



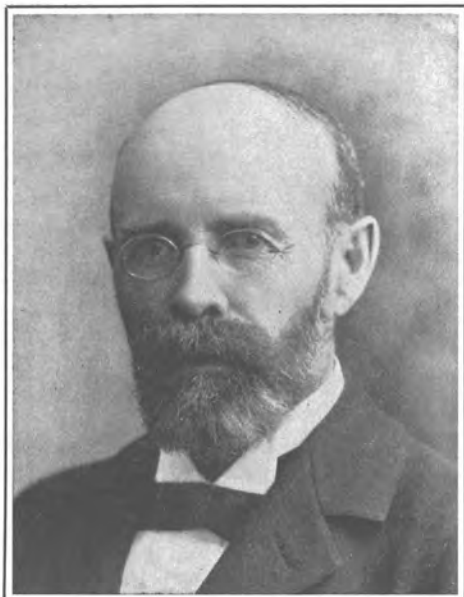
ROCHESTER  
BUSINESS INSTITUTE



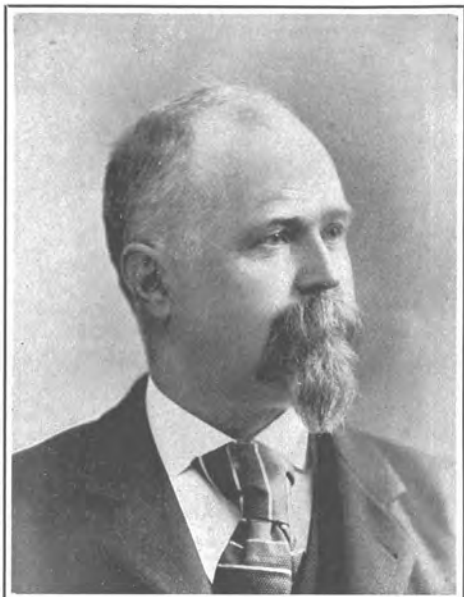








L. L. WILLIAMS.  
1866-1897.



F. E. ROGERS.  
1875-1897.



S. C. WILLIAMS.  
1888-1897.



A. S. OSBORN.  
1880-1897.

PROPRIETORS AND MANAGERS  
ROCHESTER BUSINESS INSTITUTE.

THIRTY-THIRD ANNUAL  
CIRCULAR AND CATALOGUE  
OF THE  
WILLIAMS & ROGERS  
ROCHESTER BUSINESS INSTITUTE

ROCHESTER, N. Y.

ESTABLISHED 1863.

1897-8.

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ROCHESTER, N. Y.,  
PRESS OF DEMOCRAT AND CHRONICLE,  
1897.

## THE NEW CENTURY—THE NEW TIMES.

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We are just at the threshold of a new century with all its wonderful possibilities ; we are also undoubtedly at the opening of a new era of prosperity and advancement after a long period of depression, and the army of the young are getting ready to go forth and take possession of their sure heritage, —this whole world with its honors, its highest rewards, its responsibilities, its tasks and its drudgery.

Those who are worthy, who are willing to work, who are *thoroughly prepared* sooner or later take the leading places; those who are unreliable, who are lazy, who are incompetent, as surely drop into the ranks and are lost in the multitude of the undistinguished.

Practical education is a great factor in determining the destiny and rank of one ambitious for success, and other things being equal the best prepared are the first preferred.

Merit wins, and fortune is sure to be on the side of character, ability and industry.

This institution has helped thousands on the road to prosperity and it will help many more.

Will you be one of the number?

# TO YOUNG MEN AND WOMEN OF AMBITION.

The officers of the Rochester Business Institute respectfully invite the attention of those young men and young women who are ambitious to secure the honors and emoluments accruing from successful business, to the facilities afforded by this institution for acquiring the training and a thorough knowledge of those things which are essential to the highest success. They desire to assure those seeking practical education that the Course of Study is as complete, symmetrical and practical as untiring effort, close observation of business methods and business necessities, and extended experience can render it; that its faculty is composed of the best talent the country affords; that its patronage consists of a class of young people who are characterized by intelligence, ambition and earnest devotion to their real interests; that its graduates are sought by business men to assume the most responsible business positions, and by commercial and other schools as teachers, and that the managers of the institution interest themselves personally and actively in the welfare of students and graduates.

Attention is especially called to the description of the Course of Study contained in these pages, to the list of eminent teachers composing the faculty, to the intimate relation of the school to the Young Men's Christian Association, to the magnificent accommodations the school enjoys and to the advantages to be secured by attending a school from which have emanated the leading text-books of the day upon all branches of commercial science, and to the fact that the school easily leads in influence in its special field and in its reputation for thoroughness and efficiency.

The institution has the recommendation of stability, as shown by thirty-four years of successful work, and its best guaranty for the work of the future, is the achievements of the past. It is confidently believed that few other American educational institutions, of whatever character, possess as complete facilities for promoting, in every way, the educational and material interests of pupils.

## PROPRIETORS AND MANAGERS.

**LOUIS L. WILLIAMS,**  
**ALBERT S. OSBORN,**

**FERNANDO E. ROGERS,**  
**SAMUEL C. WILLIAMS.**

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## THE FACULTY.

**LOUIS L. WILLIAMS,**  
ASSOCIATE PROPRIETOR AND DIRECTOR OF COURSE OF STUDY.

**FERNANDO E. ROGERS,**  
ASSOCIATE PROPRIETOR AND DIRECTOR OF COURSE OF STUDY.

**ALBERT S. OSBORN,**  
CORRESPONDENCE, ADVANCED BOOKKEEPING, PENMANSHIP.

**SAMUEL C. WILLIAMS,**  
COMMERCIAL LAW, COMMERCIAL ARITHMETIC, PENMANSHIP, CORRESPONDENCE.

**HENRY L. MILLER,**  
ADVANCED BOOKKEEPING, BUSINESS PRACTICE, COUNTING-ROOM METHODS.

**GEORGE W. MINER,**  
ARITHMETIC, BOOKKEEPING, PENMANSHIP, ENGLISH BRANCHES.

**JOHN H. MOORE,**  
COMMERCIAL ARITHMETIC, COMMERCIAL LAW, GRAMMAR, PENMANSHIP.

**ISAAC A. WILCOX,**  
BOOKKEEPING, COMMERCIAL FORMS, BUSINESS PRACTICE.

**MISS ADDIE C. BEYE,**  
ASSISTANT TEACHER OF BOOKKEEPING AND SHORTHAND.

---

## SCHOOL OF SHORTHAND.

**MRS. ADA E. WEET,**  
SHORTHAND, TYPEWRITING, BUSINESS FORMS, LANGUAGE.

**JOHN H. MOORE,**  
SHORTHAND, TYPEWRITING, LEGAL FORMS.

**MISS MINNIE E. JAMESON,**  
ASSISTANT TEACHER OF SHORTHAND.

**GEORGE W. MINER,**  
DICTATION, PENMANSHIP, SPELLING.

**SAMUEL C. WILLIAMS,**  
CORRESPONDENCE AND ENGLISH BRANCHES.

**WILLIAM W. OSGOODBY,**  
DIRECTOR OF COURSE OF STUDY.

There are two most valuable possessions which no search-warrant can get at, which no execution can take away, and which no reverse of fortune can destroy: They are what a man puts into his head-knowledge, and into his hands-skill.



# COURSES OF STUDY

## IN THE

# ROCHESTER BUSINESS INSTITUTE.

The courses of study prescribed in the three departments of this institution are classed as Commercial, Shorthand and Practical English. The Commercial Course is designed to give preparation for business life with the least possible sacrifice of time and money—to give a thorough and scientific course of instruction and training in the principles and the mechanical work of book-keeping and its collateral branches as well as in all the details of office work, and to afford as complete a knowledge of the underlying principles which govern business as time will permit.

The Shorthand Course affords such instruction in shorthand, type-writing, correspondence, language, etc., as enables the pupil to become a capable stenographer in the shortest possible time, and the English Course affords those who require it, thorough and systematic review of the common branches, and those whose opportunities for study have been limited, complete instruction in the more necessary English branches.

Instruction in this institution is confined to those things of which young men and women are certain to find most urgent need when they cross the threshold of preparatory life and are confronted with the realities of practical affairs. The course of study as a whole embraces only such topics as are of the greatest interest and value to every young man whatever his position in life or contemplated vocation. It aims to place in his hands the means of achieving that success in life which is naturally an ever present ambition. It tolerates no superfluous study, contains no lumber, but deals with living, vital facts.

While the institution has been conducted primarily upon the principle that the instruction it provides shall be such as will bear directly upon the future requirements of the pupil in a business or material sense, it has been the aim of the managers to make that instruction as broad and comprehensive as possible, consistent with that idea. The course of study, arousing as it does the intense interest in and enlisting the best efforts of the student, does much more than furnish technical preparation for business; it in fact develops and strengthens those habits of mind that are the best fruits of the best education. The governing sentiment has been that a course of commercial studies should not be regarded as supplanting any other kind of education, but that it should be taken as supplementary training, and the truism that the more comprehensive and thorough the knowledge of other things which it supplements the more valuable will such supplementary training prove, has always been made prominent in its announcements and in the conduct of the institution.

It is the aim, also, to make the instruction in all departments of so general a character, and so practical in every particular, as to render it of value to every student, whatever his present condition or his intentions as to the future.

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## COMMERCIAL COURSE.

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The branches embraced in the business course are Bookkeeping, in all its various applications; Commercial Law, embracing those points of the common and statute law which are of greatest moment to business men; Commercial Arithmetic, treating, in addition to the more common features of the subject, many topics not embodied in ordinary arithmetics; Business Penmanship, Practical English Grammar, Commercial Correspondence, Rapid Calculations, Office Practice, Banking and Commercial Paper.



LOWER HALLWAY



MAIN ENTRANCE



ELEVATOR LANDING



RECEPTION ROOM.



OFFICE.



## **Bookkeeping.**

This branch constitutes the framework of the business course. The work is divided into five departments: Initiatory, Intermediate, Advanced, Business Practice and Counting-room. The other branches named above, and described in this connection, are made to keep pace with the Bookkeeping, so that the pupil is prepared, when he completes the work in one of the four departments named, to pass an examination in all subjects up to a fixed point, thus rendering his attainments, at each stage of his work, uniform and symmetrical.

The Rochester Business Institute Complete Bookkeeping, the most popular, most widely used, and most practical treatise upon the subject now in print, is used as a text-book. The work includes the latest and most valuable features of modern accountancy.

### **Initiatory Department.**

In this department the pupil, by an ingenious and effective process, peculiar to this institution, is thoroughly grounded in the principles of Bookkeeping, forms of negotiable paper and the laws relating thereto, the nature and forms of all ordinary business documents, with the forms and uses of books, and mercantile terms. Instruction is given in business penmanship, commercial orthography and arithmetic. The work in this department includes business practice work in bookkeeping in which the student actually draws the papers, keeps the accounts, and handles the cash as in actual business. This work comes in the course after the pupil has acquired some knowledge of the principles and can do the work intelligently and profitably. After a thorough examination in these subjects the student, if found competent, is advanced to the

### **Intermediate Department.**

This department affords the pupil additional study in Bookkeeping, involving special technical forms of books, more advanced subjects in commercial law, additional study in arithmetic and more complicated features of

accounts, with continued practice in penmanship. This department also gives additional Business Practice work, introducing new and more difficult features.

Upon a successful result of an examination at this point, the pupil is promoted to the

### **Advanced Department.**

The work in this department is preparatory to the illustrative practice course provided in the two departments which follow it. The technicalities of bookkeeping are mastered, and the pupil is taught how to adapt labor-saving forms of books to special kinds of business. The pupil's class work in arithmetic, penmanship, correspondence, orthography, etc., is continued, and he is instructed in the forms and uses of commercial paper. The work in this department is of very great value to the business man who will be required to supervise and manage the work of a large business house, as it thoroughly inculcates the principles that underlie successful business management.

### **Department of Business Practice.**

This and the Counting-room Departments are the crowning features of the school, and those which perhaps have contributed most largely to its reputation for efficacy. The pupil here becomes, in all essential particulars, a real business man. He is provided capital, all the necessary blanks, documents and stationery, and is conducted through a course of transactions, correspondence and records the most perfect that has ever been devised for such a drill. It embraces a great variety of transactions, the keeping of a practical set of books, the drawing of all kinds of documents, including notes, drafts, checks, deposit tickets, leases, mortgages, discharge of mortgages, deeds, co-partnership and other contracts, receipts, orders and advertisements, as well as transactions in merchandise, real estate, stocks, bonds, etc.

The special advantages claimed for this department consist in the great variety of transactions illustrated, the number and character of

documents employed, the labor-saving features of the books, the collateral drills and examinations, the manner in which it facilitates the work in the Counting-room Department, and the ease with which the students' records may be examined by the teachers in charge and the absolute accuracy of the results which it requires, which not only encourages but compels the student to acquire the rare and valuable habit of accuracy.

This business practice feature of our course has been admired by all commercial educators and business men who have examined it, and it is, without question, the simplest, most direct and most effective means of illustrating business that has ever been devised.

### **Counting-Room Department.**

This is one of the most elegantly fitted and furnished departments of its kind on the continent, and consists of a community of business houses engaged in transacting various kinds of business, embracing a Bank, Commission House, Wholesale and Retail Merchandise Emporium, Jobbing House and Transportation Office. The completeness and business air of this department is a surprise to all who see it, and the work in this department furnishes a course of training, the value of which can hardly be overestimated. Here the business man, the business manager, and the business employe learn lessons, the value of which can, in many instances, only be measured in thousands of dollars.

### **THE COLLEGE NATIONAL BANK**

sustains the same relation to the pupils engaged in the Business Practice Department that regular banks sustain to actual business man. It receives the deposits and pays the checks of the young business men in the Business Practice Department, collects their notes and drafts, sells domestic and foreign exchange, deals in stocks and bonds, issues certificates of deposit, etc. It actually keeps real accounts with College Banks in distant cities, (about twenty) against which it sells exchange to the pupils in the Business Practice Department who have accounts to pay abroad, to which its officers render monthly statements, and from which it receives such statements.

It should be understood that this is not imaginary business, done with imaginary banks in distant cities, but it consists of actual transactions with practice departments in other schools. The drafts are actually drawn, transmitted through the United States mails in payment of obligations, and are charged to the account of our bank in New York; and every note, check, contract and document of whatever character, that is mentioned in this department, is actually drawn and used precisely as it would be in business. The system of bank business is as realistic, and the records of the same are as complete, systematic and accurate as is the system employed in the commercial world.

