

Office Manual

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Editor's Note: This file contains a mixture of outdated and entirely trivial notes regarding the use and maintenance of pens, typewriters, dictating machines and other dinosaurs of the pre-computer age. While there may be some faint historical interest, little will be lost by skipping these pages. However, the other part of this file – PB's replies – is of greater interest and even relevance. While there are pages upon pages of PB basically saying "I am retired, I don't take students, I can't give advice, I'm too busy," etc. – there are as many pages with specific responses to specific questions and issues. It is obvious that many of these were copied from replies to specific letters, while others were simply formulated from the most common questions asked by 'questers.' The pdf pages that have some of this relevant content are (in my opinion) the following: 13, 63-64, 87-88, 113-115, 119, 123 – 143, 237-247, 261, 266 – 311, 313 – 316 (the non-office paras), 317 – 393, and 397 – 429. Since PB's responses to most of the letters in the archive were either lost or destroyed, these pages are particularly valuable, as they are some of the few pages of material written as either a specific or general response to his readers' questions.

For more information about the people and texts PB quotes or references here, please see the file titled "Wiki Standard Info for Comments." For more information about the editorial standards, spelling changes, and formatting that we have implemented – including page and para numbering – please see the file titled "Introductory Readers' Guide." We have introduced minimal changes to the text; our changes deal with inconsistencies of spelling, educated guesses at illegible words, and the rare modification of grammar for clarity's sake. Whenever there is any question as to whether what is typed is what PB wrote, please consult the associated scan of the original pages, currently to be found in a PDF of the same name. – Timothy Smith (TJS), 2020

1¹

2²

3³

4⁴

5⁵

6⁶

7⁷

8

(1-1)⁸ Night's zenith
out of hope and necessity
gives way to day's light.
[C.G. JUNG Institute L.A. publisher]⁹

9¹⁰

10¹¹

Index

11

INDEX

(11-1)¹² OFFICE - topical index by paragraph number

¹ Void page (Instruction manual for PB's Dictaphone)

² Void page (Instruction manual for PB's Dictaphone)

³ Void page (Instruction manual for PB's Dictaphone)

⁴ Void page (Instruction manual for PB's Dictaphone)

⁵ Void page (Instruction manual for PB's Dictaphone)

⁶ Void page (Instruction manual for PB's Dictaphone)

⁷ Void page (Greeting card)

⁸ The para on this page is unnumbered.

⁹ PB himself inserted "C.G. JUNG Institute L.A. publisher" at the bottom of the page by hand.

¹⁰ Blank page

¹¹ Blank page

¹² The paras on this page are unnumbered.

(11-2) Pens: 5, 11, 12, 13, 14, 28, 36, 47, 49, 60, 70, 72, 74, 78, 79, 80, 81, 89, 90, 91, 92, 97, 99, 100, 101, 102, 107, 117, 118, 5A, 6A, 7A, 25B, 29B, 30B, 2D, 8D, 1F, 2F

(11-3) Pencils: 10, 27, 29, 31, 33, 42, 53, 1A, 2A, 3A, 4A, 10A, 11A, 21B, 31B, 37B, 39B, 11D, 12D, 1E, 7E

(11-4) Paper & Stationery: 10, 37, 38, 51, 62, 71, 17B, 27B, 6D, 5E, 10E

(11-5) Equipment: 35, 56, 58, 98, 33B

(11-6) Tapes: 1, 61, 103

(11-7) Typewriter & Ribbons: 21, 41, 57, 63, 67, 73, 85, 104, 8A, 12A, 28B, 40B, 41B, 10C, 3D, 4D, 4F

(11-8) Ink: 4, 44, 113, 115, 18B, 19B, 20B

(11-9) Mail: 87, 88, 25, 65, 96, 106, 1D

(11-10) Office Furnishings (desk, shelves, cabinets, office setup): 2, 45, 69, 114, 22B, 24B, 26B, 43B, 11C, 12C, 13C, 14C, 15C, 9E

(11-11) Misc. Office Supplies: 3, 8, 66, 82, 83, 84, 105, 112, 9A, 36B, 44B, 9D, 6E

(11-12) Binders & Folders: 32, 39, 48, 68, 93, 38B, 7D, 8E

(11-13) Procedure & General: 6, 7, 9, 16, 17, 18, 19, 22, 23, 24, 26, 30, 34, 43, 46, 50, 52, 54, 55, 59, 75, 76, 77, 86, 94, 95, 108, 109, 110, 111, 116, 119, 23B, 32B, 34B, 35B, 42B, 16C, 5D, 6D, 10D, 2E, 4E, 11E, 12E, 3F

(11-14) HANGING FILE INDEXES - Page 306

12¹³
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Secretarial

13
SECRETARIAL

¹³ Blank page

(13-1)¹⁴ Do not close letters with “Yours sincerely.” The term “Yours” is superfluous said expert in English. It is enough to write “Sincerely.” Besides this saves my time and energy.

(13-2) “A scrupulous scholar engaged on a monograph would never dream of stealing any information without due acknowledgment” – Editor Burlington Magazine of Art.

(13-3) A London Times reviewer defined tropisms as short passages of prose in which single situations – a shopping expedition, the discovery of old age – are examined with a microscopic attention to detail that hypnotises the reader. In Nathalie Sarraute’s Book “Tropisms and the Age of Suspicion” she tells us that “tropisms are the living substance of all my books.”

SECRETARIAL

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SECRETARIAL

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(15-1) ¹⁶ Pitman’s Typewriting by Frederick Heelis	25
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¹⁴ The paras on this page are unnumbered.

¹⁵ Blank page

¹⁶ The paras on this page are unnumbered.

(15-2) Standard Replies	
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SECRETARIAL
Index by Page Number

Office

17
OFFICE¹⁸

(17-1)¹⁹ Scotch taped fastenings can be set free by soaking in hot water.

(17-2) The rollfront wooden file cabinets are available ready-made. They hold 10 shelves each with pullout-drawers.

(17-3) RELOADING SALISBURY RAZORBLADE CUTTER:

Slide top piece to first stop. Then apply the extra needed force to push forward simultaneously with the extra needed downward pressure on the 3 notches in the central raised bar, and push the top piece farther on till [groove #1 fits]²⁰ exactly over flange #1. Then lift up the whole piece and remove. Place new blade in position by reversing the process.

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¹⁸ PB himself inserted "(1)" at the top of the page by hand.

¹⁹ The paras on this page are numbered 1 through 11. PB himself inserted the para numbers on this page by hand.

²⁰ "Groove #1 fits" was typed below the line and inserted with an arrow.

(17-4) Buy only "Permanent" Ink as that does not wash out of paper. [The "Washable" kind runs and fades out.]²¹

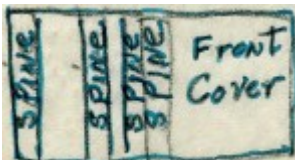
(17-5) When filling fountain pen, first expel air and it will hold much more ink. Or fill, expel and refill to achieve same object.

(17-6) INITIAL ALL LETTERS [at the time]²² when received, so that assistants can put and can keep them in alphabetic order later when organising files of non-current correspondence.

(17-7) When the muscles of hands become fatigued through excessive typing or writing, prompt massaging will relieve them.

(17-8) The NICKELPLATED Steel Rulers are also to be used as paper weights.

(17-9) When several flat files have to be stored on a shelf, they can be made more quickly identifiable if arranged with the spine or with a couple of inches of flat cover beyond spine showing the written titles thus:



(17-10) A medium-soft lead is best for most authors! the pages do not smudge as they do with soft alone, yet no special pressure is necessary when writing, as it is with medium alone.

(17-11) Bond paper has a grain in it which irritates sensitive pen and ink writers although excellent for typewriting. It is much easier for most authors and more comfortable to write on "laid" paper because of its smooth, sleek finish.

(17-12) The black Parker 21 cap leaks each time it is uncapped. It is unsuitable for pocket use.

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²¹ PB himself inserted "The "Washable" kind runs and fades out." by hand.

²² PB himself inserted "at the time" by hand.

²³ Blank page

(19-1)²⁵ Parker 21: writes dry with Superchrome ink. No blotter needed. They can use any fountain pen ink. Makers Instructions to Fill: Press ribbed bar four times firmly. (2) wipe or press point with soft tissue.

(19-2) The French extra wide red ink desk pen requires several pumpings to fill fully.

(19-3) If the Parker 21 (or any other) pens flow too heavily, that is a sign it needs refilling with ink.

(19-4) If your fountain pen does not flow freely try filling it with vinegar several times and shake well. It should start to work like new.

(19-5) Address Book: Where there is not enough space for change, indicate them by covering old address with gummed slip.

(19-6) Save single sentences for typing at home, to fill up short blank spaces at the bottom of pages throughout the Series 1-9. Do not send them away for typing en masse. In this way the blanks will be filled up in the best way.

(19-7) Technical Names: 8½ x 11 - three-ring binder: 8½ x 5½ three-hole loose leaf refills.

(19-8) The disadvantage of licking stamps can be eliminated by licking the corner of the envelope instead.

(19-9) Manuscripts should have wide margins for possible revisions. These may be on both sides or at the foot.

(19-10) In future buy only black ribbons as blue shows up too faint on 10¢ airforms.

(19-11) You cannot afford to work with imperfect tools or to use unsuitable materials, merely because they are cheap - get the best and use the best.

(19-12) Write literary paras on sleek "laid" paper. Use the very best paper. Reserve cheaper and scrap grades for memos.

²⁴ PB himself inserted "(2)" at the top of the page by hand.

²⁵ The paras on this page are numbered 12 through 25, making them consecutive with the previous page. PB himself inserted the paras numbers on this page by hand.

(19-13) When you have a lot of Stamps to attach, or envelopes to seal, use an ice cube in a saucer to moisten.

(19-14) When wrapping a package for mailing, first wet the cord. When it dries, it will be properly taut. After addressing it, rub a candle over the writing to keep the ink from smearing.

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(21-1)²⁸ When so many demands are claiming my attention, it is essential to divide my time wisely so that it serves my most important interests first. This means that I must delegate work where possible so as to free myself from time-eating details and routines. I cannot afford to clutter up my working day with activities that prevent me from doing what should be done before everything else. Note what Gandhi wrote in a letter to his son: "All these things you can do easily if you are methodical. Never get agitated and think you have too much to do and then worry over what to do first. This you will find out in practise if you are patient and take care of your minutes."

(21-2) Press lightly when using Cross Mechanical Pencils to avoid breaking lead.

(21-3) Avoid inks marked "washable." Insist on those marked "Permanent."

(21-4) Warning: When refilling Cross thin gold pencil guard against errors: (1) Do not tap the lead in; this may jam the end in tube. (2) If breaking a long lead into two pieces, insert the smooth end first into tube and let the broken jagged end be used as the writing one; or the tube may jam. (3) To empty Cross pencil (essential before refilling) and hence turning to repel old lead, do so by grasping trunk of pencil not cap. Next, note that the last remaining bit of old lead often jams in the retaining tube and spreads itself out. Therefore be sure to give a firm twist to the right to the fullest extent, so that the piston rod may dislodge it.

(21-5) The leather pocket Secretary's which contain a cross-slit to take notebook can take the fountain pen-clip instead.

²⁶ Blank page

²⁷ PB himself inserted "(3)" at the top of the page by hand.

²⁸ The paras on this page are numbered 26 through 32, making them consecutive with the previous page. PB himself inserted the para numbers on this page by hand.

(21-6) Gilt Four-Colour Pencil: When the lead is used up, to obtain a further length of same piece, grasp projecting end of inner holder-tube and turn it clockwise.. the lead will then emerge. If turned auto-clockwise, the lead will be loosened and refill can be inserted. WARNING: Keep all slides at extreme rear of slot, or pencil will not operate.

(21-7) In the future when getting looseleaf binders for standard literary notebooks get only those like the one bought in Los Angeles stationers Corp. which takes paper 8½ × 6, has rings 2½ "wide (whereas ordinary book rings are 1¾") and ordinary paper 8½ × 5½) Thus it holds a wider sheet and about 35% more sheets) It is made by Bordum and Pease Co., and is called "Standard, No. S 3308-2" of black plastic imitation leather.

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(23-1)³¹ [Pencil]³² usage. (a) Short time outdoor use the Cross gilt Junior. (b) for outdoor long time use, the Cross gilt Senior. (c) for indoor desk use, the heavier and longer pencils.

(23-2) The black looseleaf notebooks can be easily labelled on the covers, if first, a strip of black adhesive insulating tape is affixed where the label is to go. Then stick the label over that, and it will hold firmly.

(23-3) AUDOGRAPH: The primary use of Audograph is to keep it next to meditation chair. Then,³³ as intuitive guidance comes through on problems and persons, dictate them at once while fresh and before lost. The secondary use of it is to keep it next to desk, easy chair or bedside for literary paras arising out of Disso-Notes, reading, rewritings and meditation. The tertiary use of it is to dictate odd, disjointed single or more paras or ideas for replies to letters while reading them.

(23-4) The green Waterman Ball pen in the pocket plastic NEW³⁴ "M Secretary" wallet is a "Flair." It is all metal. It will cling to a magnetised memo pad.³⁵

²⁹ Blank page

³⁰ PB himself inserted "(4)" by hand.

³¹ The paras on this page are numbered 33 through 40, making them consecutive with the previous page. PB himself inserted the paras numbers on this page by hand.

³² PB himself deleted "writer" from the top of the page by hand.

³³ PB himself inserted a comma by hand.

³⁴ The word is cut off by a hole punch. Only "-W" is visible in the original. We have inserted "NEW" per context.

³⁵ PB himself underlined this sentence by hand.

(23-5) Reorganise all Stationary: (a) Standardise and simplify (b) reduce the number of kinds of letterheads. (c) Reduce the size of my letters to single paragraph. (d) Stop giving news - send spiritual messages only. (e) For future printings use small size letterheads, then a brief reply will not contrast with large sheets. Meanwhile use large margins and triple spacings.

(23-6) The plastic end-bars in beginning and end of Loose-leaf Books are intended to be pressed against the entire volume of pages when removing or inserting at the ends, thus holding all the contents in place.

(23-7) A new and probably better way to use the three-ring end-folding looseleaf notebooks is to write from the outer end and work down toward the ring-hinges. Experiment with this.

(23-8) The red
if the
is useless
uncapped³⁶

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OFFICE ³⁸

(25-1)³⁹ The Empire typewriter carriage centres at #47 on the front scale, but, the quickest and easiest way is to project the carriage out on the left, then use the cover to push it toward the right until it automatically centres.

(25-2) To reload all mechanical pencils, after inserting lead tap the end of it gently a few times. This will cause it to stay in firmly.

(25-3) Magazine: The front cover should be yellow colour, with green, as thus is bright, cheerful and suggestive of Spring's revival and flowers. Dr Shelton's "Hygienic Review" did so, with excellent effect.

³⁶ This para is almost entirely torn off at the bottom of the page, all that is visible is "The red," "if the," "is useless," and "uncapped."

³⁷ Blank page

³⁸ PB himself inserted "(5)" at the top of the page by hand.

³⁹ The paras on this page are numbered 41 through 50, making them consecutive with the previous page. PB himself inserted the para numbers on this page by hand.

(25-4) Sanford's "Penit" 10¢ inks dissolve coagulating gums. Nearly all other inks are gumming and were invented for old type broader feeds. Modern pens have very fine ink channels.

(25-5) The ideal desk letter tray is the 2-tier, made of plastic yellow colour. Being transparent the papers can be seen through the sides of the trays.

(25-6) For pasting paper use the cut shaving sheets.

(25-7) (a) Fountain pen should not have steel or gold-plated steel nibs as these tend to corrode. Gold alone is o.k. (b) The important feature of feed mechanism is its adjustment: contact between feed and nib should be so close that the edge of a thin paper cannot be inserted between them. (c) C.U. ratings on pens are: pen with highest ink capacity is Sheaffer Valiant \$12.50, plunger filled. The next highest ink capacity are Waterman Stalward 402, leverfilled, \$4.00. Venus President \$3.50, only if new type with gold nib

(25-8) Buy thinnest weight 8½ × 11 (not legal) manila red folders envelope style (1) Classify and sort all magazines in them (where several issues same title) (2) Put dozen pamphlets in each and label outside with their titles. Use small folders.

(25-9) Consumers Research Reports: The best ballpoint writing is not as good as good fountain writing. (2) [Ball Pen has narrow]⁴⁰ writing angle range. But it (1) can make carbons (2) won't leak on plane trip Some Ball pens leak in shirt or jacket pocket on summer day temperature, allowing ink to ooze from tip. It is advisable to keep marks from ball pens off clothes.

(25-10) Do not finger colour negatives. Dirt and [thumb grease]⁴¹ spots them - hold by frame only.

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⁴⁰ PB himself changed "Narrow" to "Ball Pen has narrow" by hand.

⁴¹ PB himself inserted "thumb grease" by hand.

⁴² Blank page

⁴³ PB himself inserted "(6)" at the top of the page by hand.

(27-1)⁴⁴ The Park Sherman Memo Pads should be fitted with smallest size thick elastic bands to retain paper tightly.

(27-2) Letter Opening: As in the "Mailopener" machine use razorblade office cutter, ruler & cardboard, and cut threadlike edge off envelope top.

(27-3) The full length lead refills are ¼" too long for green Eversharp pocket pencil use them first in yellow Scripto which takes oversize leads) and when worn down by ¼" transfer them to green Eversharp.

(27-4) Keep the bound "Para" subject Index in bedroom at night and on by day, for instant reference when needed.

(27-5) Warning: Do not lick stamps or sealing tape. They contain fish glue. Use desk damp felt cloth, or sponge damped.

(27-6) Emeralite Desk Lamp: The pair of bulbs must be equal voltage, otherwise the lighting will be partly wasted as the higher powered one tends to "kill" the lesser.

(27-7) Remington Noiseless machines will skip a space or two if the keys are struck too hard or too fast. Note the 2 thick card spring grips inside basket near spools.

(27-8) Remove and discard all dangerous staple Removers of the shooting type and replace by the Ace" (as got in NYC) mfd. by Ace Fastener Corp. 3415 Ashland Ave. Chicago 13. (Available in stationary store on Vanderbilt & 43rd. NYC)

(27-9) Keep desk clock away from magnetised memo-stand or its accuracy will be affected.

(27-10) ESTABROOK 2556 pen nib is the smoothest I've ever used.

(27-11) Scotch Tape: For best results: (a) Store and use this tape in temperature of 70 degrees to 80. (Especially during the winter months) (b) If tape becomes brittle, moisten this blotter and store with tape in tightly covered can for several [hours.]⁴⁵

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⁴⁴ The paras on this page are numbered 51 through 61, making them consecutive with the previous page. PB himself inserted the para numbers on this page by hand.

⁴⁵ PB himself inserted "RB15" at the bottom of the page by hand.

⁴⁶ Blank page

(29-1)⁴⁷ Vest-pocket miniature size memo pads should be used as “Matters Memo” only – not for literary use – whether on the desk or in the pocket. Their size will identify them and they will replace used paper.

(29-2) When changing ribbons on the Remington portable noiseless typewriter note that No second inner steel sleeve is required to fit the ribbon to the fixed spool. Simply put the eye letter hole at the end of a new ribbon over the slotted part fixed in the spool to receive [it.]⁴⁸

(29-3) To Tie packages securely wet the string well before tying. Then as it dries it will shrink

(31-1)⁵¹ The gold triangle tiepin [and the silver SWAN spring clip]⁵² make excellent seals for impressing wax, but it first be dampened before use, or the wax will stick to it.

(31-2) Remove typewriter ribbon and turn it upside down, when getting faded. Result is like a new ribbon.

(31-3) How to use ring-books: (a) All side-opening binders reserve for excerpts. (b) Heavy thick leather large binders for current use only. (c) Thin plastic-cover binders reserve for permanent transfers.

⁴⁷ The paras on this page are numbered 62 through 65, making them consecutive with the previous page. PB himself inserted the para numbers on this page by hand.

⁴⁸ PB himself deleted the para after this para by hand. It originally read: “(64) 4-colour Pencil: to Operate: (a) to bring more lead forward, push out the slide of colour desired, to fullest extent, grasp the fluted end piece firmly and turn it clockwise. The inner plunger lead a new when empty, grasp fluted end piece and turn it anticlockwise so as to retrace plunger until latter is fully withdrawn. Then insert new lead and press it in. Do not touch cap part.”

⁴⁹ Blank page

⁵⁰ PB himself inserted “(8)” by hand.

⁵¹ The paras on this page are numbered 66 through 72, making them consecutive with the previous page. PB himself inserted the para numbers on this page by hand.

⁵² PB himself inserted “and the silver SWAN spring clip” by hand.

(31-4) Current office chairs and tables are up to three inches too high for the average human being.

(31-5) By using a thick pad, as in British Museum Reading Room, of blotting paper, the pressure effort involved in writing [with a ball pen]⁵³ will be reduced. The writing point sinks comfortably down into the soft pad. The colour of the blotting paper should be green, to rest the eyes. The size of the pad is standard, about 12 inches wide and 8 inches high. The thickness of the pad is about 1/8." WARNING: With very fine points, the resultant line is not bold enough.

(31-6) Green-printed letterhead is Swiss-made paper. Each 8¼ by 5¾ sheet weighs 1.3 gram.

(31-7) PB's Black thick barrelled old style PARKER PEN must be filled by pressing and releasing nine (9) times the plunger.

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OFFICE⁵⁵

(33-1)⁵⁶ When buying typewriter ribbon specify it must be silk, not cotton. Although cost as about 1/3rd more,⁵⁷ appearance of typing is sharper, neater.

(33-2) The fine-point soft-tip Pen which is best suited to my hand is "Great Western." So it is either UK or USA made (probably latter) clipped capped and long, delightfully easy to write with.

(33-3) To draw or write Subject-Titles on Covers and Folders, use only plain block letters. Anything exotic or fancy detracts from legibility.

(33-4) This envelope is adequate to the purpose of protecting one or two discs, but not more. If you put more it might burst, so the next larger one would be needed in that case.

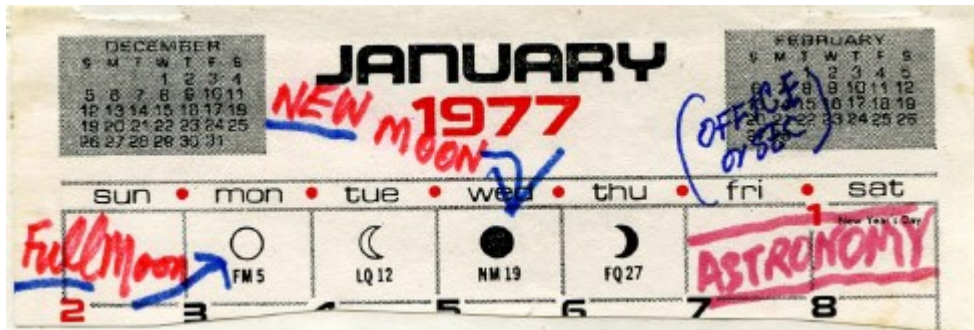
⁵³ "With a ball pen" was typed below the line and inserted with an arrow.

⁵⁴ Blank page

⁵⁵ PB himself inserted "(9)" at the top of the page by hand.

⁵⁶ The paras on this page are numbered 73 through 76, making them consecutive with the previous page. PB himself inserted the para numbers on this page by hand.

⁵⁷ PB himself inserted a comma by hand.



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OFFICE⁵⁹

(35-1)⁶⁰ When Retyping the Catalogue List:

- 1) abbreviate 2-line titles by deleting "the" "of" "and" and, if necessary, by giving only two letters of last word or two. Thus "hu exp" = human experience.
- 2) use 2 colours,
- 3) use small initial for descriptive word (novel),
- 4) avoid previous typists error when turning over to other side, the work was done upside down,
- 5) leave space for the title "Additions" after each alphabetic letter list.

(35-2) Slim, lightweight Ball Pen is only kind I can use without finger strain.

(35-3) The Parker Ball Pen and Pencil are gilt on silver.

(35-4) If the black Parker T-ball Jotter Pen refill dries up, it can be restored to activity by holding the point under running hot water, or soaking it in the water.

(35-5) Do not buy cheap refills for pens when exhausted; get good quality only, as others are unsatisfactory in every way.

(35-6) (1) Use pointed scissors for cutting Scotch tape. (2) Use stub scissors for paper.



⁵⁸ Blank page

⁵⁹ PB himself inserted "(10)" by hand.

⁶⁰ The paras on this page are numbered 77 through 87, making them consecutive with the previous page. PB himself inserted the para numbers on this page by hand.

(35-7) Coloured plastic clips have this advantage. They do not tear papers. And if pushed fully home, they grip better. OK for Temporary Filing.

(35-8) Pelikanol White Paste in round plastic box, with brush, is far better than liquid gum in rubber tipped bottles, and cleaner to use.

(35-9) Turn typewriter upside down when cleaning type with brush.

(35-10) Austria, France, German Mail: The little horizontal line drawn across the middle of the leg of a figure 7 is to prevent it being read as a 1.

(35-11) U.S.A. aerogram should be cut open at top (near stamp) not to be spoilt.

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OFFICE⁶²

(37-1)⁶³ Mail - Write European zip code prefer. with letter: D - #Germany. A - #Austria. CH - #Switzerland. F - #France. I - #Italy.⁶⁴

(37-2) The baby Giltpen-spring can be relaxed by turning the wheel at top if spring catches or jams. It belongs to Gilt-diary.

(37-3) If Sheaffer Cartridge Pen New Ink refill fails to write, dip nib point in liquid ink, (either in bottle or by making a deep blot) and it should then write well.

(37-4) Warning⁶⁵ - Keep Sheaffer Cartridge Pen upright - or nib-end of barrel will smear with ink and stain fingers.

(37-5) Desk Ball Pens which fail to write should be held vertically upright. This angle may rectify failure and pen may then write.

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⁶² PB himself inserted "(11)" by hand.

⁶³ The paras on this page are numbered 88 through 95, making them consecutive with the previous page. PB himself inserted the para numbers on this page by hand.

⁶⁴ PB himself inserted "#" before each country listed in this sentence.

⁶⁵ PB himself underlined "Warning" by hand.

(37-6) The system of file covers will be much improved if, in addition to writing the subject-titles in various coloured inks, different assorted colours of the paper were used for the covers themselves.

(37-7) After much experience the best cases, both for travel (occupy least space) and office (most efficient as can be labelled and quickly opened) for documents are Red Manila Card, fastened by a rubber band. Both plastic and cloth are unsuitable.

(37-8) Abandon use of pins for fastening paras. Use two short narrow slips of Scotch tape. This is less dangerous to typist, saves having to carry so many pins on travels, is less bulky and less weighty in post. Reserve pins for letters received.

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OFFICE

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OFFICE⁶⁷

(39-1)⁶⁸ If, after having sealed a letter you wish to reopen it in order to add some new sentence, use steam and a knitting-needle to separate the gummed, flap from envelope. (This is the Secret Service's method).

(39-2) Faded Pentels⁶⁹ which have been dipped in water need a few hours for the refreshment to appear. So best do at night.

(39-3) Bambi Stapler⁷⁰ - Refill by pulling back white plastic lever as far as possible to release it. Then swing its arm backwards in a ½ circle. Then insert new staples upside down (V-shape). Replace arm in former position so that its spring holds staples tight close jaws until they snap. Bambi is ready for use.

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OFFICE⁷²

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⁶⁷ PB himself inserted "(12)" at the top of the page by hand.

⁶⁸ The paras on this page are numbered 96 through 98, making them consecutive with the previous page. PB himself inserted the para numbers on this page by hand.

⁶⁹ PB himself underlined "Faded Pentels" by hand.

⁷⁰ PB himself underlined "Bambi Stapler" by hand.

⁷¹ Blank page

⁷² PB himself inserted "(13)" at the top of the page by hand.

(41-1)⁷³ Inferior Ball pen points are softer material, hence wear down and do not last so long as costlier ones, which have harder points.

(41-2) Parker Gilt Silver Pen/Pencil Set

(1) As both look alike, to distinguish one from the other note: - For a length of one centimetre from the point pencil-barrel is shiny and smooth; it is lined, whereas the pen-barrel is lined throughout the whole barrel. (2) Ball pen has shiny smooth oblong panel one inch long in middle of barrel as back-ground to "PB" initials, but pencil has not.

(41-3) (1) Ball Pens are to make outdoors memos and paras - (2) Pencils are to mark Books - (3) Parker 6 is to write letters.

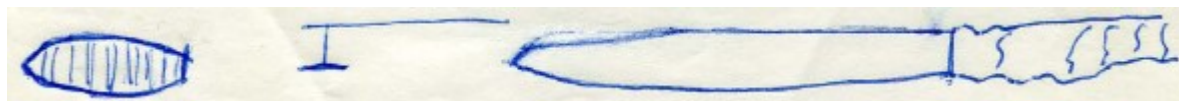
(41-4) Scripto and Pentel colour Marker-Pens are not waterproof, but - (1) the black is least washable (2) The other colours wash out if written on matt dull surface paper but remain semi-identifiable if on glossy thick paper.

(41-5) Magic Mending Scotch Tape differs from the ordinary Scotch tape (1) In a couple of minutes it is welded into paper and can't be removed by steam. (2) It tears the paper if removed. (3) It is slightly opaque in colour but is yet transparent. (4) It can be written on. (5) Does not yellow.

(41-6) Olivetti - Do not use oil for Zip, as it stains canvas cover permanently. Safest emollient is lead pencil.

(41-7) Letter Openers - The most effective was found to be the 6 "or 7" one sold as such, ornamental handle, blade is between flat and on both sides curved: like Edmond's; thus:

section:⁷⁴ thickness blade handle



through blade:⁷⁵ 32 inch

⁷³ The paras on this page are numbered 99 through 105, making them consecutive with the previous page. PB himself inserted the para numbers on this page by hand.

⁷⁴ PB himself inserted a colon by hand.

⁷⁵ PB himself inserted a colon by hand.

OFFICE

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(43-1)⁷⁸ Another method of moistening stamps. Wet the back of hand, then apply stamp to hand. This avoids lips touching stamp.

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OFFICE⁸⁰

(45-1)⁸¹ Pentel Mfrs say if dried tip is not due to use but to having left cap off, let tip soak in water for 1 minute to recover.

(45-2) Where to write titles on memo and para covers: - 1 1/2 inches from bottom and with flap on left side.

(45-3) "Phrases" should be written on a continuous coloured octavo size sheet thin or medium paper.

(45-4) A cushion held on the lap makes a convenient base to support a writing paper pad.

(45-5) President Woodrow Wilson and two stenographers, attending personally to thousands of unimportant matters that should never have been allowed to occupy his attention or his scant supply of physical strength. The confusion in his papers and his mind became appalling.

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⁷⁶ Blank page

⁷⁷ PB himself inserted "(14)" at the top of the page by hand.

⁷⁸ The paras on this page are numbered 106, making them consecutive with the previous page. PB himself inserted the para numbers on this page by hand.

⁷⁹ Blank page

⁸⁰ PB himself inserted "(15)" at the top of the page by hand.

⁸¹ The paras on this page are numbered 107 through 111, making them consecutive with the previous page. PB himself inserted the para numbers on this page by hand.

⁸² Blank page

(47-1)⁸⁴ DENNISON'S "PRES-A-PLY and [AVERY'S KUM-KLEEN]⁸⁵ White Self-Sticking Labels are [useful]⁸⁶ for: (1) if smallest size is cut in halves, numbering Voiceriter Discs (b) Travel use on typewriter, dictating machine, hand cases that are taken into compartments of planes etc (c) They are available in sizes: very small, small, medium, large; in shapes: circular, oblong [and square]⁸⁷ panels

(47-2) The Sanford "Penit" inks flow in pens far more freely than Sheaffers Skrip or any other ink I've used. They are sold in dime stores. Refuse all other makes.

(47-3) A large red lacquered wood tea tray makes an excellent stand for a small portable typewriter and provides enough space in addition for 8½ × 11 papers. The two side handles allow both machine and papers to be easily transported from house to garden or from room to room.

(47-4) The ink cartridge of grey barrel Eversharp (red ink) small FinePoint Ballpoint pen will fit the old models Eversharp pen too. It costs 50 cents and is available in green, red, black, blue.

(47-5) The end holes in grey three hole punch imperfectly. To avoid this, give a 2nd. press upon these holes alone.

(47-8) Ball pens require pressure or they cannot write. This is an avoidable expenditure of muscular force. To write with one steadily even for a few minutes brings on writer's cramp. Fluid-ink pens, on the contrary, require much less pressure and in certain makes, almost none at all. Some one claims that Parker 51, if used only the special Superchrome Ink, requires no pressure. Reserve Ball pens for 2nd. colour work when revising MSS or making inserts in paras, or for very brief jottings.⁸⁸

⁸³ PB himself inserted "(16)" at the top of the page by hand.

⁸⁴ The paras on this page are numbered 112 through 117, making them consecutive with the previous page. PB himself inserted the para numbers on this page by hand.

⁸⁵ PB himself inserted "AVERY'S KUM-KLEEN" by hand.

⁸⁶ PB himself changed "valuable" to "useful" by hand.

⁸⁷ PB himself inserted "and square" by hand.

⁸⁸ This section is continued in the paras on page 55.

⁸⁹ Blank page

OFFICE

(49-1)⁹⁰ How to remove booklet staples (1) Using stapler lift both pointed ends inside booklet until upright (2) Lift up straight line outside (3) Pull out with fingers only so as not to tear or enlarge wire holes.

(49-2) WARNING⁹¹ - Writing Paper - "Time" Magazine Paper is calendared, not glossy. To know how to identify glossy paper (1) it is thick and heavy. (2) It takes the finest point pen and yet shows up well.

50⁹²

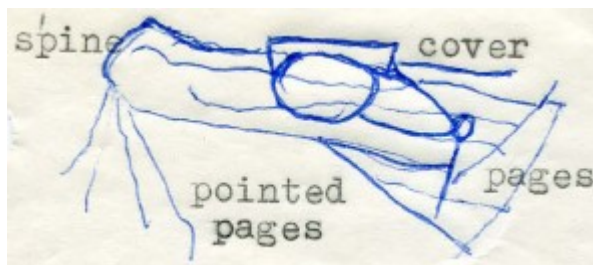
OFFICE

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OFFICE

Book Page Mark

(51-1)⁹³ Plated Spring Bookmark fits on the stiff cover of the book, so



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Book Page Mark

53

OFFICE

Library Books

(53-1) WARNING:⁹⁵ All borrowed books are to be noted on blank slip not on page numbering sheet. Many good penned notes are obscured by printed matter.

⁹⁰ The paras on this page are unnumbered.

⁹¹ PB himself underlined "WARNING" by hand.

⁹² Blank page

⁹³ The para on this page is unnumbered.

⁹⁴ Blank page

⁹⁵ PB himself underlined "WARNING" by hand.

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OFFICE
Library Books

55
OFFICE⁹⁷
Instructions for Use

(55-1)⁹⁸ The 4-inch slim baby gilt vest-pocket Ball pen will work satisfactorily only if plunger is not pushed down all the way, but merely part of the way.

(55-2) 1965 Pencil SPECS for Reading Oblong. So discard Reading function, so as to see ordinarily for a few moments, simply pull specs slightly forward and lower. In any case it is most advisable to keep specs lower down nose so as to avoid irritating upper bridge where skin cancer as destroyed.

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OFFICE
Instructions for Use

57
OFFICE
A¹⁰⁰

(57-1)¹⁰¹ PENCIL REFILLS: When buying lead refills for pencil don't by H.B. they are too hard and require too much pressure. Buy "soft."

(57-2) EVERSHARP PENCILS (Gold and silver) Do not use round leads, or other maker's leads. Use only Eversharp Red Top brand Square leads. (b) Always keep magazine full It holds a dozen refills. Insert them, one on top of another, with red heads at top, as the lower ends are specially shaped to fit into these heads. (c) When pressing spring cap, hold the pencil vertically upright, not slanting. (d) Sometimes 2

⁹⁶ Blank page

⁹⁷ PB himself inserted "(17)" at the top of the page by hand.

⁹⁸ The paras on this page are numbered 118 through 119; they are not consecutive with the previous page - but they follow the paras on page 47. PB himself inserted the para numbers on this page by hand.

⁹⁹ Blank page

¹⁰⁰ PB himself inserted "(18)" and "A" at the top of the page by hand.

¹⁰¹ The paras on this page are numbered 1A through 7A; they are not consecutive with the previous page.

leads converge on the hole at point simultaneously, thus jamming the tube. In that case tube must be cleared.

(57-3) PARKER PENCIL: Dark grey-blue, long gold cap which pulls off, not screws, for refill magazine and eraser. Insert leads individually when needed into point from outside. Takes leads 2 5/8" long [thin, only.]¹⁰²

(57-4) SHEAFFER light blue pencil takes leads 2 1/2" [long, thin only Refills]¹⁰³ individually from outside point.

(57-5) FOUNTAIN PENS, CLEANING: A fountain pen should not be cleaned with either hot or even warm water. It will probably injure the pen forever. No alcohol or chemicals should be used. Pens are best cleaned by (a) using cold water instead of ink and repeating the filling operation a few times. (b) Hold the nib and feed under a running water-tap. (c) Flush with ink several times.

(57-6) SHAEFFER DESK & POCKET PENS are transparent. They have many transparent grey lines so you can see the fluid supply. Hold pen to the light, point downward. If no light shines thru, pen is full.

(57-7) USING THE DESK PEN SOCKET: a) When the desk set will not be used for several hours, or overnight, turn pen to the

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OFFICE
A

(continued from the previous page) right in socket as far as it will go. This air-seals the pen point effectually, preventing its drying out. Release pen by turning to the left as far as it will turn only a half turn each way is necessary. (b) While desk pen is in regular use, it is not necessary to use sealing device. When pen is replaced in socket, the shoulder of the pen seals against the bevel in the socket and the point will not dry out.

(58-1)¹⁰⁴ TYPEWRITER RIBBONS: (a) When ordering ribbons for my personal use in writing looseleaf notes and paras or in composing literary manuscripts or journalistic articles, always ask for heavy inking (there are six kinds from light to heavy). This makes your lines look like printed matter and hence most readable for working on. (b) Worn typewriter ribbons regains freshness if allowed to rest unused for couple of

¹⁰² PB himself inserted "thin, only" by hand.

¹⁰³ PB himself changed "long. Refills" to "long, thin only Refills" by hand.

¹⁰⁴ The paras on this page are numbered 8A through 12A, making them consecutive with the previous page.

weeks. (c) Noiseless ribbons. If unable obtain Remington brand, buy Underwood Noiseless instead as they have exactly the same inner spool and are the same size.

(58-2) NOISELESS CARBON COPY: Use the specially made carbon paper for these machines or ordinary pencil carbon paper, as it is better than ordinary typewriter carbon for use with pressure noiseless machines, and costs only half the [price.]¹⁰⁵

(58-3) The Listo grease pencil can be used for writing labels on metal cans, [addresses on]¹⁰⁶ cardboard cartons, in black and red colours. They are also useful for writing index titles on Audograph Discs in white colour.

(58-4) The Eversharp "Square" refill leads are for use with the long green plastic pocket pencil. No other leads, such as round, [will fit it properly]¹⁰⁷

(58-5) The green portable typewriter noiseless is definitely a Remington and not an Underwood says expert.

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OFFICE
B¹⁰⁸

(59-1)¹⁰⁹ STATIONERY IMPRINT: Blue, the colour of my stationery imprint, symbolises exoterically in our system, freedom knowledge and the peace which nourishes them, that is, philosophy. But in the Shingon (Far Eastern) esoteric school it signifies conquest; in Freemason esotericism it signifies universality, admitting men of all races creeds and callings; hence the Master Mason wears blue clothing, his being the highest grade, the man who has realised the unity of all life.

(59-2) INKS tested and approved: Green: Sheaffer's Skrip, washable emerald green. Very brilliant colour.

(59-3) FILLING SHEAFFER [PLUNGER DESK & POCKET PENS:]¹¹⁰ Unscrew cap at top of barrel and pull plunger out full distance; hold point within wide mouth of ink bottle. Immerse entire point in ink. Work plunger up and down several times. This

¹⁰⁵ PB himself inserted "(Cont)" at the end of this para by hand. This para is continued in para 63-1.

¹⁰⁶ PB himself moved "addresses on" from before "in black and red" by hand.

¹⁰⁷ PB himself moved "will fit it properly" from after "No other leads" by hand.

¹⁰⁸ PB himself inserted "(19)" and "B" at the top of the page by hand.

¹⁰⁹ The paras on this page are numbered 17B through 21B; they are not consecutive with the previous page.

¹¹⁰ PB himself changed "PLUNGER POCKET PEN:" to "PLUNGER DESK & POCKET PENS:" by hand.

cleans the pen and moistens the fissures in the fluid control. The pen fills on the down stroke. For flushing purposes, pump plunger several times. On final down stroke allow point to remain in ink for ten seconds; tighten plunger cap or quill; wipe point clean with cloth or tissue.

(59-4) FILLING EVERSHARP DESK PEN: Immerse the point in ink; open and close the lever; for flushing purposes open and close lever several times; allow point to remain in ink for ten seconds; remove and wipe point clean with cloth or tissue.

(59-5) RELOADING SHEAFFER FINELINE PENCIL: Turn the top of pencil to right until small metal push rod projects slightly; then turn all the way back to left; insert lead as far as it will go and press its point gently against any hard surface to engage clutching mechanism.

(59-6) Your chair is at its correct height when there is no pressure on the underpart of your upper leg at the front edge of the seat and your knees are supported by your feet. (try it)

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OFFICE
B

(continued from the previous page) (b)-The best natural light in a building is founded in the upper stories. (c) By placing all noisy machines in one section of the office, the amount of distracting influences is considerably curtailed.

(60-1)¹¹¹ Filing System: This Filing System will organise your papers for quick reference, thereby continually helping you in your daily work. The "Tickler" follow-up section brings pending matters to your attention at the right time for fast action. The Alphabetic Section provides a place for filing papers by name or subject. You need only type desired names or subjects on the gummed labels, place them on the folder tabs and you have an arrangement tailored to fill your personal needs. Use any printed headings or type others in different colour, to make index guides for important subjects. Place these Subject Guides in their correct alphabetic sequence.

(60-2) The steel office filing cabinets front all gradually get banged out convex fashion because of upper projection from lock being hit each time drawer is shut. The only way to avoid this is to lock the drawer each time or to keep the key permanently in the lock and lock it to shut it.

¹¹¹ The paras on this page are numbered 23B through 27B, making them consecutive with the previous page.

(60-3) When removing cap from any ballpoint pen, but especially Eversharp, pull it carefully so as not to let point touch inside cap, or it smears fingers

(60-4) Ideal Desk: It is unusual wood, carved 2 colour, highly polished, bright colour contrasting with dark colour. It may be in plastic or unusual new wood. Steel is not acceptable because too cold and hard. Right hand front corner of desk has a lower level a few inches below the top level of desk for a typewriter.

(60-5) For Memo Slips: Use 2 different colours of paper, white for later attention, coloured (red green ck) for urgent)

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OFFICE¹¹²
B

(61-1)¹¹³ Denatured Alcohol is best cleanser of Typewriter Platers. It removes adhesive tape.

(61-2) Desk Pen: Cover point of pen above one eighth of an inch past tip of nib. Pull plunger in and out two or three times. On final plunge down screw top and leave point in ink for full ten seconds.

(61-3) The brown desk pen is transparent barrel. By holding it to the light you can see the ink in it.

(61-4) When buying refill heads for pencil, never get the "hard" kind. Specify only the "soft" kind especially as my pencils use only thin leads. That does not give firm enough point for me. So buy only soft leads. Pencil leads are made in two thicknesses; 1st, is called Standard, 2nd, is called Thin, and in three lengths. When buying leads if Eversharp "short" ask for extra soft which are delightful; if long leads, "Fineline" made by Sheaffer, ask for "Very Soft" which are not quite so good but still good.

(61-5) The master address file is a card index system kept at home or storage. The currently active names on this list are carried in a loose-leaf note book.

(61-6) Green multipunch bottom underplate is removable and must be periodically cleaned free of perforation-paper. Also oil slides.

¹¹² PB himself inserted "(20)" at the top of the page by hand.

¹¹³ The paras on this page are numbered 28B through 34B, making them consecutive with the previous page.

(61-7) Reading Books: Never underline a favourite passage or otherwise mutilate the page. Unless you keep the page fresh, you can never again give it unprejudiced reading. The underlinings will remind you of thoughts or opinions you have probably outgrown.

Instead of mutilating the page, make a fresh index for the book as you read. On one of the blank sheets at the back, write the number of the page where you had an impulse to underline something. This will give you the ready reference you may want at some later date.

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OFFICE
B

(62-1)¹¹⁴ Buying Books: Choose editions in which the type is large and the ink very black. You may think there is charm in a small page with small type, but when your eyes begin to grow old you will change your [mind.]¹¹⁵

[The only make which fits it is]¹¹⁶

(62-2) When buying office gum, get only the bottle to fit capped rubber top. The only make which fits it is "Le Pages" [mucilage]¹¹⁷ 2½ oz size.

(62-3) The correct refill leads for thin Cross pencil is "Fineline" soft: 2b or B.

(62-4) Cut Folder titles or Subject labels from Rajah gummed rolls, type first.

(62-5) When buying Refills For Pencils Ask, For SOFT Lead.

(62-6) Have both office size typewriters changed from Elite to Pica standard size type. This will cause less strain on eyes. Job cost Little:

(62-7) Officially correct height of desks on which to place typewriters is 26" to 28."

(62-8) Allow work in actual process only to remain on top of the desk. Place all unfinished work in a drawer, preferably the top left.

¹¹⁴ The paras on this page are numbered 35B through 44B, making them consecutive with the previous page

¹¹⁵ PB himself deleted the para after this para by hand. It originally read:

"When buying office gum, take the gilt-capped rubber top to shop and get only the bottle to fit it. That bottle is made by Sanford's. Shop around until you do get it. If unable to obtain, the next best is Carter's mucilage in 2 ounce size square bottles."

¹¹⁶ PB himself inserted "The only make which fits it is" by hand.

¹¹⁷ PB himself inserted "mucilage" by hand.

(62-9) Obtain a low desk chair, because it is bad to let the front edge of the chair press against the thighs behind the knees. Ordinary chairs are made too high even for people 5' 6" tall which is the average.

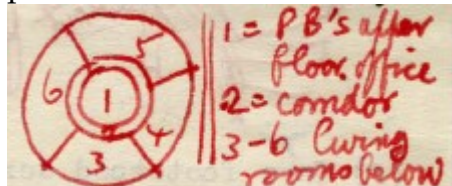
(62-10) Both office gum, envelope gum and postage gum contain fish oil.

63
OFFICE¹¹⁸
C

(63-1)¹¹⁹ Or¹²⁰ else use special "Noiseless" brand carbons. Ribbons which are worn out on the noiseless typewriter may be transferred to ordinary model Royal with hammer keys and then they will work like new.

(63-2) SOUNDPROOF OFFICE: Stravinsky composes in a soundproof Celotex-lined room. My study must be rendered soundproof; then it will not matter if typewriter noise comes from adjoining room.

(63-3) OFFICE LOCATION: To be large and lofty, surmounted by a glazed dome roof. It will be on the upper storey of the building and the only room thereon except the library, where as the secretaries rooms will be on the ground floor. Office will be surrounded by a broad veranda to protect it from the sun and from outside observers. Its walls will be well windowed. Library will be built to adjoin his study on same storey and will be of oblong shape and extend from rear of his study. 1. Study & private office with circular walls: layout



(63-4) OFFICE CUPBOARD: about seven feet tall made with many drawers each about three or four inches high and cut open in front ready to pull out. There is one type made whereby the entire lot of about 30 drawers may be closed and locked in a single operation by pulling down a roll top shutter and another type where you merely shut the doors and lock them to enclose all the drawers.

(63-5) WRITING DESK:¹²¹ To be specially manufactured for my particular needs. It is to be a horseshoe pattern so that I am surrounded on both sides and in front by

¹¹⁸ PB himself inserted "C" and "21" at the top of the page by hand.

¹¹⁹ The paras on this page are numbered 9cont through 14C; they are not consecutive with the previous page.

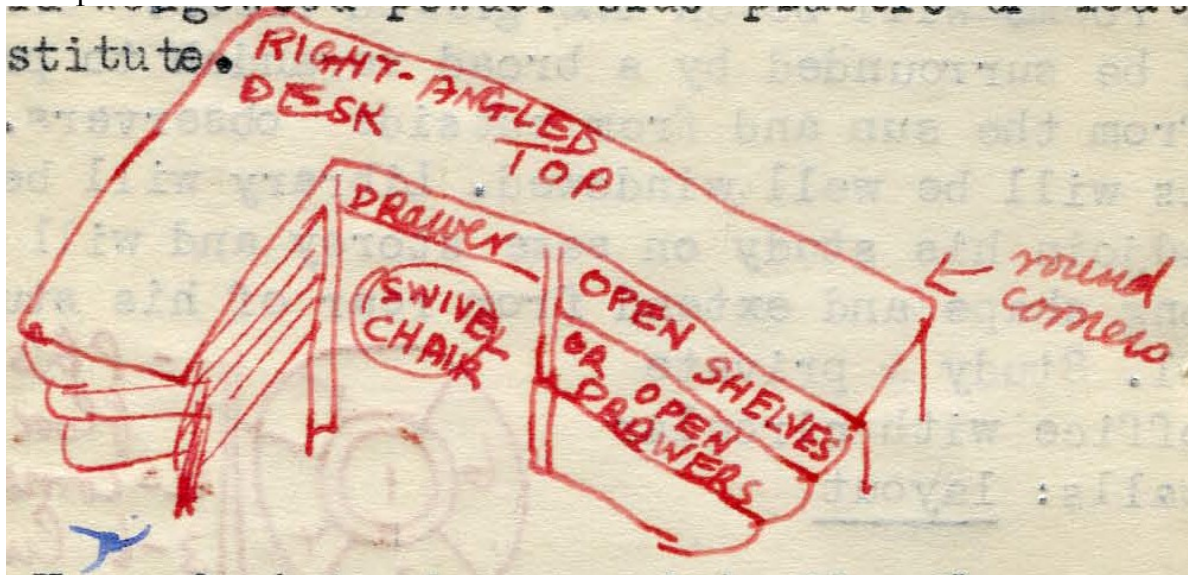
¹²⁰ This para is a continuation of para 58-2.

available writing and note space. (b) Around the whole length of outside edge there is to run a wall, say two inches high, to prevent things falling off the table. It can be artistically shaped or carved so as to be an



64
OFFICE
C

(continued from the previous page) ornament as well as utility. (c) Have knee-hole for typing work but all the rest to have open [frontless]¹²² drawers for filing. Alternatively it is to be right-angled shape thus fitted with revolving chair, open shelves, modernistic style. (d) The writing desk should not be dull dreary oak or mahogany but red inlaid, or white cedar or other bright gay colour. (e) Desk to have an extension fitted to back of the top and running full length of desk, to form five trays through having four dividing walls. This obviates need of loose trays and permits higher partition walls to be used between the divisions. The desk top is to be covered with vivid wedgewood powder blue plastic or leather-substitute.



¹²¹ PB never got around to having this made, but once settled in Switzerland, he did have a U-shaped desk of blonde wood with crimson trim that he was very happy with. – TJS '20

¹²² PB himself inserted "frontless" by hand.

(f) Have footstool screwed to the floor under desk. It should slope up in height from a start of 2" to a finish of 4" and be about 18" from front to back. Thus its gradient will be adjustable to any feet or position and enable me to work without aching muscles

FOUNTAIN PEN NIB: The point which suits my hand is a fine and flexible nib, as in the Eversharp desk pen

(64-1)¹²³ ROCKING DESKCHAIR: Emerson used a rocking chair at his writing table. Its use was probably to enable him to lean back during the intervals of contemplative thought between the physical act of writing.

(64-2) PRESSING PASTE-UPS: Papers, mss., get small handy-sized iron screw press, as used by bookbinders and printers. Or use a solid heavy brass bar or block of metal, smooth polished.

65
OFFICE¹²⁴
D

(65-1)¹²⁵ When sending Manuscript in large envelopes for typing, it is necessary to write on envelopes - or better still, use the printed labels - a superscription as follows, "FIRST CLASS MAIL," otherwise it may go into the parcel post sorting by error and be delayed. [This to only necessary for train mail, as all our mail is sent first class]¹²⁶

(65-2) Consumers Union Ink Reports: Scheaffers Skript Permanent Royal Blue. Fair water and fading resistance. Good in clogging test.

Parker Quink Permanent Royal Blue: Fair water resistance. Very good Fading resistance. Poor in clogging test.

Carters Permanent Blue: Fair water and fading resistance. Formed slight sediment in accelerated again tests. Brighter than the other blue inks.

Sanfords Penit Royal Blue: Fair water and fading resistance. Fast drying. Permanent.

(65-3) Typewriters can be cleaned from eraser dust by: (a) taking for "free air" pressure hose to garage.

¹²³ The paras on this page are numbered 15C and 16C, making them consecutive with the paras on the previous page.

¹²⁴ PB himself changed "Copy" and "Postal Data" to "Office," "22," and "D" at the top of the page by hand.

¹²⁵ The paras on this page are numbered 1D through 8D; they are not consecutive with the previous page.

¹²⁶ PB himself inserted "This to only necessary for train mail, as all our mail is sent first class" by hand.

(65-4) Tetrachloride is best cleaner for typewrite platens and type bars. But gasoline is best for typefaces. Fill a small bottle with it. There is some of ours in bottle in kitchen.

(65-5) New Style Letter Writing to Personal Friends: Use staccato telegraphic style abbreviated, condensed clipped.

(65-6) Hence forth new rule (a) All memos to be written on coloured paper pads other than red. (b) All urgent memos on red paper. (c) All white paper reserved for literary papas and rough MSS.

(65-7) Henceforth New Rule: Give away all defective too -1s - writing instruments and papers of every kind to reduce junk - also all unsuitable clothes.

(65-8) 8½ X 5½ Acco [Side Opening]¹²⁷ Type Binders are made by Wilson Jones, who call them "Brief Covers." Their order is 447-09. Supplied by Grimes Stassforth Stationary, 737 SO. Spring Street, Los Angeles.

(65-9) Red Ink Cartridges: Eversharp-30 [hours-50¢]¹²⁸ Papermate deluxe 49¢--40 hours. :Waterman's Ball Pointer BC-2, 50¢-90 hours-(tendency to leak) Parker Jotter Finepoint, 69¢ - 210 hours.

Black Ink Pens: Eversharp Kec 54--50¢-30 hours.

Papermate deluxe, 49¢--40 hours.

Green Ink Ball pen Cartridges: Parker Jotter medium point, 69¢--70 hours.

Eversharp Kec 54--50¢--40 hours.

Papermate deluxe, 69¢--50 hours. [– Consumer Union Research]¹²⁹

66
OFFICE
D

(66-1)¹³⁰ Consumers Research Report on Ball pens:

Parker Jotter Refill cost - 69¢ - Fine Point average writing time 230 hours. Parker Medium point - 160 hours.

Scripto refill, 49¢ - 100 hours.

Eversharp Retractable, 50¢ - 60 hours

Eversharp Star Reporter, 50¢-60 hours

Paper Mate New Presh Button Retractable, 49¢-40hrs (does not fit standard papermate.)

¹²⁷ PB himself inserted "Side Opening" by hand.

¹²⁸ PB himself deleted "kec 54" from after "50¢" by hand.

¹²⁹ PB himself inserted " – (Consumer Union Research)" at the end of this para by hand.

¹³⁰ The paras on this page are numbered 9D through 12D, making them consecutive with the previous page.

Watermans Sapphire refill \$100 -60 hours.
Watermans Flair \$.50 – 50 hours.
Sheaffer Fineline – 50¢ – 360 hours – long than any other brand, but tendency to leak. Price pen, \$1.75, screwcap.
All The Above are Blue or Blueblack Only.

(66-2) Carbon Paper: Standard Weight:

Intense finish, Medium finish, Hard finish, give 1-5 manifold copies.

Medium Weight: Intense finish, Medium finish, Hard finish, give 6-10 Manifold copies.

