

INSTITUTO LATINO AMERICANO, A. C.

GENERACION 1987



PRONTUARIO DE  
DOCUMENTACION, MECANOGRAFIA Y  
CORRESPONDENCIA

PRESENTADO POR:

MARIA DEL CONSUELO ORTIZ GONZALEZ

Para Acreditar su Examen Recepcional de  
SECRETARIA INGLES - ESPAÑOL

Monterrey, N. L.

Junio de 1987

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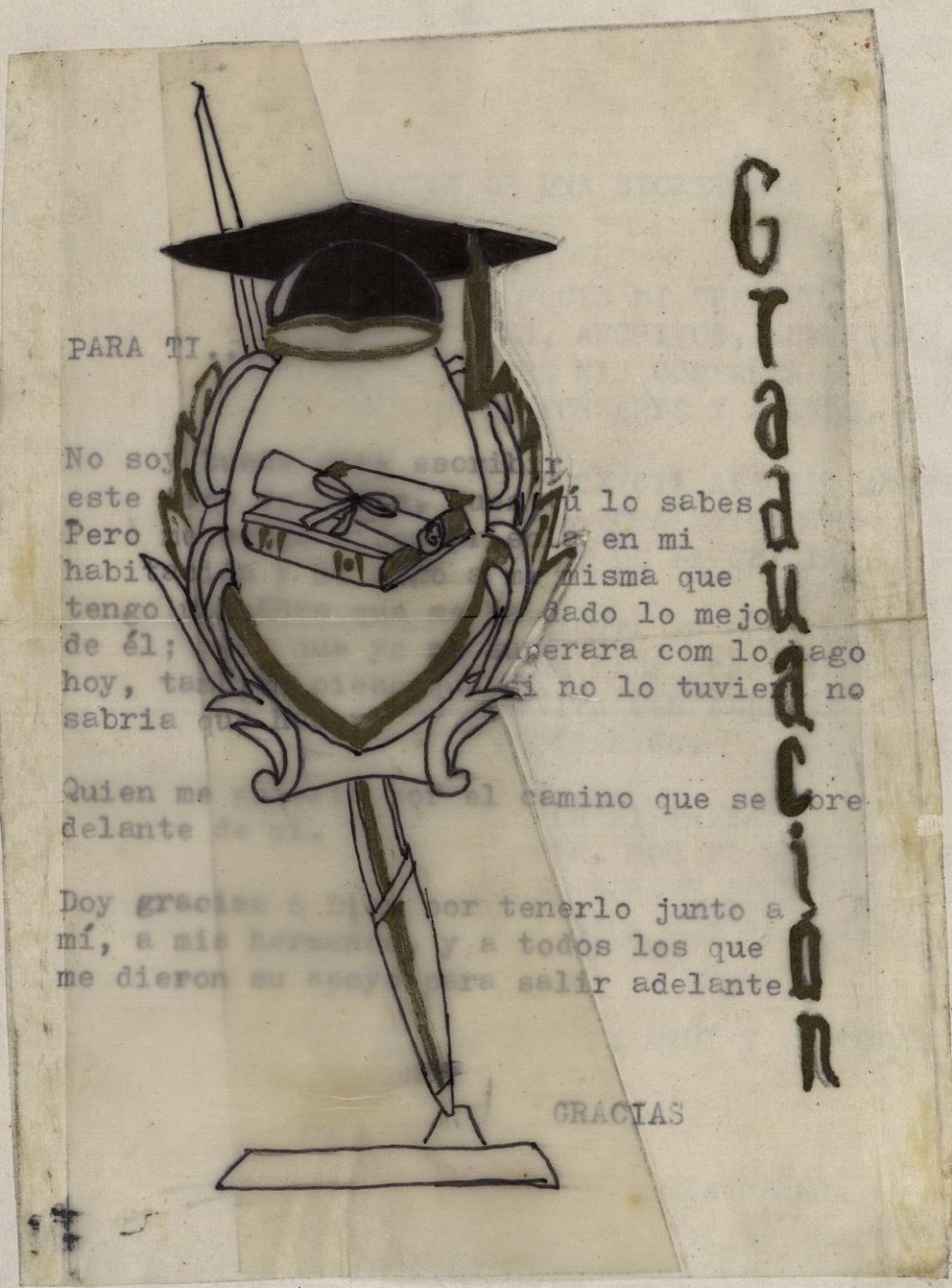
Carrera \_\_\_\_\_

Grado \_\_\_\_\_

Salón \_\_\_\_\_

Turno \_\_\_\_\_

Plantel \_\_\_\_\_



PARA TI,

No soy el mismo que cuando me conociste  
 este mundo me ha enseñado muchas cosas  
 Pero ahora sé que lo que más me importa  
 habiéndome dado lo mejor de mí  
 tengo un regalo para ti, algo que me  
 de él; espero que te guste tanto como  
 hoy, tal vez si no lo tuviera no  
 sabría que es lo que más me importa

Quien me enseñó el camino que se abre  
 delante de mí.

Doy gracias a Dios por tenerlo junto a  
 mí, a mis hermanos y a todos los que  
 me dieron su apoyo para salir adelante

GRACIAS

**N o m b r e**

**Carrera**

**Grado**

**Salón**

**Turno**

**Plantel**

ORACION DE UNA SECRETARIA

SEÑOR, BIEN CONOCES MI TRABAJO,  
 CARTAS, PAPELES, ARCHIVOS, NUMEROS  
 QUIERO SER TANTO MIS COMPAÑERAS  
 UNA PERSONA RESPONSALE Y AMABLE.

QUE VO SEA LA PRESENCIA ALICRE, ATENTA  
 DISCRETA, COLABORADORA EFICIENTE  
 Y FIEL AL AMBIENTE DE LA OFICINA.

QUE MI CORAZON SIEMPRE EN CADA LETRA.  
 EN CADA SIGNO, EN CADA HOJA EN PAPEL  
 LA VIDA QUE PALPITA MAS ALLA DE  
 MIS MAQUINAS DE TRABAJO.

GRACIAS SEÑOR, POR MI TRABAJO  
 POR MIS COMPAÑERAS, POR EL AMBIENTE EN  
 QUE ME HAS PUESTO PORQUE PERMITES  
 REALIZAR MI PROFESION CON ALEGRIA Y  
 COMPETENCIA.

PROTEGEME, DIOS MIO, AQUI Y EN TODAS  
 PARTES.

GRACIA SEÑOR.

**INSTITUTO LATINO AMERICANO, A.C.**Ejercicio No \_\_\_\_\_  
Materia \_\_\_\_\_  
Calificación \_\_\_\_\_  
Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_

Nombre

Carrera

Grado

Salón

Turno

Plantel

April 9, 1987

Mr. John May  
561 Peach Street  
Decatur, Georgia.

Dear Sir:

The Model 16 office desk I bought in your shop on March 20 arrived last evening. I am sorry to write you, though, that it arrived with two deep scratches on the top. I cannot accept the desk as it is.

Please have your man call to take the desk back to your shop.

Yours very truly,

Mr. Albert Moon  
Sales Manager



AS/mcog



**INSTITUTO LATINO AMERICANO, A. C.**

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Calificación \_\_\_\_\_  
Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_

**N o m b r e**

**Carrera                      Grado                      Salón                      Turno                      Plantel**

April 3, 1987

Mr. Jack Pace  
23 Oneida Avenue  
Brookings, South Dakota.

Dear Jack:

There is a fairly good chance that I shall be in Dallas early in July for a sales meeting which will take place in the Hotel Green. This meeting will last nearly three days. If I can arrange the trip, I sincerely hope that you can spare an hour or so to take me through your main office. I am most eager to observe the billing machines you have put in.

Would you please let me know ni by June 15 if you can possibly do this for me.

Sincerely yours,

Mary S. Simons  
Sales Manager

MSS/mcog



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Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

April 3, 1987

Mr. Herbert Hall  
456 Country Road  
Paris, Kentucky.

Mr. Hall:

My physician tells me that I shall need an operation on the lower section of my elbow to remove the bone chips. I shall, therefore, have the operation at ten o'clock on June 15 at the National Hospital.

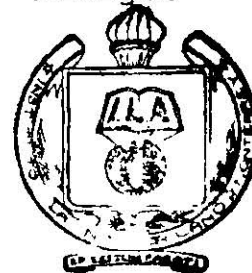
This is only a minor operation, but I shall have to stay at the hospital as a patient till June 20.

I know that I can rely on you to take care of all corporation matters with efficiency in my absence.

My physician feels that if all goes well I can be back at my desk on June 21.

Yours very truly,

James C. Green  
Manager



JCG/mceg

**INSTITUTO LATINO AMERICANO, A. C.**

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Maestro \_\_\_\_\_

Fecha \_\_\_\_\_

**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

April 8, 1987

Mr. Curtis Green  
720 Country Road  
Milton, Delaware

Mr. Green:

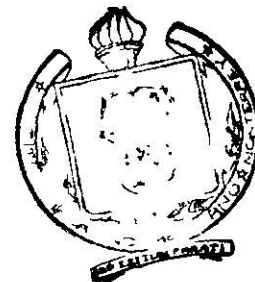
When I was in Dallas on May 10, I talked to the owners of the Dallas Ladies' Shop. They said that they are not pleased with the service they are getting from our local salesman, Mr. Black. In fact, he has not seen them since last March. Nor did he send them the catalogs for which they asked. I said I would check into the matter.

Could you check the facts for me so that I can take the necessary steps to see that they get the service that they should have.

Your very truly,

Harry A. Miles  
Sales Manager

HAM/mcog



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Calificación \_\_\_\_\_

Maestro \_\_\_\_\_

Fecha \_\_\_\_\_

**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

April 6, 1987

Miss Sara Jo Dress Shop  
87 Palmer Avenue  
Fleetwood, New York.

Dear Madam:

Thank you for the order for a half dozen of our Number 16 ladies' coats that you gave to Mrs. Hunt of our Park Lane store. The coats were shipped yesterday by truck and should reach you soon.

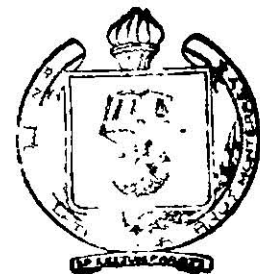
I am enclosing a copy of our catalog, which just came off the press. It lists our whole line of ladies' apparel. You will be very glad to learn that this year's prices are the lowest in our history. I have worked very hard to keep them in line.

It is our earnest hope that you will visit us again soon.

Yours truly,

Albert Simons  
Sales Manager

AS/mcog



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Maestro \_\_\_\_\_

Fecha \_\_\_\_\_

**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

April 8, 1987

Mr. Irwin Pace  
294 Valencia Street  
Roswell, New Mexico.

Mr. Irwin:

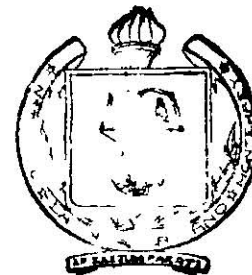
While you were on vacation, the auditor visited our offices twice. On his last visit he said that he needed more detailed data on our credit policies before he would be able to give us a clean bill of health. I told him that you headed our credit section and that you were the only man qualified to answer his queries on credit policies.

He will call you in a week or so. When he calls, give him all the detailed data he asks for.

Yours very truly,

Jack Dwight  
Manager

JD/mceg



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Maestro \_\_\_\_\_

Fecha \_\_\_\_\_

**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

April 25, 1987

Mr. Franklin Pace  
 87 Palmer Avenue  
 Fleetwoud, New York.

Gentlemen:

Your financial and personnel records are of great importance to the operation of your manufacturing plant. If you came to work one morning and learned that those important records has been burned in a fire, you would have cause to sorry because you might not be able to open your doors again.

One way to be sure that those importhat records are well guarded is to place them in a Smith safe, where thaywill be protected from the most severe five.

Do not delay; decide to take action today to guard those important records permanetly. If you will mail the enclosed card, we shall be delighted to send you the full story of our safes.

Yours very truly,

Tomas Kelly P.  
 Sales Manager



TKP/mcog

C. M. U. S. A.

**INSTITUTO LATINO AMERICANO, A.C.**Ejercicio No \_\_\_\_\_  
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Calificación \_\_\_\_\_  
Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

April 7, 1987

Mr. Curtis N. Smith  
17 Sierra Glen  
Crownpoint, New Mexico.

Gentlemen:

I must take this opportunity to write you about the effectiveness of our advertising in the Star in helping the sales manager of our company locate capable office-machines salesmen.

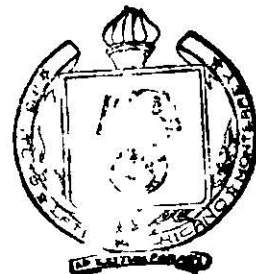
Early in June our sales manager needed two salesman to represent us in the central part of Maine. We placed a small ad in the June 18 Star and the following afternoon had six applicants, two of whom we hired immediately.

Hereafter, when we need salesmen quickly, you may be sure that we shall advertise for them in the Star.

Yours very truly,

Victor F. Green  
Sales manager

VFG/mcog



**INSTITUTO LATINO AMERICANO, A.C.**

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Calificacion \_\_\_\_\_  
Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_

**N o m b r e**

**Carrera                      Grado                      S ó n                      Turno                      P a t e l**

April 16, 1987

Mr. Curtin Staff  
234 Avenue  
Montgomery, Alabama.

**To the Staff:**

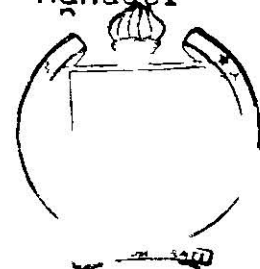
I should like suggest a dinner meeting at which we can talk about our sales correspondence. It is important that every correspondent, from the presedent down, realize the big danger of losing goodwill because of baldly composed letter. No one will deny this fact, but evidently it is necessary for us to check up on what we are doing, occasionally.

Several of our editors will be on hand to point out how we can upgrade our correspondence.

Please be sure that the members of your staff take advantage of this dinner session. The date will be announced later.

Yours very truly,

G. R. Bates  
Manager



GRB/mcog



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Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

April 5, 1987

Mr. Smith Temple  
567 Clay Avenue  
Paris, Kentucky.

Mr. Temple:

In the last three months, I have received from customers no fewer than fifteen complaints to the effect that our pens scratch. I have tested a dozen pens selected at random from our stock, and I find that the complaints are justified.

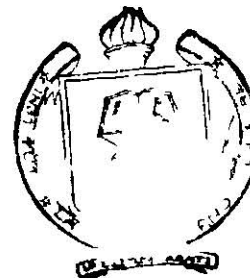
Please check this matter with the Production Department and attempt to get to the bottom of the trouble. If the cause of these complaints is not eliminated immediately, we may lose many good customers in our domestic market.

After you have talked to the production people, stop in to see me so that we can decide what we should do.

Yours very truly,

A. C. Brown  
Manager

ACB-mcog



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Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_

Nombre

Carrera

Grado

Salón

Turno

Plantel

April 1, 1987

Mr. Ulises Temple  
134 Avenue  
Houston, Texas.

Dear Mr. Temple:

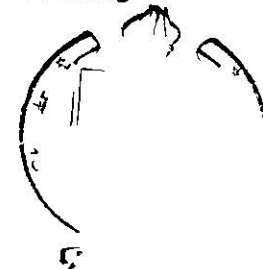
The months of August, September, and October represent the busiest season in our manufacturing business. We estimate that we do about 60 percent of our domestic business in those months. So that we may serve our customers efficiently each year, we hire a staff of temporary workers to help take care of our correspondence.

If you have any persons on your lists who are available for temporary work in August, September, and October, please refer them to me.

I can see them on the following days: Friday, July 31; Monday, August 5.

Yours truly very,

Margarita P.  
Manager



MP/mcog

**INSTITUTO LATINO AMERICANO, A. C.**
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 Maestro \_\_\_\_\_  
 Fecha \_\_\_\_\_
**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

March 1, 1987

Mr. Tommy L. Overman  
 67 Avenue #P2"  
 Tallahassee, Florida.

Dear Mr. Overman:

I should like to ask you a question. What is the confidence of your creditors worth to you? You know that it is worth a great deal.

You can maintain that confidence by demonstrating a desire to cooperate. If you cannot make a full payment, at least pay part of your bill. Always acknowledge any letters you receive. Such action on your part will generally enable your creditor to meet you halfway.

As you know, we have not yet had a check from you in payment of the goods you purchased during the months of September and October even though we have written you several times.

Why not send us a check now, before the matter slips your mind.

Don't risk your fine credit rating; in once it is gone, you may not be able to regain it.

Very truly yours,

Reynaldo S. G.  
 Manager

RSG/mcog

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Calificación \_\_\_\_\_  
Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_

Nombre

Carrera

Grado

Salón

Turno

Plantel

March 1, 1987

Mr. Paul Hughes  
Avenue Florida  
Baton Raouge, Louisiana.

Mr. Hughes:

I have just looked over the sales record of Mr. E. H. Underwood, who represents us in the West. I must confess that I am not completely satisfied with the progress he is making. His lack of success me to understand.

I have written Mr. Underwood requesting him to meet me next week in my office, at which time I shall try to find a satisfactory answer to the problem.

If I should find it necessary to replace Mr. Underwood, can you suggest a dependable man for his position?

A stamped envelope is enclosed for your answer.

Yours very truly,

A. R. Shaw  
Manager

ARS/mcog

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Fecha \_\_\_\_\_**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

April 8, 1987

Mr. Tom Myers  
23 Oneida Avenue  
Brookings, South Dakota.

Dear Mr. Myers:

We have written you several times endeavoring to collect your unpaid invoices. To date, we have had no reply to our letters asking for payment.

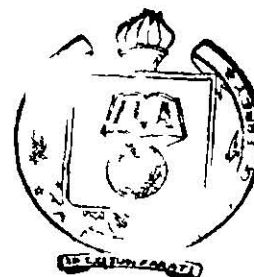
Of course, we do not like to suggest unpleasant methods for collecting unpaid invoices. We feel, though, that we have been more than patient. Therefore, unless we have immediate payment, we intend to engage a lawyer to take action to collect our money.

Please mail us your check today. In that way we shall both continue to enjoy the fine relations that we have enjoyed in past years. Do it now, before the matter slips your mind.

Yours very truly,

A. J. Green  
Manager

AJG/meeg



**INSTITUTO LATINO AMERICANO, A. C.**

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Maestro \_\_\_\_\_

Fecha \_\_\_\_\_

**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

April 16, 1987

Mr. Paul Staff  
123 Avenue  
Indianapolis, Indiana.

To the Staff:

On January 2, Mr. Fred Fox joined the National Textile Company as tax director. In this position Mr. Fox will devote his time to company tax matters.

Mr. Fox received his bachelor's degree from Yale in 1955. After serving in the Air Corps, he continued his studies at Yale, where he obtained his law degree in 1958. Approximately two years later, he joined the law firm of Knox and Smith, where he specialized in tax work.

It is a pleasure to have Mr. Fox on our staff.

Yours very truly,

A. R. Dexter  
Sales manager

ARD/mcog

**INSTITUTO LATINO AMERICANO, A. C.**

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Fecha \_\_\_\_\_

**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

April 8, 1987

Mr. David Davis  
234 Avenue  
Boise, Idaho.

Dear Mr. Davis:

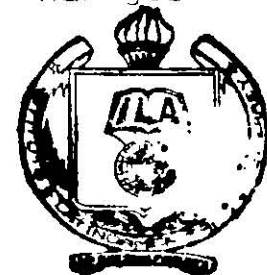
This letter announces the publication of three valuable lectures that every businessman should read. These lectures were delivered before the National Businessmen Association by successful businessmen who are leaders in their fields. These lectures take up the following topics:

1. How set up an accounting system.
2. How to prepare a sales bulletin.
3. How to handle difficult sales problems.

A copy of these lectures is yours with our compliments if we receive your renewal to Business Weekly by July 1.

Yours very truly,

S. F. Lee  
Manager



SFL/mcog

**INSTITUTO LATINO AMERICANO, A.C.**
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 Maestro \_\_\_\_\_  
 Fecha \_\_\_\_\_
**N o m b r e**

Carrera	Grado	Salón	Turno	Plantel
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April 6, 1987

Mr. Manuel B. Hart  
 234 Avenue North  
 Madison, Wisconsin.

Gentlemen:

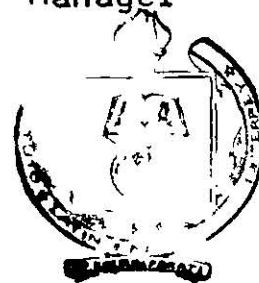
I am happy to be a character reference for Mr. Franklin G. Brown, my former assistant, who is applying for a government position in which he will travel throughout the world for the State Department.

When I was district foreman with the Central Railroad, Mr. Brown worked closely with me. He was a hard-working, faithful, and efficient worker who never objected to taking on new duties. Furthermore, he was always eager to learn.

When I retired from the Central Railroad in 1962, he succeeded me as foreman.

If there is any other information I can furnish you regarding Mr. Brown's character, training, or work habits, please write me.

Yours very truly,

 S. Gay Sons  
 Manager


SGS/mcog



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Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

April 8, 1987

Mr. William Turner  
234 Arizona North  
Salem, Oregon.

Dear Mr. Turner:

Do you want a wide assortment of patterns from which to choose your sports clothes?  
Do you want a suit that will fit you like a glove? Then, Stern Brothers is the place for you to shop.

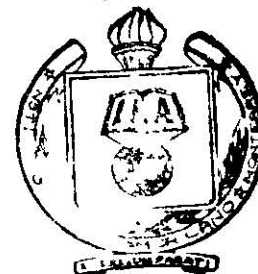
That is where the men of this city who are determined to get the best sports clothes do their shopping. These men know that at Stern Brothers they can get just what they want at the price they want to pay.

Come in, Mr. Turner, and let us show you the wide assortment of modern patterns from which you can choose. You can, if you want to, take advantage of our liberal credit terms.

Very truly yours,

A.B. Shaw  
Manager

ABS/mcog



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 Fecha \_\_\_\_\_
**N o m b r e**

Carrera	Grado	Salón	Turno	Plantel
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April 21, 1987

Mrs. Sara Gray  
 87 Avenue South  
 Topeka, Iowa.

Dear Mrs. Gray:

We are happy at this time to be able to offer you two years of the National Readers Magazine at the special introductory offer will expire on Friday, August 30.

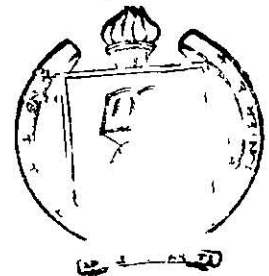
We know that you will be pleased when you read the interesting fiction and the entertaining articles in the National Readers Magazine.

To get the first issue of the National Readers Magazine, just fill out and return the enclosed card.

Remember, though, that this offer expires on August 30. You must, therefore, act promptly.

Yours very truly,

A. H. K.  
 Manager



AHK/mcog

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March 21, 1987

Mr. Paul Green  
76 Avenue North  
Annapolis, Maryland.

Dear Mr. Green:

The amount of money you make in a year does not indicate how much you improved your net worth in that year; it is what you save in that period that will decide what your future will be.

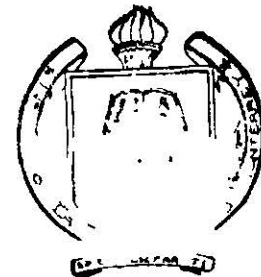
It is surprisingly easy to save at the Empire Savings Bank. You will be exceedingly impressed as you watch your account grow with the help of dividends.

If you would like to improve your financial future, come to the Empire Savings Bank.

Yours truly,

Owen Peter  
Manager

OP/mcog



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Fecha \_\_\_\_\_**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

March 23, 1987

Mr. John Smith  
34 Avenue  
Jackson, Mississippi

Dear Mr. Smith:

In football, as in any other sport, there is no substitute for a good physical condition. That is why the professional teams require their players to pass the Life Extension Institute examination.

