as surely is an outside influence as is strong drink. Indeed, a man often may be said to be drunk with anger. Care and constant watchfulness in most cases will subside and in all cases will improve a temper.

And as a matter of dollars and cents, it is worth trying.