

S. J. McKee Archives



Business letter writing, applied English and filing : for use in schools, offices and as a general reference book

<http://archives.brandonu.ca/en/permalink/specialcollections754>

Part Of:	MG 2 2.15 George E Thorman Collection
Collection:	George E Thorman School Textbook Collection
Creator:	Warner, E. (Edgar)
Description Level:	Item
Item Number:	Archives 11-999-1-17
Item Number Range:	Archives 11-999-1-17
Responsibility:	by E. Warner
Start Date:	1927
Date Range:	1927
Publication:	Toronto : Sir Isaac Pitman
Physical Description:	219 p. : ill. ; 24 cm
Notes:	"Sixteenth printing."
Subject Access:	Commercial correspondence Filing systems
Storage Location:	Box 1 - Business Education Lesson planner (1 p.) from Wheat City Business College inside cover
Storage Range:	Box 1 - Business Education Lesson planner (1 p.) from Wheat City Business College inside cover



Writing

<http://archives.bradonu.ca/en/permalink/specialcollections1372>

Part Of:	MG 2 2.15 George E Thorman Collection
Collection:	George E Thorman School Textbook Collection
Description Level:	Item
Item Number:	Archives 11-999-29-767
Item Number Range:	Archives 11-999-29-767
Start Date:	c1917
Date Range:	c1917
Publication:	Toronto : The Ryerson Press
Publisher Series:	Ontario teachers' manuals
Physical Description:	vi, 98 p. ; 20 cm
Notes:	"Authorized by the Minister of Education"
Subject Access:	Penmanship Study and teaching (Elementary) English language Writing Study and teaching (Elementary)
Storage Location:	Box 29 - Research, methods and manuals
Storage Range:	Box 29 - Research, methods and manuals



Sprott's Metronomic system of writing

<http://archives.brandonu.ca/en/permalink/specialcollections753>

Part Of:	MG 2 2.15 George E Thorman Collection
Collection:	George E Thorman School Textbook Collection
Creator:	Sprott, A. F. (Arthur F.)
Description Level:	Item
Item Number:	Archives 11-999-1-16
Item Number Range:	Archives 11-999-1-16
Standard number:	System Control Number 0799-63660
Responsibility:	by A.F. Sprott
Start Date:	c1923
Date Range:	c1923
Publication:	[Toronto, Ont.] : Commercial Text Book
Physical Description:	2 v. : ill. ; 15 x 24 cm
Notes:	"Part I should be used in junior classes and Part II in intermediate and senior classes."
Subject Access:	Penmanship Penmanship Study and teaching
Storage Location:	Library has part II only Box 1 - Business Education
Storage Range:	Library has part II only Box 1 - Business Education



Standard up-to-date practical letter writer : a comprehensive and practical guide to correspondence, showing the structure, composition, formalities and uses of the various kinds of letters, notes and cards

<http://archives.brandonu.ca/en/permalink/specialcollections791>

Part Of:	MG 2 2.15 George E Thorman Collection
Collection:	George E Thorman School Textbook Collection
Creator:	Strong, E. J. (Edward Jefferson), 1863
Description Level:	Item
Item Number:	Archives 11-999-3-73
Item Number Range:	Archives 11-999-3-73
Responsibility:	by E.J. Strong
Start Date:	1914
Date Range:	1914
Publication:	Chicago : C.C. Thompson Co
Physical Description:	275 p. : ill. ; 20 cm
Notes:	Includes index
Subject Access:	Letter writing Commercial correspondence Etiquette
Storage Location:	Box 3 - English
Storage Range:	Box 3 - English



MPE B 9 Correspondence Box 1

<http://archives.brandonu.ca/en/permalink/descriptions10052>

Part Of: RG 4 Manitoba Pool Elevator fonds

Description Level: Box

Series Number: MPE B.9.1

File Number: 1

GMD: textual records

Date Range: 1924-79

Physical Description: 33 cm

History /

Biographical:

See history/bio for sub-series B.9

Custodial History:

See custodial history for sub-series B.9

Scope and Content:

This box contains correspondence to the secretaries of locals, memorandums, resolutions, questionnaires and general correspondence. The records include the following:

1. Correspondence to Secretaries of Locals June 30 1924 – July 16 1929
2. Correspondence to Secretaries of Locals July 19 1929 – Sept 28 1931
- 3a. Correspondence to Secretaries of Locals Oct 16 1931 – Jan 26 1940
- 3b. Correspondence to Secretaries of Locals Jan 29 1940 – Nov 26 1942
4. Correspondence to Secretaries of Locals Jan 7 1943 – Nov 3 1948
5. Correspondence to Secretaries of Locals Dec 1948 – August 4 1953
6. Correspondence to Secretaries of Locals Sept 21 1953 – Oct 21 1959
- 7a. Correspondence to Secretaries of Locals Jan 6 1960 – March 2 1964
- 7b. Correspondence to Secretaries of Locals March 11 1964 – Nov 12 1968
- 8a. Correspondence to Secretaries of Locals Sept 23 1968 – Dec 3 1970
- 9a. Correspondence to Secretaries of Locals June 22 1973 – July 11 1975
- 9b. Correspondence to Secretaries of Locals July 25 1975 – Dec 1979
10. Memorandums 1926 – 1974
11. Resolutions 1927 – 1956
12. Resolutions 1957 – 1974
13. Questionnaires 1941; 1949; 1954; 1963; 1967
- 14a. General Correspondence Feb 14 1925 – May 7 1931
- 14b. General Correspondence July 3 1931 – Dec 1954

Notes: Description by Jillian Sutherland (2009)

Name Access: Manitoba Pool Elevators

Central Office

Subject Access: Correspondence

Storage Location: RG 4 Manitoba Pool Elevator fonds

Series B: Central Office records



MPE B 9 Correspondence Box 2

<http://archives.brandonu.ca/en/permalink/descriptions10053>

Part Of: RG 4 Manitoba Pool Elevator fonds

Description Level: Box

Series Number: MPE B.9.2

File Number: 2

GMD: textual records

Date Range: 1950-1998

Physical Description: 33 cm

History /

Biographical:

See history/bio for sub-series B.9

Custodial History:

See custodial history for sub-series B.9

Scope and Content:

This box contains correspondence to the secretaries of locals, memorandums, resolutions, questionnaires and general correspondence. The records include the following:

15. General Correspondence Nov 1 1955 – May 28 1980

16. Miscellaneous Memoranda 1950-1969

Responses for the following local associations from 1990-1998: Alexander; Arborg/Riverton; Arden; Austin; Basswood; Beausejour; Binscarth; Boissevain; Bowsman; Brandon; Burnside; Cartwright; Clanwilliam; Cromer; Crystal City; Dauphin; Deloraine; Domain; Dufresne; Dufrost; Dugald; Elgin/Fairfax; Elie-Benard; Elkhorn; Elm Creek; Erikson; Ethelbert; Fisher Branch/Broad Valley; Fork River; Foxwarren; Franklin; Fredensthal; Gilbert Plains; Glenboro; Goodlands; Graysville; Gregg; Harte; Hartney; Headingly; Holland; Homewood; Kenville; Killamey; La Riviere; Letellier; Libau; Lowe Farm; Manitou; McTavish; Mile 10.6; Minitonas; Morden; Neepawa; Nesbitt; Netley; Ninga; Oakner; Oakville; Pilot Mound; Plum Coulee; Reston; Roblin; Rossburn; Rosser; Ste. Agathe; St. Jean; Sanford; Shoal Lake; Sinclair; Smart; Somerset; Souris; Starbuck; Strathclair; Swan River; Tucker; Virden; Westroc

Responses for the following Sub-districts from 1990-1998: 101-105; 201-205; 301; 304-305; 401-405; 502-503; 505; 601; 604; 702-705; 801-805

Responses to Sub-district Minutes from 1987-1991

Responses to minutes 1987-1992

Notes: Description by Jillian Sutherland (2009)

Name Access: Manitoba Pool Elevators

Central Office

Subject Access: Correspondence

Storage Location: RG 4 Manitoba Pool Elevator fonds

Series B: Central Office records



MPE B 9 Correspondence

<http://archives.brandonu.ca/en/permalink/descriptions9310>

Part Of: RG 4 Manitoba Pool Elevator fonds

Description Level: Sub-series

Series Number: MPE B.9

GMD: textual records

Date Range: 1924-1998

Physical Description: 66 cm

History /

Biographical:

See fonds level description of RG 4 for history/bio of MPE

Scope and Content:

This artificially created sub-series MPE B.9 consists of memos, letters to secretaries of locals, questionnaires, general correspondence, and responses. See Box level entries for B.9 for detailed contents of records.

