

Another Model—The Exercise.

The oxen of the farmer plows his field. Oxen eat grass. I seen a drove of oxen the other day.

Mary Jones.

The Letter.

Miss Florence Nightingale,—

My dear Teacher :

I do not find any mistakes in spelling in Mary Jones's composition on "The Ox."

Each sentence ends with a period.

But in the first sentence Miss Jones says, "oxen *plows*." This should be *plow*, according to the text-book, which says that when the subject is plural the verb should have no s.

I think the expression "I seen" is wrong. I do not know why it is wrong ; but I should say "I *saw*."

Yours respectfully,

Anne Hathaway.

POINTS IN THE ARRANGEMENT OF A LETTER.

The arrangement of the parts of a letter is important. The following points are, therefore, to be attended to :

I. The *place* where it is written, and the *date*.

The day, month, and year should be given in full.

II. The *form of Address*: as Sir, Dear Sir, My dear Teacher, Dear Madam, according to circumstances.

The name of the person addressed may either precede the form of address, as in Model 2, or it may come at the close (left hand-side), as in Model 1.

III. The *narrative*, or letter proper.

Be careful to begin every new subject with a new *paragraph*.

IV. The *subscription*: as Yours truly, Yours faithfully, Your affectionate pupil, and then the *name* of the writer.