### THE WHOLESALE HOUSE.

This house buys its goods of jobbers and sells at wholesale to the pupils in the Business Practice Department. The duties of this office involve writing and copying letters, making and copying bills, verifying invoices, keeping a bank account, rendering statements, drawing drafts, making and paying notes, accepting and paying drafts, etc., besides keeping a complete set of books.

### COMMISSION HOUSE.

All of the business in this establishment, excepting keeping an account with our bank, and delivering goods to and receiving goods from our Transportation office, is transacted with students engaged in pursuing similar courses of study in the larger Eastern, Western and Southern cities. It is *conducted by mail entirely*, the institution supplying all needed stationery and postage without charge.

The duties of the office involve filling orders for all kinds of merchandise, selling goods on commission, rendering statements and account sales, writing and dictating to a stenographer a variety of business letters, and copying the same with a copying press, filing papers, depositing money, drawing checks, paying freight and insurance, drawing drafts, purchasing exchange, etc., in addition to managing a set of books. Every document used in this office, and every entry made, represents an actual transaction—as real as are the dealings in the commercial world.

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### TRANSPORTATION OFFICE.

This is the Rochester office of the International Transportation Company, and does not differ essentially from an ordinary freight office. The business consists in forwarding goods for shipment, delivering goods received, collecting freight, receipting for transportation charges, taking receipts for goods delivered, receipting for goods received, making and copying way bills, etc. Nearly all of the representative goods which pass through this office, are *billed* and *actually shipped* by mail to distant cities, or have been received from distant cities, consigned to students in this institution.

### JOBGING HOUSE.

Nearly all the business of this office is done by mail with pupils in the larger business schools throughout the country, and consists in buying goods from the Commercial Exchange, selling to wholesalers, keeping a set of books, attending to correspondence, rendering statements, settling accounts, etc., etc.

### THE COMMERCIAL EXCHANGE

is the medium through which the other offices in the Counting-room Department make their exchanges. This office possesses many of the features of a regular clearing house and affords excellent practice in the handling of large amounts of cash and the keeping of correct cash records.

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### Commercial Law.

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The aim of this department is to acquaint the student with those features of law that every business man should understand, and without a knowledge of which he is ever embarrassed and handicapped in his business career. Women students are through this department enabled to become familiar with those things regarding commercial papers, contracts, etc., which every

woman should have the opportunity of learning. Peculiar and exceptional merit is claimed for this department. From it have emanated three of the best text-books in print: Townsend's Compendium of Commercial Law—the author of which was at the head of the department for more than twelve years, till his death—and our new Commercial Law, which has become even more popular than the Townsend book; and later, Business Law (a shorter course). The same degree of thoroughness is observed in this department, and as high a standard of qualification in the pupil is required as in any other branch in the course of study. It is regarded one of the most important features of our school.

The subjects of law included in the Law Course are contracts, negotiable paper, agency, guaranty, corporations, insurance, interest and usury, liens, tender, payment, distribution of estates, etc., etc.—just those topics which every business man should understand. Many graduates have testified that the course in law alone has been worth more to them than the whole expense involved in pursuing the course. No student can for any reason afford to lose the signal advantage to be gained from the practical work in commercial law.

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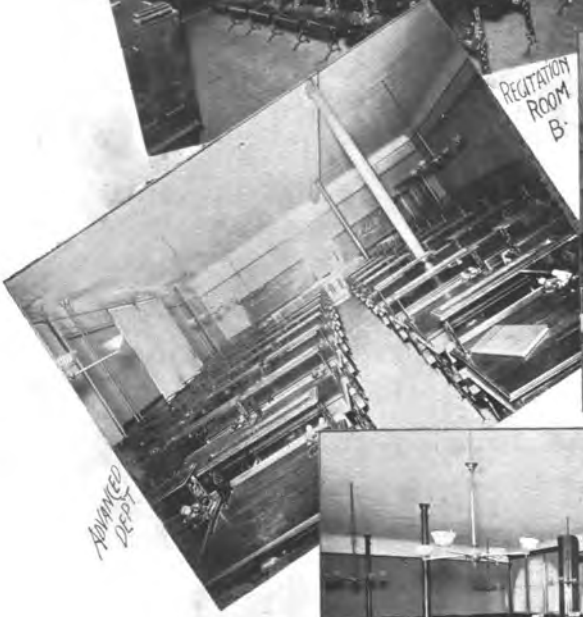
### **Business Arithmetic.**

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This is as distinct a department of the institution as that of Bookkeeping or Commercial Law, and it is provided with as efficient a faculty. The instruction differs widely from that afforded by ordinary schools, both in method of teaching and in matter taught. Prominence is given to those parts of Arithmetic which are of the greatest interest to business men, and many subjects that are merely touched upon in other schools, and in the ordinary text-books, are given the attention their importance demands. The aim is not only to impart to the pupil familiarity with the rules of arithmetic, but what is of greater consequence, to give him facility in the application of those rules. When the test of business is applied, *the ability to do*, must accompany



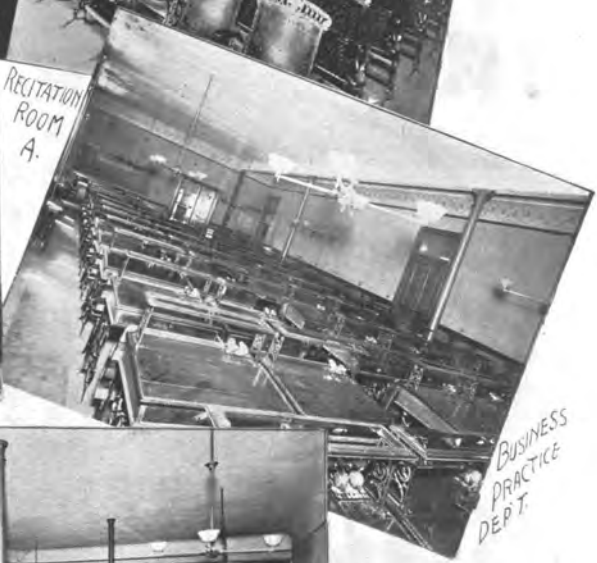
SIXTH FLOOR CORRIDOR STUDENTS' LOCKERS



RECITATION ROOM B.



RECITATION ROOM A.



BUSINESS PRACTICE DEPT.

ADVANCED DEPT.



INTERMEDIATE DEPT.

ASSEMBLY ROOM.



INITIATORY DEPT.



the *knowledge of how to do*. Many graduates of the most advanced schools actually find themselves deficient in *practical arithmetic*, and nearly every student, no matter what his preparation and previous work has been, finds it to advantage to spend some time on this subject. The course of study and the general work of this department affords mental discipline of the very highest order, many students through this work seeming for the first time to get control of their own minds.

The text book used in this department is the new Commercial Arithmetic, which was prepared some time ago by the faculty of this institution, and which has received unusual favor among commercial teachers in all parts of the country. Another excellent book has just emanated from this department, entitled Business Arithmetic (a shorter course).

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### Penmanship Department.

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The efficiency of our department of penmanship is best attested by reference to the teachers who have gone out from its classes and by a perusal of the testimonials printed in the circular of the school, which are allowed to speak for it as regards the record and ability of those in charge of the department. Penmanship is made a specialty in this institution, and it is the intention that every student shall acquire a good handwriting. Daily drills are given in form, speed and movement, and every assistance and encouragement are given to the pupil to improve.

The feature of the work in this department that is constantly emphasized is the teaching of a practical *business handwriting*. The methods employed are thorough and scientific, and the most satisfactory results are a necessary consequence. The style of business writing we commend and teach is plain and rapid, of medium size, with no flourishes—just such a hand as every business man admires. It should be understood that instruction in this department is a part of the regular business or shorthand course, no extra charge being made for tuition.

For the accommodation of those who wish to become teachers of penmanship, instruction and training in methods of teaching are given, and every opportunity is afforded for improvement in this direction. The various methods of teaching are discussed, and each pupil who desires it, is given actual practice in teaching and all the work pertaining to it. The instruction in blackboard work in this course is very thorough and complete and any teacher will find it of great advantage to improve in this particular. A special course of instruction in lettering suitable for engrossing, ornamental writing, envelope addressing, card writing, etc., is given to those who desire it.

The managers of this department take pleasure in complying, as far as possible, with all reasonable requests for specimens of penmanship, but it is not practicable always to do so. It is however suggested that prospective pupils would find it difficult to judge accurately as to the character of the teaching in this or any other department by any specimens of teachers' work examined. The work of a school is best known by what its pupils are able to accomplish, and pleasure is taken in calling attention to the results of the work in this department shown by the hundreds of excellent business writers produced and the scores of writing teachers instructed now holding responsible positions as teachers in other schools.

The faculty embraces five of the best practical penmen in the country.

Pen Written Copies (reproduced), a beautiful set of exercises for instruction and practice, was issued from this department during the spring of 1891.

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### **Language and Practical Grammar.**

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For the benefit of those pupils who are deficient in knowledge of the construction of our language, the more practical parts of English Grammar are taught. The subject is stripped of the tedious formality which usually surrounds it, and is made a pleasant and exceedingly profitable exercise. The course in Language and Grammar covers the correction of false syntax, rules

for spelling, uses and pronunciation of words, punctuation, and the rules for the use of capital letters. It is, of course, useless to attempt to teach correspondence to a pupil who is ignorant of these features of English Grammar. The text book used in this department is the new Practical Grammar and Business Correspondence, another production of the faculty of this school, and which has not only produced excellent results here, but has secured great popularity among American teachers.

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### **Business Correspondence.**

The composition, form and appearance of business letters is thoroughly taught, and the subject of correspondence holds a prominent place in the course of study, and a course of instruction and training is given which develops ability and facility in letter writing. This is one of the most interesting and valuable parts of the course and is conducted with a thoroughness that is a surprise to those who have seen the subject taught under usual conditions. The successful business man must know how to write good business letters, and only those with experience know what an important place business correspondence holds in the world of business.

A text-book, embracing the simplest and most practical instruction upon this subject has been prepared in this institution, which constitutes the basis of the instruction provided, and this is supplemented by oral instruction, illustrations and exercises, and the practical work involved in the Business Practice Department, as previously described.

### **WHAT A COURSE MEANS.**

A graduating course of study in the Rochester Business Institute means something. It has no relation to those courses of study that give only a smattering of bookkeeping and writing, but it stands for preparation for the realities of life. It stands for attainments that are available in the markets of the commercial world: it stands for knowledge that makes the possessor a stronger and more successful man and a more useful citizen.

## PRACTICAL ENGLISH DEPARTMENT.

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One of the acknowledged defects in modern High School and Academy courses is the tendency to make the work done a preparation for college or for other courses of study rather than a preparation for practical life. Injustice is done the many by making the course of study for the few who go to college or into professional life.

The chief complaint made by those who go from the school into the office, the shop, the counting-room, or into any of the avenues of business activity is, that too much time is consumed upon things that are related to courses that follow and have little if any bearing upon the life they expect to lead—that the time thus consumed is a serious encroachment upon years that should be devoted to obtaining an education that will have as intimate a relation as possible to the work of life.

To fill this gap the business school came into existence and came to stay. The regular business course gives complete preparation for business; the Practical English Course affords those who have completed the course of study in the public schools, and have no desire for a preparation for college, or for literary or professional life, a thorough, practical, crystalized, available course of study covering those parts of the English branches that have direct and positive reference to the work of life. It is intended that the pupil's knowledge of the topics embraced in the course of study shall not rest on his ability to explain theories, but that he shall secure such familiarity with them, and become so expert in their application, that when the actual test comes, his knowledge may be applied instantly, and with absolute accuracy.

The following topics constitute the course of study in this department, which subjects also form a part of the regular business course, and pupils of average intelligence and preparation can master them in a period of two to four terms: Mental Arithmetic, Commercial Arithmetic, Rapid Arithmetical Calculations, Spelling, Practical English Grammar, Business Correspondence, and Business Writing.

### MENTAL ARITHMETIC.

The drill in Mental Arithmetic is designed to impart facility in performing simple arithmetical computations without resort to pencil and paper, thus furnishing excellent mental drill and effecting an important saving of time, and rendering the pupil quick, accurate and independent under all circumstances. The instruction in

### COMMERCIAL ARITHMETIC

embraces all of the ordinary rules of arithmetic, and those practical applications of them that have found greatest favor with business men.

Particular attention is given to Percentage, Interest, Exchange, Partial Payments, Equation of Payments, Averaging of Accounts, and Partnership Settlements. As much importance is attached to the work in this department as to any other feature of the course of study, and as great a degree of proficiency is expected of the pupil.

### RAPID ARITHMETICAL CALCULATIONS.

The pupil is expected to secure from the exercises in these classes especial rapidity and accuracy in addition, multiplication, fractions, interest, etc. Nearly all those who enter the school, many of whom are graduates of high schools, normal schools and colleges, understand all of the rules involved in the subjects outlined, but are so destitute of facility in their application that such knowledge is practically worthless. Business requires not only that these rules shall be understood, but that they shall be applied with great rapidity, and with absolute certainty that the results produced are correct.

### SPELLING.

A work has been prepared by the institution for use in these classes, which has also found great favor in other schools. The book contains 3,500 words that are more commonly misspelled, with the pronunciation of all words regarding which there is a question, their definitions, the rules for the use of capital letters and punctuation characters, and suggestions regarding the manner of conducting the exercises. The fact that imperfect orthography is

usually unjustly exaggerated into generally illiteracy, and correct spelling into good scholarship, should inspire the pupil to determined vigilance in this direction. The method of conducting the exercises in this important subject has been productive of most satisfactory results.

#### **PRACTICAL ENGLISH GRAMMAR.**

In this department are taught those practical features of English grammar that in many schools are required to give place to exhaustive and exhausting study of the theory of the language. Our plan is to strip the subject of the tedious, perplexing, useless formality which usually surrounds it, and to impart to the pupil, in a practical way, by interesting exercises, such familiarity with those features which are alone of value, that he can apply them readily and accurately. We believe that our pupils secure more *practical, available* knowledge of how to use the language in three months than would be possible in three terms in the ordinary school. The text-book used in the departments of English and Correspondence is Practical Grammar and Business Correspondence, a work prepared in this institution, and which is used extensively in all parts of the country.