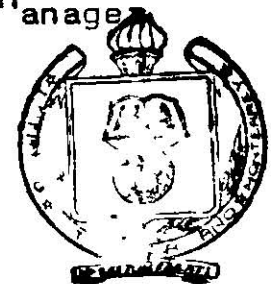
We do not provide aptitude tests because the people sent to us have already been accepted. We are permitted great latitude in our questions, though, and always probe into the attitude of the man in relation to his assignment.

Most of the people whom we test express their gratitude for our personal interest in them and their careers.

Cordially yours,

Gpe. Ruiz F.

Manager



GRP/mcog

**INSTITUTO LATINO AMERICANO, A.C.**

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Materia \_\_\_\_\_

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Maestro \_\_\_\_\_

Fecha \_\_\_\_\_

**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

April 4, 1987

Mr. Brown N.  
45th Avenue  
Houston, Texas.

Mr. Brown:

The plans for our new transportation building were transmitted to me several days ago by your secretary, Miss Green.

After studying them carefully, I found that several significant changes were made without my knowledge or permission. While there may be some good reason for making these changes, there is no reason for your making these without letting me know.

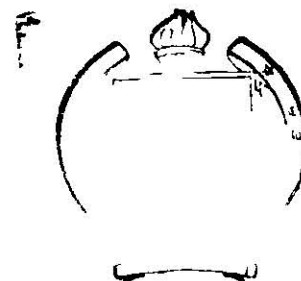
I am exceedingly reluctant to approve the plans in their present form.

If on it is convenient, I should like to discuss them with you on Friday, June 15.

Yours very yours,

Frank J. Smith  
Manager Gene

FJS/mcog



**INSTITUTO LATINO AMERICANO, A.C.**Ejercicio No \_\_\_\_\_  
Materia \_\_\_\_\_  
Calificación \_\_\_\_\_  
Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

April 7, 1987

Mr. Leonal Green:  
45 Avenue North  
Phoenix, Arizona

Dear Mr. Green:

The manuscript for your book, "Tabulation Made Easy", arrived this morning. May I congratulate you on a fine job. You have justification to be proud of its quality.

I want to congratulate you also on keeping to the schedule that we set up last spring. I realize that it was not an easy task, and I appreciate your efforts.

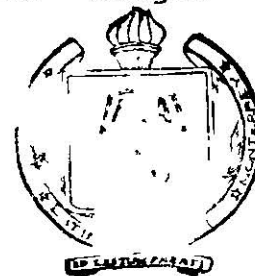
If my calculations are accurate, we should sell 15,000 copies of "Tabulation Made Easy" next year.

Once again, congratulations on a fine job.

Yours very truly,

Sammuel Villa L.  
Sales Manager

SVL/mcog



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**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

March 7, 1987

Mr. Felipe With  
 234 Avenue North  
 Nashville, Tennessee.

Gentlemen:

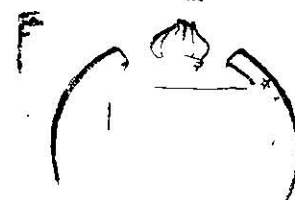
For the past twelve weeks I have been teaching typing in the evening school in my neighborhood. It has been a rewarding experience indeed, and look forward to each session.

Already most of my students are typing 40 words a minute. I attribute these fine records in large part to your book, "Typing Skill Drills." I selected this book after examining backwards and forwards more than ten books on the market.

I thought the authors would be interested in knowing about these superior achievements. Please give the authors my congratulations for having produced an excellent book.

Yours very trully,

Laura R. Ortiz  
 Sales Manager



LAO/mcog

© 1987 LAO

**INSTITUTO LATINO AMERICANO, A.C.**

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Fecha \_\_\_\_\_

**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

March 8, 1987

Mr. Gray Peter's  
56 Avenue North  
Austin, texas.

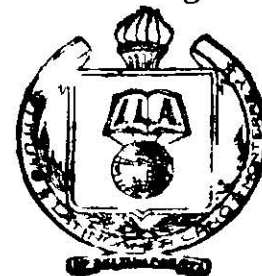
Mr. Gray:

The School Board has decided to hour its monthly meeting on Saturday, April 16, in the Chamber of Commerce building. The meeting will begin at 11 a.m. rin though until about 1 p.m.

I should like to discuss with you something that I plan to bring up before the School Board on April 16. Would it be convenient for you to stop at my office on Friday, april 15, about 10 a.m.? the matter I wish to discuss with you will take only a few mintes.

Very truly yours,

John H. Green  
Sales manager



JHG/mcog



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Fecha \_\_\_\_\_

**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

April 10, 1987

Mr. James Glay  
 890 "a" Avenue  
 Little Rock, Arkansas.

Mr. James:

As you know, we try to include in the monthly company bulletin a brief sketch of the salesmen who have been added to the staff recently. I understand that about a week ago you added two men to your department on the East Coast.

Would you please let me have a few lines about each man. I should like to have some information about the experience of each and the type of work he will do. Even though it is not essential, please send me a recent picture of each if you have one available.

Can you let me have one this material by April 5?

Yours very truly,

J. C. Jones  
 Manager



JCJ/mcog

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Fecha \_\_\_\_\_**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

April 2, 1987

Mr. Pedro Gray  
Avenue Peter North  
Denver, Colorado.

Dear Mr. Gray:

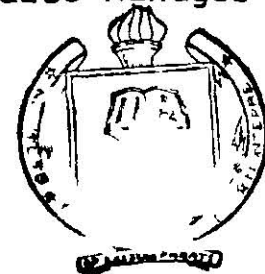
The ten days I write you that I would wait before taking legal action on your account have passed, and I not heard from you. I am, therefore, authorizing our credit manager to turn the matter over to my lawyers.

I do not like to do because neither of us will profit by this action. I shall have to pay a collection fee, and your credit standing will suffer.

All this is not necessary. There is still time to prevent litigation. You have only to send me your check in the enclosed envelope. When I receive it, your account will once again be in good standing. Take definite action today.

Sincerely yours,

H. K. Onda P.  
Sales Manager



HKOP/mcog

**INSTITUTO LATINO AMERICANO, A.C.**Ejercicio No. \_\_\_\_\_  
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March 25, 1987

Mr. Ted Fully  
Avenue 4th  
Olympia, Washington.

Gentlemen:

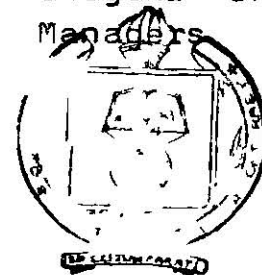
About three weeks ago I bought one your television sets and had you install it in my home. I am sorry to report that we have had nothing but trouble with it .

Your man has been here six times. On each visit he has made some adjustments, and on two occasions he installed new parts. In spite of his efforts, we still cannot get a clear picture. Every station to which we turn comes in with so much snow that it is impossible to sit and watch a program for more than a few moments.

I feel that no amount of adjustment will make the set perform satisfactorily. I wish, therefore, that you would have your man call for it and that you replace it with a new one.

Cordially yours,

Flanagan & Sons  
Managers



FS/mcog

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 Fecha \_\_\_\_\_

N o m b r e

Carrera

Grado

Salón

Turno

Plantel

April 24, 1987

Mr. Ted Thomas  
 234 Avenue  
 Bismark, North Dakota.

Dear Mr. Thomas:

Yesterday I walked through the Evanston business district visiting all the stores. Never before had I seen them display such a fine line of merchandise. I am very proud to be a member of the Chamber of Commerce of such a business area.

I hope that you will set apart one or two evenings between now and the end of the year to have dinner in the area and then visit as many of the stores as possible to see yourself how nicely they are decorated and how complete they are stocked.

I know that you, too, will be proud to live in a city with so many progressive merchants who look after your shopping interests.

Sincerely yours,

William Ford  
 President

WF/mcog

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Maestro \_\_\_\_\_  
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March 9, 1987

Mr. Frank Day  
65 Avenue North  
Nashville, Tennessee.

Dear Mr. Day:

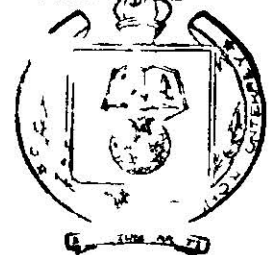
We were sorry to receive your letter of January 8 informing us that you plan to discontinue your insurance with us when your present policy expires on February 3. We assume that you are planning to place your insurance with some other company.

Before you do this, be sure to investigate the dividends paid by that company. Because of the careful way in which we select the persons whom we select the personas whom we, insure, we have been able to pay a big dividend each year.

We hope that after you have studied the whole matter of insurance, you will reconsider your decision to transfer your insurance elsewhere.

Yors very tuly,

H.B. Fooly  
Manager



HBF/mcog

**INSTITUTO LATINO AMERICANO, A.C.**

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Fecha \_\_\_\_\_

**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

April 7, 1987

Mr. Fred Harper  
 4th Avenue  
 Salt Lake City, Utan.

Mr. Harper:

I have some news that I am sure will please you. It is definite that we shall open our new store on Tenth Street and Fifth Avenue on April 16 at nine o'clock. I talked with the contractors yesterday, and they gave me positive assurance that everything will be ready on that date.

May I suggest, therefore, that you proceed with the announcement of this opening in the New York newspapers. In addition, I think you should send a special letter we recently purchased.

I do hope that April 16 is a nice day and that we shall have a good turnout for the opening of our new store.

Very truly yours,

A. J. Lee  
 Manager

AJL/mcog

**INSTITUTO LATINO AMERICANO, A.C.**Ejercicio No. \_\_\_\_\_  
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April 18, 1987

Mr. John Fay  
5th Avenue  
Raleigh, North Carolina.

Dear Mr. Fay:

I am extremely pleased to announce that I have recently purchased the Master 8 Agency on Constitution Avenue, in Washington.

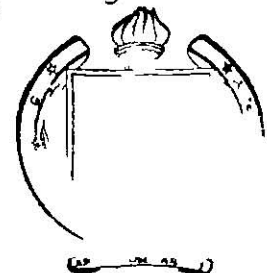
I extend to you a cordial invitation to examine our spacious, newly completed quarters. Visit our modern service station, which is equipped with the latest and most efficient machinery. Meet the men who take care of servicing the cars.

While you are there, you will want to take a look at the new Master 8, which is a model of efficiency. It is one of the finest cars ever built, with every possible comfort and convenience.

Why not come in soon.

Sincerely yours,

A. Morris B.  
Manager



AMB/mcog

**INSTITUTO LATINO AMERICANO, A.C.**

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 Fecha \_\_\_\_\_

N o m b r e

Carrera      Grado      Salón      Turno      Plantel

April 8, 1987

Mr. Paul Harper  
 6th Avenue  
 Helena, Montana.

Mr. Harper:

This is just a short report on my visit to Baltimore to speak to the convention of newspaper publishers.

The general meeting in the morning was well attended; there were more than 1,500 members present. As you suggested, I talked about our publications program for the coming year; and the talk was very well received.

After the talk, I had an opportunity to see several of the officers of the association; and all of them felt that our company's publications program, as I outlined it, was very much worthwhile.

I am submitting my expense report to the president. I am not, however, accepting the fee that he has offered me.

Very truly yours,

Harry Smith  
 Manager

HS/mcog



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April 28, 1987

Mr. Jhonns Small  
23th Avenue  
Concord, New Hampshire.

Dear Mr. Small:

We have always tried to operate our business on the principle that every customer must be satisfied. Have we failed to satisfy you in some way?

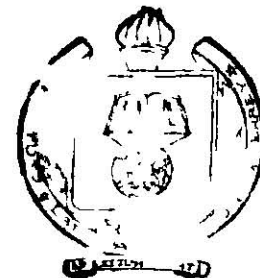
Our records indicate that we have not received an order from you since May, 1965, and we are very much concerned. We are very eager to learn why you have discontinued ordering from us. We sincerely hope that the absence of orders is due to reasons having no bearing on our merchandise.

Won't you please write us telling us why we have not been permitted to serve you recently? If we are at fault in any way, we will do everything in our power to satisfy you. May we hear from you soon?

Yours very truly,

Staff M. B.  
Manager

SMB/mcog



**INSTITUTO LATINO AMERICANO, A. C.**Ejercicio No \_\_\_\_\_  
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March 12, 1987

Mrs. Margarita Day  
23th Avenue  
Annapolis, Marland.

Dear Mrs. Day:

We are sending you under another cover your premium book for you insurance policy.

Our records indicate that all your permiums have been paid though June 8, which completer your payments under this poliey, As this book is valuable, we suggest that you file it immediately with your policy in a safe place.

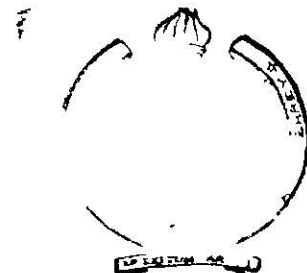
We congratulate you, Mrs. Day, on completing your payments on your policy; and we urge you not to let anyone induce you to surrender this important for the purpose of replacing it with another policy.

Our exprience with you has been very pleasant during the term of your policy. If at any tome you have a question regarding your policy, please use the enclosed envelope to write us.

Very truly yours,

H. B. FORD  
Manager

HBF/mcog



# INSTITUTO LATINO AMERICANO, A. C.

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Fecha \_\_\_\_\_

N o m b r e

Carrera

Grado

Salón

Turno

Plantel

April 8, 1987

Mr. Victor Ford  
45th Avenue  
Treton, New Jersey.

Gentlemen:

As more and more families get television sets, advertisers begin to ask questions like these:

Should I go into television now?

How big an advertiser must I be to consider it?

How much shall I have to spend?

What advertising agency can do the best job for me?

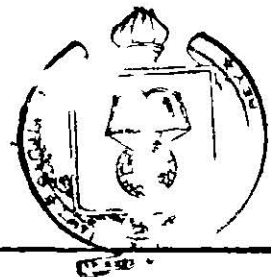
Our organization has been active in television from its very beginning. We recognize the problems that are involved.

If you have been thinking of using television to sell your manufactured goods, we should like to show you facts and figures on how well this medium works. All you have to do is request them. If you wish, we shall gladly send a representative to tell you about the services we offer to advertisers.

Yours very truly,

Manuel O. Alcala  
Sales Manager

MOA/mcog



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April 8, 1987

Mr. John Smith  
45th Avenue North  
Houston, Texas

Dear Mr. Smith:

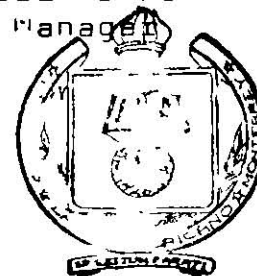
It is a pleasure to be a character reference for Mr. James H. Green, my former assistant.

Mr. Green worked for several years for the National Railroad before he joined my staff. Later, he was appointed editor of World News, one of our periodicals. Unfortunately for us, he decided about two years ago to leave the business world and accept a position with the Government.

Mr. Green was a progressive and hard-working person throughout the years that he was with us. He never objected to taking on new and challenging assignments.

Very truly yours,

Gerardo Ford  
Manager



uf/mcog

**INSTITUTO LATINO AMERICANO, A. C.**

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**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

March 8, 1987

Mr. Sergio Gates  
35th Avenue  
Houston, Texas

Dear Mr. Gates:

You will be interested to know that in a few days I shall leave Baker and Company in order to form an investment advisory company that will publish a , magazine for professional investors. In addition, this new company will start an investment fund that will be offered to the public on a limited basis. Consequently, I shall no longer be in a position to handle your investments.

I hope that you will continue to do business with Baker and Company in the future; it is a progressive firm.

It has been a pleasure to take care of your account in the past; and for the confidence you have shown in me, may I express my deep and sincere appreciation.

Very truly yours,

G. N. Naan  
Manager

GNN/mcog



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April 7, 1987

Mr. Paul Baker  
45th Avenue  
Bismark, North Dakota.

Mr. Baker:

Please pardon the delay in acknowledging your memorandum of April 7 in which you ask permission to order 50,000 circulars for use in your regular fall mailing. I have had some particularly difficult problems to contend with during the past month, and this is first opportunity I have had to take of my correspondence.

I think there would be some advantages to ordering a larger quantity say, 150,000. In my opinion, we can always use the extra circulars; and the cost of printing an additional 100,000 copies would be small, What do you think of this idea? I will leave the final decision up to you.

Yours very truly,

A. J. Bates  
Manager

AJB/mcog

**INSTITUTO LATINO AMERICANO, A.C.**Ejercicio No \_\_\_\_\_  
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April 8, 1987

Mr. William Mack  
45th Avenue  
Juneau, Alaska.

Dear Mr. Mack:

We all like to dream of carefree days ahead. We like to think of the time when we can go to think of the time when we can go on a permanent vacation and perhaps settle in a warm climate. Are you, however, taking the steps that are essential to make your dreams come true?

Are you putting some money aside every week, for example?

It is so easy to develop the habit, once you open a special thrift account at our bank. Each dollar that you deposit earns still more money for you because it draws interest.

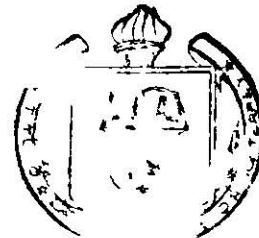
Start your savings account without delay. Build the financial security that will enable you to enjoy the time of your life sooner than you think.

We shall welcome your inquiries about any banking problems you may encounter.

Very truly yours,

Fernando Flores G.  
Sales Manager

FFG/mcog



**INSTITUTO LATINO AMERICANO, A.C.**Ejercicio No \_\_\_\_\_  
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March 5, 1987

Mr. Joel E. West  
345th Avenue  
Oklahoma City, Oklahoma.

Dear Mr. West:

We are sorry that we shall not be able to fill your order for one gross of our Model 8 men's shirts that retail at \$3.50. We have not been manufacturing this model for some time.

It has been our experience that men today are asking for a new type of shirt. They want a shirt that they will be able to wear for a long time and that will look better than a shirt that can be made to sell for \$3.50.

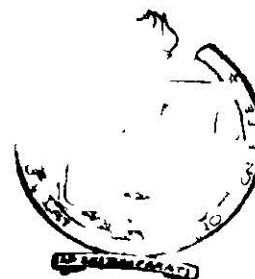
In order to take care of this demand, we have designed the Model 10 shirt, which is made to sell for \$6.

The enclosed card lists the wholesale prices for the Model 10. If you will fill it out and return it to me, I will send you a supply of this new Model 10 immediately,

Yours very truly,

F. B. Hart  
anager

FBH/mcog





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Fecha \_\_\_\_\_**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

March 8, 1987

Mr. F. Underwood  
34th Avenue  
Pierre, South Dakota.

Mr. Underwood:

The account of Smith and Company amounting to \$3,000 is now more than 90 days overdue. I am, naturally, quite concerned about the situation. I have a feeling that something is wrong, as this company ordinarily pays its bills promptly.

Because of the importance of this account, I suggest that you make a special visit to Smith and Company and speak to Mr. Green, the president, to see what you can learn.

I need not remind you, I am sure, to be extremely tactful in handling this situation. The Smith account is very important, and we must not lose it.

Yours very truly,

J.J. Shaw  
Manager

JJS/mcog



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Fecha \_\_\_\_\_

**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

April 23, 1987

Mr. J. Bear  
67th Avenue  
Mont pelier, Vermat.

Dear Mr. Bear:

As you know, summer, is only three or four weeks away. Many men and womrn are already beginning to make vacation plans. We hope that once again our hotel is first in your thoughts when it comes to making your own vacation plans. I am glad to say that many of the people who took care of your needs last summer will again be on hand to serve you this year.

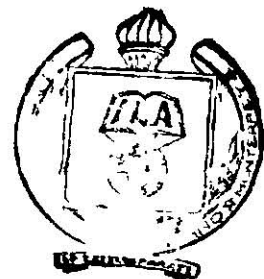
Indications are that this will be one of the biggest and one of the most exciting years our hotel has ever had. Consequently, we cannot urge you too strongly to make your reservations in the next day or two.

I hope you will take a few moments soon to write us when we may expect you and how long you will expect with us.

Very truly yours,

D. F. R.  
Manager

DFR/mcog



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Calificación \_\_\_\_\_

Maestro \_\_\_\_\_

Fecha \_\_\_\_\_

Nombre

Carrera

Grado

Salón

Turno

Plantel

April 8, 1987

Mr. F. Henry  
23th Avenue  
Montgomery, Alabama.

Dear Henry:

I have had a report this morning from the foreman of the shopping room that the 5,000 folders we ordered have arrived and are now ready to mail to the membership of the National Athletic Association. They are good-looking folders; and if I am not mistaken, they will help us sell lots of our imported sporting goods.

Mr. Banks did the art work himself as a gesture of friendship. To be sure that the folders are mailed without delay, I shall take care of the matter myself. It will be no hardship.

I am enclosing a copy of the folder for your files.

Your very truly,

Fred J. M.  
Manager

FJM/mcog



**INSTITUTO LATINO AMERICANO, A.C.**

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Maestro \_\_\_\_\_

Fecha \_\_\_\_\_

**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

March 6, 1987

Mr. M. Smith  
 56th Avenue  
 Sacramento, California.

Dear Mr. Smith:

The plans for our annual convention are now complete. We will meet at the Hotel Davis in Chicago. The convention will start Monday, November 30, at nine o'clock and conclude with a luncheon on Wednesday, December 2. The newly elected officers and directors will meet on Thursday and Friday, December 3 and 4.

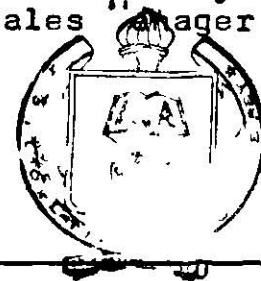
To assure maximum attendance at this convention, we should send out the first notice early in August, with a follow-up letter in September.

I am counting on you to prepare the necessary promotional material for this convention and to see that it is mailed on time.

I am confident we will have a very successful convention.

Very truly yours,

F. H. Hairy  
 Sales Manager



FHH/mcog

**INSTITUTO LATINO AMERICANO, A.C.**

Ejercicio No \_\_\_\_\_

Materia \_\_\_\_\_

Calificación \_\_\_\_\_

Maestro \_\_\_\_\_

Fecha \_\_\_\_\_

**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

April 8, 1987

Mr. Frank Turner  
34th Avenue  
Sacramento, California

Dear Mr. Turner:

I still remember with pleasure the entertaining talk you gave before our faculty last term. It would have been a source of self-satisfaction to you had you heard the comments of the members of the faculty the next day.

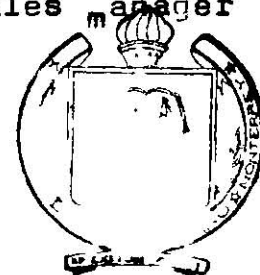
As we enter upon a new term, I must determine what speakers to invite for our regular student assemblies. I wonder whether I could persuade you to return to our school to talk to our students on any Wednesday on any topic of your choice. I know the students would be both enlightened and entertained by your talk.

Please use the enclosed self-addressed envelope in letting me know whether you can arrange to be with us next term.

Very truly yours,

Emmanuel Full G.  
Sales manager

EFG/mcog



**INSTITUTO LATINO AMERICANO, A. C.**

Ejercicio No \_\_\_\_\_

Materia \_\_\_\_\_

Calificación \_\_\_\_\_

Maestro \_\_\_\_\_

Fecha \_\_\_\_\_

**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

March 5, 1987

Mr. M. Sharp  
45th Avenue  
Boise, Idaho.

Dear Mr. Sharp:

Our advertising agency does more than write copy to sell your goods. It gives you the benefit of the experience of its large staff.

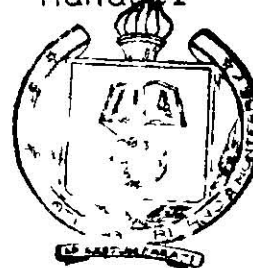
For example, a businessman came to us with a new product that he planned to put on the market. He wanted us to furnish him with a special national advertising plan. Our research department showed him that his product was poorly designed, and we pointed out ways in which it could be substantially improved. We also suggested overhauling the product. Our client accepted the plan we furnished him and saved himself a good deal of hardship and money.

This is just one illustration of the type of service you will receive when you entrust our organization with the advertising of your products.