Light Weight: Intense finish, Medium finish, or hard finish, give 10 or more copies. Please designate Noiseless or L.C. Smith Silent when ordering for these machines as all finishes made for use on Noiseless or Silent machines are slightly more sensitive than for standard machines.

(66-3) If unable to reach a number asked for through an operator, there is no need to tell her there is no answer. It is automatically cancelled and there is no charge. But when calling through a hotel operator, she must be informed of the failure to reach it, or she will charge for it.

(66-4) The Parker Refill for Liquid Lead Pencil is far superior to Scripto which leaks and smears. Parker refill can be fitted inside a Paper Mate case, provided the latter's onfile at point is made slightly larger.

(66-5) This is much better. This is a Parker make No. B lead, is the soft, bold kind. It fits Cross too.

67
OFFICE¹³¹
E

(67-1)¹³² All the different Cross pencils take the same thickness of lead, only difference is in lengths.

(67-2) Secretarial Problem: Solution is to have permanent one always available but not continuously present with me nor regularly. 9 to 6 office hours – Instead I phone 9am daily to [say]¹³³ what time to come, or if not in the mood, not to come at all.

¹³¹ PB himself deleted "(SECRETARY)" and inserted "(23)" and "E" at the top of the page by hand.

¹³² The paras on this page are 1E numbered through 12E; they are not consecutive with the previous page.

¹³³ PB himself inserted "say" by hand.

(67-3) Seldom receive outsiders until lunch or later.

(67-4) Firm New Rule: Interviewing newcomers over phone, cut down phone talks to absolutely essential matters then sign off, ½ to one minute is enough.

(67-5) Inaugurate without delay the coloured paper pad system. Red, = Urgent memo. Grey, = Later & Personal memo, White= Literary.

(67-6) Word “gum” is not used and not understood in USA. say, “mucilage.”

(67-7) Reserve bulky pencils like Eversharp for indoor desk use and the thin cross pencils for outside and travel use.

(67-8) Technical trade name “Slip-on” Ringbook label Holder (With plastic windows)

(67-9) Since fluorescent light is harmful, the best substitute is the type of ordinary lamp which has a filter to remove glare.

(67-10) To avoid use of Special opaque envelopes – which are hard to get and costly, [print]¹³⁴ all future stationery on Grey paper – [and discard]¹³⁵ white.

(67-11) [I]¹³⁶ discovered that by fluorescent lighting¹³⁷ I could read [a]¹³⁸ magazine without¹³⁹ spectacles whereas by ordinary bulbs I could not. Memo – use fluorescent exclusively for desk work and bed reading.

(67-12) Note Cecil B. de Mille’s way of folding letters before inserting in envelopes – leave 1” margin at top.

68¹⁴⁰
OFFICE
E

69
OFFICE¹⁴¹

¹³⁴ PB himself changed “purchase” to “print” by hand.

¹³⁵ PB himself changed “no more” to “and discard” by hand.

¹³⁶ PB himself deleted “(RB 15)” from before “I” by hand.

¹³⁷ PB himself underlined “fluorescent lighting” by hand.

¹³⁸ PB himself inserted “a” by hand.

¹³⁹ PB himself underlined “without” by hand.

¹⁴⁰ Blank page

¹⁴¹ PB himself inserted “F” and “(24)” at the top of the page by hand.

(69-1)¹⁴² 1. The 4-inch slim baby gilt vest-pocket Ball pen will work satisfactorily only if plunger is not pushed down all the way, but merely part of the way. (Instructions for use).

(69-2) The layout of pens and pencils on a desk is best if their points are turned to the left, so that the right hand can pick up more conveniently, without turning a wrist.

(69-3) If papers and accessories are kept in the office in meticulous order, always ready for use or accessible when needed no time and efficiency are lost, all work goes more smoothly &

(69-4) If the regular felt mat for supporting a typewriter and quieting its noise is not available, the best substitute is an ordinary hotel smooth Turkish Handtowel, folded until it is smaller and thicker, then placed on desktop

70¹⁴³
OFFICE
F

71¹⁴⁴
OFFICE

72¹⁴⁵
OFFICE

Frederick Heelis: Pitman's Typewriting

73¹⁴⁶
PITMAN'S TYPEWRITING
Frederick Heelis

(73-1)¹⁴⁷ The method adopted in this book requires the striking of the guide keys to start with the little finger, followed by the others succession. This is the natural method, as if

¹⁴² The paras on this page are numbered 1F through 4F; they are not consecutive with the previous page.

¹⁴³ Blank page

¹⁴⁴ Void page. (Receipt for repair of PB's Dictaphone.)

¹⁴⁵ Blank page. (Back of receipt for repair of PB's Dictaphone.)

¹⁴⁶ PB himself inserted "(25)" at the top of the page. "1" in the original.

¹⁴⁷ The paras on this page are numbered 1 through 4; they are not consecutive with the previous page.

one finds oneself the order, which, without thought or effort, is followed. The keys should be struck with the tips of the fingers and with as little movement of the hand, wrist and forearm as possible. The beginner is apt to use the wrist and arm too much.

(73-2) Metal shields may be used to cover the keyboard whilst learning the touch system. The fingers of the LEFT hand are to be placed on ASD & F, those of the right hand on LK & J. The fingers should be bent at the middle joint. These are called the guide keys. The fingers should always rest lightly on these keys, when not actually engaged in striking the keyboard. It is the general experience that blank keys do not serve the purpose as students will continue to locate the keys by sight, thus recognising their position in relation to each other. The only satisfactory way is to cover up the keyboard. This may be done by a metal shield, or by a piece of cloth with a tape fixed to each corner.

(73-3) The backing sheet is necessary to save the platen from injury but much less so with noiseless machines. It should be half an inch wider than the typing paper.

(73-4) "One-finger" typing may satisfy a person who uses a machine only occasionally, but the business typist must adhere to a method which will ultimately make possible the rapid production of flawless mass. A scientific method of fingering must be mastered. Touch typing is such a system. The keyboard should be mastered step by step. Touch typing reduces to a minimum the mental and physical effort required to manipulate the machine, and thus the mental energy of the operator is left free to concentrate upon the subject matter of the work in hand. It involves: (a) not looking at the keys. (b) perfect regularity of movement, that is rhythm; (c) the systematic mastering of the key-

74¹⁴⁸

PITMAN'S TYPEWRITING
Frederick Heelis

(continued from the previous page) board, so that it may be visualised; (d) the use of the same finger on every occasion for operating a given key; (e) evenness of impression, which insures a pleasing appearance.

The machine should overhang the desk or table by one or two inches, and should be placed at a height that brings the bottom line of the keyboard to the same level as the forearm. The body and feet: The operator should be seated well back in the chair, but not too far from the machine, with the feet placed firmly on the floor, and the body easy and erect.

¹⁴⁸ "2" in the original.

(74-1)¹⁴⁹ The work should be done by the fingers, which should be kept quite close to the keys. In the earlier exercises the student should have before him the coloured diagram of the keyboard and it is to this he must look for help in locating the keys. The eyes must be kept on this chart when not looking at the copy.

(74-2) It is an advantage to have the copy in the direct line of vision. Such an arrangement is not always possible, however, and the copy will then be placed on the desk, preferably at the right of the machine, but the position in relation to lighting may influence the matter.

(74-3) Space bar should be operated by thumb of the right hand.

(74-4) From the first, the letters should be struck in perfect time. The operator should not depart from correct timing, should avoid a tendency to jerkiness when some combinations of letters require a greater stretch of the fingers than do others. This is rhythm.

(74-5) The first duty of the typist, after entering the office in the morning, is to clean the type and dust the machine.

(74-6) The four keys on the left-hand side, A S D F and the four keys on the right-hand side J K L; are the 'home' keys, or 'guide' keys for the respective hands. These are the resting places over which the four fingers of the left and right hands respectively must remain, except when it is necessary to remove a finger in order to strike a key in another row. After this has been done, the finger must be returned immediately to

75¹⁵⁰

PITMAN'S TYPEWRITING
Frederick Heelis

(continued from the previous page) its' correct position. The little finger of the left hand should be placed on "A" and the other fingers in order on S D & F. Here the fingers should rest when not being used for other keys. Treat the right hand in the same way, placing the little finger on the semi-colon and the others in order on L K & J. There is an extra letter for the first finger of each hand, viz G & H.

(75-1)¹⁵¹ When typing, return the carriage smartly at the end of each line. Many typists lose time for want of attention to this point. A single movement of the line space and

¹⁴⁹ The paras on this page are numbered 5 through 10, making them consecutive with the previous page.

¹⁵⁰ PB himself inserted "(26)" at the top of the page by hand. "3" in the original.

carriage return lever, if correctly made, not only turns the cylinder but brings the carriage into position for commencing the next line.

(75-2) Strike each key sharply but raise the hands as little as possible from the keyboard. Keep each hand strictly in its own half of the keyboard. Never look at the keys, but keep your eyes on the copy all the time when expert or on the chart when learning. Avoid jerking or irregularity. When commencing to write, place your fingers in position on the guide keys.

(75-3) Strike the keys at a regular rate with staccato touch. Move the hands as little as possible and make the movements with the fingers.

(75-4) Keep your feet firmly placed on the floor and your body perfectly erect. The elbows should be kept close to the sides.

(75-5) Look at the chart as you learn and note from it the direction which each finger must take when it leaves the guide-key position. Only the tips of the fingers should touch the keys.

(75-6) Care should be taken to strike the comma and full stop very lightly, as otherwise the type will pierce the paper.

(75-7) After a comma strike the space-bar once but after a semi-colon, twice. After a full stop, strike it three times.

(75-8) To avoid interfering with the correct fingering, two shift keys are provided, one for each hand. In typing a capital which appears on the right of the keyboard, the shift key must be held down with the little finger of the left hand, and vice versa. The shift key

76¹⁵²

PITMAN'S TYPEWRITING
Frederick Heelis

(continued from the previous page) must not be released until the letter has been struck.

(76-1)¹⁵³ In order to type the heading of a document so that it is in the middle of the paper you should: (a) count the number of letters and spaces in the heading, divide this

¹⁵¹ The paras on this page are numbered 11 through 18, making them consecutive with the previous page.

¹⁵² "4" in the original.

number by two. (b) Subtract the result from 50, which is the centre of the scale and commence the heading at the number thus arrived at.

(76-2) Let your timing be regular, and not like this: a-b-cde-fg-h-ijkl-mn. This is especially necessary in words which have double letters like occurrence, lessee, etc. Remember to keep each hand in its own half of the keyboard.

(76-3) The practice of dividing a word at the end of a line should not be freely resorted to. Only words of two syllables or more should be divided and the break should, if possible, be made to accord with the pronunciation.

(76-4) You should listen for the ring of the bell, which will warn you that the end of the line is approaching.

(76-5) When a heading is to be in spaced capitals, it may be cantered by counting the letters and spaces, allowing three spaces after each word and then proceeding as directed for closed capitals in Paragraph 19.

(76-6) Margins should be set at 10 and tabular stop for the commencement of paragraphs at 15. Always indent five spaces for paragraphs.

(76-7) Dates should not be written as 24/6/31 but as in the following form: 24th June, 1932. Never write June 24, 1932. Hence the day comes first, the month next and year last.

(76-8) If the quoted portion is a lengthy one, the double signs should be placed at the commencement of every paragraph and then at the end of the quotation.

(76-9) A dash is best indicated by the double hyphen with a space before and after!

(76-10) The correct methods of folding different sizes of letter paper to fit the varying sizes of envelopes should be known. Octavo letters should be folded once to fit a square-shaped ($5\frac{3}{4} \times 4\frac{1}{4}$) envelope,

77¹⁵⁴

PITMAN'S TYPEWRITING
Frederick Heelis

¹⁵³ The paras on this page are numbered 19 through 28, making them consecutive with the previous page.

¹⁵⁴ PB himself inserted "(27)" at the top of the page by hand. "5" in the original.

(continued from the previous page) and twice, from the bottom forwards, to fit one of the commercial size ($5\frac{3}{4} \times 3\frac{3}{4}$). Quarto sheets must be folded across, and then across again, to fit a "square shaped" cover. For a commercial cover, they are folded once, the lower half being turned up to meet the upper, and then twice in the other direction. Foolscap papers should always be placed in a (x4) envelope, they are folded once from the bottom upwards and then once again in the same direction. Note that in folding quarto paper to fit a commercial envelope the first fold should, instead of bringing the edges quite level, leave about quarter-inch between the two. The object is to facilitate the unfolding of the letter when it is extracted by recipient.

(77-1)¹⁵⁵ When inserting paper, if it is note-size, insert in left side of machine, adjusting the right-hand paper regulator to keep it in place. Note-paper size is called octavo and is got by halving a quarto sheet.

(77-2) In addressing envelopes, remember that the top line of the type must not be higher than the middle of the envelope or it will probably be undecipherable when delivered as obliterating postal stamps may cross it. For the same reason, any note such as "Personal" should appear in the bottom left-hand corner. After the first line, each successive line should be indented five spaces. Use single spacing only if there are more than four lines.

(77-3) Should the work call for the frequent use of characters which are not contained on the keyboard, it is possible for an exchange of keys to be made and the required characters substituted for those which are not likely to be used often. However, on special occasions, special signs and combination characters can be produced with existing keyboards. One character can be typed over another by holding down the space bar whilst the two characters are struck in succession or by use of the back spacer key. For example: Dollar-capital s and stroke \$\$.

(78-1)¹⁵⁶ The first drafts of manuscripts should be typed on stout paper, with triple spacing and generous margins, in order that alterations and additions may be readily written in. When mass copy is prepared for the printer, footnotes should be typed between two lines made the full width of the paper by means of the underscore. Proceed to the end of the line in which the reference appears, rule one line and type the

¹⁵⁵ The paras on this page are numbered 29 through 31, making them consecutive with the previous page.

¹⁵⁶ The paras on this page are numbered 32 through 35, making them consecutive with the previous page.

footnote, then rule the second line. When two reference marks occur with little interval between, both footnotes may be typed within one pair of lines. Footnotes in ordinary script, which is not ready for the printer, are inserted at the bottom underneath a ruled line.

(78-2) Gum a red label on the back of carbon sheet, near the foot. This shows through the typing paper and indicates approach of bottom of page.

(78-3) Heelis: "Shorthand and typewriting are merely convenient methods of increasing the speed with which work can be turned out - much as a sewing machine facilitates dressmaking."

(78-4) Many touch typists still look with their eyes at the top row of keyboard for figures, because of the greater need of accuracy here.

Office Mail

79
OFFICE MAIL¹⁵⁷

(79-1)¹⁵⁸ TRANSLATIONS OF c/o

French:	chez ... aux bons soins de ...
Dutch:	p/a
German:	bei ...
Spanish:	para ... en casa de ...
Portuguese:	em casa de ...
Italian:	presso il Signor N. per recapito del Signor N.

80¹⁵⁹
OFFICE MAIL

81
OFFICE MAIL¹⁶⁰

(81-1)¹⁶¹ TO TYPIST:

¹⁵⁷ PB himself inserted "(28)" and "OFFICE MAIL" at the top of the page by hand.

¹⁵⁸ The paras on this page are unnumbered.

¹⁵⁹ Blank page

¹⁶⁰ PB himself inserted "(29)" at the top of the page by hand.

¹⁶¹ The para on this page is unnumbered.

Please do not type any page-numbers on the sheets. Instead, lightly pencil (so it can be erased by me) a 1-2-3 order on the inferior paper carbon copy to help you and me identify and keep them in correct order until I can type in the final number myself. (The present numbers on MSS should be ignored and 1-2-3 used instead)

Leave the space for the doubtful word or phrase blank, so it can be filled in later.

82¹⁶²
OFFICE MAIL

83
OFFICE MAIL¹⁶³

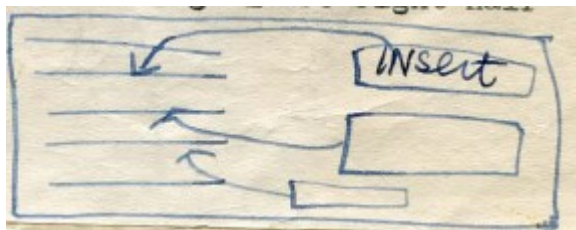
(83-1)¹⁶⁴ Carets and arrowheads are not necessary for Inserts. Instead, use straight runners and [double]¹⁶⁵ vertical marks to illustrate: they [now]¹⁶⁶ made a new

(83-2) Use red ink for runners and marks. Allow ample margins - at least 3" all on the right, with none on the left.

(83-3) Allow more space between paras.

(83-4) Whenever possible put inserts and changes in this wide right hand margin instead of drawing boxes between the lines. This is far more orderly neater, and legible.

(83-5) Experiment with TV typescript layout for 1st. rough draft. Reserve left half for writing: Leave right half blank for inserts thus:



(ARRANGING SLIPS) Arrange the separate notes on a flat-wood or green felt card table top [or a very large card board box lid,]¹⁶⁷ by pinning them down in

¹⁶² Blank page

¹⁶³ PB himself inserted "(30)" at the top of page by hand.

¹⁶⁴ The paras on this page are numbered 1 through 4, 6, and 1, 2, 4, 5, 6; they are not consecutive with the previous page. Paras 83-6 through 83-10 were cut from another page and pasted here by hand.

¹⁶⁵ PB himself inserted "double" by hand.

¹⁶⁶ PB himself moved "now" from after "made a new" by hand.

¹⁶⁷ "or a very large card board box lid," was typed below the line and inserted with an arrow.

approximate order, then unpinning and repining as their order is rearranged or inserts made.

Construction of the Manuscripts

(83-6) Composing the Rough Draft:

Do not paste the cutout paras on until all¹⁶⁸ those belonging to a section have been laid out [on table]¹⁶⁹ loosely and arranged in correct [logical]¹⁷⁰ order and spacing

(83-7) Revising the Finished Rough Draft.

Inserts of more than one-or two-line size can best be typed [in red ink]¹⁷¹ on separate slip and then pinned [in]¹⁷² position at the margin

[There should be]¹⁷³

(83-8) Number pages at extreme top & extreme right. Then if cut out to alter numbers, more space is [still]¹⁷⁴ available

(83-9) It is not necessary to paste the entire length of a strip; both ends will suffice. Also it is quicker & more economical to paste 2 or 3 at a time together.

(83-10) Use section marks to break up the chapters. Subtitles may or may not be used in conjunction with them

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OFFICE MAIL

(84-1)¹⁷⁵ Mr. Paul Brunton

c/o EP DUTTON

300 Fourth Ave.

New York, 10; N.Y.

USA

(85-2) 543 Fifth

¹⁶⁸ PB himself underlined "ALL" by hand.

¹⁶⁹ PB himself inserted "ON TABLE" by hand.

¹⁷⁰ PB himself inserted "LOGICAL" by hand.

¹⁷¹ PB himself inserted "IN RED INK" by hand.

¹⁷² PB himself deleted "POST" from after "IN" by hand.

¹⁷³ PB himself inserted "There should be" after "MARGIN" by hand. The note is faded and cut off by the paper below it.

¹⁷⁴ PB himself inserted "STILL" by hand.

¹⁷⁵ The paras on this page are unnumbered.

New York 1
PERSONAL.
PLEASE FORWARD

How To Get The Most Out Of Your Dictating Machine

85¹⁷⁶

HOW TO GET THE MOST OUT OF YOUR DICTATING MACHINE

Ediphone

(85-1)¹⁷⁷ Relax when you dictate. You'll find the best way to dictate is to relax, visualise the person you are writing to, and then talk to him - easily, simply, personally. You'll find your dictation reads more smoothly, and often sounds more sincere, than that dictated to a stenographer.

(85-2) Help your secretary to help you. You'll find your work getting out more quickly, more accurately, when you observe a few simple rules. Dictate clearly; spell out unfamiliar names, and include addresses not shown in correspondence; use phonetic explanations when you dictate initials - "A as in able," "B as in baker." Such easy-to-acquire dictating habits will improve your secretary's service to you.

(85-3) Capture those ideas. Ideas come when they want to and not when we want them to. Remember that your machine is always ready to serve you. No need to call a secretary or an assistant; just dictate anything that's on your mind, any time it occurs to you - instructions, memoranda, reminders, words of commendation, bulletins, inquiries or suggestions; they'll move along with your regular correspondence and get you quick action.

(85-4) Don't trust memory. You may forget some of the points that are made in conferences, interviews and telephone conversations. But your machine can't forget. After each such occasion, make it a habit to summarise the important points by lifting the receiver and getting them "on the record," accurately, and permanently.

(85-5) Project yourself. Your machine is always ready to carry your messages - in your own conversational style, charged with your own warmth and force - to every person you want to reach, in or out of your organisation. With your recorded voice you can make more and better contacts.

(85-6) Reading and writing. When you're going through books, magazines and your daily paper, you can "jot down" interesting excerpts by merely dictating them to your

¹⁷⁶ PB himself inserted "(31)" and "by Ediphone" at the top of the page by hand.

¹⁷⁷ The paras on this page are numbered 1 through 6; they are not consecutive with the previous page.

handy receiver. And if you're called on to write an article or perhaps to make a speech, you will find that by dictating directly to your machine you'll achieve a naturalness and spontaneity in your words which is sure to please editors & audiences.

86¹⁷⁸

HOW TO GET THE MOST OUT OF YOUR DICTATING MACHINE
Ediphone

How To Write More Effective, Easier-to-Read, Easier to Understand Personal Letters

87¹⁷⁹

PERSONAL LETTERS
Kenneth Hurst

(87-1)¹⁸⁰ Start your letter with reference to receiver's interests eg. "your letter was read with interest and appreciation..."

(87-2) Maintain "you" complex throughout. Phrase everything in receivers interests, eg. "Would, you like to..." NOT "I would like you to" "You will receive" NOT "I am sending you."

(87-3) Use short Anglo-Saxon words - rather than big, Latin words. Use clean, crisp words that do things rather than bulky, ponderous words that describe things.

(87-4) Open letter with direct statement replacing archaic "Dear Sir" salutation. eg. "I agree with you, John ..."

(87-5) Use short sentences. Break long ones up by colons and semi-colons.

(87-6) Use short paras. This makes for easier reading and a more attractive looking format. Never put more than one thought in a para.

(87-7) Use exclamation marks and question marks more freely. Ask questions - particularly about the other person, his interest, work, health, etc.

(87-8) Promise yourself to limit yourself to one ONE "very" in each letter.

¹⁷⁸ Blank page

¹⁷⁹ PB himself inserted "(36)" at the top of the page by hand.

¹⁸⁰ The paras on this page are numbered 1 through 12; they are not consecutive with the previous page.

(87-9) Use ACTIVE verbs rather than PASSIVE ones. Ex. "You should read this book" rather than "this book should be read by you." - Better still! "You will enjoy reading this book" (It promises a benefit; a reason why they should read it!)

(87-10) Think of every YOU as a green light. Think of every we or I as a red light. Make it easy for your reader to get through the traffic!

(87-11) Insert receivers name, at least once, preferably more, in Body, of letter. Ex. "Let me hear from you, Charles"

(87-12) Avoid stilted, archaic, pompous, trite conventional cliches - and words like "receipt," "too hard," "the writer."

88¹⁸¹

PERSONAL LETTERS

Kenneth Hurst

(88-1)¹⁸² Train the foliage from your verbiage! You'll find you can omit many redundant words in every letter - words like "that" (see how I omitted it here) "which" "in order to" - trim them and your letter will be stronger, more pithy more powerful!

(88-2) Above all - BE NATURAL! Write as you SPEAK - not as you think you ought to write. See the person you're writing to just across your typewriter - TALK to them via the keys - friendly, naturally, warmly - make them feel good!!

Foreign Language Publishers

89¹⁸³

FOREIGN LANGUAGE PUBLISHERS

(89-1)¹⁸⁴ DUTCH

SI... Verborgen Wijsheit.....De Spieghel - Amsterdam

SP...De Geheime Weg (1949).....De Spieghel - Amsterdam

HH...Een Heremiet in de Himalaya....A.J. Strengholts - Amsterdam

HTBY...Hooger dan Yoga.....De Spieghel - Amsterdam

WO...Het Super-Ego.....De Spieghel - Amsterdam

SCM..De Spirituelle Crisis van de Mens...De Spieghel - Amsterdam

¹⁸¹ PB himself inserted "(37)" at the top of the page by hand.

¹⁸² The paras on this page are numbered 13 through 14, making them consecutive with the previous page.

¹⁸³ PB himself inserted "(38)" at the top of the page by hand.

¹⁸⁴ The paras on this page are unnumbered.

(89-2) SWEDISH

SI...Pa Spaning i det Fordolga Indien (O.P.)..Mysteria Forlaget - Stockholm, S: T Eriksgatan 84.

(89-3) NORWEGIAN

SP.....Fabritius & Sonners Forlag - Oslo

(89-4) ITALIAN

SP...Il Sentiero Segreto.....Editrice Europa - Verona

QO...Alla Ricerca del Super-Ego.....Editrice Europa - Verona

90¹⁸⁵

FOREIGN LANGUAGE PUBLISHERS

91¹⁸⁶

FOREIGN LANGUAGE PUBLISHERS

(91-1)¹⁸⁷ GERMAN

SI...YOGIS - Verborgene Weisheit Indiens.....Krueger Verlag - Hamburg

SE...Geheimnisvolles Aegypten (1951).....Rascher Verlag - Zurich

SP...Der Weg nach Innen.....Wilhelm Barth Verlag - Weilheim, O.Bayern

HH...Als Einsiedler im Himalaja...Wilhelm Barth Verlag - Weilheim, O.Bayern

DY...Entdecke Dich Selbst.....Rascher Verlag - Zurich

QO...Das Ueberselbst.....Rascher Verlag - Zurich

HTBY.Die Philosophie der Wahrheit.....Rascher Verlag - Zurich

WO...Die Weisheit des Ueberselbst.....Rascher Verlag - Zurich

SCM..

(91-2) HUNGARIAN

SI...India Titkai.....Rozsavolgyi Kiadas - Budapest

(91-3) ISLANDISH

SI...Dulheimar Indialands.....Isafoldaprendsmidja - Reykjavik

SE...Dularmögn Egyptalands.....Isafoldarprentsmidja- Reykjavik

92¹⁸⁸

FOREIGN LANGUAGE PUBLISHERS

¹⁸⁵ Blank page

¹⁸⁶ PB himself inserted "(39)" at the top of the page by hand.

¹⁸⁷ The paras on this page are unnumbered.

¹⁸⁸ Blank page

(93-1)¹⁹⁰ SPANISH

SI... Hachette - Buenos Ayres

SE... Hachette - Buenos Ayres

(95-1)¹⁹³ FRENCH

SI...L'Inde Secrete.....Payot - Paris

SE...L'Egypte Secrete.....Payot - Paris

MA... (manuscript translation only).....Editions Adyar - Paris

SP...Le Sentier Cache.....Editions Victor Attinger, 4 Rue le Goff, Paris V.

QO...La Recherche de Super-Moi.....Editions Adyar - Paris

HTBY.L'Enseignement Secret au dela du Yoga..Payot - Paris

WO...Le Sagesse de Moi Supreme.....Payot - Paris

(95-2) DANISH

SI...Bag Indiens Lukkede Dore (1937)...Gyldendalske Boghandel, Nordisk Forlag,

Bag Indiens Lukkede Dore.....Uranus Forlag -Kopenhagen

SE...Hemmelighedsfulde Aegypten.....Strubes Forlag - Kopenhagen

QO...Vejen Til Overse;vet.....Povl Strubes Forlag - Kopenhagen

(97-1)¹⁹⁶ CZECH

¹⁸⁹ PB himself inserted "(40)" at the top of the page by hand.¹⁹⁰ The para on this page is unnumbered.¹⁹¹ Blank page¹⁹² PB himself inserted "(41)" at the top of the page by hand.¹⁹³ The paras on this page are unnumbered.¹⁹⁴ Blank page¹⁹⁵ PB himself inserted "(42)" at the top of the page by hand.

SI...Tajnosti Indicke.....Psyche (Weinfurter) - Prague
SE...Tajnosti EGYPTSKÉ.....Psyche (Weinfurter) - Prague
MA... (manuscript translation only).....
SP...Tajna Stezka.....Psyche (Weinfurter) - Prague
Tajna Stezka (new edition 1947)....Pasek a Spol, - Kladno
HH...Poustevník v Himalajích.....Pravda - Bratislava
DY...Vnitřní Skutečnost.....Pravda - Bratislava
QO...Hledání Nadje.....Pravda - Bratislava
HTBY.Skrytá Nauka Za Jogou (Vol. I)....Pravda - Bratislava
WO...Skrytá Nauka za Jogou (Vol. II -
Moudrost Nadje).....Pravda - Bratislava

(97-2) POLISH

SI...Ścieżkami Jogow..(O.P.).....Książnica Atlas - Lwow

(97-3) HINDI

SI... (A Search in Secret India).....The Leader Press - Allahabad

98¹⁹⁷

FOREIGN LANGUAGE PUBLISHERS

Proofreading For Publishing

99¹⁹⁸

PROOFREADING FOR PUBLISHING

¹⁹⁶ The paras on this page are unnumbered.

¹⁹⁷ Blank page

¹⁹⁸ PB himself inserted "(43)" at the top of the page by hand.

s. e. It does not appear that the earliest printers had any method of e/
 ✓✓✓ correcting errors before the form was on the press/ The learned The o &
 & learned correctors of the first two centuries of printing were not
 # ;| proofreaders in our sense/ they were rather what we should term & 9
 not| office editors. Their labors were chiefly to see that the proof corre /-/
 Cap /| latinity ~~that the words were there~~, and that the sense was right. Stet
 & They cared but little about orthography, bad letters or purely printer's /-/
 errors, and when the text seemed to them wrong they consulted fresh
 authorities or altered it on their own responsibility. Good proofs in /
 not # the modern sense, were impossible until professional readers were x
 m employed/men who [had first] a printer's education, and then spent tr
 i| many years in the correction of proof. The orthography of English,
 which for the past century has undergone little change, was very
 n. f. = fluctuating until after the publication of Johnson's Dictionary, and
 capitals, which have been used with considerable regularity for the
 Spell past (80) years, were previously used on the [miss or hit] plan. The l. ld
 9 approach to regularity, so far as we have may be attributed to the it/
 growth of a class of professional proof readers, and it is to them that
 we owe the correctness of modern printing. More errors have been A r/
 found in the Bible than in any other one work. For many generations
 it was frequently the case that Bibles were brought out stealthily, ← lead
 from fear of governmental interference. They were frequently printed out, see copy
 [[from imperfect texts, and were often modified to meet the views of
 h/| those who published them. The story is related that a certain woman ▢
 & in Germany, who was the wife of a printer, and had become disgusted c. e. / who
 s. / f. | with the continual assertions of the [superiority] of man over woman rom.
 which she had heard, hurried into the composing room while her
 husband was at supper and altered a sentence in the Bible, which he w. f. v
 " " was printing, so that it read Narr instead of Herr, thus making the " " v
 verse read "And he shall be thy fool" instead of "And he shall be thy a
 Cap " " lord." The word not was omitted by Barker, the King's printer in K
 England in 1632, in printing the seventh commandment. He was fined o
 (4) £3000 on this account.

(100-1)¹⁹⁹ These proofs show corrections and queries made by the proof-reader. Some of these corrections are the printer's own mistakes. You will not be charged for printer's errors. Where there is a query, it suggests a change from the manuscript; and the suggested change is optional, to be decided by the author.

If the proof-reader's suggestions are important, or if you make corrections of your own, you will be charged as per your contract allowance.

Your contract allows you total corrections of approximately \$ _____ or _____ lines, at the rate of about _____ cents per line. Any additional corrections will be charged to you at this rate.

Single words or even phrases of equal spacing may be substituted, but only under REAL necessity. Changes made in type are EXPENSIVE. To omit a word or to add one in the body of a paragraph may cause the resetting of all that paragraph following the point of change.

The standard proof-reader's marks should be used in correcting proof sheets. Make all marks, in black pencil (or any other colour that will CONTRAST with that used by the proof-reader) on the margin opposite the line in which correction should be made; and if several belong to a single line, put them exactly in the order of their occurrence. (*See inside pages.*)

Do not erase the proof-reader's marks or queries. If you approve a suggestion made cross out the question mark and let the correction stand. If you do not approve, cross out the whole question, or answer in full.

The original manuscript must always be returned with the galley-proof, to the Production Manager.

101²⁰⁰

PROOFREADING FOR PUBLISHING
Proofreader's Marks

¹⁹⁹ The paras on this page are unnumbered.

²⁰⁰ PB himself inserted "44" at the top of the page by hand.

^	Make correction indicated in margin.	⌈	Raise to proper position.
<i>Stet</i>	Retain crossed-out word or letter; let it stand.	⌋	Lower to proper position.
...	Retain words under which dots appear; write "Stet" in margin.	///	Hair space letters.
<i>Stet</i>		<i>W.f.</i>	Wrong font; change to proper font
x	Appears battered; examine.	<i>Qui?</i>	Is this right?
≡	Straighten lines.	<i>l.c.</i>	Put in lower case (small letters).
vw	Unevenly spaced; correct spacing.	<i>s.c.</i>	Put in small capitals.
//	Line up; i.e., make lines even with other matter.	<i>Caps</i>	Put in capitals.
<i>run in</i>	Make no break in the reading; no ¶	<i>CsSc</i>	Put in caps and small caps.
<i>no ¶</i>	No paragraph; sometimes written "run in."	<i>rom.</i>	Change to Roman.
<i>out see copy</i>	Here is an omission; see copy.	<i>ital.</i>	Change to Italic.
¶	Make a paragraph here.	≡	Under letter or word means caps.
<i>tr</i>	Transpose words or letters as indicated.	=	Under letter or word, small caps.
<i>S</i>	Take out matter indicated; dele.	—	Under letter or word means Italic
<i>S</i>	Take out character indicated and close up.	~	Under letter or word, bold face.
Ⓢ	Line drawn through a cap means lower case.	o/	Insert comma.
⊖	Upside down; reverse.	;/	Insert semicolon.
∩	Close up; no space.	:/	Insert colon.
#	Insert a space here.	⊙	Insert period.
⊥	Push down this space.	/?	Insert interrogation mark.
□	Indent line one em.	(!)	Insert exclamation mark.
⌈	Move this to the left.	/=	Insert hyphen.
⌋	Move this to the right.	✓	Insert apostrophe.
		“”	Insert quotation marks.
		ⁱ	Insert superior letter or figure.
		₱	Insert inferior letter or figure.
		[]	Insert brackets.
		()	Insert parenthesis.
		—	One-em dash.
		— —	Two-em parallel dash.

PROOFREADING FOR PUBLISHING

(102-1)²⁰¹ Under separate cover, we are mailing you today, the manuscript and galley proofs of your book,

These proofs have been read by one of our proof-readers. In checking your proofs please be guided by the suggestions, "AUTHOR-IMPORTANT" on the back page of this letter.

Both galleys and manuscript should be returned to us by _____.

If you find that you cannot meet this date, we will appreciate your notifying us of this fact. We can then adjust our production schedules accordingly.

Your book is now tentatively scheduled for publication _____ at the price of \$ _____.

²⁰¹ The paras on this page are unnumbered.

Sincerely,
E.P. DUTTON & CO., INC.
Production Manager

103²⁰²
PROOFREADING FOR PUBLISHING

104²⁰³
PROOFREADING FOR PUBLISHING

105²⁰⁴
PROOFREADING FOR PUBLISHING

106²⁰⁵
PROOFREADING FOR PUBLISHING

107
PROOFREADING FOR PUBLISHING

²⁰² Duplicate of page 99.

²⁰³ Duplicate of page 100.

²⁰⁴ Duplicate of page 101. PB himself inserted "Dup" and "Sentences & Phrases" at the top of the page by hand.

²⁰⁵ Duplicate of page 102.

" PRINTERS PROOF CORRECTION "
Meaning.

(45)

Mark in
Margin.

Caps.

Coupled with the double underscoring of the words, ~~Institute Warrant~~ it indicates that they are to be in capitals.

→ Centre

l.c.

⊂

,/

Caps.

⊙

#

7

trs

⌋

Par.

trs

Stet

;/

,/

⊙

Run on

Underline

l.c.

~~does.~~

⌋

n/

"they"

Par

trs

n/⊙

Heading to be placed in centre.

Lower case (i.e. small letters)

Closeup

Comma omitted. Place of omission indicated by \wedge in text.

Capitals for initials. ~~W~~ and ~~I~~.

Colon to be inserted at point indicated.

Space required at the place indicated

Delete (take out) the word crossed through

Transpose the two letters marked

Inverted commas to be inserted.

Together with square bracket, indicates commencement of new paragraph.

Transpose the two words marked

Together with dots under the word crossed out means that it is to remain as it was before correction.

Semi-colon required.

Comma to be inserted at the point shown.

Full stop to be inserted

Matter to continue without fresh paragraph.

Line is used to connect. underlining

Together with underscoring indicates for the typist or with the word "ital" substituted means italics for the printer

Lower case, i.e. the word ~~should be~~ "in small letters, not all capitals

~~Comma to be deleted.~~

~~The word to be inserted to be shown~~

Beginning of paragraph to be indented as shown

Dash to be inserted at point indicated

Letter "n" to be substituted for "m"

The word to be inserted as indicated.

"they"

← CONTRACT

centre

it is dependent. [The conditions are--if any treated
which as the said Institute declares to be void,
ten days hereafter

←
underline

108²⁰⁶
PROOFREADING FOR PUBLISHING

109
PROOFREADING FOR PUBLISHING
Office²⁰⁷

(109-1)²⁰⁸ Printer's errors are not chargeable, only author's corrections;²⁰⁹ in regard to the index (you have already sent us matter for this) the setting charge will be considered as part of the production costs of the reprint – when this comes up for consideration – so there will be no charge to you on this score. [– Rider + Co 1954]²¹⁰

110²¹¹
PROOFREADING FOR PUBLISHING

111²¹²
PROOFREADING FOR PUBLISHING
The British Law of Quotations

(111-1)²¹³ As regards the law in this country but about quotations the position is not at all clear. It is largely a question of precedents. If you were to quote a poem by Kipling even if it were only three lines and you omitted to obtain permission beforehand you will find yourself liable to damages. In the case of straightforward matter in a book the usual procedure is that any separate quotations must not exceed 400 words. You must, however, give full acknowledgment of the source underneath the quotation. Even this procedure varies from time to time according to law decisions, and next month may be changed. With quotations of any length it is always advisable to obtain permission even from the point of view of politeness, but with short quotations you are fairly safe provided the source is given and provided you are not quoting from specialised matter.

[– C.W. Potter]²¹⁴

[Therefore:]²¹⁵ DO NOT give actual quotations. This involves time, money correspondence to secure permits. Put into 3rd person and paraphrase the quote.

²⁰⁶ Blank page

²⁰⁷ PB himself inserted "(Office)" at the bottom of the page by hand.

²⁰⁸ The para on this page is unnumbered.

²⁰⁹ PB himself underlined "only author's corrections;" by hand.

²¹⁰ PB himself inserted "– Rider + Co. 1954" at the bottom of the page by hand.

²¹¹ Blank page

²¹² PB himself inserted "(46)" at the top of the page by hand.

²¹³ The para on this page is unnumbered.

²¹⁴ PB himself inserted "– C.W. Potter" by hand.

²¹⁵ PB himself inserted "Therefore:" by hand.

Secretarial

113²¹⁷
SECRETARIAL

(113-1)²¹⁸ I find the conventional beginnings and endings of letters to be ridiculous. I cannot bring myself to copy them.

(113-2) All reading must be done either in full padmasana posture or lying flat on the back.

(113-3) Oriental style work at writing can be best done by using a low and long Japanese or Chinese table as [desk; height, 15 inches length]²¹⁹ 4ft. 3 inches? and 1ft. 10 inches wide, while squatting on a cushion on floor.

(113-4) The closing signature on letters “yours ever” is a sign of friendship and familiarity.

(113-5) 3rd. Mail System: Write in red the appropriate Form Para Numbers for reply and send by mail for outside typing. If letters are in 3rd. person, they can be initial signed²²⁰ by S, and mailed from there.

(113-6) I can now afford to live adequately, to work with the best tools, with fine and fit materials, so that in later years there will be no regrets for missed chances. Good paper [and]²²¹ good pens will produce better and easier work.

114²²²
SECRETARIAL

115²²³

²¹⁶ Blank page

²¹⁷ PB himself inserted “(47)” at the top of the page by hand.

²¹⁸ The paras on this page are unnumbered.

²¹⁹ PB himself changed “desk height 15 inches, length” to “desk; height, 15 inches length” by hand.

²²⁰ PB himself deleted a comma from after “signed” by hand.

²²¹ PB himself inserted “and” by hand.

²²² Blank page

(115-1)²²⁴ [Those who wish to practise their own meditation and come into inner contact with me during my regular daily meditation]²²⁵ should, if they reside at a distance, sit as much earlier or later than my local time as is needed to adjust their official standard time to that which prevails where I happen to be residing. It will help the process if they start to prepare themselves [by lying down, relaxed and receptive,]²²⁶ ten minutes earlier. At the end of this period they should sit upright

(115-2) Before signing any letter, hold it between the palms of the hands and invoke a blessing on the recipient. This will help him telepathically in establishing mental contact

(115-3) Daily Regime: After the early morning meditation or while still lying in bed before dressing, the mind is in its most favourable state to plan, review and take intuitive counsel on the work, personal contacts and matters which should be attended to during the coming day

(115-4) Give 1-line space between lit. paras to allow for cutting into "g's" "p's" etc.

(115-5) Warning: Do not make pen alterations in typed lit-notes²²⁷ over the typewritten words or letters themselves. The result is illegible. Cross out the latter and write new word in blank space somewhere near by.

(115-6) The wrong kind of secretary becomes a worse encumbrance than my correspondence itself. One experience is enough.

(115-7) Alter working position permanently. Squat Japanese style, alternating with Indian style on a carpet. Get large tea tray turned up side down as desk, or rest it on books. Squat Jap or Hindu style No chair, and no desk, or sit on rug next to a very low bed or low couch, and use them as tables for spreading papers. Place Goldsmith [Bros.]²²⁸ lap board or legal sized clipboard on it for writing.

²²³ PB himself inserted "(48)" at the top of the page by hand.

²²⁴ The paras on this page are unnumbered.

²²⁵ PB himself changed "Those who wish to come into receptive and telepathic contact with me during my own regular meditation" to "Those who wish to practise their own meditation and come into inner contact with me during my regular daily meditation" by hand.

²²⁶ "By lying down, relaxed and receptive," was typed below the line and inserted with an arrow.

²²⁷ PB himself inserted a hyphen by hand.

²²⁸ PB himself inserted "Bros." by hand.

(115-8) When I receive these letters from individuals who have read my books and write for personal help, and I know that it may be a year or more before answers will be sent, I do not leave it at that. As I read each letter, I respond mentally to each point and as I finish I hold its writer in the Oneness for a moment.

116²²⁹
SECRETARIAL

117²³⁰
SECRETARIAL

(117-1)²³¹ Indian-Made Desk Eversharp Fountain pen Stand, with little carved Buddha:
(1) If the ball mount works loose, it can be tightened by using screw-driver through the red rubber underbase and tightening screw head in centre of bottom.

(117-2) Investigate idea of using audograph to dictate whole of N.B. First, brief draft instead of cutting and pasting paras. Latter can be read and dictated along with the new or final skeletal matter. Audograph can be used continuously and daily even though I have no typist for discs can accumulate for several months and be transcribed latter when typing is available. This is specially for literary paras.

(117-3) The mimeo circulars will be used chiefly for those who write in 2nd time, never for strangers.

(117-4) [engraved (a)]²³² The multipunch horizontal lines on base indicate the exact centre of punch holes co responding to them. (b) The Base plate of the Multipunch is removable so that the paper-scrap can be ejected out of the machine.

(117-5) Order promotes the formation of good habits, and the more we turn over to habit, the more shall we be free to exercise the higher faculties. – Frank D. Salisbury –

(117-6) The palest ink is better than the most retentive memory – ancient Chinese proverb.

(117-7) RB 15 – Dictation of Replies End with: 1) Letter paper number. (2) Envelope number (3) Which of my addresses to use (4) Spelling of all proper names.

²²⁹ Blank page

²³⁰ PB himself inserted “(49)” at the top of the page by hand.

²³¹ The paras on this page are 17 numbered through 28; they are not consecutive with the previous page.

²³² PB himself inserted “engraved (a)” by hand.

(117-8) PUBLIC TELEPHONE USE: remove the receiver before depositing coin.

(117-9) CROSS SENIOR PENCIL: To extend point of lead refill, do not hold the first section of metal case at tip. Instead hold the second section and then turn the cap. The Cross Baby pencil is the only exception to this rule. (2) Fit only No. 2 lead refills. All other sizes are too thick and jam the mechanism. (3) Press lightly when using to avoid breaking lead.

(117-10) Press lightly when using Cross Mechanical Pencils.

(117-11) The printing of ADDRESSED stationery was a major error. It lead to wastage, superfluous filing and loss of money. Henceforth, print name only letterheads.

(117-12) Correct Marginal For Legal Sheets: Spacing on these sheets should be: 1" at top, 1 1/2" LEFT side, 1" Right side, 3" bottom

(117-13) Refills for No. 1223 Note Pad: A standard 4" x 6" 100 Page scratch pad fits this unit-available almost anywhere. Due to the varying thickness of paper, if the pad will not fit tear off first few pages, and slide it under the flexible metal holder,

118²³³

SECRETARIAL

119²³⁴

SECRETARIAL

(119-1)²³⁵ Correspondence shows that quite a number of readers are frightened by the mere possibility that meditation practice will throw them into a trance. It seems advisable not to use this word in future writing. Nor is it necessary to do so. Samadhi is sometimes a trance state and sometimes not, and is more correctly equated by the English word "contemplation."

(119-2) Experience seems to point to the following solution of my problem. (1) Voice writer for literary work (2) Magnetic Tape Recorder for personally dictated correspondence and for Memos. (3) Personal Secretary for (a) Reader's letters. (b) gradual training to take over my personal correspondence by degrees. In the absence of a personal secretary use the recorder for the Form letter Readers replies.

²³³ Blank page

²³⁴ PB himself inserted "(50)" at the top of the page by hand.

²³⁵ The paras on this page are unnumbered.

(119-3) Why carry a large notebook in my pocket on city visits? Use the tiny vest pocket ones for this purpose as notes are so brief and few. Reserve large one for library or interview use.

(119-4) Gandhi's daily post averaged 100 letters. He answered 10 of them himself, dictated the replies to some and instructed his secretaries how to answer others. No communication remained without a response. In many instances where the correspondent, did not object, he replied in the magazine "harijan."

(119-5) The only basis on which I will be able to accept Secretarial Service in Future will be for the typing not to be done in my apartment but in secretaries own home. This will avoid machine noise, which disturbs me. This rule will be made without exception and will apply to all whether Eva, Delos or Romaine.

(119-6) The best work to send by mail to Delos from Hawaii is Letters, possibly those on Form Para basis.

(119-7) I must eat meals alone when not lunching or dining out. Do not invite anyone as this complicated life, lengthens cooking and preparing time, thus sapping my energy.

(119-8) Have meals prepared outside by student and sent in to my residence by hand.

(119-9) Except where there is calm, balanced, steadfast, devoted service - very rare - it is better for all if I keep service on an impersonal level by having it done by long distance, remote control or through mail - not by personal contact or familiarity with me.

(119-10) All secretary's typing must be done at his own residence. This frees me from providing meals, machine noise, & never being alone.

120²³⁶

SECRETARIAL

121²³⁷

SECRETARIAL

(121-1)²³⁸ My need of a secretary is mostly the need of someone to assume the burden of my correspondence, so that I may be left free to engage in research work and creative

²³⁶ Blank page

²³⁷ PB himself inserted "(51)" and changed "CORRESPONDENCE" to "SECRETARIAL" at the top of the page by hand.

²³⁸ The paras on this page are unnumbered.

writing, yet my personal correspondence is too delicate for anyone other than my self to handle. An intelligent secretary might deal [with]²³⁹ the routine correspondence. This forms a half of the total volume. It should be turned over to her for attention. Such an assistant is technically called an "Executive Secretary," or a "Correspondence Secretary." This work cannot be properly done with paid helpers. It needs the love, the disinterestedness and the loyalty of the dedicated ones. The ideal secretary will not only be able to write good, correct English which will express her thoughts effectively, but also have the skill to write well-composed answers on her own initiative, so as to save me the trouble of dictating. She should enjoy writing letters as well as possess the talent to deal with them.

(121-2) Secretary Hours: 9 am- 1 pm. working at home on transcription and typing, or running errands. 3:30pm. to 7pm. in attendance at PB's office.

(121-3) My need is for someone whose powers of self-expression are above average, one who writes the English of the educated.

(121-4) Qualifications Required: A mastery of good English, college education, free from negative habits and destructive attitudes, quick correct typing, free to travel, refined manners, adequate practicality and intelligence, good health.

(121-5) It would be better to concentrate on a secretary who was an expert writer, author, or journalist. For then he could do (1) help correct my raw material of notes into books, thus cutting down half the work (2) answer mail for me.

122²⁴⁰
SECRETARIAL

123²⁴¹
SECRETARIAL

(123-1)²⁴² I have no alternative but to use form paras. It is a decision which I have had to come to with reluctance for I would not like to risk discouraging any sensitive novice. But it is plain from many years experience that I have been exploited by quite a number of neurotics who would be better off spiritually trying to grow up and practise some self-discipline, trying to settle some of their problems by themselves, than running so often and with so unimportant questions to someone else who has quite enough of his own important work always waiting untouched and in arrears: to be over indulgent

²³⁹ PB himself changed "as" to "with" by hand.

²⁴⁰ Blank page

²⁴¹ PB himself inserted "(52)" at the top of the page by hand.

²⁴² The paras on this page are unnumbered.

toward them would only keep them infantile. The others, who are not neurotic, often need only make the effort rightly and with patience to find their own answers to their questions, their own solutions to their problems.

(123-2) To descend from the Olympian impersonality of a book into the close position of a letter is to sully or at least imperil my status.

(123-3) Life would pass with less strain, less fatigue and irritability, if time were not wasted on keeping the dozens of small details of work in my own hands instead of depositing them to others.

(123-4) By studying or working mentally at 10 minute intervals you give the eyes time to rest. Use these intervals for physical tasks, or recreation, music, gardening or meditation.

(123-5) I am doing wrong, committing sin, by procrastinating so long over my answers to letters of unknown readers They send me their problems or questions. My reply should come when it is most needed – not when it is too late to help.

(123-6) My activities have reached their full capacity. No expansion of them can be entertained without a corresponding provision of the staff needed to deal with them.

(123-7) If I look at my correspondence problem egoistically, then I have to bemoan the lack of help but resign myself to the situation helplessly. But if I look at it egolessly then I have to bemoan the discouragement of my correspondents, to weep with them over the failure to receive aid. “Doing so, the next step would be to pray that they, (not I) might be helped through me.

(123-8) Immediately after breakfast set down to the day’s most important task, – creative writing. Spend the first two hours on that. Allow no other job to interfere. Put all other jobs aside until after this initial task has been done. In this way you will not only have a reassuring feeling

124²⁴³

SECRETARIAL

(continued from the previous page) of accomplishment at the end of every day but also a satisfactory record of work progress at the end of every year.

(124-1)²⁴⁴ Although I have so much to do; if I will rigorously reserve the morning hours for this literary self-expression, and practise it in a leisurely, unhurried manner,

²⁴³ PB himself inserted “(53)” at the top of the page by hand.

guarding myself against any sense of pressure or of necessity to work against time, I will be able to derive more personal felicity from it and give more substantial service to humanity than if I carelessly fall victim to an unprotected high-pressured daily rush through a variety of less important or little tasks.

(124-2) Save when imperative obligations drive me to the act, I am unable to find the force for answering letters.

(124-3) If you sent a form letter with everyone you would be relieved of all worries about mail and your time would be set free for your own true work. You would no longer get involved with the personal problems of allsorts of people and you would be cut off from those already in existence. Moreover, the troubles arising out of giving introductions would not arise for there would be no chance to give them

(124-4) Andre Gide: "These letters to write exhaust me, wear out my patience: they won't let me work ... No friendship matters in such a case: I would throw out the best friend. But I don't. I always write eventually; to have peace, peace with myself: for so long as I don't write, I reproach myself for not writing. The trouble is that when you write immediately the one on the other end answers: and yet until he has answered I wait for his letter. I shudder at the thought of letters to write.

(124-5) Why should I give to a few persons, whether in letters or interviews, time which, given to writing, will benefit thousands? I can touch the lives and teach the minds of people over the world through the printed pages of a book. If therefore I turn correspondence over to someone else and refuse requests for interviews, I need do so without being troubled by any guilty feeling of failure to perform my duty at all.

(124-6) I find it convenient to talk into a recording machine but I do not find it easier. The position is exactly the same as when I was first confronted with the necessity of learning to compose on a typewriter. At first, I found this impossible. The noise and jar of the machine irked and disturbed me. But now I can typewrite without such difficulties arising. It is a matter of habit. If I persist with the use of the dictating machine, the habit will be established and the practice will become easy.

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(125-1)²⁴⁶ into a few words and why they must be so short.

²⁴⁴ The paras on this page are unnumbered.

²⁴⁵ PB himself inserted "(54)" at the top of the page by hand.

²⁴⁶ The paras on this page are unnumbered.

Incomplete para - the beginning of this para was not found in this file.

(125-2) Successful Men Delegate Their Responsibility to Others ...And many of them apply this practice to their personal affairs. I need a competent secretary to take the strain of correspondence off me, in other words, to leave me free to work on policy, and to relieve me of the burdens of detail. It is wisdom to let competent subordinates manage as much my affairs and work as possible.

(125-3) Request for Interviews: When refusing to grant interviews, avoid being merely negative and unhelpful and egoistic. That is, do not mention only why you are not in a position to spare the time for interviews - which does not help the correspondent - but try to encourage him by pointing out that either in the book or in a previous interview you have given him enough material for a further two or three years work on himself. Hence, the further interview is not present.

(125-4) New and Better Method of Indicating Inserts: Write the border around the inserted words, the arrow and the arrow-head in red ink. This will draw the typist's attention so that the insert is much less likely to be overlooked. Therefore it will be necessary to use a Red, Brown or Green ink ball pen, always in addition to the black or blue pen generally used.

(125-5) The correct signature for letters is "Paul Brunton" as generally your letter paper has your title printed on it. But when writing on paper without a printed letterhead to someone who does not know you well, it might be necessary to add PH.D after your name.

(125-6) Phillip Lebanter, President of Best & CO., N.Y.C. (a) writes numbered points of his reply on the same letter, (b) he reads the letters before calling in his secretary.

(125-7) Reading: (a) Should be frequently interrupted for short minute long meditations and facial adjustment. This will not only rest the eyes but also prevent the frowning expression caused by mental strain. (b) There is nothing wrong with reading in bed or at other times of the day. The wrong enters in when the reader does not go into meditation from the reading; when he fails to use it as a jumping board for swimming into the Self within.

(125-8) By arranging pillows narrow end-up, instead of usual way and leaning them against the head-board, it will be more comfortable to rest the head and shoulders on for writing work done in bed at night and morning.

(125-9) My need is for a desk chair which will support and cradle the small of the back.

(127-1)²⁴⁹ The wise executive knows how to apportion his duties to others.

(127-2) (Swami Sadananda:) “A notebook containing spiritual material should be a model of neatness and order. This order attracts Grace. Each pencil, each sheet of paper, can be a means for serving God. My guru insisted on such order, which colours all one’s life, and he was an example of what he preached.”

(127-3) I am forced to keep my letters as short as possible. With a correspondence so copious as mine and facilities for dealing with it so lacking as mine, there is no other recourse. In fact, wherever possible, I should limit the length of my letters to ten lines.

(127-4) Avoid any negative and criticising elements in the substance or tone of letters. Stress the positive ones.

(127-5) My answers to these attempts to involve me in highly personal or unhealthily emotional relationships, must be polite yet reserved. Only by remaining in my own [serene]²⁵⁰ atmosphere, and keeping out of their disturbed or disturbing lives, can I preserve the peace of my own life.