#### **BUSINESS CORRESPONDENCE.**

This feature of the course of study in this department is intended to give the pupil such points regarding the requisites of correspondence as will enable him to properly construct, arrange, paragraph and punctuate a business letter, so that it shall convey its intended meaning without offense or misunderstanding and shall appear to the best advantage. A very attractive text book has been prepared by us for use in this department.

#### **COMBINED COMMERCIAL ENGLISH AND STENO- GRAPHIC COURSES.**

Those pupils who enter for the commercial course or the shorthand course are entitled to instruction in any or all of the branches comprised in the English Course, without extra charge for tuition, and are advised to take such parts as they are not already familiar with.

It will be plainly seen that the privilege of pursuing other subjects is of great advantage to pupils in either department, and especially to pupils in



GENERAL ASSEMBLY ROOM



OFFICE DEPARTMENT



TYPEWRITING DEPARTMENT



ARITHMETIC CLASS



A GIRL'S CLASS



A SHORTHAND CLASS



shorthand. More shorthand writers fail through a lack of knowledge of other branches, than through deficiency in technical shorthand.

The several departments also bring the institution into more intimate relations with the business community, and afford more and better opportunities for placing pupils in desirable positions.

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## Rochester Business Institute

# SCHOOL OF SHORTHAND.

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The commercial value of shorthand writing has become so fully appreciated and recognized that a new profession has been created. Business men have learned that there is a better and an easier way to conduct correspondence than by the tedious writing process. They have discovered that correspondence that formerly consumed the day may now be disposed of in a few minutes. This has opened the way for the professional stenographer, and has provided an army of young people remunerative and attractive employment. The demand for capable stenographers and typewriter operators has never before been so great, and every indication points to a marked increase in the demand. To satisfy this great and growing necessity this institution organized a department of stenography and typewriting, and equipped it with a capable faculty, typewriting machines and every appliance that could contribute to its efficiency.

### THE OSGOODBY METHOD.

Much thought and investigation were given to the selection of a system of shorthand. Experienced reporters everywhere, whose opinions are naturally entitled to the greatest consideration, advised that the various Pitmanic systems are the best for business and court reporting, all things considered, and investigation into the relative merits of the Pitman methods convinced us that the Osgoodby possesses many decided advantages over all others, and it was accordingly adopted. This system is brief, legible and easily learned, —three prime requisites in a method of shorthand.

*The Phonographic World*, some time ago, presented engraved fac-similes of the writing of the same matter by eminent stenographers, in all of the standard systems of shorthand in general use in the United States, and made this comment in introducing the matter :

“All these notes were written from dictation at a rate of speed above the average. Without intending in any manner a comparison of systems, the *World* presents these specimens of fairly rapid work merely as a matter of general interest, and to show how some of our best reporters, by the different styles, employ their shorthand in actual work and in writing the same matter.”

The fact that this interesting collection was made by this able and influential journal with the object above mentioned, and not for the purpose of comparing the merits of the different systems, gives to these specimens of writing a peculiar value. To persons who desire to learn Shorthand, either as an accomplishment or for a profession, and who have been confused by the conflicting claims of authors and their adherents and followers, these pages would furnish the means of arriving at an independent and intelligent judgment, and we regret that we have not space here to reproduce the plates. No one can examine them with care without forming an opinion as to which system is best adapted to the needs of the stenographer, in the particulars of brevity, legibility, and speed.

The following table shows the result of the comparison ;

1. Osgoodby's :	71	strokes ;	26	lifts ;	total,	97	motions of the pen.
2. Munson's :	79	“	53	“	“	132	“ “ “
3. B. Pitman's :	94	“	67	“	“	161	“ “ “
4. I. Pitman's :	91	“	58	“	“	149	“ “ “
5. Graham :	87	“	36	“	“	123	“ “ “
6. Cross' "Electric" :	107	“	55	“	“	162	“ “ “
7. Lindsley's :	132	“	57	“	“	189	“ “ “
8. Bishop's :	110	“	35	“	“	145	“ “ “
9. Longley's :	96	“	32	“	“	128	“ “ “
10. Sloan-Duployan :	101	“	30	“	“	131	“ “ “

The superiority of the Osgoodby system, over all of the methods which it is claimed may be more quickly and easily learned, lies in the fact that it may be pushed to any desired degree of speed. The "short" systems, as they are called, meet the requirements of amanuenses fairly, when speed is not important, but ambitious young men and women, as a rule, wish to learn a method that will enable them to aspire to the most responsible positions. It requires but little if any more time to learn a system by which a high rate of speed may be reached, than it does to learn one with which rapidity is out of the question, and the difference in results is certain to be very great. Technical training, of whatever character, should be taken with reference to its practical value—its ability to contribute directly to the possessor's material welfare, and the wise student will certainly desire to learn a system of shorthand that is capable of the highest development.

The author of the system, Mr. W. W. Osgoodby, is a Rochester court reporter of forty years' experience, and there is no more capable man in the profession. The course of study in this department was prescribed by him, and has received much of his attention. He has manifested the deepest interest in its success and efficiency, and its present high standing is due in a great measure to his advice and direction.

### **PREPARATION FOR SHORTHAND STUDY.**

A thorough English education is necessary as preparation for beginning a course of study in shorthand. Ignorance of the language is an insuperable bar to success. No matter how rapidly or well a pupil may learn to write shorthand, if a knowledge of language is wanting, technical shorthand knowledge will be practically valueless.

### **COURSE OF STUDY IN SHORTHAND.**

It should be borne in mind that a course of shorthand study in this institution aims at something more than the ability to write shorthand characters and operate a typewriter. It means complete preparation for responsible and lucrative stenographic work. It includes besides shorthand and typewriting, thorough instruction in practical English grammar, correspond-

ence, use of words, spelling, punctuation, use of capitals, business forms and penmanship. Every student, unless his knowledge of these subjects is sufficient, is instructed in these important branches, but without extra charge for such instruction.

### ENTRANCE EXAMINATION.

To be a successful shorthand writer a certain degree of natural aptitude is essential and a *certain amount of general education is absolutely necessary*, and it is a mistake for one to study the subject who is not qualified for it. In the interest of the prospective student and the school, and that the department may maintain its high reputation in the community, an entrance examination is required of those who wish to pursue the shorthand course, and those who are manifestly disqualified are not allowed to take up the work without first pursuing a preparatory course in the common branches. The examination is not difficult and covers in a brief manner the collateral subjects named in above paragraph. Students from a distance who are in doubt about their ability to pass the examination can if desired arrange to take the examination before coming.

While the examination for admission perhaps frightens away some who would otherwise take the course, such requirement certainly recommends the school in the highest manner to the good, proficient student and, what is more important to the student, recommends the school in the most effective way to the business community when *competent* stenographers are desired.

### TIME REQUIRED.

The period of time required to become an amanuensis or reporter depends upon the ability, industry, and previous education of the pupil. The average time required to learn the principles is about three months, and from four to six months is necessary to gain sufficient proficiency to do actual work in a business position.

### DEMAND FOR YOUNG MEN.

While the demand for women stenographers is steadily increasing, the supply has much more nearly met the demand than has the supply of young

men stenographers. There are many positions in business which a woman cannot fill, on account of other duties than stenographic work which are involved. Applications for young men to fill such places are in proportion more numerous each year and this has been particularly true during the business depression. We each year actually have more applications for young men stenographers for good positions than we have candidates for such positions.

Young men are frequently called for to act as stenographers for business men who are engaged in vast enterprises. Such engagements place the young men in close confidential relations with the proprietors, and if they possess right qualifications, with industry and integrity, their opportunities for advancement are almost unlimited.

#### POSITIONS FOR STENOGRAPHERS.

The question is often asked, "Can I obtain a situation after I learn shorthand?" to which we reply decidedly, "Yes," provided you become proficient, possess the proper preparatory education for the work, and the necessary ability. A competent stenographer can secure a desirable position at any time. A large proportion of our pupils have stepped directly from our school into situations, and what is more important, have been found worthy of retention and highest promotion. Let the student make every exertion to make himself worthy of a position, and success will certainly be achieved.

## GENERAL INFORMATION.

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### Rates of Tuition—Payable in Advance.

Tuition is payable in advance and the rates are as follows: One term, twelve weeks, \$40, two terms, when paid in advance, \$75, three terms, when paid in advance, \$100, four terms, or full school year, forty-eight weeks, when paid in advance, \$120.

Tuition for one-half term, first registry, \$21, tuition for half term after first term, \$20.

Any of the privileges offered for longer registration can be taken advantage of within one month after first registration.

### BOOKS AND SUPPLIES.

The expense for the books, blanks and stationery—everything necessary, is as follows: Commercial Course, first list, including all text-books, \$10.00, second list, completing supplies for commercial Course, \$5.00. The second list is not usually required until about the beginning of the second term. Shorthand Course, one term, \$5.00. Shorthand Course supplies, when taken in connection with the Commercial Course, \$3.50. If penmanship is taken in connection with shorthand \$1.50 additional is charged for stationery and set of copies.

### WHEN TO ENTER.

The tuition rates are arranged for terms of twelve weeks simply for convenience in classification and registry. Pupils may enter when most convenient to them. A large part of the instruction is individual, and so many



INTERIOR OF BANK



A WRITING CLASS



ARITHMETIC



ASSEMBLY ROOM PIANO



REFERENCE BOOKS



TELLER'S WINDOW



SHORTHAND DICTATION ROOM.



SOUTH ST PAUL ST.

614 FIVE CENTS



SHORTHAND RECITATION ROOM.



classes are held in those branches in which classes are necessary that students can find those suited to their knowledge of the subject at any time. This is an advantage which a large school, employing many instructors, can offer.

The first week in September, the middle of November, the first of January and the first week of April usually bring the largest classes.

### TIME REQUIRED.

The time required to complete the course depends upon the preparation, ability and application of the pupil. A large proportion of those who are well prepared, complete the course in two terms or about six months, while those who are deficient in the common branches require a somewhat longer period. Students have completed the course in four months, but this is possible only with those who are able to take examinations at once in the common branches and can then devote all the time to the more technical commercial work. A too hastily pursued or imperfectly comprehended course of study in any school is always a source of disappointment and an unprofitable investment of time and money. The pupils of this school are from the start impressed with the fact that thoroughness is of the first importance. Few can afford the time or money required to pursue such a course more than once, and one should, therefore, not only be sure he is securing the very best advantages to be obtained, but should spend the time necessary to avail himself of them to the fullest extent possible. Each pupil receives individual instruction in the bookkeeping course. His progress is not retarded by less apt or less industrious pupils, nor is he urged forward faster than is consistent with thoroughness by those who are able to make more rapid advancement.

### NECESSARY ABSENCES.

Pupils are received for a stipulated period of time, the duration of which is agreed upon at the time registry is made, and additional time may be arranged for at the completion of such period, if desired. Pupils

who remain away from the school lose the time they are away, excepting when detained for several days by sickness or other necessary cause, when time is credited if a written excuse, signed by parent or guardian, is presented upon return to school. As in any school, regular attendance is necessary to satisfactory progress, and in the interest of the pupil and the school everything is done to secure it. Irregular attendance is not tolerated. Students who are frequently absent and tardy without excuse forfeit the privilege of attendance and must sever their connection with the school.

#### SCHOOL SESSIONS.

The school apartments are open from 8 A. M. to 5 P. M., and pupils are aided in every way to make as rapid progress as possible. The regular school exercises and classes are from 9 A. M. to 12 M., and from 1:30 P. M. to 4 P. M. Day pupils are also permitted to attend the evening writing classes without extra charge, thus affording an additional opportunity for improving in this important branch.

Pupils in this institution are able to accomplish two or three times as much as pupils in ordinary schools in the same period of time. This is due to the "business spirit" that pervades the school, to the thoroughness of the instruction, the length of the school sessions, and also to the fact that pupils are here impressed with the important truth that they *are working for themselves*. The whole tendency of the effect of the school is to change a boy to a man and a girl to a woman, and to develop in the student that spirit of earnestness and application, the lack of which causes the minds of so many fond parents to be filled with apprehension regarding the future of their children.

#### BOARD AND ROOMS.

Good board in private families, with furnished room, can be obtained at from \$3.00 to \$4.00 per week. Pupils from out of the city may have good accommodations secured in advance by giving notice when they will enter the school. A number of pupils have boarded during the last year

for \$3.00 per week, everything included, and have had accommodations that were very comfortable and satisfactory. A large majority of students pay \$3.50 per week.

The managers of the school realize that many pupils prefer to board in private families rather than in large boarding houses, and they at all times keep a large list of such places to which pupils are sent at once upon arriving in the the city. Rochester is distinctively a city of homes and many families welcome the addition to the income through one or two student boarders and such places make pleasant homes for pupils.

On account of the location of Rochester in a rich agricultural region, board is much cheaper than in other large cities. As good accommodations may be secured here for from \$3.00 to \$4.00 per week, as elsewhere from \$4.00 to \$5.00.

#### CLUB DISCOUNTS.

In case two enter together from the same place or immediate locality outside this city, a discount of ten per cent. from the regular tuition rates will be allowed each, and when three or more enter together fifteen per cent. discount will be allowed each. The club discounts are given on all tuition arranged and paid for on entering, whether for one, two, or more terms. Nearly every prospective pupil can, with a little effort, get some friend to attend also, thus making a considerable saving in expense and also adding to the pleasure of the course. Upon request, circulars will be sent to any friends or acquaintances who may possibly attend.

#### ADVANCED SHORTHAND.

Tuition in the Shorthand Department, after the close of the second term for dictation and speed practice, is \$5.00 per month of four weeks, for those who have spent two entire terms in the Shorthand Department and who are in the advanced class and who have passed the required examinations in Grammar, Spelling, Correspondence, Use of Words, and Punctuation. Tuition in this advanced class for pupils who have learned shorthand elsewhere is \$7.50 per month with the same examination requirements.

### EXAMINATIONS AND GRADUATION.

Upon the completion of the work in the several departments the pupil is given examinations in all branches and, if found qualified, receives a certificate from the instructors. Those who complete the prescribed course and pass the examinations, are graduated with all the honors of the institution. There is no "Graduation fee" of any kind, and only those are graduated who successfully pass the examinations. This rule has no exceptions under any conditions.

