

英文商學大全
HANDBOOK OF
BUSINESS TRAINING

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BUSINESS TRAINING

WITH SPECIAL REFERENCE TO EXISTING PRACTICE IN CHINA

BY
S. S. CHOW

WITH A FOREWORD BY
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SOME OPINIONS OF THE PRESS

"Not only is the 'Handbook of Business Training' what it purports to be, but it goes far beyond its title and is really a compendium of export and import business methods in general. The work is the outgrowth of a series of lectures delivered before the commercial classes in the Y. M. C. A. School of Commerce, Shanghai, and stands alone in its field. . . . The book may be recommended to every one engaged in trade in and with China as the only complete compendium issued to date." — *The Far Eastern Review*.

"The author has supplied a long-felt want. Few of the business manuals published in foreign countries are suitable for the use of the students, the rules governing commercial procedure in the Far East being widely divergent from those in vogue in the West. . . . The book bears evidence of the sound, practical business knowledge and acumen possessed by the author. . . . There are to be found therein accurate reproductions of all classes of commercial and financial instruments, which are not only an education in themselves, but should prove invaluable to beginners and newcomers to the East." — *The China Press*.

"As a reference book upon business technique in China, this is the best of its kind. Some of the information which it contains is not to be found in any other book. The subjects of banking, insurance, shipping, and customs notably reflect the author's long business experience, — a type of research of incomparable value in a work of this sort. There is certainly a need for such a textbook as this." — *The Chinese Recorder*.

"Of course hundreds of books have been written on commercial knowledge, and many more will no doubt yet come, but we think none so far published in China can compare with the present book in usefulness and practicability, in as much as it is specially designed for Chinese students and deals with phases which have never before been touched by other authors in a similar undertaking. . . . It is a thoroughly reliable and up-to-date work and ought to be used by every teacher and student of commercial subjects in China. To the energetic foreign business man, who wishes to waste no time in an attempt to collect information of a diverse nature, the book should also prove to be indispensable." — *The National Review (China)*.

FOREWORD

In emerging from a medieval to a modern economic society, China finds it necessary to build up a modern business organization. The principles and methods of doing business in China must harmonize with those in vogue among other great trading people. This does not mean that the customs and practices of the Chinese people as built up over many decades must be scrapped, but it does mean that these customs and practices must be adjusted to meet the modern ideas of business transactions. Hence, a compilation such as Mr. Chow has very successfully produced under the title of "Handbook of Business Training" finds a very useful place among commercial circles in China.

This publication is not only helpful to Chinese traders, but is also of value to the foreign business man who needs to know the methods of adjustment to fit Western business practices into a Chinese environment.

JULEAN ARNOLD,
American Commercial Attaché.

SHANGHAI, MAY 4, 1926.

PREFACE

For two years, from 1913, the author had charge of the commercial practice class at the Chinese Y. M. C. A. Evening School of Commerce. He encountered the greatest difficulties at the beginning in securing a suitable textbook for the class, owing to the fact that business practices in Shanghai and other open ports in China differ very widely in many essential points from those in Europe and America. No text hitherto published could be used with much advantage; and the author had to draft the lessons, from which the present work has been compiled.

The object of the author in the present attempt is to give in compact form the principles of modern business practice as developed in China. Much pains have been taken to illustrate the various routines by means of actual forms in use. It is to be noted that the author deliberately avoided the insertion of lengthy theories, which is usually the case with most publications of similar kind. The whole work, as far as the procedures and routines are concerned, is based on his personal achievements.

Since the first edition the foreign trade of China has assumed many new aspects. The war and its aftermath were responsible for a series of crises making changes in business methods compulsory. Further, the recent awakening of the Chinese to international business undertakings lent considerable value to the situation. All these inspired the author completely to revise the book.

Perhaps it may not be out of place here to emphasize the importance of business training. In China business men were formerly looked down upon; but things have changed, and to-day they play an important part in the prosperity of the nation and the development of international fraternity. It is well to remind the readers that business offers the largest field to the right kind of men, the successes of many of whom have been won by due exercise of courage, industry, and care.

In conclusion, the author desires to express his deepest thanks to those who so kindly assisted him in the collecting of forms for the work. Criticisms and suggestions are cordially invited, especially from those who have successfully used the work as a textbook. The author will gladly answer any questions connected with the procedures and routines outlined in the book.

S. S. CHOW.

SHANGHAI, APRIL 1, 1926.

PREFACE TO REVISED EDITION

The changes made in the administration of the Maritime Customs since tariff autonomy was declared have been responsible for the present revised edition. Several chapters have also been rewritten with materials to bring the book up to date. If nothing else, the book should be found more useful than ever by the student, the business man, and the commercial teacher alike. Thanks are due to a number of former colleagues, both Chinese and foreign, in the Maritime Customs service for whose assistance the revision has been made possible.

S. S. CHOW

SHANGHAI, DECEMBER 3, 1930.

LAST-MINUTE NOTE

Just prior to publication, the Customs Administration announced the abolition of the Coast Trade Duty and the Inland Transit Dues on native produce under certificate for shipment abroad. In this connection, while the change invalidates the sections on these two divisions of Customs works, they nevertheless will be found useful for purpose of reference from the historical standpoint. The Chinese government has also abolished the likin and put into force in its stead a new tax on certain special items of merchandise. Drawbacks on foreign goods re-exported abroad are also no longer granted. All these above changes require the attention of the reader when dealing with the sections concerned.

THE AUTHOR.

JANUARY 1, 1931.

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HANDBOOK OF BUSINESS TRAINING

PART I. GENERAL OFFICE ROUTINE

CHAPTER I. INTRODUCTION

Growth of Commerce

Supply of Materials. The materials used by man are obtained either directly or indirectly from the soil. It is the light and heat from the sun that are responsible for the uneven distribution of natural riches, compelling man to go far for what he needs. Man in his lowest state of culture had very few needs, and all that he required was supplied by himself from the region where he lived. But as he advanced in civilization his needs were greater and greater until he was compelled to draw even upon the whole world for their supply, hence exchange of commodities.

Causes for Exchange. The necessity for exchange of commodities was realized when a man had in his possession something that was superfluous to him, and of which he wished to dispose. In this connection his one course was to find some one in the same position as his for exchange. The same is the case with nations. It must, however, not be forgotten that superfluity was in general caused through the difference in production and the division of labor among man, for if every region should produce the same kind of commodities and every one make the same kind of articles, there would certainly not be any exchange at all.

Early Transactions. In the very early stage of mankind, every individual lived by himself. But gradually as he advanced in civilization, he felt the need for exchange with others for things that he was not in possession of. This gave rise to some means upon which the transactions might take place. A proceeding of some kind, called barter, was then observed, and