(127-6) (Emerson’s Reply to a Reader:) “You have not let me sufficiently into your own habit of thought, to enable me to speak to it with much precision.”

(127-7) ([Emerson’s Journal:]²⁵¹) “The oppressive miscellany of my business letters destroys almost all inclination to write on other topics.”

(127-8) The accumulation of letters and memoranda in my files, and of work on my desk,²⁵² is never cleared. Yet it is only courteous as well as businesslike to reply to letters promptly. Failure to do so brings discredit upon me and disappointment to those lonely seekers who have been waiting eagerly or anxiously for the few words which mean so little to me but so much to them.

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²⁴⁸ PB himself inserted “(55)” at the top of the page by hand.

²⁴⁹ The paras on this page are unnumbered.

²⁵⁰ PB himself changed “severe” to “serene” by hand.

²⁵¹ PB himself changed “Emerson” to “Emerson’s Journal” by hand.

²⁵² PB himself inserted a comma by hand.

(127-9) I ought not give my time in an interview or even in a letter, to answer questions which one or other of my books might answer for me.

(127-10) I am forced by necessity to make my letters as short as their purpose allows.

(127-11) The failure to attend to correspondence, the procrastination which deferred such attendance until long periods had passed, lost me much goodwill. They have forfeited some or even much of my readers' respect, since they throw my sincerity into question.

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(129-1)²⁵⁵ H.P.Blavatsky: G.R.S.Mead, writing of his appointment as private secretary to her, says: "No sooner had I arrived than she gave me the run of all papers, and set me to work on a pile of correspondence that would otherwise have remained unanswered till doomsday; for if she detested anything, it was answering letters.

(129-2) Unknown Correspondents: Beware when they send manuscripts.

(129-3) Interviews: In Europe and America someone should be present at all interviews granted at all study classes, at all researches in order to stenographically note replies to questions, thoughts and observations; then to type them and classify in notebooks. Also to protect against females.

(129-4) Details: Hitler never occupied himself with the minor ones of a problem. He quickly became impatient if the details of a problem were brought to him. "You must keep free of red tape," he advised Rauschnig, "You have other people to attend to such things. You must keep your vision clear. You pay too much attention to details. Bruning prepared every law with his own hands. That's why he had no strength left for great decisions." Have large aims and keep them from being enmeshed in trifles.

(129-5) Before Mailing: All important letters written or dictated hurriedly should be kept for second thoughts until following day.

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²⁵⁴ PB himself inserted "(56)" at the top of the page by hand.

²⁵⁵ The paras on this page are numbered 1 through 8; they are not consecutive with the previous page.

(129-6) Rough Drafts: Do all important letters twice. First draft a rough one on the dictating machine. Have it typed. Then revise it with pen and ink. Then dictate any additional paras. for completing this letter. Then finally retype and mail. This means that all the essential work of thinking out and pondering over contents will have been done undisturbed in your solitude, The rest is easy and an additional paragraph or two can be dictated later. It also means that your letters will be vastly improved; also as so many friends mull over each word there will be greater care and responsibility in what you communicate to them.

(129-7) Undesirable Correspondents: Get rid of them by secretary's personal reply as though letter could not get past his barrier to me.

(129-8) Interviews: At all interviews in my office in England or

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(continued from the previous page) America shorthand writer to take full transcript in question and answer form, for records and for extracts to be typed in the same form in note books.

(131-1)²⁵⁸ Secretariat: One which could function efficiently and deal effectively with the volume of correspondence that will develop after the war, does not now exist. I shall have to train and qualify two or three persons who can work together with me or meet me as often as possible, and who shall not only be qualified in a secretarial sense but still more in a tutorial one.

(131-2) Details: The burden of supervising routine work and managing everything oneself has become too heavy. I must break it up by getting efficient helpers, by putting responsibilities off my shoulders on to those of a staff. Thus my time may be left free both for dealing with new problems, and for creative work.

(131-3) Walking Dictation: Consider Maharaja Pithapuram's practice of dictating morning correspondence to secretary and of giving orders to personal assistant whilst

²⁵⁶ Blank page

²⁵⁷ PB himself inserted "(57)" at the top of the page by hand.

²⁵⁸ The paras on this page are numbered 9 through 14, making them consecutive with the previous page. Para 13-7 was cut from another page and pasted here by hand.

walking around the lawn and grounds, the secretary following him with the notebook. Thus the time devoted to exercise is made to serve double use. Or - it could be done with lapel microphone and machine.

(131-4) Prudence: Write no letter and decide no course in a hurry. Let thought first mature and consider the effects upon others and yourself. Do not walk into a trap of your own making.

(131-5) Typewriter: Where one can say little or wishes to say little in a letter, the pica size will be most useful in giving the reply a courteous appearance of more length.

(131-6) Importunate Persons: I need a secretary to protect me against such and not only to tackle my notes.

(131-7) Where a woman reader does not state whether she is Mrs or Miss, omit altogether the salutation in opening of letter, and plunge directly into reply. On envelope merely give initial and surname. An alternative method, where one desires to use a more friendly tone of reply, is to use the salutation: "Dear Jane Smith"

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(133-1)²⁶¹ Margins: Type letters with abnormally wide ones at the left and top. This improves appearance enormously.

(133-2) Beginning: Begin all letters by referring to the correspondent's affairs, not mine.

(133-3) Brevity: Least written! Soonest mended.

(133-4) Opinions: Do not permit anyone to draw you into the written expression of an opinion on other teachings or teachers, no matter how pressingly you are requested to do so. In my experience I have found that such people are usually put up specially to do this by the teachers concerned; Hence state in your reply: "I make it a general rule of

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²⁶⁰ PB himself inserted "(58)" at the top of the page and "Secretarial" at the bottom of the page by hand.

²⁶¹ The paras on this page are numbered 16 through 24, making them consecutive with the previous page.

correspondence not to estimate the value of other mystical paths nor to criticise the personal character of their contemporary expounders.

(133-5) Editing: All letters to be critically edited from two standpoints: that which it is undesirable to set down in writing or which, if passed on to a third party may have bad results.

(133-6) Interviews: Those spiritual seekers who request them must first be interviewed by secretary. Only after he reports favourably can PB grant one. An exception to this rule should only be made in special cases recommended by old friends or with important people who might otherwise feel insulted.

(133-7) Last: A letter may be your latest one but not necessarily your last one. So do not say 'last' letter when you mean previous letter. 'Last' is wrong because it means you will never write again!

(133-8) When in Doubt: Whether to use Miss, Mrs or Mr to unknown correspondents the difficulty may be avoided by omitting initial form of address, that is omitting 'Dear Sir' and starting the letter straightway without it. Thus 'Thank you, Ann Jones, for your card'

(133-9) Forms of Address: The following are correct for the cover of letters to women (a) where designation, married or single status is doubtful or (b) husband's initials are unknown. Two different correct forms:

- (a) L. Branch, New York
- (b) Mrs Last, Hartfield.

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(135-1)²⁶⁴ NO Over-sympathy: Don't be over-sympathetic to useless neurotic old women in your replies, nor over promissful. Be very careful about wording your replies to them. Retain your freedom of action. Don't get caught up in cult founding. Live your own free relaxed life.

²⁶² Blank page

²⁶³ PB himself inserted "(59)" at the top of the page by hand.

²⁶⁴ The paras on this page are numbered 25 through 31, making them consecutive with the previous page.

(135-2) Letters Causing Fear or Resentment: When receiving these, do not reply at once, but wait a few days until the correct answer is clearly seen. Otherwise the reply will be entangled with these personal emotions. To answer hastily is to answer out of the lower ego's vanity and ignorance. To put the matter aside until a clear sure intuition from the Overself is received, is to await wisdom. Because he should not answer these letters out of the ego's ignorance but out of the Overself's wisdom, because he should not give a reply manufactured by the intellect but an intuition delivered by the soul, he must make an interval of time wherein he can try to receive it.

(135-3) T.E. Lawrence: He got a huge correspondence from readers but said that only 20% justified answering.

(135-4) Incautious Answers: Hastily complied answers to letters are almost as bad as the immediate answering of letters. There is little value in avoiding premature replies if when you do reply, you do it in a hurry. The penalty is often heavily disproportionate to the few extra minutes required to compile careful ones.

(135-5) Write about him: When answering letters from enquirers leave P.B. and his affairs entirely out of the reply. Look psychometrically into the enquirer's mind and give the appropriate advice. Don't talk about yourself but about what really interests him, that is himself.

(135-6) "C.W. Leadbeater: opened a drawer full of letters. 'Could you answer these for me if I give you the points?' he asked. We went over the letters, discussed the hundred and one questions they contained, and I cleared them all up in two or three weeks. In the evening meetings, I took notes of his answers to the various questions raised there" – Prof. E. Wood.²⁶⁵

(135-7) Courtesy: It demands an answer to the first letter that all readers send me, even if they are crackpots and cranks. But when they take advantage of this to start sending me further letters it is both permissible and advisable not to reply again. For they are then trying to entrap me in a personal relationship with them, so that in a year or two they can claim to be a personal friend of mine and thus make certain demands on me.

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²⁶⁵ PB himself inserted an M-dash and underlined "Prof. E. Wood" by hand.

²⁶⁶ Blank page

²⁶⁷ PB himself inserted "(60)" at the top of the page by hand.

(137-1)²⁶⁸ G.K. Chetter "English College Composition (India) On Letter Writing: "We of the modern time look upon this task of writing letters as a necessary evil, a nuisance, a something most distasteful and only to be done under compulsion. The complexities of modern life, our innumerable contacts with all sorts and conditions of people, have while killing the zest for writing letters, multiplied a hundredfold the necessity for them. A weary and burdensome task, no doubt, and only occasionally relieved by a touch of interest or pleasure, but one which has to be performed nevertheless, by every normal citizen who wishes to keep in touch with the world in which he lives.

The effect of naturalness that is aimed at is not to be secured by turning one's private letters into essays, or sermons, lectures, or worse still, into a dull catalogue of facts. It is rather a discursive style, the simple homely language of unstudied intercourse, that should be adopted, the language that we should employ most naturally in conversing with the person to whom we are writing were he present. It is important then, to have your correspondent in your mind's eye, and to show yourself sensible of his feelings, opinions and tastes prejudices, etc., while writing a letter, never forgetting that its purpose is to create just such an image in the mind of your correspondent in regard to yourself. In other words don't forget your correspondent. Your letter while it should express your own personality as clearly as possible, should also be built upon the personality of the one to whom you are writing.

Lastly, as regards the subject matter of your letter, have a more or less clear idea of what you are going to say, or want to say. It is not an unwise plan to set down the main points which you wish to touch upon."

(137-2) Sir Walter Raleigh "On Writing." "The letter-writer's audience is one person, selected by himself, known to him, sympathetic with him. He shows an absolute want of tact, and neglects his opportunity if he communicates only such matter as might be well conveyed by Reuter's Agency."

(137-3) Get Inward Guidance. Your burden of correspondence need not be a barrier to inner progress if you practice the following: Before answering, reflect "What does this man's higher self wish me to write to him? How can I serve him best in this reply?" Before you sit down to write an

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²⁶⁸ The paras on this page are numbered 31 through 33, making them consecutive with the previous page.

²⁶⁹ Blank page

²⁷⁰ PB himself inserted "(61)" at the top of the page by hand.

(continued from the previous page) answer to these letters, pause first to get inward guidance in the writing. Remember your duty to be a medium for the Overself. Ask yourself, what is the message I am given to transmit to him? When composing letters to seekers or students, first ascertain clairvoyantly the individual's special need and then keep it all the time in mind when writing.

(139-1)²⁷¹ Pen and Ink Letters: It is far easier to get the correct inspirational reply without delay for difficult letters by writing with pen and ink instead of composing on typewriter.

(139-2) Outside Work: The noise of a secretary banging away on a machine or the intrusion of his aura hinders concentration and inspiration. The best solution to this problem is to give all work to be done outside at the secretary's home or, if this is impossible, in a distant part of the same building. Moreover in this work I have perfect freedom of time and movement, which is lost when regular office hours are kept with an inside secretary.

(139-3) Le Corbusier: This French [architectural genius and]²⁷² writer on art, closes his eyes when dictating to a stenographer.

(139-4) The Dictating Machine: It is of great help to me. (1) there is no break in the continuity when concentrating the thoughts (2) there is no interruption caused by taking up pencil or typewriter and no expenditure of energy caused by writing (3) there is no disturbance by feeling the intrusion of an alien aura into my own.

(139-5) New Policy: I must inaugurate it [when writing letters to would-be]²⁷³ students. Point out faults, lacks, weaknesses and uncover motives, and the need of correcting them rather than talk meditation, piety, etc. Be critical, hard even on them, especially on all seeking of powers and witch doctor phenomena, excitement and something for nothing.

(139-6) Do not:²⁷⁴ (1) End with the confused and vulgar tag - "Hoping this will find you as well as it leaves me at present; (2) End with "Hoping to see you soon, believe me, etc. (Analysis will show what a flagrant grammatical blunder this form involves.) (3) Use

²⁷¹ The paras on this page are numbered 34 through 39a, making them consecutive with the previous page.

²⁷² PB himself inserted "architectural genius and" by hand.

²⁷³ PB himself changed "when to deal with would-be" to "when writing letters to would-be" by hand.

²⁷⁴ PB himself inserted a colon and underlined "Do not" by hand.

the hideous and meaningless word "same" when you mean "it" e.g. "I have received your letter and now answer same." (4) Use in a private letter business-phrases like "per return," "am in receipt of yours of yesterday's date," "good value," "1st inst.," etc.

(139-7) [Most]²⁷⁵ of my secretaries have had inadequate training; they were amateurs. I need a trained person.

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(141-1)²⁷⁸ Valedictory Greetings: (1) "May Your Quest be blessed" (2) "May you receive the benediction of Allah!" (3) "Allah's benediction on you!" (4) "may the grand peace be yours"

(141-2) I hoped that those who had had personal contact with me would find their way to the Short Path. In most cases this was only possible by breaking off the outer contact between us.

(141-3) I wanted to avoid drifting into the position of an indispensable leader. From such a danger I had to escape at all costs, even if it meant leaving everything and everyone for a time.

(141-4) My mind has been so largely withdrawn from persons and engaged with impersonal matters that the circumstances of my departure and the silence since then must give all my friends an impression of discourtesy or neglect. This may not be a valid excuse: I apologise.

(141-5) You have heard nothing from me for a considerable period, and may even have had no news about me from others.

(141-6) The work which was given me entailed a nearly complete withdrawal from past contacts and worldly affairs. This quite naturally and inevitably was misconstrued by some; my abrupt silence bewildered or embittered others. I must apologise to them.

(141-7) Thank you warmly for your kindness in remembering me at Xmas time.

²⁷⁵ PB himself deleted "Secretarial:" from before "most" by hand.

²⁷⁶ Blank page

²⁷⁷ PB himself inserted "(62)," "(SECRETARIAL)," and "Secret." at the top of the page by hand.

²⁷⁸ The paras on this page are unnumbered.

(141-8) However though I did not write myself, a letter from you have always been welcome.

(141-9) I am most grateful for your offer of hospitality but it is necessary at this phase of my life to have independence and privacy; but I would be glad to have a meal or a tea with you whenever you wish. Also you can help by finding a good hotel, booking small room on a high floor, with bed and breakfast only.

(141-10) You may well have wondered why I suddenly stopped corresponding, why you could get no answer to any of your letters? Surely it would have been kinder if I had given a few words [of]²⁷⁹

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(continued from the previous page) explanation about my silence? Alas, I fully agree. But I always knew that the breaking-off of communication was temporary only, even as I always regretted it. Yet in my silent wish for your inner welfare there has been no break, no change.

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(144-1)²⁸² Do not use hard thin lead for propelling pencils as the writing is then too grey and faint. Do not buy ordinary wood pencils of the same feeble colour. Words should be bold and legible

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²⁷⁹ PB himself inserted "(Cont)" at the bottom of the page by hand.

²⁸⁰ Blank page

²⁸¹ PB himself inserted "(63)" and "Secret." at the top of the page by hand.

²⁸² The para on this page is unnumbered. This page is entirely handwritten by PB himself.

²⁸³ PB himself inserted "(64)" at the top of the page by hand.

(145-1)²⁸⁴ Capitalise all names for the Deity.

Father, Almighty, Judge of Nations, Jehovah, Supreme Being, First Cause, Divine Providence, Lord of Hosts, Messiah the Comforter, Son of Man, King of the Jews, Holy Ghost, Holy Spirit, Holy Trinity, Redeemer, Saviour.

(145-2) Do not capitalise fatherhood, sonship, messiahship, messianic.

(145-3) Capitalise church when used with a name to designate a body of religious belief or a building and also when it designates the Church Universal; capitalise cathedral, synagogue, and chapel when used with a name.

the Roman church, the Church of England

(145-4) When church, cathedral, synagogue, chapel are used without a name or in a general sense, do not capitalise them.

church history, church altars

(145-5) Opinions of publishers of other books differ in regard to the capitalisation of pronouns relating to the Deity.

The nominative and the accusative of the personal pronouns – He and Him, Thou and Thee – are capitalised in this connection, but not the possessives, his and thine.

(145-6) A technically interrogative sentence – disguised as a question out of courtesy but actually embodying a request – does not need the interrogation point.

Will you kindly sign and return the enclosed card.

(145-7) A request is usually followed by a period, rather than by an interrogation point.

Will you send me these articles by parcel post.

May I ask you to come early.

(145-8) In Writing of Good English, Manly and Rickert state the following.

“The chances are that on almost any subject, if you have done your bibliographical work well, you will have many references. Where shall you begin to read? It is usually best to begin with the most recent books and articles, for the reason that they often include summaries of earlier work on the same subject and may save you the trouble of looking that up.”

²⁸⁴ The paras on this page are numbered 1 through 8; they are not consecutive with the previous page.

²⁸⁵ PB himself inserted “(65)” at the top of the page by hand.

(continued from the previous page) “As between two recent writers on the same subject, choose the one of better reputation.”

(146-1)²⁸⁶ all right; any one (of them); anyone (anybody); any time; any way (when way is a noun); anyway (an adverb meaning in any way or in any case); bank book, bankbook; by and by; every day; every one (of them) everyone (everybody); ex dividend; ex officio; ill at ease; ill health; ill humour (but ill-humoured); ill temper (but ill-tempered) ill will; no one (but nobody)

(146-2) In the body of a business letter, when the name of the month precedes the date, the date should be written in figures without the ordinal abbreviation. Make the appointment for January 22. (not January twenty-second or January 22d).

(146-3) Words often Confused in Meaning And In Spelling: accede, exceed, accept, except, adverse, averse, adapt, adept, addition, edition, advice, advise, affect, effect, all together, altogether, aloud, allowed, altar, alter, apprise, apprise, appraise, ascent, assent, berth, birth, biannual, biennial.

(146-4) its pronoun
it's contraction of it is

(146-5) WORDS COMMONLY MISUSED:

ability	power to do; capacity power to receive;
all right	Note this is the correct and only spelling. There is no such spelling as alright;
illusion	an error of vision; delusion an error of judgment;
avocation	a minor occupation
vocation	a regular calling or profession
directly	never a conjunction; as, Directly he came, I left. Correct: As soon as he came, I left.
due to	adjective modifier Correct: His failure, due to ill health, caused financial embarrassment. Incorrect: Due to the bad weather, we could not go.
each other	Use each other of two Use one another of more than two.
first	both adjective and adverb. Firstly is not in good use.

²⁸⁶ The paras on this page are numbered 9 through 13, making them consecutive with the previous page.

(continued from the previous page)

healthy	in good health or condition
healthful	health-giving, as of climate
wholesome	producing a good effect, as of food
last	after all others
latest	the most recent
Madam	polite form of address to women
Madame	prefix to foreign name
new	recent, not old
novel	unusual, strange

(147-1)²⁸⁸ doctor, general, professor, and the like without the surname, no abbreviation should be used.

The title of doctor is given to holders of high university degrees in any faculty. (Doctor of Divinity, Music, Medicine, Literature, Law, Philosophy, etc.)

Abbreviations for scholastic degrees are not used in the United States in combination with such personal titles of address as Mr, Dr, or Honourable.

(147-2) The cheap cordiality of some letters, particularly of the sales type, that strains to compel the reader by a too familiar colloquial tone, suggests poor taste insincerity of purpose, and tawdriness of material. Better firms season friendliness with dignity, for they know that their clientele resents being addressed by the "hail-fellow-well-met" attitude, often too common in American business correspondence.

Dignity, however, does not mean such senseless formality as that produced by stereotyped phrases. Many expression such as those that follow, once considered necessary to give a businesslike tone to correspondence, are fortunately disappearing from modern letters.

Yours of the 13th inst. received; We have your esteemed favour of March 20; In reply to yours of the tenth, would say; Under separate cover; This is to acknowledge receipt of your valued order; Your letter has come to hand; Enclosed you will find; Hoping to hear from you soon, I remain; And oblige, Yours truly.

(147-3) The phrase "give others an intellectual sympathy" should read "a mental sympathy" or "an imaginative sympathy temporarily putting himself in their shoes."

²⁸⁷ PB himself inserted "(66)" at the top of the page by hand.

²⁸⁸ The paras on this page are numbered 14 through 15-b, making them consecutive with the previous page.

(147-4) egos (plural)

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(148-1)²⁹⁰ Words, too new or too old, as well as trite expressions, must be guarded against. If the dictionary does not vouch for the good standing of a word, the secretary should not include it in his vocabulary. The following are a few objectionable words, often unthinkingly used by even experienced secretaries:

enthuse for to be enthusiastic
humans for persons
recommend for recommendation
gotten for got
have got for have
proven for proved
educating for educational
anxious for desirous or eager
fulfil for fill
partake for participate

(148-2) The title Miss, rather than Mrs, is used in addressing a woman if one is uncertain what the correct title should be.

(148-3) The placement of the complimentary close depends somewhat on the length of the signature. It should begin to the right of the vertical centre and not extend beyond the right-hand margin. It should be placed at least two spaces below the last line of the letter and in a short letter it may be placed even four spaces below the message to make an attractive letter picture.

The selection of the complimentary close depends on the nature and the tone of the letter. The following examples given here are in order of decreasing formality.

Respectfully yours, Very truly yours,
Yours truly, Sincerely yours,

The complimentary close should not be preceded by a participial phrase, as, Hoping to hear from you soon. Punctuation following a complimentary close depends on punctuation following the salutation. If punctuation is omitted there, it should also be omitted after the complimentary close.

²⁸⁹ PB himself inserted "(67)" at the top of the page by hand.

²⁹⁰ The paras on this page are numbered 16 through 19, making them consecutive with the previous page.

(148-4) Such titles as Dr, Rev., Prof., should not precede signatures nor should such degrees as B.A., M.D., LL.D., follow them.

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(149-1)²⁹² A Card of Introduction:

Mr Norman McAllister
Introducing
Mr Henry Winkelman (in long hand)
to
Mr Roger Brown Peel

Reverse of Card

Dear Mr Peel:

Mr Winkelman, like yourself, is interested in first editions. May he have the pleasure of seeing yours?

Yours sincerely,
Norman McAllister

Face of Card

In Long Hand
Introducing Mr Leonard Grant
to
Dr Burton Masters

Mr Richard Kennedy

Reverse of Card

Mr Grant wishes to consult you professionally, I have assured him that you will be interested in his case.

(149-2) No charge is made for whatever information is necessary to help the company to locate the addressee quickly.

²⁹¹ PB himself inserted "(68)" at the top of the page by hand.

²⁹² The paras on this page are numbered 20 through 23, making them consecutive with the previous page.

(149-3) In telegrams within the United States and between points in the United States and points in Canada, Mexico, Newfoundland, and the St. Pierre and Miquelon Islands, punctuation marks are transmitted without charge. The use of the word "Stop" is not necessary nor desirable.

(149-4) Punctuation marks (period, comma, colon, semicolon, hyphen or dash, question mark, apostrophe, quotation marks, and parentheses) are not counted, regardless of

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(continued from the previous page) where they appear in the message. A decimal point in a group of figures is considered as a period. Words such as top, comma, period, and quote used in lieu of punctuation marks are counted as one word each.

All proper names from any language are counted according to the number of separate words, or separate words and separate initials, which they contain.

Initials in any proper name, or as an abbreviation for a proper name, may be written together without space between and when so written are counted as a letter group at the rate of one word for every five letters. Periods may be inserted and are not counted. If initials are separated by spaces each initial is counted as one word.

Ordinary addresses of messages, and signatures are not charged for.

(150-1)²⁹⁴ By telephone it will be found helpful, in the case of uncommon words, unusual names, code or cipher words, foreign words, and initials which are not easily understood, to pronounce each letter and follow it with an identifying word. For example, if the word "sioux" cannot be understood, say "S as in Sugar, I as in Ida, O as in Ocean, U as in Union, X as in X-ray." The following code is designed for this purpose:

A as in Adams; B as in Boston; C as in Chicago; D as in Denver; E as in Edward; F as in Frank; G as in George; H as in Henry; I as in Ida; J as in John; K as in King; L as in Lincoln; M as in Mary; N as in New York; O as in Ocean; P as in Peter; Q as in Queen; R as in Robert; S as in Sugar; T as in Thomas; U as in Union; V as in Victory; W as in William; X as in X-ray; Y as in Young; Z as in Zero.

(150-2) In cablegrams each word in the address, text, and signature is counted and charged for

²⁹³ PB himself inserted "(69)" at the top of the page by hand.

²⁹⁴ , The paras on this page are numbered 24 through 26, making them consecutive with the previous page.

(150-3) The name of the city of destination is generally all that is required. However, when it is necessary to use the name of the country, it should be combined with the office (city, town, or place) of destination, both written together as one word, which will be counted and charged for as one word regardless of the number of letters it contains.

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(151-1)²⁹⁶ It is essential then, for an indexer to know what the average reader may want to refer to and under what headings he will naturally look.

(151-2) The making of an index begins usually after the return of the page proofs from the printer. The author may have anticipated this by writing on separate library cards or on small slips of paper uniform in size, subjects which he has decided should be indexed. If he has not done this, his work begins when the page proof is put into his hands.

(151-3) Every reference should be checked to see whether the index reference corresponds to the page quoted. This is most important, as errors frequently creep in, particularly in the proof.

(151-4) Foreign names commencing with D', da, de, della, di, du, la, le, van, von, etc., are filed alphabetically as they are spelled. The prefix is considered as part of the name, not separate

(151-5) When names beginning with La or Le are family names (as Le Roy, Le Bolt, etc) they follow the foregoing rule.

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(151-6) The person who habitually uses cliches, slang, profanity, and other improprieties of speech reveals an immature, shiftless, or untrained mind.

(151-7) Such lingo, consisting of locutions like in answer to yours of the 10th instant, your esteemed favour of the 2nd ultimo., and beg to remain have been discarded by progressive writers for the vital language actually spoken and written by people of the twentieth century.

²⁹⁵ PB himself inserted "(70)" at the top of the page by hand.

²⁹⁶ The paras on this page are numbered 27 through 31, and 1 through 3; making them consecutive with the previous page.

(151-8) The imaginative writer avoids trite expressions because they lack vitality and originality. They no longer have the power of stimulating attention. Colourless, vague, commonplace statements find no place in his active vocabulary. He does not allow himself to write:

This new stove is capable of varied uses.

Such a statement is ineffective because it is not imaginative. It suggests no images. It makes no concrete appeal. It is not even definite and explicit, as, for example, is the following sentence:

This new Nonpareil Range is designed to burn oil or gas in summer, and coal or wood in winter. Such a sentence makes a specific appeal.

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(152-1)²⁹⁸ The person with a sense of humour takes himself and others seriously, but not too seriously. He is mindful of human fragility and is well aware of the fancies and foibles of human nature. Although he may strive for perfection, he does not despair because of imperfection. He is as quick to take criticism as he is to give it. That a sense of balance, a sense of understanding, a sense of proportion embodies his sense of humour is clearly indicated by the wisdom and propriety of his thinking and acting.

(152-5) Good judgment. Good judgment is usually reflective judgment. Although some men are forced to make certain decisions hurriedly, relying largely on their common sense and previous experience, it is well for young men entering business to ponder an issue before arriving at a decision.

(152-6) LITERATURE of POWER: There are, however, writings in which clear and accurate statement alone are inadequate for the full accomplishment of the writer's purpose. There are many occasions when he plans not so much to inform or instruct as to influence his reader.

(152-7) As the need for persuasion increases, so does the necessity for arousing interest become more urgent. The style is achieved by supplementing bare facts with emotional and other appeals that impress and move the reader.

(152-8) The form (or layout) of the letter, like grammar, is governed by certain conventions which the writer ignores at the risk of oddity. Queer layouts based on personal preference conflict with correctness. They serve no purpose but to call

²⁹⁷ PB himself inserted "(71)" at the top of the page by hand.

²⁹⁸ The paras on this page are numbered 4 through 9, making them consecutive with the previous page.

attention from the content to the form of the letter. The ideal layout is as unobtrusive as the frame of a picture.

(152-9) Miss Ruth Jones
1014 Farnam Street
Kansas City, Missouri

If you wish only to rest and relax, this picturesque mountainous country offers Nature's finest rest cure...vitalising sun rays...dry, invigorating air... cool nights...wholesome meals prepared from fresh, western grown foods.

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(continued from the previous page) There is a friendly, western spirit of hospitality in Sun Valley, that gives an added touch to a completely enjoyable vacation. The European Plan rates at Sun Valley Lodge and Challenger Inn are very moderate.

Cool, clean Union Pacific trains serve this fascinating all-year resort.

HANGING indentation form
Open or closed punctuation is optional.

(153-1)³⁰⁰ In the "hanging" indention form, the first line of each paragraph is carried out flush with the left margin, and the succeeding lines are indented an equal number of spaces. Although this form is used by advertising and sales promotional companies for greater attention-value or novelty effect, it lacks the dignity and conservatism of the other forms mentioned.

(153-2) We do know, however, that the man of ability, accomplishment, and character is usually painstaking and meticulous in whatever he does. Therefore, write legibly; don't scribble.

(153-3) Avoid such unnecessary additions as st, nd, rd, th after the day of the month. These additions may be used in the body of the letter if the name of the month is not indicated. For example, "In response to your inquiry of June 24 (not June 24th), your order will be shipped on the 30th."

²⁹⁹ PB himself inserted "(72)" at the top of the page by hand.

³⁰⁰ The paras on this page are numbered 10 through 14, making them consecutive with the previous page.

(153-4) Titles. As has been suggested, "Dr," "Mr," and "Mrs" are acceptable abbreviations, although "Dr" is frequently written out in full. The following examples are both correct: "Dear Dr Jackson," or "Dear Doctor Jackson." The following titles are frequently abbreviated, but it is more dignified and businesslike to write them out in full: "Hon." for "Honourable," "Prof." for "Professor," and "Rev." for "Reverend."

(153-5) Note: A letter to a company uses "Gentlemen" even though an attention line is included.

January 5, 19-

Jordan Marsh & Company
450 Washington Street
Boston, Massachusetts

Attention of Mr Robert R. Hildreth

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(continued from the previous page) Gentlemen:

We want to call your attention to the advanced showing of auto-

(154-1)³⁰² Gentlemen:

A colon is used after the salutation except when a person is addressed by his first (or given) name: "Dear John," "Dear Thacker," or "Dear Mother." In such cases a comma is permissible. Do not use a semicolon or dash after a salutation.

(154-2) The body of the letter contains the message. It should begin two spaces below the opening salutation.

(154-3) Extremely long sentences tax the mental capacity of the average person, while extremely short ones give a choppy, jumpy effect. In the conclusion of sales letters, however, short sentences are the rule because they stimulate action.

(154-4) It is obvious that a simple sentence, which contains one independent subject and one independent predicate, is best suited to the expression of a simple thought. Your confidence in those "Long Wear" silk socks is gratifying. A compound sentence, which contains two or more independent clauses, is most effective for the expression of intimately related, though independent, idea groups. You cannot carry around samples

³⁰¹ PB himself inserted "(73)" at the top of the page by hand.

³⁰² The paras on this page are numbered 15 through 19, making them consecutive with the previous page.

of safes, machinery, or pianos, but you can sell them from pictures A complex sentence, which contains at least one independent clause, to which is joined at least one dependent clause, gives most accurate expression to a thought requiring careful shading of ideas (that is, containing qualifications or exceptions).

If the methods used in the collection letter offend the debtor to the extent that he is moved to protest, your position as creditor is, nevertheless, strengthened, because you can refer to an assumed error, which, if persuasively put forward in connection with assurances of good will, not only conciliates him but also makes him more responsive to your collection letter.

(154-5) From the point of view of the average reader of business letters, simple and compound sentences are most effective, because the popular mind is untrained and therefore incapable of following anything but an elementary train of thought.

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(155-1)³⁰⁴ The complex sentence, on the other hand, because it permits careful adjustment and fine shading of ideas in their exact relationships, is better for clear-thinking, educated, and leisurely reader.

Variety in the length and structure of sentences is desirable because it relieves monotony and, therefore, makes the letter more pleasant to read. It is essential, also, for accuracy. A writer, for example, seldom thinks along the line of four or five consecutive compound thoughts. Obviously, then, a monotonous series of and but sentences is certain to misrepresent the underlying thoughts. Thus variety, besides being necessary for tone, is essential also for accuracy.

(155-2) As link words and phrases are not thought carriers, but merely fingerposts to guide the reader, they must always be among the first words of the sentence. They should, ordinarily, not be at the beginning, for they would there usurp the position reserved for an important idea. Not: Therefore, in the final analysis, quality is most important. It is better to say: Quality is therefore, in the final analysis, most important

(155-3) A compact and correct letter or report is more easily read than one containing flabby sentences, ungrammatical expression, misspellings, illogical punctuation, and other violations of the mechanical rules of writing. Such errors not only put obstacles in the readers way, but also reflect unfavourably on the intelligence and general educational qualifications of the writer. An inaccurately phrased letter or report creates

³⁰³ PB himself inserted "(74)" at the top of the page by hand.

³⁰⁴ The paras on this page are numbered 20 through 24, making them consecutive with the previous page.

the suspicion that the writer is likewise inaccurate in his analysis and presentation of underlying facts.

(155-4) Gain force by placing the most important ideas at the beginning and the end. These outstanding positions arrest attention. Avoid using inconspicuous middle positions for dominant thought.

(155-5) Avoid needless wordy introductions to the principal idea or ideas in your sentence.

WORDY: We should like to say in answer to your letter of January 5, that we regret we cannot fill your recent order before February 1.

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(continued from the previous page) COMPACT: We regret we shall be unable to fill your recent order before February 1.

(156-1)³⁰⁶ His aim should be to gain power by transferring words from the inactive reading vocabulary to the active writing and speaking vocabularies. In place of being content with a vague impression, look up every new word in a reliable dictionary, and note carefully its spelling, pronunciation, and exact meaning. Then use the word in writing or speaking. Until you have written or spoken the word a number of times, you cannot regard it as a permanent addition to your vocabulary. To look up a word and then make no persistent effort to use it inconspicuously but frequently, is to waste valuable time.

(156-2) The following paragraphs contain some of the most commonly used stereotyped expressions.

According to our records. All information is obtained from records. It is better to say We find.

Better: In accordance with our telephone conversation.

Better: According to our agreement.

Bad: Per our agreement.

At all times. Better to use always. Poor: We shall be pleased to talk with you at all times.

Better: We shall always be pleased to welcome you at our office.

³⁰⁵ PB himself inserted "(75)" at the top of the page by hand.

³⁰⁶ The paras on this page are numbered 25 through 28, making them consecutive with the previous page.

Better: Please let us know by return mail (or within ten days; or by the first of next month). Better: We should appreciate hearing from you by return mail (or by the tenth of----).

At your convenience; at an early date. Trite, vague, and unnecessary in most cases. Be specific.

(156-3) By return mail. Be more definite and us immediately at once, or mention a specific date.

Poor: Yours of the 5th received and contents carefully noted. Better: The instructions outlined in your letter of June 5 have been followed in every detail.

(156-4) Enclosed please find. Needless and faulty phraseology. The word please has little meaning in this instance, and the word find is improperly used.

Poor: Enclosed please find sample of our #1939 black elastic ribbon. Better: We are enclosing (or we enclose) a sample....

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(157-1)³⁰⁸ Esteemed. Too flowery and effusive. Poor: We welcomed your esteemed favour of the 9th. Better: Thank you for your letter of April 9.

Handing you. Out of place in correspondence today.

Better: We enclose a copy...

(157-2) Recent date. Vague and unbusinesslike. Better to give the exact date. Vague: Your letter of recent date. Definite: Your letter of June 2.

Referring to. Referring to, replying to, regarding the, or your, regarding same, wish to say and similar trite and stereotyped participial openings should be avoided. It is better to begin your letter by answering immediately the question raised in the writer's letter. "(In answer to your letter of January 10 we wish to say that) we are pleased to open an account in your name in accordance with your recent request." The words in parentheses are unnecessary. To begin with, "We are pleased..." gives far more directness to the introductory paragraph.

Reply: Some authorities feel that this words suggests argument. With certain correspondence writers response or answer is preferable. Perhaps it is better to say "In answer" or "In response to your letter of February 10." Better: We are pleased to tell you...

³⁰⁷ PB himself inserted "(76)" at the top of the page by hand.

³⁰⁸ The paras on this page are numbered 29 through 35, making them consecutive with the previous page.

(157-3) Will appreciate; will be glad; will be pleased. In these expressions, will is incorrectly used for shall.

(157-4) Your letter received. Obviously, or you wouldn't be answering. Instead, indicate your answer immediately.

(157-5) Words and phrases commonly misused. Certain words are often incorrectly used because of confusion resulting from similarity with other words (1) in spelling and (2) in meaning.

(157-6) A delusion is a misconception or a false belief; an illusion is a false or deceptive appearance.

(157-7) Balance, remainder. Balance in bookkeeping refers to the difference between the debit and credit sides of the ledger. It should not be misused for remainder, which means something left over. INCORRECT: We can do the balance of the work in two hours. CORRECT We can do the rest (or remainder) of the work in two hours.

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(158-1)³¹⁰ Continuous, continual. Continuous means without interruption or cessation. Correct: He worked continuously (without interruption) for ten hours. Continual means occurring in close recurrence, or frequently repeated. Correct: The bell tolled continually (intermittently) throughout the night.

(158-2) Deal. Avoid this word when it is used as a vulgar substitute for agreement, arrangement, transaction. Differ from, differ with. Differ used in the sense of exhibiting a difference is followed by from; in the sense of having a difference of opinion, it is followed by with. Correct: My sales campaign differs from (is unlike) yours in three ways. Correct: I differ with you (disagree with you) as to the advisability of buying in quantities.

(158-3) Is when, is where. Both of these terms are considered illogical. You cannot define a word by saying it is a when or a where. The copula is (or was) should be followed by a predicate noun. INCORRECT: The most important day in the life of a student is when he graduates. Correct: The most important day in the life of a student is the day he graduates.

³⁰⁹ PB himself inserted "(77)" at the top of the page by hand.

³¹⁰ The paras on this page are numbered 36 through 39, making them consecutive with the previous page.

(158-4) Lay, lie. Lay means to put down, place, deposit. It is a transitive verb and requires an object. A word (usually a noun) must follow lay to complete the action. Lie means to recline. No object is necessary to complete the action.

Present	Past	Past Perfect
I lie	I lay	I have lain
I lay	I laid	I have laid

CORRECT: He likes to lie down after lunch.

CORRECT: The letters are lying on your desk.

CORRECT: Yesterday the crates lay on the platform all morning.

CORRECT: He laid the letters on my desk.

Leave, let. Leave means abandon; let means allow.

CORRECT: Let him try it. Let the sale go through.

CORRECT: Leave the window display as it is. Let the window display stand as it is.

Liable, likely. Liable suggests a disadvantageous probability. Likely expresses a desirable probability.

Correct: A vague statement is liable to be misunderstood.

CORRECT: A well-planned sales campaign is likely to bring results.

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(continued from the previous page) Myself. Should not be used where I or me is meant.

CORRECT: The sales manager and I discussed the matter.

CORRECT: He turned the matter over to Brown and me.

CORRECT: I reserved a ticket for my wife and myself. You will hurt yourself.

Myself (himself, herself, itself, yourself, themselves, etc.) may be used as intensive words.

CORRECT: I myself do not approve of this plan.

Nice. Avoid this general term for a more specific word such as pleasant, sunny, delicious, comfortable, or the like.

(159-1)³¹² Do not use up after most simple verbs which are complete in meaning within themselves. Say close, open, settle, fold, and so on, rather than "close up," "open up," "settle up," "fold up," and the like. It is correct at the other times, as "His troop brought up the rear," and, "The speaker summed up his remarks effectively."

³¹¹ PB himself inserted "(78)" at the top of the page by hand.

³¹² The paras on this page are numbered 40 through 45, making them consecutive with the previous page.

(159-2) Very, too. Should not be used with a past participle unless accompanied by an adverb such as much or well. "I am much pleased with your work," or "I am very much pleased with your work"; not, "I am very pleased with your work."

(159-3) While. Too frequently used loosely or incorrectly. It means at the same time, as in the sentence: "He played the piano while the others read." It should not be used in the place of conjunctions like whereas, but, and so forth. "You are interested, but (not while) I am not." "He may leave if he wants to whereas (not while you had better remain and finish your work."

(159-4) In response to your letter of July 15, we are glad to say that we...

(159-5) Use and judiciously. Untrained and careless writers use and or but very indiscriminately when the relation which they wish to express is not really coordination.

INEXACT: We shipped the goods on May 8, they were in good condition. ("Time" thought, not and.)

(159-6) Coherence. Ideas are accurately arranged when there is no possibility of misunderstanding the writer's intention. Inaccuracy of interpretation results from associating ideas that are not logically related. Misplaced ideas make inaccurate sentences.

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(continued from the previous page) To convey your thought exactly, arrange the ideas so that the sentence can be understood in your way only. Do not omit words essential for accurate connection. Place modifiers next to the words they modify.

(160-1)³¹⁴ Place a word like only and a phrase like at least where they convey exactly what you mean.

(160-2) A thing must be compared with any other thing of its own class.

NONSENSE: He sold more goods last month than anybody on the sales staff. (He is a member of the sales staff. Therefore the statement means that he sold more than he himself sold.)

³¹³ PB himself inserted "(79)" at the top of the page by hand.

³¹⁴ The paras on this page are numbered 46 through 50, making them consecutive with the previous page.

ACCURATE: He sold more goods last month than did any other salesman on the staff.

ACCURATE: He sold more goods last month than did anybody else on the sales staff.

NONSENSE: I like this style better than any in your catalogue.

ACCURATE: I like this style better than any other in your catalogue.

(160-3) Together with, with, and as well as introduces modifiers. They are not equivalent to and.

INCORRECT: The manager, as well as five salesmen, were at the meeting.

CORRECT: He has agreed to this, as well as I. (Such a sentence is never fully written out. If it were, it would read: "He has agreed to this as well as I have agreed to this.")

CORRECT: The bond, together with two short-term notes, was pledged as collateral.

(160-4) Words like committee, board, half, and number should be consistently interpreted as singular or plural.

INCONSISTENT: The committee has disagreed in their findings.

CONSISTENT: The committee have disagreed in their findings. (In this sentence, committee is thought of as made up of individuals.)

(160-5) Subjunctive mode. When the verb expresses a wish, condition, or supposition clearly unreal or contrary to fact, in the present tense, use were instead of was.

CORRECT: If I were in Chicago (but I am not; I am in New York), we could settle this difficulty in less than an hour.

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(161-1)³¹⁶ Punctuation is an essential part of letter sentences and cannot be neglected or used according to the whim of the writer, because the meaning of a sentence often changes with the presence or absence of a comma.

(161-2) The dash (-) which should be sparingly used, indicates an abrupt change of ideas.

Marks of parenthesis () suggest looser connection than can be shown by commas.

³¹⁵ PB himself inserted "(80)" at the top of the page by hand.

³¹⁶ The paras on this page are numbered 60 through 66; they are not consecutive with the previous page.

(161-3) Words introducing a long quotation are followed by a colon. When the introduction is formal, use a colon even if the quotation is short.

FORMAL: This is what he said: "The estimates must be ready tomorrow."

INFORMAL: He said, "Your estimates must be ready tomorrow."

(161-4) The dash and marks of parenthesis should be used judiciously. Never use them as substitutes for the comma, the semicolon, or the colon.

(161-5) The Johnstown News is gaining circulation daily-on the right basis. (Note that the dash in this passage becomes ineffective because the reader soon tires of repeated shocks.)

(161-6) HYPHENATION. Hyphenated words trouble even experienced writers, because there is no agreement among authorities as to how words should be divided. However, certain tests are sometimes helpful. The speed of pronunciation, for instance, often determines whether a word is hyphenated. At one extreme there is greenhouse, pronounced slowly. At the other extreme is greenhouse, pronounced rapidly. Words falling between those two extremes are usually hyphenated, like make-up.

In the following expression the hyphenated words have lost their identity as individual units: medium-weight paper, a well-managed office; a two-year contract. They are drawn together to form a compound modifier of the word that follows. On the other hand, when such words follow the word they modify, they do not lose their identity but remain individual units:

This office is well managed.

(161-7) EXAMPLE: A semicolon indicates a greater degree of separation than does a comma.

When a word is divided at a point where a consonant is repeated (as in rat tan), the hyphen is usually placed between the two consonants:

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(continued from the previous page) EXAMPLE: He can't draw a parallelogram.

The hyphen is used in certain cardinal and ordinal numbers. EXAMPLE: Shakespeare was born in fifteen hundred and sixty-four.

(162-1)³¹⁸ Be specific. Before he can phrase clearly, the writer must learn to see clearly. Because specific details, vividly phrased, make a definite impression, he must train

³¹⁷ PB himself inserted "(81)" at the top of the page by hand.

himself for close observation. An eye that does not telegraph a clear-cut image to the brain is not a good servant. How can the writer choose descriptive words with precision if a detailed image is not first accurately imprinted on the mind?

(162-2) Avoid the abstract appeal. When confronted with an abstraction, present it concretely. Because abstractions are bloodless, they lack vitality to stir the reader. They appeal to the intellect only, leaving the emotions cold. Invisible, inaudible, impalpable, intangible, imponderable as they are to the five senses, abstractions cannot awaken the impressions of form, colour, and solidity necessary in the human appeal.

(162-3) The function of business writing is to build up. Its aim, especially in reports, advertising copy, and business letters is not pessimism, but that constructive optimism which overcomes its obstacles. The smile, which is cheerful, attracts; the frown, which is gloomy, repels. Darkness is repellent; light, attractive.

(162-4) USE CHEERFUL MATERIAL. Avoid the negative element in your subject matter as well as in your point of view. You must see the bright side of your problem and be able to select constructive details that impress upon the reader the positive values of your appeal. Imbue your sentences with an infectious optimism expressed with zest. Throw light on darkness. Darkness cannot be banished, but, as Emerson observed, it can be surrounded with light. Troubles there are in plenty, within and without the adjustment department. By using ingenuity, analysis, and vision based on imaginative insight, you can always find a positive solution.

(162-5) Placing of Adverb: It should adjoin the verb: thus - "They cannot write correctly the English language."

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(163-1)³²⁰ Criticism of any kind, expressed or implied, makes an unfavourable impression. This is especially true in credit and adjustment letters. When making an adjustment or answering an inquiry, avoid phrases like we are at loss to understand, we cannot understand, or the still more offensive locutions which you state and which you say. When the writer is faced by an unpleasant situation, he does well to remember that courteous sentences are shock absorbers.

³¹⁸ The paras on this page are numbered 67 through 70-a, making them consecutive with the previous page.

³¹⁹ PB himself inserted "(82)" at the top of the page by hand.

³²⁰ The paras on this page are numbered 71 through 75, making them consecutive with the previous page.

(163-2) “Does the letter establish a doubtful precedent? “Could it be published or shown in court?

“Does it represent your best judgment? Would it be best to mail a copy to yourself first?

“When your analysis shows that in its appearance and content you’ve secured maximum effectiveness – mail your letter.”

(163-3) Letters to executives. Letters to busy executives, including those to bankers, must be brief to secure a reading – less than one page as a rule. The language is dignified, and the tone conservative. The high quality of the product and the established solidity of the selling firm’s reputation are reflected in the stationery and letterhead. An attitude of respectful restraint is most convincing. The executive is critical and accustomed to making decisions independently, but he demands evidence.

(163-4) The emotional appeal can be made very effective when it is judiciously combined with substantiated facts. The professional mind is accustomed to weighing evidence. It has the ability to arrive at conclusions independently. Though its final decision may be influenced, guided, and directed by the letter, the appeal should be so phrased as to seem to allow complete independence of decision

(163-5) Many concerns use manuals containing highly personalised form letters and carefully devised form paragraphs. The complete form letter, as has already been indicated earlier in the chapter, is used in place of a personally dictated letter in routine situations which require practically the same letter. However, no one form letter will cover all possible situations. Therefore, whenever the form letter is found inadequate, form paragraphs may be fitted together in any number of combinations to provide for the situations that arise daily

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(164-1)³²² Each subject is given a key letter of the alphabet, and all examples appearing under each subject are clearly identified by a key number. Thus the correspondent’s work is greatly simplified. If, after reading a customer’s letter, he decides it may be answered by a form letter, he makes a note of the code number of the form letter he wished and turns it over to the typist. If copies of the form requested have been prepared in advance, the typist simply fills in the necessary information to complete the

³²¹ PB himself inserted “(83)” at the top of the page by hand.

³²² The paras on this page are numbered 76 through 81, making them consecutive with the previous page.

letter; otherwise the entire letter is individually typed. In the event that a letter cannot be properly answered by any one form letter, the correspondent then turns to his manual and selects the appropriate form paragraphs, jotting down the code symbols for each on the customer's letter, or on a separate piece of paper attached to the letter. The letter is then given to a typist, who fills in the date and the inside address on a company letterhead and then copies from her manual the form paragraphs requested by the correspondent.

(164-2) Although the letter is composed of form "paragraphs," nevertheless it possesses the characteristics of a personally dictated letter, in both tone and appearance.

(164-3) It saves time in planning and dictating, and, in many cases, saves the time of the stenographer; and, because it is the result of careful advance preparation, it is probably a much better letter than most individually written letters would be.

(164-4) HOTEL ROOM RESERVATION:

Gentlemen:

Please reserve for me a moderately-priced room with a double bed and bath at your hotel for March 10 to 15 inclusive. I shall appreciate your confirming this reservation, and indicating what the rate will be.

Yours truly,

(164-5) Never use a form of address like "Mrs Norma Hutzler" as that is only for a married woman separated from her husband. The correct form is "Mrs Herman Hutzler."

(164-6) The Close of a Letter: (a) "Cordially yours" is friendly. (b) "Fraternally yours" is used in Brotherhoods.

Kate Monro: English for Secretaries

165³²³

ENGLISH FOR SECRETARIES

Kate Monro

(165-1)³²⁴ DEFINITION of Secretary. The word secretary derived from the Latin secretarius, means confidential officer. In fact, the foremost requisite of the secretary is that she should enjoy the confidence of her employer and that he should trust her to be his representative. Although the distinction between secretary and stenographer is not always clearly drawn, it is generally assumed that the secretary is distinguished by the

³²³ PB himself inserted "(84)" at the top of the page by hand.

³²⁴ The paras on this page are numbered 1 through 3; they are not consecutive with the previous page.

importance of the duties she performs. She holds such a title because her knowledge, skill, and personality set her above the clerical grade.

(165-2) MAJOR SECRETARIAL DUTIES - COMBINED JUDGMENT OF SECRETARIES AND EMPLOYERS

1. Take dictation
2. Transcribe shorthand notes
3. Handle callers
4. Write original letters
5. Organise facts
6. Answer letters
7. Organise office routine
8. Note information on letters
9. Handle incoming mail
10. Read and release letters for mailing
11. Organise files and systems
12. Take care of personal accounts
13. Consult reference books
14. Make appointments
15. Do banking for employer
16. Write up minutes of meeting
17. Supervise clerical workers
18. Dictate letters
19. Take care of follow-up files
20. Operate card index
21. Prepare reports

(165-3) The acquisition of an extensive vocabulary is another essential of the secretary education. By a colourful adjective, by a precise use of words, by an arresting phrase, she may lift her letters above the ordinary level and make them convey [the]³²⁵

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ENGLISH FOR SECRETARIES
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(continued from the previous page) exact shade of meaning intended. It goes without saying that reading furnishes one of the best means of increasing one's vocabulary.

(166-1)³²⁷ TENTATIVE CONCLUSIONS

³²⁵ PB himself deleted "same" from after "the" by hand.

³²⁶ PB himself inserted "(85)" at the top of the page by hand.

³²⁷ The paras on this page are numbered 3, making them consecutive with the previous page.

As ranked by both secretaries and employers, the following personal traits are essential to successful functioning in a private secretarial position:

Intelligence – Keen; high native intelligence, orderly mind.

Accuracy – Not in details alone, but in everything she does.

Alertness – To sense true import of situations; to anticipate needs; foresight.

Memory – For details, names, faces, places, etc.; exceptionally retentive.

Personality – Appearance, health, manner, etc.

Courtesy – Innate; habitually courteous; especially in dealing with people outside the organisation; the kind that creates good will.

Tact – In dealing with people under trying circumstances – subordinates, coordinators, superiors, and employer's clientele.

Poise – Self-control under stress. Not easily disturbed or thrown off balance by the unexpected.

Adaptability – Ability to adjust to her employer's attitudes and whims without becoming subservient.

Judgment – In handling people and situations. Deciding how and when to do things. Able to distinguish personal and business affairs of her chief.

Efficiency – Not only in handling details, but in handling more difficult tasks without waste of time or energy.

Alertness – To sense true import of situations; to anticipate needs; foresight.

Resourcefulness – Ability to meet emergencies; never at a loss to know what to do or say in difficult situations.

Adaptability – Ability to adjust to her employers attitudes and whims without becoming subservient.

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(continued from the previous page) Loyalty – Able to give high degree of loyalty to her chief and his business. Faithfulness – Especially in carrying out instructions and in looking after her employer's interests.

Executive Ability – Not only in directing detail work but in acting directly for, or in place of, her chief.

Initiative – Does not have to be told what to do; goes ahead with her work unhesitatingly.

(167-1)³²⁹ The word Madam is correctly used for both married and unmarried women.

³²⁸ PB himself inserted "(86)" at the top of the page by hand.

³²⁹ The paras on this page are numbered 4 through 7, making them consecutive with the previous page.

(167-2) Trite expressions such as the following should be avoided since they are in bad taste, as well as being dull and ineffective: upon receipt of this information, kindly advise us, we are taking the liberty of writing you, thanking you for this courtesy, waiting to hear from you, thanking you in anticipation.

(167-3) THE PREPARATION OF MANUSCRIPTS FOR PUBLICATION

PAPER and FORM. Typewrite material in double space on one side of good bond paper, 8 by 11 inches. Leave margins on all sides: 1 1/2 inches at the top and at the left, 1 inch at the right and 1 inch at the bottom of the page.

Paging. Number all sheets consecutively. While the manuscript is in preparation, sheets should be numbered lightly in pencil to provide for additional pages at the final reading. If, however, additional pages have to be added to long manuscript already numbered, these may be inserted in the proper places and lettered, as 234a, 376a, 376b, 376c.

Number the chapters, starting each on a new page. Send the original copy to the publisher, with the author's name and address on the first and last page.

(167-4) Capitalise the first word of a direct quotation that is a complete sentence.

Professor Lee States, "With business writing, the quality of readableness is particularly important."

Do not capitalise the first word of a direct quotation if it is introduced directly in the text.

"It was said by Roosevelt that "no people on earth have more cause to be thankful than ours."

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(continued from the previous page) Do not capitalise that part of a quotation resumed within the same sentence.

"Good writing," he continued, "seems addressed to the reader personally."

(168-1)³³¹ 1. Place a period after Roman and Arabic numerals, after capital and small letters, when they occur in a table of contents, in an outline, or in other enumerative parts of a list, but omit the period after letters or figures in parentheses in such lists.