### NO EXTRA EXPENSES.

Our prices for tuition and supplies, given elsewhere, cover everything necessary for the course specified. A longer course may involve a slight additional expense for writing paper and pens, but nothing for books and blanks unless for any reason it is necessary to do work for the second time.

### FAIR PRICES.

Letters are occasionally received from those who are familiar with a cheap class of commercial schools, saying that the tuition rates in this school are somewhat above their expectations. This general reply is made; the price of a superior article in any line is naturally higher than that of a cheap one; the patronage of this institution is composed of a class of young men and women who would not be satisfied with anything short of first-class instruction, and such instruction is never cheap; those who enter with the impression that the tuition rates are too high, considering facilities commanded, are very soon convinced of their error. This institution cannot compete *in prices* with petty schools conducted in a cheap manner.

A short term at a good school is much better than a long term at a poor school. Many so-called business colleges in little towns of a few thousand inhabitants attempt to attract students by giving long terms on short pay and small expense generally. But such schools have no prestige, the towns where they are situated offer few opportunities for getting into business, and the fact of having been graduated from such an institution is of little value as a recommendation in the business world and a source of but little satisfaction to the possessor.

### DISCIPLINE.

The uniform good conduct of the pupils of the school, and the pleasant relations always existing between the pupils, faculty and officers of the institution, are matters of comment by all who are familiar with the work of the institution. The cause of this condition of things lies in the fact that the pupil is subjected to no unreasonable restraint, is required to do nothing inconsistent with self-respect and manhood or womanhood, and is treated as a man or a woman instead of an irresponsible child.

Students are not surrounded and annoyed by petty "rules and regulations," but are put upon their honor and treated as men and women, and much is received from them because much is expected. Students are received upon the same conditions and are treated just as they would be in a first-class business establishment. Every student is simply expected to *attend strictly to business*, and this is the only condition upon which students are received or retained in the school.

In fairness to the pupil, parents are requested *not* to inform us in advance of anything (except what may be absolutely necessary for us to know) regarding previous school record or conduct that is not to the pupil's credit. We wish to give every student a chance to make a clean record with us without relation to the past.

### OPEN TO BOTH SEXES.

All departments and courses of study of the school are open to women, who are afforded precisely the same advantages as men. The proportion of young women students is increasing every year, and their success has been a matter of great gratification to the school. There is no good reason why young women should not be educated for usefulness as well as young men.

### REPORTS OF ATTENDANCE.

Regular reports of attendance and progress are sent to parents and guardians, whose co-operation is urgently solicited in securing the best results obtainable. Students who make average progress must do some work at home, and parents can do much in this connection by seeing that encouragement, time and opportunity are given for this home study.

### SAFETY OF STUDENTS' PROPERTY.

To insure the safety of the pupil's books and other supplies, every desk has been supplied with a Sargent and Greenleaf lock, and lockers or individual wardrobes have been provided where the pupil may place his overcoat, hat, umbrella or other property, with certainty that it will not be disturbed. Each locker accommodates two students.

### STUDENTS' RAILROAD TICKETS.

Pupils within a reasonable distance of Rochester can, by presenting an application, signed by the officers of the school, secure "Students' R. R. Tickets" at very low rates. Pupils are thus enabled to live at home and take the course at a very small expense. A special circular giving rates on all roads will be mailed upon application.

### SPECIAL COURSES.

The rates of tuition given are for the regular courses.

The several subjects in the Business Course and also in the Shorthand Course are closely related to each other and it is important, in order to secure the best results, that students pursue the regular prescribed course. If a student elects to study only part of the subjects of a course he thereby becomes a special student subject to special rates of tuition. Examinations are given frequently, in all subjects, and those who pass examinations are excused from subjects passed.

### LOCATION.

As stated elsewhere the institution is located in the Young Men's Christian Association building, corner of South St. Paul and Court streets. The main entrance and the elevator are on South St. Paul street. The station for the trains of all branches of the New York Central, the West Shore and the Northern Central railroads is about ten minutes' walk from the building, the station of the Erie is just across the river on Court street, the Lehigh Valley is about five minutes' walk, and the Buffalo, Rochester and Pittsburgh, the Rome, Watertown & Ogdensburg, and the Western New York and Pennsylvania each about fifteen minutes' walk away. The North St.

Paul and Caledonia avenue or Clinton street car, which passes the New York Central depot going south, may be taken to Main street which is but two blocks from the building, and the North and West avenue car going east, which may be taken at the Buffalo, Rochester and Pittsburgh or the Western New York and Pennsylvania station, may also be taken to the corner of St. Paul and Main streets, two blocks from the building, and the Lake and South avenue car going south, which passes the building, may be taken in front of the R., W. & O. depot. If upon arriving at any of the stations the visitor is uncertain as to the most direct route, he may inquire of a policeman, who may always be found at the stations, or for fifty cents may be taken directly to the building in a cab. Pupils coming from a distance who are unacquainted with the city, are advised to leave their baggage at the station, and to retain their checks until after they have visited the office of the institution and a boarding place has been decided upon, when definite particulars will be given regarding the transfer of baggage and the arrangement of all other details.

#### EMPLOYMENT FOR GRADUATES.

The Rochester Business Institute does not "guarantee positions" to pupils in advance. A moment's reflection by any sensible person will show that it would be dishonest for a school to attempt to secure patronage in such a manner. This institution guarantees that its facilities are of the highest order and as represented; guarantees that it puts more pupils in positions as commercial teachers and office assistants than any similar institution; guarantees that what it promises it will perform, but does not, in order to secure their patronage, guarantee positions to total strangers about whom it knows nothing.

Pupils are in constant demand by business men—indeed, we are often unable to respond to requisitions that are made upon us for bookkeepers, stenographers, clerks, etc., and locating our pupils in desirable positions always affords us the keenest pleasure. Nearly if not quite every year we have more applications for commercial teachers to teach the commercial branches in other schools than candidates to recommend for such positions, and this is one of the most promising fields for well equipped young men.

Nearly every large business office in Rochester has from one to six graduates of this school in positions ranging from shipping clerks to managers and proprietors. A large number of prominent business houses in Rochester and vicinity always call on the school first when an assistant is wanted in any capacity. This is done for the reason that care is taken in making recommendations, because those recommended are thoroughly prepared, and because the school is fortunate in being patronized by a high grade class of pupils that are in demand.

The course of study prescribed in this institution is designed to do much more than prepare those who pursue it for clerks or bookkeepers. While every pupil who passes through the school is qualified in the most thorough manner for such positions, he is believed to possess a greater breadth of knowledge than is involved in filling a place at a bookkeeper's desk. He is believed to have acquired such familiarity with business customs, business laws, and business requirements as renders him a much more important factor in a business community than he would otherwise have been.

A business course of study should in fact be looked upon as a training for "business men," as it rightly is, rather than as a course for the training of assistants and employes for the business man.

#### WHO ATTEND.

This institution is favored by the attendance of a high grade class of pupils representing the best schools and colleges. It at all times numbers among its pupils graduates of the highest schools, academies and colleges in the land. Such a class of pupils gives a vigor and tone to the work of the school that cannot be obtained in any other way, and these students are the most appreciative members of the school. Many pupils attend after taking partial or complete commercial courses elsewhere, and such pupils are always enthusiastic in their praise of this institution.

As shown by the catalogue of pupils about fifty per cent. of the patronage of the institution is from its home city, and this appreciation and support by those who know all about the school is certainly a significant and valuable endorsement.

### AMBITION AND PREPARATION.

There comes a time in the life of nearly every young man when he is wondering what and where his life work is to be. The future is a closed door and he pauses on the threshold. This waiting time should be the time of preparation for the task that is sure to come. The young man who simply dreams and waits is a candidate for only a second position in the working world, but the young man who is constantly preparing himself for practical work is almost sure to be an officer instead of a private in the army of business.

Young men may read this who are considering whether it will pay to get a better education—whether it will be worth while to make some sacrifices in order to do it. Many remain ignorant because it costs too much to become otherwise—costs too much, not in money and in time, but in effort, and in the cutting off of mere temporary pleasures. Young man, put the question the other way, and ask yourself if you can afford to remain ignorant, if you can afford to be less of a man than it is possible for you to become? Do not be satisfied to be merely one human being more, one more added to the census, but resolve to be all that God gave you the ability to become.

### INSPIRATION AND WORK.

The inspiration and incentive to effort that every pupil receives in the Rochester Business Institute is worth many times more than the total cost of the course. In many instances pupils who have not succeeded well in other schools have here achieved remarkable success, much to their own gratification and that of their parents. Many of our pupils work from twelve to sixteen hours a day, and although pupils are not advised to work so hard, those who are physically able to do it of course make just so much faster progress. Many students make the mistake of studying too hard, a fault certainly not common in many schools.

BUILDING, FURNISHINGS, FACILITIES

OF THE

ROCHESTER BUSINESS INSTITUTE.

The superior character of the instruction which this institution has provided for many years is well understood wherever the school and its graduates are known. It has always had a large, well located and fairly well adapted building, but its managers had long felt that much larger accommodations would be desirable and would soon become an absolute necessity, and when an opportunity to secure such a building presented itself it was eagerly improved.

When the directors of the Young Men's Christian Association of this city determined to erect a building which would suitably accommodate its large and rapidly growing work among young men, and which would at the same time be an ornament to the city, their attention was called to a beautiful site at the corner of South St. Paul and Court Streets, and during negotiations the fact was developed that the site was the same that the managers of this institution had under consideration with reference to erecting a building for its special use. With that fidelity to its mission which characterizes the Young Men's Christian Association everywhere, the directors of the Rochester branch detected in this discovery an opportunity to bring the young men of this school within the immediate influence of that association, and overtures were at once made to the managers to that end. As a result of these negotiations the fourth, fifth and sixth stories of one of the finest buildings in this city, were built for this great school and with special reference to the complete accommodation of its large and growing patronage.

### LOCATION OF THE BUILDING.

The building occupies the northeast corner of South St. Paul and Court Streets, is sixty by one hundred sixty feet in area and six stories in height. It commands a view of the business portion of the city, a long stretch of the beautiful Genesee River and the broad expanse of Lake Ontario. The views from the building in any direction are charmingly picturesque and worth going many miles to see.

### BUILT FOR THE ROCHESTER BUSINESS INSTITUTE.

The entire fifth and sixth stories were designed and built with special reference to the requirements of this school and embrace nearly twenty thousand square feet of floor space, thoroughly lighted, well heated and ventilated.

### NEWLY FURNISHED THROUGHOUT.

The school rooms were newly furnished on a scale of elegance never before attempted in this country for such a purpose and artistically decorated.

The school portion of the building embraces six large commercial study rooms, capable of seating five hundred pupils, three shorthand rooms, which will accommodate one hundred students, five recitation rooms with an average seating capacity of seventy-five, a large office, private office and reception room, besides lavatories, wardrobes, etc.

### WILLIAMS & ROGERS PUBLISHING BUSINESS.

One-half of the fourth story is devoted to the Williams & Rogers publishing business, which supplies a large proportion of the commercial schools and commercial departments of this and other countries with their text-books, blank books, stationery and other supplies. This business has grown out of the publication of a series of text-books for the use of this institution, which have become the standard works on the subjects treated.

### SCIENTIFIC PHYSICAL CULTURE.

The young men of this school besides gaining the most thorough training in the useful branches, have the added advantage, on the terms

explained elsewhere, of the facilities for scientific physical culture which the Young Men's Christian Association has provided. So thoroughly have the managers of this school become convinced that mental and physical training should go hand in hand, that prior to 1890 they conducted a military department at considerable expense to the institution, to which all pupils were admitted without charge. In the new building, however, something still better was provided. Occupying one-half of the entire lower portion of the building, and extending one and one-half stories in height, is one of the

#### **LARGEST AND MOST COMPLETE GYMNASIUMS**

in the United States, which is in charge of capable instructors, who see that the young men are instructed as to the amount and kind of exercise required, and that they are made familiar with the laws of health.

#### **SWIMMING BATH.**

Adjoining the gymnasium is a swimming bath, which is a masonry tank, 18 by 34 feet, lined with porcelain, and provided with pure Hemlock Lake water, warmed when desired. Adjoining the swimming bath is a series of shower baths enclosed in marble booths, and adjoining these a thoroughly equipped bowling alley, which affords enjoyable and healthful exercise.

#### **BEAUTIFUL MUSIC HALL.**

Immediately over the gymnasium is a beautiful music hall capable of seating an audience of twelve hundred people. In this hall are held lectures and entertainments of a high order, to which students are admitted at small expense. In front of the music hall is a beautiful suite of rooms, devoted to the special uses of the Y. M. C. A., and embracing reading rooms, library, session room, directors' room, secretary's office, reception room, lobby, etc.

#### **A GREAT BUILDING.**

Taking it in all its appointments, this building is probably the most complete, as it is one of the largest of its kind in this country.

The opening of the new building, with its ample area and facilities for systematizing our work and still further improving our methods, marked a

### NEW ERA IN THE HISTORY OF THE R. B. I.

The unusual advantages which young men derive from the intimate connection of this institution with the Young Men's Christian Association deserve special emphasis. As has already been stated, every young man who becomes a member of our school

### MAY BECOME A MEMBER OF THE Y. M. C. A.

also, and thus be entitled to all the privileges, enjoyments and benefits enumerated elsewhere, upon the payment of only \$2.50. It is believed that these advantages are better appreciated and more fully enjoyed by self-respecting young men when they are paid for, even at so insignificant a price, than when received as a gratuity. Students of this school are entitled to precisely the same advantages as those who pay the full student fee.

### MEMBERSHIP IN THE YOUNG MEN'S CHRISTIAN ASSOCIATION.

Wherever anything is known of the character of the Y. M. C. A. it is well understood that it is nonsectarian. While it aims to strengthen young men morally and spiritually and to aid them materially, it is entirely denominational in religious matters. All creeds and nationalities are embraced in its membership. No young man, whatever his denominational or religious bias, can object to any of its regulations or exercises, nor fail to be benefited by the special advantages which it provides. While all pupils of the Rochester Business Institute are admitted to membership on the terms given, it should be clearly understood that *no obligation whatever to assume that relation rests upon anybody.*

The facilities for physical exercise which are provided by the gymnasium, bowling alley and swimming bath, and which may be enjoyed out of school hours, the opportunity for reading current literature, which is afforded by the reading rooms and library, and the social enjoyment which may be had in the parlors, will consume but a short time each week, and it is believed that they contribute to the efficiency of the pupil's school work rather than tend to lessen it, as proper diversion and relaxation are regarded essential to successful mental effort.