Very truly yours,

F. G. Books  
Manager

FGB/mcog



**INSTITUTO LATINO AMERICANO, A.C.**Ejercicio No \_\_\_\_\_  
Materia \_\_\_\_\_  
Calificación \_\_\_\_\_  
Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

March 28, 1987

Miss Sara Day  
34th Avenue  
Austin, Texas.

Dear Miss Day:

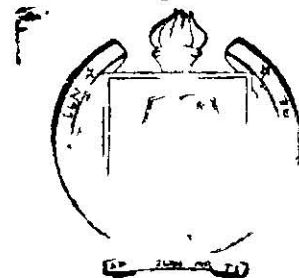
This month's issue of the Student's Magazine will be the last you will receive unless you send in your renewal immediately. As you know, your subscription expired with the November issue; but evidently you were busy and did not have an opportunity to renew. Nevertheless, we sent you the December and January issues. If your renewal does not arrive soon, we shall have to cancel your subscription.

Don't deprive your self of the countless hours of pleasure you will derive from each issue of the Student's Magazine. It is a simple matter to renew. All you have to do is return the enclosed card with your check for 10 attached, and your copies will keep coming without interruption.

Why not take care of the matter now, while it is fresh in your mind.

Yours very truly,

S. B. Easy  
Manager



SBE/mcog

**INSTITUTO LATINO AMERICANO, A.C.**

Ejercicio No. \_\_\_\_\_

Materia \_\_\_\_\_

Calificación \_\_\_\_\_

Maestro \_\_\_\_\_

Fecha \_\_\_\_\_

**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

March 16, 1987

Mr. Ted Sally Daly  
45th Avenue  
Salt Lake City, Utan.

Mr. Daly:

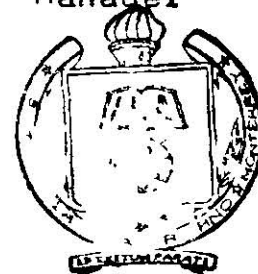
Please place the following names on our list of those who receive our regular sales bulletins: Arthur Cooper, Adam J. Collins, and Andrew Hopkins. These three people have recently been hired as sales correspondents in our Chicago office.

The names of the following people should be removed from the list, as they are no longer with us: Agnes A. Burke and Barbara Hopkins.

I hope that other departments are sending you names to add or remove from the list. As I am sure you realize, this list should at all times be kept up to date.

Very truly yours,

James Bennett  
Manager



JB/mcog



**INSTITUTO LATINO AMERICANO, A.C.**

Ejercicio No \_\_\_\_\_

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Calificación \_\_\_\_\_

Maestro \_\_\_\_\_

Fecha \_\_\_\_\_

**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

April 8, 1987

Mr. Adam Long  
45th Avenue  
Hart Ford, Connecticut

Dear Mr. Long:

About three weeks ago we mailed out more than 50,000 Christmas catalogs to our customers. Since then, we have received several hundred requests from people whose names are not on our catalog list.

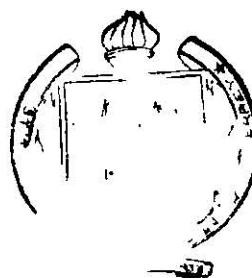
If you have not received a copy and would like to have one, simply return the enclosed reply card and we will send you one from the supply that we have remaining.

If you belong to that group of men who do not enjoy shopping, this catalog is made just for you. It will help you solve your Christmas shopping problems without leaving your comfortable chair at home.

Yours very truly,

Agnes A. Burke  
Manager

AAB/mcog



**INSTITUTO LATINO AMERICANO, A. C.**

Ejercicio No \_\_\_\_\_

Materia \_\_\_\_\_

Calificación \_\_\_\_\_

Maestro \_\_\_\_\_

Fecha \_\_\_\_\_

**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

March 22, 1987

Miss Barbara Duffy  
 78th Avenue North  
 Richmond, Virginia.

Dear Miss Duffy:

As you may know, at the last annual meeting of the National Business Teachers Convention I was appointed program chairman. I have most of the speakers lined up for the various meetings, but I have had no luck thus far getting someone for the business law section.

I wrote to Miss Jean Edwards and to Mrs. Edna Fisher, two people who were suggested to me by last year's chairman. Both of these women, however, will not be able to attend the convention next December because of previous commitments.

I am writing you with the hope that you will have some person with national stature to suggest as a speaker for the business law section. If you can think of someone, please let me know. An envelope is enclosed for your convenience.

Very truly yours,

Atenas P. Hopkins  
 Sales manager

APH/mcog



**INSTITUTO LATINO AMERICANO, A.C.**

Ejercicio No. \_\_\_\_\_

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Calificación \_\_\_\_\_

Maestro \_\_\_\_\_

Fecha \_\_\_\_\_

**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

March 9, 1987

Mr. Head Milna  
534 Campbell Street  
Austin, Texas.

Gentlemen:

Please sendme, as soon as possible, to the above address the following articles selected from your catalogue No. 520 A:

120 Dozen handkerchiefs tape edge size, assorted colors.

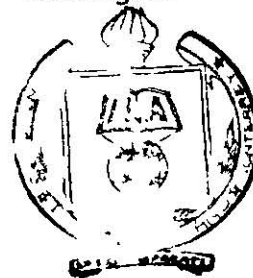
24 White Oxford tennis shirts size 13, 14 and 15.

I am enclosing money order for \$780.00 Dls.

Very truly yours,

Paul D. Miller  
Manager

PDM/mcog



**INSTITUTO LATINO AMERICANO, A. C.**

Ejercicio No. \_\_\_\_\_

Materia \_\_\_\_\_

Calificación \_\_\_\_\_

Maestro \_\_\_\_\_

Fecha \_\_\_\_\_

**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

April 10, 1987

Mr. Kenneth Nelson  
83 white Horse Pike  
Laramie, Wyming

Gentlemen:

Please send as soon as possible to the above address  
the following:

100 Lady's batjing suits, Copacabana stle, assorted  
color, and all sizes.

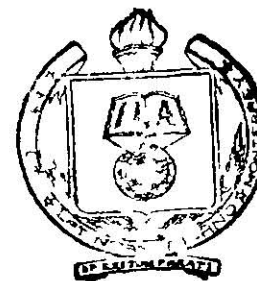
I am enclosing my check 6345, in payment of the 50%  
of the order and a 60 day draft to cover the balance.

Please send a copy of your last catalogue.

Yours very truly,

Helen A. Peter  
Sales Manager

HAP/mcog



**INSTITUTO LATINO AMERICANO, A. C.**

Ejercicio No. \_\_\_\_\_

Materia \_\_\_\_\_

Calificación \_\_\_\_\_

Maestro \_\_\_\_\_

Fecha \_\_\_\_\_

**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

April 12, 1987

Mr. Clifford West  
47 Hamilton Avenue  
Sherman, South Dakota

Gentlemen:

Please sendmen the following articles by parcel  
post and as soon as possible:

250 "Bilingual Communications Handbook for Secretaries.

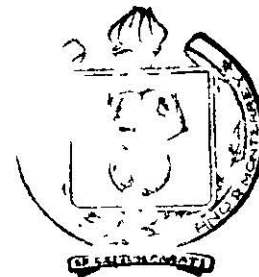
100 "Cuyas" Dictionaries.

Please give us your best discount and charge the  
amount to our account.

Yours very truly,

Michel A. P.  
Manarger

MAP/mceg



**INSTITUTO LATINO AMERICANO, A.C.**Ejercicio No. \_\_\_\_\_  
Materia \_\_\_\_\_  
Calificación \_\_\_\_\_  
Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

April 6, 1987

Mr. Jason Gates  
411 Campbell Street  
Austin, Texas

Gentlemen:

As i have read in our last letter that in the near future there will be on advance in prices, and wishing to evail my self of the opportunity to purchase at current prices, please enter my order for wenty Omega.

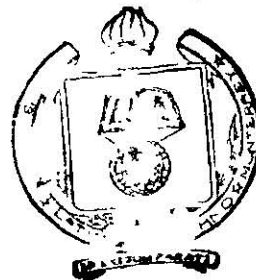
I should like this order to reach here by the and of this month because of the proximity of the christmas season, I am sure they will have a great demand.

I ask you to charge this order to may account.

Very truly yours,

Manuel Green K.  
Sales Manager

MGK/mcog



**INSTITUTO LATINO AMERICANO, A.C.**Ejercicio No \_\_\_\_\_  
Materia \_\_\_\_\_  
Calificación \_\_\_\_\_  
Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

April 12, 1987

Mr. Delbert Gray  
96 Cedar Lane  
Boone, Iowa.

Gentlemen:

Please forward us by railway express at the earliest possible date, the following goods:

100 Hickory round table No. 505  
350 Walnut chair No. 75


Our check for us \$15,000.00 to cover this order is enclosed.

Please send us the corresponding invoice Any balance due to you will be remitted immediately.

Very truly yours,

Jhon F. Green.  
Manager

JFG/mcog



**INSTITUTO LATINO AMERICANO, A.C.**

Ejercicio No \_\_\_\_\_

Materia \_\_\_\_\_

Calificación \_\_\_\_\_

Maestro \_\_\_\_\_

Fecha \_\_\_\_\_

**N o m b r e**

**Carrera**

**Grado**

**Salón**

**Turno**

**Plantel**

April 8, 1987

Mr. Kenneth Nelson  
83 White Horse Pike  
Laramire, Wyoming.

Getlemen:

We will appreciate very much that you senf us C O D.  
the following merchandise:

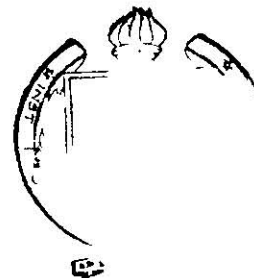
- 10 Dozen table plates No. 105
- 10 Dozen fruit plates No. 715
- 10 Dozen cups and saucers No. 156
- 20 Dozen forks and knives No. 407

All these items should be sent immediately and well  
packed.

Yours very truly,

B. H. Mcdols  
Manager

BHMc/mcog





**INSTITUTO LATINO AMERICANO, A.C.**Ejercicio No \_\_\_\_\_  
Materia \_\_\_\_\_  
Calificación \_\_\_\_\_  
Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

April 24, 1987

Mr. George Sanders  
96 Clifton Avenue  
Sandusky, Ohio.

Gentlemen:

Kindly ship me as soon as possible the following:

10 Olivetti typewriters No. 31  
10 Olivetti typewriters No. 60

The enclosed money order for \$2,000.00Dls. will cover this order, unless prices changes have occurred since October 12, if so, let me know it, to remit immediately any balance in your favor.

Sincerely yours,

John F. Peters  
Manager

JFP/mceg

U.S. DEPARTMENT OF COMMERCE

**INSTITUTO LATINO AMERICANO, A.C.**Ejercicio No \_\_\_\_\_  
Materia \_\_\_\_\_  
Calificación \_\_\_\_\_  
Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

April 2, 1987

Mr. Harvey Jones  
55 North Grand Street  
Richland, Washington.

Dear Sir:

In all probability circumstances beyond your control have not permitted you to cover the account that you have with this company and which corresponds to merchandise that you purchased approximately four months ago.

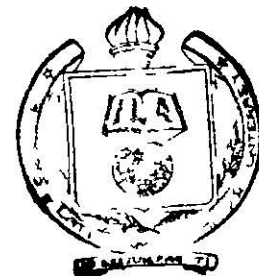
Due to the fact that we must make our general inventory and to save time you will do us a great favor by having your check in full payment come forward immediately.

We will appreciate your courtesy and hope to continue serving you in the future.

Very truly yours,

Mary Cervantes K.  
Sales Manager

MCK/mcog



**INSTITUTO LATINO AMERICANO, A.C.**Ejercicio No \_\_\_\_\_  
Materia \_\_\_\_\_  
Calificación \_\_\_\_\_  
Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_**N o m b r e**

Carrera

Grado

Salón

Turno

Plantel

April 7, 1987

Mr. Delbert Gray  
96 Cedar Lane  
Beone, Iowa.

Dear Sir:

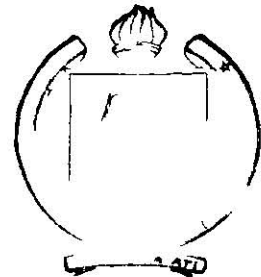
We are sure that throug no fault of yours, you have not paid your account with us in the sum of \$2,500.00 ólares.

This amount represents merchandise that you purchased from us over two months ago, and if you pay this sum now, it will be some thing that we will appreciate very much.

Cordially yours,

Peter H. J.  
Manager

PHJ/mcog



**INSTITUTO LATINO AMERICANO, A.C.**
 Ejercicio No. \_\_\_\_\_  
 Materia \_\_\_\_\_  
 Calificación \_\_\_\_\_  
 Maestro \_\_\_\_\_  
 Fecha \_\_\_\_\_
**N o m b r e**

Carrera	Grado	Salón	Turno	Plantel
---------	-------	-------	-------	---------

April 25, 1987

Mr. Charles Nacy  
 294 Valencia Street  
 Roswell, New Mexico.

Dear Sir:

We have written to you letters about your account all of which still remain unanswered.

We feel forced to ask you to cover this account immediately.

We do not desire to refer this matter to our attorneys for collection for which reason we ask that you comply with our request and in this way save added expense in the way of attorney's fees and court costs.

We are willing to give you until March 20 in which to pay, otherwise will have no other alternative than to place the matter in the hands of our collection that this will not be necessary.

Yours very truly,

Fanton P. H.  
 Manager

FPH/mcog

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**INSTITUTO LATINO AMERICANO, A.C.**

Ejercicio No \_\_\_\_\_  
Materia \_\_\_\_\_  
Calificación \_\_\_\_\_  
Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_

**N o m b r e**

**Carrera**

**Grado**

**Salón**

**Turno**

**Plantel**

March 18, 1987

Mr. Tom Jones  
561 Peach Street  
Decatur, Georgia.

Dear Sir:

We have twice called your attention to your unpaid account, but have received no reply to our letters.

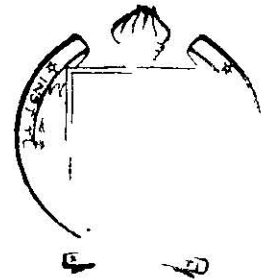
As, our terms to all customers are thirty days, we cannot make a longer extension with you except by special agreements.

May we expect your check, by return mail?

Yours very truly,

H. N. Sons  
Manager

HNS/mcog



**INSTITUTO LATINO AMERICANO, A. C.**

Ejercicio No \_\_\_\_\_  
Materia \_\_\_\_\_  
Calificación \_\_\_\_\_  
Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_

**N o m b r e**

**Carrera**

**Grado**

**Salón**

**Turno**

**Plantel**

April 8, 1987

Mr. Charles Many  
294 Valencia Street  
Roswell, New Mexico.

Dear Sir:

We have twice called your attention to your unpaid account, but have received no reply to our letter.

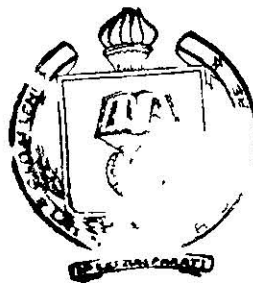
As our terms to all customers are thirty days, we cannot make a longer extension with you except by special agreements.

May we expect your check, by return mail?

Yours very truly,

H. N. Sons  
Manager

HNS/mcog



**INSTITUTO LATINO AMERICANO, A.C.**

Ejercicio No. \_\_\_\_\_  
Materia \_\_\_\_\_  
Calificación \_\_\_\_\_  
Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_

**N o m b r e**

**Carrera                      Grado                      Salón                      Turno                      Plantel**

March 18, 1987

Mr. Thomas Kelly  
16 Sumos Avenue  
Athens, Ohio.

Dear Sir:

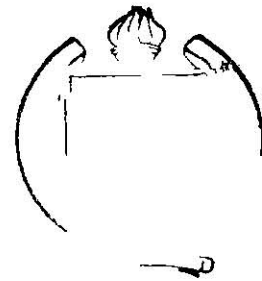
This is a final notice with reference to your balance with our company. As we see it, you have not given any explanation and we are forced to act with firmness in order to collect this amount that you owe us, and should you not remit within 10 days from this date, we will turn the matter over to our attorneys for collection.

We trust that this will not be necessary.

Cordially yours,

Frank V.  
Manager

FV/mcog



**INSTITUTO LATINO AMERICANO, A.C.**

Ejercicio No. \_\_\_\_\_  
Materia \_\_\_\_\_  
Calificación \_\_\_\_\_  
Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_

**N o m b r e**

**Carrera                  Grado                  Salón                  Turno                  Plantel**

March 23, 1987

Mr. Salvador Cervantes  
Avenue I Noth  
Houston, Texas.

Gentlemen:

Our credit manager has just suggested that we turn your account over to our lawyers. He placed in front of me copies of three letters that have been mailed to you since August 5.

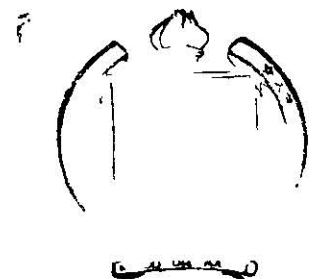
I do not wish to authorize such action with out personally discussing this matter with you.

I am inclined to believe that you have some good reason for not writing to us. I will there fore hold this correspondence for ten days to give you an opportunity to send us yours check.

You must realize that this matter is most impotant to you.

Very sincerely yours,

Ulises A. P.  
Manager



UAP/mcog



**INSTITUTO LATINO AMERICANO, A.C.**Ejercicio No \_\_\_\_\_  
Materia \_\_\_\_\_  
Calificación \_\_\_\_\_  
Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

March 23, 1987

Mr. Robert Finch  
89 Clay Avenue  
Paris, Kentucky

Gentlemen:

I have taken the liberty of introducing to you the bearer Mr. Jaime Othlón Blanco, and recommending him to apply to you if in need of any advise or information.

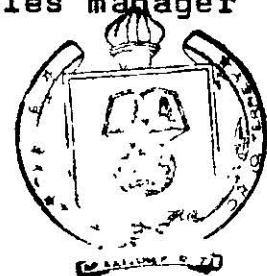
He visits your city in my behalf, and should he require any service that you may have occasion to render him, I shall be grateful for the Kindness.

Any attention you may be able to show him will be grateful acknowledge and cheerful reciprocated by me.

Very cordially yours,

Santiago H. Tapia  
Sales manager

SHT/mcog



**INSTITUTO LATINO AMERICANO, A.C.**Ejercicio No. \_\_\_\_\_  
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Calificación \_\_\_\_\_  
Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

April 23, 1987

Mr. Charles Rades  
561 Peach Street  
Decatur, Georgia.

TO WHOM IT MAY CONCERN:

I am very pleased to make favorable comment on behalf of the bearer Mr. Fausto. R. Salís who was an employee of this company for ten years.

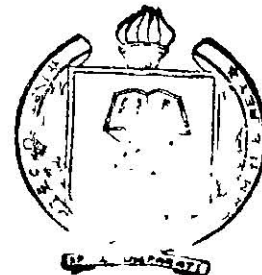
During the time he was an employee of this firm, he was very diligent and active in this work and his conduct and dealings with everyone were always aboveboard.

Undoubtedly he will be a very valuable man in your office and all courtesies extended to him will be greatly appreciated by the under signed.

Yours truly,

H. F. Sons  
Manager

HFS/mcog



**INSTITUTO LATINO AMERICANO, A.C.**

Ejercicio No. \_\_\_\_\_  
Materia \_\_\_\_\_  
Calificación \_\_\_\_\_  
Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_

**N o m b r e**

**Carrera**

**Grado**

**Salón**

**Turno**

**Plantel**

March 23, 1987

Mr. Narciso P. Manajarocon  
657 Street Avenue  
Augusta, Maine.

Gentlemen:

I am pleased to recommend to you the beaver Mr. Raymand Reese.

He worked for this company first as a book keeper and as a sales man for a period of 15 years and during all that time his work was excellent.

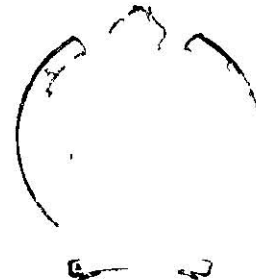
If you have an opening in your establishment, I will thank you to give him an opportunity, I know that you will character is bey and reproach.

I will appreciate everything that you will be able to do for him.

Respectfully yours,

Louis P. H.  
Manager

LPH/mcog



**INSTITUTO LATINO AMERICANO, A.C.**Ejercicio No. \_\_\_\_\_  
Materia \_\_\_\_\_  
Calificación \_\_\_\_\_  
Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

March 24, 1987

Mr. Paul Peter J.  
234 Avenue North  
Houston, Texas.

Gentlemen:

It gives us great pleasure to introduce to you the bearer of this letter, Mr. Luis Armstrong a partner in the firm Anderson & Co., who are our accountants.

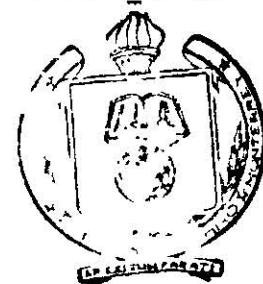
Mr. Armstrong is visiting Mexico City to study a new plan on the sport, and we should be most and experience, also any introduction that may be of help to him.

We shall take this as a very special favor and shall be well pleased if you will give us the opportunity to reciprocated at any time.

Respectfully yours,

Jaime Fuentes P.  
Sales Manager

JFP/mcog



**INSTITUTO LATINO AMERICANO, A. C.**
 Ejercicio No. \_\_\_\_\_  
 Materia \_\_\_\_\_  
 Calificación \_\_\_\_\_  
 Maestro \_\_\_\_\_  
 Fecha \_\_\_\_\_
**N o m b r e**

Carrera	Grado	Salón	Turno	Plantel

March 14, 1987

Mr. Charles E. Zoubek  
 99 Avenue Noth  
 Junean, Alaska.

Gentlemen:

In reply to your advertisement in the Laredo times, I wish to say that I am seeking the kind of position you offer.

I am seventeen years old expect to graduate from Colegio Commercial Inglés this month.

I believe that I possess the qualifications you consider importan for filling this position satisfactorily.

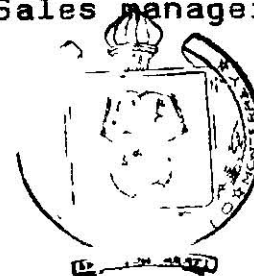
I have prepared and enclosed a personal data sheet in which I have listed all the details about my back ground and training that I thought would be interesting to you.

I have had a very complete stenographic traihing.

I shall appreciate a reply from you in regard to my application.

Respectfully yours,

Joana G. Peters  
 Sales manager



JGP/mcog

**INSTITUTO LATINO AMERICANO, A. C.**Ejercicio No. \_\_\_\_\_  
Materia \_\_\_\_\_  
Calificación \_\_\_\_\_  
Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

March 25, 1987

Mr. Rogelio Puentes  
67 Westr's North  
Pasadina, Texas.

Gentlemen:

I am interested I the opening for secretary in your organization that I read about in this mornings "Heraldo". Therefore, I which to be considered a condidate for this position.

Enclosed is a personal data sheet that has been prepared as a concise summary of my back ground, training and experience.

I shall appreciate a reply from you in regrad to my application.

Respectfully yours,

P. Smith C.  
Manager

PSC/mcog



**INSTITUTO LATINO AMERICANO, A.C.**Ejercicio No. \_\_\_\_\_  
Materia \_\_\_\_\_  
Calificación \_\_\_\_\_  
Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_

Nombre

Carrera

Grado

Salón

Turno

Plantel

March 23, 1987

Mr. Henry J. Boes  
Avenue "P" North  
Cincinnati, Ohio.

Gentlemen:

Please consider me an applicant for the position of filing clerk in your firm.

I am enclosing a resume of my qualifications and personal data sheet which I hope will be of interest. My telephone number is Randedph 6-5579.

Thank you for whatever consideration you may give to this application.

Respectfully yours,

Louis A. Leslie  
Sales Manager

LAL/mcog



**INSTITUTO LATINO AMERICANO, A.C.**Ejercicio No. \_\_\_\_\_  
Materia \_\_\_\_\_  
Calificación \_\_\_\_\_  
Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

March 25, 1987

Mr. Charles Hignett  
98 Avenue  
L,verpool 13, England.