³³⁰ PB himself inserted "(87)" at the top of the page by hand.

³³¹ The paras on this page are numbered 8 through 11, making them consecutive with the previous page.

(168-2) Periods follow most abbreviations: bal., Mr., P.M. Modern usage allows the omission of periods after letters designating certain organisations, as WPB; after initials used as are those of typist and dictator at the close of a letter, as RTL: TSB; or after initials representing personal names as HGW, which are also correctly written with periods, as H.G.W.

(168-3) Modern practice tends toward economy in all punctuation, particularly in the use of the comma, as may be seen by comparing the punctuation in a present-day magazine or book with that of even twenty five years ago. There is no better way of learning how to punctuate than by noting actual use in modern publications.

(168-4) THE DEWEY DECIMAL SYSTEM. The Dewey Decimal scheme has ten main classes. Each of these classes is divided into smaller divisions, so that every book in the largest library can be classified.

The main classes and the numbers used for books with these classes are as follows:

- 000 to 099 General works – encyclopaedias, etc.
- 100 to 199 Philosophy and psychology
- 200 to 299 Religion and mythology
- 300 to 399 Sociology, education, government, commerce
- 400 to 499 Languages
- 500 to 599 Science
- 600 to 699 Useful arts – business, cooking, sewing engineering, etc.
- 700 to 799 Fine arts – music, painting, sculpture,
- 800 to 899 Literature
- 900 to 999 History, geography, biography, travel etc.

Lois Hutchinson: Standard Handbook for Secretaries

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(169-1)³³³ To determine what is right: Analyse the sentence structure.

By elimination or substitution of words, or completion of unfinished sentences, test the correctness of the whole.

In a single sentence everything should agree – should be in accord. In testing sentences remember that there is a reason – not necessarily a rule, but a reason – for grammatical construction.

³³² PB himself inserted “(88)” at the top of the page by hand.

³³³ The paras on this page are numbered 1 and 2; they are not consecutive with the previous page.

The Fifteen Most Common Errors

1. Pronouns incorrectly used.
 2. Singular verbs with plural subjects, and vice versa.
 3. Tenses of verbs mixed.
 4. Collective nouns confused.
 5. Possessives, especially of plural nouns, incorrectly formed.
 6. Double negatives formed.
 7. Foreign plurals unrecognised.
- The misuse of:
8. Don't for doesn't.
 9. Like for as or as if.
 10. Set for sit.
 11. Lay for lie.
 12. Raise for rise.
 13. Affect for effect.
 14. Only (placement of).
 15. Can for may.

(169-2) The placement of "alone" affects the meaning of a sentence.

Alone, he solved the problem. (without company)

He alone solved the problem. (no one else)

He solved the problem alone.

("Alone" is ambiguous here. Better to replace it, or use "only.")

The plates specified cost, alone, 11 a pound. (by themselves)

The building alone cost \$100,000. (NOT: cost \$100,000 alone)

...for that, they alone are to blame. (no one else)

... for that alone they are to blame. (nothing else)

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(continued from the previous page) Commas should occasionally be used to clarify the meaning.

...and the rambling adobe where he lived in Monterey alone remains.

Clearer: ...where he lived in Monterey, alone remains, amid amidst) Since there is no difference in mean among amongst)-ing between these word forms, the shorter while whilst) and more modern form is to be preferred.

(170-1)³³⁵ and should not be used when "but" is intended in an idea of "on the contrary," "on the other hand," etc.

³³⁴ PB himself inserted "(89)" at the top of the page by hand.

but expresses contrast or opposition, either faintly or emphatically, whereas “and” does not.

They said they were mailing the check, and we have heard nothing since. (USE: but)

Some people do that and they should not be imitated. (USE: but)

any is idiomatically used in the following sentences, the word “other” being understood. (In formal writings, “other” should be used.)

Their workmanship is better than any we have seen. (FOR THE CORRECT: ...than any other we have seen)

They are stronger than any concern in the field. (FOR THE CORRECT: ...than any other concern in the field.

any may represent an indefinite quantity (large or small all represents a definite quantity (the whole).

Send us any (letters) that you receive.

Send us all (the letters) you have received.

(170-2) apt suggests a habitual or natural tendency – an aptitude.

likely suggests a probable tendency – a likelihood.

liable suggests an unfavourable tendency – a liability

They are apt to do it. (it is their habit)

They are likely to succeed. (it is probable)

They are liable to fail. (an unfavourable possibility)

as... as usually used with positive statements.

so... as usually used with negative or emphatic statements

As far as we know, they are reliable. (positive)

They are not so reliable as we thought. (negative)

EMPHATIC: (They even went so far as to ridicule the idea.

(It will be agreeable so long as the final terms.

(...and stimulate so far as possible the new trade

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(continued from the previous page) at least is like “alone” and “only” in that its placement in a sentence can affect the meaning.

One should be sent at least. (ambiguous)

One should at least be sent. (if nothing else is done

At least one should be sent. (if no more)

³³⁵ The paras on this page are numbered 3 through 4, making them consecutive with the previous page.

³³⁶ PB himself inserted “(90)” at the top of the page by hand.

between should be followed by words that represent two or more things.

between times (NOT: between time)

NOT: between the organisation

BUT: between the members of the organisation

If two things are clearly indicated by modifying words (as with "The" before each), a singular word may follow "between" - although plurals are often used in such constructions.

There is a difference between the European and the American system. (OFTEN: ...between the European and American systems.)

...the struggle between the Democratic and the Republican Party. (OFTEN: ...between the Democratic and Republican Parties.)

...the interval between the red and the green light.

(171-1)³³⁷ If possessives are used, which tend to join rather than separate the ideas, a plural word is used ...an agreement between his and my attorneys. (BETTER THAN: attorney)

...the street between Morrow's and our buildings was not paved. (BETTER THAN: between Morrow's and our building)

...effected a settlement between Hildreth's and Newcomb's clients. (NOT: client)

NOTE: A better arrangement in many such sentences is to move the noun forward, as "between the European system and the American," "between Morrow's building and ours."

Or repeat the noun, as "between the World War and the Civil War."

(171-2) between ...and is the correct combination, not "between ...or," nor "between ...to."

between right and wrong (NOT: between right or wrong)

between three and four hours (NOT: to nor: or)

(171-3) both introduces two things; and if two things are clearly indicated by modifying adjectives (as with "the" before each), a singular word may follow "both"; but more often a plural is used to agree with the rest of the sentence, especially if possessives are

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(continued from the previous page) involved, which tend to join rather than separate the ideas.

³³⁷ The paras on this page are numbered 5 through 7, making them consecutive with the previous page.

³³⁸ PB himself inserted "(91)" at the top of the page by hand.

...in both the common and civil law.

Both the Panama and the Suez Canal are built...

(OFTEN: Both the Panama and the Suez Canals are built...)

The consul appealed to both the Ministers of War and of Navy.

Both Washington's and Lincoln's birthdays occur in February. (NOT birthday).

"It is better to rearrange such sentences however, by moving the noun forward as "Both Washington's birthday and Lincoln's birthday."

(172-1)³³⁹ both refers to two things collectively (sometimes to two groups).

each refers to two or more things individually.

either refers to two things selectively - one or the other.

INCORRECT: There is a road on both sides of the river. (One road could not be on both sides.)

CORRECT: There are roads on both sides of the river. There is a road on each side of the river. There is a road on either side of the river

(172-2) both... and is the correct combination, not "both... or," nor "both... as well as."

It will profit both the giver and the receiver. (NOT: both the giver as well as the receiver)

(172-3) even The placement of this word in a sentence has much to do with the meaning.

Even he could solve the problem. (as dull as he was)

He could even solve the problem. (as well as do other things)

He could solve even the problem. (as well as other things)

They were asked even to read the documents. (as well as to do other things)

They were asked to read even the documents. (as well as other things)

They were even ordered to read the documents. (as well as being ordered to do other things).

Avoid placing "even" at the end of a sentence, if in that position it could be misinterpreted.

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(173-1)³⁴¹ if) These words are interchangeable; but when whether) followed by "or," or "or not," "whether" should be used instead of "if."

³³⁹ The paras on this page are numbered 8 through 10, making them consecutive with the previous page.

³⁴⁰ PB himself inserted "(92)" at the top of the page by hand.

They asked whether (NOT: if) their order would be delayed or shipped at once.

We do not know whether we can meet their price (or not).

Check to see if (OR: whether) the address is correct.

He asked if the telegram had been sent.

After "Doubt." "Whether" or "that," instead of "if," is usually used after the word "doubt."

(173-2) Like takes an object. It should not introduce a subject and verb.

as) may introduce a subject and verb.

as if) Note: The above distinction is not always adhered to by good writers. A possible reason for their deviation from the rule is given below.

(173-3) mutual implies reciprocal feeling or action.

common means shared by two or more.

(173-4) "Mutual friend" is derived from "mutual friendship," and is an expression largely used in preference to "common friend," which has an inferior implication.

Never refers to a period of time.

not refers to one time.

Not: I never got the message.

BUT: I did not get the message.

It will never come again. (not ever)

It will not come again. (at no one time)

(173-5) not only is completed by "but" or "but also." The parts of the sentence introduced by "not only" and "but" should be of like construction – should balance.

NOT: Their prices not only change with the seasons, but with each new customer.

BUT: Their prices change not only with the seasons, but with each new customer.

("Change" is a part of both phrases and should therefore be before the "not only.")

NOT: They are not only unreliable, but they are dishonest.

BUT: Not only are they unreliable, but they are dishonest.

³⁴¹ The paras on this page are numbered 11 through 15, making them consecutive with the previous page.

³⁴² PB himself inserted "(93)" at the top of the page by hand.

(174-1)³⁴³ only The placement of this word has much to do with the meaning of a sentence. It should, if possible, be placed immediately before the word or phrase it modified.

Only he could work the puzzle. (no one else)
He could only work the puzzle. (not explain it)
He could work only the puzzle. (nothing else)

(174-2) Similar words that require care in their placement are:

alone	at least	hardly	merely
almost	even	just	scarcely

(174-3) persons used when the individuality of each person is considered, as "alike to all persons," "the persons in that company."

people used when the individuality of each person is not considered.
The room was full of people.
Three people spoke.

(174-4) reason is because This combination has been condemned, first, because of incorrect grammatical construction, and, secondly, because of overlapping meanings - "because" means "for the reason that," and one would not say "the reason is for the reason that." However, "the reason why" is approved, and it may be similarly analysed in such sentences as "He didn't know the reason why."

But do not use "the reason why...is because," as there are here three words implying cause.

NOT: The reason why that location is unsuitable is because it is...

BUT: The reason why that location is unsuitable is that it is...

But of course the correct form, "the reason is that," may always be used in preference to any of the other combinations.

(174-5) But "the same" should not be used if it is superfluous.

NOT: ...if they will work the same as he does.

BUT: ...if they will work as he does.

(174-6) -ward	afterward	inward	skyward
	backward	landward	southward
	downward	northward	toward
	eastward	onward	upward
	forward	outward	westward
	homeward	sideward	

³⁴³ The paras on this page are numbered 16 through 21, making them consecutive with the previous page.

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(continued from the previous page) All written without the final -s, which is the preferred form in American usage. This not only shortens the words, but it many instances makes them more euphonious.

(175-1)³⁴⁵ The choice between “who” and “that” when referring to persons:
who signifies the individual, or the individuality of each member of a group.
that refers to persons, animals, and things, type, class, or an impersonal number of people.

The man who is in charge... (a certain individual)

Anyone that believes in the future... (a type or class of men)

(175-2) The choice between “which” and “that” when referring to animals and things: These words are interchangeable (except in “non restrictive clauses,”). Their use is a matter of personal preference. A writer usually selects the word that for him gives the better effect or has the more euphonious or forceful sound.

(175-3) Discountenanced Words:

consumption, or T.B. consumptive

(175-4) balance-for “rest” or “remainder,” as “the balance of the week,” the balance of the supplies.” When actually referring to a financial balance, it is correct, as “the balance of the account.”

guess for “think,” without uncertainty. “I guess I’ll go to work.”

hear - for “have heard.” “We hear they are doing well.”

in our midst - for “among us.” The latter is preferable inside of-for “within,” as “inside of a month.”

leave go-for “let go.” This is not sanctioned, but

leave off-for “quit” or “stop” is approved, as “Where did we leave off?”

Para (25) COLLOQUIALISMS.

(175-5) SUPERFLOUS WORDS. Do not burden a sentence with unnecessary words. Superfluous words are in red ink in the following expression.

again regain - could be used only if once before something had been regained - but not the first time it is regained.

³⁴⁴ PB himself inserted “(94)” at the top of the page by hand.

³⁴⁵ The paras on this page are numbered 22 through 26, making them consecutive with the previous page.

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(continued from the previous page) ago since – NOT: “It is ten years ago since we have seen...”

alone... only – One word or the other is superfluous in such sentences as “That alone is the only reason.” also... too NOT: “They also want that too.” Use one or the other.

and etc. – would mean “and and so forth.”

at about – NOT: “It happened at about three o’clock.” bars out – NOT: “This bars out the possibility that... both alike – “Both” is unnecessary if it is obvious that two are meant; otherwise “both” may be used.

The terms are both alike. (the two terms)

The terms are alike. (many terms)

NOT: “There is no question but that both employer and worker alike will profit. (“both” unnecessary)

both... also – One word is unnecessary in such expressions as “for the purpose both of improving the product and also of reducing the cost.”

both together – “Both” is often superfluous in this combination, as “Were the two messengers both together?” But “both” together” is necessary at times, as “Use one word or the other, but not both together.”

cooperate together – NOT: “Can they not cooperate together?”

customary practice – “Practice” means a customary action.

enclosed herewith – is a common commercial phrase, although the second word is superfluous.

attached herewith – “Herewith” in this combination is not only superfluous, but wrong. “Attached hereto” would be more nearly right, but the “hereto” would be more nearly right, but the “hereto” is also unnecessary.

near to – NOT: “near to a school” or “near to town.”

repeat again – Only if a thing has been repeated once before, can it be repeated again.

same identical – “Identical” means “the very same.” up above – for “above.”

(176-1)³⁴⁷ COLLECTIVE WORDS: A collective word is a word that represents the grouping of two or more things. It may be treated as a singular or as a plural, according to the sense of the sentence.

³⁴⁶ PB himself inserted “95” at the top of the page by hand.

³⁴⁷ The paras on this page are numbered 27, making them consecutive with the previous page.

³⁴⁸ PB himself inserted “(96)” at the top of the page by hand.

(continued from the previous page) Plural, when the persons or parts are considered separately: The company have agreed upon a course of action.

Singular, when considered as one unit: The company is financially strong.

(177-1)³⁴⁹ Some words ending in -s may be either singular or plural:

alms	gross	series
otamends	means (way to an end)	species
chassis	measles	sweepstakes
corps	mumps	works (a factory)

Some seemingly plural words may be used as singulars, and some seemingly singular words may be used as plurals-ics Words. Almost all the ics words may be construed as either singular or plural, although the -s is the old plural form (compare "music," "logic," and "arithmetic," which have retained the singular form).

They are regarded as singular if they refer to one thing, as to a science, a course of study, etc.; plural if they refer to several things that make up a whole, as qualities, activities, etc.

Acoustics is the science of sound. (one thing)

The acoustics are good in that building. (the several qualities of sound)

Athletics is a required subject. (one study)

Athletics are too important to dismiss. (the several qualities of sound).

(177-2) One of the chief confusions concerns the forms to be used when pronouns occur in combinations.

for him and me) The simple test to determine the form to her and them) of these pronouns is to make each pro- by us and him) noun stand alone.

NOT: This is for and I to learn. ("I" could not stand alone in this construction.

NOT: This is for I to learn. Therefore "me" must be used.)

THUS: This is for you and me to learn.

NOT To you and he belongs the credit. ("He" could not stand alone; therefore, "him."

THUS: To you and him belongs the credit

(177-3) called him and me NOT: They called him and

told him and me "I" to report for work (Again "I" cannot stand alone; therefore, "me.")

³⁴⁹ The paras on this page are numbered 28 through 30, making them consecutive with the previous page.

(178-1)³⁵¹ like him Since “like” means “similar to” or like them similarly to” and takes an object, “as” like me should be used wherever a subject and verb are introduced. He is like me. (similar to me) (NOT: He is like I am. It could not read: He is similar to I am.)

He writes as I do. (in the manner that I do) (NOTE that “as” introduces a subject and verb.)

He writes like me. (similarly to me)

Men like him and you should not be involved. (NOT; he (“Like him and you” means “similar to him and you” and does not introduce a verb, but explains “men.” The simple sentence is: Men should not be involved.)

(178-2) than I) Pronouns following “than” take
than he) the forms they would take if the
than me) sentences were complete.
than him)

It is a test of you more than me. (than it is of me

You are being tested more than I. (than I am)

(178-3) The fundamental guides in choosing “Who or “whom”

Use “who” wherever “he” or a similar pronoun could be substituted.

Use “whom” wherever “him” or a similar pronoun could be substituted.

(178-4) he who OR: him who) To test these pronouns break

they who them who) the sentences into their

we who us who) separate clauses.

I who me who)

Everything comes to him who waits. (NOT: he)

(Everything comes to him - who waits. “Him” is the object of “to,” and “who” is the subject of “waits.” “Who waits” modifies “him.” To use “he who” would give two subjects to “waits.”) He who waits will find that everything comes.) Him who is loyal, repay. (Repay him - who is loyal.) “They who” and “them who” have been almost entirely displaced by “those who.”

(178-5) Myself	herself	These pronouns should be used to reflect or intensify nouns or pronouns that have
ourselves	itself	
Yourself	themselves	

³⁵⁰ PB himself inserted “(97)” at the top of the page by hand.

³⁵¹ The paras on this page are numbered 31 through 35, making them consecutive with the previous page.

Yourselves been expressed. In the absence of
Himself such introductory words, regular pronouns should be used.

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(179-1)³⁵³ The -self pronouns may be used in combination with other pronouns.

He saved a place for himself and me. (NOT: myself) I saved a place for him and myself. (NOT: himself) They saved places for him and me. (NOT: himself & myself)

(179-2) The following constructions are commonly seen; but most of them could be improved if the shorter pronouns were used as indicated.

Nobody knows how to operate it but myself. (USE: me)

Send it to myself at the above address. (USE: me)

Both Mr Hale and myself are writing him direct.

(USE: I)

(179-3) your going An -ing word may serve as a noun;
my being and a phrase containing a word ending
his asking in -ing may express on thought (as if
their writing it were one word).

(179-4) Guard against the splitting of these one-thought -ing phrases. Not only does it make a phrase very difficult to follow, but a sentence can be made wholly meaningless thereby. The best rule is to rearrange the sentence.

(179-5) If a pronoun is liable to be misleading in its recurrence, it should not be used. Either the word in question should be repeated, or the sentence should be rearranged.

The solution to this problem is still a matter of guesswork, but it looks as if it could be brought about by analysing its four fundamental causes.

(The first "it" is general; the second "it" refers to the solution; and the third "its" refers to the problem. Better to discard the last "its" and use "the":... but it looks as if it could be brought about by analysing the four fundamental causes.)

(179-6) among used when three or more things are referred between to. Used when two things are referred to. If used with more than two things, it brings each into individual relationship with the others.

³⁵² PB himself inserted "(98)" at the top of the page by hand.

³⁵³ The paras on this page are numbered 36 through 42, making them consecutive with the previous page.

(179-7) in implies within.
into implies entrance; or change of form.
He walked in the office. (within the office)
He walked into the office (he entered)

(180-1)³⁵⁵ on) are interchangeable. Use is matter of
upon) choice.
up on two separate words.

(180-2) compare to – is used when things are only likened, as “an electric light compared to the sun.”

compare with – is used when things are, or may be, compared in detail, as “one man compared with another.”

contrast with) interchangeable when “contrast”
contrast to) is a noun.

...the eye contrasted with a camera.

that is like contrasting night with day.

correspond to – means “to be analogous to”; also “to match.”

correspond with – means “agree with”; also “to communicate with.”

danger in – means the danger that lies in.

danger of – means the full danger of, or the possibility of. The danger in introducing this is the danger of establishing that.”

different from – if the preferred combination.

different than – is used, although mildly condemned by some.

different to – is used colloquially in England.

It was different from that. is no doubt better than

It was different than that but

It was different than I thought. Because of its smoothness is no doubt better than

It was different from what I thought.

necessity of-means the unavoidable obligation of.

necessity for – means the urgent occasion for.

need of – means the lack or want of something, as “the need of money.”

need for – means the urgent occasion for, as “The need for financing.”

oblivious of – means “unaware of,” “unmindful of,” “forgetful of.” Oblivious to”
is not a correct deduction from the meaning.

³⁵⁴ PB himself inserted “(99)” at the top of the page by hand.

³⁵⁵ The paras on this page are numbered 43 through 44, making them consecutive with the previous page.

parallel to – is usual

Parallel with – is used when comparison with is meant.

payment of – as “in payment for the goods ordered.”

payment for – as “in payment for the goods ordered.”

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(continued from the previous page) purpose of – means the object or idea of, as “the purpose of doing that.”

reconcile to – means to bring to quiet submission to, as “I have reconciled myself to poverty.” reconcile with – means to make consistent with, or to harmonise with, as to “reconcile one thing with another,” or “reconcile one person with another.”

(181-1)³⁵⁷ speak to or talk to) largely interchangeable. The speak with or talk with) former may be particularly applied to the addressing of words to a person whether he replies or not. The latter may be particularly applied to conversation.

subscribe for) Strictly speaking, one subscribes one’s

subscribe to) name to a document for a periodical, or stock, etc. The NEW YORK TIMES used “subscribe for,” “a subscription for,” etc.; but some other publishers use “subscribe to,” “a subscriber to,” etc.

under the circumstances – indicates action under given conditions.

(181-2) The true subject of a verb is often obscured by an intervening phrase, or an inverted construction.

(181-3) “One of.” When “one of” occurs in a sentence, is often misleading. To test it, determine upon the simple sentence first, and then decide whether a singular or plural verb should follow the object of “of.”

It is one of the things that are worth doing. (NOT: is worth)

(It is one – of the things – that are worth doing. “It is one” is the simple sentence; “of the things” modifies “one”; and “That are worth doing” modifies “things.”)

The following sentences will bear the same analysis. The simple sentences are set off by dashes.

He is one – of those people who are (NOT: is) cautious.

Now we come to one – of the very few men who have (NOT: has) ever served their (NOT: His) country in such a capacity.

³⁵⁶ PB himself inserted “(100)” at the top of the page by hand.

³⁵⁷ The paras on this page are numbered 45 through 48, making them consecutive with the previous page.

(181-4) Singular Subjects. The following words are singular and should be followed by singular verbs and singular pronouns.

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(continued from the previous page) anybody anyone (meaning anybody) any one (meaning anything each anyone thing, or any one of a group) either (singular when used alone.) every everybody everyone (meaning everybody) every one (meaning every one of a number of things, or every one of a group) everything neither (singular when used alone.

nobody no one nothing one a person somebody someone (meaning somebody) some one (meaning some one thing, or some one of a group) something

Does anyone ever consider that his (NOT: THEIR) lot is fair?

Has any one of them stopped to consider his (NOT: their) own interests?

Each resident is allowed \$100 of his (NOT: their) purchases...

(182-1)³⁵⁹ Even when two of the above subjects are joined by "and" they take a singular verb.

Anything and everything is to be sold.

Anybody and everybody was invited.

Something and somebody is to be considered in each case.

There is something to be criticised and something to be praised in that.

Grouped subjects, preceded by "each," "every," "no one" etc., also remain singular.

Every man and woman in America is interested in his tax bill. (NOT: are interested in their tax bills)

(182-2) everybody) These words are sometimes

everyone) regarded as collectives, and

etc.) followed by "they," "their," or "themselves" - if not restricted by singular verbs.

Everybody could have more profit if they would work together toward a common end.

Everyone voted but they could not agree.

(182-3) Words or Phrases That do not Affect Subjects. An explanatory, modifying, or parenthetical phrase, introduced by or containing a word similar to those listed below,

³⁵⁸ PB himself inserted "(101)" at the top of the page by hand.

³⁵⁹ The paras on this page are numbered 49 through 51, making them consecutive with the previous page.

and inserted immediately after a subject, does not combine with the subject nor influence the verb.

The verb agrees with the true subject. Commas or dashes may be used to set off the intervening phrase, if a definite separation is deemed necessary. However, if the intervening phrase causes the construction to be awkward, the sentence should be arranged (re); or a verb to agree with the phrase should be used.

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(continued from the previous page) after Snow after the rains delays the coming crops along with This document, along with the other papers, completes the exhibit.

also But certainly the first, and the second also, is to be considered.

as well as A day, as well as years, changes a life. besides Who besides them is to sign the contract? even America, and even England, has become interested. every other He and every other buyer knows the difference.

in addition to That fact, in addition to the other testimony, is enough...

including The mortgage including the notes, is to be... not Great wealth, and not meagre savings, is what... other That job and other word is to be done...

together with This, together with those, is to be...

(183-1)³⁶¹ But when the compound subject indicated one thought or idea, a singular verb may be used.

There is distinction and truth in that slogan. (a combination of qualities)

There was neatness and dispatch in that order (a combination of qualities)

(183-2) (all any more most none some that who which) These words may stand as singular or plural subjects, according to the sense of their sentences.

NOT: He is among the few authors who does not experience difficulty with...

(USE: do)

(He is among – the few authors who do not...)

NOT: Who can outwit their own shadow? (USE: his own shad-

(183-3) Singulars and Plurals Mixed. Singulars and plurals may be logically used in the same sentence; but often there is an indiscriminate mixing of singulars and plurals that leads to ambiguity.

Therefore, the best practice is to make all singulars conform to singulars and all plurals to plurals, where nothing is to be gained by writing them otherwise.

³⁶⁰ PB himself inserted "(102)" at the top of the page by hand.

³⁶¹ The paras on this page are numbered 52 through 54, making them consecutive with the previous page.

ILLOGICAL: Write the names (p1.) on the backs (p1.) of each receipt (sing.). ("Each receipt" could not have "BAcks.")

BETTER: Write the name on the back of each receipt. (specific). OR: Write the names on the backs of all receipts. (general)

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(continued from the previous page) ILLOGICAL: When meeting a person, shake hands if they extend their hand.

BETTER: When meeting a person, shake hands if he extends his hand. OR: When meeting people, shake hands if they extend their hands.

ILLOGICAL: I was pleased to find a letter from both you and the National Company.

BETTER: I was pleased to find letters...

(184-1)³⁶³ BALANCED CONSTRUCTION. To acquire clean sentence construction, make similar parts of a sentence balance as nearly as possible.

Defective: They neither spare man nor beast.

Balanced: They spare neither man nor beast. ("Spare" applies to both words, hence should stand before "neither.")

Defective: We are not only interested in that but also in this.

Balanced: We are interested not only in that but also in this. ("Interested" applies to both parts, hence should stand before the "not only.")

(184-2) Long Sentences. A sentence may be long if it is perfectly clear. Long sentences create a slow tempo; short sentences, a fast tempo.

Short sentences can become as monotonous as long ones. Do not overwork either style.

Forceful Beginnings and Endings. The attention-catching part of a sentence is at the beginning; the climax is at the end.

Notice the difference in emphasis in the following sentences:

WEAK: The decision should be final to be fair.

FORCEFUL: To be fair, the decision should be final.

(184-3) Authorities are agreed that: Punctuation is a matter of judgment, not of definite rule.

It adds expression and meaning to written words.

³⁶² PB himself inserted "(103)" at the top of the page by hand.

³⁶³ The paras on this page are numbered 55 through 58, making them consecutive with the previous page.

(184-4) Parenthetic Words. If pauses are clearly indicated by any of the following words, they may be set off with commas:

again also, first for example (e.g.) Do not use the abbreviations "e.g.," "viz," and "i.e.," unless in abbreviated work, or in texts where such abbreviations will be perfectly understood. for instance (e.g.) in short, on the contrary, second, or secondly, without doubt.

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(185-1)³⁶⁵ -ing Phrases. A common mistake in punctuation is the cutting into an -ing phrase with a comma and setting some words adrift.

Not: The Governor, having finished his investigation, steps are now being taken toward legal action.

(To set off "having finished his investigation" with commas leaves "The Governor" to bump into "steps without reason. The full first phrase is "The Governor having finished his investigation.")

THUS: The Governor having finished his investigation, steps are now being taken toward legal action.

If, of course, the -ing phrase acts as a simple modifier of a word which has another construction, the phrase may be set off with commas; that is, if it could be temporarily removed without impairing the meaning of the sentence.

The Governor, having finished his investigation, now proposes to institute legal action.

(In this sentence "Governor" is the subject of "proposes," and "having finished his investigation" is a modifying phrase which could be removed.)

Such decisions, wavering as they do, offer no solution.

The stock, having now earned its dividend, is worth.. We can suggest, knowing they will understand.

They are again together, continuing a long association But commas should not be used around an -ing phrase if it could not be removed without impairing the meaning of the sentence.

A statement modifying his previous views may be expected.

The men working on that project are to be paid by the day.

"That" in Commas. Keep the word "that" outside the commas which enclose an inserted explanatory clause or phrase. Guard against repeating "that" in such construction.

³⁶⁴ PB himself inserted "(104)" at the top of the page by hand.

³⁶⁵ The paras on this page are numbered 59, making them consecutive with the previous page.

Not: He implied, that if things are to be maintained as they are, the charge is not exorbitant.

NOR: He implied, that if things are to be maintained as they are, that the charge is not exorbitant.

BUT: He implied that, if things are to be maintained as they are, the charge is not exorbitant.

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(continued from the previous page) (As a test, place the intervening clause at the end of the sentence.)

(186-1)³⁶⁷ Between Listed Words. A comma is placed before the concluding “and,” “or,” or “nor,” in listed words, so that the last two items will not be erroneously grouped. (Publications often omit this final comma.)

...assign delivery dates for cotton, tobacco, corn, and wheat.

(the Comma before “and” implies definitely that corn and wheat are not to be grouped in one shipment.)

...invested in banks, insurance companies, mortgages and home-building loans. (The last two items are here grouped.) Is it for display, distinction, or advertising?

(186-2) Semicolons are used to separate phrases, clauses, or enumerations, of almost equal importance, especially when such phrases or clauses contain commas within themselves.

When Connective is Omitted. If the connecting word between clauses is omitted, a semicolon is used.

That is old-fashioned; it suggests senility.

Don't let them get the better of you; change your viewpoint.

(186-3) Before Words Introducing Enumerations. A semicolon is used before a word that introduces a long enumeration or list in a sentence.

A comma is placed after the word. Words and abbreviations usually thus set off are:

e.g.	for example	to wit
i.e.	namely	viz

...a large number of exceptions; namely, furs, hides, hemp, jute, and copra.

³⁶⁶ PB himself inserted “(105)” at the top of the page by hand.

³⁶⁷ The paras on this page are numbered 60 through 63, making them consecutive with the previous page.

Note that if “namely” had been omitted, a colon would have been used. Or if the enumeration had been spaced, a comma would have preceded “namely” and a colon followed it.

In a Series. Semicolons are used between phrases or clauses in a series, usually when such phrases or clauses themselves contain commas.

Stock had reached the following levels: steel, 21; coal, 15; tin, 30; radio, 3; nickel, 4.

(186-4) The colon may introduce a summing up, an illustration, quotation, or enumeration, for which the previous words in the sentence have prepared the reader.

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(continued from the previous page) A dash is unnecessary after a colon. The colon itself indicates a definite break in the sentence.

As a Mark of Introduction. A colon is usually used when the word “namely” is missing but could be mentally supplied.

The purpose of the organisation is told in its name: to further better business relations.

(187-1)³⁶⁹ Capital Letters After Colons. If a complete sentence follows a colon, it may or may not begin with a capital letter, according as emphasis is desired.

The question naturally arises: Why should it cost so much?

First of all: what is business?

(187-2) A pair of dashes are necessary to segregate material completely. If but one dash is used, it is in effect to the end of the sentence, or to the end of a parenthesis. A comma, semicolon, or colon does not conclude the authority of a dash.

(187-3) Explanations or Repetitions. Dashes may set off a repetition, explanation, variation, or summary of what has been said.

Repetition: By now – today – if you can.

Explanation: That firm – an old customer of ours – has never failed to...

Variation: They feel badly treated – betrayed – and the feeling is...

Summary: ...from labourer to merchant prince – they are all included.

So it goes – trials within trials, all to the same end.

To believe that what is true for you is true for all – that is genius.

³⁶⁸ PB himself inserted “(106)” at the top of the page by hand.

³⁶⁹ The paras on this page are numbered 64 through 68, making them consecutive with the previous page.

(187-4) Parentheses are a noticeable, and therefore very strong, mark of punctuation, holding the matter enclosed within them entirely to itself. They are used when it is desired to aggregate material very definitely.

(187-5) (), Comma, semicolon, colon, and dash are always (); outside the parentheses (unless, in rare instances, they are part of quoted material).
(): -stances, they are part of quoted parentheses
()- -tic material).

Thus the matter, so far as we know it (and we have no right to speculate), breaks up into...

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(188-1)³⁷¹ There are two methods of using periods and commas with "quotes":

1. The "inside" method - established and preferred in printing - places the period and comma always inside the final quotation mark, no matter what the sentence construction. This facilitates typesetting.

"-----." X Each small country has "rights," and each wants "justice."

"-----," "Progress," he reminded us, "means scientific work."

2. The "outside" method--adopted for exactness by such authorities as those listed on the following page--places the comma always outside the quotes, because it punctuates the entire sentence. Likewise, the period is placed outside the quotes when it punctuates the entire sentence; and inside the quotes when it punctuates the quoted matter.

"-----." Each small country has "rights," and each wants "justice."

"-----," "Progress," he reminded us, "means scientific work."

"-----." They drove home this truth: "We are not independent."

Semicolon, colon, and dash are always outside the quotes:

"-----"; We are told that "Might does not make right"; however,...

"-----": They came upon a "collector's item": a four-pointed star.

"-----" - It is "standard equipment" - in fact, indispensable.

(188-2) Capitalisation in Quotations. The first word in a quotation is capitalised only when it is a proper name, or when it begins a sentence.

³⁷⁰ PB himself inserted "(107)" at the top of the page by hand.

³⁷¹ The paras on this page are numbered 69 through 70, making them consecutive with the previous page.

A comma may be used or omitted before a quotation according to the pause desired. Fowler favours omission...with the legend, "We shall see," scrawled upon it...in the passage beginning "Canst thou not minister..."

The Vice President emerged with "nothing to say."

Note: If preparing material for a publication, use the "inside" method for all commas and periods. It is suggested that students be taught the "inside" method first; later, with a knowledge of both methods,

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(continued from the previous page) they can adopt the "outside" method when working in offices that prefer it.

(189-1)³⁷³ Paragraphs Quoted. Quotation marks are placed at the beginning of each paragraph of continuous quoted material, but not at the end of each paragraph - at the end of the entire quotation only. This indicates that the quotation is still in effect at the beginning of each new paragraph, and that it does not end until the final quotation mark is reached.

(189-2) Indenting Quoted Excerpts. Quotations of three or more lines should, as a rule, be set apart and indented from the body of the text. They are usually introduced by colons.

Quotation marks should be used as well as indention Mere indention in typewritten work does not signify that the material is also quote.

(189-3) The peculiarity of the question mark is that it may occur within a sentence without ending the sentence.

(189-4) If an answer is not expected, and the question is intended as a suggestion or request, no question mark is necessary.

May we ask for a prompt payment.

Would it not be well to do it that way.

Will you please send it to this address.

May we hear from you promptly.

(A question mark would make this sentence more emphatic: May we hear from you promptly?)

³⁷² PB himself inserted "(108)" at the top of the page by hand.

³⁷³ The paras on this page are numbered 71 through 74, making them consecutive with the previous page.

If no answer is expected, but if the question is a supposition or forceful statement, intended to make the reader think, a question mark is used.

Why cannot nations come to terms?

But who indulges in the belief that such a thing may yet be realised?

Why not help others to help themselves?

Indirect Questions. If a question is not directly put, that is, if it is changed from its original form, it does not take a question mark.

They asked how we would make shipment.

He wanted to know who won the game.

It was a question of where and when to talk.

...but they wondered what difference it made.

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(190-1)³⁷⁵ Date. Place the date where it is naturally looked for – and where it is of value in filing – that is, toward the upper right corner, rather than in the centre beneath the letterhead. If placed in the centre it is apt to blend with the letterhead and be lost to the casual glance.

Write the date so that the end of the date line will be approximately even with the right margin of the letter below it.

The date is preferably not abbreviated on the first page of a letter.

To make the date instantly clear, write it professionally: that is, write it all on one line; spell out the month in full; write the figures for the day of the month without -st, -d, or -th; and write the year in full without a period after it. Any other form for the date detracts from its quick readability.

(190-2) Salutations to Women. Avoid the use of “Dear Madam:” except in impersonal or routine letters; and especially avoid it when addressing an unmarried woman – it is an unpleasant approach.

(190-3) “Doctor,” “Professor,” “Colonel,” etc., while not used in the pen-and-ink signature, may be indicated in the typed signature in the form of a title.

(190-4) If a letter is to contain a disappointment to the reader, state the reason for the disappointment first, as a preliminary to the final unfavourable news.

Never write a letter in anger – wait a day.

³⁷⁴ PB himself inserted “(109)” at the top of the page by hand.

³⁷⁵ The paras on this page are numbered 75 through 80, making them consecutive with the previous page.

(190-5) Negative Expressions. Avoid the making of negative suggestions or the calling up of unpleasant thoughts in letters, business papers, advertisements, etc.

Never suggest failure, inaptitude, or possible trouble. Acknowledge difficulties, but acknowledge them in a positive way, as if something would immediately be done to rectify them.

(190-6) Spacing. Setup is of first importance in a business letter. It is the most noticeable feature of a letter and can interest or prejudice a reader at a glance.

Lopsided letters, top-heavy letters, letters running off the bottoms of pages, all bespeak of inefficiency and reflect on the merits of the senders. If an ill balanced letter is received, it suggests that all

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(continued from the previous page) other products of the sending company might be as carelessly constructed.

(191-1)³⁷⁷ Typewritten manuscripts accompanying proof sheets are an exception to the rule that all typewritten matter must be sent first class. These manuscripts may accompany the proof sheets as third-or fourth-class mail, according to weight.

(191-2) No Writing Permitted. Writing is not permitted in or on any third-class mail, except as follows:

On the wrapper, besides the necessary addresses, may be written a designation of the contents, as PRINTED MATTER, PHOTOGRAPH, etc. The inscription "Do not open until Christmas," or words to that effect, may also be written as "Please send out," or "Post up," etc.

On the matter itself, as on a photograph, there may be written a simple inscription, not in the nature of personal correspondence, as "With best wishes," "Merry Christmas," etc.

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³⁷⁶ PB himself inserted "(110)" at the top of the page by hand.

³⁷⁷ The paras on this page are numbered 81 through 82, making them consecutive with the previous page.

³⁷⁸ Blank page

C.A. Naether: The Business Letter

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THE BUSINESS LETTER

C.A. Naether

(193-1)³⁸⁰ The shabby appearance of a letter, or the wrong tone or faulty English within it, immediately negates whatever positive and productive impression it might otherwise have left. No product is better than its maker. Sloppy minds usually give birth to sloppy thoughts.

(193-2) Dictation is at best only a minor part of his daily routine, discharged often with more haste than judgment.

(193-3) If a business letter opens with "I" or "we," it is more or less handicapped from the outset. If it continues in this egotistic fashion, it is doomed to early discard no matter how alluring and colourful the printed letterhead or how crisp and crunchy the bond. Common business sense dictates the subordination of the writer's self and viewpoint to the reader's. Everyday contacts with others teaches us that in order to command their favourable attention we must say or do things likely to further their interests, whatever these may be. Men are in business for their sake, for their profit. They expect your letters to help them achieve this to them all-important end. Is it not reasonable and logical therefore to cultivate the "you" note - to stress always the reader's, not the writer's, personal interests? To be sure, the pill should not be coated with too many "you" 's, for the one extreme is fully as bad as the other. The ideal is to write with the reader's interest in mind, somewhat in the appealing manner in which a successful, not a clever, salesman talks with an old customer whom he knows very well.

(193-4) FAULTY EXPRESSIONS

Above. Avoid clumsy and trite adjectival use, as "in the above paragraph." Use instead "the preceding paragraph," "the foregoing paragraph," or "the paragraph written above."

Accept - except. To accept is to take that which is offered. To except is to exclude. "He accepted the offer of employment." "The statement of the account is correct, errors excepted." Except (preposition) means "with the exclusion of": Every

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THE BUSINESS LETTER

C.A. Naether

³⁷⁹ PB himself inserted "(112)" at the top of the page by hand.

³⁸⁰ The paras on this page are numbered 1 through 4; they are not consecutive with the previous page.

³⁸¹ PB himself inserted "(113)" at the top of the page by hand.

(continued from the previous page) employee is subject to a wage cut except the office boy."

Accordance - according. "In accordance with (not to) your request." According to (not with) your last monthly statement."

Affect - effect. To affect is to influence. "A general business depression is certain to affect profits seriously." The use of affect as a noun meaning "affectation" is obsolete. To effect is to produce results, to accomplish. "The new manager effected many changes in the routine of the office." The noun effect signifies result. "The customer's complaint had an immediate effect."

Almost - most. The use of most for almost is a barbarism. "Almost (not most) all our sales are cash sales." "He was most fortunate to receive the prize."

All right. There is no such word as alright.

Also. Not sufficiently distinctive to stand at the beginning of a sentence or a paragraph. Use likewise, hence, in addition to, or as well as. "In addition (not also), we call your attention to the repeated failure of your shipping department to meet our delivery dates."

All-around - all-round. The first is incorrect; the second, which is colloquial, means possessing a general capability or excellence. "The performance record of this car is proof of its all-round quality."

Amount. Too often misused in place of number. "The number (not Amount) of letters written daily is huge. And. With an infinitive, use to, not and. "Try to (not and) get these shipments off to us to-day without fail."

Anticipate. Frequently used loosely for expect. "We expect (not anticipate) the next shipment to arrive on Thursday. "We anticipated the tactics of our competitors."

Asset. Does not mean "anything valuable or useful," but rather an item of property on the left side of the balance sheet. "Even the office boy is a big help (not asset) to the new business."

Balance - rest. The first word should not be used in place of the second, Balance (among other things) stands for the difference between total debits and total credits

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(continued from the previous page) in an account or in a statement of account. "The rest (not balance) of the goods due on this order will be shipped you next month."

Besides. Means "in addition to, furthermore, moreover." "Besides, your prices seem much too high." Beside means "by the side of." "In the photograph the treasurer stands beside the president."

³⁸² PB himself inserted "(114)" at the top of the page by hand.

Between - among. When speaking of only two persons or things, use between. When speaking of more than two, use among. "The legacy was divided between the senior partner and the junior partner." "The legacy was divided among the three partners."

But that - but what. The first phrase means "that not, except that." "I have no doubt that (not but that) the goods will arrive on time." The second phrase means "but (except) that which." "We will sign nothing but what we want to sign."

Can - may. To indicate power or ability use can; to indicate permission use may. Always use may in asking permission. "May (not can) we ship these goods earlier than your order specifies?" "May (not can) we serve you in any other way, madam?"

Cannot help. After this phrase use a gerund, not an infinitive with but. "I cannot help thinking (not but think) your statement is correct."

Considerable. Its use as an adverb or noun is wrong. "The business man was considerably (not considerable) agitated by the market report." "The bonds paid a considerable amount of interest (not considerable) during the first two years."

Continuous - continual. The first denotes without stopping; the second, frequently repeated, with stops at intervals. "He worked continuously (without rest periods) from 8 A.M. to 4 P.M." "The continual (frequently repeated) failure of the engine to operate smoothly prompts us to return it to you for replacement."

Data. Being the plural of datum, data should always be followed by a plural verb. "The data on wholesale prices are (not is) satisfactory."

Different. Should be followed by from. "Our advertising policy has always been much different from (not than) yours."

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(continued from the previous page) Due to. Use to modify a noun in place of owing to, on account of, because of. Wrong: "His salary was cut due to the depression." Right: "The reduction of his salary was due to the depression."

Each other. Used when referring only to two persons. One another refers to more than two. "The partners failed to understand each other." "The members of the board of directors knew one another intimately."

Effect. See Affect.

Endorse - approve. Checks and drafts are endorsed, but not materials other than papers. It should be: "Many prominent artists recommend (not regard as good) this particular piano." "Many prominent artists approve of (regard as good) this particular piano."

Enthuse. Colloquial. "The salesman was very enthusiastic (not enthused) over the new lines of goods."

³⁸³ PB himself inserted "(115)" at the top of the page by hand.

Equally as. Avoid; omit either equally or as. "This year's profits are as (not equally as) great as last year's." "Miller and Brown are equally successful business men."

Except. See Accept.

Farther - further. The first word usually refers to distance; the second denotes addition. "We are planning to extend our territory farther west." "Further correspondence seems useless."

Fewer. See Less.

Formally - formerly. The first word refers to form: "He was formally initiated into the fraternity." The second refers to times past: "Formerly this firm was a partnership."

Gentleman, lady. Not to be used indiscriminately for man and woman. Lady should never be used in direct address: "May I serve you, madam (not)?" "Are you the man I met on the train?" "The firm is seeking the service of a woman stenographer and three saleswomen."

Hardly. Means "scarcely." Should not be used with a negative verb. "He could hardly (not couldn't hardly) understand the long-distance telephone message."

Its - it's. The first word is the possessive of it; the other is the contraction of it is. "It's very regrettable that the firm has lost its prestige."

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(continued from the previous page) Lady. See Gentleman.

Lay - lie. To lay means "to cause to lie." Its principal parts are: lay, laid, laid. Lie is intransitive. Its principal parts are: lie, lay, lain. "He laid the letter on my desk." "The letter was lying on my desk."

Leave - let. The one should not be used for the other. "Now leave the office." "Let him have the car this afternoon."

Less. Refers to amount, value, degree: "The use of less salesmanship is advisable." Fewer refers to number: "We shall need fewer (not less) salesmen on our force next year."

Liabile - likely. The first is used to suggest an unpleasant probability or possibility: "If you sell short weight, you are liable to a fine." Likely suggests mere probability: "If you sell all these goods, you are likely to make a good profit."

Loan. Undesirable as a verb. "The bank lent (not loaned) the money." "The bank's loan was of much help to the firm."

Lot, lots, a whole lot. Colloquial; use much, many, a great deal. "We'd a whole lot rather deal with you than with Smith" should be: "We much prefer to deal with you

³⁸⁴ PB himself inserted "(116)" at the top of the page by hand.

than with Smith." "There are lots of people in the same boat as we" should be: "There are many people in the same predicament as we."

May. See Can.

Negotiate. Avoid using this term to mean "overcome a difficulty." "After much time and effort, he managed to close (not negotiate) the distance in two hours flat."

Neither - nor. The correlative conjunction neither should always be followed by nor, not by or: "He found the business neither profitable nor pleasurable." Nice. Do not use in place of agreeable or pleasant or kind. "The manager was very courteous (not very nice) to all of us." "Mr French gave the salesman a fairly large (not a pretty nice) order his time." One another. See Each other.

Outside of. Not to be confused with except for or aside from (not outside of) the high price, your offer is good."

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(continued from the previous page) Per cent. Ordinarily written without the period: "Eighty percent of the customers are women." Not to be confused with the noun percentage "A small percentage of the total was deducted."

Perfect. Avoid such exaggerations as "The most perfect specimen." "The cream of perfection!" "This garment fits you even more perfectly than that."

Posted. Wrongly used for informed. "She is well informed (not posted) about advertising."

Precede - proceed. The first one means "to go before," the other, "to go forward," or "to go onward." "On the way to his room, the guest was preceded by the bell-boy." "The firm proceeded to establish branches in Italy."

Principle - principal. "He was unable to understand the principle involved in the solution of the problem." Principal may be used either as a noun or as an adjective. "Mr Frank, principal of the school, fell ill." "The principal advantage to be derived is personal satisfaction."

Preposition. Do not use loosely for problem, proposal, task, job, undertaking. "That sale was certainly a difficult task (not proposition)." "What sort of offer (not what kind of a proposition) are you prepared to make us?"

Providing. A participle, not a conjunction. "We will accept your offer, provided (not providing) that you pay us cash."

Real. Do not use for very. "The house is very (not real) attractive."

Respectful - respective. "Respectfully (not respectively yours' is the proper closing salutation of a letter." Rest. See Balance.

Shall - will. To denote simple futurity, use shall in the first person and will in the second and third persons:

³⁸⁵ PB himself inserted "(117)" at the top of the page by hand.

I shall help him.	We shall help him.
You will help him.	You will help him.
He will help him.	They will help him.

To denote promise, determination, or threat, use will in the first, and shall in the second and third persons:

I will help him.	We will help him.
You shall help him.	You shall help him.
He shall help him.	They shall help him.

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(continued from the previous page) Should and would follow the same rules as shall and will.

Size. This word, being a noun, should not be used as an adjective. "The different sized (not size) patterns are all labelled."

So. Should not be used in place of very: "The customer was very (not so) angry." When used as a conjunctive adverb meaning therefore, for that reason, it is preceded by a semicolon, not a comma: "The offer was fair; so he took it."

Try and. See And.

Unique. Since the word means "the only one of its kind; one should not say "fairly unique," "quite unique," "The most unique."

Very. Should not be used immediately preceding a past participle. "We are very much (not very) pleased with your merchandise."

Via. Signifies "by way of," not "by." "Please ship the goods by (not via) express." "Shall we drive to San Diego via La Jolla?"

Which. Often misused in referring to persons. "Any customer who (not which) will write a letter like that is not worth keeping."

(199-1)³⁸⁷ Business English that violates established rules runs the risk of turning the reader's attention from the message to the mistakes.

(199-2) Errors in grammar, sentence structure, and the like are just as often made by experienced dictators as by greenhorns, especially in the letters of firms that have no correspondence supervisors.

(199-3) Letters having little else to commend them than shortness - the fewest possible words - are the work of lazy or of hurried dictators. In business correspondence its use

³⁸⁶ PB himself inserted "(118)" at the top of the page by hand.

³⁸⁷ The paras on this page are numbered 5 through 7, making them consecutive with the previous page.

speaks of lack of consideration for the reader – of unwillingness to take pains to write fully and, above all, understandingly. Moreover, for the time saved by a dictator whose chief aim is brevity his firm pays dearly later on with injured and lost goodwill. Without exaggeration it may be affirmed that whenever brevity is made the ruling characteristic of a firm's letters, it soon becomes their ruining characteristic. No business, however successful, can withstand for long the good-will-destroying effects of imperious and continued brevity in

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(continued from the previous page) its written contacts with customers.

(200-1)³⁸⁹ Ill-natured letters are negative. That it does no good to display one's temper, especially in writing, has been proved many times. The loss of self-control is a poor substitute for firmness of tone. Aside from that an angry letter irritates – tempts the receiver to “come back” at the writer. To send such a letter seriously endangers existing goodwill relations. If one feels one simply must write a harsh letter to get a grievance off one's chest, then one should by all means write it without delay – and destroy it.

(200-2) Enclosed please find. Please is entirely unnecessary here. Use it only when asking a favour. According to Webster find means “to come upon by seeking.” Find is therefore incorrectly used in this phrase. Weak: Enclosed please find check for \$75.00 in payment of our invoice No. 456.

Better: We enclose a check for \$75.00 in payment of our invoice No. 456.

(200-3) Herewith. Omit when used in connection with enclose. Enclose means “put within an envelope,” and it already includes the idea of herewith.

Weak: We are enclosing herewith some of our advertising literature.

Better: We are enclosing some our advertising literature.

(200-4) Thanking you in advance. A phrase generally used at the end of letter in which a favour is asked. It is discourteous in that its use presumes the granting of the favour. Moreover, it implies that the writer will not write a letter of thanks after the courtesy has been extended to him.

Weak: I hope to receive your catalogue by return mail. Thanking you in advance for this favour, I am.

Better: I shall appreciate your sending me your catalogue by return mail.

³⁸⁸ PB himself inserted “(119)” at the top of the page by hand.

³⁸⁹ The paras on this page are numbered 8 through 12, making them consecutive with the previous page.

(200-5) Will appreciate, will be glad, will be pleased. Will in the first singular and plural is used to express promise or determination. In the phrases given shall should be used. One can hardly promise to be pleased, to be glad, etc.

Wrong: I will appreciate your giving me the opportunity of a personal interview soon.

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(continued from the previous page) Right: I shall appreciate your giving me the opportunity of an early personal interview.

Wrong: If either of these patents appeal to you, we will be pleased to negotiate with you.

Right: if you like either patent, we shall be pleased to deal with you.

(201-1)³⁹¹ OBJECTIONABLE CONSTRUCTIONS

1. Omission of essential words.

a. The subject of the sentence, when a pronoun, is often omitted. Such an omission not only results in an incomplete sentence, but it also makes the tone of the letter curt and impolite.

Weak: Have yours of April 20th and note you are desirous of obtaining information concerning our house organ.

Better. We have received your letter of April 20, indicating your desire to obtain information with regard to our house paper.

b. Omission of the word letter. The word yours is frequently incorrectly used for your letter, as in the first example given above. At best yours is very indefinite.

c. Necessary words of the predicate or verb of the sentence are often omitted.

Weak. We have your letter of April 20 which indicates that you are desirous of obtaining information.

Better. We have received your letter of April 20 which indicates...

2. Participial construction. Avoid the use of participial construction in important positions - the opening and closing sentences of a letter. It is one of the weakest constructions in the English language.

Weak: Replying to your favour of the 24th inst., beg to state that your order for brushes was shipped on the 21st inst.

Better: In reply to your letter of January 24, we are glad to inform you that your order for brushes was shipped by express on January 21.

³⁹⁰ PB himself inserted "(120)" at the top of the page by hand.

³⁹¹ The para on this page is numbered 13, making it consecutive with the previous page.

Weak: Trusting that we may have the pleasure of serving you in the future, we are...

Better: We trust that we may have the pleasure of serving you in the future.

3. Passive construction. Often used indiscriminately in place of active construction. It robs the sentence

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(continued from the previous page) and letter of personal touch and character. Use passive construction when you have a good reason for wanting to be impersonal.

Weak: Our assistance will gladly be given to you on the lines solicited in your letter of January 20th

Better: We shall be very glad to assist you in the matter outlined in your letter of January 20.

Weak: Replying to yours of May 4th, will say that your inquiry is very much appreciated.

Better: We appreciate your inquiry of May 4. The fuller the dictator's stock of words, the richer his style. The surest way of acquiring a good working vocabulary is to read regularly, widely, and, above all, critically. Too much of our reading today is hurried and ill-chosen. Unfamiliar words are passed by as if they were a plague. In our senseless anxiety to get at the gist of the story, we fail to see the writer's personality.

If you would cultivate style in writing, then read good books at least twice: once for the story, and a second time for the style. Study the author's methods of fashioning phrases into sentences and sentences into paragraphs. Unconsciously you will enlarge your own vocabulary and extend its usefulness.

(202-1)³⁹³ Usually a business firm that has a settled correspondence policy lets the individual dictator put his own personality into his letters, specifying only that its expression be suited to the firm's aims and standards. In other words, the language in which a business letter is couched is the dictators own. In some instances the correspondent is more or less restricted to the use of form paragraphs and form letters, whether or not they were prepared by him.

(202-2) Effectual openings are almost invariably short, occupying but a few lines. Their brevity gives them the impression of being easy to read. It invites prompt and agreeable attention. The sentences composing the paragraph should also be reasonably

³⁹² PB himself inserted "(121)" at the top of the page by hand.

³⁹³ The paras on this page are numbered 13 through 15, making them consecutive with the previous page.

short. It is better to use two or more sentences than to compress the entire thought of the initial paragraph into one long and more or less involved sentence

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(continued from the previous page) Dictators too lazy to outline their letters or just simply stuck in a rut generally start off with participial construction—replying, acknowledging, referring—which they then follow with many clichés. They forget entirely that important thoughts in important positions demand the use of natural, fresh phrases set in forceful sentences. They should remember that since one of the main functions of the opening is to reduce to a minimum the time required to read and to understand it, it is very poor policy to place clumsy rubber-stamps in the reader's way.