### TERMS OF ADMISSION TO THE Y. M. C. A.

The regular charge for a full membership ticket in the Y. M. C. A. good for one year, and embracing all of the privileges of the gymnasium, baths (with a locker for bathing suit), reading room, library, etc., is \$8.00; but the directors have made a rate to students of \$5.00 per school year of ten months. Pupils of this institution are charged the prescribed school price, but the managers buy the tickets at the full price and issue them to regular one-term day pupils for \$2.50. Thus it will be seen that the pupils of our school receive all of the privileges for \$2.50, that ordinarily cost \$8.00, and that cost pupils in all other schools \$5.00. The value of this arrangement to our pupils is highly appreciated. The physical exercise and mental relaxation which are secured, contribute materially to the efficiency of the pupils' work in school.

### GOOD INFLUENCES.

The most important advantage accruing to the pupils of the Rochester Business Institute from this intimate connection with the Young Men's Christian Association lies in the elevating atmosphere which constantly surrounds them. Every opportunity for improvement, mental and moral, is before them, from the time they enter the door of the institution, whether in or out of school hours. Every inducement to self improvement is present, and every encouragement is given to students to cultivate and strengthen the better side of their natures.

### ALL OF THESE ARE POSSESSED BY THE ROCHESTER BUSINESS INSTITUTE.

The accessories of a practical school consist first, of a course of study, every point in which has direct reference to availability during the life of the pupil; second, of a faculty, every man in which is the "end of the law" in his speciality; and third, of such a degree of enthusiasm, emulation and fraternity among pupils and teachers, as will awaken a generous and honorable ambition to achieve the fullest success in whatever is undertaken.

### POPULARITY OF BUSINESS SCHOOLS.

Schools making a specialty of the commercial branches were scarcely known twenty-five years ago, yet within this brief period they have secured a hold upon the affections of the public that is really phenomenal. Without national, state or municipal aid of any character, without endowment or outside financial assistance, without fear or favor, they have done their work in their original and peculiar way, to such satisfaction of their patrons that commercial courses of study have continued to grow in popularity.

### NO LIFE SCHOLARSHIPS.

The Rochester Business Institute does not offend the good sense of its patrons by offering what is termed a "life" or "unlimited scholarship." Schools that do issue such a certificate, reason that while a dull pupil may require a long period of time in which to complete the course, the excessive cost of such instruction will be compensated for by the short time required by bright pupils. In other words the good students have to help pay the cost of educating the dull ones. The life scholarship has been characterized as a "bait for dolts," and while that is a rough way of putting it, it is certain that only boys who are not sharp, and who expect to fall below the average in attainments, can possibly find profit in such an arrangement. The principal objection to the life scholarship is its effect on discipline and regular and prompt attendance, as it places a premium on indolence and irregularity, while term charges serve as a stimulus to ambition. Again, a school that enjoys such a home patronage as does this institution, or home patronage however small, could not afford to sell unlimited scholarships, as it would be certain to attract dull pupils who would remain in attendance months and years, and at a merely nominal cost for tuition to the inevitable injury of the school and to the disadvantage of good students.

### TEACH THE BOYS THAT WHICH THEY WILL PRACTICE WHEN THEY BECOME MEN.

The above is an oft-repeated aphorism, but the inclination of some schools seems to be to teach boys that which they will not be required to use

during life, and to keep them in ignorance of things that will be of every-day importance to them. A thorough commercial education that may be obtained in a short time and at a comparatively trifling cost, will do vastly more for the average young man, so far as getting a start in life is concerned, than half a dozen years and hundreds of dollars spent in many other kinds of schools, but if such knowledge can be added to a thorough course of scientific or classical training, then a start is made with the best equipment obtainable. Liberal training develops the mental faculties, yet no better than study of the practical branches during a similar period, and a commercial course gives point, force and practical utility to preparation for life work.

#### **BOYS WHO HAVE BECOME DISCOURAGED IN SCHOOL**

and who have found ordinary courses of study tedious and irksome, or who have not accomplished all they could wish in other schools, have in hundreds of cases found the change to this institution most beneficial.

The work in our departments, besides having a direct application to life, is characterized by a greater degree of variety, has more interesting features, and less of monotony and school-room drudgery than ordinary courses of study, and these qualities invariably inspire interest, and often enthusiasm, in young men who have become completely demoralized in regard to their education. It is not usually advisable to continue a boy or girl in school when it seems to him or her more like prison life than a course of preparation for the future.

#### **BUSINESS EDUCATION FOR WOMEN.**

Woman's position in the world has changed radically within the last generation and the ideal woman is no longer the weak, incompetent creature that she used to be, but she has taken a self-respecting and self-reliant position by the side of her brother and claims as her just birthright one-half the world. Scores of avenues of labor and usefulness are now open to her that were closed to her mother and this change has had an important bearing on education; she is asking for education and training that will fit her for her enlarged sphere and the business school was the first institution open to her where she could prepare on an equal footing with men for the stern realities of

life. There is nothing that is more conducive to self-respect in a woman than the realization of the fact that she can, if necessary, earn her own living, and she certainly should not be denied the satisfaction of feeling that she too is of some use in the world, that she may help in time of need a beloved parent, dependent brothers and sisters, or lend a helping hand if sorrow or calamity come to her own household. A young woman ought to desire a practical education and a wise father will wish his daughter to have such education.

Could every young woman take a business course, then spend a few months in an office in charge of a set of books—long enough to fix the principles of trade well in her mind, and become proficient in the mechanical part of the book work—she would be better and stronger for it. And if a continuance at the desk should be decided upon, the position would be honorable and more desirable and profitable than that of a saleswoman.

It is very apparent that young women are coming into favor with business men as bookkeepers, clerks, correspondents, etc., and women graduates of this institution have succeeded beyond expectation not only in securing satisfactory employment but also in giving their employers complete satisfaction.

In addition to the value such an education possesses to a young woman as a means of obtaining a livelihood, it makes her a more useful member of society, a better sister, a better wife, a better mother.

### CHEAP EDUCATION.

The more easily education can be reached by the masses the better it is for the welfare of the country. Yet there is a kind of "cheap" education, arising from the employment of cheap talent in the school room, which is especially disastrous in its effects on the minds of our youth. As a rule cheap rates of tuition are looked upon with distrust by the public, and generally with reason, since, except in the case of schools liberally endowed, they can only result from the employment of poor teachers. An excellent authority on educational matters recently expressed himself on the subject in the following sensible and businesslike manner: "Cheap wages must result in cheap teachers; and cheap teachers will naturally cultivate cheap minds, which will fit the pupil for a cheap life."

### HOMES FOR STUDENTS.

The officers of this institution exercise the utmost care in selecting suitable boarding places for pupils.

Parents may entrust their sons and daughters to us with perfect confidence that they will be placed where they will be comfortably accommodated, and be surrounded by elevating influences. We fully realize the anxiety felt by parents in sending their children among strangers, and we endeavor to exercise the same vigilance they would use in selecting proper boarding places.

We wish our pupils to regard us their friends and confidants while here, and to understand that we shall esteem it a privilege at all times, in and out of school, to do anything in our power to promote their welfare and legitimate happiness.

#### SELF-HELP.

“As a matter of practical philosophy, hardly anything can be more essential to the young than that they should set out in life with a correct understanding of how largely they hold their fortunes in their own keeping. Be courageous, be prudent; enterprising, but painstaking; industrious and persevering; always remembering that the proverb, though old, is still true, and will never wear out—‘Providence helps those who help themselves.’”



LOOKING WEST  
from R.B.I.



ACROSS  
COURT ST BRIDGE.



NORTHWEST  
from R.B.I.



UP THE  
GENESEEE  
from SCHOOL ROOMS.



FROM ACROSS  
THE GENESEEE.



## FURTHER PARTICULARS

That Will Aid Young People in Deciding Where to Attend School.

### COMMERCIAL SCHOOLS NOT ALL ALIKE.

Commercial schools being as a rule private enterprises are subject to no general supervision and must therefore each be judged on its own merits.

There are naturally all grades of commercial schools as there are of other private schools and it is manifestly unfair to judge all of a class by one. The character of individual schools should be determined by their facilities and by their past record.

### SOME OF THE ADVANTAGES SECURED BY ATTENDING THE ROCHESTER BUSINESS INSTITUTE.

But few persons, excepting those who have attended this institution or who have felt sufficient interest in the matter to lead them to investigate, realize to what perfection the teaching of the commercial branches has been carried. Scores of times during the past parents have said to the officers of the institution, that the knowledge of commercial law alone which the pupil secured was worth more than the cost of tuition ; that the elegant and practical handwriting obtained was ample compensation for the time and money expended ; that the practical knowledge of commercial arithmetic acquired was alone sufficient to render this the most profitable term ever spent in school, and last, but not least, that the knowledge of business ways and customs which the pupil had gained, and the general inspiration to effort and the business habits acquired, had changed the pupil radically, and developed him entirely beyond precedent or expectation. When the fact is considered that all these benefits are secured it becomes a matter of no surprise that more than one-half of the patronage of the institution is *from its home city* and by those who have the most ample opportunity of investigating its facilities.

### YOUNG MEN IN DEMAND.

The demand upon this institution from other Commercial Schools, and from Commercial departments for teachers of penmanship, bookkeeping and commercial arithmetic, has been so great that we have not been able to supply the requisitions, a condition of things that young men should note. Such teachers are always in demand and at good salaries. The secret of this demand for teachers of the commercial branches lies, to a great extent, in the fact that our classes are composed of an older and better educated class of young men and women than are usually found in other schools of this character. Few schools of any kind can show a better class of pupils.

### INVESTIGATE BEFORE YOU DECIDE.

But few young men can afford the time and money required to pursue more than one course of commercial studies. The greatest care should therefore be exercised in deciding what school to attend. The difference in cost between a really efficient school and one of inferior facilities and influence is but small compared with the difference in results. We wish every young man who thinks of taking a course of commercial studies could visit our school and thoroughly examine our facilities in every detail.

### CIVIL SERVICE EXAMINATIONS.

The course of study given by this institution gives the best possible preparation for the classified municipal, state, or national civil service.

The competitive examinations include just the practical subjects covered by our course, and because of their superior preparation hundreds of our graduates have been successful competitors for such appointments. Many students each year come for this special preparation and with results that are entirely satisfactory. Those who contemplate trying a civil service examination of any kind are requested to write for fuller particulars regarding this feature of the institution.

### Items.

An outlay for practical education is an investment that pays an ever increasing dividend.

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The best endorsement the Rochester Business Institute receives is the constant demand from all over the country for its graduates to teach in other schools.

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There are usually a few pupils in attendance who are paying a part or all their expenses by work out of school. Such pupils as a rule possess qualities that insure success.

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Rochester is one of the most beautiful cities on the continent and is situated in one of the richest valleys in the world—the famous valley of the picturesque Genesee.

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If any reader desires to pursue a business course but cannot do so on account of circumstances, write us stating particulars and a way may be suggested that will assist in accomplishing the desired purpose.

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“Can I get a position?” is the first question, but “Can I hold a position?” is the second and is equally important. Ambitious young people should be able to answer the second question in the affirmative before they ask the first. The world is looking for good workers everywhere and all the time, but demands thorough preparation.

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Every father who can afford it owes his children at least one term of school away from home, and this is especially true if it is the purpose to keep the children on the old place. Such a season amid new scenes is in itself an important education and if spent in a good school is a source of satisfaction for a lifetime. Let the ambitious boy and the bright-eyed girl spend a few months in the right place and under proper influences out of sight of the home chimney and they will ever after be better and happier for it.

**A RECIPE FOR PROSPERITY.**

1. Let every youth be taught some useful art, and be trained to industry and thrift in some institution of practical education.
2. Let every young man lay aside and keep sacredly intact a certain proportion of his earnings.
3. Let every one set out in life with a fixed determination to engage in business for himself, and let him put this determination into practice as early in life as possible.
4. Begin in a small, safe way, and extend your business as experience shall teach you is advantageous.
5. Keep your own books, and know constantly what you are earning, and just where you stand.
6. Never get in debt. A man who owes nothing can never fail.
7. Bear in mind that your business cannot be permanently prosperous unless you share its advantages equally with your customers.

**DESIRE OF BOYS FOR MONEY-MAKING.**

“Many boys when at about the age of sixteen begin to feel an ambition to do something, to earn money. This is a laudable desire, and in a large number of cases should be encouraged, as many boys have been saved from utter worthlessness by parents who understood this trait of character and were sensible enough to foster it. When this desire begins to manifest itself, it should be cherished and directed to proper ends. The minds of boys must be occupied with something, and the ambition to make money often drives out many evils which otherwise paralyze all effort for good. When boys become restless and impatient of restraint, it is a sign that it is time for them to occupy their minds with thoughts of money-making and getting on in the world. Turn their thoughts in this direction, and usually they will settle down. Try to keep them away from thoughts of doing something for themselves, or to force their minds into a different channel, and often they will be ruined for life.

“This fact explains why so many boys do well in commercial schools when they have failed to accomplish anything at other schools. A business

training is certain to have a steadying influence on the mind of a young man. It conveys to him the idea of the connection of education and life; it fills his mind with plans for getting on in the world, and of trying to be somebody. He soon comprehends that progress is of advantage to him personally, and therefore becomes interested in his work. We have known of many instances of young men who were saved from a life of worthlessness by a course of training at these schools. Becoming interested in their work, they soon forget their old habits of indolence or wildness, and work with a will in order to obtain a practical training for business affairs. Parents will do well to think of this. It is a hint which may decide the destiny of their sons. After taking such a course and coming to realize what education is and its value, many pupils willingly go on with their education in other fields, as they would not and could not have done before."

#### **DEPEND UPON YOURSELF.**

Fight your own battles. Ask no favors of anyone, and you'll succeed a thousand times better than one who is always beseeching some one's patronage. No one will ever help you as you help yourself, because no one will be so heartily interested in your affairs. Men who win in love do their own wooing. Whether you work for fame, for love, for money, or for anything else, work with your hands, heart and brain. Say "I will!" and some day you will conquer. Never let any man have it to say: "I have dragged you up—I have made you what you are."