Gentlemen:

A desire to improve my condition induces me to write this letter which I hope will not be disagreeable to you. I am stenographer in the office of Mr. James Othón Banco your correspondent in this city and having no chance whatever for a promotion here, I take the like liberty of applying to you for a position with your firm.

I enclose reference from my present employer, besides my native language, I speak English and German and could take charge at once of a stenographer position such being my present occupation.

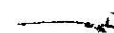
I request the favor of an answer.

Respectfully yours,

John Sons K.  
Manager



JSK/mcog





**INSTITUTO LATINO AMERICANO, A.C.**Ejercicio No \_\_\_\_\_  
Materia \_\_\_\_\_  
Calificación \_\_\_\_\_  
Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

March 27, 1987

Mr. Abram Othio  
Avenue 24 South  
Paso, Texas.

Gentlemen:

I shall be glad if you give consideration to the following summary of my qualifications, for the stenographer position, advertised in today's "EL NORTE".

I am 19 years old and expect to graduate from Colegio Comercial Inglés next month.

I believe that I possess the qualifications you may consider for filling this position satisfactorily.

If you feel that you can give my application favorable consideration I shall be glad to provide you with whatever additional information you may desire.

Respectfully yours,

Francisco Peter.  
Manager

FP/mcog



Ejercicio No. \_\_\_\_\_  
Materia \_\_\_\_\_  
Calificación \_\_\_\_\_  
Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_

**N o m b r e**

**Carrera**

**Grado**

**Salón**

**Turno**

**Plantel**

March 30, 1987

Mr. Smith Johns  
234 Avenue Noth  
Boise, Idaho.

**REMITTANCE LETTER**

Dear Profesor Smith:

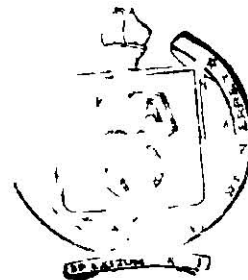
With reference to your conversation with our Mr. González in México City, I now, have the pleasure to inform you that fifty free copies of "BILINGUAL COMMUNICATION HANDBOOK FOR SECRETARIES" have been dispatched to you for distribution among your English teachers.

No doubt they will enjoy reading them.

Respectfully yours,

Emmanuel Ortiz P.  
Sales manager

EOP/mcog



N o m b r e

Carrera

Grado

Salón

Turno

Plantel

March 7, 1987

Mr. David Solano Morris  
Avenue "I"  
Santa Fe, New Mexico.

REMITTANCE LETTER

Dear Mr. Morris:

Thank you for your order for 100 gross of our No. 723 Manila envelopes that you gave to our traveler, Mr. Canales. In view of the fact that this was your first order for our envelopes it was a source of special satisfaction to him and to us.

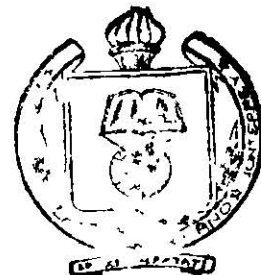
The envelopes were shipped immediately to your office in Monterrey, but as you requested, our statement will be sent to your office in Mexico City.

We hope that you will be pleased with our envelopes as well as with our service.

Yours very truly,

Salvador Lee Jr.  
Manager

SLJR/mcog



Ejercicio No. \_\_\_\_\_  
Materia \_\_\_\_\_  
Calificación \_\_\_\_\_  
Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_

**N o m b r e**

**Carrera                      Grado                      Salón                      Turno                      Plantel**

March 31, 1987

Mr. Pedro Lee C.  
234 Street North  
Springfield, Illinois.

**CLAIMS AND ADJUSTMENTS**

Gentlemen:

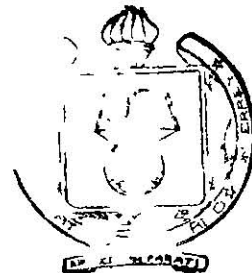
I have been doing business with you for the past ten years and during all that time you have always filled my orders very promptly, efficiently, and carefully; but recently and for the past two months to be exact, I have noticed a deficiency in your department. I do not wish to change my account at this time as I am willing to give you another opportunity to correct your service.

I hope will take care about this matter.

Sincerely yours,

Canales D. P.  
Sales Manager

CDP/mcog



Ejercicio No. \_\_\_\_\_  
 Materia \_\_\_\_\_  
 Calificación \_\_\_\_\_  
 Maestro \_\_\_\_\_  
 Fecha \_\_\_\_\_

**N o m b r e**

**Carrera                      Grado                      Salón                      Turno                      Plantel**

March 31, 1987

Mr. Sergio Ttaylor J.  
 870 County Road  
 Milton, Delaware.

**HOTEL RESERVATIONS**

Gentlemen:

On Saturday, August 20, I am planning to take with me my teletaining class of about 20 girls on a tour to the to the telephone company in New York.

We plan to arrive to New York on Friday, Augustia, and to spend the nigh at your hotelo.

We would like to have twelve double 100ms for the girls and one single 100m forme. As our founds are rather limited wes hould like to have 100ms at your minimum rate.

It would be aspecial convenience forme if our could place all the girls one floor.

Cordially yours,

Gerardo Ottel P.  
 Manager

GDP/meog

**INSTITUTO LATINO AMERICANO, A.C.**Ejercicio No. \_\_\_\_\_  
Materia \_\_\_\_\_  
Calificación \_\_\_\_\_  
Maestro \_\_\_\_\_  
Fecha \_\_\_\_\_**N o m b r e****Carrera****Grado****Salón****Turno****Plantel**

April 1, 1987

Mr. John Perkins  
345 Avenue South  
Colombia, South Carolina.

Dear Mr. Perkins:

On May 5th our company Morris Harris is moving to its new location situated at kilometer 25, Saltillo High way. We have enlarged our facilities and installed equipment that is up to date in every respect.

We are aware that in the past year some of our deliveries were slow in arriving. You have been very patient with us. From now on we will be able to complete your printing work on schedule.

Our representative Mr. Brown will soon be in your office to tell you about our new presses and other facilities.

Yours very truly,

G. E. U. Ortiz  
Sales Manager

GEUO/mcog

INSTITUTO LATINO AMERICANO, A.C.

MARIA DEL CONSUELO ORTIZ GONZALEZ

N o m b r e

Ejercicio No. Telegram 2

Materia Typing

Calificación May-10

Maestro Silvia

Fecha 2-Abril-87

S.B.  
Carrera

3  
Grado

2  
Salón

M.  
Turno

A.  
Plantel

Manufactures Institute

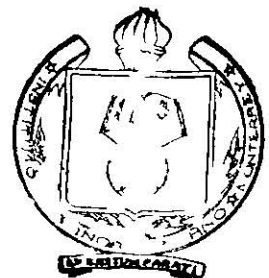
New Orleans, La., Mach 24, 1987

Dr. Maurice Trethaway  
School of Busoness  
University of Illiois  
Champing, Illionis

New Simpson edition delyed until May 1. Shall we  
fill order with present edition?

Donald Bideaux  
Manufacturesr Institute

URS:mcog

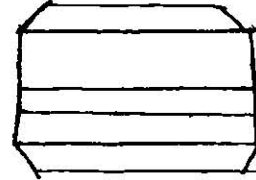


# INSTITUTO LATINO AMERICANO, A.C.

Ejercicio No Telegram 1  
Materia Typing  
Calificación May-9  
Maestro Silvia  
Fecha 2-Abirl-87

~~MARIA DEL CONSUELO ORTIZ GONZALEZ~~

S.B. 3 2 M. A.  
Carrera Grado Salón Turno Plantel

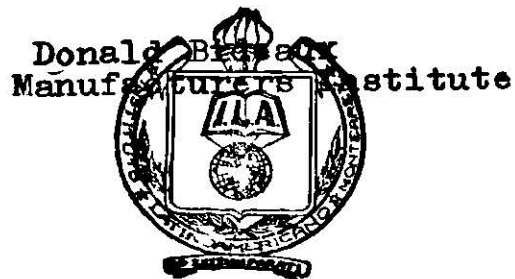


Manufacturers Institute

New Orleans, La., March 20, 1987

Mr. Herbert F. Lewis  
Startett Engineering Co.  
15300 Euclid Avenue  
Cleveland, Ohio

- Pleased to accept your invitation to speak at May  
9 convention. Thank you for the privilege.



- URS:mcog



# INSTITUTO LATINO AMERICANO, A. C.

Ejercicio No. Form-11

MARIA DEL CONSUELO ORTIZ BONZALEZ

Materia Typing

N o m b r e

Calificación May-8

Maestro Silvia

Fecha 2-Abril-87

S.B.  
Carrera

3  
Grado

2  
Salón

M.  
Turno

A.  
Plantel

Mr. Thomas S. Klaus  
Trainig Department  
Condon & Willhite, Inc.  
1700 Cimmaron Building  
Tulsa, Oklahoma 74102

March 31, 1987

QUANTITY	DESCRIPTIONS	UNIT PRICE	AMOUNT
10	Stephens: Dredges and Drills	4.00	40.00
1	Stephens: DD Instructors manual	7.50	7.50
20	Rafael: PT Instructors Manual	5.50	90.00
1	Rafael: Production Tooling	5.50	5.50
1	Rafael: PTE Filmstrip	65.00	65.00
	AMOUNT DUE		187.00
	10% MEMBRE'S DISC.		.20
	TOTAL AMOUNT DUE		187.20



**INSTITUTO LATINO AMERICANO, A. C.**

**MARIA DEL CONSUEBO ORTIZ GONZALEZ**

**N o m b r e**

**Ejercicio No. Form 8**

**Materia Typing**

**Calificación May-7**

**Maestro Silvia**

**Fecha 2-Abril-87**

**S.B.**  
**Carrera**

**3**  
**Grado**

**2**  
**Salón**

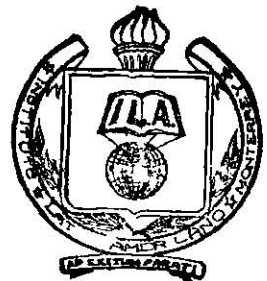
**M.**  
**Turno**

**A.**  
**Plantel**

Mr. Chesyer L. Harris  
1039 West Eighth avenue  
Los Angeles, California 90017

December 14, 1987

QUANTITY	DESCRIPTIONS	UNIT PROCE	AMOUNT
14	Chapter II of Thesis		
	Pages of straigh copy	.30	4.20
	Pages including table	.50	3.00
	Pages of carbon copies	.05	2.00
24	Chapter III of thesis		
	Pages of straight copy	.30	7.20
2	Pages including tables	.50	1.00
52	Pages of carbon copies	.05	2.60
	AMOUNT DUE		20.00
	3% SALES TAX		.60
	TOTAL AMOUNT DUE		20.60



**Interoffice Memorandum**

April 1, 1987

George McAdams  
 2C44  
 Advertising Department  
 10 Well Blockstone

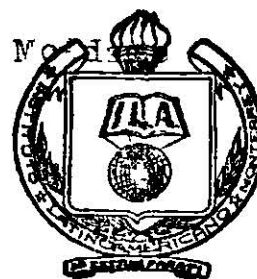
8  
 Art Department  
 Ac for the McGills Adver i ia

Thank you for letting me know about the delay in getting the report ready for the special McGills campaign. I go into the office this morning and I received your note and unfortunately could have no explanation for the delay in the delay.

Even so, we shall have to move with dispatch in getting the report finished and the release made. I hope it will be possible for you to do so. I am sure of your help.

URS/mcog

cc Mrs. F. Rick  
 cc Mr. B. M. Rido



**INSTITUTO LATINO AMERICANO, A.C.**

MAJIA DEL CONJUNTO CRTI, GOIZ, I

**N o m b r e**

S. R.  
**Carrera**

2  
**Grado**

2  
**Salón**

1  
**Turno**

A  
**Plantel**

**Ejercicio No.** From 7

**Materia** Typing

**Calificación** A en 65

**Maestro** Silvia

**Fecha** 1 April 86

Interoffice Memorandum

March 6, 1987

Inez C. Carpenter  
Training Director

William R. Guinette  
Systems Division

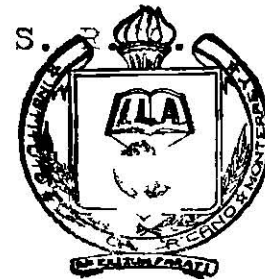
Use of Printed Forms

Two are correct in noting how the increasing use of forms.

There are many good reasons for this trend.

1. We wish to strengthen the commercial at the end of the tenth broadcast. We are enclosing a proposed revision.
2. We wish to drop the two Ohio stations from the plan, for we have no dealers in that state. The revised list of stations is also enclosed.

LRS mcos



**INSTITUTO LATINO AMERICANO, A.C.**

MARIA DEL CONSUELO OTTEGAL

Nombre

S.B.  
Carrera3  
Grado2  
SalónM.  
TurnoA.  
PlantelEjercicio No. Prom 5  
Materia Typing  
Calificación Mayo 4  
Maestro Silvia  
Fecha 1-Abril-87

## Interoffice Memorandum

April 1, 1987

Paul W. Graham  
Training BureauSimon V. Johnston  
Vice-President

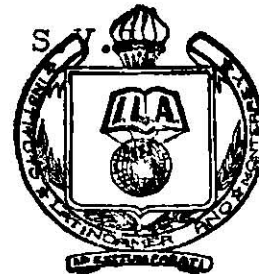
## Sending Someone to Houston Conference

I noted in an article in Junior Executive magazine that the University of Houston will conduct a conference for a week this summer of difectors of office training. It seems to me tat it might be wise for us to have you ou a member of your staff take part in this 'program.

Please rite he University and obt in full details. When you have them, please draft for me have your report well before the first of March.

URS/mcog

cc Mr. Montclair



**INSTITUTO LATINO AMERICANO, A. C.**Ejercicio No. From 4Materia TypingCalificación Mayo-3Maestro SilviaFecha 1-Abril-87MARIA JOSE GUILLERMO GOIZABEEZ

Nombre

S.B.

Carrera

3

Grado

2

Salón

M.

Turno

A.

Plantel

## Interoffice Memorandum

DATE: December 12, 1987

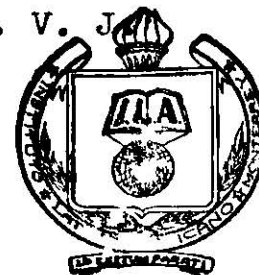
TO: N.p. Montclair  
Bureau of PersonnelFROM: Simon V. Johnson  
Vice President

SUBJECT: Conference on New kinds of Employment Tests

At some time in the near future. Date, please try to set up a meeting at which you, Miss Benz, Mr. Clark, and I could spend an hour or two in conference with Dr. Mark Bjorgens, of Houlton College, to talk about the tests we give to job applicants.

Doctor Bjorgens has just woud up a long stugy on the valurs of some new kinds of tests for predicting the success of new office workers, From what I have been told, his findings should be of keen interest to us. We may ask him to review the tests we are now using.

S. V. J.



SVJ/mcog

**INSTITUTO LATINO AMERICANO, A.C.**

MARIA DEL CONSUELO ORTIZ GONZALEZ

Ejercicio No Letter-22Materia TypingCalificación May-2Maestro SilviaFecha 2-Abril -87

S.B.

3 **N o m b r e** 2

M.

A.

Carrera

Grado

Salón

Turno

Plantel

December 10, 1987

Foot, Klein & Hughes, Inc.  
 1300 Rider Building  
 Trenton, New Jersey 08607

Gentlemen:

Thank you for your inquiry of December 5 concerning our rates for space in JUNIR EXCETUIVE magazine. we are enclosing our standard rate card. You will note on at that the rates for the space dimensions about wich you spacifically asked are as follows:

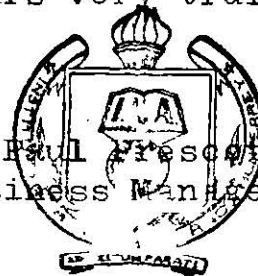
Quarter page	\$125.00
One-half page	235.00
Complete page	400.00

Worth nothing also is the 10% discount that you earn for four or more reservations in one calender year. We allow the usual 15% agency fee, of course.

If you wisg to reserve space in our February issue, which is the nest one going to press, we shoul have your reservation (and copy, ig it is to be set) not later that December 28. Thank you for your inquiry.

Yours very truly,

J. Paul Prescott  
 Business Manager



INSTITUTO LATINO AMERICANO, A.C.

MARIA DEL CONSUELO ORTIZ OGNZLA

Nombre

Ejercicio No. Letter 1

Materia Typing

Calificación Typing

Maestro Silvia

Fecha 23-mar-87

S. B. 3 2 M. A.  
Carrera Grado Salón Turno Plantel

march 23, 1987

Dr. James Kendall  
School of Commerce  
Lake State College  
Savannah, Georgia 31403

Dear Doctor Kendall:

SUBJECT: CONFERENCE PLANS

I am writing to confirm our telephone conversation about your taking in our March 14 conference. It is most gratifying to know you will join us.

The audience will consist of 75 men who represent our company in the southeastern states, plus 11 of our executives. To these men meet here in Atlanta two times a year to learn about our new products and to advance in their knowledge of professional selling.

We should like you to lead a session, to last about one and a half hours, on "How to Help the Retailer of Expand His Business." We shall reimburse you for all expenses, plus your \$250 fee.

Let me say again that we are very glad you will be with us. We look forward to your program.

Yours sincerely,

MARTIN MILLER & SONS

Humphery N. Lambert  
General Sales Manager

URS:mco

cc Mr. John Miller



**INSTITUTO LATINO AMERICANO, A.C.**

MARIA DEL CARMEN GONZALEZ

Ejercicio No. FEVER 20Materia typingCalificación PRIL 20Maestro SIVIAFecha MARCH 12, 1987

SRIA. ING. IST.	3	Nombre	2		A.
Carrera	Grado	Salón	Turno	Plantel	

March 12, 1987

Mr. Marvin M. Maxwell  
 2839 Clary Street  
 Fort Worth, Texas 76111

Dear Mr. Maxwell:

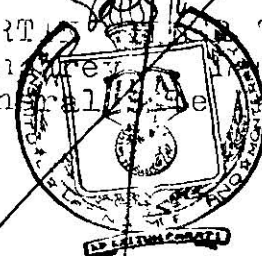
We have received and have noted with interest your letter of application for a sales position with us.

At present we do not have a vacancy near Fort Worth but we do need a representative who would make his headquarters in or near Lubbock and cover the northwestern part of the store. If you would like to be considered for this opening, please fill in and mail back to us the enclosed application form.

I shall be in Fort Worth near the end of the month to attend a convention; while I am there, I should be pleased to talk with you. If you are qualified for and truly interested in the position we might be able to settle the matter then and arrange the employment details.

Sincerely yours,

Arturo S. SCSIS  
 Humberto Lambert  
 General Manager



WRS:mcoj

cc Personnel Department

**INSTITUTO LATINO AMERICANO, A.C.**

MARIA DEL CONJUNTO OPTIZ GOZZ.

N o m b r e

Ejercicio No Letter-19

Materia Typing

Calificación Abril-9

Maestro Silvia

Fecha 12-Marzo 87

S.3.  
Carrera

3  
Grado

2  
Salón

M.  
Turno

A.  
Plantel

HEALY BUILDING

59 BROAD STREET ATLANTA, GEORGIA 30303

December 5, 1987

Mr. J. Steeart Young  
National Federation of  
Sales Executives  
1820 Trayne Building  
Little Rock, Arkansas 72203

Dear Mr. Young:

SUBJECT: YOUR GEORGIA TRIP

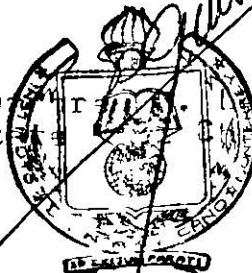
When I let our Georgia NFSE chapters know that you might be willing to speak at one of their dinners if they could plan their meetings to fit your trip schedule, their response was wonderful. Therefore, the following schedule has been set up for you:

<u>Date</u>	<u>City</u>	<u>Audience</u>
May 30	Atlanta	225
May 31	Athens	150
June 1	Macon	160
June 2	Columbus	175
June 3	Augusta	177

If you approve this heavy schedule, Mr. Young, we will move at once to make proper arrangements for your transportation and hotels. I want you to know that we shall spread out the welcome mat for you!

Cordially yours,

Member  
Chairman



urs  
cc. Sheat r r e i ente  
cc. Martin il r, Pr.

**INSTITUTO LATINO AMERICANO, A.C.**

MARIA DEL CONSUELO ORTIZ CC NA EL

S.B.	3	2	M.	A.
Carrera	Grado	Salón	Turno	Plantel

Ejercicio No. 1et er-18  
 Materia y ling  
 Calificación: trii-8  
 Maestro Silvia  
 Fecha 11-marzo-87

March 11, 1987

Kerr Tidell & Todd, Inc.  
 1039 Statler Building  
 Boston, Massachusetts 02103  
Attention Mr. Roger Todd

Gentlemen:

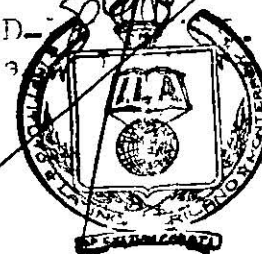
We must find some way to move faster on the Boston building project. I appreciate the fact that your best men are busy with other commitments, but the simple truth is that they will not have a building if we do not wrap up the final design in a few weeks.

As you know better than I, the cost of material and labor going up at a rapid rate; the tentative budget that you and we estimated a year ago is already outdated. Credit is much tighter and costlier, too.

Is there any chance of your having the plans ready within a month or six weeks? Tell me frankly. My board members will be pressing me for a report; and if I cannot say that we are pretty ready for bids I fear that the entire project will be abandoned.

Yours truly,

JFD  
 Director



urs  
 cc. Mr. Fane  
 cc Boston Office

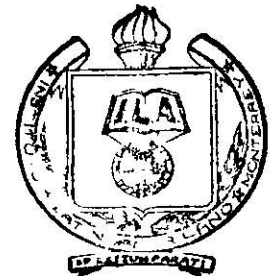
# INSTITUTO LATINO AMERICANO, A.C.

Ejercicio No. 59-C  
Materia sin  
Calificación 7  
Maestro silvia  
Fecha 12-marzo-87

Nombre				
	3	2	f.	7.
Carrera	Grado	Salón	Turno	Plantel

Back in the days when a letter had to be penned by the writer, it was not usual to leave extra space between parts of a letter; the writer had to use indentions instead. The start of each paragraph had to be indented. The lines of a return address, of an inside address, and of the close were all set up as a series of indentions, just like steps. The result was that letters seemed to have quite a zigzag look.

Letters got a new look when the typewriter came along. Because it is a lot faster to block than to indent lines on a machine, a letter today is not likely to have many indentions. The experts say you can build a "tone" for a letter by the number of indentions you do or do not inject in your letter. Many indentions make a letter look conservative; a few make it seem casual; having none at all gives a message a streamlined zip that is the equivalent of a modern touch.

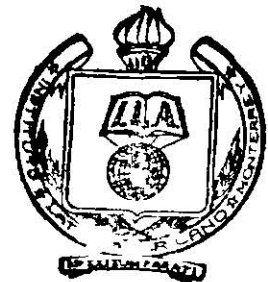


**INSTITUTO LATINO AMERICANO, A. C.**Ejercicio No. 57-CMateria TypingCalificación April-6Maestro SilviaFecha 11-11-67

Nombre				
	3	2	.	1.
Carrera	Grado	Salón	Turno	Plantel

What is the best letter style? This question does not have an answer, for preferences in letter styles is a matter of one's own taste. For example, some people like a letter to be blocked; others may prefer it indented. Some like to use a company name. Some prefer the date centered horizontally. There is no way to judge what one form is the best, but it is helpful to know what forms are most popular: the blocked and semiblocked forms, the two of which are used in around 95 percent of the letters typed in business offices.

The purpose of a letter might influence your choice of style, too. For example, you might pick for an advertising letter a bizarre form that would catch one's eye because it is unique; but you would reject that same style for, say, a letter of sympathy. Yes, these are extreme cases; but they do show that the purpose of a letter might affect its form.



