

Contents.

	Page
The Handling of Commercial Correspondence	1
Transaction Nr. 1. Order for Printing Paper	2
(Complaint, Address in Need, Letter of Hypothecation)	
A Remark on Marine Insurance	17
Transaction Nr. 2. Order for Carpets (Exercises)	18
" " 3. Order for Teas (Letter of Inquiry, Information)	21
" " 4. Order for Machines (Exercises)	34
" " 5. Offer to act as an Agent	37
" " 6. Order for Palm Oil. Castor seeds sent on commission	47
" " 7. Eggs sent on commission (Exercises)	38
" " 8. Transaction in Wool (Opening a Credit)	59
" " 9. A Cloth Transaction (Renewal of a Bill)	74
" " 10. Dishonoured Acceptance	81
" " 11. Applying for a Situation	83
" " 12. Circulars	89
" " 13. Letters of Recommendation and Credit	95
" " 14. Applications	99
Miscellaneous Exercises	101
Dopisy ku překládání	109
Errors of the Press	117

English-Czech Vocabulary.