#### **SHORT AND LONG COURSES.**

"It should be the aim of every student to go through the full course. This should be done, both on account of the student and the institution. A student should complete the course, not only for the sake of the knowledge, but for the honor of graduating as well. A few weeks' study, however useful and important, does not suffice to make one competent for the counting room or the business profession. More time and more study are needed. A commercial course, in a first-class business school to-day, means vastly more than a few writing lessons and the mechanical opening and closing of a few sets of accounts.

“The student should take a full course, as well for the credit of the institution as for his own behalf. Two parties are here interested—two reputations at stake. If a student of any school who is only “half-prepared” undertakes to occupy a position of responsibility and fails, he not only injures himself but brings discredit upon the institution as well. We urge upon students the importance of devoting sufficient time to master thoroughly the entire course of study. It will pay financially, for the student will meet with better success in his career; it will pay in the better reputation it will give both the student and the institution; it will pay in abundant satisfaction of having mastered, at least, one course in one educational institution.”

#### **ROCHESTER AS A LOCATION FOR A COMMERCIAL SCHOOL.**

The character that Rochester has established for being a city of churches, of schools and of high morality, added to the fact of its cleanliness and healthfulness, the intelligence and hospitality of its citizens, its prosperity and business activity, its beauty and charming surroundings, and its accessibility, renders it one of the most suitable locations in America for a great school of business.

The city is located at the junction of five divisions of the New York Central and Hudson River Railroad, the greatest railroad in the world, at the terminus of the Rochester and Pittsburgh Railroad, on the West Shore Railroad, the Western New York and Pennsylvania Railroad, the Lehigh Valley Railroad, the Rome, Watertown and Ogdensburg Railroad, the Northern Central Railroad, and one of the divisions of the Erie Railroad, and being practically on one of the best harbors of the great lakes, Rochester is a peculiarly accessible point from every part of the continent. Nearly every religious denomination which maintains an organization in this country, has a place of meeting here, and the schools of Rochester, both public and private, have a national reputation for efficiency. These two facts are sufficient guaranty of the intelligence and refinement of its citizens.

Among all the beautiful, busy and prosperous cities of this peerless commonwealth, none has so wide a reputation for variety of attractions as has the charming Flower City of the Empire State. About four score years ago the “Hundred Acre Tract,” upon which the business center of the city is now

situated, was an unbroken wilderness. In 1812 a small clearing was made, and where now stand the famous Powers Commercial Building, Powers Hotel, the City Hall, Monroe County Court House, Free Academy, Odd Fellows' Temple and St. Luke's church, was raised a field of wheat, which in the words of its owner, was "harvested by squirrels, raccoons and other inhabitants of the forest." The wonderful energy of an enterprising people has reared upon and around this spot, within this brief period, the handsomest, busiest and wealthiest city, considering population, on this continent.

The important position which Rochester occupies among the cities of the country can only be realized upon familiarity with her varied, extensive, growing industries, the number and magnificence of her public and commercial buildings, the volume of her trade, her facilities for shipping, the wealth and enterprise of her citizens, and the exceeding fertility of the surrounding country. Her manufactories produce almost every commodity used by the American people. Her nurseries and seed gardens are unequalled in extent and importance on this continent. The names of her famous nurserymen and seedmen, are familiar in nearly every house in this broad land, as into such homes these enterprising men have sent cheer and sunshine in the form of luscious fruits and beautiful flowers; the Eastman Kodak Company is known the world over, the optical and camera establishments are the largest in the country, Rochester boots and shoes are sold in nearly every city, town and hamlet in America, and are everywhere regarded superior; the ready-made clothing trade reaches many millions annually; the manufacture of machinery employs thousands of men; the making of stoves, furnaces and other facilities for heating, thousands more, and employment is provided for artisans of all kinds in large numbers by the other varied industries of the city, which we have not the room in this connection to enumerate.

The city is situated in the far-famed Genesee Valley, and is divided by the Genesee River, which winds its graceful length down from the Alleghanies, through the picturesque fields of Livingston and Monroe counties, tumbling its waters over precipices aggregating three hundred feet within the corporate limits, passing placidly between Niagara-like banks of solid rock, and losing itself in the depths of Lake Ontario, seven miles below the center of the city.

For grand and beautiful scenery, from the quiet, peaceful farm scene to the wild, precipitous grandeur of the river banks, the visitor has but to take a street car ride of half an hour from any of the many excellent hotels for which Rochester is famous. The attractions in the city itself are abundant and varied. Main Street, now one of the handsomest business streets to be found in any city, with its modern equipment, its under-ground wire system and its magnificent twelve and thirteen story buildings: the Powers fire proof commercial building, in which fifteen hundred men have their places of business, and in the upper stories of which is the famous Powers Art Gallery, which is visited by hundreds daily, many of whom visit Rochester for this alone; the University of Rochester, which was presided over more than twenty-four years, until his death, by Dr. M. B. Anderson, one of the most efficient and progressive educators of this country; the Rochester Theological Seminary; the Ward Museum, containing a collection of curiosities rarely equaled; and the extensive flower and seed gardens, warehouses, etc., are but a part of the treat afforded the visitor.

Four miles east of Rochester, and connected with it by lines of steamers and three railroads, is situated Irondequoit Bay, an arm of Lake Ontario, extending three miles southward from the lake, surrounded by beautiful wooded hills. The hills on either side are dotted with tasteful cottages, which are occupied by residents of the city during the summer months.

Seven miles north of the city, at the mouth of the Genesee River, is situated the village of Charlotte, the port of entry of Rochester, and which has for many years been a famous summer resort. Half an hour's ride on the lake shore to the west is the beautiful Manitou Beach and a few minutes' ride to the east are Windsor Beach, Sea Breeze and Forest Lawn, and the whole line of about twenty miles of lake front between these charming resorts is being rapidly built up with elegant summer cottages, and many fine hotels accommodate the thousands of visitors who annually congregate here for the cool, bracing air of this inland ocean. Two hours' ride west from Rochester are the world renowned Niagara Falls.

We feel warranted in saying that no other city of its size in America possesses so rich a variety of attractions as ROCHESTER "THE FLOWER CITY OF THE EMPIRE STATE."

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### To the Public.

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The phenomenal increase in the adoption and circulation of the Rochester Business Institute text-books, from which has developed the extensive Williams & Rogers publishing house, has, for a number of years, required almost the entire time of Mr. F. E. Rogers, and considerable attention from Mr. L. L. Williams. By reason of these conditions Mr. A. S. Osborn and Mr. S. C. Williams were, in June, 1893, admitted to partnership in the management of the school. These gentlemen, as is well known, have long been prominently connected with the institution, and for years have had charge of important departments of the school. They are widely known as well equipped, thorough and popular commercial teachers, and certainly need no introduction to the patrons of the R. B. I. Their promotion to the general management of the school brings to it vigor, efficiency and popularity.

We have a large financial interest in the school, and the fact that we have devoted more than twenty-five of our best years to building up the institution gives us an interest of a still higher and worthier nature; an interest which will impel us to continue to do anything and everything in our power to promote its welfare, and to this end we retain an advisory connection with the institution.

L. L. WILLIAMS,  
F. E. ROGERS.

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### The R. B. I. Assembly.

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A well established feature of this institution is the R. B. I. Assembly. This society is designed to develop confidence, facility and power in public speaking, and to impart to the pupil the habit of intelligent reading of current literature, and with such care as to impress the facts upon his mind and also to develop ability and skill in debate. At each exercise some topic of interest that is at the time uppermost in the public mind is selected, and

various pupils take the floor and give such facts relating to the subject as they may be in possession of. This not only accomplishes the objects intended, but it leads the pupils to read current news with great care, and hence with intelligence and profit.

While it was confidently expected that great good would result from this experiment, the enthusiasm with which the pupils have engaged in it, and the ability to express their thoughts while standing upon their feet which has been developed, has been a source of surprise and gratification. Young men who had never before attempted to make a speech have become able, after a very few exercises, to talk as long as was necessary to give utterance to their information upon the subject, and in a connected, agreeable and intelligent manner. The acquisition of such ability is in many cases worth all the entire course costs.

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### **R. B. I. Literary Society.**

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This is a society maintained by the pupils sometimes in connection with the R. B. I. assembly and sometimes by itself, having for its object the discussion of literary topics and for general literary and musical exercises and for the acquiring of a cultivation of knowledge of parliamentary usages, and the promotion of acquaintance, social intercourse and good fellowship. The body meets at stated times and the exercises consist of reports, debates, essays, declamations, vocal and instrumental music, etc. The society has proved of such value and interest that its welfare has been closely watched and the meetings have been liberally sustained. The institution owns a fine piano for use of this society and for other exercises of the school.

Every citizen of America is almost certain to be called upon at some time during life to preside over an assemblage of some kind, or to take part in its proceedings; and he can be placed in no more embarrassing position than to be

called upon and find himself ignorant of the requirements of the occasion, and unable to respond in a manner creditable to himself and pleasing to those present. Hundreds of young men have become effective public speakers, and have learned to conduct an organized assemblage with dignity and skill, entirely through their connection with this society.

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### A Look Ahead.

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There are many students in attendance every year, who have been planning and saving for a number of years in order to be able to take our course. Such discipline and self denial is in itself an education and such students always do well. They do not wait for, but go out and win success. They do not wait for circumstances but make them.

A young man can well afford to make many serious sacrifices in order to gain the practical, indispensable knowledge resulting from the course of study given by this institution. It takes strength of will and strength of character, as does the accomplishing of anything of importance, and the desired end will never be reached unless a beginning is made and the resolution to be better educated, cherished and kept through all difficulties and hindrances. What is not worth striving for is not worth much.

Education is worth most to those who work hardest for it.

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### The Future.

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The managers and faculty realize that the institution has taken such rank among the commercial schools of the country, and has secured such a measure of public confidence, that by earnest effort alone can they hope to fully meet the expectations of its large constituency. That effort shall not be wanting. The success of the past shall afford inspiration for

the future. This institution has long been a leader in the march of progress in this department of education, and it is the intention of those into whose hands its interests are placed, to so improve it that its position shall each year be more clearly defined.

Commercial education has never before attracted so much of public attention as it is receiving at the present time, nor was the value of work which commercial schools are accomplishing ever before so thoroughly appreciated.

So popular have these schools made the teaching of the commercial branches that high schools, seminaries, normal schools, and even many of the higher institutions of learning, have been compelled to introduce commercial departments to satisfy in a measure the public demand thus created.

#### FURTHER INFORMATION.

Prospective pupils are earnestly requested to make inquiries, no matter how trivial, regarding anything they wish to know relative to the pursuing of a course of commercial study and shorthand. Information regarding any details will also be cheerfully furnished those who may be considering the question of pursuing such a course of study, although not intending to begin the work for some time to come. The selection of a school is a matter of great importance involving life-long consequences, and should be a work of care and deliberation.

The school refers with pleasure and pride to its graduates and patrons and hopes to continue to deserve those words and acts of commendation and encouragement that have made its success possible.

Address for further information,

ROCHESTER BUSINESS INSTITUTE,  
Rochester, N. Y.

## YOUNG MEN'S CHRISTIAN ASSOCIATION,

ROCHESTER, N. Y.

CENTRAL BUILDING, 57 FINE AND CHURCH STS.  
RELEASE DEPARTMENT, 208 CENTRAL AVE.

J. T. ALLING, PRESIDENT  
A. H. WHITFORD, SECRETARY

CENTRAL DEPARTMENT.

ROCHESTER, N. Y., July 20, 1893.

*To the Business Public:*

*We, the undersigned officers of the Rochester Young Men's Christian Association, take pleasure in vouching for the reliability and efficiency of the Rochester Business Institute. The Association welcomed the proposition to construct apartments for the institution and the relations existing are mutually satisfactory and beneficial.*

*The Rochester Business Institute portion of our building is large, light and airy and is furnished in a most complete and elegant manner. The published illustrations do not adequately show the beauty and completeness of the school rooms which are, in our opinion, unequaled for the purpose for which they are intended.*

*The school has a very large attendance, enjoys an excellent reputation at home as well as abroad, is patronized by a superior class of pupils and gives a course of instruction and practice that is of great value.*

*Very respectfully,*

*Joseph T. Alling,*

*President.*

*Alfred H. Whitford,*

*General Secretary.*

# CATALOGUE

OF STUDENTS OF THE ROCHESTER BUSINESS INSTITUTE FOR  
THE SCHOOL YEAR ENDING JULY 30, 1897.

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## WOMEN.

Adams, Frankie . . . . .	Rochester, N. Y.
Bantleon, Sophie M. . . . .	" "
Barnard, Alice . . . . .	East Aurora, N. Y.
Beeton, Gertrude . . . . .	Rochester, N. Y.
Beir, Clara . . . . .	" "
Belding, Mary J. . . . .	" "
Benson, Martha . . . . .	" "
Bieck, Agnes . . . . .	Rochester, N. Y.
Binney, Katherine L. . . . .	" "
Black, Lizzie M. . . . .	" "
Blair, Mary E. . . . .	" "
Boswell, Grace M. . . . .	Cincinnati, O.
Bowen, Alice . . . . .	Medina, N. Y.
Brandt, Augusta . . . . .	Rochester, N. Y.
Brohan, Anna . . . . .	" "
Brown, Blanche . . . . .	" "
Burchard, Hattie B. . . . .	" "
Burrows, Lenah K. . . . .	Deposit, N. Y.
Burt, Deborah . . . . .	Honeoye Falls, N. Y.
Cashman, Kate . . . . .	Rochester, N. Y.

Clark, Eva H.	. . . . .	Rochester, N. Y.
Cleveland, Nora A.	. . . . .	Smyrna, N. Y.
Coleman, Minnie May	. . . . .	Rochester, N. Y.
Colvin, Margaret	. . . . .	" "
Conway, Bessie	. . . . .	" "
Cook, Bertha	. . . . .	" "
Cook, Nettie M.	. . . . .	Charlotte, N. Y.
Courneen, Margaret	. . . . .	Rochester, N. Y.
Covey, Mary L.	. . . . .	Earlville, N. Y.
Crombie, Belle	. . . . .	Rochester, N. Y.
Crombie, Maggie	. . . . .	" "
Crowell, Jennie	. . . . .	Adams, Mass.
Davis, Katie C.	. . . . .	Rochester, N. Y.
Dolan, Marian	. . . . .	" "
Dudley, Anna B.	. . . . .	" "
Eble, Stella	. . . . .	" "
Ehrlich, Henrietta	. . . . .	Rochester, N. Y.
Erbe, Rose	. . . . .	" "
Erdle, Barbara	. . . . .	" "
Ernest, Louise	. . . . .	" "
Findlay, Florence	. . . . .	Rochester, N. Y.
Flood, Emma S.	. . . . .	" "
Frosch, Minnie E.	. . . . .	Canajoharie, N. Y.
Ganss, Mildred	. . . . .	Rochester, N. Y.
Garrison, Alice	. . . . .	" "
Goodrich, Mary	. . . . .	" "
Gould, Carolyn	. . . . .	" "
Graham, Edith	. . . . .	Rochester, N. Y.