**INSTITUTO LATINO AMERICANO, A. C.**

MARIA DEL CONSUELO URTIZ LON ALEZ

Ejercicio No. 56-2

Materia Typing

Calificación abril-5

Maestro Silvia

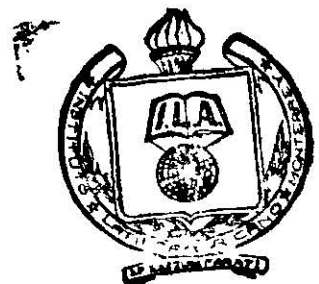
Fecha 11-Marzo-87

Nombre

Carrera	Grado	Salón	Turno	Plantel
	3	2		

The ZIP numbers that are used on letters and envelopes got their start in the spring of 1963, when the Post Office introduced a "Zoning Improvement Plan" to speed up delivery of the mail. The plan of using five digits after the state name caught on at once, for the Department took great pains to "sell" the plan. Firms were requested to show their new numbers on their letterheads and envelopes and reply cards, and most firms made that adjustment when they got new ones. The Post Office in each zone told the public what the local zone number was to be and asked people to include it in the return address on their letters and envelopes. So successful was the promotion that most persons began using the new numbers and have continued doing so up to the present time.

But for a long time we will expect to see many letters with no zone mark at all, because writers will not know the ZIP number of some folks to whom they write, or because the address is in a country that has no ZIP numbers, or because a writer may not bother to confirm the number. We will see for years to come letters with the old sequence of city and zone and state, since office files are full of letters with just that sequence shown on their letterheads and since all mail that is sent abroad will be expected to show that style.



**INSTITUTO LATINO AMERICANO, A.C.**

MARI EL CONSUELO CRUZ DE ALBA

Ejercicio No 55-F

Materia Typing

Calificación 100-4

Maestro Silvia

Fecha 11-Marzo-87

S.B.

Nombre

Grado

Salón

Turno

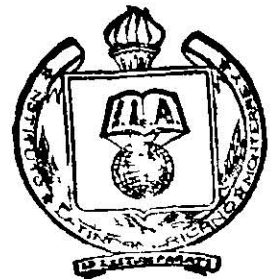
Plantel

My goal is to make a big profit when I go down to work for the rich man by the alke. If so, then I may aid Jan if he kept the bicycle of the neighbor girl down by Coal Lane.

When Jack said he might take six scouts to the zoo, he did not know they would be so quick to take him up on it at this tome. He shoul have known that mo t boys would be in the mood to go on just such a trip at the drop of y ur hat.

My goal is to make a big profit when I go down to work for the rich man by the l-ke. If se, the I may aid Jan if he kept the bicycle of the neighboo girl down by Coal ,ane.

When Jack said he might take six scouts to the zoe, he did not know they would they quick to take him up on it at this time. He shold have known that most boys would be in the mood to go on just such a trip at the drop of your hat.



**INSTITUTO LATINO AMERICANO, A. C.**

MARIO DEL CONHELO ORTIZ GONZALEZ

Ejercicio No 54-D

Materia Typing

Calificación Abril-3

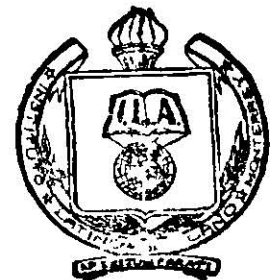
Maestro Silvia

Fecha 11-Marzo-87

3.	3	2	P.	..
Carrera	Grado	Salón	Turno	Plantel

Many years ago, when the Post Office asked that a zone number be shown in city addresses as a means of speeding up the handling of the mail, there was no problem about typing the zone number; it was placed after the city, as followed by a comma, and then was followed by the name of the state. But when the Post Office brought ZIP numbers into being and again asked that a change be made in the form of addressing letters and cards, there was quite a problem: The scanning machines could do their jobs only if the ZIP number was set off from the rest of the address. So writers were asked to shift the zone guide from after the city to after the state and to leave some space between the state and the ZIP Code.

How much space? Pressed in this item, the Post Office just said the space ought not to be less than two spaces or more than six spaces on a pica typewrite. Translated into elite spacing, that would be not less than three spaces and not more than seven spaces. Wanting to come up with a firm and single recommendation that would fit all machines best, the author of his book selection three spaces as the right number on which to standardize, which explains why you will frequently be reminded to space three times before you type a ZIP number. You are told to do this both on the envelope and in the inside address so that you will get the habit of always ending any address with three spaces and a ZIP Code.





# INSTITUTO LATINO AMERICANO, A.C.

MARIA DEL CONSUELO ORTIZ GONZALEZ

Ejercicio No.53-8

Materia Typing

Calificación 85-2

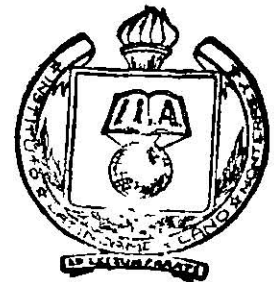
Maestro Silvia

Fecha 11-Marzo-87

S. B.	Nombre		M.	A.
Carrera	Grado	Salón	Turno	Plantel

About the time when our parents were children, two out of ten American citizens lived in a city. The others lived on farms or in small towns where most people lived in homes with lawns, knew each other well, and enjoyed an atmosphere of quiet calm. The picture has changed today; seven out of ten now live in cities or close to them, not because cities are better places in which to live but because there exists in the urban centers something that mechanization has taken from the farm and the forest: the chance to make a living.

About the time when our parents were children, two out of ten American citizens lived in a city. The others lived on farms or in small towns where most people lived in homes with lawns, knew each other well, and enjoyed an atmosphere of quiet calm. The picture has changed today; seven out of ten now live in cities or close to them, not because cities are better places in which to live but because there exists in the urban centers something that mechanization has taken from the farm and the forest: the chance to make a living.



**INSTITUTO LATINO AMERICANO, A.C.**

MARIA DEL CONSUELO MARTINEZ GONZALEZ

**N o m b r e**

SILVIA

3

2

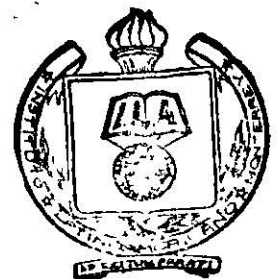
.

.

**Carrera****Grado****Salón****Turno****Plantel****Ejercicio No.** 52-E**Materia** LEXICO**Calificación** ADECUADA**Maestro** SILVIA**Fecha** 11 marzo 87

When I was a college boy and a pledge to a fraternity, the good brothers had a number of rules by which they tried to acquaint us unworthy ones with the right paths of social behavior. There was a rule, for example, that no one of us worms, as we were affectionately named, should ever precede one of our betters, and you can guess who were our betters, through a doorway but rather were directed to open the door and hold it open as a gesture of love and service. The one who failed in this duty would be hailed before the tribunal and instructed in manners with a justice and zest that went at once to the heart, or the seat, of the problem. I still trifle each time I hold the door open for my own fair lady.

Well, one day the college installed a lot of revolving doors at its many entrances and exits. Can you imagine the problem that this made for the fraternal clan? These doors were very heavy, and it was next to impossible to push them without going through them. If any of us worms had to open the door by pushing it, he then had to precede his superior through the doorway. Always a brash person, I was the worm who raised the issue; and I spoke more eloquently about the subject than a worm should, as I recall painfully.



**INSTITUTO LATINO AMERICANO, A.C.**

M A T

CONSEJO DIRECTIVO

Nombre

S. P.

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1

A

Carrera

Grado

Salón

Turno

Plantel

Ejercicio No. 51-

Materia Typing

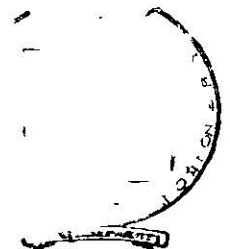
Calificación Marzo-51-

Maestro Silvia

Fecha 5-Marzo-87

If you ever get a chance to observe the technique of a truly expert typist, listen to the sound of his typing. It is certain to have a steady flow that seems to waver within a span of a dozen words a minute. When the going is rough, which is to say that the copy is difficult, he drops to his easy pace, which sounds like a jog trot; but when the going is smooth and easy like this turn of words is, he speeds up like a driver turning out to pass another car on a highway. The trick lies in not speeding up or slowing down too much.

If you ever get a chance to observe the technique of a truly expert typist, listen to the sound of his typing. It is certain to have a steady flow that seems to waver within a span of a dozen words a minute. When the going is rough, which is to say that the copy is difficult, he drops to his easy pace which sounds like a jog trot; but when the going is smooth and easy like this turn of words is, he speeds up like a driver turning out to pass another car on a highway. The trick lies in not speeding up or slowing down too much.



**INSTITUTO LATINO AMERICANO, A.C.**

MARIA DEL CONSUELO GARCIA CONZALEZ

Test-2D

Ejercicio No. Typing  
 Materia Marzo 9  
 Calificación Alvia  
 Maestro 25-Feb-87  
 Fecha \_\_\_\_\_

S.B. Nombre M. A.

Carrera Grado Salón Turno Plantel

February 25, 1987

Mr. Carl S. Norman  
 The Norman Press, Inc.  
 3047 Fourth Street  
 Louisville, Kentucky 40201

Dear Mr. Norman:

Please let us know what you charge to print the two displays that I enclose. Details of these two jobs are as follows:

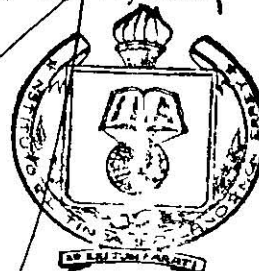
1. We require 5,000 copies of each job.
2. The table should be set in type styles suites sui di display in a dark green ink on a light green card 6 by 4.
3. The listing would set in a similar type size and displays in dark brown ink on a buff or a tan 6 by 4.

We would ask for assurance that the cards could be delivered before January 3.

Yours truly,

*Dexter K. Lynch*  
 Dexter K. Lynch

DKL/mcog



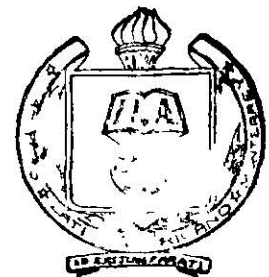
**INSTITUTO LATINO AMERICANO, A.C.**  
 MARIA DEL CONSUELO OTEZ CON / LEZ

Ejercicio No. Test-2-C  
 Materia Typing  
 Calificación Marzo-8  
 Maestro Silvia  
 Fecha 27-Feb.-87

S.B.	Nombre		M.	A.
Carrera	Grado	Salón	Turno	Plantel

**BASIS RATING PLAN FOR TIMED WRITINGS**  
 Five Minutes Within Four Errors

<u>Speeds</u>	<u>Lesson 25</u>	<u>Lesson 50</u>	<u>Lesson 75</u>
15-19 wam	Fair	Under Par	Under Par
20-24 wam	Average	Fair	Under Par
25-29 wam	Average	Average	Fair
30-39 wam	Superior	Average	Average
40-44 wam	Excellent	Superior	Average
45-49 wam	Excellent	Excellent	Superior
50-up wam	Excellent	Excellent	Excellent



**INSTITUTO LATINO AMERICANO, A. C.**

MARIA EL CONSUETO QUINTIS GONZALEZ

S.B.

Nombre

N.

A/

Carrera

Grado

Salón

Turno

Plantel

Test-2-B

Ejercicio No. 1

Materia: Marzo-7

Calificación: 100

Maestro: 25-Rev.-37

Fecha:

## CARE OF THE MARCHINE

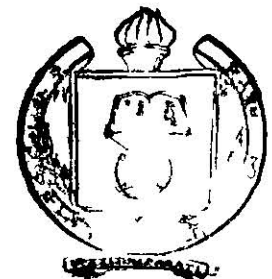
1. Daily: Clean the type faces by brushing them with a stiff brush or by using some commercial product made for the purpose.
2. Daily: Dust the marchine carefully, using a long-handled brush to whisk out the inside and a soft cloth to wipe off the outside.
3. Daily: Wipe off the desk, being sure to wipe under the marchine as well as around it.
4. Daily: Keep marchine covered when not in use.
5. Weekly: Wipe the carriage rails with a soft cloth that has been dampened in oil. Do not put oil directly on any part of the marchine.
6. Monthly: Wipe the cylinder with a soft cloth that has been dampened in alcohol.



**INSTITUTO LATINO AMERICANO, A. C.**Ejercicio No. lect. 2 aMateria ...Calificación ...Maestro ...Fecha 24-3-27**N o m b r e**S. 2  
Carrera3  
Grado2  
Salón...  
Turno...  
Plantel

So you like to hike the trail, do you, and camp in the woods and fish in the lakes and cook over open fires! Then you are one of the legioners, have that idea. It's been estimated that some five million families took such a "four for the price of one" vacation last summer. The rationers, for themselves had a total of more than thirty million canyons.

One of the things that surprise us all over again each year is the variety of shelter that our citizens bring with them, ranging from a simple pup tent to a hog in crated can in trailer. The most popular type of tent is probably the umbrella tent with its four corner poles; at least, we see more of this kind than of any other kind. The umbrella comes in the sizes, the 10 by four people and the 10 by 12 for five people. It is easy to put up and looks nice for it has a canopy that allows to roof a front porch or kitchen for you. It is usually equipped with a floor of canvas and screens for door and windows.



**INSTITUTO LATINO AMERICANO, A.C.**

MARIA DEL CONSUELO CORTIZO GONZALEZ

Ejercicio No. Manuscript  
TYING  
 Materia MARCO 5  
 Calificación 1111A  
 Maestro 10-Feb.-87  
 Fecha

S.B.

Nombre 2

M.

a.

Carrera

Grado

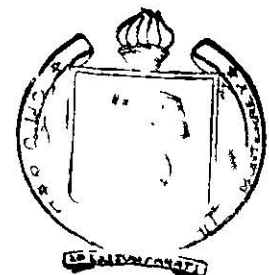
Salón

Turno

Plantel

## SCRIPT 10 (REVISED)

Music (ytheme)  
 annor Your typing tip for today--  
 Music (Up and fade on theme)  
 Annoc --from Monarch, the Portable for tagay!  
 Music (Up and fade into . . .)  
 Mary Ralph, get out the Manorch for me, will you?  
 Ralph Sure, honey. (Sound) Here he is, Monnie,  
 good old Monnie. (Sound of opening case)  
 Mary Hey, don't take thw marchine out of the case!  
 Just unhook the cover!  
 Ralph Hey, dont take yhe marchine out of the case!  
 out of this case when you wnat to type!  
 Annor Ralph is right, Mayy. Never leave your porit-  
 able in this carrying case. Remmember;  
 "To keep apeotable from statting to shin,  
 Take it to out of the case and out the lid!"  
 Music (Theme)





**INSTITUTO LATINO AMERICANO, A.C.**

MARIA R DEL CONSUELO ORTIZ GONZALEZ

Ejercicio No. Table 10Materia TypingCalificación Marzo 4Maestro SILVIAFecha 23/Feb/87

S.B.

Nombre

M.

A.

Carrera

Grado

Salón

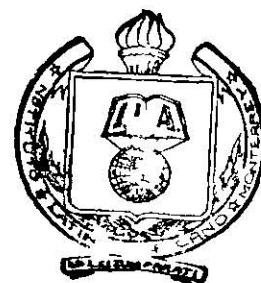
Turno

Plantel

## THE MONARCH CAMPAIGN (REVISED)

First Quarter, 1987

<u>Station</u>	<u>City</u>	<u>A. M.</u>	<u>P.M.</u>
WOK	Albany	7:15	6:30
WGS	Atlanta	7:30	7:00
WCA	Baltimore	6:59	7:30
WKB	Bufalo	7:20	7:30
WCS	Charleston	7:00	7:45
WGI	Greensboro	7:30	7:15
WDR	Hartford	6:45	6:45
KQV	Pittsburgh	7:00	6:55
WPR	Providence	7:00	6:45
WRV	Richmond	7:00	7:15
WTO	Savannah	6:45	7:05
WFB	Syracuse	7:00	7:00



**INSTITUTO LATINO AMERICANO, A. C.**

MARIA D. CONSUELO F. C. ALZ

Ejercicio No. 48-C  
 Materia Typing  
 Calificación Marzo 3  
 Maestro Silvia  
 Fecha 18-Feb.-87

S. B.	Nombre 2	M.	A.
Carrera	Grado	Salón	Turno
			Plantel

February 18, 1987

Mr. Wayne<sup>4</sup> Rötter  
 Potter & ince, Inc.  
 3910 Madison Avenue  
 New York, New York 10028

Dear Wayne:

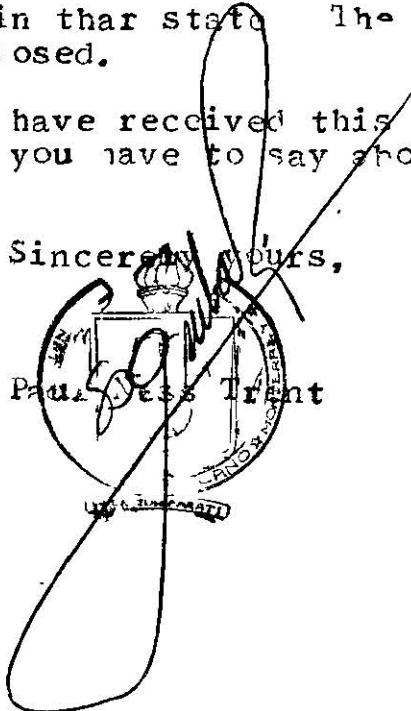
We are pleased to approve your campaign plan for the next radio series, but with the following two changes:

1. We wish to strengthen the commercial at the end of the tenth broadcast. We are enclosing a propose revision.
- 2.- We wish to drop the two Ohio stations from the plan, For we have no dealers in thar state. The revised lis of stations is also enclosed.

Please .er me hoow when you have received this note. I shall be eager to hear what you have to say about the new script!

Sincerely yours,

Paul Jess Trent



URS?mcog

**INSTITUTO LATINO AMERICANO, A.C.**

MARIA DEL CONSUELO ORTIZ GONZALEZ

Nombre				
S.B.	3	2	A.	A.
Carrera	Grado	Salón	Turno	Plantel

Ejercicio No. Manuscript-8Materia TypingCalificación Marzo-2Maestro SilviaFecha 10-Marzo-87

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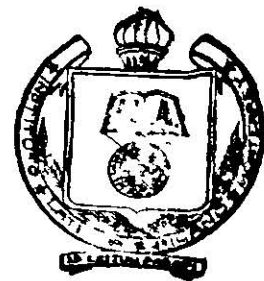
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# INSTITUTO LATINO AMERICANO, A. C.

MARIA DEL CONDUERO ORTIZ GONZALEZ

Ejercicio No. anuscrypt7  
Materia Typing  
Calificación Marzo-1  
Maestro Ilvia  
Fecha 10-marzo-87

S. B.	Nombre		M.	A.
Carrera	3	2	Turno	Plantel

## TYFING AN OUTLINE

### I. MARGINS

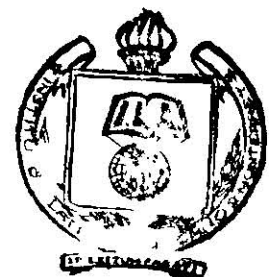
- A. Set margin stops to center the average full line, allowing for the first roman numeral.
- B. Center the outline vertically.

### II. INDENTIONS

- A. Steps are indented 4 spaces each.
  1. Set several tab stops 4 spaces apart.
  2. Indent similar parts in similar steps.
- B. Guide letters or numbers precede the steps.
  1. Follow each guide with a period.
  2. Space twice after the period.
- C. For roman numerals that take more than one space, use the margin release and backspace from the left margin stop.

### III. SPACING

- A. Put 2 blank lines before an all-caps line.
- B. Put 1 blank lines after an all-caps line.
- C. Single or double space all the other lines, but be consistent in which you use.



MARTE 21 DE JUNIO DE 1967

Nombre

3

1.

1.

Carrera

Grado

Salón

Turno

Plantel

LISTA DE ENUMERACIONES

1. Any series of numbered items may be classified as an "enumeration"; to do so, however, the word needs a "list" listing, like this one, with numbers standing out at a left.
2. The numbers are typed at the margin. The word copy is aligned after the period and space that follow the number. A tab stop is set to help align the "run over" line of copy.
3. If most items take one line or less, they are single spaced with no blank line or less, they are them; one space follows the period.
- 4.-If most listed items fill more than one line, all are single spaced with one blank line left between items; two spaces follow the period.
5. The periods must align. When the figures run to 10 or more, the typist must space in once before typing each figure, 1 through 9.



# INSTITUTO LATINO AMERICANO, A.C.

Ejercicio No. 46-C

Materia T. pin

Calificación Feb.-9

Maestro Silvia

Fecha Feb.-27

Nombre

3

3

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1.

1.

Carrera

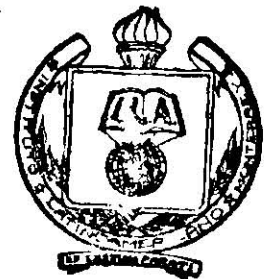
Grado

Salón

Turno

Plantel

When can we two men find time to see those four firms?  
I'd not seem to have done my share at the old school.  
He may call him back and ask him to work us soon soon.  
Both the men we met on the street came here to see us.  
We should ask him to come to the club for a golf game.  
One rich man said he would come down here if he could.  
It is time for us and the right men to leave for town.  
I could make it to class if I could get back by eight.  
Both of us would like to team the by side the of I ke.  
I was to have been there at one, but got there at two.  
We might get the stuff out on time if we work all day.  
One of them should be here to help you with the sales.  
You ought to pay the state tax by check on the eighth.  
How much do you plan to pay me for the desk and chair?



# INSTITUTO LATINO AMERICANO, A.C.

MARIA DEL CONSUELO ORTIZ GONZALEZ

Nombre				
S. BILINGUE	3	2	M.	A.
Carrera	Grado	Salón	Turno	Plantel

Ejercicio No.	Manuscript
Materia	TYPI'NG
Calificación	Feb-8
Maestro	SILVIA
Fecha	

## CHANGING THE LENGTH

A Report to Miss Silvia  
By Jean L. Worth

It is possible for the typist to make a report look or look short. It is a matter of using headings that do or do not take extra space.

### TO STRETCH A REPORT

To make a report look long, the typist may use side headings or centered subheadings. Each of these occupies a line, is preceded by two blank lines, and is followed by one blank line--four lines in all.

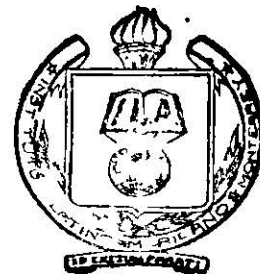
### TO CONDENSE A REPORT

To make a report look short, the typist will change to "paragraph headings," which take no extra space at all as shown in the two:

Point 1. Paragraph headings are indented the same five spaces as other paragraphs.

Point 2. To make them stand out clearly, such headings are underscored.

November 18, 1967



S.B.	Nombre			
Carrera	Grado	Salón	Turno	Plantel

COMPARISON

Report of the [illegible]  
 of the [illegible]

This report is designed to show how a one-page report should be arranged.

MARGINS

Business asks that a report be identified by a heading (name, location, by whom) and by signifying that classify the contents to a purpose.

MARGINS AND SPACES

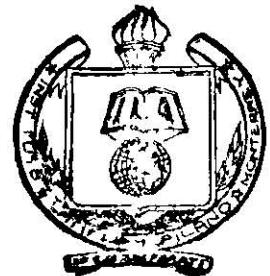
The top margin is 2 inches (but can be less).  
 The column line lengths are:

- Under 200 words: 5 inches, double spaced
- 200 - 300 words: 6 inches, double spaced
- Above 300 words: 6 inches, single spaced

BALANCE LINE

If a report is so short that it looks high on the page, the typist writes something (date, for instance) 2 inches from the bottom at the other margin.

