both long and short letters, attention also being given to spacing, and the details of joining the letters.

It will now be necessary to take into consideration the comparative height of letters. As there are short, partially extended, fully extended, and capital letters, there must be some definite scale of proportion if they are to be made respectively of uniform size.

If we draw four parallel, horizontal lines at equal distances apart so as to include three spaces, we shall have a scale for regulating the *height* of the various letters above the line on which they rest. By drawing two additional lines beneath these we shall secure two additional spaces for regulating the *depth* of the descending letters. Our space will thus require *six lines*, enclosing *five spaces* for measuring the full length of the longest letters.

HINTS TO TEACHERS.

To those teachers who distrust their own abilities, a few words of advice before closing, may not be inappropriate.