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Haap, Edna L.	. . . . .	Rochester, N. Y.
Haitz, Louise	. . . . .	“ “
Harmon, Mrs.	. . . . .	“ “
Harrig, Katherine	. . . . .	“ “
Harris, Fannie A.	. . . . .	Perry, N. Y.
Harris, Georgia H.	. . . . .	Rochester, N. Y.
Harris, Jessie M.	. . . . .	Webster, N. Y.
Harrison, Harriet B.	. . . . .	Rochester, N. Y.
Hayner, Nellie E.	. . . . .	Spencerport, N. Y.
Heath, Lena G.	. . . . .	Adams Centre, N. Y.
Hodgman, Genie	. . . . .	Rochester, N. Y.
Hollingshead, Annie	. . . . .	“ “
Hungad, Mrs.	. . . . .	“ “
Jones, Bertha A.	. . . . .	Sandusky, N. Y.
Keehn, Mabel	. . . . .	Rochester, N. Y.
Kelsey, Florence	. . . . .	Wellsville, N. Y.
Kenney, Lillian	. . . . .	Rochester, N. Y.
Knapp, Vara	. . . . .	“ “
Koesterer, Josephine	. . . . .	“ “
Lamoureux, Lillian	. . . . .	“ “
Louth, Bertha	. . . . .	Rochester, N. Y.
Leseritz, Julia	. . . . .	“ “
Levis, Esther	. . . . .	“ “
Loomis, Grace A.	. . . . .	Carthage, N. Y.
Lynch, Anna	. . . . .	Rochester, N. Y.
MacCallum, M. Maud	. . . . .	“ “
Mahler, Frankie H.	. . . . .	“ “
Mandery, Emma	. . . . .	“ “

Mandery, Julia . . . . .	Rochester, N. Y.
Marks, Margaret . . . . .	" "
Martin, Rachel . . . . .	" "
May, Ora G. . . . .	" "
Meara, Mary . . . . .	Rochester, N. Y.
Meilke, Bertha . . . . .	" "
Messenger, Florence . . . . .	" "
McCarthy, Katherine . . . . .	" "
McGuire, Dora J. . . . .	West Webster, N. Y.
McNerney, Gertrude . . . . .	Rochester, N. Y.
McNulty, Mary E. . . . .	" "
Michaels, Miss E. M. . . . .	" "
Miller, Clara . . . . .	" "
Miller, Laura . . . . .	Scottsville, N. Y.
Mitchell, Carrie E. . . . .	Mt. Morris, N. Y.
Mulcahy, Agnes . . . . .	Phelps, N. Y.
Mullaugh, Anna . . . . .	Rochester, N. Y.
Murphy, Frances I. . . . .	" "
Murray, Anna . . . . .	" "
Naylon, Catherine . . . . .	" "
Nellis, E. Viola . . . . .	Newark, N. Y.
Nelson, Elizabeth L. . . . .	Rochester, N. Y.
O'Connell, Nellie F. . . . .	" "
Offner, Bonnie . . . . .	" "
O'Grady, Charlotte . . . . .	" "
O'Hara, Delia . . . . .	Rochester, N. Y.
O'Hara, Lizzie . . . . .	Dansville, N. Y.
O'Loughlin, Helen A. . . . .	Rochester, N. Y.

O'Reilly, Mary	.	.	.	.	.	Rochester, N. Y.
Osgood, Fannie	.	.	.	.	.	“ “
Parrish, Grace	.	.	.	.	.	Phelps, N. Y.
Paul, Sophie	.	.	.	.	.	Rochester, N. Y.
Perry, Marie	.	.	.	.	.	“ “
Pettit, Iva	.	.	.	.	.	Avoca, N. Y.
Phelan, Margaret	.	.	.	.	.	Rochester, N. Y.
Pinkley, Alice C.	.	.	.	.	.	Webster, N. Y.
Popp, Louise	.	.	.	.	.	Rochester, N. Y.
Preston, Minnie E.	.	.	.	.	.	Palmyra, N. Y.
Protz, Marie C.	.	.	.	.	.	Rochester, N. Y.
Randolph, Ida	.	.	.	.	.	“ “
Rathbun, Amie	.	.	.	.	.	Avoca, N. Y.
Read, Mary	.	.	.	.	.	Bath, N. Y.
Reed, Lucinda	.	.	.	.	.	Rochester, N. Y.
Reeve, Ida A.	.	.	.	.	.	Pittsford, N. Y.
Rhodes, Mabel C.	.	.	.	.	.	Etna, N. Y.
Robinson, Lottie	.	.	.	.	.	Rochester, N. Y.
Roby, Julia A.	.	.	.	.	.	“ “
Rogers, Polly	.	.	.	.	.	Irondequoit, N. Y.
Rose, Lelia M.	.	.	.	.	.	Avoca, N. Y.
Rosenbaum, Stella	.	.	.	.	.	Rochester, N. Y.
Roser, Nellie E.	.	.	.	.	.	Fairport, N. Y.
Ryan, Genevieve A.	.	.	.	.	.	Phelps, N. Y.
Schafer, Alda	.	.	.	.	.	Rochester, N. Y.
Schlitzer, Katherine	.	.	.	.	.	“ “
Sheerin, Annie	.	.	.	.	.	Avon, N. Y.
Spacher, Anna M.	.	.	.	.	.	Rochester, N. Y.

Speares, Jessie	. . . . .	Rochester, N. Y.
Speidel, May Amelia	. . . . .	Rome, N. Y.
Sprout, Mary A.	. . . . .	Royalton, N. Y.
Stallman, Mary	. . . . .	Rochester, N. Y.
Stephany, May E.	. . . . .	" "
Sullivan, Mary E.	. . . . .	Avon, N. Y.
Telford, Frances	. . . . .	Rochester, N. Y.
Tiernan, Louise	. . . . .	Charlotte, N. Y.
Tosch, Minnie	. . . . .	Rochester, N. Y.
Tozier, Emma L.	. . . . .	" "
Van Zandt, Jennie A.	. . . . .	" "
Vaughan, Marie L.	. . . . .	" "
Ver Hoeven, Sadie	. . . . .	Rochester, N. Y.
Vogel, Rosie M.	. . . . .	" "
Wagar, Hattie	. . . . .	Webster, N. Y.
Walton, Lelia	. . . . .	Attica, N. Y.
Webb, Daisy	. . . . .	Rochester, N. Y.
Webber, Anna	. . . . .	" "
Weinberg, Frances L.	. . . . .	" "
Welch, Kittie M.	. . . . .	" "
Wells, Sadie L.	. . . . .	Clifton Springs, N. Y.
Wepper, Anna	. . . . .	Canajoharie, N. Y.
Wicks, Nettie	. . . . .	Rochester, N. Y.
Woodworth, Ella	. . . . .	" "
Yeomans, Blonda	. . . . .	" "
Zala, Emma L.	. . . . .	" "

**MEN.**

Abbey, Byron S.	. . . . .	Allen's Hill, N. Y.
Abbey, Frank P.	. . . . .	Honeoye, N. Y.
Adams, Harold	. . . . .	Rochester, N. Y.
Adler, Max	. . . . .	" "
Adler, Milton S.	. . . . .	" "
Allen, Allison	. . . . .	" "
Alvord, James M.	. . . . .	Tuscarora, N. Y.
Amsden, Ernest	. . . . .	Rochester, N. Y.
Andrews, Wallace	. . . . .	Waterloo, N. Y.
Anthony, Bryant	. . . . .	Beaver Dams, N. Y.
Applebee, Fitch	. . . . .	Wellsville, N. Y.
Armstrong, J. L.	. . . . .	Rochester, N. Y.
Austin, D. Cole	. . . . .	Spencerport, N. Y.
Austin, Herman E.	. . . . .	Whitesville, N. Y.
Bach, Charles	. . . . .	Rochester, N. Y.
Bailey, Geo. H.	. . . . .	" "
Baker, Ewell D.	. . . . .	" "
Baldwin, J. Howard	. . . . .	Lockport, N. Y.
Ball, Clarence	. . . . .	Rochester, N. Y.
Bantel, Charles	. . . . .	" "
Barber, Apollos J.	. . . . .	" "
Barber, Gilbert F.	. . . . .	" "
Bardol, Leo	. . . . .	Cape Vincent, N. Y.
Barler, M. H.	. . . . .	Rochester, N. Y.
Barr, Harry V.	. . . . .	" "
Barron, Lawrence W.	. . . . .	" "

Barse, Ivan E.	. . . . .	East Dickinson, N. Y.
Bartlett, Eugene J.	. . . . .	Dansville, N. Y.
Becker, Max	. . . . .	Rochester, N. Y.
Beeman, Seth T.	. . . . .	Canandaigua, N. Y.
Behrns, Chas. L.	. . . . .	Cherokee, Texas.
Bell, William R.	. . . . .	Rochester, N. Y.
Benedict, Charles M.	. . . . .	Perry Centre, N. Y.
Benedict, Theodore W.	. . . . .	Brockport, N. Y.
Benson, Orlie P.	. . . . .	Potsdam, N. Y.
Bitter, Albert	. . . . .	Rochester, N. Y.
Bitter, Frank	. . . . .	“ “
Black, Duane	. . . . .	Geneseo, N. Y.
Black, Louis	. . . . .	Rochester, N. Y.
Boland, Charles F.	. . . . .	North Greece, N. Y.
Bradley, William	. . . . .	Rochester, N. Y.
Bradner, C. H.	. . . . .	Pulaski, N. Y.
Brandt, Yost	. . . . .	Rochester, N. Y.
Bratton, Charles B.	. . . . .	Shank's Run, Pa.
Brennan, J. E.	. . . . .	Rochester, N. Y.
Brick, James E.	. . . . .	Perry, N. Y.
Bristol, Martin F., Jr.	. . . . .	Rochester, N. Y.
Brooks, Carlton	. . . . .	“ “
Brooks, George C.	. . . . .	“ “
Brophy, James	. . . . .	“ “
Brown, Judson F.	. . . . .	Rochester, N. Y.
Brown, Leslie M.	. . . . .	“ “
Bruff, Albert C.	. . . . .	“ “
Bryan, Amasa E.	. . . . .	“ “

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Burton, G. E.	Rochester, N. Y.
Cameron, Peter R.	Wellsboro, Pa.
Campbell, Albert I.	Rochester, N. Y.
Carson, James D.	Avon, N. Y.
Case, James G.	Sodus, N. Y.
Chase, Morris S.	Whitesville, N. Y.
Christman, Philip R.	Rochester, N. Y.
Clark, George F.	East Palmyra, N. Y.
Clute, Charles H.	Short Tract, N. Y.
Cole, Horace G.	Rochester, N. Y.
Cole, Lewis M.	Mendon Center, N. Y.
Coller, Charles F.	Rochester, N. Y.
Cook, John	South Hammond, N. Y.
Cook, Norman E.	Rochester, N. Y.
Cooke, Ralph W.	East Palmyra, N. Y.
Cooke, T. Loren	" "
Coppinger, James A.	Geneseo, N. Y.
Cox, Edmund T.	Rochester, N. Y.
Cravath, Louis G.	Dansville, N. Y.
Crippen, Marvin D.	Rochester, N. Y.
Cripps, Christopher	Forest Lawn, N. Y.
Crist, David W.	Timberville, Va.
Cromwell, J. Roy	Rochester, N. Y.
Crump, G. F.	" "
Culligan, William	" "
Cummins, Lewis H.	East Smithfield, Pa.
Cunningham, Charles F.	Rochester, N. Y.
Curtis, Eugene J.	" "

Dalton, John B.	Clifton Springs, N. Y.
Dancy, William H.	Rochester, N. Y.
Darling, Nelson	Adams Basin, N. Y.
Davis, David S.	Russell Gulch, Col.
Davis, Hiram C.	Churchville, N. Y.
Davis, Porter R.	Perry, N. Y.
Decker, Mack	Wellsville, N. Y.
Defendorf, Harry G.	Rochester, N. Y.
Denbow, W. H.	" "
Dengler, Leo F.	" "
Denison, Floyd	Massena Centre, N. Y.
De Roller, Joseph	Rochester, N. Y.
Devereaux, Richard	Clifton Springs, N. Y.
Dexter, William D.	Whitesville, N. Y.
Dietz, Charles C.	Rochester, N. Y.
Dietz, Charles F.	Lock Haven, Pa.
Dill, Leonard B.	Rasselas, Pa.
Dorland, Earl A.	Cleveland, N. Y.
Dowling, Martin J.	Livonia, N. Y.
Doyle, Harry	Rochester, N. Y.
Drecoll, Fred H.	" "
Duffy, G. Paul	" "
Dunne, John W.	" "
Dutton, Frank F.	Pine Grove, Ill.
Easterbrook, Lee W.	Glenora, N. Y.
Eaton, Adelbert F.	Southwest Oswego, N. Y.
Eberle, George L.	New York City.
Edelman, George	Rochester, N. Y.

Eldred, Zenas, Jr.	Bridgewater, N. Y.
Ely, George G.	Rochester, N. Y.
Emmons, Fred	Lansingville, N. Y.
Engle, Richard	Rochester, N. Y.
Erbe, Frederick	" "
Ersfeld, Theodore	Cohocton, N. Y.
Esterheld, Frederick S.	Rochester, N. Y.
Evans, Arthur B.	Tidioute, Pa.
Evert, Fred H.	Rochester, N. Y.
Ewell, Meade A.	Wyoming, N. Y.
Eyer, Wm. M.	Rochester, N. Y.
Fahy, John D.	" "
Falvey, Paul	Allen's Hill, N. Y.
Farrar, Charles W.	Rochester, N. Y.
Finnican, Henry E.	" "
Fischer, Joseph	" "
Fisher, E. L.	" "
Fisher, Fred G.	Rochester, N. Y.
Fleckenstein, William B.	" "
Forest, Camille	" "
Frain, E. Frank	Abdera, Pa.
Frank, Ernest	Rochester, N. Y.
Friederich, Max	" "
Fuhrman, William	" "
Gantner, Otto	Passadena, N. Y.
Garnish, George G.	Irondequoit, N. Y.
Garson, Harry	Rochester, N. Y.
Gay, Fred L.	Wyoming, N. Y.