The ideal opening gets immediately in step with the reader. This need is met by avoiding the use of "I" or "we" as much as possible at the beginning, where it may colour egotistically the tone of the entire letter. Thoughtful subordination of the writer's to the reader's standpoint should be the guiding aim in beginning a letter. Fads, such as starting every letter off with "Good Morning," are of course not good form, especially since the letter may arrive late in the afternoon.

(203-1)³⁹⁵ Bad: Answering your esteemed favour which seems to have no date, I am sending you our complete catalogue.

Better: You will doubtless find many interesting bargains in our latest fall and winter catalogue, which we are sending you to-day, in response to your recent request.

(203-2) Today all business stationery is called bond paper mainly to distinguish it from so-called linen paper. The former has a smooth, the latter a "linen" finish.

The sensory impression which the recipient of a letter gets as he fingers its paper should be one of firmness and stability. It is well, therefore, when purchasing business stationery to heed the factor of weight. Thus for executive correspondence a paper substance of 24 even 28 might be used, for general correspondence substance 20, and for export or air-mail correspondence, substance 13 or 16. The numbers represent pound weight for paper in quantities of 500 sheets.

(203-3) Grey paper is frequently used by engineers and other professional men to suggest ripe judgment and

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³⁹⁴ PB himself inserted "(122)" at the top of the page by hand.

³⁹⁵ The paras on this page are numbered 16 through 18, making them consecutive with the previous page.

(continued from the previous page) long experience. Since even psychologists know little concerning the effect of colour on the reader's thoughts and feelings, it behoves a business man to exercise great care before deciding to use a coloured letter paper.

(204-1)³⁹⁷ To ensure a compact and concentrated appearance, short letters, too, are best single-spaced, centered on the page, and provided with wide margins. Thus arranged, they appear far more inviting than if double-or even triple-spaced and so spread over the entire sheet. The width of the margins at the sides, the top, and the bottom should be at least one inch.

To crowd a letter on a page is to sacrifice appearance for economy, a practice which defeats its own ends. The typed letter should appear at least one inch below the lowest line of the printed heading, so as to be set off from it. Even in cases in which the printed heading contains the name of the city and the state on its bottom line, it is ordinarily not wise to begin the typed letter, that is the date, immediately below the name of the city, for the simple reason that the typewritten date is more logically a part of the typewritten message than of the printed heading and should therefore be separated from the printed heading by a margin at least one inch wide.

(204-2) The so-called hanging paragraph arrangement is in every respect like the block form except that each paragraph "hangs," so to say, by the top line. The first line of each paragraph is blocked, while every succeeding line is indented an equal number of spaces at the left and at the right margins. If these margins, especially the right, are even, then the arrangement is likely to be very pleasing. Because the hanging paragraph form suggests novelty, its use is confined to such firms as advertising agencies and others desirous of impressing their correspondents with the modernness of their business practices. A letter well typed in the hanging paragraph style has added attention-value, which in the case of unsolicited letters may easily be sufficient inducement for reading. Below is illustrated the paragraph arrangement which characterises this kind of typographical set-up.

You will realise, from this brief description, What an unusually strong sense appeal this clever advertising medium, equipped with perfect public address

³⁹⁶ PB himself inserted "(123)" at the top of the page by hand.

³⁹⁷ The paras on this page are numbered 19 through 20, making them consecutive with the previous page.

³⁹⁸ PB himself inserted "(124)" at the top of the page by hand.

(205-1)³⁹⁹ The date is best written out in full, as “May 30, 19—”; in no case should it be written entirely in figures, as “5/30/-.” This is unbusiness-like and confusing. Accepted abbreviations of the names of the months (Jan., Feb., Mar., Apr., Aug., Sept., Oct., Nov., Dec.) may be used.

No letters such as st, nd, or th need be added to the numerals expressing the date of the month. Simply write “May 3, 19—,” not “May 3rd, 19—.”

(205-2) “Prof.” is used only in newspaper writing. In letter-writing it is undesirable. When addressing a person holding a professorship in a college or university, “Professor” should always be used.

(205-3) “Personal,” “Special Service Department,” “General Delivery,” etc., should be placed in the lower left-hand corner of the envelope. This applies also to names of foreign countries.

(205-4) FOLDING the LETTER The sheet is placed on the desk, bottom edge toward the person folding. Now the lower edge is folded up to within about half an inch of the top, the crease being made slightly below the middle of the page. Then the right one-third is folded to the left. The left side of the sheet is folded to the right to within about half an inch of the crease just made. Lastly, the folded letter, with the last crease at the left, is inserted in the envelope, which is half face downward, with the flap at the right.

(205-5) Most business men have their own ways of planning the dictation of the individual letter. If inexperienced, they will rely on more or less detailed written outlines, especially for really important letters. If experienced, they will dictate from written or mental notes, according to their custom and the nature of the problem. Many business men indicate the gist of their response on incoming mail by marginal notes, which their stenographers expand into letters. Others give their subordinates merely verbal instructions: “Miss Brown, just write these people that we’ll ship their order tomorrow,” or “See if form letter 68 won’t fit this case.”

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(continued from the previous page) Of the methods of preparation cited, that of making brief but complete written outlines is, of course, the most conducive to resultful dictation. These thought skeletons—usually paragraph outlines—enable the writer to

³⁹⁹ The paras on this page are numbered 21 through 25, making them consecutive with the previous page.

⁴⁰⁰ PB himself inserted “(125)” at the top of the page by hand.

arrange his ideas in orderly fashion and to visualise the essential parts of the letter long before it is typed. Such a preview is far more reliable than the customary re-reading of the dictation by the stenographer because most men are visually minded. They can much more easily see than hear a letter in its entirety.

(206-1)⁴⁰¹ Don't keep the stenographer waiting while you decide what you are going to say in a letter. Make such decisions before you engage the stenographer's time.

(206-2) Don't correct yourself while dictating without letting your stenographer know what you are doing. She cannot always be certain whether you are repeating for emphasis or for amendment.

(206-3) Don't run your sentences together when dictating. Pause between them. The inflection of your voice has much to do with the intelligent transcription of your dictation.

(206-4) PRACTICABILITY: Form letters are used to meet business situations which recur more or less regularly.

(206-5) Of course, it should be adapted to the particular situation. It would be folly to send an undated mimeographed letter beginning "Dear Friend" to responsible business or professional men. Instead, an individually typed form, resembling in every particular a dictated letter, should be used.

(206-6) In all cases in which the receipt of a form letter is likely to cause resentment owing to the expectation of personal treatment, an individually dictated letter should be used. Moreover, the same form sent to the same person repeatedly is likely to arouse antagonism. Generally speaking, the use of the form letter should be confined to commonplace routine matters.

(206-7) The only saving in the use of a form is the time and effort devoted to dictation. For example, an application for a position is received at a time when there are no vacancies. The dictator pencils on the

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⁴⁰¹ The paras on this page are numbered 26 through 32, making them consecutive with the previous page

⁴⁰² PB himself inserted "(126)" at the top of the page by hand.

(continued from the previous page) letter, "Send form 75A," and the typist copies the model reply, having that much less dictation to take. Forms designed to meet recurring situations often contain blank spaces for names, addresses, and other important data, which the typist supplies as she copies the form.

(207-1)⁴⁰³ Finally, every dictator should have at hand at least one authoritative dictionary and an equally authoritative book of synonyms. The habitual use of these indispensable tools will measurably increase his command of English.

(207-2) Any stenographer worth her keep should be able to spell, capitalise, abbreviate, and punctuate correctly. Her command of English should be broad enough to enable her to judge critically and objectively any dictation she may be required to take and, if need be, to change it for the better.

(207-3) REFUSING INFORMATION: A brief, courteous note giving the reason for the refusal of the request is all that is needed. Letters giving lengthy explanations in an apologetic manner are as much to be avoided as curt and negative notes of refusal. Letters refusing information usually contain

- 1) a statement of regret and
- 2) the reason for refusal

(207-4) LETTERS to PROFESSIONAL MEN: Most professional men – lawyers, doctors, dentists, teachers, engineers, and others – are well educated men who know their own minds. To influence them, the reason-why rather than the emotional appeal is favoured, since they deliberate before deciding. A somewhat dignified and restrained tone and good English, occasionally interspersed with suitable technical terms, are likely to prove most resultful.

(207-5) Furthermore, since the ethics of most professions forbid advertising, it is well to avoid the use of flashy letterheads with much advertising and of all stunt letters. Professional men usually decide matters for themselves; they should, therefore, never be urged too strongly to respond immediately. The usual ballyhoo with which many sales letters are burdened should be excluded from appeals to professional men.

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⁴⁰³ The paras on this page are numbered 33 through 37, making them consecutive with the previous page.

⁴⁰⁴ PB himself inserted "(127)" at the top of the page by hand.

(208-1)⁴⁰⁵ Thus, the use of form letters saves the correspondent the time he would otherwise spend in dictating letters. Since there are many routine situations each day which may be met satisfactorily by means of form letters, this saving is considerable over a period of time.

(208-2) The greatest benefit which accrues to the average firm from the use of form letters lies in their “mental” superiority over dictated messages. Usually painstaking thought goes into the writing of form letters which is done more or less leisurely by the head of the department or by an expert correspondent. On the other hand, the quality of the dictated routine letter, so far as diction, organisation of thought and similar essentials go, is often uneven and mediocre. The correspondent, conscious of the limited amount of time he has for dictation, hurries through it in a mechanical sort of way. Usually he has neither the time nor the inclination to write thoughtfully.

(208-3) FORM PARAGRAPHS AND THEIR VALUE: More flexible, and therefore more practical than form letters, are form paragraphs. Form letters are rather stiff and ready-made solutions of supposedly unvarying problems. Form paragraphs, being much smaller units, cover only small phases of typical situations. Thus they may be readily combined with other paragraphs, either form or dictated ones, to fashion a complete letter. Furthermore, there may be prepared a number of form paragraphs to cover varying aspects of the same case.

(208-4) From old inquiries, a list of the more common questions asked may be compiled and classified by subject, and thereupon form paragraphs carefully composed for each question and filed for immediate use. To make reference speedy and correct, form paragraphs are numbered or otherwise labelled so that the dictator has only to write the symbol on a dictation slip and hand it to the typist or stenographer. Sometimes a letter may be composed entirely of form paragraphs and at other times only partly. In the latter case the dictator must make reasonably sure that the transition between the various paragraphs is smooth; other wise the letter will be choppy.

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(209-1)⁴⁰⁷ For ready accessibility, form paragraphs are usually compiled in books, each page of which bears at top or bottom the symbols of the paragraphs appearing on it.

⁴⁰⁵ The paras on this page are numbered 38 through 41, making them consecutive with the previous page.

⁴⁰⁶ PB himself inserted “(128)” at the top of the page by hand.

⁴⁰⁷ The paras on this page are numbered 42 through 46a, making them consecutive with the previous page.

(209-2) Once the supervisor has succeeded in eradicating the most glaring faults in English grammar and usage from the dictation of correspondents, he can turn to the task of helping them to produce letters which show distinctly house character.

(209-3) Another important result of this particular system of correspondence inspection is the development of so called representative letters. Certain frequently recurring occasions require certain letters. Previously, one department might answer an inquiry with courtesy and consideration, while another might answer the same sort of inquiry rather curtly and hurriedly, often using an old form letter for the purpose. Moreover, certain of the firm's policies were not uniformly applied by the various departments. After making a thorough study of the letters originating in the various departments and branches of the firm, the correspondence director developed and distributed a portfolio of over one hundred representative letters which were not to be copied indiscriminately as forms, but which were to serve as suggestive solutions of typical letter problems.

(209-4) Look away from the Ediphone and picture the one you address as standing several feet away. Talk to him distinctly - naturally.

Never release the thumb latch before you stop speaking, and always be sure that the cylinder is in motion before you start to speak.

Put expression into your dictation so that the transcriber will know how to punctuate; mention paragraphs, parentheses, quotation marks, and unusual punctuations desired.

(209-5) Every student of business writing should compile a list of words he is in the habit of misspelling with a view to eliminating this weakness. Intelligent concentration on such words is likely to bring good results in a comparatively short time.

(209-6) Do not use "as regards" in letters: it is too commonplace. Substitute "concerning," "about," "if."

210⁴⁰⁸

THE BUSINESS LETTER

C.A. Naether

(210-1)⁴⁰⁹ It is wrong to write the date in headings, "January 27th. 1949," but correct to write "January 27, 1949." (b) The practice of writing the day preceding the month, is European (12 May 1949). The practice of printing the month first is American. Since I no longer live among Europeans, drop their form.

⁴⁰⁸ PB himself inserted "(129)" at the top of the page by hand.

⁴⁰⁹ The para on this page is numbered 47, making it consecutive with the previous page.

William H. Butterfield: Effective Personal Letters: Common Errors in English Usage: Do Not Use:

(210-2) "ABOVE" for "FOREGOING or PRECEDING." "Above" is often misused in letters in such expressions as "the above material" and "the above details" See also "the above." EXAMPLES: Incorrect: In view of the above explanation, I hope you will make an exception in this case. Correct: In view of the foregoing (or preceding) explanation, I hope you will make an exception in this case.

(210-3) AFTERNOON WITH P.M. Such a combination is repetitious, as in "this afternoon at 2 p.m." or "at 4 p.m. Wednesday afternoon." Incorrect: The meeting is scheduled for tomorrow afternoon at 3 p.m. Correct: The meeting is scheduled for tomorrow afternoon at three o'clock (or tomorrow at 3 p.m.)

(210-4) ALRIGHT or ALLRIGHT for ALL RIGHT. Neither "alright" nor "allright" is recognised as a legitimate English word. Incorrect: This arrangement will be alright (or allright). Correct: This arrangement will be all right

(210-5) ANGLE for ASPECT or POINT OF VIEW. "Angle" is carelessly and inaccurately used by many letter writers. Careless: Another angle of this arrangement must be considered. Correct: Another aspect of this arrangement must be considered. Careless: We must analyse the problem from every angle. Correct: We must analyse the problem from every point of view.

(210-6) ANTICIPATE for EXPECT "Anticipate" means to foresee and forestall by prior action, as: He anticipated his dismissal by resigning. This word is commonly misused in the sense of "expect" or "look forward to." Incorrect: We anticipate a busy day at the store next Saturday. Correct: "We expect a busy day at the store next Saturday.

(210-7) AS...AS for SO...AS. "As...as" should be used only in affirmative statements. Good usage requires the use of "so...as" in negative statements and in questions implying a negative answer. Incorrect: He is as active as he was five years ago. Correct: He is not so active as he was five years ago.

211⁴¹⁰

EFFECTIVE PERSONAL LETTERS - DO NOT USE
William H. Butterfield

(211-1)⁴¹¹ ASSET for ADVANTAGE or AID. An asset is any item of property which may be used to discharge a debt. This word is carelessly used by many letter writers as

⁴¹⁰ PB himself inserted "(129)" at the top of the page by hand.

a categorical name for a wide variety of desirable qualities Careless: The ability to make friends is an important asset in selling. Correct: The ability to make friends is an important advantage (or aid) in selling.

(211-2) CAN for MAY. Can carries the implication of being able or having the power to do something, as: He can manage the store in an emergency. May implies liberty or permission to do something, as: He may leave the office a day early if he wishes. Incorrect: You can inspect our plant whenever you wish. Correct: You may inspect our plant whenever you wish.

(211-3) CONTINUOUS for CONTINUAL. These adjectives are not interchangeable. "Continuous" means without stopping or without interruption. "Continual" means occurring in close succession or frequently repeated. Incorrect: Continuous interruptions have held up my work on this project. Correct: Continual interruptions have held up my work on this project.

(211-4) CO-OPERATE TOGETHER for CO-OPERATE. Since "co-operate" means to work together, the expression "co-operate together" is redundant. Redundant: We must all co-operate together to avert this common danger. Correct: We must all co-operate to avert this common danger.

(211-5) COUNT ON for DEPEND ON or RELY ON. The expression "count on" is a colloquialism which is not recognised as good usage. Careless: You may count on our co-operation. Correct: You may depend on (or rely on) our co-operation.

(211-6) DIFFERENT (superfluously). The word "different" is often used superfluously for the purpose of showing separate identity which is already apparent. Redundant: Five different methods were discussed. Correct: Five methods were discussed.

(211-7) EITHER for ANY. Either is correct only when used to designate one of two persons or things; it is incorrect when used to designate one of three or more. Incorrect: The problem can be solved in either of three ways. Correct: The problem can be solved in any of three ways.

(211-8) ENTIRELY COMPLETE for COMPLETE. The expression "entirely complete" is redundant, since completeness is absolute. Redundant: Our file of information about

212⁴¹²

EFFECTIVE PERSONAL LETTERS - DO NOT USE

⁴¹¹ The paras on this page are numbered 7 through 14, making them consecutive with the previous page.

⁴¹² PB himself inserted "(131)" at the top of the page by hand.

(continued from the previous page) every employee is entirely complete. Correct: Our file of information about each employee is complete.

(212-1)⁴¹³ EVERYBODY...THEIR FOR EVERYBODY...HIS. The pronoun “everybody” is singular in number. Incorrect: Everybody should buy their clothing while prices are low. Correct: Everybody should buy his clothing while prices are low.

(212-2) EXACTLY IDENTICAL for IDENTICAL. The term exactly identical is redundant, since identical means exactly alike. Redundant: The two devices are exactly identical. Correct: The two devices are identical.

(212-3) EXPECT for SUPPOSE. “Expect” should be used only when there is an element of expectation involved. Thus the word applies only to future events or developments. Its application to the present or to the past is illogical. Incorrect: I expect he is on his way to Duluth. Correct: I suppose he is on his way to Duluth.

(212-4) FINE (as an adverb or substitute for an accurately descriptive adjective). The adverbial use of “fine” in the sense of “well” is not recognised as good usage. Incorrect: You did fine with your part of the program. Correct: You did well with your part of the program. The adjective “fine” is often used carelessly in the sense of enjoyable, pleasant, excellent, or splendid. Careless: I hope you had a fine vacation. Correct: I hope you had an enjoyable vacation

(212-5) FINISH UP for FINISH. The superfluous “up” should be omitted. Redundant: We shall finish up the repair work tomorrow. Correct: We shall finish the repair work tomorrow.

(212-6) FIRST BEGAN for BEGAN. The expression “first began” is redundant, since “first” adds nothing to the meaning of “began.” Redundant: We first began to advertise five years ago. Correct: We began to advertise five years ago.

(212-7) FURTHER for FARTHER. Careful writers do not use these words interchangeably. “Further” means “to a greater extent or degree,” as: I shall write you further in a day or two. “Farther” means more distant, as: New York City is farther from Boston than it is from Philadelphia. Careless: We are further from Omaha than we are from Denver. Correct: We are farther from Omaha than we are from Denver.

⁴¹³ The paras on this page are numbered 15 through 21, making them consecutive with the previous page.

EFFECTIVE PERSONAL LETTERS – DO NOT USE
William H. Butterfield

(213-1)⁴¹⁵ BIMONTHLY for SEMIMONTHLY. Bimonthly means every two months. Semimonthly means twice a month.

(213-2) CONSCIOUS for AWARE. A person is conscious of something within himself. He is aware of something outside himself. Incorrect: He was not conscious of the financial problems which confronted the firm. Correct: He was not aware of the financial problems which confronted the firm.

(213-3) GENERALLY for USUALLY. Generally means “in general or in a general sense,” as: This statement is generally true. Usually means “in most cases or as a usual practice,” as: He usually takes his vacation in August. Incorrect: Our annual sales meeting is generally held in the early fall. Correct: Our annual sales meeting is usually held in the early fall.

(213-4) HIM for HIS. The use of him immediately preceding a gerund (verbal noun) is incorrect, since this construction requires the possessive form. Incorrect: There was no need of him apologising for the mishap. Correct: There was no need of his apologising for the mishap.

(213-5) IF for WHETHER. These words are by no means interchangeable. The conjunction “if” means in case, as: Please let me know if you are going to Chicago. Such a request would require an answer from the recipient only in case he planned to go to Chicago. The conjunction “whether,” on the other hand, allows for either a positive or negative possibility, as: Please let me whether you are going to Chicago. Such a request would require an answer from the recipient in any event; that is, whether he planned to go to Chicago or did not plan to go.

(213-6) KINDLY for PLEASE. Since “kindly” means in a kind or agreeable manner, it is not a suitable substitute for please. Incorrect: Kindly let me know your decision. Correct: Please let me know your decision.

(213-7) LAST for LATEST. These words are not interchangeable. Last means final, whereas latest means most recent. Thus it is illogical to refer to an author’s last book when he is still alive and may write others. Illogical: His last business achievement was the sale of his factory at a profit. (Unless the person referred to is dead or has retired

⁴¹⁴ PB himself inserted “(132)” at the top of the page by hand.

⁴¹⁵ The paras on this page are numbered 22 through 28, making them consecutive with the previous page.

from business.) Correct: His latest (or most recent) business achievement was the sale of his factory at a profit.

214⁴¹⁶

EFFECTIVE PERSONAL LETTERS - DO NOT USE

William H. Butterfield

(214-1)⁴¹⁷ MAY OR MAY NOT for MAY. The expression “may or may not” is redundant, since the single word “may” implies the negative possibility. Redundant: You may or may not be interested in a method which we have found successful. Correct: You may be interested in a method which we have found successful.

(214-2) MORNING with A.M. Such a combination is repetitious, as in tomorrow morning at 10 a.m. or at 9 a.m. Friday morning. Redundant: Our fashion show will be held next Tuesday morning at 10 a.m. Correct: Our fashion show will be held next Tuesday morning at ten o’clock (or Tuesday at 10 a.m.)

(214-3) MOST for MORE. Most should be used when more than two persons or things have been mentioned. More should be used when only two persons or things have been mentioned. Incorrect: Which of the two methods do you consider most effective? Correct: Which of the two methods do you consider more effective?

(214-4) MYSELF for I or ME. Myself should be used only as an intensive or a reflexive. It is not a correct substitute for I or me. Incorrect: Mr Harris and myself will attend the convention. Correct: Mr Harris and I will attend the convention. Incorrect: Everyone was there except me.

(214-5) OVER for MORE THAN. The use of “over” in the sense of “more than or in excess of” is avoided by careful writers. Careless: The organisation lost over \$250,000 on the venture. Correct: The organisation lost more than \$250,000 on the venture.

(214-6) PROVEN for PROVED. “Proven” is no longer recognised as good usage. Incorrect: This product is one of proven reliability. Correct: This product is one of proved reliability. Incorrect: He has proven his right to the promotion. Correct: He has proved his right to the promotion.

(214-7) PROVIDING for PROVIDED. Only “provided” is correct in the sense of “on condition that or with the provision that.” Incorrect: We can complete the work on

⁴¹⁶ PB himself inserted “(133)” at the top of the page by hand.

⁴¹⁷ The paras on this page are numbered 29 through 36, making them consecutive with the previous page.

schedule, providing the material reaches us by June 15. Correct: We can complete the work on schedule provided the material reaches us by June 15.

(214-8) QUITE for RATHER OR SOMEWHAT. Since “quite” means “completely or entirely,” it is not a {synonym}⁴¹⁸ for “rather or somewhat.” Incorrect: He was quite concerned over the decreased volume of sales.

215⁴¹⁹

EFFECTIVE PERSONAL LETTERS – DO NOT USE
William H. Butterfield

(continued from the previous page) Correct: He was rather (or somewhat) concerned over the decreased volume of sales.

(215-1)⁴²⁰ QUITE A FEW for SEVERAL. Since “quite” means “completely or entirely,” the expression “quite a few” is self-contradictory. Incorrect: Quite a few of our employers are married. Correct: Several of our employees are married.

(215-2) QUITE UNIQUE for UNUSUAL. Since “unique” means “without an equal or parallel,” the modifier quite is redundant. When this faulty expression is used, the intended meaning is unusual. Redundant: Some of his experiences were quite unique. Correct: Some of his experiences were unusual.

(215-3) REASON...IS (or WAS) BECAUSE for REASON...IS (or WAS) THAT. The expression “the reason...is (or was) should not be followed by a “because” clause or a “because of” phrase. Incorrect: The reason for the change is because Mr Allaway is ill. Correct: The reason for the change is that Mr Allaway is ill.

(215-4) REPEAT AGAIN for REPEAT. The word “again” adds nothing to the meaning of repeat, which means to do or say again. Redundant: We shall repeat this program again next week. Correct: We shall repeat this program next week.

(215-5) SO MUCH for VERY MUCH. The use of “so much” in the sense of “very much or to a great degree” is not recognised as good usage. Incorrect: Thank you so much for your letter. Correct: Thank you very much for your letter.

⁴¹⁸ Indecipherable in the original, we have inserted “synonym” per context.

⁴¹⁹ PB himself inserted “(134)” at the top of the page by hand.

⁴²⁰ The paras on this page are numbered 37 through 44, making them consecutive with the previous page.

(215-6) STILL REMAINS for REMAINS. The adverb “still” is superfluous, since it adds nothing to the meaning of remains. Redundant: One aspect of the problem still remains to be solved. Correct: One aspect of the problem remains to be solved.

(215-7) STOP for STAY. These words are not interchangeable. “Stop” means “to cease action or movement.” “Stay” means to remain. Incorrect: He will stop for a week at his ranch in Wyoming. Correct: He will stay for a week at his ranch in Wyoming.

(215-8) THE ABOVE (as a substitute for an accurate identifying noun). This indefinite term should be avoided in letters. Incorrect: If the above does not answer your question, please write to me again. Correct: If the foregoing explanation does not answer your question, please write to me again.

216⁴²¹

EFFECTIVE PERSONAL LETTERS - DO NOT USE
William H. Butterfield

(216-1)⁴²² THE FACT THAT for THAT. In many constructions, “the fact that” is both awkward and wordy as a substitute for “that.” Wordy: He realises the fact that the delay was unavoidable. Correct: He realises that the delay was unavoidable.

(216-2) UNDER for LESS THAN. The use of “under” in the sense of “less than” is avoided by careful writers. Careless: His expenses for the entire trip were under \$250. Correct: His expenses for the entire trip were less than \$250.

(216-3) UP TO for UNTIL. The use of “up to” in the sense of “until” (as in the common expression, up to now) is not recognised as good usage. Incorrect: The store will open up to six o’clock. Correct: The store will be open until six o’clock. Incorrect: There was little demand for this merchandise up to this morning. Correct: There was little demand for this merchandise until this morning.

(216-4) VERY for VERY MUCH or VERY WELL. The use of “very” immediately before a past participle is incorrect. Such a construction requires the use of “very much or very well.” Incorrect: He is very interested in the progress of your department. Correct: He is very much interested in the progress of your department.

(216-5) YOURSELF for YOU. “Yourself” should be used only as an intensive or a reflexive. It is not a correct substitute for “you.” Incorrect: Most of the credit belongs to yourself. Correct: Most of the credit belongs to you.

⁴²¹ PB himself inserted “(135)” at the top of the page by hand.

⁴²² The paras on this page are numbered 45 through 50, making them consecutive with the previous page.

(216-6) AVOID THESE TRITE EXPRESSIONS!

and oblige	I have your letter
answering yours	in reply to yours
in due course	note from your letter
enclosed find	referring to yours
your letter received/	this is to acknowledge

(216-7) Omit periods at the end of paragraphs in letters Omit periods at the end of Name and Address lines. Omit periods on the inside address of letters, and on envelopes.

Secretarial

217

SECRETARIAL

(217-1)⁴²³ My letter style will be telegraphic, the length brief, yet avoid letters making replies which are too curt. They give a false impression of unfriendliness.

(217-2) A man who dislikes letter writing should use telegrams. They are short and come at once to the point. But telephone from Suisse to USA is cheaper than telegram.

218⁴²⁴

SECRETARIAL

219⁴²⁵

SECRETARIAL

(219-1)⁴²⁶ An upright style of handwriting is superior, distinguished, artistic.

(219-2) (1) To create more reader interest in the next book try to balance properly your philosophic observations with personal reminiscences and travel sketches. (2) Write mostly philosophy, with some experiences to support it.

220⁴²⁷

SECRETARIAL

⁴²³ The paras on this page are unnumbered.

⁴²⁴ Blank page

⁴²⁵ PB himself inserted "(136)" at the top of the page by hand.

⁴²⁶ The paras on this page are unnumbered.

⁴²⁷ Blank page

(221-1)⁴²⁹ My letters and sentences have to be short, this may make them sound curt so say at end "please excuse brevity."

(221-2) H.D. Thoreau⁴³⁰ cynical statement in "Walden" - "I have received no more than one or two letters in my life that were worth the postage."

(221-3) Alex King "He sent me a letter; kind, hopeful, and uncontaminated by commiseration or advice."

(221-4) Prof. Joad:⁴³¹ I jot down on the blank pages at the end of a book references to whatever has struck me: an informal private index results.⁴³²

(221-5) The only way out of my correspondence problem is to make my letters as short and as immediate as telegrams.

(221-6) I have⁴³³ to write notes instead of letters and even then as briefly as possible, just as if they were telegrams. If I wrote more words than are absolutely required, I would never be able to take care of the fraction of mail which I do take care of.

(221-7) To ignore a reader's letter is considered by society bad manners; and by publishers, bad business. But every letter does not call for an answer while 'cranks'⁴³⁴ letters should certainly be ignored, because the briefest reply will provoke a further and longer letter, since cranks seek a continuing correspondence.

⁴²⁸ PB himself inserted "(138)" at the top of the page by hand.

⁴²⁹ The paras on this page are unnumbered.

⁴³⁰ PB himself underlined "H.D. Thoreau" by hand.

⁴³¹ PB himself underlined "Prof. Joad" by hand.

⁴³² PB himself underlined "end of a book references to whatever has struck me: an informal private index results" by hand.

⁴³³ PB himself underlined "have" by hand.

⁴³⁴ PB himself inserted quotation marks by hand.

⁴³⁵ Blank page

⁴³⁶ PB himself inserted "(140)" at the top of the page by hand.

(223-1)⁴³⁷ 1. FORM PARAS: (1) I am very sorry that an old rule I had to lay down for myself forbids comment upon named contemporary spiritual organisations.. But if you should later have any personal experience of this, or other, movement it would be interesting to hear your results or opinions. (2) I cannot undertake to keep up an exchange of letters.

(223-2) The typing of Headings for Info sheets such as this should be double-spaced between letters, and on right top corner

224⁴³⁸
SECRETARIAL

225⁴³⁹
SECRETARIAL

(225-1)⁴⁴⁰ Sorting literary notes, memos, letters and other papers occupies time which could better be given to creative work. Devise better system as many neglected letters await an answer.

(225-2) Letter Forms: (a) "My dear -" is for {someone}⁴⁴¹ you know. (b) To a Frenchwoman, open with "Madam" as "Cher Madam" is unbearable familiarity. (c) I have been in partial retirement and withdrawal for a very sufficient purpose. But on the minor plane of being, understanding, aspiration there we are still much closer than you may believe, recognise or know.

226⁴⁴²
SECRETARIAL

227⁴⁴³
SECRETARIAL

(227-1)⁴⁴⁴ Write figure seven always as follows:



⁴³⁷ The paras on this page are unnumbered.

⁴³⁸ Blank page

⁴³⁹ PB himself inserted "(142)" at the top of the page by hand.

⁴⁴⁰ The paras on this page are unnumbered.

⁴⁴¹ Indecipherable in the original, we have inserted "someone" per context.

⁴⁴² Blank page

⁴⁴³ PB himself inserted "(144)" at the top of the page by hand.

⁴⁴⁴ The paras on this page are unnumbered.

(227-2) How to arrange Self-identification when giving an appointment to stranger: Carry 2 books and state their titles on phone or letter.

(227-3) I rarely stay longer than a few months anywhere but my most regular annual visits are principally to Switzerland.

(227-4) Compress each sentence into telegraphic style - this is the only way I can answer correspondence: otherwise it must remain untouched.

(227-5) "Alfred North White head (had) one defect, which was a complete inability to answer letters... He justified himself by saying that if he answered letters, he would have no time for original work." – Bertrand Russell.

228⁴⁴⁵

SECRETARIAL

229⁴⁴⁶

SECRETARIAL

(229-1)⁴⁴⁷ CECIL ROBERTS:

(a) I had to stay in all day to answer letters, twenty four in all. What a burden they can become. After an active life in many parts of the world one knows too many people. I groan now when Mr A. says "Oh, you must meet Mrs Blank. She's the sister of Mr Case who - " or "Mrs Gravestone wants to meet you, so I promised her that I -" There are the thousands who have heard me speak somewhere across two continents a few millions who have read my books in one language or another, all doubtless, admirable people and delightful to know, but it simply is not possible to belong to everyone; life is all too short. Then there are the people who are grieved because you do not write letters to them when you are away. These are always the people who, having few resources of their own, are bad correspondents and want entertainment. The last thing an author wants to do is to write letters. Few have any idea of the amount of business letters authorship entails: on agreements, royalty accounts, agents, translators, publishers, book designers, illustrators, multiple income-tax returns in various countries, autograph-hunters, reader's letters, etc. Letters of this nature comprise ten times the total of the creative writing I have done. My average mail is about fifteen letters a day of which three-quarters must be answered. I calculate that I write about three thousand letters a year. The cost of postage has become quite formidable, for foreign rates are now prohibitive. Nevertheless, the pile of letters on my

⁴⁴⁵ Blank page

⁴⁴⁶ PB himself inserted "(146)" at the top of the page by hand.

⁴⁴⁷ The para on this page is unnumbered.

table each morning arouses in me a pleasant curiosity. If only one could be ruthless and not answer them.

(b) For years I have striven vain to find some method of dealing with letters. When an author has done his writing for the day the last thing he wishes to do is to begin letter-writing.

230⁴⁴⁸

SECRETARIAL

231⁴⁴⁹

SECRETARIAL

(231-1)⁴⁵⁰ Suggest to the students to bring a notebook and use it during the interview. Otherwise he is likely to remember only a small part of what he hears.

(231-2) Desk & OFFICE Work will not be injurious in any way, provided the following rules are observed: (a) Bring God into it. This is to be done at the very beginning and the very end, as well as at periodic intervals during the work. They are to be intervals during the work. They are to be intervals of rest or relaxation from the work. Without them it will not be possible to accomplish the safeguarding of the work successfully. Also, at the most intensive point or points of the work turn your mind to Him instead or to redirect the energy from the physical plane to the mental and spiritual. (b) If all this is done, not only will there be no ill-effects, of fatigue and depression, but on the contrary the work will restore you, revivify you, and leave you exhilarated. (c) Protection against such work is possible only if it is rhythmic and intermittent, if intervals of rest punctuate the activity and are longer than it. Also if the mind's attention is transferred upwards at an early stage.

(231-3) When class-marking put a period after the number [before]⁴⁵¹ but the parenthesis.

(231-4) Desk Work: Try using a foot rest bar to relieve legs.

(231-5) Sitting for long periods aggravates spinal curvature and sacroiliac pains. The protection against this is (a) to try vigilantly to maintain fully erect posture where sitting is quite unavoidable and (b) to do all possible work on couch, using a clip writing board and bed-side tables.

⁴⁴⁸ Blank page

⁴⁴⁹ PB himself inserted "(148)" at the top of the page by hand.

⁴⁵⁰ The paras on this page are numbered 62 through 67; they are not consecutive with the previous page.

⁴⁵¹ "Before" was typed below the line and inserted with an arrow.

(231-6) From time to time during your desk chores, stop and relax completely. Sit cross legged on the floor, drop you head forward until you chin touches your chest; now squeeze the back of your neck a few minutes. Then drop your head over your left shoulder, roll it way back, and over to the right. You'll be ready to tackle anything now!

232⁴⁵²

SECRETARIAL

233⁴⁵³

SECRETARIAL

(233-1)⁴⁵⁴ Divide both correspondence files into subdivisions

Express (Personal
(Professional

Later (Personal
(Professional

Personal covers friends and students

Professional covers Readers and Business.

(233-2) Slight changes in the arrangement and quite a few in the grammatical syntax are nearly always necessary in P.B. 's dictated letters. The secretary should never hesitate to use his own initiative in making them.

(233-3) Improved Treatment of [Current Book Class]⁴⁵⁵ The complete sentences are not to be numbered paragraphically, but a blank space left between the brackets; this I can fill in at a later date. Ultimately they will be transferred to [R-B 31]⁴⁵⁶ volume of sentences classified by subjects.

(233-4) (Rev. Joseph F. Newton):

As my daily talks went on and my letters piled higher, it became clear that I must lay down certain rules. Otherwise, I would have found myself conducting an employment agency or a matrimonial bureau, and I had no ambition to undertake either. (b) Another rule I had to make, and that was never, except in the most unusual

⁴⁵² Blank page

⁴⁵³ PB himself inserted "(150)" at the top of the page and "secretarial" at the bottom of the page by hand.

⁴⁵⁴ The paras on this page are unnumbered.

⁴⁵⁵ PB himself inserted "CURRENT BOOK" and deleted "(XXX)" from after "Class" by hand.

⁴⁵⁶ PB himself changed "a" to "R-B 31" by hand.

situation, to give one reader the name and address of another reader. The pressure on this point was often [strong]⁴⁵⁷

234⁴⁵⁸

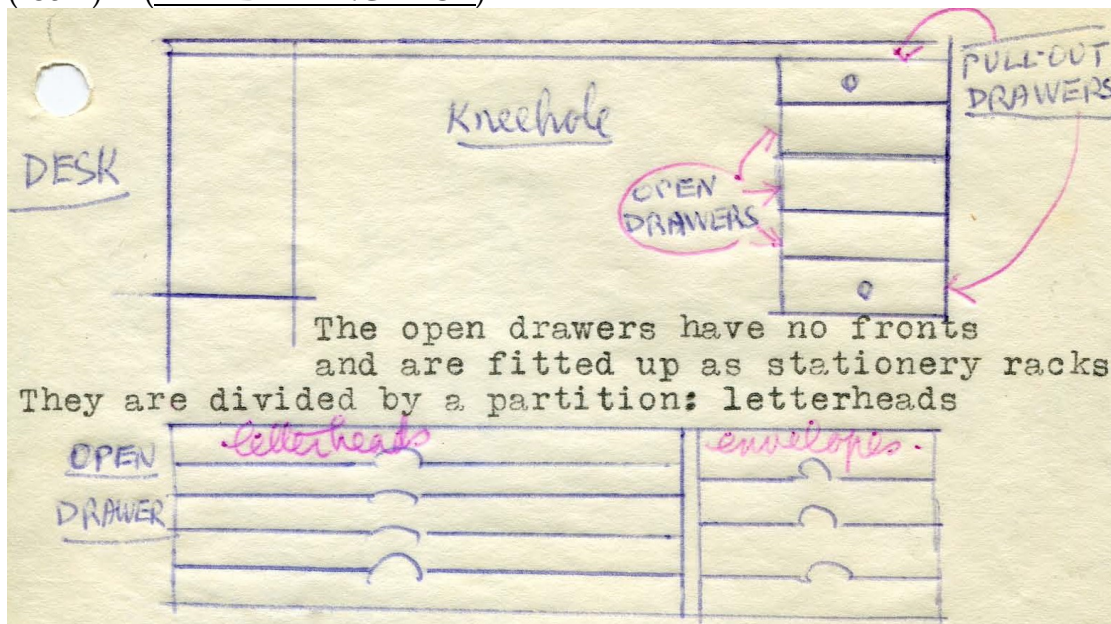
SECRETARIAL

235⁴⁵⁹

SECRETARIAL

(continued from the previous page) which will conform to the thickness of pad form its insertion. (PARK SHERMAN CO. SPRINGFIELD, ILLINOIS)

(235-1)⁴⁶⁰ (IDEAL TYPING DESK)



(235-2) By frequently changing your position when working at the desk, less strain is imposed on particular muscles, and better posture is ensured.

(235-3) Be careful Of Lighting When You Read In Bed: Lighting experts say that few people take proper precautions to prevent eyestrain when they read in bed. Authorities recommend that for the most healthful lighting arrangement the space between the surface of the bed and the source of the light be about 30 inches. They also said the bulb should be shielded and another light left burning in the room to prevent "pool" lighting, which is tiresome to the eyes. Comfort also played a part in the authorities

⁴⁵⁷ PB himself deleted "albeit with a few exceptions." from after "strong" by hand.

⁴⁵⁸ Blank page

⁴⁵⁹ PB himself inserted "(152)" at the top of the page by hand.

⁴⁶⁰ The paras on this page are unnumbered.

findings. They said the reader's back should be almost straight, but they allowed a leeway of one or two fluffy pillows.

(235-4) Mimeo Reader's Form Letter: Mimeo was done by photo offset process. The block was photographed separately. The plate can be used for thousands of copies. The error in the address cannot now be rectified but address itself and the last unnecessary line of text can be blocked out by pasting over. [this refers to latest 1957 letter]⁴⁶¹

236⁴⁶²

SECRETARIAL

237⁴⁶³

SECRETARIAL

(237-1)⁴⁶⁴ My answer to all personal enquiries as to when I shall be visiting friends' cities, or as to where I shall be next month, next six months or next year, must henceforth be one and the same to all: For the same reasons that I do not live in the past, I do not live in the future either. If I were to do either it would mean deserting the Overself, which is time-free, and becoming once more a captive of the ego. That I cannot do. So I live only in the Now. If then you ask how can I be so casual and yet properly manage the practical affairs of this very practical world, I answer: The Overself's reward for surrendering the future is that It takes my future welfare under Its own care. The Overself is responsible and always attends to its responsibility. When the time comes for a move which It requires made out of Its infinite wisdom, then It prompts me to make that move. Until then I remain enjoying the Present without carrying the additional burdens of the past and the future. And until then, since I do not know what the next move will be, nor where nor when, I can answer you only that it is anybody's guess."

(237-2) The handling of correspondence distracted me from both the recording of meditations or reflections and revelations or messages. I was forced finally to turn it over to other hands.

(237-3) Dr Maurice Nicoll "all his life disliked speaking on the telephone, and limited his part in any conversation to a brusque minimum."

⁴⁶¹ PB himself inserted "(this refer to latest 1957 letter)" by hand.

⁴⁶² Blank page

⁴⁶³ PB himself inserted "(154)" at the top of the page by hand.

⁴⁶⁴ The paras on this page are numbered 1 through 5; they are not consecutive with the previous page.

(237-4) FASTER READING TECHNIQUE: (a) Avoid word-by-single-word reading. Instead take whole phrases and word-groups at a glance. (b) Do not move the head from side to side as each line ends but keep it still. Instead, move the eyes only. (c) Don't read aloud mentally, as if saying the words with your mind. It can't be stopped completely but can be reduced by making a picture of what you are reading without using words. (d) Decreases the number of stops per line and increase the number of words your eyes take in at a glance i.e. train yourself to read faster, to grasp entire groups as they flash before you. Stretch your recognition span. Make no more than 3 stops per line (e) On narrow newspaper columns, READ DOWN THE MIDDLE to avoid left-to-right eye movements

(237-5) Dennis Wheatley:⁴⁶⁵ "I have never met an author of first rank who dictates his books. They nearly all write in longhand, so that they can see what they have already written, then correct, just as an artist touches up a painting again and again"

238⁴⁶⁶

SECRETARIAL

239⁴⁶⁷

SECRETARIAL

Problem of Unknown Correspondents

Kenneth Hurst

(239-1)⁴⁶⁸ I surmise that the immediate problem in this overwhelming burden of correspondence is - how to deal with the people who write to you c/o your publisher, i.e., people who meet your books casually and start on the way from the book only. If they had reached your message through the agency of a friend, I do not think they would have the same overwhelming urge to write to you, and with a friend ahead of them, they have someone from whom to ask advice.

I surmise further that the great majority of these unknown correspondents write a letter as follows:

1. Introducing themselves and thanking you earnestly for your help.
2. Bringing some actual difficulty of meditation practice up and asking for advice.
3. Begging you to become their Master.

It is of course inevitable that these letters should arrive. I think you hardly realise yourself how strangely the message comes to Western people - find a Master

⁴⁶⁵ PB himself underlined "Dennis Wheatley" by hand.

⁴⁶⁶ Blank page

⁴⁶⁷ PB himself inserted "(156)" and "Secretarial" at the top of the page by hand.

⁴⁶⁸ The paras on this page are unnumbered.

and all will be well with you. And of course it is human and natural to seek for advice and help at such a difficult time.

But thinking this over I have wondered whether such reader-disciples can be helped against this isolation by counsel to continue or take up attendance at Christian services. I suppose this does not work because few beginners can isolate the Jesus teachings which are this Way from the dogmatic theology of all church services.

(239-2) Somewhat parallel problems encountered by others.

1. Am Temple in the Daily Mail. She was engaged by the Mail to answer people's personal problems

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SECRETARIAL

Problem of Unknown Correspondents

Kenneth Hurst

241⁴⁷⁰

SECRETARIAL

Problem of Unknown Correspondents

Kenneth Hurst

(continued from the previous page) in half a page of the pre-war paper. She found at once that letters poured in overwhelmingly and not out of philanthropy but as good publicity the Mail gave her an office and secretaries of her own.

Letters have continued to come in steadily - from the newspaper point of view she only selects nowadays one or two of the more unusual, or, of course good re-statements of the perennial problems (mother-in-laws, erring husbands and wives, etc.) but all letters coming in are answered by a letter. This is largely and necessarily done by the secretaries - Ann Temple herself says that the same problems turn up again and again - that half the help she can give has already been reached when people think of her as a sympathetic figure and write to her - and that at long range one can only in any case give rather generalised advice. What has in fact been done is to draft fundamental statements on the main problems and use them over and over again. The secretary writing such replies can obviously start with personal comment and sympathy, give the advice paragraph and close hoping this may be a help. This is as much as any general, out-of-the-blue help can go - so many such problems need long psychiatric treatment, certainly one could not attempt to help with many of them without contact with all the people involved in that problem - and it is a matter of fact that even such long-range correspondence can be of some help while the fact that the approach is individual and

⁴⁶⁹ Blank page

⁴⁷⁰ PB himself inserted "(158)" at the top of the page by hand.

the problem a personal secret, means that the stereotyped answer is not revealed as stereotyped. All this I know from her published autobiography.

(241-1)⁴⁷¹ B. Council

I would rather not name the Council which provides my second example, as I have worked for a short time in their central office and know their principal official quite well. Here again the work they attempt to do covers a wide field of human suffering and difficulty, a great deal of which can be dealt with if the sufferers

242⁴⁷²

SECRETARIAL

Problem of Unknown Correspondents

Kenneth Hurst

243⁴⁷³

SECRETARIAL

Problem of Unknown Correspondents

Kenneth Hurst

(continued from the previous page) can be helped to get their thoughts straight and given practical advice. Wide publicity has been given to the Council's work by excellent teaching articles in the public press, written by one official and published under his name. The response in letters from readers was at one time quite overwhelming and even after the articles ceased to appear the letters begging for advice go on and on. As with Anne Temple, these letters do very quickly sort themselves under main groups and it is quite impossible for a single person with a vast amount of organisation publicity and further developments of the work to cope with the quantity while it is really not his function to do this small-case work now (I may add he started by seeing individuals but only at the very start when it is possible to do so).

The solution - since these people are in need of help - has been much as in Ann Temple's case. Drafting of general advice, and necessarily in very general terms, and letters written by secretaries with the one great improvement over a mere Daily Mail column - that the Council has branches in various parts of the country so that advice-seekers can also be told, "If you need further advice, write to your local Council and ask for an interview."

Specimen Reply Letter

⁴⁷¹ The para on this page is unnumbered, and is consecutive with the previous page.

⁴⁷² Blank page

⁴⁷³ PB himself inserted "(160)" at the top of the page by hand.

(243-1)⁴⁷⁴ Dr Brunton is glad to know from your letter of _____ that his book and its message have helped you. You will understand, I am sure, that he has not the time to reply to you but may I, as a student of his teachings and with some experience of the Way, offer you advice on the difficulty you raise.

Paragraph of advice

Should you come on further difficulties which patient steady work does not remove, I should be glad if you would write to me

P.O. Box_ A__

and I will give you what help I can.

244⁴⁷⁵

SECRETARIAL
Specimen Reply Letter
Kenneth Hurst

245⁴⁷⁶

SECRETARIAL
Suggested Delegation of Replying to These Unknown Correspondents
Kenneth Hurst

(245-1)⁴⁷⁷ That in each country one or two of your followers should undertake to receive and answer such letters both from receiving all letters your publisher in that country receives for you, dealing with this type and forwarding any others to you and of course any letters you send which you have received through other channels.

(245-2) I would myself let them use a common name of the country like Smith, Hansen, etc. and a P.O.B. for replies. If more and more letters keep pouring in from this one person, it may be necessary to put them into personal touch with someone or a group where this is possible.

(245-3) I know this is all moving towards an "Organisation or Church" with all those grave difficulties of Dogma & Diffusion

(245-4) What a help to each solitary student a "List of Recommended Reading" would be, with brief programme- notes on the books to aid [his]⁴⁷⁸ choice.

⁴⁷⁴ The paras on this page are unnumbered.

⁴⁷⁵ Blank page

⁴⁷⁶ PB himself inserted "(162)" at the top of the page by hand.

⁴⁷⁷ The paras on this page are numbered 1 through 3. In addition, there is an unnumbered para at the bottom of the page.

⁴⁷⁸ PB himself changed "one's" to "his" by hand.

246⁴⁷⁹

SECRETARIAL

Suggested Delegation of Replying to These Unknown Correspondents
Kenneth Hurst

247⁴⁸⁰

SECRETARIAL

(247-1)⁴⁸¹ The acknowledgment of the date of a letter is itself an implication that it has been received. Consequently it is quite superfluous to add the words "has been received"

(247-2) When acknowledging the date of a letter received, spell it in words, never figures

(247-3) When pasting up an essay, number pages lightly in pencil. Then it can be easily erased for alterations, whenever additional pages are inserted. Only when final draft is ready for typist, should ink numbering be done.

(247-4) Late Lord Leverhulme's technique when reading correspondence as it came in, he made notes at the same time for the replies to be made later. Then he handed these notes to his secretary, who used them as basis for composing reply on his own.

(247-5) When official "corresponding secretary" is appointed on my staff, give the pointers for his replies to letters by dictating them on dictaphone. The cylinder is then to be transcribed. The results are to be presented to the secretary on sheets in written form. This saves time, keeps my privacy.

(247-6) I do not require a secretary to take dictation but to handle correspondence, copy, manuscript and typewrite notes.

(247-7) A highly sensitive psychic friend of Craig who can read contents of sealed envelopes and also psychometise the writers; can get nothing if the contents are typed. "mechanically written letters give off nothing persona-l, hence unreadable psychically" "he said"

⁴⁷⁹ Blank page

⁴⁸⁰ PB himself inserted "(164)" at the top of the page by hand.

⁴⁸¹ The paras on this page are numbered 40 through 49; they are not consecutive with the previous page.

(247-8) [Qualify the offer of interviews in letters with one of the two words “single” OR “short.”]⁴⁸²

(247-9) [V.S. Presidential Mail.]⁴⁸³ When a Cabinet member wishes to send a letter he consults his advisors, who whip together a missive. But it is not mailed. First it has to go the round of experts. [One]⁴⁸⁴ scrutinises it for grammar and construction. Another to make sure it contains nothing contrary to [current]⁴⁸⁵ policy. A third for possible overfrankness which may someday come back to haunt the sender.

This process takes days some—times weeks. Finally a new letter, taking cognisance of all correction and deletions, is concocted, and the Cabinet signs it. Then —and not until then— he applies the date!

(247-10) Before dictating replies to a bunch of letters, read through them first so as to get familiar with contents again and only after this dictate. There will then be no time to think out points, as is then when reading is first done.

248⁴⁸⁶

SECRETARIAL

249⁴⁸⁷

SECRETARIAL

On Letters: For Even the Best
Elizabeth Woodward

(249-1)⁴⁸⁸ YOU MAY CONSIDER it highly impertinent on my part make any comment on your personal and private correspondence with the one you love best. What you choose to write in your letters is, of course, none of my business. And what he chooses to answer back is his affair.

But my nose is slightly long at times. And an overwhelming impulse to “warn” you sweeps over me now and then. I just can’t help it.

The fact is that since you go in for saving souvenirs ... and putting things in scrapbooks ... and putting aside letters to be read on a rainy day ... some of your love letters ought to be stowed away safely under lock and key!

⁴⁸² PB himself changed “Probnall offers interviews in letters** with the two words “simple” and “short.”” to “Qualify the offer of interviews in letters** with one of the two words “single” OR “short.”” by hand.

⁴⁸³ PB himself inserted “V.S. Presidential Mail” by hand.

⁴⁸⁴ PB himself inserted “One” by hand.

⁴⁸⁵ PB himself deleted “New Deal” from after “current” by hand.

⁴⁸⁶ Blank page

⁴⁸⁷ PB himself inserted “(166)” and “SECRETARIAL ON LETTERS” at the top of the page by hand.

⁴⁸⁸ The para on this page is unnumbered.

If you could be absolutely sure that the person for whom your letter was meant was the only one who would read it ... it might be safer to write some of the things you say. But letters have a way of going astray in the mails ... or are misdirected ... or are accidentally left around ... or are passed around. With that in mind you'll be a rigid censor!

Some of you say things on paper you wouldn't dream of saying face to face. Maybe your sentimental mood ... and your loneliness and devotion carry you away. If you were prudent, you'd throw such letters away in the cold light of the very next morning.

You declare sentiments ... you vow promises ... you tell little white lies ... you tear yourself apart with protestations of faithfulness. You pour out on paper words that are completely indigestible ... when you're made to eat them.

You're completely indiscreet sometimes, too. You say things about people ... in utter confidence, of course. But they aren't always kept secret. You explode with worth ... you pen cutting criticisms. And what's written is mighty hard to take back.

You can write every day if you've a mind to. But if you can keep up daily correspondence without sinking to the depths of describing the weather, the clothes everybody wore, and enumerating the colours of the kittens in the neighbour's cat's litter ... you've courage ... strength ... and a brilliant imagination.

Of course, your life may be crammed with excitement and news. And a daily bulletin is the only way to keep your dear departed informed of your activities. But if you're that busy ... you're too busy to write to any body every single day. Such a daily duty turns out to be a chore. And chores are dull.

If you coo and drip in your daily correspondence ... its effect wears off. Constant repetition of the same old theme gets monotonous ... even if it's a pleasant subject.

Your love letters would have the value of rarities ... if you wrote them short and mailed them seldom.

250⁴⁸⁹

SECRETARIAL

On Letters: For Even the Best
Elizabeth Woodward

251⁴⁹⁰

SECRETARIAL

(251-1)⁴⁹¹ Mr Churchill's Methods:

⁴⁸⁹ Void page

⁴⁹⁰ PB himself inserted "(168)" and changed "(VALETING)" to "Secretarial" at the top of the page by hand.

⁴⁹¹ The para on this page is numbered 49a; it is not consecutive with the previous page.

The last duty of his private office at night was to fill a box with the papers and correspondence which required his direction, so that it could be put at his bedside with his breakfast when he woke in the morning. In this he would browse for, say, an hour until a shorthand writer came to get the results of his ruminations. He would then dictate minutes on the papers in the box or on anything else which occurred to him—large or small. Grave or gay.

The Minutes Went Forward To The Department After Being Filtered By His Secretaries:

I have sometimes thought that his critical faculty stopped short at his own children, and that the best service those who worked for him could provide was to ensure that he was given time to discover for himself which were the weaklings among the offspring of his own brain. This process of Spartan exposure was sometimes a rough one for what he called the *alguazils* as well as for the ideas, and many of my recollections are of heated and even violent arguments with Winston. On his side, the heat nearly always disappeared the moment the argument was suspended, and sometimes he showed an unexpected measure of patience and placidity with his too persistent servants. On one occasion I recall having been provoked into retorts which went far beyond the latitude allowed to equals let also subordinates, but instead of my getting the sack, as I deserved, all that happened was a somewhat pained look over the top of his spectacles, and the mildest of exhortations: "Don't be so controversial." It was an extremely effective retort, for the unexpectedness of it immediately deflated both my anger and the injudiciously truculent expression of it.