Notes: Description by Jillian Sutherland (2009)

Name Access: Manitoba Pool Elevators

Central Office

Subject Access: Correspondence

Storage Location: RG 4 Manitoba Pool Elevator fonds

Series B: Central Office records



A Canadian commerical geography

<http://archives.brandonu.ca/en/permalink/specialcollections949>

Part Of: MG 2 2.15 George E Thorman Collection
Collection: George E Thorman School Textbook Collection
Creator: Morrison, Neil F. (Neil Farquarson), 1896
Morrison, Sarah Moore
Moore, Kathleen V
Description Level: Item
Item Number: Archives 11-999-11-317
Item Number Range: Archives 11-999-11-317
Responsibility: by Neil F. Morrison ; assisted by Sarah Moore Morrison, Kathleen V. Moore
Start Date: c1930
Date Range: c1930
Publication: Toronto : Ryerson Press
Publisher Series: Ryerson commercial series
Physical Description: 465 p. : ill. ; 20 cm
Subject Access: Commercial geography
Storage Location: Box 11 - Geography
Storage Range: Box 11 - Geography



Expository writing

<http://archives.brandonu.ca/en/permalink/specialcollections719>

Part Of: MG 2 2.15 George E Thorman Collection
Collection: George E Thorman School Textbook Collection
Creator: Curl, Mervin James
Description Level: Item
Item Number: Archives 11-999-2-37
Item Number Range: Archives 11-999-2-37
Responsibility: Mervin James Curl
Start Date: c1919
Date Range: c1919
Publication: Boston : Houghton Mifflin Company
Physical Description: vi, 312 p. ; 20 cm
Notes: Included bibliographical references and indexes
Subject Access: English language Rhetoric
Exposition (Rhetoric)
Storage Location: Box 2 - English
Storage Range: Box 2 - English



A world geography for Canadian schools

<http://archives.brandonu.ca/en/permalink/specialcollections942>

Part Of: MG 2 2.15 George E Thorman Collection

Collection: George E Thorman School Textbook Collection

Creator: Denton, Vernon Llewellyn, 1881-1944
Lord, A. R. (Alexander Russell), 1885-1961

Description Level: Item

Item Number: Archives 11-999-11-301

Item Number Range: Archives 11-999-11-301

Responsibility: by V. L. Denton & A. R. Lord

Start Date: 1936

Date Range: 1936

Publication: Toronto : J. M. Dent & Sons (Canada) Ltd

Physical Description: xiv, 527 p. : 22 cm. : ill. (photos.) maps, plans, tables, diags ; 22 cm

Notes: "Authorized for use in the schools of British Columbia and Saskatchewan"
"Supplementary reading and reference material" : p.498
Includes index

Subject Access: Geography Text-books 1870
geography
Commercial 1885

Storage Location: Box 11 - Geography

Storage Range: Box 11 - Geography



A world geography for Canadian schools

<http://archives.brandonu.ca/en/permalink/specialcollections943>

Part Of: MG 2 2.15 George E Thorman Collection

Collection: George E Thorman School Textbook Collection

Creator: Denton, Vernon Llewellyn, 1881-1944
Lord, A. R. (Alexander Russell), 1885-1961

Description Level: Item

Item Number: Archives 11-999-11-302

Item Number Range: Archives 11-999-11-302

Responsibility: by V. L. Denton & A. R. Lord

Start Date: 1942

Date Range: 1942

Publication: Toronto ; Vancouver : J. M. Dent & Sons (Canada) Ltd

Physical Description: xv, 566 p. : ill., maps, plans, tables, diagrs ; 22 cm

Notes: First published in this edition in 1937
"Authorized for use in the schools of British Columbia and Saskatchewan, and the protestant schools of Quebec. Recommended for use in th eschools of Alberta and Ontario"
Includes index

Subject Access: Geography Text-books 1870
geography
Commercial 1885

Storage Location: Box 11 - Geography

Storage Range: Box 11 - Geography



Good writing : a modern rhetoric

<http://archives.brandonu.ca/en/permalink/specialcollections745>

Part Of: MG 2 2.15 George E Thorman Collection
Collection: George E Thorman School Textbook Collection
Creator: Leonard, Arthur Willis
Fuess, Claude Moore, 1885-1963, joint author
Description Level: Item
Item Number: Archives 11-999-2-54
Item Number Range: Archives 11-999-2-54
Responsibility: by Arthur W. Leonard and Claude M. Fuess
Start Date: c1922
Date Range: c1922
Publication: New York : Harcourt, Brace and company
Physical Description: ix, 314 p. ; 20 cm
Notes: Includes index
Subject Access: English language Rhetoric
Storage Location: Box 2 - English
Storage Range: Box 2 - English



