

CORRECTION OF EXERCISES.

7. Correcting written exercises is one of the most important parts of a teacher's work. The exercise should always be written on the left-hand page of the blank-book, with a margin of an inch or more on the left for the teacher's use. After the teacher has carefully examined the work and called attention to all imperfections, the pupil will rewrite it on the right-hand page. Let the work be done in the school room, and let the books be preserved for reference.

[The *Lessons in English Exercise Book* is specially prepared to go with this text-book, but of course any other may be used.]

In examining exercises the teacher should underline with red ink any word or words, punctuation-mark, or space to which attention is called and indicate the *kind of mistake* on the margin. To facilitate the operation and to secure uniformity, we recommend the use of the following marks:—

MARKS USED IN CORRECTING WRITTEN EXERCISES.

- s* in the margin indicates that the word underlined is misspelled.
- c* calls for a change of letter, either from a small letter to a capital or from a capital to a small letter.
- w* indicates that a wrong word has been used.
- gr.* calls attention to an error in grammar.
- \wedge the caret placed between two words indicates that something has been omitted.
- tr.* means to transpose the words.
- d* indicates that the word or part underlined is to be omitted.
- a* that the meaning is ambiguous or doubtful.
- i. s.* incorrect statement.
- com.* statement incomplete.
- k* awkward construction.
- n* wanting in neatness.
- ¶ begin a new paragraph.
- n.* ¶ no paragraph.