He would never accept from officials the draft of any pronouncement or important letter or cabinet paper without distilling it entirely

252⁴⁹²

SECRETARIAL

(continued from the previous page) through the alembic of his own literary genius. Most often he actually produced the original drafts for himself either as a complete works, or as separate fragments, which afterwards assembled in the order which best suited his ideas of structure. Whenever the inspiration came, a shorthand writer would be sent for and the work of art or a particular chapter of it would be dictated without any close attention to detail and with more regard to the desired general thesis than to particular facts. Then the draft would be sent to the private office for checking.

Sometimes we found that hard reality would not quite fit the argument and it became a matter of no little ingenuity to correct the draft without destroying the theme and without affecting the form and style.

(252-1)⁴⁹³ The first qualification in my correspondence Secretary is the ability to compose letters which shall be a good representatives of [a man in my position]⁴⁹⁴

⁴⁹² PB himself inserted "169" at the top of the page by hand.

(252-2) If we are to conduct this office in an efficient manner we must try to get rid of imperfect inter-communication. To achieve this, the first thing is to be careful about our statement and precise about our instructions. We must become more conscious of the meanings of words and more discriminating in our choice of them.

(252-3) [VOICEWRITER]⁴⁹⁵ TECHNIQUE: Just before starting to dictate a reply to a letter, write on it in pencil the scale number indicated by the Index Pointer. The transcriber will then be able to copy the correspondent's name and address directly from the letter, as well as have some help in making the transcription by referring to the contents of the letter if necessary.

(252-4) Such is the shortness of time that if I am to produce any correspondence at all, it must be produced with great economy of effort. This is why my letters must be condensed

253⁴⁹⁶

SECRETARIAL

(253-1)⁴⁹⁷ There was a metal roof fastened over the top of the typewriter so she could not see the keyboard. An enormous chart of the keyboard diagram was tacked up in front of her on the wall. She consulted the chart and felt for the letters under the shield. Her eyes went from the copy to the chart as her fingers groped for the letters. At the end of the second day she had memorised the position of the letters on the machine and didn't have to consult the chart. A week later she was a touch typist.

(253-2) When corresponding regularly with an important correspondent or on urgent matters, both you and the correspondent should number each letter. In this way, if one should go astray the loss can be soon detected.

(253-3) Somerset Maugham does not open his letter mail until after his afternoon siesta, nor meet his secretary until lunchtime. His mornings are reserved for writing. Is not this better?

(253-4) To answer their letters without delay but with satisfaction to the writers, is a task beyond me. There are not enough minutes in an hour nor enough hours in a day,

⁴⁹³ The paras on this page are numbered 50 through 53, making them consecutive with the previous page.

⁴⁹⁴ PB himself inserted "a man in my position" by hand.

⁴⁹⁵ PB himself changed "AUTOGRAPH" to "VOICEWRITER" by hand.

⁴⁹⁶ PB himself inserted "(170)" at the top of the page by hand.

⁴⁹⁷ The paras on this page are unnumbered.

for me to satisfy all these demands for letter writing. Letters which have been left unanswered have not been left ignored. All [have]⁴⁹⁸ been opened and read. All have been helped mentally although most will not know or recognise the source of this help.

(253-5) When using ballpoint pens,⁴⁹⁹ inferior paper, or too thin paper, contributes to poor result. Hence, superior – glossy, cream laid, linen-surfaced and smooth – should be reserved for literary paras and inferior for memos.

(253-6) If the typewriter keyboard lacks certain signs, use the following tricks: For Dollar S/. For Pound L-. For Cent c/.⁵⁰⁰

(253-7) For spring clip boards which do not have a built-in pen socket, slip the pen horizontally flat on the board behind the broad flange of the clip itself. It will lie there snugly and be held securely.

(253-8) (a) I find writing replies to letters a most tiresome and exhausting experience, whereas the reading of the letters is often a most interesting one. (b) It is true that I am habitually delinquent as a letter writer. (c) Do not ask me to exchange letters regularly for that is utterly impossible. Most of my friends are glad to hear from me once in a few years.

254⁵⁰¹

SECRETARIAL

255⁵⁰²

SECRETARIAL

(255-1)⁵⁰³ The literary secretary should overhaul the whole of the literary paragraphs in Ring binders, correcting the grammar of my Occidental typists and the spelling of my Oriental typists. He should take the opportunity to improve the syntax too, if possible.

(255-2) He should play the role of buffer against the intrusions, encroachments and demands of the outside world, [and]⁵⁰⁴ the role of corresponding secretary, able to deal with all mail on his own initiative. With the time and strength he saves me, I could create literary works that will reach and serve thousands of people where interviews

⁴⁹⁸ PB himself inserted “have” by hand.

⁴⁹⁹ PB himself underlined “When using ballpoint pens” by hand.

⁵⁰⁰ These are approximations; in the original the characters are typed over each other to approximate the currency symbols.

⁵⁰¹ Blank page

⁵⁰² PB himself inserted “(172)” and “PB 12” at the top of the page by hand.

⁵⁰³ The paras on this page are unnumbered.

⁵⁰⁴ PB himself inserted “and” by hand.

and letters reach and serve only [a]⁵⁰⁵ few persons, I could renew in hours of contemplation [the contact]⁵⁰⁶ with the deeper sources of inspiration and enlightenment for such service.

(255-3) Some of the basic ideas for the replies would be provided by me, or most of them in other cases, but the form and language would be the entire responsibility of the secretary.

(255-4) My remorseless spate of daily letters now became a crushing burden. I confessed myself defeated by the avalanche of mail. Just how to deal with people with genuine needs but no sense of proportion, whose attentions if they are encouraged even the tiniest bit become like the consequences of pulling a large lavatory chain, is a problem I have never solved. I struggle ineffectively to satisfy my correspondents. - VERA BRITAIN.

(255-5) I am unable to enter into the personal relationship which you - and many - others both seek and need.

(255-6) A.N. WHITEHEAD might have been an able administrator but for one defect, which was a complete inability to answer letters. He justified himself by saying that if he answered letters, he would have no time for original work.

256⁵⁰⁷
SECRETARIAL

257⁵⁰⁸
SECRETARIAL

258⁵⁰⁹
SECRETARIAL

259⁵¹⁰
SECRETARIAL

(259-1)⁵¹¹ [c/o]⁵¹² GRINDLAYS Ltd.

⁵⁰⁵ PB himself inserted "a" by hand.

⁵⁰⁶ PB himself changed "that act" to "the contact" by hand.

⁵⁰⁷ Blank page

⁵⁰⁸ Void page. PB himself inserted "(174)" at the top of the page by hand.

⁵⁰⁹ Blank page

⁵¹⁰ PB himself inserted "(176)" at the top of the page by hand.

⁵¹¹ The paras on this page are unnumbered.

⁵¹² PB himself deleted "NATIONAL" from after "c/o" by hand.

13 St. JAMES'S SQUARE
LONDON, S.W.1
ENGLAND

[This address needs bringing up to date. If any future printing of these labels is ordered, the address should now be given with the last line reading as follows:

London SW1Y 4LF]⁵¹³

(259-2) Dr Paul Brunton
c / o Grindlays Ltd.
13 St. James's Square
London SW1Y 4LF England
[Correct]⁵¹⁴

260⁵¹⁵
SECRETARIAL

Standard Replies

261⁵¹⁶
STANDARD REPLIES

(261-1)⁵¹⁷ I am really sorry that my letters have to be written with such brevity and at a gallop, for this often produces a wrong impression in their reader's mind of indifference, impatience and even coldness. I wish I could take my time and spin out my paragraphs to a proper length. But alas! if I tried to do that two-thirds of my letters would never get written at all. And such total silence would produce an even worse impression than my present short hasty and much belated letters produce.

(261-2) I should have liked to answer your letter at once.

(261-3) I have no spare energies for further writing in the form of letters.

(261-4) Shall I repeat the never-ending tale of unceasing pressure on my time, the pressure by mail, people, work and study. The backlog of what I ought to do is always formidable.

⁵¹³ PB himself inserted "THIS ADDRESS NEEDS BRINGING UP TO DATE. IF ANY FUTURE PRINTING OF THESE LABELS IS ORDERED, THE ADDRESS SHOULD NOW BE GIVEN WITH THE LAST LINE READING AS FOLLOWS: LONDON SW1Y 4LF" by hand.

⁵¹⁴ PB himself inserted "CORRECT" by hand.

⁵¹⁵ Blank page

⁵¹⁶ PB himself inserted "(178)" at the top of the page by hand.

⁵¹⁷ The paras on this page are unnumbered.

(261-5) I have no inner mandates to set up as a spiritual guide to individuals and to accept personal disciples. I am trying to confine my work to research and writing. I do not want to get involved in people's lives because I do not consider myself [called]⁵¹⁸ or competent to give them counsel; nor have I made a special study of [counselling; I am]⁵¹⁹ not fitted for such work.

(261-6) The needs of health couple with the demands of work to force me to calculate my expenditure of time and strength and to refrain from the strenuous exertions of past years.

(261-7) Nothing would please me more than to reply personally, promptly and fully to your letter. It is with real regret that I must ask to be excused from doing so. My program is already overburdened, and further additions to it are impossible.

(261-8) The burden of ever-increasing work and excessive duties is heavy. Without the help of an adequate staff to lighten it, I struggle on alone.

(261-9) Please do not think me negligent because I have been so slow in writing to you.

(261-10) I have lapsed into silence but that does not mean your letters are unwelcome. Need I write that the very contrary is the case.

(261-11) It may be thought that my silence was due to discourtesy and apathy.

(261-12) My friends have become accustomed to meet me only in passing, alas.

262⁵²⁰
STANDARD REPLIES

263⁵²¹
STANDARD REPLIES

(263-1)⁵²² STANDARD REPLIES PARAGRAPHS

INTERVIEWS-----	I
COUNSEL on PROBLEMS-----	II
REQUESTS FOR TUITION-----	III
TO STUDENTS & FRIENDS-----	IV

⁵¹⁸ PB himself deleted "to" from after "called" by hand.

⁵¹⁹ PB himself changed "counselling and am" to "counselling; I am" by hand.

⁵²⁰ Blank page

⁵²¹ PB himself inserted "(180)" at the top of the page by hand.

⁵²² The para on this page is unnumbered.

ENDINGS & OPENINGS & ACKNOWLEDGMENTS-----V
 COMMENTS on CULTS-----VI
 PERSONAL-----VII
 INABILITY TO CORRESPOND & DELAYS IN REPLYING-----VIII

264⁵²³
 STANDARD REPLIES

265⁵²⁴
 STANDARD REPLIES

266⁵²⁵
 STANDARD REPLIES

(266-1)⁵²⁶ My long external silence does not mean indifference. Unless you understand this you will be doing me a great injustice. It may be another year will pass before I shall be able to write you again. From the time when you originally asked to become a student in spiritual subjects I have naturally desired your spiritual welfare and therefore have naturally remembered you through out these years. If I could not accept you formally as a student that was only because I have given up all external personal instruction. This was done at the behest of my Overself and so far I have not received any permission, again from the Overself, to accept a single student. Without such permission, again from the Overself, I am quite helpless in the matter and can do nothing. If it is ever granted to me - and I hope and believe that it will be granted one day - I shall immediately obey the inner injunction. In that case students will meanwhile have shown by their character and conduct whether they are suitable for my instruction or whether they should find some other teacher more suited to them. In other words, the present years are not being wasted but constitute a kind of probationary period for all of them. I hope that this explanation will re-assure you.

(266-2) Your letter could not be answered sooner owing to pressure of other work and lack of competent secretarial facilities.

(266-3) I have hitherto [been]⁵²⁷ reticent in giving counsel on personal and professional problems. This is more a matter of external compulsion upon me rather than internal choice.

⁵²³ Blank page

⁵²⁴ Blank page. PB himself inserted "182" at the top of the page by hand.

⁵²⁵ PB himself inserted "(183)" at the top of the page by hand.

⁵²⁶ The paras on this page are numbered 35 through 41; they are not consecutive with the previous page.

⁵²⁷ PB himself deleted "so" from after "been" by hand.

(266-4) If you could come for a short interview we could talk over your case and your questions.

(266-5) The kind of advice you seek is best given at a personal interview.

(266-6) I am preparing my scattered notes against the day when I shall resume publication.

(266-7) My temperament is not ordinarily less courteous or considerate than that of most persons. The delay in sending you an answer does not mean lack of interest or deliberate neglect but that it was impossible to do so. I simply do not have the time. Yet I read every word of your letter and thought over it.

267⁵²⁸

STANDARD REPLIES

(267-1)⁵²⁹ I am very sorry to say that I have to refrain from acting as personal or professional counsel to friends and other seekers, without any exceptions. Neither am I free to give spiritual guidance beyond what has already been given internally or written into the books.

(267-2) To those who ask for detailed instruction my reply is I am not your teacher but your friend.

(267-3) My mail has become too large for me to answer each person separately.

(267-4) If my letters are too fragmentary it is because my [time for writing them is too short.]⁵³⁰

(267-5) Writing letters causes me just that additional mental strain which after that involved in research and literary work, I cannot bear.

(267-6) It is not within the scope of my work to promise personal guidance to anyone.

(267-7) I know well that to leave letters unanswered so long exposes me to the accusation of discourteous neglect or of an act of contempt, and that it arouses hurt feelings or discouraged moods in the writers.

⁵²⁸ PB himself inserted "(184)" and "STANDARD REPLY" at the top of the page by hand.

⁵²⁹ The paras on this page are unnumbered.

⁵³⁰ PB himself changed "time for them is too short" to "time for writing them is too short" by hand.

(267-8) My letters are curt and brief through necessity, not through choice.

268⁵³¹

STANDARD REPLIES

(268-1)⁵³² After the first physical meeting it is not at all essential to have a further meeting, for the mental link remains and provides the real medium for help or inspiration. It requires nothing more than faith and loyalty to keep open that link.

269⁵³³

STANDARD REPLIES

Form Paras

(269-1)⁵³⁴ That you had to wait so long for an answer to your very kind letter distresses me. I have retired from public activity and have no secretary, yet I have a private work to attend to which leaves no free time for correspondence. It simply is not possible to attend to the many letters and still do what must not be left undone. So please understand there was absolutely no intention to be discourteous to you: on the contrary, I read your letter with interest when it was received and then remembered you in that day's meditation.

(269-2) I apologise for not having written you earlier. This apparent rudeness is not intended, I assure you. It was just the result of withdrawal from the world for a period.

(269-3) You might think that you have been forgotten, ignored, dismissed or otherwise ill treated, but that was not the case; mentally, you have been written, but Alas! physically I was not able to do what I would have liked to do. Anyway I am so glad that at last I can do so; and I apologise sincerely for the seeming rudeness. Let me not try to go into the reasons: there are several and it would be a waste of the limited time and energy I need for this effort. I live more and more in retirement and solitude yet my time is fully occupied; this suits my present aims, duty and temperament.

(269-4) (a) I have no facilities for entering into a continuing correspondence. (b) I am just a writer, there is no authority to teach others. (c) Your predicament is a common one but I do not know anyone to whom you could be referred. (d) I have retired from activities and replies to letters are few: even then they are quite short and quite unpunctual.

⁵³¹ PB himself inserted "(185)" at the top of the page by hand.

⁵³² The para on this page is unnumbered.

⁵³³ PB himself inserted "(186)" at the top of the page by hand.

⁵³⁴ The paras on this page are unnumbered.

(269-5) Please do not come to the airport (or RR. station). I dislike those long-winded farewells.

(269-6) Please do not ask me personal questions: my history is not why you came here, but yours is.

270⁵³⁵
STANDARD REPLIES
Form Paras

271⁵³⁶
STANDARD REPLIES
Form Paras

(271-1)⁵³⁷ Your letter has not been ignored.

(271-2) I hope you have not interpreted my silence wrongly. It was not the silence of forgetfulness, much less of uninterestedness.

(271-3) It would be a misunderstanding to assume that my failure to reply was deliberate.

(271-4) My failure to send any sort of acknowledgment, much less any adequate answer, in response to your letter may seem unkind and even unworthy

(271-5) I use a protective mail address to keep my pattern of living undisturbed. So I trust you not to reveal, without permission, this residential address.

(271-6) Thank you for patiently waiting for this reply. I am not a teacher; nor am I able to refer you to one. My time is fully taken up with other matters; there is no secretary: so correspondence has become a casualty. I understand your feeling and earnest spiritual aspiration but I am not a teacher or holy man or anything like that. But the point now is that I must maintain the privacy of my retirement and no longer give interviews. Will you therefore please pardon me if I am unable to agree with your request.

⁵³⁵ Blank page

⁵³⁶ PB himself inserted "(188)" at the top of the page by hand.

⁵³⁷ The paras on this page are unnumbered.

(271-7) I have no person-to-person relationship of teacher and learner with anyone. I live in the privacy of semi-retirement. My circumstances and situation do not allow a continuing correspondence.

(271-8) Thank you for your patience in waiting for an answer to your letter, Dear X..... I live in retirement and such time as exists for work leaves little for correspondence.... But as with others who come here I cannot promise more than one or two meetings so you have to consider whether this justifies the long journey... If you decide to come choose your dates and await my acceptance or alternative suggestions would be promptly sent. You have to make your own Hotel reservations; Geneva is the nearest International Airport.

272⁵³⁸

STANDARD REPLIES
Form Paras

273⁵³⁹

STANDARD REPLIES
Form Paras

(273-1)⁵⁴⁰ I have reached a stage in life when the decline of physical energies together with inner spiritual needs and duties have forced me into semi-retirement. The strain of keeping up a continuing correspondence, for which I anyway have no facilities,

(273-2) Cardinal Newman: I know you will not consider me unmindful of you because I am silent. Three letters I have received from you, and yet you have not heard from me; but now I will try to make amends.

(273-3) Where is the time for all these letters to be written when the most elementary mechanics of daily living have to be cared for?

(273-4) My work ends with these books: it is not possible for me to enter also into the activities of correspondence, interviews, and personal instruction.

274⁵⁴¹

STANDARD REPLIES
Form Paras

⁵³⁸ Blank page

⁵³⁹ PB himself inserted "(190)" at the top of the page by hand.

⁵⁴⁰ The paras on this page are unnumbered.

⁵⁴¹ Blank page

275⁵⁴²
STANDARD REPLIES
Form Paras

(275-1)⁵⁴³ Although unable to enter into any correspondence, I have read your letter carefully and answered it mentally.

(275-2) Am unable keep up correspondence.

(275-3) For opening of letter: "Thank you for your patience."

276⁵⁴⁴
STANDARD REPLIES
Form Paras

277⁵⁴⁵
STANDARD REPLIES

(277-1)⁵⁴⁶ There is no one else who holds my specific point of view.

(277-2) It has long been the writer's rule not to give an opinion upon the merits or demerits of any contemporary teachers. My general attitude upon this point is given in "The Wisdom of the Overself" (bottom of page 423 to the middle of page 425).

(277-3) I have tried to make my books serviceable despite what I now know to be their errors and shortcomings.

(277-4) You ask about the good and evil in the manifested universe. As "The Times" review of my book singled out my treatment of the problem of evil for special attention I shall also write a paper during the coming year to thresh out this problem also and send you a copy. I see that there has been misunderstanding of my position and that this misunderstanding is partly my own fault.

(277-5) You have asked for the identity of the critics referred to in the opening page of my latest book. I am sorry if this gave the impression that any literary critic or reviewer was being referred to. because it was not so. I had in mind only those who indulge in

⁵⁴² PB himself inserted "(192)" at the top of the page by hand.

⁵⁴³ The paras on this page are unnumbered.

⁵⁴⁴ Blank page

⁵⁴⁵ PB himself inserted "(194)" at the top of the page by hand.

⁵⁴⁶ The paras on this page are numbered 1 through 7; they are not consecutive with the previous page.

personal vilifications. This they do, whether consciously or unconsciously, under evil instigation.

(277-6) This leads me to remind you of what I told you in 1939 that I have renounced any claim to occupy the position of a teacher. Please consider me as your fellow pilgrim and nothing higher than that. Your ascent will assist me in my defence against adverse forces which would destroy my work and destroy both it and me. It is not that I do not want to help; my life is being spent doing that, but that each has to work within the limitations of his individual karma and it appears that personal teaching is not to be my work in the present incarnation.

(277-7) You have deplored the absence of bibliography. This was certainly regrettable from the scholastic standpoint. My principal reason for omitting it was the desire publicly to sever this teaching from its traditional past. Privately I will be very glad to provide a reading list for you and any others who feel its need. However this can be done only after my return to the West when I shall have leisure and facility

278⁵⁴⁷

STANDARD REPLIES

279⁵⁴⁸

STANDARD REPLIES

(continued from the previous page) to come abreast again with the publications of the last ten years. A secondary reason for the absence of bibliography was that I am not writing particularly for academic circles but primarily for intelligent laymen.

(279-1)⁵⁴⁹ I don't myself undertake to give personal instructions to students, but in your case would always be willing to give a personal interview should our paths cross.

(279-2) You must overcome this habit of writing to me every time a difficulty crops up or else you will rob yourself of this true self-reliance. In any case it is impossible for me to undertake intervention in all such personal matters as that too is really outside my province. Do please get it clear in your mind that I am not a psychological counsellor nor even an external teacher, dealing with every fluctuating change in a disciple's life. I am not that kind of man at all. I have given you a little help as a friend, yes, but my chief job is writing and meditation and study and I find it difficult to get beyond that job with the numerous requests for personal help which I receive daily from various

⁵⁴⁷ Blank page

⁵⁴⁸ PB himself inserted "(196)" at the top of the page by hand.

⁵⁴⁹ The paras on this page are numbered 8 through 12, making them consecutive with the previous page.

quarters. You see, the way in which I give my help is general, not particular, impersonal and not personal and it is through a prayer whose result spreads over long periods rather than through day-to-day separate thoughts.

(279-3) If my books have helped you spiritually, that is the best encouragement to me.

(279-4) I am grateful for help in correcting my knowledge of Christian Science and this will prove useful for my future contacts with followers of that doctrine. I regard it more favourably than I did before.

(279-5) It was extremely thoughtful of you to send me something towards expenses. However, for several years I have tried to pay my own way somehow and prefer to give what little help I can without accepting any return. So please do not misunderstand because I return the money with this letter, and remember that I take your thought for the deed.

280⁵⁵⁰

STANDARD REPLIES

281⁵⁵¹

STANDARD REPLIES

(281-1)⁵⁵² I never promise anyone how often I am going to write. My oldest and most intimate friends in England have not heard from me for as much as two years at a time. I am not able to cope with correspondence for several reasons, but I always read it and answer it mentally.

(281-2) You have my friendship always. Never doubt that. I shall never desert you, no matter what you do nor however foolish or however evil might be your temporary course.

(281-3) I regret I am not in a position myself to give anyone financial help, owing to currency restrictions in the British area, and to the earnings from my books being quite modest.

(281-4) I do not know the answer to your question, What is the purpose of Creation? All that I have been able to ascertain so far has been set out in my latest book, "The Wisdom of the Overself" which you have already read. It is so slight that it must be

⁵⁵⁰ Blank page

⁵⁵¹ PB himself inserted "(198)" at the top of the page by hand.

⁵⁵² The paras on this page are numbered 13 through 19, making them consecutive with the previous page.

unsatisfactory to most readers. Anyway as a practical person you will find that it is quite enough to attempt to fulfil the immediate purpose which confronts us as human beings, and that is to awaken to the consciousness of our divine soul. (OR: which confronts each human being, and that is to awaken to the consciousness of his divine soul.)

(281-5) I am very sorry you have been caused needless anxiety by imagining that I could take offense from your previous letters this year and that was why I had not written to you. There are a number of people who have known me for many years to whom I have also not written. I have had to print a circular of which I enclose a copy and which will explain to you the reason for the silence. It is not directed to you personally but is a general silence.

(281-6) I would like to give you the advice for which you ask, but I feel that it is a decision to which you must come without my influence because it is so intensely and delicately connected with your own inner life.

(281-7) Fears and doubts on your part as to whether you are ready for the interview of themselves would ordinarily indicate unreadiness. For although there is a natural nervousness in the thought of such a meeting, there should not be either fear or doubt.

282⁵⁵³

STANDARD REPLIES

283⁵⁵⁴

STANDARD REPLIES

(283-1)⁵⁵⁵ I must most regretfully inform you that it will be no longer possible for me to give you any external assistance in your philosophical studies and that I must therefore request you to cease correspondence with me henceforth. Please understand that my esteem for your good qualities remains just as it was before and my appreciation of the friendliness which you have shown is as high as ever. Unfortunately I feel it in your own best interests that you should cease writing to me as I will no longer be able to reply to you. I do not believe that this situation will always continue to remain such, as I believe that one day matters will re-adjust themselves satisfactorily and that our paths will cross again in the present life-time. Meanwhile I beg of you to believe that I shall not forget you and will continue to remember you in my meditations.

⁵⁵³ Blank page

⁵⁵⁴ PB himself inserted "(200)" at the top of the page by hand.

⁵⁵⁵ The paras on this page are numbered 20 through 22, making them consecutive with the previous page.

(283-2) Although I fully appreciate noble motives that actuate you I must ask you not to introduce my books nor even mention my name to other spiritual teachers, as distinct from spiritual seekers. It is permissible to do so only if you are approached in the matter by those who are themselves students and who do not set themselves up as teachers. Always use discretion where my name is concerned as it is easy to fall into error through enthusiasm. Such an error was the presentation of my books to Swami ----- . He is an excellent man and doing very good work but we are following different paths and he has come to the West to teach others, not to learn from the West. Our paths are different in several ways. The logical destination of his is the monastery and the ascetic's life. The logical destination of mine is the world and the useful life. You have yourself seen in B ----- a sad example of what you correctly described as the result of "inertia developed by Eastern teaching without the leavening of positive Western thought," but even in the case of Western spiritual teachers I still request you not to broach my teachings to them.

(283-3) So far I have answered your question from the level of mental reference on which you asked it. If however we come to consider it from the standpoint of the higher philosophy it takes on a different aspect.

284⁵⁵⁶

STANDARD REPLIES

285⁵⁵⁷

STANDARD REPLIES

(285-1)⁵⁵⁸ The several letters received from you during the past twelve months were all carefully read and mentally answered at the same time, as I cannot attend properly to correspondence by the external method of writing replies.

Please understand that I have hundreds of unanswered letters still awaiting attention and that I was not indifferent towards your various pleas, but that I can not do more than what my Karma permits me to do. Moreover, I have clearly told you that I could not undertake to supervise the spiritual development, on the external plane of any individual whatsoever, my time being fully occupied otherwise. Whatever help has been given in the past, in the way of interviews and letters, as in your case, has been given casually and not as part of any adequate system of training. So many people have failed to understand this, that the more that was done for them the more they expected me to do. The situation became quite untenable, and there was accordingly

⁵⁵⁶ Blank page

⁵⁵⁷ PB himself inserted "(202)" at the top of the page by hand.

⁵⁵⁸ The paras on this page are numbered 23 through 26, making them consecutive with the previous page.

issued a mimeographed circular. It is sent out as the opportunity offers. One is enclosed herewith.

(285-2) In answer to your further question, there is no formal society which promotes this teaching. Attempts have been made from time to time to induce me to start one but I have always refused. The history of other attempts in this direction indicates that it would probably become a cult and degenerate both morally and intellectually. The only fruitful work in which the sponsors of such an advanced philosophy can engage is educative and not missionary work. And this is an individual matter. Here there is room for a vehicle of instruction which would be more flexible than books, and which could discuss problems and answer questions. A small periodical published quarterly might be a useful vehicle of this kind. But this could not and should not be a single-handed endeavour. A few competent students who could understand and present the teaching correctly, would have to give their assistance.

(285-3) I have not answered critiques when the critics themselves become highly emotional and personally abusive, so that calm discussion was not possible.

(285-4) I shall be pleased to give you the interview for which you ask.

286⁵⁵⁹

STANDARD REPLIES

287⁵⁶⁰

STANDARD REPLIES

(287-1)⁵⁶¹ I am sorry I cannot discuss these theories of financial reform. All such matters tend to verge on politics, which is quite outside my sphere of reference. It is not that the spiritual student should live like an ostrich smugly unconcerned with what happens outside his own inner life. Such complacency would be detestable. It is only that each person has his own karma, limitations and duty. I know my own and have to work within them. Although I take not less than the average newspaper reader's interest in contemporary economic and political matters, I do not take the slightest active part in them. You are not doing wrong in taking an intelligent interest in this subject but that is your business and not mine. I have to concentrate on my personal research and spiritual service, interests which take up all my time.

⁵⁵⁹ Blank page

⁵⁶⁰ PB himself inserted "(204)" at the top of the page by hand.

⁵⁶¹ The paras on this page are numbered 27 through 30, making them consecutive with the previous page.

(287-2) Your contribution was safely received but I greatly wish that you had not been so impulsive as to send it before asking me first whether I wanted it. I do not want it. This does not mean that I do not appreciate your excellent motives in this matter. I do not expect gifts whether in kind or money from anybody as I do not wish to put the spiritual help which I give to my friends on the plane of a business transaction. I would have returned it to you but this was not possible owing to war time restrictions. It will therefore be returned to you after the war when I hope such restrictions will be lifted. But if you value my friendship and do not want to lose it please never do this again without first consulting my wishes in this matter.

(287-3) I have not yet received any inner mandate to call myself a master, to set myself up as anyone's guide. So I have to disclaim the title if I am to be honest with myself and others. But as a fellow student on a path covered with darkness, I am always glad to be of service so far as I can. If one day I have sufficiently removed my defects and failings to be found worthy of being used as a channel of teaching, in the deeper rather than intellectual sense, I shall not fail to place myself at the disposal of those who have confidence in me.

(287-4) I thank you for your expression of confidence but greatly regret that it is ordinarily a fixed policy with me not to accept personal students.

288⁵⁶²

STANDARD REPLIES

289⁵⁶³

STANDARD REPLIES

(289-1)⁵⁶⁴ Your inability to find my photo included as a frontispiece to any of the books is due to a persistent refusal of the publisher's request to include it. This refusal arises partly out of a desire to have readers approach the book free from any prepossessions for or against the ideas contained in it merely because they like or dislike the particular bodily form in which the author fortunately or unfortunately happens to be incarnate. However in the case of an earnest few like yourself such a picture is often useful for concentration purposes.

(289-2) Your remarks about the books are welcome and encouraging. However I am conscious of their deficiencies too, so they must be regarded as tentative until someone else can produce a superior statement of this philosophy, as I hope. The conditions

⁵⁶² Blank page

⁵⁶³ PB himself inserted "(206)" at the top of the page by hand.

⁵⁶⁴ The paras on this page are numbered 31 through 35, making them consecutive with the previous page.

under which those two volumes were produced were too weighted against me, with the result that emphasis is sometimes wrongly placed and important material omitted.

(289-3) I am not displeased with you in any way and certainly not disappointed in your progress. I have of course sometimes to correct your errors and clear your misunderstandings but this has to be done for almost everyone. It is nevertheless true that I do not wish to start a new cult and so do not accept disciples and even go out of my way to discourage personality worship. This puts me under the necessity of keeping a certain reserve with students and of lapsing into long silences in correspondence.

(289-4) Your letter of the----- was quite welcome and you need not fear that you are encroaching upon my time. There are very few students of these subjects who have attained the sensible outlook which you possess. I consider it a sacred duty to be of service to you according to my humble capacity.

(289-5) You are quite correct in understanding that I refuse to embark on any public activity beyond writing for publication and that I reject the title of "spiritual leader." I am always glad to help 'the few' but to avoid being troubled by those who are unfit for the higher mysticism, I have been forced to put up a shield of retirement and indifference. There are plenty of societies and guides for them.

290⁵⁶⁵

STANDARD REPLIES

291⁵⁶⁶

STANDARD REPLIES

(291-1)⁵⁶⁷ In answer to your request that I shall become your teacher I regret to say that I do not accept any personal disciples, partly because I do not want to set myself up as a public teacher and partly because I believe that most present-day teachers are doing as much harm as good. They exploit foolish seekers after truth, make exaggerated claims, and mislead the seekers into worshipping a human person when they ought to be worshipping the Invisible Spirit. In any case I am only a student myself. I set down my ideas in books only because I have got the inner command to do so.

Look to your own Overself for teaching in future. You have wasted many years running from one human teacher to another and reading one printed book after another. The result is that your mind is now confused and bewildered.

⁵⁶⁵ Blank page

⁵⁶⁶ PB himself inserted "(208)" at the top of the page by hand.

⁵⁶⁷ The paras on this page are numbered 36 through 38, making them consecutive with the previous page.

(291-2) Pray earnestly, wholeheartedly, and with all your emotional strength to your higher self for its grace until tears come into your eyes. You have just as much [right]⁵⁶⁸ to have this grace bestowed upon you as the man who is the disciple of a teacher. The Divine has no arbitrary prejudices and does not make an exception in favour of him. And without its gracious inner working no disciple can ever get realisation from his teacher. So in the end, it is his own divine self that confers this, not his teacher. I remind you of Jesus' words: "Knock (at the door of your Overself) and it shall be opened unto you."

So I advise you to look within, disregard all cults and teachers, and trust the divine power to guide you. This does not mean that I shall forget you. I shall remember you and send you my best thoughts and my peace.

(291-3) I have not the time to go about correcting exaggerated notions about myself which people form. I have always been careful to explain in most of the prefaces of my books that I am only a student and a seeker after truth. I have never claimed to be a Master or anything like that. Consequently I have refused to accept disciples. I have occasionally gone out of my way and yielded to pressure to give a little friendly help to a few individuals, but I have been careful to explain that it was nothing more than that and as from one student to another.

292⁵⁶⁹

STANDARD REPLIES

293⁵⁷⁰

STANDARD REPLIES

(continued from the previous page) I consider that I have done my duty and will not give any further interviews or engage in any correspondence which might be misconstrued as teaching. My work properly belongs to research and writing and I intend to stick to that exclusively.

(293-1)⁵⁷¹ Please do not address me as "Guru." I do not permit anyone else to do that and prefer that you should consider me as a fellow student.

(293-2) I would like you to become more independent, more ready to resort to your own latent spiritual resources, and not to offer to any human being what you should give

⁵⁶⁸ "Right" was typed below the line and inserted with an arrow.

⁵⁶⁹ Blank page

⁵⁷⁰ PB himself inserted "(210)" at the top of the page by hand.

⁵⁷¹ The paras on this page are numbered 39 through 45, making them consecutive with the previous page.

only to your divine soul. You may respect a man for his spiritual attainments but you should not worship him; that must be reserved for God or for God's intermediary in you - the Overself.

(293-3) Finally, you should adopt a more scientific attitude towards your studies in mysticism. Avoid credulity and realise that as much nonsense has been put out under the label of mysticism and Occultism as there has been of wisdom.

(293-4) That I have set myself up as a Master, and am therefore responsible for the personal training of disciples, is a misconception. I have repeatedly stated in the opening chapters of my books that I am only a student. Whatever little help has been given to others has been given casually, and without any obligation to give more on my side, or any obligation of attachment on the other person's side. It has only been a little friendly gesture made as, and when, possible. My time and energy are so pre-occupied with my real work of research and writing that I could not undertake to give personal instruction, nor to living a social existence, however much I might want to.

(293-5) Not only can I make no promise as to when I shall visit your town but I could not even answer your question about it if I wanted to. For my inner guidance does not usually permit me to make plans so far ahead.

(293-6) I do not permit any neurotic teacher-worshiping nonsense around me and always point out that the best service to others is to bring them to themselves.

(293-7) I do not know of any organised group which studies my teachings, and I have always discouraged the formation of such a group. Real advance can only be made through individual methods of approach.

294⁵⁷²

STANDARD REPLIES

295⁵⁷³

STANDARD REPLIES

(295-1)⁵⁷⁴ It is kind of you to offer the hospitality of your home and I do appreciate it. However, for a long time past I have made a rule of using the independence of a hotel whenever possible. This will be more convenient to others when giving interviews and preferable to myself for various personal reasons. So please excuse me. Perhaps you

⁵⁷² Blank page

⁵⁷³ PB himself inserted "(212)" at the top of the page by hand.

⁵⁷⁴ The paras on this page are numbered 28 through 34; they are not consecutive with the previous page.

could make a reservation for me? I shall pay my own hotel expenses.....I look forward to whatever service can be rendered you and the other students of philosophy in your town.

(295-2) I am not permitted to give my attention to the personal matters of students, but must limit it entirely to the internal spiritual contact.

(295-3) It is not from choice that I let my correspondence lie dormant; it is from the iron fact of necessity. If my day were forty eight hours long, I would gladly write to every soul that writes me, and give what I could for its need.

(295-4) I must be fair to other students. As I treat one I [must]⁵⁷⁵ treat all. You can be no exception.

(295-5) Dr Brunton reads all mail immediately on arrival and is always pleased to welcome you own letters. However, he has become so immersed in work – writing for new books, research and meditation – and is still so handicapped by lack of a competent Correspondence secretary, that he has been forced to renounce the personal dictation of replies. He hopes you will understand and pardon this.

(295-6) Although all letters from spiritual aspirants are warmly welcomed and are immediately read with interest and mentally answered, the absence of a correspondence secretary since my return to this country together with the absorption of my time in research, meditation and writing have made it very difficult to send personally written letters. This is my apology for the seeming rudeness in not answering your letter earlier. It was I assure you, read with pleasure.

(295-7) I am now engaged in reorganising, arranging, finishing and preparing my notes for publication.

(295-8) I cannot find the time to pursue a correspondence which involves a regular exchange of letters.

296⁵⁷⁶

STANDARD REPLIES

297⁵⁷⁷

STANDARD REPLIES

⁵⁷⁵ PB himself inserted “must” by hand.

⁵⁷⁶ Blank page

⁵⁷⁷ PB himself inserted “(214)” at the top of the page by hand.

(297-1)⁵⁷⁸ The urgent need is for a qualified person to relieve me of the labours of correspondence, so that I could do my proper creative work.

(297-2) People are so ingrained with false ambitions and artificial standards, with lack of faith in the Higher Power to safeguard their worldly life, that they are unwilling to throw all aside and help the leader in his work, even though they are supposed to follow his teaching.

(297-3) To get the guidance of an adept, a seeker must have reached a sufficient advanced degree of spiritual development. When this is done, the adept will be found. Until then, you had best prepare yourself – improvement and discipline.

(297-4) I regret that I do not consider myself to be worthy to be a teacher and have disciples in this quest, if in spite of this statement, you still desire my assistance, you may have a little friendly help but without obligations on either side.

(297-5) The outer silence which has elapsed since your letter was received reflects my lack of facilities for correspondence, and the continuing pressure of activities the burdens I must carry leave little time for me to write letters as I have no correspondence secretary in this country. I do however, read all letters with much interest as soon as they are received. Inwardly, the situation is quite different. The inner contact you sought has been made and the spiritual work continues. From that time a seeker establishes such a contact, it is his responsibility to strengthen this inner bond. As he manifests devotion and loyalty, as he strives through remembrance to vivify the latent memory of the teacher's presence, so does he develop the inner thread until it becomes an unbreakable cable.

(297-6) My physical activities are confined to writing.

(297-7) Because I am not engaged in public activities of any kind – apart from my literary productions – I do not give more than a single short interview to those who ask me for one nor – because my time is fully occupied with researches, meditations and writing – can I enter into regular correspondence with anyone.

298⁵⁷⁹

STANDARD REPLIES

299⁵⁸⁰

⁵⁷⁸ The paras on this page are numbered 8 through 14; they are not consecutive with the previous page.

⁵⁷⁹ Blank page

⁵⁸⁰ PB himself inserted "(216)" at the top of the page by hand.

(299-1)⁵⁸¹ It is understandable that the metaphysical studies involved in this quest will necessarily raise different questions at different times in the mind of every earnest student. It is equally understandable that the meditation exercises will raise other problems during the course of every attempt to practise them. It is further understandable that those who seek to apply the higher ethical principles to their everyday personal lives will be confronted with practical difficulties at some time or other. Many of the questions which are asked deal with matters of interest to other students also and it is most desirable that the answers given should attain a wider circulation than through a single letter alone.

For all these reasons Dr Brunton has decided that he can best help such querents without encroaching upon the time and energy needed for his other tasks, through compiling a book of "Questions and Answers." All the questions will be numbered. Henceforth every letter received calling for an answer which has already been given in this book, will be referred to the appropriate number. What is more, answers of typical value will be readily accessible to students at all times and at all stages of their development. The old method of repeating the same answer again and again to individual correspondents, will be discarded. It is antiquated and corresponds to the hand worked spinning wheel, whereas the second is modern and corresponds to the power-worked textile machine. The new way demands only what is easily practicable - general attention to students as a group. It solves the problem by using the printing machine to tell a hundred students in a single operation what would otherwise need a hundred letters written separately and at different times to tell them. It puts into a handy form everything which has to be said at some time or other to all students because all pass at some time or other through similar situations.

(299-2) Mr Lloyd C. Douglas appreciated your note of ... and is glad you have liked his books so much that you wanted to tell him. He does not answer his mail now himself as he has been ill and feels that whatever work he is able to do should be confined to his new novel.

(299-3) Usually I limit my interviews to one every two or three years for each person as this much time is needed for the outworking of the counsel that is given in them.

300⁵⁸²

STANDARD REPLIES

301⁵⁸³

⁵⁸¹ The paras on this page are numbered 5 through 7; they are not consecutive with the previous page.

⁵⁸² Blank page

(301-1)⁵⁸⁴ Since his return from the Orient, Dr Brunton has been without the necessary competent secretarial help to attend properly to his correspondence. Consequently, so many people who have written to him have not received replies at all or have received them very late indeed. This has not only been unsatisfactory to them but also to Dr Brunton himself. Accordingly, with my recent entry into his service to help him as a typist and assistant, he embarked upon a new policy. He abandoned his life-long practice of writing personal answers to letters. The change was forced upon him partly by this lack of trained help and partly by the level of consciousness to which his spiritual seeking has now brought him. He is not only engaged in the work of organising, revising and collating the notes of a lifetime, as well as preparing for publication during the next two years, but he is also engaged in practicing meditation and continuing researches. All this leaves him unable to attend to any other work than creative work. But he welcomes and reads all letters just the same; even though the replies to them are now written by me on the basis of instructions which he personally gives me in each individual case. He asks me to assure you that your own letters are always welcome even though this policy precludes a personally written reply.

(301-2) Dr Joshua Loth Liebman has wanted for some time to write you and thank you for your very kind words concerning his book "Peace of Mind." He is delighted to know that you were so impressed with it, and of course is very happy to have your favourable reactions to it. However, since your letter arrived, there has been quite an accumulation of mail on his desk which he had hoped to answer long before this time. I am sure you will understand why it will not be possible for Dr Liebman to grant the interview for which you ask at this time. Hoping you will understand his inability to see you at this time.

(301-3) So many times I thought of you without actually writing you that I hope you will take the wish for the deed. I come more and more to live in the mental world, which seems so real to me but is not, of course, the same to others. I want you to know that you were never forgotten.

(301-4) This "P.B." is the signature I had to adopt by inner command some years ago.

⁵⁸³ PB himself inserted "218" at the top of the page by hand.

⁵⁸⁴ The paras on this page are numbered 1 through 4; they are not consecutive with the previous page.

⁵⁸⁵ Blank page

(303-1)⁵⁸⁷ Probably a single personal talk with me might clear up your questions better than a prolonged correspondence. If you wish, I [would]⁵⁸⁸ be pleased to give you an interview.

(303-2) “You should never meet authors of the books you admire – they have conserved their best moments in a few pages, and they cannot live up to your expectations” Cecil Roberts [in]⁵⁸⁹ “Scissors,” a novel.

(303-3) I cannot answer your questions or interfere in situations which are not directly relevant to the philosophical quest. I use and emphasise the word [‘directly’]⁵⁹⁰ because from one standpoint nothing is irrelevant to it. Anyway, I am neither an encyclopaedia, a fortune-teller, nor a magician.

(303-4) I can give you an interview but a single interview only.

(303-5) Although I cannot offer you more than a single interview, for I do not engage in public work outside of writing, it may be possible to give you, at such an interview, a spiritual impulse, practical counsel and answers to questions which [you]⁵⁹¹ would require several years subsequently to work out.

(303-6) I shall be pleased to offer you an appointment for an interview.

(303-7) I grant personal interviews and give consultations entirely without any fee at all.

(303-8) After the first physical meeting, it is not really necessary for any student to have further physical meetings with me, as whatever help it is possible to pass through me, will be passed interiorly on the mental plane. This will be quite as effective as physical nearness, provided the student maintains the right mental attitude of faith in and harmony towards the human channel of that help. I regret having to answer you in this way, but it is identical with the answers I have given others.

(303-9) Specify clearly that ONLY a “single” interview is being offered.

⁵⁸⁶ PB himself inserted “220” at the top of the page by hand.

⁵⁸⁷ The paras on this page are numbered 1 through 10; they are not consecutive with the previous page.

⁵⁸⁸ PB himself deleted “therefore” from after “would” by hand.

⁵⁸⁹ PB himself inserted “in” by hand.

⁵⁹⁰ PB himself changed “indirectly” to “directly” by hand.

⁵⁹¹ PB himself inserted “you” by hand.

(303-10) It would require a whole volume to answer all the questions about religion which you raise. The most practical way of dealing with them would be by personal discussion at an interview.

304⁵⁹²
STANDARD REPLIES
Interviews

305⁵⁹³
STANDARD REPLIES
Miscellaneous

(305-1)⁵⁹⁴ (STAN REPLY) It is no longer possible for me to enter into personal contacts by correspondence or meetings with all those who have in the past been accustomed to them.

(305-2) (STAN REPLY) I literally do not have the time to give to individuals what I must give in long protracted research whose fruits are to be given one day to all humanity.

(305-3) (STAN REPLY) I do not live in New York, being a traveller, and so could not make possible the meeting you ask for even if it had been proper for me to do so. But it is not. Under the command of higher sources I have withdrawn into retirement from personal interviews and correspondence with seekers. This retirement is for an indefinite period; I do not know how long it will be. However, it is only physical; service of the mind and intuition continues telepathically for those who seek it aright with faith and sympathy. God has brought me to a point where I must remain immersed in my own further development through retreat meditation prayer solitude and other ways. I have had to close down personal contacts through interviews and correspondence. But that is all on the outer plane, and is intended to emphasise what I often pointed out; that I am not to be taken as a teacher. It is also because my own further development requires such solitude. I can no longer find the time or will for correspondence.

(305-4) (STAN REPLY) I know that my character is not developed enough either in goodness or wisdom to be entitled to the appellation of "master" or receive the reverence of disciples. I am filled with disquiet when anyone puts me in this false position.

⁵⁹² Blank page

⁵⁹³ PB himself inserted "222" at the top of the page by hand.

⁵⁹⁴ The paras on this page are unnumbered.

(305-5) (STAN REPLY) I withdrew under inner command into solitary spiritual retreat and worldly retirement for an indefinite period; in addition and before that I withdrew from correspondence with individuals and personal interviews. In short, I no longer engage in any external activity except my research and writing. It is therefore not possible for me to write you again during this period. But if you have faith this need not prevent you receiving the help mentioned; just relax for a few minutes each day, quieten your feelings and thoughts and pray to your higher self to guide you and govern your actions, and surrender your life to it.

306⁵⁹⁵
STANDARD REPLIES

307⁵⁹⁶
STANDARD REPLIES

(307-1)⁵⁹⁷ I have four hundred unanswered letters. My silence has this use, that it may persuade some friends to seek and be satisfied with intuitive communication. To do this is to advance spiritually.

(307-2) There are so many people who confuse me with the teachers who are trying to attract a following or to organise a cult, that I have to protect myself by such statements.

(307-3) Circumstances have required some lapse of time before could give your letter the attention it deserves. It is physically impossible for me personally to handle the generality of correspondence which reaches me, and even that which I can and wish to handle directly must wait the rare lapses in a busy personal schedule.

(307-4) The Vedanta society has been doing some good work in America and if you feel the need for group association on the quest perhaps it was desirable for you to seek out as a personal teacher.

(307-5) ...these days that I rarely give interviews and in any case not more than one to the same person.

(307-6) I am not sure that the reading of "This is my Heaven" would be wise for you at your present stage. Mr MacMillan's ideas are very much like Krishnamurti's and tend to leave out all the intermediate stages of development. However desirable this may be for the impatient beginner it is impracticable in practice. It is more profitable to work on the psychological improvement of character and balancing of emotions by reason

⁵⁹⁵ Blank page

⁵⁹⁶ PB himself inserted "224" at the top of the page by hand.

⁵⁹⁷ The paras on this page are unnumbered.

than to attempt such tremendous and abrupt flights into mystical consciousness that he advocates. The attempt of balance is of utmost importance at your stage – much more than undergoing mystical rapture. Macmillan’s book is over-optimistic. I am well aware of its deficiencies and I could argue against its standpoint of immediate realisation, which is like Krishnamurti’s. But I feel every testimony of first hand experience of the Spirit’s power and reality deserves encouragement in these times and hence I helped Macmillan get the book out.

(307-7) Dr Brunton would also point out that he neither recommends nor disapproves your going to India. He knows some who have gone and found what they sought. On the other hand he knows others who failed to do so. That which you seek is within yourself and may be found anywhere if you build up the proper qualifications for the finding.

(307-8) It is difficult to select a common point of departure for a group. The question of which material to begin with depends on the basic needs of each individual and the frame of reference within which each must begin spiritual aspiration. Perhaps “Discover Yourself” would be a better choice

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STANDARD REPLIES

(continued from the previous page) for a beginning unless all members of the group are quite prepared for the disciplined philosophical study and prior knowledge of the subject required by “The Hidden Teaching Beyond Yoga.”

(308-1)⁵⁹⁸ Dr Brunton regrets that it is impossible for him to handle personal correspondence.

He has read your letters with great interest and appreciates your expression of the value that you have found in his work. He has asked me to reply on his behalf.

Dr Brunton does not now give lectures or engage in any public activities. Although the demands upon his time are excessive, he does sometimes grant private interviews in special cases.

(308-2) Whilst gratefully appreciating your thought in sending me gifts, I am sorry to say that some time ago I laid down a new policy of not accepting gifts. I trust you will appreciate that the spirit in which your boxes were returned to you was entirely the result of this firm policy and that you will not misunderstand their return as being any act of rudeness.

⁵⁹⁸ The paras on this page are unnumbered.

(308-3) Though the spirit which prompted your gift is understood and appreciated, the check enclosed in your last letter is returned herewith as Dr Brunton does not accept payment for his services.

(308-4) I do not teach any particular system of mysticism. Fragments of the ideas expressed in my books may be found in many systems, such as Buddhism, Theosophy, Christian Science, New Thought, Vedanta etc. To become more familiar with their essential ideas, it would be better to make a comparative study of some of these systems, without becoming a member of the groups behind them or joining any of the organisations advocating them. It may be useful even to attend lectures of individual groups, as favourable opportunities present themselves, provided care is taken not to become involved with any particular order. For the whole Truth, or the pure Truth, is not to be found exclusively in any single sect or teaching.

309⁵⁹⁹

STANDARD REPLIES

(309-1)⁶⁰⁰ I cannot do on the external plane what so many people might reasonably expect me to do, but be assured that according to your faith you will surely receive help. Remember that the inner and mental help is the real thing.

(309-2) Few individuals are interested in the higher teachings. Consequently it gives me much pleasure to find your interest in them is so keen. So you need not hesitate to send me your questions or doubts. If they are within my capacity, I shall gladly answer the former or clear the latter.

(309-3) I am willing to give a little guidance inwardly and telepathically to those who seek it from me. But I can do so outwardly in an extremely limited way only. Moreover, such guidance is not as from a Master to a disciple, but as from a fellow student, even though he may be a little more advanced.

(309-4) So many correspondents often have to wonder if their letters to me have arrived. So many times do I find myself unable to write as promptly as I would like.

(309-5) My circumstances and external activities prevent me from accepting students for personal tuition and I possess neither the facilities nor the inclination to initiate an organisation. Nevertheless I do give some help by means of inner telepathy ... or rather, it is given by a higher power to which I myself have to turn. This is the most

⁵⁹⁹ PB himself inserted "226" at the top of the page by hand.

⁶⁰⁰ The paras on this page are numbered 46 through 54; they are not consecutive with the previous page.

effectual kind of help, and all other kinds are intrinsically shadows. The work on the inner plane is infinitely more fruitful and permanent than any outer activity.

(309-6) Please understand that the attitude which I have laid down in this letter is a general one which I make clear to others whenever the occasion arises, and is not set up for you alone.

(309-7) I receive so many letters that I cannot take prompt or proper care of their answers.

(309-8) The absence of proper secretarial help has combined with an inner feeling that until this help does appear I may rightly remain silent and leave letters unanswered. My correspondents may not like this and may even regard me as rude, or snobbish but the few who have faith will accept me as I am.

(309-9) It is easy yet pardonable to blame me for failure to answer correspondence.

310⁶⁰¹
STANDARD REPLIES

311⁶⁰²
STANDARD REPLIES

(311-1)⁶⁰³ I appreciated your letter greatly even though I could not find the time to acknowledge it.

(311-2) I am a writer of books, not of letters. That is one reason why I am such a bad correspondent. I write letters only when they are completely unavoidable. My correspondence has fallen into chaos. Only a secretary with experience and initiative could bring it back into good order. But I have not got one. That is a second reason.

(311-3) I do remember my friends but it is in my thoughts, not in my letters. They are wrong if they think I am too lazy to answer their letters, right if they think I am too busy to do so.

(311-4) People think I am inconsiderate or careless because I put off writing answers - or even acknowledgments - to their letters.

⁶⁰¹ Blank page

⁶⁰² PB himself inserted "228" at the top of the page by hand.

⁶⁰³ The paras on this page are numbered 55 through 63, making them consecutive with the previous page.

(311-5) I am sorry. It is not my general policy to give introductions, as I am not organising any group or society. If it is in their destiny, people will meet.

In any case it is important to realize that each one has an individual path. One must try to get his own feeling and self-growth through study of one's own character and analysis of past experiences. Discussion and comparisons are as apt to lead to confusion as to better knowledge.

(311-6) I hope you have understood that my long silence is merely due to pressure of work, and does not indicate that I have not thought of you. On the contrary, I often remember your genial smiling face, and am most grateful for the services which you rendered to smooth my path during the visit to England.

(311-7) I am really sorry that regular correspondence with individuals has become impossible for me. My time is taken up in research and writing, while I am also constantly travelling. I would be happier if the situation were otherwise, so that I might be able to do more for you. However, I assure you of my good wishes for your inner welfare.

Do not believe that you are struggling alone.

(311-8) I would suggest that in the search for the self it is necessary to develop not only emotion, but the impersonal objectivity of reason and balance. Let these latter be also present in your analyses of your experiences, that you may draw the needed lessons from them.

(311-9) I regret the delay in answering your letter due to heavy work and constant travel.⁶⁰⁴

312⁶⁰⁵

STANDARD REPLIES

313

STANDARD REPLIES

Office⁶⁰⁶

(313-1)⁶⁰⁷ Answering readers letters, why begin with (a) negative tone and statements (b) with yourself instead of the reader? Be positive and be with his need. After that only may you put the refusal forward

⁶⁰⁴ These paras are continued on page 317.

⁶⁰⁵ Void page

⁶⁰⁶ PB himself inserted "Office" at the bottom of each note by hand.

⁶⁰⁷ The paras on this page are unnumbered. They are handwritten notes on numerous pieces of scrap paper.

to revise new form letter

(313-2) Consultation expresse

Telephone⁶⁰⁸ (051) 25 87 76 de 7.00h-18.00 h en permanence at les samedis de 8.00 h-12.00h.

(313-3) Picture Postcard BACK CARDS

The rough side affords a better writing surface than the glossy side

(313-4)⁶⁰⁹ change P.B. signature to small initials in order to remind us to keep the ego down (off)

Yours in Oneness,
Claire

(313-5) When retyping this book bring together in a single coherent unit the scattered pieces on different pages belonging to same interview.

(313-6) Special Letter notebook typing, never start a different name on the last sheet belonging to someone else. For further correspondence may come in and should be continued thereon - unless the person is dead.