November 15, 1975





# INSTITUTO LATINO AMERICANO, A.C.

Ejercicio No. Tabla-5  
 Materia Typing  
 Calificación Feb.-6  
 Maestro Ilvia  
 Fecha Feb.-67

Nombre

Carrera

Grado

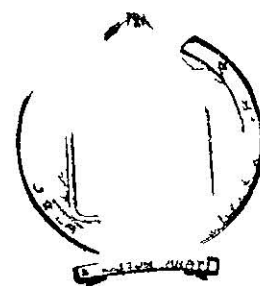
Salón

Turno

Plantel

SUMMARY OF ORDERS  
 Received on November 18

<u>Cat.</u>	<u>Item</u>	<u>quantity and rate</u>	<u>Billings</u>	<u>Company</u>
376	160 boxes	42¢	67.20	Phelps, Inc.
376	200 boxes	42¢	84.00	Harris & Sons
394	100 boxes	37¢	37.00	Dale-Home
416	144 boxes	46¢	66.4	Stephen Bros.
739	100 boxes	71¢	71.00	Akron Schools
376	160 boxes	42¢	67.00	Phelps, Inc.
377	200 boxes	42¢	84.00	Harris & Sons
394	100 boxes	37¢	37.00	Dale-Home
416	144 boxes	46¢	66.00	Stephen Bros.
739	100 boxes	71¢	71.00	Akron Schools



# INSTITUTO LATINO AMERICANO, A.C.

Ejercicio No. Table-8

Materia Typing

Calificación Feb.-5

Maestro Silvia

Fecha Feb.-67

Nombre

5.3.

3

2

Turno

Plantel

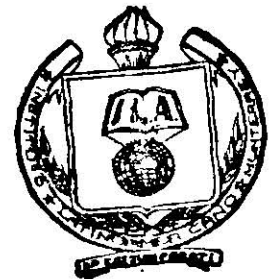
**Carrera**

**Grado**

**Salón**

## THEATER TICKETS AVAILABLE For Week of December 3

<u>Play</u>	<u>Star</u>	<u>Price Range</u>
Shadow of a Rainbow	Machy Reeves	2.40 to 6.00
seventh Son	Gloria Langley	2.20 to 7.50
Inherit a Flew	Paul Montrose	2.20 to 8.80
Holly Ann, Dear	Ros. Willard	2.20 to 8.80
Comedy of Errors	Victor Bennett	1.60 to 2.40
Regretfully So	Janis Prellis	2.20 to 5.50



# INSTITUTO LATINO AMERICANO, A.C.

Ejercicio No Letter-14

Materia Typing

Calificación Feb.-4

Maestro Silvia

Fecha 5.-87

INSTITUTO LATINO AMERICANO, A.C.				
DEPARTAMENTO DE TRABAJO PRÁCTICO COMERCIAL				
S.3.	Nombre		P.	A.
Carrera	3	2	Turno	Plantel
	Grado	Salón		

February 9, 1987

Mr. John R. Jackson  
Hotel Parkview  
4756 East 28 Street  
St. Louis, Missouri 63155

Dear Mr. Jackson:

Thank you for the recent letter in which you asked about the plays for which you might still be able to obtain tickets for a show in the first week of December.

We are enclosing a list of such plays.

If you wish us to reserve seats for you, please let us know within the next week. It is necessary for you to make a deposit of \$1 on each ticket you wish to reserve; we will then hold the ticket or tickets until 24 hours prior to curtain time.

Your sincerely,

John Williams  
Reservations Ticket

URS/mcoj

**INSTITUTO LATINO AMERICANO, A.C.**

MARIA DEL CONSUELO ORTIZ GONZALEZ

Ejercicio No Letter-13Materia TypingCalificación Feb-3Maestro SylviaFecha Feb-86

S.B.

N o m b r e  
3 2

M.

A.

**Carrera****Grado****Salón****Turno****Plantel**

April 7, 1987

Miss Forence Stah  
 Apartment 12-c  
 3928 Lakeview drive  
 Detroit, Michigan 48223

Dear Miss Stah:

Thank you for the recent letter in which you asked about a the paly for which you might still be able to obtain tickets for a show in the first week of December.

We are enclosing a list of such paly.

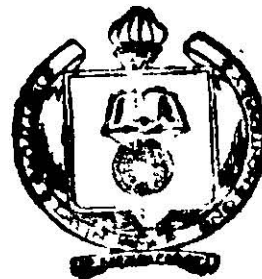
If you wish us to reserve seats for you, please let us know within the next week. It is necessary for you to make a deposit or \$1 on each ticket you wish to reserve; we will then hold the ticket or tickets until 24 hours prior to curtain time.

Yours very sincerely,

John Clark williams  
 Ticket Reservations

URS

Enclosure.



**INSTITUTO LATINO AMERICANO, A.C.**

MARIA DEL DOMINICO GARCIA GONZALEZ

Ejercicio No. 42-2

Materia Typing

Calificación FEBRERO-2

Maestro

Fecha 22.1.27

Carrera

3

Nombre

2

Turno

A.

Carrera

Grado

Salón

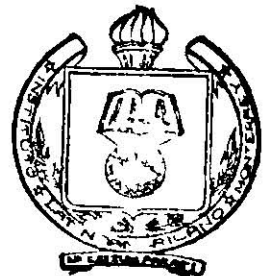
Turno

Plantel

For more than a year now, it has been my pleasure each morning to study the window of fine jewelry store that is located at the corner where I get my bus. I know there a little before eight each morning and have six or seven minutes to wait before the bus is due. While I wait for it, I study the big display of clocks in the window; it is really quite something to see, with clocks of all sizes and kinds. There are several timepieces that always amaze me. You see no moving parts whatsoever, just the oval faces and pointed hands, somehow suspended in the front corner of the window.

I have never seen so many clocks in different sizes or shapes as appear there in the display at the jewelry store. You see shelves of small, squatty alarm clocks and two rows of small, slim china clocks shaped exactly like spires of a church. There is a very big display of wrist watches, too.

One particular clock (a sign explains) is wound by the changes in the weather. That one confounds me, and I have some very real doubts about it. Deep inside I nurture some quiet little prayers that the expert who built that job for us lazy folks must, surely, have put a winding key in somewhere as insurance on days when the weather stays the same.



# INSTITUTO LATINO AMERICANO, A. C.

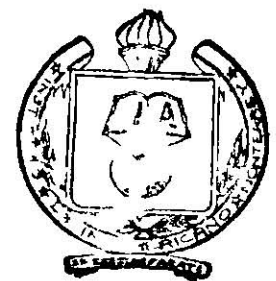
CARRERA DE COMERCIO EXTERIOR GUZZ.

S. P.	Nombre			
Carrera	Grado	Salón	Turno	Plantel
	3	2	II.	I.

Ejercicio No. Table 7  
 Materia typing  
 Calificación Febrero-1  
 Maestro Silvia  
 Fecha Feb.-67

## DUTY ROSTER, OCTOBER 24

<u>Watch</u>	<u>Officer of The Deck</u>	<u>Junior Officer of the Deck</u>
0300	Lt Martin	Ens Hughes
0400	Lcdr Greene	Ens Shaw
0800	Lt Foster	Ltjg Carews
1100	Ltjg Young	Ens Krell
1600	Lt Martin	Ens Hughes
2000	Lcdr Greene	Ens Shaw



# INSTITUTO LATINO AMERICANO, A.C.

UNIVERSIDAD DEL COMPLEJO COSTA GUATEMALTECA

3.	3	2	1.	1.
<b>Carrera</b>	<b>Grado</b>	<b>Salón</b>	<b>Turno</b>	<b>Plantel</b>

<b>Ejercicio No.</b>	Tabla-6
<b>Materia</b>	Tipin
<b>Calificación</b>	Enero-10
<b>Maestro</b>	Silvia
<b>Fecha</b>	Feb.-87

## YEARBOOK BIDS

November 3, 1987

<u>Company</u>	<u>Quantity</u>	<u>and rate</u>	<u>Amount</u>
Atlas Printing	2,000	\$1.50	\$3,000
Haber & Haber	2,500	\$1.40	3,500
Jackson, Inc.	2,000	1.35	2,700
Phillips Printing	2,000	1.38	2,760
Rogers & Sons	2,500	1.30	3,250
Atlas Printing	2,000	1.50	\$3,000
Haber & Haber	2,500	1.40	3,500
Jackson, Inc.	2,000	1.35	2,700
Phillips Printing	2,000	1.38	2,760
Rogers & Sons	2,500	1.30	3,250



**INSTITUTO LATINO AMERICANO, A.C.**

MARIA DEL CONSUELO ARTIZ GONZALEZ

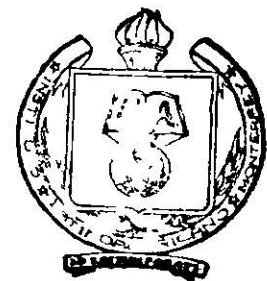
Ejercicio No. Table-5Materia TypingCalificación Enero-9Maestro SilviaFecha Feb.-87

<u>C.</u>	<u>N o m b r e</u>		<u>M.</u>	<u>A.</u>
<u>Carrera</u>	<u>Grado</u>	<u>Salón</u>	<u>Turno</u>	<u>Plantel</u>
	3	2		

## SIX RECORDS FOR RUNNING A MILE

<u>Record</u>	<u>Runner</u>	<u>Country</u>
3:54.4	Peter Snell	New Zealand
3:54.5	Herb Elliot	Australia
3:55.9	Merv Lincoln	Australia
3:57.2	Derek Ibbotson	England
3:57.5	Ron Delaney	Ireland
3:57.5	Murray Halburg	New Zealand

<u>Record</u>	<u>Runner</u>	<u>Country</u>
3:54.4	Peter Snell	New Zealand
3:54.5	Herb Elliot	Australia
3:55.9	Merv Lincoln	Australia
3:57.2	Derek Ibbotson	England
3:57.5	Ron Delaney	Ireland
3:57.5	Murray Halburg	New Zealand





# INSTITUTO LATINO AMERICANO, A. C.

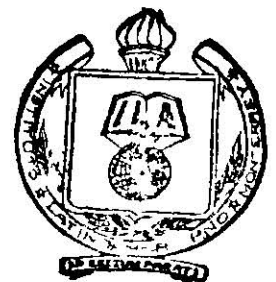
Ejercicio No. 1 1  
 Materia Accounting  
 Calificación 2.000  
 Maestro 1.1.1.a  
 Fecha 3-23-51

## Nombre

Carrera                      Grado                      Salón                      Turno                      Plantel

### AVAILABLE BOARD ISSUES

Cleveland, City of	5.0%	5 years
Grand Rapids, City of	4.5%	18 years
Hawaii, State of	4.0%	20 years
Pittsburgh, City of	5.0%	25 years
Pittsburgh, School District of	4.8%	6 years
San Francisco, City of	.7%	19 years
Pittsburgh, School District of	5.0%	25 years
Cleveland, City of	5.0%	25 years
Grand Rapids, City of	4.5%	18 years
Pittsburgh, City of	5.0%	25 years
Hawaii, State of	4.8%	20 years
Pittsburgh, School District of	4.8%	20 years
San Francisco, City of	.7%	19 years
Pittsburgh, School District of	5.0%	25 years



# INSTITUTO LATINO AMERICANO, A.C.

Ejercicio No. Tabla 2  
 Materia Typing  
 Calificación -nro-7  
 Maestro Silvia  
 Fecha Feb.-97

Nombre \_\_\_\_\_  
 S.3. 3 2 1. A.  
 Carrera Grado Salón Turno Plantel

## TRANSPORTATION TERMS

airline  
 automobile  
 backhaul  
 baggage  
 boxcar  
 carload  
 automobile

carrier  
 coastwise  
 collision  
 commutation  
 compartments  
 consignee  
 compartments

consignor  
 demurrage  
 destination  
 drayage  
 dunnage  
 embargo  
 destination

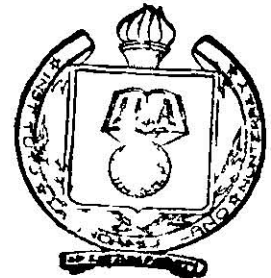
excursion  
 f.o.b.  
 freightage  
 gondola  
 hangars  
 helicopter  
 freightage

airline  
 automobile  
 backhaul  
 baggage  
 boxcar  
 carload  
 automobile

carrier  
 coastwise  
 collision  
 commutation  
 compartments  
 consignee  
 compartments

consignor  
 demurrage  
 destination  
 drayage  
 dunnage  
 embargo  
 destination

excursion  
 f.o.b.  
 freightage  
 gondola  
 hangars  
 helicopter  
 freightage



# INSTITUTO LATINO AMERICANO, A.C.

MARIA DEL SON JLIO CRUZ GONZALEZ

Nombre

Ejercicio No. Table 1

Materia v in.

Calificación En r 6

Maestro SILVIA

Fecha FE ., 87

Carrera Grado Sal6n Turno Plantel

## TRANSPORTATION TERMS

airline  
automobile  
backhaul  
baggage  
boxcar  
carload  
carrier  
coastwise  
automobile

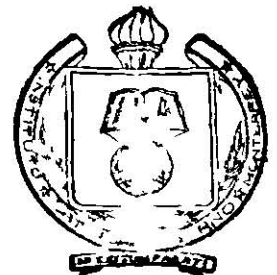
collision  
commutation  
compartments  
consignee  
consignor  
demurrage  
destination  
drayage  
compartments

dunnage  
embargo  
excursion  
f.o.b.  
freightage  
gondola  
hangars  
helicopter  
freightage

airline  
automobile  
backhaul  
baggage  
boxcar  
carload  
carrier  
coastwise  
automobile

collision  
commutation  
compartments  
consignee  
consignor  
demurrage  
destination  
drayage  
compartments

dunnage  
embargo  
excursion  
f.o.b.  
freightage  
gondola  
hangars  
helicopter  
freightage



**INSTITUTO LATINO AMERICANO, A. C.**

MARIA DEL ROSARIO GONZALEZ MARTINEZ GONZALEZ

S. C.	Nombre		N.	A.
Carrera	3	2	Turno	Plantel

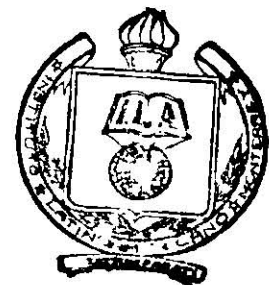
Ejercicio No.	38-D
Materia	Typing
Calificación	Enero-5
Maestro	Silvia
Fecha	Feb.-87

One of the more challenging kinds of work in the office is that of typing data in column form. Known as tabulation, this kind of typing requires more thought and judgment than do other tasks and so is welcome break from routine kinds of work.

When you stop to analyze how a table is produced, you will see that it is mostly a matter of centering. You pick out the longest item in each column, then back up from the middle of the paper enough to center all these items and to leave six blank spaces between them. You set tab stops, to make it easy to line up the items in each column.

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**INSTITUTO LATINO AMERICANO, A.C.**

MARIA DEL CONSUELO ORTIZ GZZ

Nombre

S.B.  
Carrera3  
Grado2  
SalónM.  
TurnoA.  
PlantelEjercicio No. Letter-10Materia TypingCalificación Dic-10 Enero 4Maestro SilviaFecha Dic.-86

3947 Grank Street  
Ames, Iowa 50010  
October 20, 1987

Dear Doctor Brown:

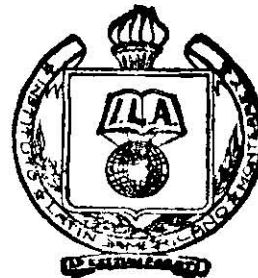
Thank you very, very much for giving me so much of your time yesterday morning. I did follow up your suggestion; and, I am happy to report, I got the position for which you recommended me. I begin my work this coming Friday, at three.

Getting this weekend job means that I shall be able to go with my program and, at the same time, get experience that should prove a help in my studies and my career. I do not know how I can thank you enough.

Respectfully yours,

George C. Mills

Dr. Lee K. Brown  
Institute of Commerce  
1900 Eighth Street  
Des Moines, Iowa 50308



# INSTITUTO LATINO AMERICANO, A. C.

MARIA DEL CARMEN ORTIZ GONZALEZ

Nombre

S. B.  
Carrera

3  
Grado

2  
Salón

M.  
Turno

A.  
Plantel

Ejercicio No 36-D

Materia Typing

Calificación Enero 3

Maestro Silvia

Fecha Feb.-87

Now and then the typist must write a message for which a standard business letter may not seem adequate. One would not wish a "commercial" look for a letter of condolence, for example, which an employer might send to a customer or for a letter of thanks or regret that a typist might write for himself. The form that is used on such occasions is the one that is known as 'formal' arrangement.

To make a letter "formal", the typist writes the inside address at the end of the letter. The writer's name may or may not be typed beneath his signature; the absence of a typed name means that the writer is claiming to be a personal friend of the addressee, and so the name is typed when that claim should not be made or would be presumptive.

The models that follow contrast the 'formal' design with two of the standard business designs.

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The models that follow contrast the "formal" design with two of the standard business designs.



**INSTITUTO LATINO AMERICANO, A. C.**

Ejercicio No Letter 9

Materia IN

Calificación 511490-2

Maestro

Fecha 0-21-87-7

	Nombre				
	3	2	1.	A.	
Carrera	Grado	Salón	Turno	Plantel	

January 8, 1987

Mr. George Wood, Manager  
Colfax & Hills Agency  
3000 South Park Street  
Troy, New York 12130

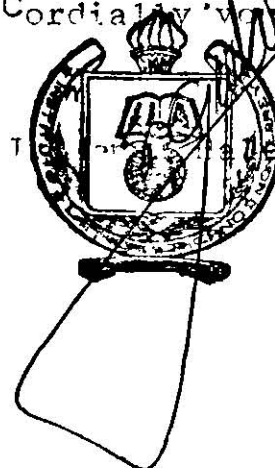
Dear Mr. Wood:

I should like to authorize you sublet the apartment for the months of December and January. I shall leave here on the last days of November, and I expect to move back on in or about the first of February.

To protect all the "belongings," I request that a bond be posted (but I'm sure you'll have no trouble on this score, Mr. Wood).

Please feel free to bring people to see the apartment, Mr. Wood, any time you have someone who wishes to look at it; I don't need to be there, you know!

Cordially yours,



JHH?mcog

**INSTITUTO LATINO AMERICANO, A.C.**

Ejercicio No. Textos 8  
 Materia 1. 5 - 7  
 Calificación 2301  
 Maestro Silvia  
 Fecha 7-3-55-1

Nombre				
Carrera	Grado	Salón	Turno	Plantel

January 7, 1937

Customer Service Agent  
 Trans World Airlines  
 Kennedy Airport  
 Jamaica, New York 11430

Dear Sir:

I wish to fly to Paris, then to London, then back to New York. Do you have any tourist-rate flights for such a trip?

If you do, please let me have complete information about the flight schedules, the fare, the luggage weight permitted, and the steps I must take to get passport that I shall need.

If you do not have "tourist flights" this season, please let me know which airline does have them; I shall be most grateful for your advice.

Yours very truly,

J. I. [Signature]



J. I. cog



**INSTITUTO LATINO AMERICANO, A.C.**

MARIA DEL CONSUELO ORTIZ GOXNSLEZ

S.B.	Nombre		M.	A.
Carrera	Grado	Salón	Turno	Plantel
	3	2		

Ejercicio	Noter -7
Materia	Typing
Calificación	Dic-10
Maestro	Silvia
Fecha	Dic. 86

April 8, 1987

Foreign Department  
 First National Bank  
 1000 Eighth Avenue  
 New York, New York 10019

Gentlemen:

I have read that you have "a new plan" for issuing letters of credit to a nation in which your firm has a branch office.

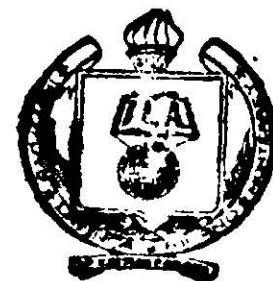
I shall leave in about three weeks for a long trip through France and England. I shall be gone nine weeks or more, spending nearly all my time in Paris and in London.

If you have branches in these cities, I should be pleased to learn all the details of your new plan. Might I hear from you soon?

Yours very truly,

J. h. Henry Hale

HJH/ mcog



# INSTITUTO LATINO AMERICANO, A.C.

mafiia del Consuelo Ortiz González

**N o m b r e**

**Ejercicio No.** Letter 5

**Materia** Typing

**Calificación** Lic. 8

**Maestro** Silvia

**Fecha** 10-17-80

S. B.

3

2

M.

A.

**Carrera**

**Grado**

**Salón**

**Turno**

**Plantel**

3928 South Park Street  
Troy, New York 12180  
October 17, 1980

Mr. Edward Whitman  
Smith & Whimann, Inc.  
1047 Fifth Avenue  
New York, New York 10028

Dear Mr. Whitman:

This letter shows how to use the "Blocked style" in one's personal business letters, typed on ordinary plain paper.

You should type your address in two lines above the date, with the number and street on the first line and the city, state, and ZIP number on the second; start there two lines and the date at the point reached by pivoting for the longest line.

You must always be sure to type name below the the space where you will sign the letter.

Yours sincerely,

J. Henry Hale



**INSTITUTO LATINO AMERICANO, A.C.**

UNION DEL CONSEJO CULTURAL PANAMAZO

S.B.

Nombre

i.

A.

Carrera

Grado

Salón

Turno

Plantel

34-D

Ejercicio No. \_\_\_\_\_

Materia \_\_\_\_\_

Calificación Dic. -7

Maestro SIVITA

Fecha 10-12-36

Dear Mr. Wood:

I should like to authorize you to sublet the apartment for the months of December and January. I shall leave here on the last day of November, and I expect to move back in on or about the first of February.

To protect all the "belongings," I request that a bond be posted (but I'm sure you'll have no trouble on this score, Mr. Wood).

Please feel free to bring people to see the apartment, Mr. Wood, any time you have someone who wishes to look at it; I don't need to be there, you know!

Dear Mr. Wood:

I should like to authorize you to sublet the apartment for the months of December and January. I shall leave here on the last day of November, and I expect to move back in on or about the first of February.

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**INSTITUTO LATINO AMERICANO, A.C.**

C. del Consuelo Ortiz Gonzalez

Ejercicio No Letter 3

Materia Typing

Calificación Dic-6

Maestro SILVIA

Fecha 9-Dic-86

ORIA./ING/ESP.	Nombre		mat.	A.
Carrera	Grado	Salón	Turno	Plantel
	3	2		

December 9, 1986

Miss Lee Anne Smith  
 Apartment 14-C  
 56 North Plynne Street  
 Akron, Ohio 44316

Dear Miss Smith:

We were pleased to receive the letter in which you asked whether we might have any vacancy for which you could apply.

In about two weeks, we shall have open a position for an accountant who would do tax work and cost breakdowns. Would you be able to do the work of this position?

If you would like us to consider you for this fine opening, please call Miss Wells (my assistant); she will arrange for your interview and a review of your credentials.

Very cordially yours,

Frank L. Pressler  
 Director of Personnel

FLT/nec



# INSTITUTO LATINO AMERICANO, A.C.

MARIA DEL CONSUELO CRUZ GONZALEZ

**N o m b r e**

**Ejercicio No** Letter 2

**Materia** Typing

**Calificación** Dic-5

**Maestro** Silvia

**Fecha** 17-Dic.-86

5.º  
**Carrera**

3  
**Grado**

2  
**Salón**

M.  
**Turno**

A.  
**Plantel**

October 16, 1986

Mr. Paul J. Thorne  
Thorne & Clark, Inc.  
220 North Canal Street  
Waco, Texas 76701

Dear Mr. Thorne:

Mr. Wilcox and I are glad to approve the layouts and the artwork for the two ads. We believe you have done a fine job.

We shall need to check the wording of the copy very closely, of course. (Ever since that trouble last year, we have been very wary about using the superlative degree.)

I should like to have a conferece with you about the ads next Monday. Will you plan to be here at noon and have lunch with me? This would save time for both of us.