Small Business

<http://archives.brandonu.ca/en/permalink/descriptions5417>

Part Of: RG 6 Brandon University fonds
Description Level: File
Series Number: MG 3 1.14.1
File Number: 480
GMD: textual records
Date Range: Oct. 1990-June 1992
Physical Description: 1 file
Scope and Content:
File consists of correspondence
Storage Location: RG 6 Brandon University fonds
MG 3 Brandon University Teaching and Administration
1.14.1 W. Leland Clark - political career
Box 20



Small Business

<http://archives.brandonu.ca/en/permalink/descriptions5575>

Part Of: RG 6 Brandon University fonds
Description Level: File
Series Number: MG 3 1.14.1
File Number: 638
GMD: textual records
Date Range: Oct. 1984- April 1985
Physical Description: 1 file
Scope and Content:
File consists of correspondence
Storage Location: RG 6 Brandon University fonds
MG 3 Brandon University Teaching and Administration
1.14.1 W. Leland Clark - political career
Box 24



Small Business

<http://archives.brandonu.ca/en/permalink/descriptions5649>

Part Of: RG 6 Brandon University fonds
Description Level: File
Series Number: MG 3 1.14.1
File Number: 713
GMD: textual records
Date Range: June 1984
Physical Description: 1 file
Scope and Content:
File consists of correspondence
Storage Location: RG 6 Brandon University fonds
MG 3 Brandon University Teaching and Administration
1.14.1 W. Leland Clark - political career
Box 27



Farmer in a business suit

<http://archives.brandonu.ca/en/permalink/specialcollections156>

Part Of: RG 4 Manitoba Pool Elevator fonds
Collection: Manitoba Pool Elevator Library Collection
Creator: Davis, John Herbert, 1904
Hinshaw, Kenneth
Description Level: Item
Item Number: Archives 14-4-21
Item Number Range: Archives 14-4-21
Responsibility: John H. Davis and Kenneth Hinshaw
Start Date: c1957
Date Range: c1957
Publication: New York : Simon and Schuster
Physical Description: 241 p. ; 22 cm
Subject Access: Agriculture Economic aspects United States
Storage Location: Box 4-Historical I
Storage Range: Box 4-Historical I



International Business Machines

<http://archives.brandonu.ca/en/permalink/descriptions3635>

Part Of: RG 6 Brandon University fonds
Description Level: File
Series Number: 4.2
File Number: 57
GMD: textual records
Date Range: 1966-1967

Physical Description: 1 file

Scope and Content:

File consists of correspondence, rental examples, an agreement for IBM Machine Service and executive course outlines (universities).

Storage Location: RG 6 Brandon University fonds
Series 4: Office of the Vice-President
4.2 Office of the Vice-President (Administration & Finance)
Box 2



Burroughs business machines

<http://archives.brandonu.ca/en/permalink/descriptions3740>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 4.2

File Number: 160

GMD: textual records

Date Range: 1965-1967

Physical Description: 1 file

Scope and Content:

File consists of correspondence and samples.

Storage Location: RG 6 Brandon University fonds

Series 4: Office of the Vice-President

4.2 Office of the Vice-President (Administration & Finance)

Box 5



College and university business

<http://archives.brandonu.ca/en/permalink/descriptions3750>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 4.2

File Number: 170

GMD: textual records

Date Range: 1969

Physical Description: 1 file

Scope and Content:

File consists of information relating to administrative officers, enrollments and construction plans and correspondence.

Storage Location: RG 6 Brandon University fonds

Series 4: Office of the Vice-President

4.2 Office of the Vice-President (Administration & Finance)

Box 5



Burrough Business Machines

<http://archives.brandonu.ca/en/permalink/descriptions3865>

Part Of: RG 6 Brandon University fonds

Description Level: File

Series Number: 4.2

File Number: 280

GMD: textual records

Date Range: 1970-1971

Physical Description: 1 file

Scope and Content:

File consists of correspondence.

Storage Location: RG 6 Brandon University fonds

Series 4: Office of the Vice-President

4.2 Office of the Vice-President (Administration & Finance)

Box 7