

THE OFFICE ENCYCLOPEDIA

A HOW-TO-DO-IT MANUAL
OF MODERN BUSINESS PROCEDURES
With Hundreds of Illustrations and Examples

NEW REVISED AND ENLARGED EDITION

Compiled and Edited by N. H. and S. K. Mager

**THIS MANUAL SHOULD BE
ON EVERY DESK IN EVERY OFFICE!**

- 1.** A Handbook of Office English
- 2.** A Handbook of Office Procedures
- 3.** A Handbook of Business Practices

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REFERENCE

This 3-in-1 volume

is designed to answer the ordinary questions that arise in the business life of every secretary, executive, salesman, accountant, mail-room operator, office manager, and other members of general office personnel. It covers:

- Grammar**
 - Punctuation**
 - Spelling**
 - Dealing with Printers**
 - Bookkeeping**
 - Handling Mail**
 - Typewriting**
 - Computation**
 - Mailing Techniques**
 - Office Machines**
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 - How to Get Information**
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- and many other essential subjects