Sincerely yours,

Benjamin Franklin  
Sales Manager

URS

**INSTITUTO LATINO AMERICANO, A. C.**

MARI JOE GONZALEZ GONZALEZ

**N o m b r e****Ejercicio No** Letra 1**Materia** Typing**Calificación** Dist. 4**Maestro** SILVIA**Fecha** 10 Dic 26**Carrera****Grado****Salón****Turno****Plantel**

October, 15 1936

Mr. Alexander F. Jones  
 Jones & Frizer Company  
 1200 West Maple Street  
 Bangor, Maine 04401

Dear Mr. Jones:

When we talked at the Kiwanis meeting last Tuesday, I promised to send you a letter in blocked form. Well, sir, here it is.

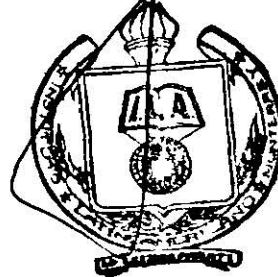
All lines begin at the left margin except the date (it is typed at the right margin) and the principal closing lines (they are begun at the center). The typist usually sets a tab stop at the center to use when he positions the closing lines.

If there is anyt'ing else that you would like me to explain, I should be pleased to try to do so.

Cordially yours,

*S. Gonzalez*  
 Training Director

WIS: Rb



**INSTITUTO LATINO AMERICANO, A. C.**

Ejercicio No. 32-4  
 Materia Writing  
 Calificación Dic-3  
 Maestro Silvia  
 Fecha 3-Dic.-36

AREA DEL COMERCIO N o m b r e ALLEN

S. B. 3 2 1 A.  
**Carrera** **Grado** **Salón** **Turno** **Plantel**

Dear Mr. Jones:

It was a real pleasure to receive your order this morning, for it has been too long (six months, at least) since we have had one from Jones & Frazer.

The goods that you requested are in stock and are scheduled to be delivered to you (we have our own truck now) in the morning or at noon, October 23.

Thanks again, Mr. Jones, for your order. We hope that it will mark the renewal of frequent service to our old friends and customers, Jones & Frazer.

Yours truly,

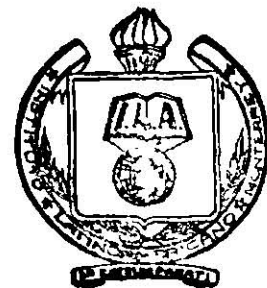
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The goods that you requested are in stock and are scheduled to be delivered to you (we have our own truck now) in the morning or at noon, October 23.

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Yours truly,



**INSTITUTO LATINO AMERICANO, A.C.**

MARIA DEL CONSUELO GORTIZ GZZ

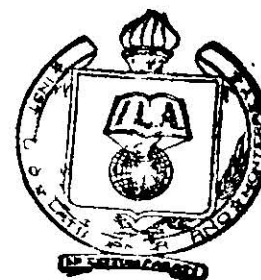
**N o m b r e****S. B.**  
**Carrera****3**  
**Grado****2**  
**Salón****M.**  
**Turno****A.**  
**Plantel**Ejercicio No 31-DMateria typingCalificación Dic-2Maestro SilviaFecha Dic-86

The wheel is a geray help to man, and he who thought of it in the first place should have deep thanks from all fo us. But it now looks a bit as though the end or the wheel may well be a be in sight.

Come to take the place of a wheel is what is called an air cushion. You get in your car. You switch on a fan, and it the pushes air under the car; the car lifts up, and now you are off the ground.

You turn on the next jet, and air shoves you forward. Off you go, getting up to a speed of 70 miles an hour in a minute a or so and whizzing eith ease over road or field or marsh or so or stream.

The wheel is a great help to man, and he who thought of it in be first place should have deep thanks form all of us. But it now looks a bit as though the end of the wheel many well be in sight.





# INSTITUTO LATINO AMERICANO, A.C.

MARIA DEL CONSUELO ORTIZ GZZ.

S.B.	Nombre		M.	A.
Carrera	Grado	Salón	Turno	Plantel

Ejercicio No. 30-E

Materia Typing

Calificación Dic-1

Maestro Silvia

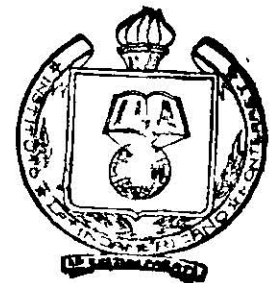
Fecha Dic-86

We won the game by a score of 32 to 28. The strange thing is that we hoped to win by 15 or 16 points, and at times we led by 10, by 9, and by 7 points; but we won the cup by just 4 thin points.

When Mr. Bruce said we would have a quiz, we thought he meant a brief one; but, sad to say, it turned out to have six parts and took at least an hour to write. I got done just as the bell rang.

If the two men are to get paid for their day off next we they will have to ask one of us to sign on their time slips to show on the slip that the day off is one for which they are to be paid.

We won the game by a score of 32 to 28. The strange thing is that we hoped to win by 25 or 16 points, and at times we also led by 10 by 9, and by 7 points; but we won the cup by just an, 4 thin points



**INSTITUTO LATINO AMERICANO, A.C.**

Ma. del Consuelo Ortiz Gonzalez

Nombre

Sria.	Ing.	Esp.	3	2	N.	A.
Carrera	Grado	Salón	Turno	Plantel		

Ejercicio No Letter 6

Materia Typing

Calificación December 9

Maestro Silvia

Fecha ADic. 86

April 27, 1987

Mr. John Green, Editor  
Journal of Home Living  
270 Madison Avenue  
New York, New York 10016

Dear Mr. Green:

The last time we met, you said, "Let me know whenever you get a unique for a different kind magazine article".

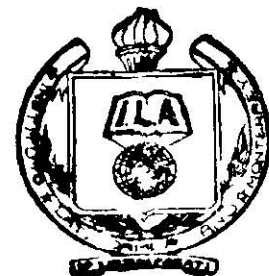
In about three weeks, I shall leave for a two-month trip though France and England. Would you like an article on places where America abroad can get a meal (or at least a cup of coffee;) to their taste?

What say next week could we have lunch to talk over the idea or a much better one that you might have?

Cordially yours,

J. Henry Hale  
Manager

JHH:mcog



# INSTITUTO LATINO AMERICANO, A.C.

MARIA DEL CONSUELO ORTIZ GZZ.

N o m b r e

S. B.

Carrera

3

Grado

2

Salón

M.

Turno

A.

Plantel

Ejercicio No 30-B

Materia Typing

Calificación Nov. -10

Maestro Silvia

Fecha Nov.-85

Dear Mr. Keezer:

It is a pleasure to hear fom you after so long a time. I guess it was back in October, 1963, that you last wrote.

Yes, the club still meets once a month; our next meeting will be on Friday, the 24th. There will be about 17 or 18 who attend; it would be quite a happy event if you could join us.

I shall be driving to this next meeting and would be more than pleased to drive by your office and pick you up at, say, 5:30 or 5:45. Shall I do so?

Cordially yours,

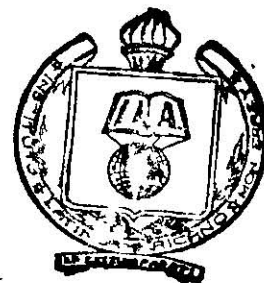
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Yes, the club still meets once a month; our next meeting will be on Friday, the 24th. There will be about 17 or 18 who attend; it would be quite a happy event if you could join us.

I shall be driving to this next meeting and would be more than pleased to drive by your office and pick you up at, say, 5:30 or 5:45. Shall I do so?

Cordially yours,



**INSTITUTO LATINO AMERICANO, A.C.**

MARIA DEL CONSUELO ORTIZ GONZALEZ

S.B.

3

2

M°

A.

Carrera

Grado

Salón

Turno

Plantel

Ejercicio No. 29-5

Materia Typing

Calificación Nov.-8

Maestro Silvia

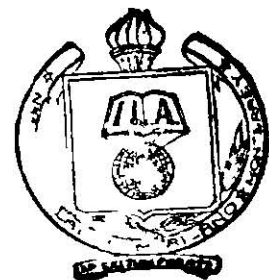
Fecha Nov.-86

The need for food, which the sea gives up to those who have both the stous heat and the sheer strenght it takes to fight for it, has led to new thought of what is to be found in the dark deeps.

Far down in the silt in the beds of the sea, there are fields of ore; and lakes of oil are trapped in the thick fold rock that crust the would the and serve as the strong shell of our globe.

And in the sea, too, are the things that the streams earth have squeezed from the oil, gouged from their banks, and dragged on goe miles throught hill and vale to sink at last in the sea.

The need for food, which the sea gives up to those who have both the stout heart and the sheer strength it takes fight for it, jas led to new thought of wat is to be found in the dark deeps.



**INSTITUTO LATINO AMERICANO, A. C.**

MARIA DEL CONSUELO ORTIZ GZZ.

Ejercicio No. 29-F

Materia Typing

Calificación Nov-8

Maestro Silvia

Fecha Nov-86

S.B.

Nombre

3

2

M.

A.

Carrera

Grado

Salón

Turno

Plantel

Men have long traveled seas the without much knowñeled of them. They made a few charts of the coastal bays and is lands, but they knwe naught of the ciast and depthe. Inded, one of the fidrt to explore this field od sciernce was our own amazing Benjamin Frankiin, who asked sailors a great man questions and then put their answers on a map, to fashion e first crude chart of the Gulf Straem.

In the sea steat the followed this start, other inqñers have mapped the sea srreams. But ocean sincen as men now no it got its strat when the submarine came on the secen. As since then, mapping currents and reefs and depths has led hte experts thorough a maze of research that is judgen just as a-- urgent as what other men are doig up in the sky.



**INSTITUTO LATINO AMERICANO, A. C.**

MARTA DEL CONSUELO ORTIZ GOZZ.

Nombre  
3 2

Carrera

Grado

Salón

Turno  
M.Plantel  
A.

Ejercicio No 28-E

Materia typing

Calificación Nov-7

Maestro Silvia

Fecha NOV-86

With a whoop and a shout, the gang rushed to the truck and piled in, just the way your dad and I and our friends did a score of years vack, when each fall of snow would bring out the old sleigh.

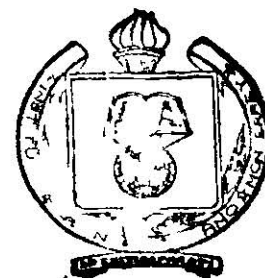
It is said that we can see the soul of a man in the books that he keeps in this own room and I think that this is so. They show what he dreams, what he likes to think of, and where his mind is.

When I was a child, it was a grand old tree; but it was hit by a bolt from the sky which split it, and then the rain and snow wind got in to to, strip it down to the reugh, old trunk we now see.

With a whoop and a shoul, the gang rushed to the truck and piled in, just the way your dad and I had our friends did a score of years vack, when each dall of snow would bring out the old sleigh.

It is said that we can see the soul of a man in the books that he keeps in his own room, and I think that this is so. They show what he dreams, what he likes to think of, and where his mind is.

When I was a child, it was a fradd old tree; but it was hit by a bolt from the sky which spilt it, and then the rain and snow and wind got in to strip it down to the tough, old trunk we now see.



**INSTITUTO LATINO AMERICANO, A.C.**

MARIA DEL CONSUELO ORTIZ GONZALEZ

Ejercicio No. 28-8

Materia Typing

Calificación Nov.-6

Maestro Silvia

Fecha

S.B.

3

Grado

Nombre

2

Salón

M.

Turno

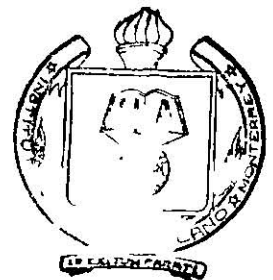
A.

Plantel

Carrera

The oceans of the world wre huge; they cover more than 70 percent pf its surface and, in a few spots, are so deep that a mountain the size of an Everest would be lost in them. The oceans play a major role in shaping the weather. They serve as a souce of food, as an exciting playground, as a means of travel. The oceans touch on the life of each of us, and frequently at that. Yet, in some regards, man knows more about the distant planets than he does about the seas that lie at his feet.

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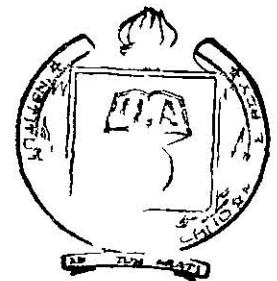
**INSTITUTO LATINO AMERICANO, A. C.**

MARIA DEL CONSUELO ORTIZ GONZALEZ

Ejercicio No. 274E  
Materia Typing  
Calificación Nov-5  
Maestro Silvia  
Fecha

S.B.	Nombre		M.	A.
Carrera	3	2	Turno	Plantel
	Grado	Salón		

If you would like to become a rich person in a rush, just invent some kind of pill or tonic or powder a typist could take to double his skill in typing. Do you realize that there are about nine million typists in offices and some three million more in classrooms who would be glad to pay a few dollars for such a quick route to excellence? It is so. It is nine to know that no one has beaten you to the invention yet; although, come to think about it, it would be handy to be able to stop at a shop and pick up a box of words a minute would, it not? For the present, though, just like those who learned to type before we did, we shall drill and drill our fingers until at last they learn to eat up the word meals that our eyes feed to them.





# INSTITUTO LATINO AMERICANO, A.C.

MA. DEL CONSUELO ORTIZ GONZALEZ

SEC. ING. ESP.      3      N o m b r e  
Carrera      Grado      Salón      MAT.      A.  
Turno      Plantel

Ejercicio No. 26-F  
Materia typing  
Calificación novien.4  
Maestro SILVIA  
Fecha 27-11-86

AS soon as you know that you are to go up to the camp, be sure to tell me so that I can plan a trip up there, too. I would like to be with you, if I can, when it is time to cast the first line.

There is one sure way there we can go from a job what we should like to get, and that is to be sure to look in the job for some of the things we know that we can do well and like to do that way.

The path that goes past our house is the one that goes down to the lake. The fish down there, they say, are so quick to bite that you must hide in a bush or climb a tree when you bait the hook.

AS soon as you know that you are to go up to the camp, be sure to tell me so that I can plan a trip up there, too. I would like to be with you, if I can, when it is time to cast the first line.

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As soon as you know that you are to go up to the camp, be sure to tell me so that I can plan a trip up there, too. I would like to be with you, if I can, when it is time to cast the first line.



**INSTITUTO LATINO AMERICANO, A.C.**

Ma. Del Consuelo Ortiz Gzz.

CARRERA. ING./ ESP.

3

Nombre

2

nat.

A.

Carrera

Grado

Salón

Turno

Plantel

Ejercicio No. TEST 1-A.

Materia TYPING

Calificación NCV. 3

Maestro SILVIA

Fecha 16-12-80

The group of us stood by the small twig fire and wished we could be dry, even if just for five minutes. Max pushed a wet stick into the flames; it squeaked and sizzled and then started smoking.

With a yell of dismay, we jumped back from a gust of smoke. Max stood there, quietly laughing at us. I looked at the heavy clouds; they seemed to promise that the drizzle would last all night.

The group of us stood by the small twig fire and wished we could be dry, even if just for five minutes. Max pushed a wet stick into the flames; it squealed and sizzled and then started smoking.

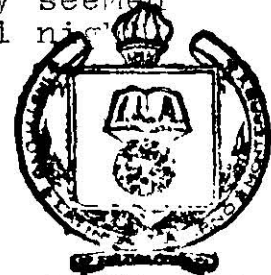
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**INSTITUTO LATINO AMERICANO, A.C.**

Ejercicio No. 21-F  
 Materia tuning  
 Calificación n.v. 2  
 Maestro S III-  
 Fecha 10-12-20

CO SLELO ORTIZ GONZALEZ

Carrera	Grado	Salón	Turno	Plantel
SEC. I G. EST.	3	Nombre	WAT.	A.

Dear Jim:

We have sold 194 tickets and have firm, extra requests for 15, to total 209. I sure wish we could tell Mr. Plazer to make up the 210 you wished. Say, chum, did you get your tickets?

John King

Dear Jim:

We have sold 194 tickets and have firm, extra requests for 15, to total 209, I sure wish we could tell Mr. Plazer to make up the 210 you wished. Say, chum, did you get your tickets?

John King

Dear Jim:

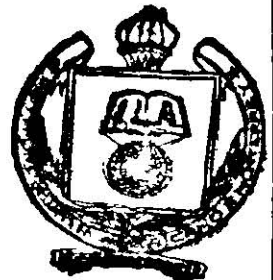
We have sold 194 tickets and have firm, extra requests for 15, to total 209, I sure wish we could tell Mr. Plazer to make up the 210 you wished. Say, chum, did you get your tickets?

John King

Dear Jim:

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John King



**INSTITUTO LATINO AMERICANO, A. C.**

MARIA DEL CONSEJO FORTIZ GONZALEZ

24-B

Ejercicio No. \_\_\_\_\_  
 Materia Tying  
 Calificación Nov-1  
 Maestro Silvia  
 Fecha 26-Nov-86

S.B.	Nombre			M.	A.
Carrera	Grado	Salón	Turno	Plantel	

Dear Jim:

As of Decembre 3, our ticket sales come to 187. Holly Anne has 14 or 15 requests on hand, and Max has 6 or 7 more. These add up to 207 or 209. The 210 victori goal will be realized.

John King

Dear Jim:

As of Decdmbre 3, out ticket sales come to 187. Holly Anne has 14 or 15 requests on hand, and Max has 6 or 7 more. These add up to 207 or 209. The 210 victory goal will be realired.

John King

Dear Jim:

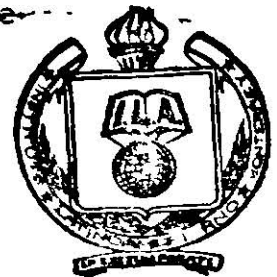
As of Decembre 3, our ticket sales come to 187. Holly Anne has 14 or 15 requests on hand, and Max has 6 or 7 more. These add up to 207 or 209. The victory 210 goal will be realized.

John King

Dear Jim:

As of Decembre 3, out ticket sales come to 137. Holly Anne has 14 or 15 requests on hand, and Max has 6 or 7 more. These add up to 207 or 208. The 110 victorv goal will be realized.

John King



**INSTITUTO LATINO AMERICANO, A.C.**

27-F

MARIA DEL CONSUELO ORTIZ GON ALBZ

Ejercicio No. \_\_\_\_\_

Materia TYPING

Calificación Oct-10

Maestro SILVIA

Fecha 6-Nov.-86

S.B.

Nombre

3

2

1.

A.

Carrera

Grado

Salón

Turno

Plantel

Dear John:

Mr. Laz r tells e th t we can have up to Decem re 7 for n exact count on the banquet, wit f'nal fi uras Dece bre 8. Can we, I hope, push sales ov r th 20 mark to, say, about 210?

Jim

Dear John:

Mr. laz r tells me that e can have up to Decembre 7 for an exact count on the banquet, with final figures on Decembre 8. Can we, I hppe, push sales over the 200 mark to, say, ab ult 210?

Jim

Dear John:

Mr. Blazer tells me that we can have up to Decembre 7 for an exact count on the banquet, with final fig res on Dec nbre 8. Can we, I hipe, push sales o ér the 200 mark to, say, about 210?

Jim

De r John:

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Jim



**INSTITUTO LATINO AMERICANO, A.C.**

MARIA DEL CONSUELO ORTIZ GONZZLEZ

**N o m b r e**S.B.  
**Carrera**3  
**Grado**2  
**Salón**M.  
**Turno**A.  
**Plantel****Ejercicio No** 22-B**Materia** Tping**Calificación** Oct-9**Maestro** Silvia**Fecha** Oct-86

Dear Jim:

It may be November 27 or 28 before I am sure of the exact number of dinners to order, for the banquet. the size of the group will be between 190 and 200, I believe, as it was last year.

John King

Dear Jim:

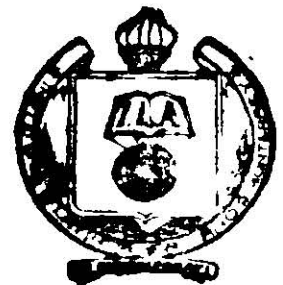
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John King



**INSTITUTO LATINO AMERICANO, A. C.**

MARIA DEL CONSUELO ORTIZ 677

Nombre

S.B.

3

2

M.

A.

Carrera

Grado

Salón

Turno

Plantel

Ejercicio No. 21-H

Materia Typing

Calificación Oct.-78

Maestro Silvia

Fecha

**A N N O U N C E M E N T**

The Annual Banquet of The Business Club will be held on December 10 at 7:00 p.m. in the Silver Room of the Hotel Statler.

Tickets are four dollars each and may be obtained from these committee members:

John King, Chairman  
Maxwell Gilbert  
Holly Anne Parker

Reservations should be made on or before November 24. Members are urged to make their reservations as early as possible.

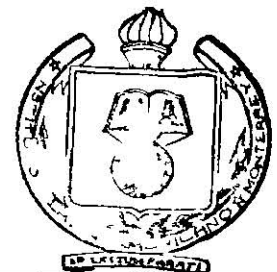
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Tickets are four dollars each and may be obtained from these committee members:

John King, Chairman  
Maxwell Gilbert  
Holly Anne Parker

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**INSTITUTO LATINO AMERICANO, A.C.**

MARIA DEL CONSUELO ORTIZ GOZZ

Ejercicio No21-G

Materia Typing

Calificación Oct.-7

Maestro Silvia

Fecha

Nombre				
S.B.	3	2	M.	A.
Carrera	Grado	Salón	Turno	Plantel

Dear Mr. Quigley:

I have arranged for the six crews to do indoor drills from May 4 until May 17 or 18, with May 19 or 20 for hitting the take; they will be ready for the prize meet on July 23.

Ed Steele

Dear Mr. Quigley:

I have arranged for the six crews to do indoor drills from May 4 until May 17 or 18, with May 19 or 20 for hitting the lake; they will be ready for the prize meet on July 23.

Ed Steele

Dear Mr. Quigley:

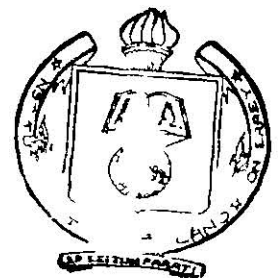
I have arranged for the six crews to do indoor drills from May 4 until May 7 or 18, with May 19 or 20 for hitting the lake; they will be ready for the prize meet on July 23.

Ed Steele

Dear Mr. Quigley:

I have arranged for the six crews to do indoor drills from May 4 until May 17 or 18, with May 19 or 20 for hitting the lake; they will be ready for the prize meet on July 23.

Ed Steele





**INSTITUTO LATINO AMERICANO, A. C.**

MARIA DEL CONSUELO OQUIP GONZALEZ

20-F

Ejercicio No. TypingMateria Oct-6Calificación LVIAMaestro 15-Oct.-86

Fecha

S.B.

3 N o m b r e

A.

Carrera

Grado

Salón

Turno

Plantel

Dear Ed:

I think that day 3 or 4 is a bit early, but perhaps the six crews could begin indoor work then and strike the water about day 21, 22, or 23. The prize idea sounds very good.

J. fers Quigley

Dear Ed:

I think that day 3 or 4 is a bit early, but perhaps the six vrews could begin indoor work then and strike the water about lat 21, 22, or 23. The prize idea soundas very good.

J. <sup>r</sup>red Quigley

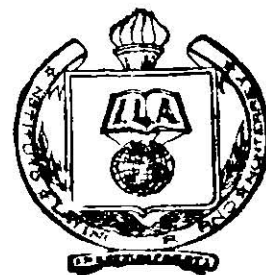
Dear Ed:

I think that day 3 or 4 is a bit early, but perhaps the six crews could begin in door, work then and stike the water about day 21, , 22, 23. The prize idear sounds very good.

J. <sup>r</sup>red Quigley

Dear Ed:

I think that day 3 or 4 is a big early, but perhaps the six crews could begin indoor woek then and stike tne water about day 21, 22, or 23. The prize idea sounds very good.

J <sup>r</sup>red qui,ley

**INSTITUTO LATINO AMERICANO, A.C.**

MARTA DEL CONSUELO ORTIZ GOZALEZ

Nombre

S.B.  
Carrera3  
Grado2  
SalónM.  
TurnoA.  
Plantel

Ejercicio No. 20-B

Materia Typing

Calificación Oct-55

Maestro Silvia

Fecha

Dear Mr. Quigley:

If we could get the six crews in training by May 3 or 4 instead of June 1 or 2, we might have a chance to take first prize this year. Does May 3 or 4 seem to be too early?