(313-7) in this method. Simply prefix a key number, ringed by a circle (and written in colour if you like) to each written para to be inserted. Then indicate it by an arrow, and by the same ringed number on the manuscript page where it is to be added.

(313-8) The Oxford Press has treated the book to its usual elegant style of book making, with that fine (more typically English than American) narrow shape. Only five-and-one-half inches wide, it fits quite comfortably into the hand as one reads. The end pages are copies of

(313-9) The gummy sticky residue left on objects by "Rubber Paste" chemical paste can be removed by rubbing with acid lemon or orange, then scraping and finally cleaning with hot water

314⁶¹⁰

STANDARD REPLIES
Office

⁶⁰⁸ "Téléphone" in the original.

⁶⁰⁹ PB himself inserted "INTERVIEWS Vol. 8" at the top and "OFFICE WORK?" at the bottom of this scrap by hand.

⁶¹⁰ Blank page

(315-1)⁶¹¹ To uplift rubber springs clipboard use white 'dead' baby ball pen head. Suited only to smallest para slips – work done indoors.

(315-2) For outdoor use, the medium size picture-adorned clipboard is best.

(315-3) It is pleasant to me, and kind of you, to be remembered so agreeably despite the long period of silence in which I have been forced to dwell by various circumstances

(315-4) 1) insert in xxx group⁶¹² now in "paras" for Typing – wherever, 'faults and weakness' are mentioned add:

- hidden complexes
- negative urges
- search out subconscious wills

(315-5) All letters which you write should contain one sentence of mantric value, one mahavakya, one statement of eternal truth. In this way the recipient gets uplift.

(317-1)⁶¹⁵ It was not possible for me to accept your kind invitation to talk to your group, as I abandoned lecturing some years ago.

I expect to visit _____ next summer (winter, etc) and if you should like an interview then, I should be happy to arrange it.

I shall always be pleased to hear of the progress made by you and your group in the special kind of thought and practice with which you have identified yourself.

⁶¹¹ The paras on this page are unnumbered. They are handwritten notes on numerous pieces of scrap paper.

⁶¹² PB himself inserted a word after "group" with a caret, but it's clipped off at the top of the scrap paper.

⁶¹³ Blank page

⁶¹⁴ PB himself inserted "230" at the top of the page by hand.

⁶¹⁵ The paras on this page are numbered 64 through 69. They are not consecutive with the previous page, but follow the paras on page 311.

(317-2) I am glad my books have been helpful to you and your friends.

Although it is a deviation from a long standing practice not to send photographs, I send one to you in the mutual understanding that it is sent "in friendship."

(317-3) I deeply apologise for the long delay in replying to your letters. All this time it was almost impossible for me to attend to the hundreds of letters which were lying unanswered during my travels through Europe and the U.S. However, I am now able to do so, and hope you will forgive my long silence. I did not forget you.

I promised you at the interview to send you the autographed photograph which you requested, so herewith it is enclosed.

I do not know if it will be possible to visit — but if it is, I shall be pleased to see you again.

(317-4) It is useless to seek a master unless sufficiently prepared. I suggest that you discontinue your practices of a psychic nature, which are phenomenon incidental to the search for true self-development.

Continuous and sincere work in self-study and self-observation, an objective analysis of your own experiences past and present in the light of your highest aspirations, practice in meditation and an ever present attitude of devotion and faith will open the possibility for that understanding and change which would bring you the teacher.

(317-5) I hope you will remember that it is necessary to be guided in one's efforts by balance and reason. I suggest that you seek an interview with my friend — who is very spiritually minded, and may be able to give you the advice you need.

(317-6) It is possible that I shall pay a visit to your country again, but I do not know when-it is in the hands of destiny.

318⁶¹⁶

STANDARD REPLIES

319⁶¹⁷

STANDARD REPLIES

(319-1)⁶¹⁸ Continue to read what is within your understanding, with a realisation that each small advance in your own inner efforts will enable you to understand more in the books.

⁶¹⁶ Blank page

⁶¹⁷ PB himself inserted "232" at the top of the page by hand.

⁶¹⁸ The paras on this page are numbered 76 through 87; they are not consecutive with the previous page.

(319-2) I shall be glad to answer a single letter which may be sent to my permanent mailing address.

(319-3) Thank you for your good wishes, I am well off in health, and as regards life, peacefully resigned to circumstances.

(319-4) I am not competent to give blessings, but I will pray for the higher power to give you It's blessing.

(319-5) I am most grateful for your expression of loyalty although you know I always counsel the placing of your loyalty should be directed towards the Overself above everything and everyone else.

(319-6) In any case, I do not assume the status of teacher, but of fellow seeker.

(319-7) I do not feel that being part of an organised group is the way. In any case, I know of no organisation that is giving out the particular teaching with which I have identified myself.

(319-8) Your loyalty to your guru was not shaken by your writing (to) me. My work is that of research and writing and I do not assume the status of teacher.

(319-9) You are aware of the circular which I have been sending out to students. I am not sending them out en masse but only enclosing them in letters as the opportunities offer. I want this clarification of my position as expressed therein to apply to everyone who approaches me without exception. Therefore, it must include you, too. Those who try to turn me into a Master are being flatly told to refer to the prefatory pages of my books where I have plainly described myself as a fellow student, and sometimes as a blundering student.

(319-10) I feel sure you will go on in a continued and increasing search for your higher self, and for this, send you my upholding thoughts.

(319-11) I do thank you for the honour in being asked, and would be happier if the situation were otherwise.

(319-12) I strongly approve of vegetarianism, and congratulate you and your society for being in the forefront of enlightened humanity in this matter.

STANDARD REPLIES

321⁶²⁰

STANDARD REPLIES

(321-1)⁶²¹ I am actually in very great sympathy with all efforts to ameliorate the unjustified discriminations cruelly practised against innocent people for racial, colour, or religious reasons.

(321-2) I am not competent to do anything but pray, but this I will do for you in one of my periods of meditation.

(321-3) I have never spoken over a radio station, nor have I ever done horoscopes. I should very much appreciate your letting me know additional details of the talks over GTIC and if the name of Brunton was used by the speaker.

(321-4) For additional reading I would suggest two books by PETER OUSPENSKY, "Tertium Organum" and, "New Model of the Universe." Also, two works of Evelyn Underhill, "Practical Mysticism" and "Mysticism."

(321-5) I do not know an explanation of cosmic rays in relation to religion. We will probably have something about this within a couple of years.

(321-6) I appreciate the isolation of your position with reference to these studies. If you find yourself in need of further help or information I suggest you write to my friend MRS NORAH BRIGGS - 8 Luard Road, Cambridge, England, who is very advanced in an understanding of my teachings, and is eager to help other housewives in your position. Mention my name as introduction.

(321-7) I am happy at all times to hear from you, even though I myself am a most infrequent correspondent because of the pressure on my time.

(321-8) I really put her in touch with you because I thought she would be a kind of link between us and thus counteract my silence.

(321-9) You ask me to release her for the purpose of psychical reunion with you. This is a misunderstanding on your part. I do not hold her or anyone else under any sort of tie or obligation to me. She is perfectly free to do whatever she wishes.

⁶²⁰ PB himself inserted "234" at the top of the page by hand.

⁶²¹ The paras on this page are numbered 88 through 98, making them consecutive with the previous page.

(321-10) I have not set myself up as a “Master” – for I do not consider myself to be competent enough or worthy enough to be one, and consequently I have not considered her or anyone else as my disciple. What ever help has been given has been given casually, in a friendly way, and as a student in a higher grade might give another student in the grade next to his.

(321-11) I would consider it wrong and impertinent to interfere with her spiritual course or with her private life.

322⁶²²

STANDARD REPLIES

323⁶²³

STANDARD REPLIES

(323-1)⁶²⁴ I cannot but feel that a person like yourself, who has gone through such striking spiritual development in so short a time must understand that there are tests on this path which have to be very warily negotiated.

(323-2) I fully agree with you about the necessity of the love of God, but I do not see why it should come into conflict with the cultivation of Insight. Surely both are necessary.

(323-3) I am glad that the Paul Brunton books have been a source of awakening in you a more conscious striving toward the search for your inner-self-the unconscious striving of all.

(323-4) May I venture to say that it would not have been wrong to have defended PB even though you know he would not defend himself. At least you both can testify of your own experience of your dealings with him, which is first hand knowledge as against the hearsay of those who are not permitted to enter his life and who consequently accept ignorant gossip as gospel truth.

(323-5) As regards her attachment to what you call, “World Made Plans” that is entirely her own affair and I do not know what they are and could not attempt to influence her to make or change them. She has always been free in such matters and makes her own decisions.

⁶²² Blank page

⁶²³ PB himself inserted “236” at the top of the page by hand.

⁶²⁴ The paras on this page are numbered 99 through 109, making them consecutive with the previous page.

(323-6) I remember always with pleasure the services you rendered me and wish only that I could have done something more for you than the pressure of time allowed. Your earnestness and aspiration are much appreciated.

(323-7) You ask if you can learn to contact me inwardly. Evidently you refer to conscious contact for you are already connected on the inner planes so far as I am concerned.

(323-8) The work in psychoanalysis and psychiatry and its relation to the kind of teaching pressed in my book becomes increasingly more important each year.

(323-9) I shall always be pleased to hear of the progress made by you and your group in the special kind of thought and practice with which you have identified yourself.

(323-10) I deeply apologise for the long delay in replying to your three letters. All this time it was almost impossible for me to attend to the hundreds of letters which were lying unanswered during my travels through Europe and the U.S. However, I am now able to do so, and hope you will forgive my long silence. I did not forget you.

(323-11) I understood when I met you that you were an earnest seeker after spiritual light, and I received you as such,. Whatever could be done to give you the spiritual help was done through the Silence. That is more important and more useful in the end than even writing letters.

324⁶²⁵

STANDARD REPLIES

325⁶²⁶

STANDARD REPLIES

(325-1)⁶²⁷ Like the poetess Edna Millay, who would "rather lay a pipeline than write a letter," I take up my correspondence with difficulty.

(325-2) I am too busy with research and writing to afford time for correspondence.

(325-3) People seldom realise that every letter written is one kind of literary effort, [and]⁶²⁸ therefore a prolongation of a writer's daily toil.

⁶²⁵ Blank page

⁶²⁶ PB himself inserted "238" at the top of the page by hand.

⁶²⁷ The paras on this page are unnumbered.

⁶²⁸ PB himself inserted "and" by hand.

(325-4) My inability to attend to correspondence is regretted and regrettable, but if [readers]⁶²⁹ knew how important it is to keep up my research work and literary notes - even though the published results cannot appear for years - I believe [they]⁶³⁰ would excuse me.

(325-5) I can push no space in my crowded day for correspondence and I am forbidden under the penalty of early death to continue my olden habit of working in the evening and at [night.]⁶³¹

(325-6)⁶³² I am ashamed that your letter has had to wait so long for this answer. You would seem to be justified in thinking me uninterested or neglectful, but the truth is that I am not so at all.

326⁶³³
STANDARD REPLIES

327⁶³⁴
STANDARD REPLIES

(327-1)⁶³⁵ I am distressed at having kept you waiting so long for a reply.

(327-2) "There is practically nothing under the sun or moon which I would not rather do than write a letter," complained Edna Millay, the writer and poetess. "I would rather wash dishes all day. The only reason I ever write a letter to anybody is out of [desperation,]⁶³⁶ fear that some persons, whose friendship I esteem and cherish not understanding my continued silence, may become lost to me," she finishes.

(327-3) Most of the letters I receive, remain and must remain unanswered. For I have no secretary, and if I spend such leisure as I have in writing letters, obviously I shall write nothing not else.

(327-4) (Mr Justice Holmes in a letter to [Harold]⁶³⁷ Laski.)

[Your]⁶³⁸ letters are a constant pleasure to me and I shall be glad if I get them here - but I can't give quid pro quo as I have almost no time to write.

⁶²⁹ PB himself changed "you" to "readers" by hand.

⁶³⁰ PB himself changed "you" to "they" by hand.

⁶³¹ PB himself inserted "nite." by hand.

⁶³² Category "XXI" was typed below this para.

⁶³³ Blank page

⁶³⁴ PB himself inserted "240" at the top of the page by hand.

⁶³⁵ The paras on this page are unnumbered.

⁶³⁶ "Desperation" was typed below the line and inserted with an arrow.

⁶³⁷ PB himself inserted "Harold" by hand.

(327-5) "I never answered their letters" said Oscar Wilde, speaking of his experience as an editor. "I have known men come to London full of bright prospects and seen them complete wrecks in a few months through a habit of answering letters."

(327-6) I no longer apologise for tardy answers to letters. My correspondents must take me as they find me, just as I, in turn, have to take my circumstances in the same way.

(327-7) I cannot enter into a regular exchange of correspondence with anyone nor can I render more substantial service than sending my peace.

328⁶³⁹

STANDARD REPLIES

329⁶⁴⁰

STANDARD REPLIES

(329-1)⁶⁴¹ I encourage no organisations or classes of students, nor do I engage in public lecturing. The work is entirely individual in so far as each must work on himself. For the same reason I do not usually introduce one student to another.

(329-2) I have kept no diary, and cannot remember the exact date of the night spent in the Pyramids. However, if my personal age in relation to these occurrences would be helpful – My first illumination was at the age of nineteen years, the second when I was about twenty-three and a half or twenty-four. I have had a number since then, of which the last occurred this morning, December 11, '49.

(329-3) My considered judgement is that this is the best book you have so far produced. It surpasses your earlier ones in literary style and intellectual content. It shows more of the quality of authentic inspiration and whilst keeping within the grasp of the many for whom you have written it, nevertheless brings them nearer the ultimate point of view. Perhaps a chapter upon what the spiritual life can mean to a civilisation the throes of crisis would be appropriate. There is an error in your reference (page 57) to Buddha and the Bhagavad Gita, the name should be Krishna. I find nothing else that needs changing. The question of Jesus' status can be privately discussed.

⁶³⁸ PB himself deleted "October 7, 1916 'Dear Laski:'" from before "Your" by hand.

⁶³⁹ Blank page

⁶⁴⁰ PB himself inserted "242" at the top of the page by hand.

⁶⁴¹ The paras on this page are numbered 110 through 116; they are not consecutive with the previous page.

(329-4) I understand and sympathise with what you have written in your letter. I believe that in this inner crisis through which you are passing you are being led by your higher self. Have the courage to follow his urge, no matter that you cannot see your way more clearly.

(329-5) For some time now, my work has been only that of research and writing, and I have no pupils anywhere. In any case, I do not assume the status of teacher, but of fellow seeker.

(329-6) Your protest about neglecting you is one that I hear from many other friends. As the pressure on my time is just as heavy here as it is elsewhere what with my research work, writing, and attending to the details of physical plane living, there is little time or energy left for correspondence, whilst the difficulties of managing my time and energy still remain the same.

(329-7) You ought to know by now that I do not consider that the external communications from me are so important as the mental ones. That is where you and I really meet – in the inner world of contemplation. And there, you are not neglected, I assure you.

330⁶⁴²

STANDARD REPLIES

331⁶⁴³

STANDARD REPLIES

Announcement to Friends and Students

(331-1)⁶⁴⁴ I want to be helpful. I am not deserting anyone. But must find out and make clear the true relationship between us. I allowed a false one to develop in the past, with the inevitable consequence that its results were unsatisfactory to both. I was a messenger; yet, they tried to lean on me as if I were a master. I was a formulator of impersonal laws, yet they tried to involve me in their personal problems.

332⁶⁴⁵

STANDARD REPLIES

Announcement to Friends and Students

⁶⁴² Blank page

⁶⁴³ PB himself inserted "244" at the top of the page by hand.

⁶⁴⁴ The paras on this page are unnumbered.

⁶⁴⁵ Blank page

Standard Replies II: Counsel on Problems

333⁶⁴⁶

STANDARD REPLIES II

Counsel on Problems

(333-1)⁶⁴⁷ I have been forced to abstain from getting involved in the personal problems of those who approach me for spiritual light. They do not understand that the more I am drawn down into these worldly matters, the less will there be of inner contact and of inner help. This situation has been so emphasised by the results since my return to the western hemisphere that I feel it necessary to enforce this rule in the future. It has become even more urgent to do so in view of my lack of staff facilities and of time for entering into regular correspondence with everyone seeking it. I must regretfully ask you to handle all further development of your business, personal or domestic problems without my aid.

(333-2) In the past, I yielded to the pressure of situations and people and did discuss such problems with them. Students do not realise that in attempting to draw me down to their outer contact and personal needs they thereby make it more difficult to establish the proper atmosphere for inner contact and inner help. I have lately been forced to keep to a firm policy of greatly limiting the number and size of my letters and greatly reducing the frequency and length of my interviews.

(333-3) I am in no sense an advisor about worldly matters, about personal problems, or professional decisions. I am not competent to advice in such matters, nor do I wish to. I have always done it with the greatest reluctance. Moreover, I do not wish to divert my energies from my real work to these things. It is true I have gone out of my way from time to time to discuss such situations in the past, but this was never intended to become a regular feature of my activity. I have no other role to play outside of my writing work, than giving a little friendly help to those who seek it and who have sufficient faith in me. But this help is entirely spiritual and is concerned with the spiritual quest alone. Moreover, its most effective element is neither written nor spoken but purely mental and often subconscious. It is also incorrect to believe that I possess so much power to influence material circumstances or the course of personal events and opportunities. Everyone has to use his own common sense in dealing with worldly situations as they arise, and not look for someone to work any magic or hocus-pocus to bring about a favourable result.

334⁶⁴⁸

⁶⁴⁶ PB himself inserted "246" at the top of the page by hand.

⁶⁴⁷ The paras on this page are numbered 1 through 3; they are not consecutive with the previous page.

⁶⁴⁸ Blank page

STANDARD REPLIES II
Counsel on Problems

335⁶⁴⁹

STANDARD REPLIES II
Counsel on Problems

(335-1)⁶⁵⁰ I have been under guidance to detach gently all those who have persisted in regarding me as a personal teacher,⁶⁵¹ in the Indian [sense,]⁶⁵² to bring them to a more independent, self-reliant standpoint. Please however, understand that this has nothing whatever to do with my personal regard and affection for you. The two relationships lie in separate and distinct spheres.

(335-2) I have no mandate permitting me to help anyone formulate his decision about marrying a particular person. The responsibility must rest with him.

(335-3) It must be quite clear that you understand his present position in regard to this matter for one and all. P.B. is now under a rigid rule no longer to give others worldly counsel. He should not be asked to approve or [disapprove]⁶⁵³ an intended action or decision.

(335-4) I would like to make this much longer, to turn it into a real letter,⁶⁵⁴ but I cannot. I am compelled by force majeure to send you once again only a mere bulletin, a short note. Too much overwork in the past has threatened my health with severe penalties if I do not keep within prescribed limits of work. Forgive me if I must be brief. In the past I let letter-writing take away all my leisure and part of my day; now I am worried that this over-activity must end, or my life itself will end. It seems silly to write merely to tell you that I have not time to write. But it is a fact that I am kept too busy with imperative work to have any hours or strength for correspondence.

336⁶⁵⁵

STANDARD REPLIES II
Counsel on Problems

337⁶⁵⁶

⁶⁴⁹ PB himself inserted "248" and "SPECIAL REPLY AND SECRETARIAL" at the top of the page by hand.

⁶⁵⁰ The paras on this page are unnumbered.

⁶⁵¹ PB himself inserted a comma by hand.

⁶⁵² PB himself changed "sense and" to "sense," "by hand.

⁶⁵³ PB himself deleted "of" from after "disapprove" by hand.

⁶⁵⁴ PB himself inserted a comma by hand.

⁶⁵⁵ Blank page

(continued from the previous page) I hope you will not mind my being so candid. For the more you will understand and act on this, the easier will it be for you to receive such spiritual help and not obstruct it. Finally, there is, of course, no need to say again that I have not set myself up as anyone's spiritual Master.

338⁶⁵⁷

Standard Replies III: Requests for Tuition

339⁶⁵⁸

(339-1)⁶⁵⁹ But although I am unwilling to accept disciples, if you think that a single brief chat over your problems might be helpful to you, I shall be pleased to see you at a mutually convenient time.

(339-2) ["Thank"]⁶⁶⁰ you for doing me the honour of asking for instruction in metaphysics but as I am only a student myself, it would be presumptuous to set up as a teacher."

(339-3) [Reply]⁶⁶¹ to Acceptable Tuition Requests. Before I can deal with your request it will be necessary for you to follow the usual procedure and send me a brief summary of your personal history (1) external and worldly (2) internal and spiritual. This will of course be regarded as strictly confidential.

(339-4) I regret that I cannot give you the advice you require. My business is with teaching general principles, not with their personal or particular applications.

(339-5) There are no lectures of mine which you could attend. I do not engage in public teaching as I consider spiritual development an individual rather than a group affair.

⁶⁵⁶ PB himself inserted "250" at the top of the page by hand.

⁶⁵⁷ Blank page

⁶⁵⁸ PB himself inserted "252" at the top of the page by hand.

⁶⁵⁹ The paras on this page are numbered 1 through 9; they are not consecutive with the previous page.

⁶⁶⁰ PB himself deleted "Standard Reply" from before "Thank" by hand.

⁶⁶¹ PB himself deleted "Standard" from before "Reply" by hand.

Nevertheless I would be pleased to give you a personal interview when you could have my best advice.

(339-6) My time being extremely limited, I cannot accept any students who have not yet reached a degree where they can dispense with elementary tuition.

(339-7) I do not know of, and therefore cannot recommend you to, any teaching institution which is competent altruistic and properly conducted. If you cannot find externally the guidance you desire, it will be safer to keep to your own path. Help is available in deep-felt prayer, in moral self-improvement and in inspired books.

(339-8) I promise to give you a little help, but this promise is made without any obligations on either side. Its redemption does not depend on further personal meetings with you, for the mental world has its own powers and inner realities. Nevertheless I may be able to offer a further interview later, should the pressure on my time permit and should you desire it.

(339-9) It is very kind of you to honour me with the request for instruction. I do not however ordinarily accept personal pupils as I do not set myself up to be a public teacher but

340⁶⁶²

STANDARD REPLIES III
Requests for Tuition

341⁶⁶³

STANDARD REPLIES III
Requests for Tuition

(continued from the previous page) only one sharing his ideas and discoveries with fellow students. I have already said something about this point in my latest book "The Wisdom of the Overself" pages 424-425.

(341-1)⁶⁶⁴ You must recognise that I am continually receiving requests similar to your own and that I can ill spare the time from my researches meditations and writing to enter into regular correspondence with all those who have addressed me. However because I wish to be helpful I could try to answer all your questions and give you the

⁶⁶² Blank page

⁶⁶³ PB himself inserted "254" at the top of the page by hand.

⁶⁶⁴ The paras on this page are numbered 10 through 13, making them consecutive with the previous page.

best possible advice at a single interview. This would be the most effective way of helping you.

(341-2) I make it a rule not to answer such requests before a certain period has passed. The length of this period may be anything from a few months to several years. I determine it by looking into the candidate's soul and estimating how long it will be before his mind will be quite clear on the matter and how soon he will reach a settled conviction, whether favourable or unfavourable, about it.

(341-3) It is safer to rely on yourself than to entrust your inner life to an external teacher. Your own higher self will give you all the guidance and assistance that you need, provided that you have sufficient faith in its existence. I would, therefore, suggest that you give up the desire to find a human teacher and keep away from groups, cults and sects. You can get safer guidance and instruction from books. Some very fine works have been written by the philosophers and mystics of all ages. Greek, Roman, Indian and European. These writings may bring into your life a little emotional inspiration, intellectual guidance and power of will to help you struggle more successfully through the long unavoidable years of endeavour and they can to that extent act the part of a teacher and guide. Thus, as an independent student taking my own books also as your part teacher, you may get a little indirect help from me to compensate the fact that I do not accept disciples. For I am not in a position to give personal guidance to students. Nevertheless I shall try to answer by mail any further questions that may arise out of your study of my books.

(341-4) I do not ordinarily accept personal pupils. This is not my own wish. I cannot go outside an oppressively limited

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STANDARD REPLIES III
Requests for Tuition

343⁶⁶⁶

STANDARD REPLIES III
Requests for Tuition

(continued from the previous page) personal karma, so I have to do what I can within it. Hence I regret to answer you negatively. But I am always pleased to give a little help occasionally without obligation on either side and as or when my time permits, to those who study my books:

⁶⁶⁵ Blank page

⁶⁶⁶ PB himself inserted "256" at the top of the page by hand.

(Alternative form of ending): but I am always pleased to answer questions arising out of the study of these books.

(343-1)⁶⁶⁷ A matter of such importance cannot be adequately discussed within the limitations of wartime correspondence and certainly can only be settled after personal conversation.

(343-2) I do not undertake to play the part of a personal teacher. The help I give is of a general kind.

(343-3) There is nothing to prevent you taking any revered person as a master, even though a physical meeting between both seems impossible or is unrealizable, or even when no disciples are formally accepted and no mastership openly admitted. For the whole relationship must become an internal one if it is to be a genuine one.

(343-4) I do not undertake to give personal instruction. Nevertheless, to help those who earnestly follow the teaching to deal with problems arising out of its study and practice, a small journal will probably be started within a year or two after the cessation of hostilities. It would be conducted under my personal editorship. If you would be interested in such a journal, please write me again about that time.

(343-5) With reference to your request for guidance in the practice of yoga, I am sorry that I do not set myself up as a teacher of this subject and do not consider myself competent to accept students.

(343-6) It is very kind of you to honour me with this request, but I do not set myself up to be a teacher. I am merely sharing ideas and discoveries with fellow students.

(343-7) I do not set myself up as a public teacher and therefore cannot formally accept personal students. But the sincerity and earnestness which inspire your approach are appreciated. I would be very pleased to provide some assistance in your mystical and philosophical studies. When I am free to return to America, I shall be pleased to give you a single interview, should you desire it, to answer your questions and offer some⁶⁶⁸

(343-8) (STAN REP) I am not a master, only a student. But what I do know I shall be glad to teach you."

344⁶⁶⁹

⁶⁶⁷ The paras on this page are numbered 14 through 20, making them consecutive with the previous page. In addition, there is an unnumbered para at the bottom of the page.

⁶⁶⁸ This para is continued in para 345-1.

⁶⁶⁹ Blank page

STANDARD REPLIES III
Requests for Tuition

345⁶⁷⁰

STANDARD REPLIES III
Requests for Tuition

(345-1)⁶⁷¹ advice about further progress.

(345-2) I appreciate the trust in me you display and thank you for it. But destiny has allotted me the function only of a messenger, not teacher. I am not in a position to instruct personal students. You must therefore excuse me.

(345-3) Whilst sympathising with your desire to make spiritual progress and congratulating you upon having taken to this path, I regret that my personal situation precludes my undertaking to give personal guidance to aspirants. However if you wish to write me occasionally, I would try to answer any questions arising out of the study of my books and perhaps sometimes to make suggestions for your further advancement.

(345-4) I prefer to give a little friendly help without obligation on either side and without imposing any strain on your allegiance.

(345-5) Some years ago I ceased lecturing in public and teaching in class. With the exception of a rare radio talk, it is most unlikely that I shall ever return to such activities.

(345-6) The limitations of my personal karma prevent me from undertaking the individual instruction of others.

(345-7) The role of a guru belongs to the vanishing past, to the days of patriarchal religion and dictatorial mysticism. I do not want to play such a role. Hence I have no personal disciples. Today evolutionary trend is toward the individualisation of mankind's mentality. The best I can do, with the severely limited time at my disposal is, through my writings, to give a little help by stimulating your mind to think out its own problems and by coaxing your intuitions to become self-active.

(345-8) STANDARD REPLIES to requests for individual tuition. "My time is fully occupied with other forms of service, so that efforts in this direction have to be restricted to a few friends."

⁶⁷⁰ PB himself inserted "258" at the top of the page by hand.

⁶⁷¹ The paras on this page are numbered 21 through 29, making them consecutive with the previous page. This para is a continuation of para 333-7.

(345-9) You are to be congratulated upon the earnestness with which you have taken to the spiritual path. The sincerity which inspires your approach is appreciated. But I don't set myself up as a public teacher and therefore cannot formally accept personal students.

(345-10) I feel honoured by your request but am sorry to say that, being only a student of philosophy and not a teacher of philosophy, it would be presumptuous for me to take up the latter position. It is true that through published writings

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STANDARD REPLIES III
Requests for Tuition

347⁶⁷³

STANDARD REPLIES III
Requests for Tuition

(continued from the previous page) correspondence and occasional interviews I do try to share with fellow students the results of my own studies, reflections and experiences, but this does not entitle me to claim a higher status.

(347-1)⁶⁷⁴ My old friend X ... is qualified to help you along the meditational aspect of the path although not along its metaphysical or practical aspects; but as this is a very important one perhaps you would find it useful to get into touch with him.

(347-2) I do not know anyone who acts as a teacher and holds the same ideas as myself. So I am sorry I can't help you in this matter. Nor do I accept personal students myself, as my time is heavily occupied with other work.

(347-3) You ask about a teacher and it is helpful to have one but I know of none to recommend. You can advance quite enough, however, by self study, prayer and meditation. Try to get in touch with the higher self within - prayer for its guidance should yield much help.

(347-4) You ask too about a school or college offering a course in this philosophy. There is none, and no teacher whom I can recommend,-You will find, however, that you can

⁶⁷² Blank page

⁶⁷³ PB himself inserted "260" at the top of the page by hand.

⁶⁷⁴ The paras on this page are numbered 30 through 38, making them consecutive with the previous page.

advance quite enough through self-study, prayer and meditation. Persistent prayer for the guidance of the higher self within should yield some help.

(347-5) You ask also about a course of study, but to my knowledge no formal, prepared one exists in this field. However, a suggested Reading List is enclosed.

(347-6) I do not set myself up as a public teacher and consequently do not give personal instruction to anyone. But I recognise the earnestness of your interest and the good possibilities you have of successfully developing a spiritual life and therefore will be pleased to answer your questions.

(347-7) It is kind of you to use the word MASTER but perhaps you know that I do not claim such an exalted status. Please regard me as a fellow pilgrim and I shall be happier. your truest and best guide is your own soul. Have more faith in its ever-present reality and power to lead you. Don't regard it as something remote and inaccessible.

(347-8) Although I do not accept students for personal instruction, I am willing to give you a little friendly help without obligation on either side.

(347-9) My usual answer to all such requests is a negative one. I do not claim the status of a spiritual guide, being only a student myself.

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STANDARD REPLIES III
Requests for Tuition

349⁶⁷⁶

STANDARD REPLIES III
Requests for Tuition

(349-1)⁶⁷⁷ But I give no lectures and hold no classes but devote my time to research, meditation, writing and occasional interviews. Although I have withdrawn from all work of giving personal instructions, still I will always wish you advancement in your spiritual welfare.

(349-2) There is great pressure on my time and it may not always be possible to give further interviews as I am so occupied with work. This however need not matte so

⁶⁷⁵ Blank page

⁶⁷⁶ PB himself inserted "262" at the top of the page by hand.

⁶⁷⁷ The paras on this page are numbered 39 through 44, making them consecutive with the previous page.

much as it seems to do for after the first physical plane meeting it is always possible for any aspirant to obtain and maintain spiritual contact by purely mental means. With the right attitude of faith, sympathy and remembrance the door is opened and the response to this attitude is more or less automatic.

(349-3) Please do not expect anything of the nature of a master-disciple relationship. I cannot enter into such an arrangement and do not do so, but apart from that I shall be very pleased to give you a little help without obligation on either side.

(349-4) I have not yet offered myself to the world as a teacher. I am still only a fellow-pilgrim. However it would be false modesty to say that the Overself was only a concept to me. On the contrary, it is a living essence, a beautiful reality and a perfect compensation for the several renunciations I have made of what the world holds dear. Nevertheless I have not attained its full realisation nor gained a full vision of the truth. That is why, I have to reply negatively. So please feel that you may be as frank with me as I am with you. All I desire, so far as you are concerned, is that you shall come nearer to awareness of your own higher self. Anything and anyone who helps you to achieve this will gratify me as well as you.

(349-5) I am sorry that your interview with me did not prove to be what you expected and one explanation may be that you have to find a person in the outer world who is in a position to give you what you expect. I myself, as I told you, am precluded by my personal karma from giving that personal attention which most aspirants think they need externally. Anyway cast out all pessimistic and dark thoughts because they are unjustified.

(349-6) I do not have enough time to teach individuals except in a very casual way the few who are helpful in the heavy work I am trying to do.

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STANDARD REPLIES III
Requests for Tuition

Standard Replies IV: To Students and Friends

351⁶⁷⁹

STANDARD REPLIES IV
To Students and Friends

(351-1)⁶⁸⁰ My excuse for being so remiss in writing to you must be that...

⁶⁷⁸ Blank page

⁶⁷⁹ PB himself inserted "To Students and Friends" and "264" at the top of the page by hand.

(351-2) There is this chance for a hurried letter to you so I gladly take it.

(351-3) It is nearly a year since we crossed mail and I intensely dislike the thought of letting it grow still longer. Some of my friends lament their not getting more than an annual letter but they might not do so, if they could read what I received the other day from Dr Theodore Pease, who praises his own patience and asks for his regular decennial letter from me!

(351-4) It seems wonderful to find that what I have so often thought of is now materialising, that I am actually sitting down to write you, in fact

(351-5) Although our correspondence seems to have lapsed, I would like you to know that, on my side, it has never really but [only]⁶⁸¹ apparently done so. I have thought of you too often to forget you. But I have been particularly busy this past year.

(351-6) Forgive me for the many months which has passed since I previously wrote you.

(351-7) With the help of the U.S. _____ Post Office and my own lazy typewriter, I shall now narrate something about my recent movements labours and contacts.

(351-8) All the world knows by now that I am not a prolific letter-writer and that a missive about every two years is a fair average batting on my side. So I hope your expectations were commensurate with this knowledge.

(351-9) Writing for several hours every day to satisfy the little sprite inside my brain, uses up nearly all my capacity and energy in this line, leaving next to none for writing private letters.

(351-10) Having tapped at the typewriter for so many hours all day on general work that is eventually to feed thousands of minds, I can hardly bring my tired fingers to it again on the further work of individual correspondence. But I simply cannot keep you waiting any longer and so if this letter gives the impression of being dashed off in a deuced hurry, you will understand – and forgive.

(351-11) My body has often gone into a non-functional state recently, the deuced thing does seem to want to say farewell.

352⁶⁸²

⁶⁸⁰ The paras on this page are numbered 1 through 11; they are not consecutive with the previous page.

⁶⁸¹ PB himself inserted “only” by hand.

STANDARD REPLIES IV
To Students and Friends

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STANDARD REPLIES IV
To Students and Friends

(continued from the previous page) However I have collected together enough strength to write you this letter, which I have wanted so much to do for many months.

(353-1)⁶⁸⁴ Your letter should have been answered months ago but the formidable pressure of matters other than correspondence was simply terrifying.

(353-2) I am getting old and tired and can't write as often as I did in the past.

(353-3) It was such a delight to recognise your handwriting on the envelope.

(353-4) It is so good of you to have written me your appreciative feelings about the books.

(353-5) I wanted to answer you long before but I was always hoping to have the leisure to do it adequately. Such leisure he's not been forthcoming, so I will wait no longer.

(353-6) Your letter came in after a three-months' journey.

(353-7) Your letter has interested me.

(353-8) For better or worse, I am too completely possessed by mystical researches in meditation and consequent note-making, to be of any service to those who expect letters from me.

(353-9) Our correspondence can never die out (although it may have long protracted intervals of suspended existence); we are too deeply bonded in friendship for that.

(353-10) Your letter is the kind that I am always glad to read.

(353-11) You ask me to explain the statement in my book - -

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⁶⁸³ PB himself inserted "266" at the top of the page by hand.

⁶⁸⁴ The paras on this page are numbered 12 through 27, making them consecutive with the previous page.

(353-12) It is today the anniversary of our first meeting. Most of my years since then have been spent in exile.

(353-13) My capacity as a letter-writer gets feebler and feebler, what with decreasing time, increasing work and recurring sickness. However I know you will forgive.

(353-14) It is a poor kind of letter I can write during the war, as I suffer from all kinds of inhibitions at the mere reminder of censorship. Privacy just now seems to me almost a sacred thing but it can't be got.

(353-15) Your letter was the one welcome thing in a cheerless day of tropical sickness.

(353-16) I have changed my overseas mail address, so please note the new one.
Never use the following with friends; it is too cold and

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STANDARD REPLIES IV
To Students and Friends

355⁶⁸⁶

STANDARD REPLIES IV
To Students and Friends

(continued from the previous page) formal: "Your letter dated _____ has been received."

(355-1)⁶⁸⁷ I am sorry that, being heavily pressed for time, I was not able to answer you earlier.

(355-2) It is not through excessive laziness but rather through excessive labour that I have not written you.

(355-3) Despite the attitude of philosophic impersonality which I always strive after, your letters are most acceptable to me for I am still human enough to be touched by sincere friendship and affection.

(355-4) It would be vain to expect from me punctual replies, frequent news or even regular correspondence. My time is wholly taken up with other commitments. My

⁶⁸⁵ Blank page

⁶⁸⁶ PB himself inserted "268" at the top of the page by hand.

⁶⁸⁷ The paras on this page are numbered 28 through 36, making them consecutive with the previous page.

temperament, with its innate belief that thought is the reality whose written expression is a mere shadow, finds letter-writing an irksome and unreal activity. Hence I cannot promise to keep up more than an occasional and belated correspondence, on my side. You however are free and welcome to write whenever you wish.

(355-5) My correspondence is not only voluminous but also perpetual. There is no escape from it. The more I attend to it, the more it increases. The more I neglect it, the worse it accumulates.

(355-6) It is quite impossible for me to keep up a regular correspondence with everyone and anyone. The heavy pressure and inexorable demand of other duties prevents this. However your letter has been carefully read by me and entrusted to a confidential secretary for reply. He will answer you on the basis of indications and ideas which I have provided him.

(355-7) I have little time and less facility for answering letters, but I have not forgotten you and ever respected you. My silence must be understood as being external only.

(355-8) Your letter was received and read with much interest. If I have been silent for such a long period you must again forgive me. It is not through choice. I ought to have mentioned before that my replies are often belated, so please pardon the seeming rudeness of my silence. All my friends understand that I do reply eventually and that they often

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STANDARD REPLIES IV
To Students and Friends

357⁶⁸⁹

STANDARD REPLIES IV
To Students and Friends

(continued from the previous page) have to wait patiently only because great pressure of varied work usually exhausts me before I can even tackle correspondence. Nevertheless I delight to receive letters from those who have worth-while minds like your own. So please don't hesitate to write when you feel like it, even though I have not answered a previous letter! In the end I do get down to writing an answer for I want to be of service if I can.

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⁶⁸⁹ PB himself inserted "270" at the top of the page by hand.

I have been a student of comparative religion all my life and have naturally taken a sympathetic interest in this as in all other religions. But I never joined any particular one in the past and am less likely to do so in the future.

(357-1)⁶⁹⁰ One reason why I had to drop the use of “Paul” from my name and change over to “PB” - much as I disliked the change myself - was the necessity of bringing students to this kind of impersonality in their dealings with me. Some don’t like to use the “PB” form of address but with time it becomes familiar and easy. All my friends and students use it and they gradually became accustomed to it. Anyway, the request is not made out of my wishes but out of instructions which were given to me by a higher source.

(357-2) These abrupt appearances and disappearances, as well as the tremendous pressure on time, are constant features of my life against which I constantly and vainly protest.

(357-3) Although I have offered to help you, please note that I do not set myself up as a teacher. I am only a student of these matters: However, you have been blessed with a most advanced mystical experience and I am very glad that you have dedicated your life to the spiritual service of humanity. Therefore I wish to help you understand this experience better and thereby equip yourself all the better for service. It is also important that you should achieve a balanced personality if you wish to render more efficient service.

(357-4) However I think the setting down of your thoughts on paper together with their perusal by me in silence, possesses a certain value if telepathy be true. And it is true, although imperfect.

(357-5) Your feelings are praise worth and you may set them down on paper if you find that form of self-expression helpful, but there is no need to send the record to me so frequently. The real expression is the inner, the world of thought and that is enough. You must learn to evaluate more highly the value of silent thought in connection with this matter, for

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STANDARD REPLIES IV
To Students and Friends

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⁶⁹⁰ The paras on this page are numbered 37 through 41, making them consecutive with the previous page.

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STANDARD REPLIES IV
To Students and Friends

(continued from the previous page) the only way you can meet the teacher you wish to meet is mentally. No other meeting or relationship has the same reality. It will therefore hasten your development if you will try to understand and carry out this idea and it is undesirable in any case for you to write to me so often because I wish to keep down the extent of my mail which is already too heavy for my equipment.

(359-1)⁶⁹³ I am sorry I am not in a position to give personal help to you in your spiritual Quest as I do not undertake any public work...

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STANDARD REPLIES IV
To Students and Friends

Standard Replies V: Endings and Openings and Acknowledgments

361⁶⁹⁵

STANDARD REPLIES V
Endings and Openings and Acknowledgments⁶⁹⁶

(361-1)⁶⁹⁷ Your letter of _____ gave me much pleasure to read.

(361-2) Answering your letter of _____

(361-3) So many letters still await my attention that perhaps you will pardon the brevity of this answer.

(361-4) I am forced by other work to reduce my commitments and am sorry it will not be possible to correspond further with you.

(361-5) A large accumulation of unanswered mail partly accounts for the lateness of this reply.

⁶⁹² PB himself inserted "272" at the top of the page by hand.

⁶⁹³ The para on this page is numbered 43, making it consecutive from the previous page.

⁶⁹⁴ Blank page

⁶⁹⁵ PB himself inserted "274" at the top of the page by hand.

⁶⁹⁶ PB himself deleted "INCLUDING DELAYS, EXCUSES, ETC. ETC." from after "Acknowledgments" by hand.

⁶⁹⁷ The paras on this page are numbered 1 through 15; they are not consecutive with the previous page.

(361-6) With reference to your request for personal advice, I regret that my situation here in India leaves me almost no time for correspondence; I have heavy commitments in other directions. So please excuse me. But I send you my peace and good wishes.

(361-7) Although I value every letter from friends and like to hear from readers, although I carefully read all letters received, unfortunately the time needed to answer them is lacking.

(361-8) Your gracious letter encourages me to go on with my little efforts.

(361-9) It is very kind of you to invite me to accept your hospitality but for many years I have found that it is more convenient for me to be independent whenever possible.

(361-10) I cannot find the time to answer so many letters dealing with personal problems. My work lies elsewhere.

(361-11) Your kind remarks about my books are gratefully received and your earnestness in the study of mystical teaching is amply recognised.

(361-12) If my books have been helpful to you, it encourages me to feel that the labour has been worth-while, for there are so few who are really ready to understand or appreciate them.

(361-13) Your appreciation of my efforts to share thoughts and experiences with fellow students is most encouraging. As stated at the end of the preface of my latest book "The Wisdom of the Overself," I do not expect these writings to be really welcomed except by a few who are ready for them. I am glad to learn that you are one of those few.

(361-14) I have difficulty in keeping pace with my correspondence but I always read letters immediately they are received and answer them mentally.

(361-15) My post-bag overflows; I have not time for any except the most urgent private correspondence.

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STANDARD REPLIES V

Endings and Openings and Acknowledgments

Standard Replies VI: Comments on Cults

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STANDARD REPLIES VI
Comments on Cults

(363-1)⁷⁰⁰ I am sorry your question, as to which of the two named organisations you should join for study, is one I cannot answer. For many years I have made it a rule not to comment upon such organisations. I regret that it is against my policy to make evaluations of contemporary religious or mystical organisations or pass opinions about their leaders. This inhibition does not and must not, however, prevent me from evaluating teachings and ideas, the doctrines and results.

(363-2) "Dr Brunton regrets that such matters are outside his field." (signed) Secretary (When asked to deal with witchcraft).

(363-3) Dr Brunton regrets that he is unable either to recommend or criticise any named guru, master, teacher, cult, organisation or institution. This is his inflexible rule. In the circumstances he can only suggest that it is safer for you to follow the path of studying the best books and depending upon your own self-reliant efforts to attain.

(363-4) I regret that I have to abide by a strict rule not to give opinions about contemporary teachers and teachings. Consequently I cannot answer your questions about Mr ABC or about ABCism. But it is my duty to draw your attention to the fact that the quest calls for the development of critical judgment just as much as it does for constructive faculties.

I cannot enter into political controversies of any kind. If I am to keep free to carry on with my spiritual work undisturbed I have nothing to do with politics,....

(363-5) I have been a student of comparative religion all my life and have naturally taken a sympathetic interest in this as in all other religions. But I never joined any particular one in the past and am less likely to do so in the future.

(363-6) I have studied the publicity of the organisation you are interested in and regret that I do not think it will lead you to what you really aspire to.

(363-7) I regret that I cannot answer your questions because of a rule which I have long imposed upon myself, not to pass comment or make criticism of contemporary occult writers.

(363-8) I have for many years refused to answer questions about contemporary mystical and occult teachers. However, I am willing to make a slight exception in your case, and

⁶⁹⁹ PB himself inserted "276" at the top of the page by hand.

⁷⁰⁰ The paras on this page are numbered 1 through 8; they are not consecutive with the previous page.

if you will send me for perusal the pamphlet which you have received, I shall return it to you with an indication as to whether or not I could recommend a better guide for you

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STANDARD REPLIES VI
Comments on Cults

Standard Replies VII: Personal

365⁷⁰²

STANDARD REPLIES VII
Personal

(365-1)⁷⁰³ There is no organisation or other connection between the students of my books and I am not interested in developing one

(365-2) I have revised and modified the views expressed in my earlier writings. This is the result of wider experience and deeper thought.

(365-3) Your offer of service is much appreciated. But there is nothing that I need to be done whilst as for the spiritual teaching I espouse, I have no desire or intention to start a cult or anything of that kind.

(365-4) It is welcome encouragement to me to go on with my literary work on behalf of those ideas in religion mysticism and philosophy which seem to me to need emphasis today. If you can derive comfort and help from the books in these tragic times, that is my best reward.

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STANDARD REPLIES VII
Personal

Standard Replies VIII: Inability to Correspond and Delays in Replying

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STANDARD REPLIES VIII
Inability to Correspond and Delays in Replying

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⁷⁰² PB himself inserted "278" at the top of the page by hand.

⁷⁰³ The paras on this page are numbered 1 through 4; they are not consecutive with the previous page.

⁷⁰⁴ Blank page

⁷⁰⁵ PB himself inserted "280" at the top of the page by hand.

(367-1)⁷⁰⁶ I am unable to find time to enter into lengthy personal correspondence in explanation of the teachings given in my books.

(367-2) If I were to write constantly to everyone interested in studying my ideas, the number of letters going to and fro would grow far too greatly from year to year as new students kept on being added to the old ones. I should end by being drowned under a veritable cataract of correspondence, so that either through sheer lack of time or through sheer breakdown of health I should have to close this way of helping them altogether. It demands what is increasingly impossible – personal external attention to every individual student. But fortunately this is not necessary. There is a better way.

(367-3) It is a mistake and misconception for you to feel disappointment when long intervals of time measure the letters from me. If I seldom write, it is because there is no real necessity to write. The most important part of my work is internal and you have to seek to establish this internal relation with me, rather than depend so much and so unsatisfyingly on the external one. The effort to do this will advance your progress as much as anything else will advance it. The result will come very gradually and very subtly but it will be perfectly real and effectual for all that and will, as you begin to recognise it, constitute the best compensation for my intervals of silence. This has been my method always and everywhere.

(367-4) My silence is not forgetfulness of you; it is not lack of interest in you; it is not coolness towards you. A relationship such as ours should break down merely because I have not written in a few weeks, or a few months or even a few years. So long as you have faith in, and loyalty towards me, it will remain authentic for it is your mental attitude that lays or withdraws the mystical cable between us. As the inner life becomes more vivid and more understood by you, you will find me more and more present therein, to inspire and assist you. When I have become an integral part of it, you will learn to accept the intuitive reality of my work with and for you as being by far the truer work. There then no longer need be dependence on external signs such as letters visits or meetings, although you may patiently wait for, and even eagerly welcome them. If however the long time between meetings with, or letters from me, makes me seem shadowy, unreal and lost, then either your own attitude or your feeble concentrativeness are at fault.

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STANDARD REPLIES VIII

Inability to Correspond and Delays in Replying

⁷⁰⁶ The paras on this page are numbered 1 through 4; they are not consecutive with the previous page.

⁷⁰⁷ Blank page

369⁷⁰⁸

STANDARD REPLIES VIII

Inability to Correspond and Delays in Replying

(369-1)⁷⁰⁹ The neglect of your letters, is only apparent. Several times I have had them on my desk for attention and if possible for reply. I have not left you to find your own way, although it is true that to a certain extent I do leave all students to become more self-reliant.

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STANDARD REPLIES VIII

Inability to Correspond and Delays in Replying

371⁷¹¹

STANDARD REPLIES VIII

Inability to Correspond and Delays in Replying

(371-1)⁷¹² Since returning to this country I have been handicapped by lack of a correspondence secretary

(371-2) I regret that I do not know of anyone who interprets the Hidden Teaching in the same way and am consequently not conscientiously able to give you the name of a teacher whose instruction can be endorsed.

(371-3) I do not give advice on personal problems. I do not give instructions by mail, it is not only that such activities are too time-consuming in my present situation, which is entirely taken up with the compilation of notes upon my several years' Oriental research work and but also I prefer to confine my individual assistance to the mental plane.

(371-4) I am grateful to all these correspondents for their generous interest in my books. I try to acknowledge all their first letters. But I cannot go beyond that, into further or regular correspondence for I have not the time or the staff to conduct a correspondence school.

⁷⁰⁸ PB himself inserted "282" at the top of the page by hand.

⁷⁰⁹ The para on this page is numbered 5, making it consecutive with the previous page.

⁷¹⁰ Blank page

⁷¹¹ PB himself inserted "284" at the top of the page by hand.

⁷¹² The paras on this page are numbered 15 through 22; they are not consecutive with the previous page.

(371-5) The demands upon me multiplied so much that they have become too burdensome for one man to manage. I am crowded with work. I need help, without it, I cannot get through one-quarter of what waits to be done.

(371-6) I agree to help you it is only on condition that you in turn agree not to expect more than one letter from me annually without thinking that I am neglecting you. However you may write me whenever you wish provided a written answer is not asked for.

(371-7) I am sorry for the silence but I have no corresponding secretary. There is so much other urgent work to be done at present and I am under such continuing pressure that letters have to accumulate. I have no alternative. In any event, I do not much depend on external methods of communications although they are undoubtedly very useful from the student's point of view, until he himself also is able to find the inner mental life to be as vivid and as real as I find it. In any case the student has to build up the unseen cable with a teacher by his own remembrance, devotion and loyalty.

(371-8) I do not mean to be rude, but it is needful to explain that I rarely write to friends! They come in the end to look for the reminders of our friendship in the mind, not in the mail.

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STANDARD REPLIES VIII

Inability to Correspond and Delays in Replying

Standard Replies

373⁷¹⁴

STANDARD REPLIES

(373-1)⁷¹⁵ I can recommend to you a friend who is sufficiently advanced and willing to give personal help by mail or interview to spiritual seekers.

(373-2) For some time past I have withdrawn from correspondence and interviews to devote myself exclusively to meditation research study and writing. This is the reason why you and others no longer hear from me. However, if and when I receive direction either to see or write any friend again, as in the present instance, I shall be happy to do so.

(373-3) This research and writing demand my entire time.

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⁷¹⁴ PB himself inserted "286" at the top of the page by hand.

⁷¹⁵ The paras on this page are unnumbered.

(373-4) I try to remain loyal to my own beliefs concerning the need of individual independence and do not permit any organised work or movement to trail after my books.

(373-5) It has long been the writer's rule not to give an opinion upon the merits or demerits of any contemporary teachers. The general attitude upon this point is given in "The Wisdom of the Overself" (bottom of page 423 to the middle of page 425).

(373-6) Please accept my apologies for the delay in answering you, but having no secretary, I cannot find the time to respond promptly to the numerous letters received. It is with great regret that I have to inform you that I do not undertake to be anyone's spiritual teacher, as I have not attained that grade. Moreover I have no time free for such an activity. However, there is an old friend of mine [to whom,]⁷¹⁶ although she is only a student like myself,⁷¹⁷ you can write if you wish, as she is willing to correspond with those who need help or guidance.

(373-7) I am much embarrassed to confess my inability to keep in pace with the letter that pore in on me. They are appreciated, but alas! my duties and my work prevent writing replies I owe

(373-8) It has long been my long-standing rule not to: (a) (b) (c), etc.

(373-9) I am sorry that it is not possible for me to give further interviews or enter into regular correspondence nowadays as so much of my time is devoted to research and writing. However, I recognise the earnestness of your letter, and wishing to be of assistance have sent it to a friend of mine, Dr Renault, who will reply to you in due course. Dr Renault is highly respected by me and is advanced enough to give you such spiritual advice and help as you may require.

(373-10) I have gone into semi-retirement from correspondence and personal meetings in order to get some time to carry on researches and complete writings.

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STANDARD REPLIES

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⁷¹⁶ "To whom" was typed below the line and inserted with an arrow.

⁷¹⁷ PB himself inserted a comma by hand.

⁷¹⁸ Blank page

⁷¹⁹ PB himself inserted "288" at the top of the page by hand.

(375-1)⁷²⁰ Opening paragraph. Dr Paul Brunton read your letter with interest and mentally answered it at once. But he now confines himself to research and writing and lacks the time to enter into regular correspondence. He sent your letter to me, so that I may be able to give you a little help.

(375-2) Dr Brunton has received your letters and has turned all correspondence over to a spiritually advanced English friend, from whom you will no doubt shortly be hearing. This friend is willing and able to give the personal help to a seeker which Dr Brunton has hitherto not been in a position to give. Dr Brunton has withdrawn into retreat and so discontinued all interviews and correspondence, but he sends you his very best wishes for your inner welfare.

(375-3) It is not possible for me to maintain any regular correspondence, as I have no secretarial facilities, but an immediate mental reply was always given to your letters. You were never forgotten. Spiritual help and advice in its more subtle forms is given mentally and telepathically. It is not necessary for there to be any written or spoken words.

(375-4) What we can hope to find today is no longer a teacher to instruct our minds nor a master to guide our steps but an inspirer to set us aflame, to show us the world as the Overself sees it. There is for each seeker only one man in the whole world who can do that. He and he alone can work this miracle.

(375-5) You may also find it helpful to write to Swami Ramdas. In him you will reach a far greater person than myself, one who is renowned throughout India as a great Yogin and holy mystic.

(375-6) It would be kind not to beset PB with requests for replies.

(375-7) If he answered all letters promptly there would be time for nothing else.

(375-8) Although you are going through a very difficult time. It must have some meaning in the Divine plan. Your sufferings will not be without some compensating spiritual and material result in the end. When better times come you will be able to look back and see this result more clearly.

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STANDARD REPLIES

⁷²⁰ The paras on this page are unnumbered.

⁷²¹ Blank page

(377-1)⁷²³ I cannot help it if the limits imposed on me by personal Karma prevented my seeing you again for years. I have to struggle with my own personal difficulties and do the best for others within their scope.

(377-2) You will ever be regarded as spiritually linked with me, and you will ever receive my prayers on your behalf and my peaceful thoughts in meditation. This remains true, ever if you receive no letters from me.

(377-3) My silence does not mean that I did not think of you. On the contrary, I remember our conversations and meditation (s) a number of times, as you may have felt. There are so few people whom I meet in my travels who have reached a high spiritual degree that it was natural that the remembrance of you should stand out vividly in my memory. It was also because I feel that we are telepathically connected that I did not feel so strongly the need of physical plane communication.

(377-4) Please do not let my silence prevent you from writing to me as often as you wish as I shall always answer you mentally at least and your letters will always be welcome.

(377-5) The sources from which you have drawn your ideas are admirable,. They are familiar to me, but I long ago felt it was not practicable to make use of them in my work.

(377-6) It has been a necessary rule not to avail myself of the hospitality of friends while on my travels.