Gayler, Charles A.	Fort Plain, N. Y.
Geballe, Louis	Medina, N. Y.
Geer, LeMoine	Auburn, N. Y.
Gefell, Charles	Rochester, N. Y.
Gilman, James B.	" "
Glasser, Frank C. Jr.	Forest Lawn, N. Y.
Glasser, George E.	" "
Glenn, Horace	Rochester, N. Y.
Grove, M. A.	Harrisburg, Pa.
Gough, M. Herbert B.	Ilion, N. Y.
Grant, Geo. K.	Geneseo, N. Y.
Grant, William A.	" "
Green, Charles P.	Marion, N. Y.
Greenburg, David	Rochester, N. Y.
Gress, Dennis	Lyons, N. Y.
Griffith, William H. Jr.	Avon, N. Y.
Guggenheimer, Fred	Rochester, N. Y.
Hagen, Walter L.	" "
Hahn, William A.	" "
Hall, Milton G.	Flackville, N. Y.
Hall, William P.	Pulaski, N. Y.
Hambrecht, John D.	Fort Plain, N. Y.
Harding, Burton C.	Oakland, Neb.
Harnden, Bruce G.	Rochester, N. Y.
Harnden, Claude W.	" "
Harris, Harry G.	" "
Hart, George	" "
Hart, Harry J.	Redwood, N. Y.

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Hart, Samuel	Redwood, N. Y.
Hauser, William J.	" "
Heald, Charles H.	Moravia, N. Y.
Hebbard, Donald D.	Mumford, N. Y.
Heilbronn, C. C.	Rochester, N. Y.
Heilbronn, Robert	" "
Henderson, John Jr.	" "
Hering, Henry	" "
Hervitch, Henry	Rochester, N. Y.
Hess, Frank P.	" "
Hess, Keller	Canajoharie, N. Y.
Hetzler, Charles P.	Rochester, N. Y.
Heydweiller, William	" "
Hill, Charles W.	Ogden, N. Y.
Hill, Theron	Seneca Falls, N. Y.
Hogan, William J.	Rochester, N. Y.
Holcomb, Frank	" "
Holleran, Fred	" "
Hooch, Harry	" "
Hosmer, Merritt E.	Youngstown, N. Y.
Howard, Edwin P.	Irondequoit, N. Y.
Howard, Turner E.	Rochester, N. Y.
Howe, Porter L.	" "
Hoyt, Wentworth	" "
Hubertus, Frank	Dansville, N. Y.
Huffman, R. W.	Oriskany, N. Y.
Hulbert, G. Murray	Waterloo, N. Y.
Hunter, Samuel A.	West Newton, Pa.

Hutchinson, L. F.	Morristown, N. Y.
Hysner, George	Rochester, N. Y.
Ingle, Charles	“ “
Ireland, Jesse C.	“ “
Jackson, Charles W.	Holley, N. Y.
Jacobs, Israel	Angelica, N. Y.
Jacobstein, William	Rochester, N. Y.
Jennings, James E.	Warsaw, N. Y.
Jessup, Ray W.	Rochester, N. Y.
Johnson, Dannie R.	Benezett, Pa.
Jones, Warren E.	Rochester, N. Y.
Keeley, Frank J.	Pleasantville, Pa.
Keller, Fred	Rochester, N. Y.
Kelley, Daniel	“ “
Kempany, Louis J.	Lowville, N. Y.
Kennedy, Bernard J.	Rochester, N. Y.
Kent, Arthur G.	“ “
Kerr, Frank	Deposit, N. Y.
Kimmel, John J.	Rochester, N. Y.
Kinzel, William	“ “
Kirby, Charles R. W.	“ “
Knobel, Burkhart M.	“ “
Kraeer, Oliver A.	Sheffield, Pa.
Kreig, Fred J.	Rochester, N. Y.
Kroll, Abie	“ “
Kurtz, Benton, D.	Bethlehem, Pa.
Laming, Herbert	Irondequoit, N. Y.
Laming, George	“ “

Lane, Archie S.	.	.	.	.	.	Rochester, N. Y.
Lane, Arthur W.	.	.	.	.	.	" "
Laney, James C.	.	.	.	.	.	" "
Lang, Fred J.	.	.	.	.	.	" "
Lang, Joseph	.	.	.	.	.	Rochester, N. Y.
Latham, Forest M.	.	.	.	.	.	" "
Lawrence, Joseph	.	.	.	.	.	" "
Lays, Charles	.	.	.	.	.	" "
Lazarus, Henry	.	.	.	.	.	Rochester, N. Y.
Legg, Charles H.	.	.	.	.	.	Clyde, N. Y.
LeMaster, Charles A.	.	.	.	.	.	Loree, Ind.
Lennon, Charles S.	.	.	.	.	.	Rochester, N. Y.
Leonard, Frank S.	.	.	.	.	.	Saranac Lake, N. Y.
Leseritz, Victor F.	.	.	.	.	.	Rochester, N. Y.
Levis, R. Raymond	.	.	.	.	.	" "
Levi, Meyer	.	.	.	.	.	" "
Lewis, Raymond L.	.	.	.	.	.	" "
Link, Charles F.	.	.	.	.	.	Owego, N. Y.
Linstruth, Fred	.	.	.	.	.	Naumburg, N. Y.
Love, William F.	.	.	.	.	.	Rochester, N. Y.
Lovett, Warren	.	.	.	.	.	" "
Ludke, Herman	.	.	.	.	.	Lincoln Park, N. Y.
Luig, Edward	.	.	.	.	.	Rochester, N. Y.
Luther, John W.	.	.	.	.	.	" "
Lyon, Daniel I.	.	.	.	.	.	" "
Lyon, George J.	.	.	.	.	.	" "
Madison, Charles G.	.	.	.	.	.	Fayetteville, N. Y.
Mahon, Frank E.	.	.	.	.	.	Charlotte, N. Y.

Mahony, Michael J.	Hogansburg, N. Y.
Maier, Frederick J.	Rochester, N. Y.
Martin, Charles J.	“ “
Martin, Harry B.	“ “
Maxwell, John B.	Menominee, Mich.
Maurer, Arthur L.	Rochester, N. Y.
McConnaughey, John C.	“ “
McCrillis, Charles M.	Holley, N. Y.
McElwain, George W.	Fort Covington, N. Y.
McEwan, Luke H.	Massena Centre, N. Y.
McKenzie, Earl E.	St. Johnsville, N. Y.
McLouth, Wells Gary	Manchester, N. Y.
McMannus, Edward H.	Rochester, N. Y.
McNaughton, Robert L.	Caledonia, N. Y.
McVean, Charles A.	Scottsville, N. Y.
Meade, Elmer	Rochester, N. Y.
Meisenzahl, William	“ “
Meng, Charles E.	“ “
Meng, Emil	“ “
Metherell, William	Rochester, N. Y.
Meyer, Maurice	“ “
Miller, Anthony J. Jr.	“ “
Miller, Augustus	Avon, N. Y.
Miller, Carl J.	Canajoharie, N. Y.
Miller, Frank B.	Torrington, Conn.
Miller, John H.	East Guilford, N. Y.
Miller, Luther H.	Rochester, N. Y.
Miller, Wallace I.	“ “

Minges, Frank	Rochester, N. Y.
Misson, Leo L. W.	“ “
Mock, Dudley	“ “
Mock, H. F.	“ “
Moone, Edward C.	Medina, N. Y.
Moore, William C.	Rochester, N. Y.
Moran, Kenneth	“ “
Morley, A. J.	“ “
Morrissey, William	Livonia Station, N. Y.
Mosher, Clarence H.	Rochester, N. Y.
Motley, Albert H.	“ “
Murphy, Charles W.	“ “
Myers, Dean L.	“ “
Nash, Leroy H.	Watertown, Mass.
Neal, Alfred B.	Honeoye Falls, N. Y.
Nephew, Frank M.	Rochester, N. Y.
Newberry, Ira B.	“ “
Nicholl, Franklin M.	“ “
Norton, W. S.	Meadville, Pa.
Noxon, C. E.	Rochester, N. Y.
Nusbaum, Louis J.	“ “
Oberg, Albert	“ “
O'Connor, Raymond B.	“ “
Oettinger, Fred N.	Rochester, N. Y.
O'Grady, Thomas J.	“ “
O'Leary, Arthur	“ “
Olp, Fred G.	Mt. Morris, N. Y.
Olver, S. L.	Carbondale, Pa.

Otis, Rutherford M	Trumansburg, N. Y.
Otto, George J.	Rochester, N. Y.
Owen, Charles W.	Kendall, N. Y.
Palmer, Bradley J.	Rochester, N. Y.
Palmer, Frederic S.	Brockport, N. Y.
Parker, Leon E?	Rochester, N. Y.
Patterson, Walter R.	" "
Paul, Carl	" "
Paul, Peter	" "
Peckens, Phillip J.	Rochester, N. Y.
Phillips, George A. J.	Bridgeport, N. Y.
Phillips, Joseph J.	Rochester, N. Y.
Phillips, Morris F.	Brighton, N. Y.
Pierce, George A. Jr.	Rochester, N. Y.
Pike, William J.	" "
Popp, Edward F.	" "
Popp, Frank	" "
Poppink, Arnold	Rochester, N. Y.
Post, Myron A.	Medina, N. Y.
Pratt, Harvey I.	Orwell, N. Y.
Predmore, John B.	Rochester, N. Y.
Price, William A.	Hicksville, Ohio.
Punch, Frederick	Rochester, N. Y.
Raetz, Louis F.	" "
Raines, George R.	Canandaigua, N. Y.
Ramsdell, Joseph A.	Rochester, N. Y.
Rathbun, Walter H.	" "
Rauber, John S.	" "

Rearwin, Fred P.	Fillmore, N. Y.
Reeves, Clinton A.	Dexter, N. Y.
Reynolds, S. Wray	Rochester, N. Y.
Rich, Charles W. T.	" "
Richheimer, Albert	Johnstown, N. Y.
Richmond, George C.	Phelps, N. Y.
Richter, William J.	Rochester, N. Y.
Rickarts, Carl B.	" "
Rienbeck, John E.	Cape Vincent, N. Y.
Rinker, A. T.	Rochester, N. Y.
Rising, Walter V.	" "
Rittenhouse, Ward H.	Tuscarora, N. Y.
Ritz, Vincent	Rochester, N. Y.
Robbin, Fred J.	" "
Robbins, Lawrence J.	Smithville, N. Y.
Robertson, James, Jr.	Rochester, N. Y.
Root, Edward S.	Sandy Creek, N. Y.
Rosenhagen, Gustave	Rochester, N. Y.
Rotmans, Henry J.	" "
Rowe, William J.	Brockport, N. Y.
Rullman, David	Troy, Kans.
Russell, Merritt A.	Bombay, N. Y.
Russell, Victor H.	" "
Rutherford, James C.	Caledonia, N. Y.
Safinsky, Samuel	Rochester, N. Y.
Saller, William J.	West Webster, N. Y.
Salyerds, David C.	Scottsville, N. Y.
Santens, Joseph	Rochester, N. Y.
Scanlan, John	" "

Schaefer, Charles	Rochester, N. Y.
Scheibe, Edgar A.	“ “
Schenkel, Ignatius	“ “
Schiff, Marcus	“ “
Schofield, George H.	Ilion, N. Y.
Schrader, Frank	Rochester, N. Y.
Schreiner, John G.	“ “
Seals, James J.	Deansboro, N. Y.
Seeley, Harvey L.	Gates, N. Y.
Seely, J. T.	Rochester, N. Y.
Seidel, Charles E.	Penn Yan, N. Y.
Seiler, Walter F.	Rochester, N. Y.
Seisar, C. E.	“ “
Servis, Samuel H.	Geneseo, N. Y.
Shafer, Perry C.	Brockport, N. Y.
Shafer, R. R.	Fayette, Ohio.
Shaffer, Howard	St. Johnsville, N. Y.
Shaughnessy, Francis J.	Rochester, N. Y.
Shaver, Frederick W.	Brownville, N. Y.
Shepherd, E. S.	Rochester, N. Y.
Sherman, Clarence E.	Canastota, N. Y.
Shipman, Charles H.	Akron, Ohio.
Shone, William V.	Rochester, N. Y.
Shreffler, C. E.	“ “
Shults, Daniel W.	Avoca, N. Y.
Sidman, Frank E.	Rochester, N. Y.
Siebert, Oscar J.	“ “
Sloan, Walter A.	Clyde, N. Y.
Smith, Clarence W.	Rochester, N. Y.

Smith, Ziba M.	Avery, Pa.
Snell, Melvin W.	St. Johnsville, N. Y.
Snyder, George E.	Kent, N. Y.
Snyder, George J.	Victor, N. Y.
Sparks, George W.	Albany, N. Y.
Spaulding, E. W.	Randolph, N. Y.
Sperry, Theodore H.	Lincoln Park, N. Y.
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Suss, George C.	" "
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Swan, George A.	Rochester, N. Y.
Syphert, Otto S.	Herkimer, N. Y.
Tarrant, Thomas	Rochester, N. Y.
Taylor, William A.	Dansville, N. Y.
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Telford, C. Ray	Rochester, N. Y.
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Tucker, George B.	Rochester, N. Y.
Turner, Clinton J.	" "
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Turpin, Mortimer A.	" "
Vail, James S.	" "
Valiquette, Leon J.	Rutland, Vt.
Vallance, A. Bruce	Fowlerville, N. Y.
Van Blaricom, George H.	Rochester, N. Y.
Van Nest, C. H.	" "
Van Reypen, Garrett D.	Brighton, N. Y.
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Vogel, Emil J.	Rochester, N. Y.
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Warner, E. J.	" "
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Wilber, Earl D. . . . .	Batavia, N. Y.
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Williams, Walter B. . . . .	" "
Williams, Walter I. . . . .	West Shelby, N. Y.
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Wilson, George F. . . . .	Rochester, N. Y.
Wilson, George H. . . . .	Brockport, N. Y.
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