



“Wait a Minute”

ONE of the high lights in the code for getting the most out of your telephone service is, “Try to be ready to talk when you make your call.”

Sometimes a business man, under press of work, asks his secretary or private branch exchange attendant to get such-and-such a man. Then he waits until the man is actually on the line before he even lifts a receiver.

This practice often irritates the called person. Few like to be told to “wait a minute.”

If you believe in letting the telephone serve your interests fully, may we suggest that you be ready to talk when you place a call.

*Modern telephone service is swift; it
is to your advantage to help
us make it swifter*



“Half an inch from the telephone to be heard clearly”

A LARGE business concern has circulated among its employees a pamphlet on telephone usage. It contains this suggestion:

“When you talk over the telephone your lips should be about half an inch from the mouthpiece.”

A valuable suggestion. When you speak clearly and distinctly over the telephone, directly into it instead of to the room at large, and with your lips about half an inch from the mouthpiece—you are doing three simple little things of fundamental importance.

*Speaking directly into your
telephone gets the best results*