(377-7) Your letters were always valued and welcome, even though they received no timely acknowledgment.

(377-8) Do not judge my silence unkindly for my own thoughts of you during it were of the kindest.

(377-9) Do not attribute my failure to write to indifference.

(377-10) As I have long made it a rule to decline all invitations for public speeches it would obviously be invidious to accept some and refuse others. So please excuse me.

⁷²² PB himself inserted "291" at the top of the page by hand.

⁷²³ The paras on this page are numbered 117 through 128; they are not consecutive with the previous page.

(377-11) My facilities for sending replies to letters are so meagre that it is impossible to answer more than a small percentage of those received.

(377-12) For the past few years it has become advisable for me to adhere to an old rule of not attending public meetings. My time has to be given exclusively to writing, research and inner plane work, so that I am unable to engage in public activity.

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STANDARD REPLIES

379⁷²⁵

STANDARD REPLIES

(379-1)⁷²⁶ I have put into my books what is best in me for it is easier to write down high thoughts than to live them. To come away from these books to a meeting with their author is to come down to a lower level. Such a meeting will help you less than you believe.

(379-2) Try to be philosophically resigned that there will be no regularly continuing correspondence and that it is definitely impossible for Dr Brunton to undertake the role of personal counsellor. He suggests that if this is your need, you find someone on the spot in your city to give you such help.

(379-3) Because the heavy pressure of work necessitates a severe restriction on all personal correspondence, Dr Brunton has requested that I inform you the following:

He understands that you are earnestly seeking and is doing what he can for you, but such help as he is able to give is not aided by an ever increasing-correspondence on your part. It would be better he suggests, if you did not write, but redirected your fears by a direct application of your philosophy and by putting your trust in God.

(379-4) P.B. lives a full life, and those of us who know and love him can help him best by achieving our own independence, and forming around him silently a circle of friends upon whom he can rely at all times and in all circumstances for help and for complete and unwavering understanding. One of the things he cannot do is much letter writing. He has explained this to us more than once. He knows how we long to have his written word, but if we can reach him intuitively and within ourselves, we will find far greater knowledge than written words can give. If you like, send him letters, they will always be welcome and read and mentally answered, but do not put him under any obligation to reply by letter.

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⁷²⁵ PB himself inserted "292" at the top of the page by hand.

⁷²⁶ The paras on this page are unnumbered.

(379-5) I have withdrawn from public work and live in retirement, my time being devoted to meditation and writing.

(379-6) Since it is not possible for me to find time to take any pupils into personal charge.

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STANDARD REPLIES

381⁷²⁸

STANDARD REPLIES

(381-1)⁷²⁹ The demands of spiritual, worldly, professional, public and private character which call for hours of attention and expenditure, of much nervous energy, render it too difficult if not impossible to get involved in the personal affairs of correspondence, interviewees and friends. Yet, these affairs are undoubtedly important to the persons to whom they concern, often highly crucial but not less important and from a long range point of view unquestionably much more important are the mystical researches and literary works which for their successful undertaking require an uninterrupted and continuous attention for several hours at a time.

It would seem therefore, best for [me; by delegating the work to a confidential, trustworthy assistant,]⁷³⁰ to avoid this unintentional but unfortunate neglect of correspondence into which I am so often forced. This would of course, still be carried out under my personal daily supervision and advise. [Such]⁷³¹ retirement will enable me to free my mind sufficiently to restore the proper balance between the [two]⁷³² phases in the impersonal and the personal, of response to the demands made upon me.

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STANDARD REPLIES

383⁷³⁴

STANDARD REPLIES

⁷²⁷ Blank page

⁷²⁸ PB himself inserted "294" at the top of the page by hand.

⁷²⁹ The para on this page is unnumbered.

⁷³⁰ PB himself inserted a semicolon and "by delegating the work to a confidential, trustworthy assistant" was typed below the line and inserted with an arrow.

⁷³¹ PB himself changed "This" to "Such" by hand.

⁷³² PB himself inserted "two" by hand.

⁷³³ Void page

⁷³⁴ PB himself inserted "296" at the top of the page by hand.

(383-1)⁷³⁵ The name and address of a healer, which you requested, follows: -Mr _____ charges no fee, but will accept voluntary contributions when they are offered.

(383-2) I encourage no organisations or classes of students, nor do I engage in public lecturing. The work is entirely individual in so far as each must work on himself. The effort to resolve personal problems by the light of philosophic teachings and principles eventually draws forth latent resources of understanding and of strength.

For the same reason I do not usually introduce one student to another. However, it is possible you might find it helpful to get in touch with...:

(383-3) I know of no teacher in.../ I suggest you write to the in him you will reach a far greater person than myself, one who is renowned throughout India as a great Yogin and holy mystic.

Emotion is a strong and valuable faculty in the search for the higher self. It must be guided by reason and will and practicality. External conditions, even though often undesirable in themselves, are the material for self-study...

(383-4) I hope your partial understanding of the books will give you the impetus to increase your efforts in work on the self, which alone can lead to a larger understanding.

(383-5) I would suggest that discrimination is of utmost importance in the selection of a spiritual path and teacher. For this purpose one must apply all one's intelligence, caution, and common sense.

Unfortunately, I have entered into retreat and retirement, and cannot undertake to carry on correspondence with individuals.

(383-6) It is true that one need not go to the Himalayas for spiritual enlightenment, and that one's surroundings and the demands of one's life are material for self-development and the inner search which opens the way toward a larger knowledge.

However, each has his own path, and here your own need and desires are the best guide.

The Indian Consul would have the most dependable information on residency in India and possibilities of employment.

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STANDARD REPLIES

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⁷³⁵ The paras on this page are numbered 70 through 75; they are not consecutive with the previous page.

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STANDARD REPLIES

(385-1)⁷³⁸ I have withdrawn from personal contacts with seekers since the pressure on my time for my own needs in spiritual research and preparations, is tremendous. Also I am under a deadline on a new book which is greatly in arrears. I have just returned to the States from several months retreat in Mexico. Please therefore understand my silence as I work singly and have no secretary.

(385-2) I must answer evasively that I am not a teacher and that I have no school. I am just a writer.

(385-3) I ask my cherished friends and students not to misread these long silences.

(385-4) The stream of my correspondence has been jammed for a long time. I had to choose between attending to it and doing my real work. There is simply not the time and strength. I ask my cherished friends and students not to misread these long silences.

(385-5) I must cease from every form of personal involvement and concentrate on the research work which needs time and solitude. It also means that I shall grant no more interviews to others, unless there is clear guidance to break the rule. I dwell in the inner world of Mind and there I can continue to work for others without the difficulties and absurdities that arise from work in the outer world.

386⁷³⁹

STANDARD REPLIES

387⁷⁴⁰

STANDARD REPLIES

(387-1)⁷⁴¹ You do not need to feel 'lost'. There is a teacher within you, your own intuition. Learn to practise reflection on the eternal truths and laws, have full faith in them, be patient, and this intuition will come of itself to guide you in quiet relaxed moments. All outer teachers have to lead [you]⁷⁴² to do this anyway, for they cannot live in your stead- So far as I am concerned no one is 'lost' from my horizon if they want to enter it. By faith loyalty and meditative moods they can always get some measure of

⁷³⁷ PB himself inserted "298" at the top of the page by hand.

⁷³⁸ The paras on this page are unnumbered.

⁷³⁹ Blank page

⁷⁴⁰ PB himself inserted "300" and "STANDARD REPLY" at the top of the page by hand.

⁷⁴¹ The paras on this page are unnumbered.

⁷⁴² PB himself inserted "you" by hand.

telepathic contact that will be helpful. This does not depend on outer communications; it is created or cut off entirely independently of them. I forget no one but can accept no obligations on my side.

(387-2) If I have expressed my inability to take up the role of spiritual guide to anyone, I have not done so in order to substitute for it the role of personal counsellor.

(387-3) I am not in a position to give you advice, since I am only a student myself.

(387-4) If I am no longer punctilious about answering letters and even indifferent toward them, that is because I came to the discovery that dealing with individual seekers was not the path God had destined for me.

(387-5) I can deal only with the most pressing letters out of an incessant flow of mail.

(387-6) (STAN REPLY) My letter,⁷⁴³ quite disproportionate to its brevity, must be read as holding an immense goodwill and blessing towards you.

(387-7) (STAN REPLY) I am unable to keep up correspondence [regularly]⁷⁴⁴

(387-8) (STAN REPLY) It is now not only outside my inner mandate to accept the work of personal counselling but also beyond my available time and energies.

(387-9) (STAN REPLY) ... (to⁷⁴⁵ friends and others who ask when I shall be visiting their city:)⁷⁴⁶ "I no longer plan future movements deliberately. I let them fall into place, into the pattern that a higher power than my own arranges, and I let them take their own time in the doing of it. So I do not really know at what date I can visit your city - it maybe a week, a month, a year; who knows?"

(387-10) My letter to you is long overdue but I never seemed to be able to take the time necessary to write it. This was not through thoughtlessness, for I had you in mind many times.

(387-11) (STAN REPLY) I am always months behind with the work of answering letters.

(387-12) (STAN REPLY) I have been in partial retreat for several months and much regret could not answer your letter earlier.

⁷⁴³ PB himself inserted a comma by hand.

⁷⁴⁴ PB himself inserted "regularly" by hand.

⁷⁴⁵ PB himself inserted parentheses by hand.

⁷⁴⁶ PB himself inserted parentheses by hand.

388⁷⁴⁷
STANDARD REPLIES

389⁷⁴⁸
STANDARD REPLIES
Form Letter

(389-1)⁷⁴⁹ I am only a student, not a master, hence also not competent to give personal guidance.

(389-2) For some time past and for an indefinite period in the future I have been and shall remain in retreat, withdrawn from personal contacts.

(389-3) If, however, you should wish to write me once or twice a year, be assured your letters will be carefully read.

(389-4) Even though you do not receive a written communication you may still receive spiritual help by other means.

(389-5) My good wished for your inner peace and spiritual unfoldment go out to you.

(389-6) My time is too much taken up with research, writing and travel. The entry into regular correspondence with individual students is impossible. I am really sorry for that but it explains why I cannot answer in writing more than this, your first letter. I would be happier if the situation were otherwise.

(389-7) Since I have gone into seclusion I no longer give interviews or make appointments with students. I do not know when I shall be guided to emerge from my retreat and resume personal contacts.

390⁷⁵⁰
STANDARD REPLIES
Form Letter

391⁷⁵¹
STANDARD REPLIES

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⁷⁴⁸ PB himself inserted "302" at the top of the page by hand.

⁷⁴⁹ The paras on this page are numbered 1 through 7; they are not consecutive with the previous page.

⁷⁵⁰ Blank page

⁷⁵¹ PB himself inserted "304" at the top of the page by hand.

(391-1)⁷⁵² The picture of your kindly service when I stayed in London comes back at the same time of every year. Of course you are not forgotten.

(391-2) My retirement is close to the point of being complete. The responsibility of writing for the public and much more for a specialised section of it, would be too much for me now. I am sorry to disappoint you.

392⁷⁵³

STANDARD REPLIES

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STANDARD REPLIES

Form Letter to Applicants for an Interview to Whom I Wish to Grant One

(393-1)⁷⁵⁴ Thank you for the interest in these books dear Mr Jones. But as for meeting me you need to know that I don't live in England, that I'm in retirement from public activity and that I'm only a professional writer and not a holy man. My time moreover is taken up almost fully. That only occasionally do I agree to receive visitors and then only for a single meeting. If after that you still wish for a meeting I could give you one. In that case write me as to what date would suit you best,⁷⁵⁵ and I could arrange to arrange one for that day,⁷⁵⁶ if possible,⁷⁵⁷ or else to suggest an alternative. You may address your letter to me, c/o Professor Schill Swiss Psychological Institute, Zurich, Switzerland.

394⁷⁵⁸

STANDARD REPLIES

Form Letter to Applicants for an Interview to Whom I Wish to Grant One

Student Standard Replies

395⁷⁵⁹

STUDENT STANDARD REPLIES

396⁷⁶⁰

⁷⁵² The paras on this page are unnumbered.

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⁷⁵⁴ The para on this page is unnumbered.

⁷⁵⁵ PB himself inserted a comma by hand.

⁷⁵⁶ PB himself inserted a comma by hand.

⁷⁵⁷ PB himself inserted a comma by hand.

⁷⁵⁸ Blank page

⁷⁵⁹ Envelope back

(397-1)⁷⁶¹ [The⁷⁶² time has come for you to let go the mystic level and to hold on to the philosophy level latter if you wish to make a real start and quicken up progress. In the former levels the emotions rule, whether they be the static emotions of the fears and depressions on the dynamic passions. It is only the ego that has such oscillations and that is why you must let them go. Peace is your real being. Why not take all your family into this peace and help the thought of them through rejecting firmly all negative emotions which may try to dislodge you from it?

Even a little practice of this kind will help you to open the doors to the true consciousness.]

(397-2) Dear Kirk:

[22 March/50]⁷⁶³

Your letters of October 1st, November 14th and January 14th;

Your [well-edited]⁷⁶⁴ magazine continues to arrive safely and I always read it with pleasure, even though there are times [I disagree with your editorials as]⁷⁶⁵ when your con-

(397-3) Please remember that they can only represent one aspect of the truth, and not the whole of it. Remember how absorbed you were with astrology, which provided another aspect - that of confirming the actuality of karma or destiny? You are working your way to a synthesis of all these different aspects, and it is in the totality of them, balanced by intuition and the teacher's guidance, that you will come closer to the perfect truth.

(397-2) Referring to the psychic trouble which you have developed lately, as a result of your foolish contact with [this]⁷⁶⁶ teacher, you should understand that it is necessary to

⁷⁶⁰ Envelope front

⁷⁶¹ The paras on this page are unnumbered.

⁷⁶² This para was heavily edited. It originally read: "mystic levels as the Vedanta and philosophy level to both are higher. The time has come for you to let go the Former and to hold on the latter if you wish to make a real start and quicken up progress. In the former levels the emotions rue whether they be the static emotions of the fears and the passions and depressions. It is only the ego that has such oscillations and that is why you must let them go. Peace is your real being. Why not take all your family indeed with peace and help the thought of them through rejecting firmly the negative emotions which may try to dislodge you from it?"

⁷⁶³ PB himself inserted "22 March/50" by hand.

⁷⁶⁴ PB himself inserted "well-edited" by hand.

⁷⁶⁵ PB himself inserted "I disagree with your editorials as" by hand.

practise rigid discrimination in your contacts with so-called teachers. [Many]⁷⁶⁷ of those who appear as such in America are on the wrong path and therefore can only mislead people. To get rid of this trouble, you should [firstly]⁷⁶⁸ avoid meeting this man. Secondly, keep the thought of him, his name and mental picture out of your mind by throwing it out immediately every time it [appears.]⁷⁶⁹ Thirdly, put aside all fear of him, and meditate on the quality of fearlessness, with which you should fill your heart and mind, linking it up, with the faith in God as being more powerful than all evil.

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STUDENT STANDARD REPLIES

(398-1)⁷⁷⁰ Apropos of these matters you will remember that I have never acted to disturb your faith during all these past years. However, this time cannot go on interminably for a man of your intelligence. It is now time to advise you to come out of the psychological group to which you belong. It is no longer worthy for one of your capacities with the background of the years you spent at Aiyar. Your present difficulty arises from too much emphasis upon your reasoning powers whose very abilities in your instance are misleading since these have not come to be balanced [sufficiently]⁷⁷¹ with religious feeling and mystical intuition. It is your lower appraisal of this worth of these two factors which has led you astray. In this connection may I express my belief that the stagnation in your worldly affairs is interlocked with the stagnation in your spiritual career.

The time has now come for you to arouse yourself and to seek for a higher order of spiritual - as opposed to spiritistic - views. The first step in this direction may be a humble one but it is nonetheless necessary one. It is to assume the attitude of a child and to pray to the Unknown Power for fresh guidance of course that Power is really your own Soul.

399

STUDENT STANDARD REPLIES

(399-1)⁷⁷² However, it is not correct to state that spirituality never hides itself. There are times in our lives when it is necessary to hide from the world, just as there are times when we must remain in the open. Spirituality has no need to assert itself in order to proclaim its intrinsic being. When the need arises for a man to retire temporarily from the world, then he is informed from within

⁷⁶⁶ PB himself deleted "Indian" from after "this" by hand.

⁷⁶⁷ PB himself changed "Most" to "Many" by hand.

⁷⁶⁸ PB himself changed "first of all" to "firstly" by hand.

⁷⁶⁹ PB himself inserted "appears." By hand.

⁷⁷⁰ The para on this page is unnumbered.

⁷⁷¹ PB himself inserted "sufficiently" by hand.

⁷⁷² The paras on this page are unnumbered.

(399-2) In your letter of September 22nd, you lament the difficulties and delays of your worldly situation, as well as the apparent stagnation of your spiritual situation. All that I could say upon these matters has already been said in my previous communications. What could I add? I have been told by my own teachers and by my own experience to believe that such things are in the largest part the measure and result of our own thinking and doing. However, where the line of connection is not apparent, then we have to push the causes of sequence further back into former life. I have also been told to keep on searching out within one's own character or capacities the precise nature of those causes whether for good or bad. I has been warned against putting the blame for the troubles on any outside power or person. However, there is also the truth that life moves in cycles or phases, that brighter the ones are likely to succeed than darker ones.

(399-3) In regard to your troubles with dreams, the cause of the distress they bring you lies [in your care]⁷⁷³ in a previous incarnation and, therefore, [may be]⁷⁷⁴ attributed to "bad" karma. I advise you to try the exercise of giving directions, commands, and orders to the subconscious mind along desired lines of improvement every night before falling asleep. If this is done earnestly and conscientiously over a sufficient period of weeks or months and with a sufficient intensity of determination, the cumulative result will be beneficial.

400⁷⁷⁵

STUDENT STANDARD REPLIES

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STUDENT STANDARD REPLIES

(401-1)⁷⁷⁶ I⁷⁷⁷ suggest that, as far as conveniently possible, you spend two hours daily in a quiet secluded place where Nature's peace and beauty are most evident. Then mentally relax your hold on the problems that have been troubling you. In relinquishing these, return in memory to the time when you were a little girl, and try to experience again the child-like attitude, the trustful, clear-eyed confident expectancy that all your troubles will somehow be taken care of by "others." Then, holding to this contented state of mind, observe the multitude of charming details around you, the green grass, the individual trees, the small living things. Try to imbibe the peace and serenity inherent in Nature. Banish thought by turning your mind to the activity of

⁷⁷³ PB himself inserted "in your care" by hand.

⁷⁷⁴ PB himself changed "is" to "may be" by hand.

⁷⁷⁵ Blank page

⁷⁷⁶ The paras on this page are unnumbered.

⁷⁷⁷ Incomplete para - the first line of this para was ripped off along the top margin.

observation alone. You may find that something [will]⁷⁷⁸ emerge from the unconscious part of your mind to help deal with your problems.

(401-2) Richard Jeffries' kind of Nature-Mysticism [gelded an]⁷⁷⁹ expansive feeling of being one with a friendly universe.

The rapture that you experience along with many Poets at seeing a beautiful view, and the exquisite exaltation you feel on hearing, for instance, a Beethoven symphony - which make the common, prosaic world dim, remote and imprisoning - are truly mystical experiences, but they are only intermediate ones.

They are not to be confused with the ultimate one,⁷⁸⁰ which is free from every reference to the senses [of sight or hearing]⁷⁸¹ and/or a world outside, whether perceived in actuality, in imagination or in memory.

(401-3) When⁷⁸² praying, take one single powerful thought of Truth - such as "God's strength is within me" - and slowly repeat this over and over, directing all your attention to it. When other thoughts interfere, deliberately rule them out. This exercise - if it is practised faithfully every day for at least six months - will help you in many ways that will become more apparent to you later on: most especially, it will help you to create a barrier through which opposing forces find it increasingly difficult to enter, thus giving you an opportunity to regain your strength and equilibrium. Although it can be practised at any time, it must be immediately started whenever you become aware of any unusual disturbance, such as the feeling of another mind taking possession of yours. Its effectiveness depends on the quality of your effort, together with the passage of same time.

402⁷⁸³

STUDENT STANDARD REPLIES

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STUDENT STANDARD REPLIES

(403-1)⁷⁸⁴ The situation between [most people in love]⁷⁸⁵ will come out for the best in the end, provided both of [them]⁷⁸⁶ patiently obey the guidance of reason and idealism. If it

⁷⁷⁸ PB himself changed "may" to "will" by hand.

⁷⁷⁹ PB himself changed "with its" to "gelded an" by hand.

⁷⁸⁰ PB himself inserted a comma by hand.

⁷⁸¹ PB himself deleted a comma from after "senses" and inserted "of sight or hearing" by hand.

⁷⁸² Incomplete para - the beginning of the para is cut off.

⁷⁸³ Blank page

⁷⁸⁴ The paras on this page are unnumbered.

⁷⁸⁵ PB himself changed "you and Netty" to "most people in love" by hand.

⁷⁸⁶ PB himself changed "you" to "them" by hand.

is wise for both of [them]⁷⁸⁷ to marry, that guidance will indicate it in the course of time, but if it is unwise [they]⁷⁸⁸ will be preventing a mistake by such caution. In any case [they]⁷⁸⁹ have both realized the need for strengthening moral discipline for the present. There is no need, however, for either [of them]⁷⁹⁰ to be unhappy. What is past is past. Both of [them]⁷⁹¹ should look forward to the future with the confidence of improved understanding and with faith in

(403-2) One negative, definitely. I have relegated romantic notions to the sphere of illusion and find greater satisfaction in work. The voice you heard that day in the study originated from your own mind – it was your own subconscious creation. You should be strong enough to bear the truth without any varnishing. I treat all students alike, and bear no favouritism or special regard to any of them. Whatever love I feel for them is because of their divine aspiration. I do not love their egos

I trust that this matter is now sufficiently clear, and that you will devote all your energies and love towards That which alone is worthy of them, which alone will sustain them without disappointing you as a human agent might. You will go far indeed if you make a concentrated effort in aspiration and strive diligently along the spiritual path.

(403-3) I agree with your statement that our human notion of mercy is really an acknowledgment of our imperfect conception of justice. But life does not ultimately have to conform to the demands of rational consistency. There are mysteries within mysteries, and the intellect need not be ashamed to admit its limitations.

This problem of free will versus fate which has preoccupied so many years of your life and to which you have devoted an entire book, will never be fully understood and solved by an intellectual approach alone. It is absolutely necessary to bring in, parallel with it, a childlike submission to the impenetrable mystery back of things.

If you do this then you will be unable to pronounce a final judgment upon the problem; you will instead recognise your own personal responsibility for much of your thinking and doing – yet at the same time also recognise the truth of spiritual determinism. Your life therefore really becomes a balance struck between these two factors, but nobody can say how much or how little each of these factors represents. That is where the mystery exists.

⁷⁸⁷ PB himself changed “you” to “them” by hand.

⁷⁸⁸ PB himself changed “you” to “they” by hand.

⁷⁸⁹ PB himself changed “you” to “they” by hand.

⁷⁹⁰ PB himself changed “you or Netty” to “of them” by hand.

⁷⁹¹ PB himself changed “you” to “them” by hand.

⁷⁹² Blank page

(405-1)⁷⁹³ As you say, Truth may be elusive, but the rewards of the search are commensurate with the difficulties. The path of spiritual endeavour offers the only permanent and real rewards to be found.

(405-2) The Absolute Harmony of the Overself is without an opposing factor and, therefore, cannot be dragged down to this world where contrasts, differences and opposites prevail.

(405-3) The fruit of what happened spiritually as a result of our [meeting]⁷⁹⁴ will slowly become apparent to [his]⁷⁹⁵ mind through intuition and inspiration. This is much more profitable in the end than written letters.

(405-4) Please remember that all the experiences of your [life]⁷⁹⁶ purpose and meaning specially intended for yourself. Therefore, you should try to decipher what [they mean.]⁷⁹⁷ It is necessary to try to stand aside from your own personal feelings if you are to perform these acts correctly. It may be hard to do so; but the reward is so great in serenity and understanding that it is worth trying.

(405-5) The experience you had in meditation as described in your letter – that of becoming light as air, or of being lifted out of yourself – is perfectly normal. So was your feeling of fear. Most seekers have this, and not recognising it for the gift of Grace it is, become frightened. There is nothing to fear. You should welcome it if it comes again.

(405-6) it, because there [is]⁷⁹⁸ danger in limiting yourself to academic work, especially at your age – the danger of losing yourself in intellect, theories and words. Practical work is a necessity to keep a healthy balance. Moreover, it is more important to develop intuition than intellect and unfortunately this is the quality which tends to get stifled by one-sided educational activity.

With good wishes for your progress. Peace be with you.

⁷⁹³ The paras on this page are unnumbered.

⁷⁹⁴ PB himself deleted “in Rome” after “meeting” by hand.

⁷⁹⁵ PB himself changed “your” to “his” by hand.

⁷⁹⁶ PB himself deleted “for” from after “life” by hand.

⁷⁹⁷ PB himself changed “you does learn” to “they mean” by hand.

⁷⁹⁸ PB himself deleted “great” from after “is” by hand.

⁷⁹⁹ Blank page

(407-1)⁸⁰⁰ know that the spiritual inspiration which you are now in position to accept, shall be [effectively]⁸⁰¹ provided on the mental plane the Infinite Intelligence always provides proper guidance in the correct manner at the time a propos,

(407-2) You are to be congratulated on your effort at self betterment, self discipline, self purification physically, emotionally and mentally, as they are all prerequisites to self illumination.

(407-3) You acted mistakenly in ceasing meditation when the feeling of fear of death came over you. That feeling and that fear come to nearly every person who pursues the practice of meditation to such an advanced degree and it has to be overcome. However, the [opportunity]⁸⁰² comes again [although not]⁸⁰³ in the same form during the same lifetime. So the opportunity will have to come to you in a different form again.

(407-4) [Sri Aurobindo]⁸⁰⁴ was, at one time, the leader of the entire Political National Movement in India. He was jailed by the British and in his prison cell under-went a spiritual illumination, which caused him to renounce politics and devote himself to spiritual development. This led to the result that Gandhi became his successor and thus secured the chance to lead India to freedom. Aurobindo, was one of the few Indian Mystics who travelled abroad and the only one who had a first-class education at Oxford University in England. His present day influence makes him spiritual leader but only of the educated classes in India.]

(407-5) Your sufferings have cleared so much bad karma out of [his]⁸⁰⁵ accounts that they are not in vain or useless.

⁸⁰⁰ The paras on this page are unnumbered.

⁸⁰¹ "As effectively" was typed below the line and inserted with an arrow. PB himself later deleted "as" from before "effectively" by hand.

⁸⁰² PB himself deleted "really" from after "opportunity" by hand.

⁸⁰³ PB himself inserted "although not" by hand.

⁸⁰⁴ This para was heavily edited. It originally read: "Sri Aurobindo, who was, at one time, the leader of the entire political National Movement in India: who was jailed by the British and in his prison cell underwent a spiritual illumination which caused him to renounce politics and devote himself to spiritual development. Hence, with the result that Ghandi became his successor and thus secured his chance to lead India to freedom. Aurobindo, is the only Indian Mystic who has travelled abroad and the only one who had a first-class education at Oxford University in England. His present day influence is such that he is the spiritual leader of the educated classes in India"

⁸⁰⁵ PB himself changed "your" to "his" by hand.

(407-6) [for]⁸⁰⁶ one's own spiritual development [Astrology]⁸⁰⁷ must be kept strictly in its place, for too much attention to the ego is an unbalanced and [unhealthy]⁸⁰⁸ procedure.

(407-7) In order to transcend the merely intellectual comprehension of Truth, remember that the devotional side of this path is very important. You must aspire strongly, pray to the higher power for enlightenment and regularly sit for meditation

408⁸⁰⁹

STUDENT STANDARD REPLIES

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STUDENT STANDARD REPLIES

(409-1)⁸¹⁰ The assistance you need will arise from the subconscious part of your mind – which actually is the dwelling place of [the]⁸¹¹ Divine Power within you. It is always there waiting to help you, but you must call it forth yourself by repeated and persistent efforts made in the right way.

(409-2) Outwardly we all appear to be [engaged inwardly different activities but]⁸¹² inwardly we are [all]⁸¹³ about the same business .. that of discovering [the]⁸¹⁴ inner [self.]⁸¹⁵

(409-3) I do not know any personal teacher in your country to whom you can go for this kind of instruction although there are many teachers for other kinds. You are quite right, however, in believing that the answer will not be found in joining any group and I strongly advise you against attaching yourself to such. [Yet the]⁸¹⁶ only way to get really started on this Quest after you have put in sufficient study on the books to seek and secure a single personal interview with a competent person when your questions can be answered and your doubts cleared away.

⁸⁰⁶ PB himself deleted "you know. At the same time" from before "for" by hand.

⁸⁰⁷ PB himself changed "it" to "Astrology" by hand.

⁸⁰⁸ PB himself inserted "unhealthy" by hand.

⁸⁰⁹ Blank page

⁸¹⁰ The paras on this page are unnumbered.

⁸¹¹ PB himself deleted "beating" from after "the" by hand.

⁸¹² PB himself changed "doing various things.." to "engaged inwardly different activities but" by hand.

⁸¹³ PB himself inserted "all" by hand.

⁸¹⁴ PB himself inserted "the" by hand.

⁸¹⁵ PB himself inserted "self" by hand.

⁸¹⁶ PB himself inserted "Yet the" by hand.

(409-4) The explanation for “The Purpose for It All” can be found although it is never easy, for, in order to be wholly acceptable, it must be individually verified and authenticated in addition to being intellectually satisfying. To remedy this situation, Nature has endowed each one of us with the equipment and ultimate ability to find [and experience,]⁸¹⁷ the Pure, Unchanging Truth for ourselves.

(409-5) Adopt a more positive attitude henceforth Be done with fears, doubts, depressions and other negative ideas. They belong to the “Long Path” of toil by one’s own efforts. Take no to the “Short Path” [of]⁸¹⁸ GRACE through self-identification with the Overself Constantly remember It and throw all burdens upon it even the responsibility for progress! The kingdom of heaven, with its great joy and love and peace, is you Here and Now. Acknowledge only Its power and existence; ignore discords – they will be dissolved. From my meditations I send you the link with It All need to do is to turn inwards and sense the presence by intuitive feeling. No – it’s simple!

(409-6) {illegible}⁸¹⁹ sympathise with the dislike which you have for the business world {illegible}⁸²⁰ it is not suited to your temperament. But, for a short time is a useful experience in bringing out the qualities of practical {illegible}⁸²¹ systematic organising ability and self-discipline.

410⁸²²

STUDENT STANDARD REPLIES

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STUDENT STANDARD REPLIES

(411-1)⁸²³ I have read your thoughts written be with show you are destined to go far on the spiritual path, providing you keep your balance. He careful of any tendency toward fanaticism, and cultivate equanimity, patience, and hopefulness as regards your own personal development.

Healers are merely agents for the Divine Power. That is manifested through the dark as well as through the light. Sickness and suffering can be tests and teaching. Although I am in considerable sympathy with your beliefs that the Real Self is free from

⁸¹⁷ “and experience,” was typed below the line and inserted with an arrow.

⁸¹⁸ PB himself inserted “of” by hand.

⁸¹⁹ The word is entirely cut off by the left margin.

⁸²⁰ The word is cut off by the left margin. Only “-e” is visible in the original.

⁸²¹ The word is entirely cut off by the left margin.

⁸²² Blank page

⁸²³ The paras on this page are unnumbered.

sickness, pain and suffering, the simple denial – by the individual – of these obviously present symptoms will often fail to banish them.

Philosophy takes a broader view: it does not attempt to deny the undeniable. It recognises that all prolonged or intense suffering, being karmically self-earned – whether in this lifetime or a former one – carries with it a message. This message must be learnt and actively taken to heart, while, at the same time, every available means – physical, mental and spiritual –

(411-2) is still suffering with his ulcers. But I do not see how even the finest physical methods alone can effect a radical cure so long as there are [negative]⁸²⁴ emotional causes which have to be dealt with by Jacques himself. It is the teaching of mentalism that even your emotions are only ideas that come and go within your consciousness, [and]⁸²⁵ are not really YOU. To think frequently about this truth helps to gain detachment from these emotions – or rather, to rise above them.

(411-3) possible cause and cure of ill-health is that a heavy proportion of sufferers were found to have undergone, or to be experiencing, prolonged periods of bitterness and resentment. Subsequently, in many cases where these were overcome and replaced by forgiving, kindlier thoughts, the diseased body mysteriously became cured – although not immediately, of course. Contrary to popular notion, [some healing miracles are not instantaneous but stretched over a long period.]⁸²⁶

If you will search your past, as well as your present history, you may remember someone who induced these feelings in yourself. Make sure that correct identification is achieved then make a sincere, determined effort to expunge all bitterness from your attitude. Work at this until your reorientation of thought is sincere – it must be wholly genuine if the exercise is to be effective.

Negative thoughts help to perpetuate richness. It is good that you realise you must rise above them.

(411-4) the time has not really been [lost. Your]⁸²⁷ experiences during the intervening years have served a useful purpose in maturing your mind and preparing you for further advance.

(411-5) The joy and strength of the Overself are so wonderful that the struggles of the Quest [to reach it]⁸²⁸ are soon forgotten in them

⁸²⁴ PB himself inserted “negative” by hand.

⁸²⁵ PB himself changed “but” to “and” by hand.

⁸²⁶ PB himself changed “miracles ordinarily take time, too” to “some leading miracles are not instantaneous but stretched over a long period” by hand.

⁸²⁷ PB himself changed “lost since your” to “lost. Your” by hand.

⁸²⁸ PB himself inserted “to reach it” by hand.

(413-1)⁸³⁰ time. However, I am not connected with any organised group nor do I encourage the [formation]⁸³¹ of groups among my readers. The Quest is an individual affair and is best worked out as an individual undertaking.

(413-2) All those phenomena which you describe, Mrs Roberts the sounds and lights, are not uncommon in the experiences of those who take up meditation. Sometimes they are unimportant, sometimes they are important, but usually they tend to pass away after a time. If they do not it is best to stop the practice of meditation for a period and utilise the time for prayer, study, reflection or simple relaxation. In short, it is not wise to encourage their continuance.

Regarding the further request to remember you, that is being done.

(413-3) The private individual, in contrast to the acknowledged leader, can make only a very limited contribution to the alleviation of present world conditions and each must find himself or herself what that contribution will be according to personal temperament and circumstances.

(413-4) Do not be too concerned about your seeming confusion. This state is a common phase through which many aspirants have to pass. It is well to put aside these problems occasionally and take them up again later. Give yourself a mental rest from time to time and take comfort in the thought that when the proper time comes, when you are actually ready for such knowledge, it will be unfolded to you. Often, the fact that a student is overwhelmed with perplexities may be an indication that he or she is not yet ready to assimilate. Thus, it would be advisable for you to lessen the amount of concentration you have been bringing to this study. If overdone, it leads to an unbalanced state of mind. The student of the philosophic path needs to avoid such a condition if he is to make any real progress along it. The intellectual must be offset by other kinds of work if balance is to be maintained.

(413-5) The great disappointment which you experienced over your woman friend last summer was an opportunity for you to grow spiritual and I congratulate you on having taking it in the correct way. If you had followed the ignorant reaction of bitterness and resentment, you would have planted the seeds of future bodily sickness. Be sure that

⁸²⁹ Blank page

⁸³⁰ The paras on this page are unnumbered.

⁸³¹ PB himself changed "foundation" to "formation" by hand.

this disappointment happened just when it did because eventually you will find that this disappointment happened just when it did because eventually you will find that the results will satisfy you, and you will not be sorry that it happened.

414⁸³²

STUDENT STANDARD REPLIES

415

STUDENT STANDARD REPLIES

(415-1)⁸³³ It is true that the endeavour to live a higher kind of life in a world so filled with elements that you describe is difficult. Nevertheless it is the only endeavour that is really worthwhile.

(415-2) If you get sad at times at separation from the Divine that is only because you are destined to become at least partially or intermittently aware of the Divine. In the subconscious mind you know it but the waiting period provides a great trial and fills the conscious mind with spiritual longing. I do not know any other or better way of shortening this period than that which I have often described to you – working on the improvement of character and hopefully, even optimistically, remembering that the Overself is still with you.

(415-3) [He should]⁸³⁴ meditate on [friendly]⁸³⁵ criticisms very deeply. [Whatever]⁸³⁶ to find of truth in them [he should]⁸³⁷ gratefully accept and rejoice in the chance to get rid of weaknesses.

(415-4) It is useful for such people in England as are reaching out for a rational religion and are willing to accept assistance from Buddhism in this connection. Most of the ideas expressed by Humphries are in perfect harmony with philosophy as I have learnt it: only we refrain from fixing labels or employing Oriental terms.

(415-5) You must not [hold]⁸³⁸ the belief that I have personally abandoned and publicly decried the practice of meditation. That would be an error. It has its proper place and function in the spiritual life along side of prayer, and as such I must approve of it. What I have [tried to say]⁸³⁹ is that when prematurely practiced by people of

⁸³² Blank page

⁸³³ The paras on this page are unnumbered.

⁸³⁴ PB himself inserted "He should" by hand.

⁸³⁵ PB himself changed "your" to "friendly" by hand.

⁸³⁶ PB himself deleted "I have been able" from after "Whatever" by hand.

⁸³⁷ PB himself changed "I" to "he should" by hand.

⁸³⁸ PB himself deleted "early books," from before "hold" by hand.

⁸³⁹ PB himself changed "come to see" to "tried to say" by hand.

unbalanced minds or of unworthy character the results might be quite harmful; or, when it is used as an easy substitute for the work of eliminating and correcting personal defects it may become a form of escapism; or, when it leads into psychical visions or occult experiences,⁸⁴⁰ it often breeds ego-flattering hallucinations.

(415-6) He gave point of view to your opinions and judgments in many cases, the view of his materialistic but hard headed business-man environment. I had advise you that you needed this counterbalance in your development, for your flights into the intuitive-spiritual element, although successful in recognising some very important facts which man like Bill are unable to see, was not successful in crossing that imaginative-psychic region which many aspirants get mixed up with nor in arriving at that degree of self-mastery through self-discipline which is the high price to be paid for entry into the truly spiritual.

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STUDENT STANDARD REPLIES

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STUDENT STANDARD REPLIES

(417-1)⁸⁴² [There are times when]⁸⁴³ meditation will only tend to aggravate your present difficulties. [It should not be done then]⁸⁴⁴

(417-2) Just as man has a physical body with which to operate in the physical world, so he has a vital body, an emotional body and a mental body, through which to express these other parts of his nature. This is the teaching of Theosophists, Hindus and Occultists. [They say these]⁸⁴⁵ bodies survive the death of the physical body, but are reduced to seed atoms when in between incarnations man passes into a state of happy dreamless slumber. But from the philosophical viewpoint, the "higher bodies" are [simply]⁸⁴⁶ states of consciousness.

(417-3) Whatever revelations or messages we receive from a higher source are bound to be coloured by the personal ego and our emotions. In other words, the message may be genuine but the channel is imperfect. Therefore you must endeavour to purify and develop yourself; you should make efforts towards self-improvement and try to root out faults of character.

⁸⁴⁰ PB himself inserted a comma by hand.

⁸⁴¹ Blank page

⁸⁴² The paras on this page are unnumbered.

⁸⁴³ PB himself changed "meditation at this time. It" to "There are times when" by hand.

⁸⁴⁴ PB himself inserted "It should not be done then" by hand.

⁸⁴⁵ PB himself changed "These" to "They say these" by hand.

⁸⁴⁶ PB himself deleted "thought bodies, or more correctly" from after "simply" by hand.

(417-4) The spirit world contains beings on a different plane of existence and hence in a somewhat different form from ours. The heavy objects and fleshly bodies we see here are not reproduced there. Nor do they [necessarily enter]⁸⁴⁷ our experience of the world and become evident to our sight when we reach the understanding that this world is mentally created. [Nevertheless,]⁸⁴⁸ under special conditions contact between the material world and the spirit world can be made, though it is [seldom]⁸⁴⁹ brought about here are two ways by which you can advance. First, you must learn to recognise all the oppositions that daily confront you as actually being opportunities, for these point out the weaknesses or failings which are holding you back. Second, spiritual growth depends upon moments of inner silence and desirelessness simulating that of Pure Being, Itself. Such conditions must be self-induced by meditation. The two ways – the outer and the inner – compliment and supplement each other.

(417-5)⁸⁵⁰ “Kali Yuga”⁸⁵¹ means the era of the goddess Kali. She symbolically stands for the darkest age in man’s history when evil and suffering reached their greatest fulfilment and intensity.

(417-6) “The Siddhis” [mean]⁸⁵² the occult powers. They have no spiritual function as they are on a lower level, but men who have attained spiritual realisation may find themselves in possessions of such powers. But then also man who are not so interested in spiritual realisation as in realising their personal ambitions may deliberately seek and develop such powers.

(417-7) The real [Teacher]⁸⁵³ is to be found where he exists – in the impersonal and the inward, not the physical and outward personality. By the effort to follow his teachings, you really come closer to him, not by visiting his body!

418⁸⁵⁴

STUDENT STANDARD REPLIES

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⁸⁴⁷ PB himself changed “underlie” to “necessarily enter” by hand.

⁸⁴⁸ PB himself changed “There is, nevertheless, a point in which” to “nevertheless,” by hand.

⁸⁴⁹ PB himself changed “most often” to “seldom” by hand.

⁸⁵⁰ PB himself inserted “P.B.” in the right margin above this para by hand.

⁸⁵¹ PB himself inserted quotation marks around “Kali Yuga”.

⁸⁵² PB himself changed “represent” to “mean” by hand.

⁸⁵³ PB himself inserted “Teacher” by hand.

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(419-1)⁸⁵⁵ She should bear without inward complaint and in silence the hostility of those who are bitter because of her Nazi connection. It is enough that she has set herself [right]⁸⁵⁶ mentally and by forgiving these other persons she will bring their quicker forgiveness of herself. This is a psychological law.

(419-2) We should apply what has been learnt from our studies to our everyday life, in order to bring about the full development of the whole [person.]⁸⁵⁷

development requires that we give our earnest attention to the four functions of the human personality – reason, [action,]⁸⁵⁸ intuition, emotion – and resolve to bring about their reciprocal balance, thus avoiding a tendency towards one-sidedness.

(419-3) so rewarding [and much more. The psychic]⁸⁵⁹ experiences you describe serve their purpose but their continuing repetition should not be encouraged by excessive attention. While such phenomena are often unavoidable at this stage one can refuse to be concerned or to indulge in continuing speculation over their significance. Otherwise, what would have been only an encouragement becomes a distraction from the real goal and may in time lure the experiencing personality into dangerous by-paths. The great inner calm, the deep peace, the non-personal detachment are another matter. [For]⁸⁶⁰ these manifestations of pure and serene Being one may safely and wisely continue an inner search.

(419-4) The fact that your son had to go at such an early age in this lifetime has to be left to God's wisdom. But he is gone only in appearance. Every appearance is followed by reappearance when love is strong enough. Death is no more to be dreaded than birth: the two conditions are necessary for all manifestations of life.

(419-5) [If he]⁸⁶¹ will follow the practical exercises given [in "The Secret Path" he]⁸⁶² will become able to handle [his]⁸⁶³ personal problems in [a better]⁸⁶⁴ way. I advise [him]⁸⁶⁵ also to acquaint [himself]⁸⁶⁶ with the intellectual, religious, and general background of these exercises.

⁸⁵⁵ The paras on this page are unnumbered.

⁸⁵⁶ PB himself inserted "right" by hand.

⁸⁵⁷ PB himself inserted "person" by hand.

⁸⁵⁸ PB himself changed "action and intuition, as well as" to "action, intuition," by hand.

⁸⁵⁹ PB himself changed "rewarding. The" to "rewarding and much more. The psychic" by hand.

⁸⁶⁰ PB himself inserted "For" by hand.

⁸⁶¹ PB himself changed "Roth' If you" to "If " by hand.

⁸⁶² PB himself changed "there in you" to "in 'the secret path" he" by hand.

⁸⁶³ PB himself changed "your" to "his" by hand.

⁸⁶⁴ PB himself changed "the best possible" to "a better" by hand.

⁸⁶⁵ PB himself changed "you" to "him" by hand.

⁸⁶⁶ PB himself changed "yourself" to "himself" by hand.

(419-6) [He⁸⁶⁷ who has forgiven his enemies and critics, has no need to fear them or worry about them.]

420⁸⁶⁸

STUDENT STANDARD REPLIES

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STUDENT STANDARD REPLIES

(421-1)⁸⁶⁹ One can waste a lifetime on occult phenomena which are an elementary stage of the Quest. Meditation and inner stillness leading to the Overself are much more important.

(421-2) [Do not]⁸⁷⁰ be led astray into practising spiritualistic mediumship. Take care not to let body or mind be controlled by any other being except the godlike being of your best and highest self - the Overself.

It is very imprudent to exaggerate the feelings, visions and powers you may obtain in [the merely psychical-occult experience]⁸⁷¹ - value only the feeling of peace, strength, goodness and understanding that may be derived from [any]⁸⁷² inner experiences.

(421-3) The [only]⁸⁷³ suggestions I have ever given you have been to become a normal, balanced woman and suggested that you should cultivate less morbid and more cheerful thoughts. That you should cultivate prayer and reliance upon God, rather than upon any person. To give

(421-4) Your understanding about being allowed to make errors and undergo the resulting experiences is perfectly correct. Indeed it is only through such experiences that we eventually reach the stage where sufficient wisdom develops to give us true freedom of will and not the false freedom which is really a blind response to the emotional, physical, intellectual egos.

⁸⁶⁷ This para was heavily edited. It originally read: "Having forgiven his enemies and critics, he has no need for fear or worry."

⁸⁶⁸ Blank page

⁸⁶⁹ The paras on this page are unnumbered.

⁸⁷⁰ PB himself inserted "Do not" by hand.

⁸⁷¹ PB himself deleted "the second kind" and inserted "the merely psychical-occult experience" by hand.

⁸⁷² PB himself changed "them" to "any" by hand.

⁸⁷³ PB himself deleted "occult" from after "only" by hand.

(421-5) getting nowhere. But to arouse yourself and get a move into something more profitable requires willpower and courage – qualities which your forefathers possessed and had to use. Where are yours?

You must rouse them and I would suggest that you take yourself in hand and ask whether you have not insensibly become indolent, seeking the path of least resistance, the more comfortable path?

Get action, rather than more schemes. Do something, go somewhere, but get a move on. Don't sleep through suffering events bring us to a halt to stop the evil we are pursuing and the bad Karma we are building. Of course, our limited viewpoint does not always permit us to see this and so we moan at being frustrated in our desires!

422

STUDENT STANDARD REPLIES

(422-1)⁸⁷⁴ through suffering events bring us to a halt to stop the evil we are pursuing and the bad Karma we are building. Of course, our limited viewpoint does not always permit us to see this and so we mean at being frustrated in our desires!

423

STUDENT STANDARD REPLIES

(423-1)⁸⁷⁵ [He should accept a teacher's or a teaching book's]⁸⁷⁶ criticism in the spirit in which they are offered – advice intended to be constructive and helpful, and regarded as necessary to your wellbeing.

(423-2) [The⁸⁷⁷ published aims of Moral Rearmament are most worthy and excellent and I am fully in sympathy with them. However their practice is based on Frank Buchman's Oxford Group which has mixed undesirable features with desirable ones. Therefore, it can be regarded as just another sect. Its sectarian character makes it fall short of the universal outlook. Nevertheless, on the whole the movement is beneficial.]

(423-3) It will not be right to say that you have no other way to make spiritual progress than by coming to India. Such progress can be made in your own country too.

⁸⁷⁴ The para on this page is unnumbered.

⁸⁷⁵ The paras on this page are unnumbered.

⁸⁷⁶ PB himself changed "kindly accept those paragraphs of" to "He should accept a teacher's or a teaching book's" by hand.

⁸⁷⁷ This para was heavily edited. It originally read: "The published aims of Moral Rearmament are most worthy and excellent and I am fully in sympathy with them. However practice is based on Frank Buchman's Oxford Group and they have mixed undesirable features with the desirable. Therefore, it can be regarded as just another sect. Nevertheless, on the whole, the movement is beneficial."

However, you need some outside impetus to give you the force for a start and for that it is often helpful to get suggestions and advice from some one else.

(423-4) A warning is necessary regarding the yoga breathing exercises. If practised correctly the results could be very beneficial to health and vitality but, if practised incorrectly so far away from your grandfather, there is sometimes danger of injury and disturbance. Be very careful and desist at the first sign of pain or agitation Your grandfather has undoubtedly explained the breathing and postural exercises are physical and only an indirect approach to the Quest – a preparation for the essential Higher Yoga. Perhaps you are already working on the training of thoughts and disciplining of emotions.

(423-5) Consciousness in the dream state is ordinarily of a lower and inferior quality than wakeful consciousness, being comprised of uncontrolled segments of ideas rather than of deliberate thoughts. The former do not have any effect on karma. You however are approaching the stage where you may expect occasionally, a significant dream – one carrying a genuine message of some sort from the Overself or revealing an inner contact with an inspired guide or person. Such will always be startlingly clear and vivid and distinguishable from the common ones.

cruelty was touch

424⁸⁷⁸

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STUDENT STANDARD REPLIES

(425-1)⁸⁷⁹ The experience you describe in your letter is perfectly normal and in no way dangerous. [Other]⁸⁸⁰ seekers have it and, like you, are unnecessarily frightened. [There]⁸⁸¹ is nothing to fear. You should welcome this experience and let yourself go on – since this [happens on]⁸⁸² the way to progress.

(425-2) Although it is true that you will have to do the work upon yourself, and that no one else can do it for you, it is not quite true to say that the teacher can only point out the way and do nothing more, however, as I do not know any teachers whom I can recommend to you, that is perhaps more of a theoretical point.

⁸⁷⁸ Void page

⁸⁷⁹ The paras on this page are unnumbered.

⁸⁸⁰ PB himself changed “Many” to “Other” by hand.

⁸⁸¹ PB himself deleted “Especially in your case” from before “There” by hand.

⁸⁸² PB himself changed “is” to “happens on” by hand.

(425-3) You are quite right in saying that it is necessary to take a moral inventory before attaining higher degrees on the spiritual path, and to always practice one's moral beliefs in the world. Our actions are the results of our thoughts, and "as a man thinketh, so is he."

(425-4) [contemporary⁸⁸³ public groups, cults, teachers of Orders, and organisations can help only beginners. The philosophy of truth is taught only by individuals. The organised movements which serve the seeking public do not represent it, whatever they may claim.]

(425-5) Of course, there is always a real danger in following any such method if the student allows himself to become ambitious for powers: then the ego in him will unite with the strength opened to. This is a very serious error: such {illegible.}⁸⁸⁴

However, it is needful to remember that every thought and every action can, in itself be an act of worship.

(425-6) The farm sounds like an engaging venture and should enable you to enjoy the beauties of Nature firsthand. There is much to be said for the tranquil effect that living in the country bestows upon one: even if one cannot live there all the time, it is useful for weekends and off-hours as you say.

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STUDENT STANDARD REPLIES

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STUDENT STANDARD REPLIES

(427-1)⁸⁸⁶ In your case the discipline of feelings by cultivating will and reason to balance them is certainly required. Remember too that religious prayer can never take the place of the hard work which each individual has to do upon himself. No course

(427-2) You are perfectly correct in stating that the only way to recognise one's own teacher is in the depths of one's heart. There is and there can be no other way although the intellect and ego from within, or other persons and their suggestion from without, may propose different ways.

⁸⁸³ This para was heavily edited. It originally read: "public judgment on any contemporary groups, cults, teachers or Orders, therefore, I cannot give you an opinion upon one of them. It may be pointed out that organizations of the mind you mention can help only beginners. The highest philosophy is only taught by individuals. The organized movements which serve the seeking public do not represent it, whatever they may claim."

⁸⁸⁴ Some words are cut off in the original by a tear at the bottom of the page.

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⁸⁸⁶ The paras on this page are unnumbered.

(427-3) In addition to bring modifiable, karmic consequences also can be destroyed, although in some cases this may depend on Grace. It is always worth the effort to try to bring about improvements. Even if one can't achieve his goal in this lifetime, one has moved to some extent towards it, and this has benefits. You should not be depressed by the fact you can't do everything at once. The results of your efforts remain with you and are carried over into your next incarnation, where some of the major points are recapitulated within a short time.

(427-4) The Path is a long one, indeed, but he is sure that you will find the rewards commensurate with the difficulties. While we cannot gain the Kingdom of Heaven overnight we can make [some]⁸⁸⁷ progress in each life until finally we [do]⁸⁸⁸ reach the goal.

(427-5) You and your friends must realise first of all that yoga and mediumship are two very different things, poles apart, and in no way complimentary or supplementary. In order to go on to yoga it is absolutely essential to give up mediumship.

(427-6) The aspiration to give more [nourishing]⁸⁸⁹ bread to those who may be ready is commendable. However, the way to this, as you have found, lies not through public activity but through service to individuals. This is not an easy road in our complex materialistic society. Yet it can be travelled.

The wider opportunity you seek will come [as soon as you have equipped yourself adequately for it.]⁸⁹⁰ However, this will take time and depends far more on your inner development than your outer circumstances. Meanwhile, ambition to serve can be a snare - it is wise, always, to lay our efforts on the altar of the Higher Self and leave the results to it.

428⁸⁹¹

STUDENT STANDARD REPLIES

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STUDENT STANDARD REPLIES

(429-1)⁸⁹² The answer to Professor Bergman's question is that [the condition of suspended animation into which the Hatha]⁸⁹³ Yogis enter is not really a total death

⁸⁸⁷ PB himself changed "a little" to "some" by hand.

⁸⁸⁸ PB himself inserted "do" by hand.

⁸⁸⁹ PB himself changed "vital" to "nourishing" by hand.

⁸⁹⁰ PB himself changed "but not necessarily in the manner or form to which you are now drawn" to "as soon as you have equipped yourself adequately for it" by hand.

⁸⁹¹ Blank page

⁸⁹² The paras on this page are unnumbered.

after but an appearance of one. The ordinary tests used by a physician as holding a mirror to the mouth for breathing or putting a finger pulse for its beat, do, it is true, indicate a complete stoppage. But with the aid of modern scientific instruments, especially the cardiograph which was applied to the body of a Yogi in the trance by a French scientist many years ago, and with whom I cooperated short time, we found out that there was actually an extremely al? beat and faint breathing - too light to discover by any means these delicate electric instruments. Thus the life processes we continued after all!

(429-2) You ask for my price for taking on students. When I did give class instruction several years ago I charged no price for I do not consider that such teaching can be properly given or adequately received in a commercialistic atmosphere. [In]⁸⁹⁴ your quest for personal [teaching]⁸⁹⁵ avoid those who [ask]⁸⁹⁶ to pay a fee, for by this very demand they prove that they have not entered the kingdom of heaven, [and]⁸⁹⁷ ought not to be satisfied with guidance which is not aimed at this objective. Those who have entered the kingdom give what they can gladly and freely, and the [growth]⁸⁹⁸ of their students becomes their best reward.

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Filing Guide

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(431-1) Hanging File Locker

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Book Changes

C.C.P.

⁸⁹³ PB himself changed "the condition hath into which the" to "the condition of suspended animation into which the Hatha" by hand.

⁸⁹⁴ PB himself deleted "Consequently I advise you" from before "in your quest" by hand.

⁸⁹⁵ PB himself deleted "to" from after "teaching" by hand.

⁸⁹⁶ PB himself deleted "you" from after "ask" by hand.

⁸⁹⁷ PB himself deleted "you" from after "and" by hand.

⁸⁹⁸ PB himself changed "happiness" to "growth" by hand.

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⁹⁰⁰ "306" in the original.

Clips - Literary
Clips - Information
Dictate
Discard
Exit
Exit - New Entry
File
Ideas Begun
Ideas Done
Inventory
Later
Medical - Hygiene
Pending
Publishers
Revises
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Study
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(431-2) Post Hanging File
Now Post
Answered Post
Appointment Post
Later Post
Multipage Post
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