Ed Steele

Dear Mr. Quigley:

If we could get he six crews on training by May 3 or 4 instead of June 1 or 2, we might have a cjance to take first prize this year. Does May 3 or 4 seem to be too early?

Ed Steele

Dear Mr. Quigley:

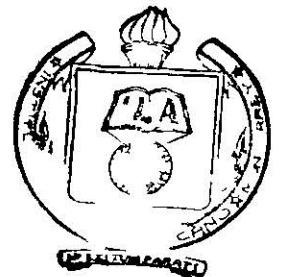
If we could get the six crews in training by May 3 or 4 instead of June 1 or 2, we might have a chance to take first prize this year. Does May 3 or 4 seem to be too early?

Ed Steele

Dear Mr. Quigley:

If we could get the six crews in training by May 3 or 4 instead of June 1 or 2, we might have a chance to take first prize this year. Does May 3 or 4 seem to be too early?

Ed Steele



**INSTITUTO LATINO AMERICANO, A.C.**

MARIA DEL CONSUELO ORTIZ GONZALEZ

Nombre

S.B.  
Carrera3  
Grado2  
SalónM.  
TurnoA.  
Plantel

Ejercicio No. 18-F

Materia Typing

Calificación Oct-4

Maestro Silvia

Fecha

Dear Miss Queen:

The men in the club believe they should extend more than just thanks to you for fixing the index for us. So, by way of a bouns prize, a little gift is on its way.

Paul J. West

Dear Miss Queen:

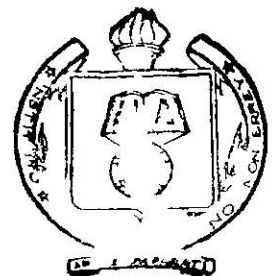
The men in the club believe they should extend more than just thanks to you for fix-prize the index for us. So, by way of a ouns prize, a littel gift is on its way.

Paul J. west

Dear Miss Queen:

The men in the club believe thay should extend more than just thanks to you for fixing the index for us. So, by way of a bouns prize, a little gift is on its way.

Paul J. Est



**INSTITUTO LATINO AMERICANO, A. C.**

MARIA DEL CONSUELO ORTIZ GZG.

Ejercicio No. 18-B

Materia Tying

Calificación Oct-3

Maestro SILVIA

Fecha 15 Oct. 86

S. B.	Nombre		P.	A.
Carrera	Grado	Salón	Turno	Plantel

Dear Miss Queen:

It was kind of you to correct the index to our club handbook for us. The job needed to be done. All the men realize what a fine task you did and are very grateful.

Paul J. West

Dear Miss Queen:

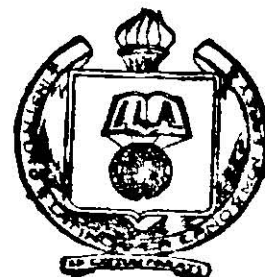
It was kind of you to correct the index to our club handbook for us. The job needed to be done. All the men realize what a fine task you did and are very grateful.

Paul J. West

Dear Miss Queen:

It was kind of you to correct the index to our club handbook for us. The job needed to be done. All the men realize what a fine task you did and are very grateful.

Paul J. West



**INSTITUTO LATINO AMERICANO, A. C.**

MARIA DEL CONSUELO ORTIZ GONZALEZ

Ejercicio No.	17-F
Materia	Typing
Calificación	Oct-2
Maestro	Silvia
Fecha	9-Oct.-86

<b>N o m b r e</b>				
S. B.	3	2	M.	A.
<b>Carrera</b>	<b>Grado</b>	<b>Salón</b>	<b>Turno</b>	<b>Plantel</b>

Dear Mr. Vance:

I admit that I am quite impressed by the way you refuse to give up on Ozite. You are one exceptional salesman. How would you like to join OUR staff and sell OUR products?

Kane Glenn, Jr.

Dear Mr. Vance:

I admit that I am quite impressed by the way you refuse to give up on Ozite. You are one exceptional salesman. How would you like to join OUR staff and sell OUR products?

Kane Glenn, Jr.

Dear Mr. Vance:

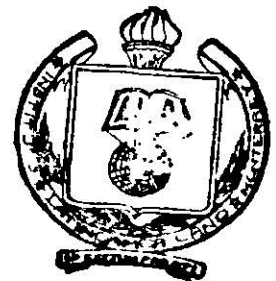
I admit that I am quite impressed by the way you refuse to give up on Ozite. You are one exceptional salesman. How would you like to join OUR staff and sell OUR products?

Kane Glenn, Jr.

Dear Mr. Vance:

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Kane Glenn, Jr.



**INSTITUTO LATINO AMERICANO, A.C.**

MARIA DEL CONSUELO ORTIZ GONZALEZ

Ejercicio No. 17-B

Materia typing

Calificación Oct-1

Maestro SILVIA

Fecha '8-Oct.-86

S.B.

3

Nombre

2

M.

A.

Carrera

Grado

Salón

Turno

Plantel

Dear Mr. Vance:

We are glad to learn that you have recovered from the explosion and will be in to see us. However, our interest in Ozite cannot be received by all the enloquence in the world.

Kane Glenn, Jr.

Dear Mr. Vance:

We are glad to learn that you have recovered from the explosion and will be in to see us. However, our interest in Ozite cannot be received by all the enloquence in the world.

Kane Glenn, Jr.

Dear Mr. Vance:

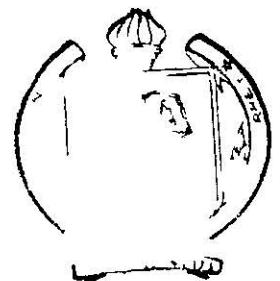
We are glad to leard that you have recovered from the explosion and will be in the se us. However, our interest in Ozite cannot be received by all the enloquence in the world.

Kane Glenn, Jr.

Dear Mr. Vance:

We are glad to learn that you have recovered from the explosuon and will be in to see us. Howerer, our interest in Ozite cannot be received by all the enloquence in the world.

Kane Glann, Jr.



# INSTITUTO LATINO AMERICANO, A.C.

MARIA DEL CONSUELO ORTIZ GONZALEZ

Nombre

S.B. Carrera      3 Grado      2 Salón      N. Turno      A. Plantel

Ejercicio No 17-A

Materia Typing

Calificación Sep-10

Maestro Silvia

Fecha Sep-86

joy irk quo ham bed lag fox zip vow bat act no so  
zone vary jobs help quit digs crew milk lone flax

joy irk quo ham bed lag fox zip vow bay act no so  
zone vary jobs help quit digs crew milk lone flax

joy ikr quo ham bed lag fox zip vow bat act no so  
zone vary jobs help quit digs crew milk lone flax

joy irk quo ham bed lag fox zip vow bat act no so  
zone very jobs help quit dibs crew milk lone flax

joy irk quo ham bed lag fox zip vow bat act no so  
zone vary jobs help quit digs crew milk lone flax

joy irk quo ham bed lag fox zip vow bat act no so  
zone very jobs help quit digs crew milk lone flax

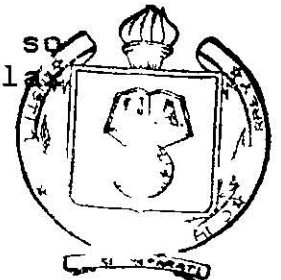
joy irk quo ham bed lag fox zip vow bat act no so  
zone vary jods help quit digs crew milk lone flax

joy irk quo ham bed lag fox zip vow bat act no so  
zone very jods help quit digs crew milk lone flax

joy irk quo ham bed lag fox zip vow bat act no so  
zone vary jobs help quit digs crew milk lone flax

joy irk quo ham bed lag fox zip vow bat act no so  
zone very jods help quit digs crew milk lone glax

joy irk quo ham bed lag fox zip vow bat act no so  
zone very jobs help quit digs crew milk lone flax



**INSTITUTO LATINO AMERICANO, A.C.**

MARIA DEL CONSUELO CRUZ

Ejercicio No. 16-E.

Materia TYPING.

Calificación Sep=9

Maestro SILVIA.

Fecha 2/10/86.

S.B.	Nombre		N.	A.
Carrera	Grado	Salón	Turno	Plantel
	3.	2.		

WE REGRET

to tell you that Carl Vance was injured quite badly when a box of Ozite blew up in his car en route to see us. We will not plan a new meeting date.

Kane Glenn, Jr.

WE REGRET

to tell you that Carl Vance was injured quite badly when a box of Ozite blew up in his car en route to see us. We will not plan new meeting date.

Kane Glenn, Jr.

WE REGRET

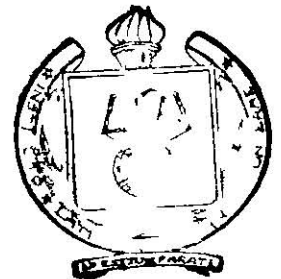
to tell you that Carl Vance was injured quite badly when a box of Ozite blew up in his car en route to see us. We will not plan a new meeting date.

Kane Glenn, Jr.

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Kane Glenn, Jr.





**INSTITUTO LATINO AMERICANO, A. C.**

MARIA DEL CONSUELO ORTIZ GZZ

Ejercicio No. 16-E  
 Material Typing  
 Calificación Typing Sep-8  
 Maestro Silvia  
 Fecha 5<sup>a</sup> p-86

Nombre				
S. B.	3	2	M.	A.
Carrera	Grado	Salón	Turno	Plantel

The Two men from HILL-AGE want two MORE meetings.  
 Get ANOTHER jar of HI-SPEED, the SHINE-UP poeder.

The TWO men from HILL-AGE want two MORE meetings.  
 Get ANOTHER jar of HI-SPEED, the SHINE-UP powder.

The TWO from HILL-AGE men want two MORE meetings.  
 Get ANOTHER jar of HI-SPEED, the SHINE-UP powder.

The TWO men from HILL-AGE want two MORE meetings.  
 Get ANOTHER jar of HI-SPEED? the SHINE-UP powder.

The TWO men from HILL-AGE want two MORE meetings.  
 Get ANOTHER jar of HI-SPEED, The SHINE-Up powder.

The Two men from HILL-AGE want two MORE meetings.  
 Get ANOTHER jar of HI-SPEED, the SHiNe-UP powder.

The TWO men from HILL/AGE want two MORE meetings.  
 Get ANITHER jar of HI/SPEED, The Shine-ip powder.

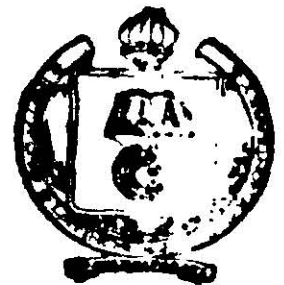
The TWO men from HILL-AGE want two MORE meetings.  
 Get ANOTHER jar of HI-SPEED, the SHINE-UP powder.

The TWO men from HILL-UP want two MORE meetings.  
 Get ANITHER jar of HI-SEEPD? the SHINE-UP powder.

The TWO men from HILL-AGE want two MORE meetings  
 Get ANOTHER jar of HILSPEED, the SHINE-UP powder.

The TwO men from HILL-UP wat two MORE meetings.  
 Get ANITHER jar of HI-SPRED, the SHINE/UP powder

The TWO men from HILL-AGE want two MORE meetings.  
 Ge\_t ANOTHER jar of HI-SPEED, the SHINE-UP powder.



# INSTITUTO LATINO AMERICANO, A.C.

Ejercicio No. 16-D.  
 Materia TYLING.  
 Calificación Sep-7  
 Maestro SILVIA.  
 Fecha 2/10/56.

MARIA DEL CONSUELO CRUZ GZ.

**N o m b r e**

S.B. 3 2 1 A  
**Carrera** **Grado** **Salón** **Turno** **Plantel**

such they hand h lf soap held mane naps dusk amen  
 firm clan diem when rair with down roam curl girl  
 rich hanø clay wish paid with land fork fuel make  
 duty coal clam disk fish cork dock flap duel cozy

**such they hand half soap held mane naps dusk amen**  
**firm clan diem when pair with down roam curl girl**  
**rich hang clay wish raid lake land fork fuel make**  
**duty coal clam disk fish cork dock flap du l cozy**

such thy hand half soap held m ne naps dusk amen  
 firm cl n diem vhen apir with do n roam crul girl  
 rich h n clay wish paid lake l nd fork fu l make  
 duty coal clam disk fish cork dock flap duel cozy

such th y hand half soar held mane naps dusk amen  
 firm clan diem when y ir with down vo m crul girl  
 rich hang clay wish paid lake land fork fuel mak  
 duty coal clam disk fish cork dock flap duel cozy

vuxh they hand h lf soap held mane naps dusk amen  
 firm clan diem when rair with down roam crul girl  
 rich hang clay wish paid l ke l nd fork fuel make  
 duty coal clam disk fish cork dock flap duel zozy

such they hand half soar held mane naps dusk amen  
 firm cl n siem ehv n pair with down roam crul girl  
 rich hanø clay wish paid lake l nd fork fu l make  
 duty co l clam disk fish cork dosk flap duel cozy

such they hand half soar held m ne naps dusk amen  
 firm clan diem when pair with down roam curl girl  
 rich hang clay wish paid lake land fork fuel lake  
 duty co l clam disk fish cork deck fl y duel cozy



# INSTITUTO LATINO AMERICANO, A. C.

MARIA DEL CONSUEPO ORTIZ GONZALEZ

N o m b r e

S. B.  
Carrera

3  
Grado

2  
Salón

M.  
Turno

A.  
Plantel

Ejercicio No. 16-C

Materia Typing

Calificación Sep-6

Maestro SILVIA

Fecha 1-Oct.-86

sw sweep sweet swaet swear swap swat swab swim sw  
lo loose lords longs lower loaf load lore love lo  
de delay demon dense delve deny desk deal dent de  
ki kinds kilts kings kitty kits kite kick kiln ki

sw sweep sweet sweat swaer swap swat swab swim sw  
lo loose lords longs lower loaf load lore love lo  
de delay demon dense delve deny desk deal dent de  
ki kinds kilts kings kitty kits kite kick kiln ki

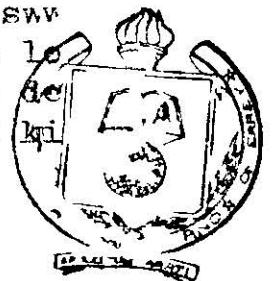
sw sweep sweet sweat swaer swap swat swab swim sw  
lo loose lords longs lower loaf load sore love lo  
de delay demon dense delve denh desk deal dent de  
ki kinds kilts kings kitty kits kite kick kiln ki

sw sweep sweet sweat swaer swap swat swab swim sw  
lo loose lords longs lower loaf loae lore love lo  
de dealy demon dense delve deny desk deal dent de  
ki kinds kitls kings kitty kits kite kick kiln ki

sw sweep sweet sweat swaer swap swat swab swim sw  
lo loose lords longs lower loaf load lore love lo  
de delay demon dense delve deny desk deal dent de  
ki kinds kilts kings kitty kits kite kick kiln ki

sw sweep sweet swaet swaet swap swat swab swim sw  
lo loose lords longs lower loaf load lore love lo  
de delay demon dense delve deny desk deal dent de  
ki kinds kilts kings kitty kits kite kick kiln ki

sw swwp sweet swaet swaer swar swat sw b swim sw  
lo loose lords longs lower loaf load lore love lo  
de delay demon dense delve deny desk desl dent de  
ki kinda kilts kings kitty kits kite kick kiln ki



**INSTITUTO LATINO AMERICANO, A.C.**

MARIA DEL CONSUELO ORTIZ GONZALEZ

Ejercicio No 16-B

Materia Typing

Calificación Sep-5

Maestro Silvia

Fecha 2-Oct. 86

S.B.	Nombre		M.	A.
Carrera	3	2	Turno	Plantel
	Grado	Salón		

CARL VANCE

will explain the unique new Ozite chalk process in the Board Room at three next Friday. All those who wish to hear his talk are free to plan to do so.

Kane Glenn, Jr.

CARL VANCE

will explain the unique new Ozite vhalck process in the Board Room at three next Friday. All those who wish to hear his talk are free tp plan to do so.

Kane Glenn, Jr.

CARL VANCE

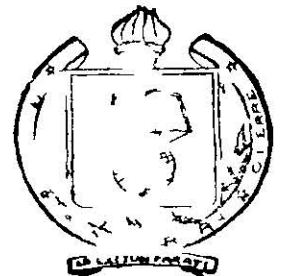
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Kane Glenn, Jr.

CARL VANCE

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Kane Glenn, Jr.



# INSTITUTO LATINO AMERICANO, A.C.

MARIA DEL CONSUELO ORTIZ GONZALEZ

S.B.	3	N o m b r e	2	M.	A.
Carrera	Grado	Salón	Turno	Plantel	

Ejercicio No 16-A \_\_\_\_\_  
Materia Typing \_\_\_\_\_  
Calificación Sep-4 \_\_\_\_\_  
Maestro Silbia \_\_\_\_\_  
Fecha Sep-86 \_\_\_\_\_

the lap vex bag ask wog car jet qua fed zoo on my  
silk whim quiz five lock jade oxen cafe type brig

the lap vex bag ask wog car jet qua fed zoo on my  
silk whim quiz five lock jade oxen cafe type brig

the lap vex bag ask wog car jet qua def zoo on my  
silk whim quiz five lock jade oven cafe type brig

the lap vex bag ask wog car jet qua fed zoo on my  
silk whim quiz five lock jade oxen cafe type brig

the lap vex bag ask wog car jet qua def zoo on my  
silk whim quiz five lock jade oxen cafe type brig

the lap vex bag ask wog car jet qua fed zoo on my  
silk whim quiz five lock jade oxen cafe type birg

the lap vex bag ask wog car jet qua fed zoo on my  
silk whim quiz five lock jade oxen cafe type brig

the lap vex bag ask wog car jet qua def zoo on my  
silk whim quiz five lock jade oxen cafe type brig

the lap vex bag ask wog car jet qua fed zoo on my  
silk whim quiz five lock jade oxen cafe type brig

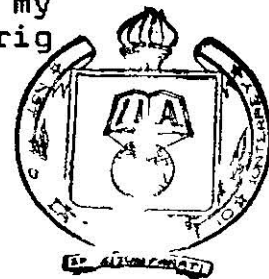
the lap vex bag ask wog car jet qua def zoo on my  
silk whim quiz five loxk jade oxen cafe type brig

the lap vex bag ask wog car jet qua fed zoo on my  
silk whim quiz five lock jade oxen cafe type brig

the lap vex bag ask wog car jet qua def zoo on my  
silk whim quiz five lock jade oxen cafe type brig

the lap vex bag ask wog car jet qua ded zoo on my  
silk whim quiz five lock jade oxen cafe type brig

the lap vex bag ask wog car jet qua fed zoo on my  
silk whim quiz five lock jade oxen cafe type brig



**INSTITUTO LATINO AMERICANO, A.C.**

MARIA DEL CONSUELO ORTIZ GONZALEZ

Nombre

S:BI  
Carrera3  
Grado2  
SalónL.  
TurnoA.  
Plantel

Ejercicio No 15-F

Materia TYPING

Calificación Sep-3

Maestro SILVIA

Fecha 25-Sep.-86

Dear Vic:

Our group will meet at a quarter to six on Monday to plan the kind and size of project the club will do this year. I hope that you will plan to be there with us.

Bob Grant

Dear Vic:

Our group will meet at a quarter to six on Monday to plan the kind and size of project the club will do this year. I hope that you will plan to be there with us.

Bob Grant

Dear Vic:

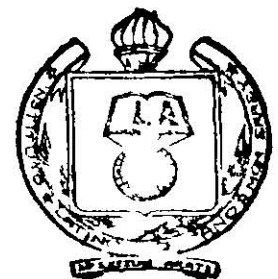
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Bob Grant

Dear Vic:

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Bob Grant



**INSTITUTO LATINO AMERICANO, A.C.**

MARIA DEL CONSUELO ORTIZ GONZALEZ

15-B

Ejercicio No. TypingMateria TypingCalificación SilviaMaestro 30-Sep-86Fecha 30-Sep-86

S.B.	Nombre		M.	A.
Carrera	3	2	Turno	Plantel

b c d e f g h i j k l m n o p q r s t u v w x y z  
 We are to go to the shop as soon as we can do so.  
 He tried . . . tried very hard . . . but he lost.

b c d e f g h i j k l , m o p q r s t u v w x y z  
 We are to go to the shop as soon as we can do so.  
 He tried . . . tried very hard . . . but he lost.

b c e e f g h i j k l m n o p q r s t u v w x y z  
 We are to go to the shop as soon as we can do so.  
 He tried . . . tried very hard . . . but he lost.

b c d e f g h i j k l m n o p q r s t u v w x y z  
 We are to go to yhe shop as soon we can do so.  
 He tried . . . tried very hard . . . but he lost.

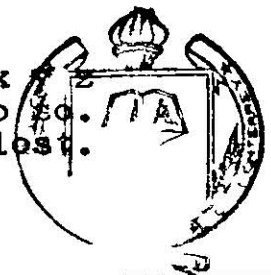
b c d e f g h i j k l m n o p q r s t u v w x y z  
 We are to go to the shop as soon as we can do so.  
 He tried . . . tried very hard , . . but he lost.

b c d e f g h i j k l m n o p q r s t u v w x y z  
 We are to go to the shop as soon we can do so.so.  
 He tried . . . tried very hard . . . but he lost.

b c d e f g h i j k l m n o p q r s t u v w x y z  
 We are to go to the shop as soon we can do so. so.  
 He arectried . . . ed very hard . . . but he lost.

b c d e f g h i j k l m n o p q r s t t u v w x y z  
 We are yo go to the shop as soon as we can do so.  
 He tried . . . tried very hard . . . but he lost.

b c d e f g h i j k l m n o p q r s t u v w x y z  
 We are to got o the shop as soon as we can do so.  
 He tried . . . tried very hard . . . but he lost.



# INSTITUTO LATINO AMERICANO, A.C.

MARIA DEL CONSUELO ORTIZ GONZALEZ

Ejercicio No. 15-D

Materia Typing

Calificación Sep-1

Maestro Silvia

Fecha 30-Sep.-86

S. B.

Nombre

M.

A.

Carrera

Grado 3

Salón 2

Turno

Plantel

at plate orate crate float that flat neat pat hat  
 ly dully fully sully silly July only lily sly fly  
 ag again snags flags stage cage crag slag jag lag  
 py happy nippy wispy pylin copy pyro pure pyx spx

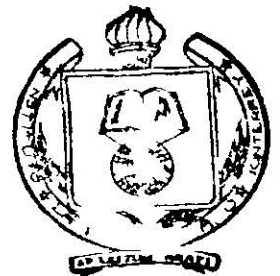
at plate crate orate float that flat neat pat hat  
 ly dully fully sully silly July only lily sly fly  
 ag again snags flags stage cage grag slag jag laj  
 py happy nippy wispy pylon copy pyro pyre pyx spy

at plate crate orate float that flat neat pat hat  
 ly dully fully sully silly July only lily slh lag  
 ag again snags flags stage cage crag slag jag lag  
 py happy nippy wispy pylon copy pyro pyre pyx psy

at plate crate orate float that flat neat pag hat  
 lu dully fully sully silly July only lily sly fly  
 ag again snags flags stage cage crag slag jag lag  
 py happy nippy wispy pylon copy pyro pure pyx spy

at plate crate orate float that flat neat pat hat  
 ly dully fully sully sully July only lily slh lag  
 ag again snags flags stage cage crag slag jag lag  
 py happy nippy wispy pylon copy pyro pyre pyx spy

at plate crate orate float that flat neat pat hat  
 ly dully fully sully silly July only lily sly fly  
 ag again snags flags stage cage crag slag jag lag  
 py happy nippy wispy pylon copy pyro pyre pyz spy





MIS MAESTROS

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MIS COMPAÑERAS DE GRADUACION

NOMBRE

DIRECCION

TELEFONO


FOTOGRAFIAS

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