

PART III (GRADE VII—JUNIOR IV)..... 92

Oral and Written Composition :—The work of Part II continued and developed. **NARRATION**—fables, fairy tales, personal and historical incidents, biographies. **DESCRIPTION**—persons, action. **LETTER-WRITING**—familiar and formal correspondence, post cards. **BUSINESS FORMS**—cheques, notes. **EXPOSITION**—natural objects, general descriptions. **EXERCISES**—on phrases, paragraphing, outlining, developing summaries, synonyms, use of shall and will, combining sentences, phrases and clauses, paragraph unity.

Elements of Form :—Substitutes for name-words, p. 92; modifiers of assertive words, pp. 95, 100; phrases, p. 99; modifiers modified, p. 101; connective words, pp. 98, 102; topic outline, p. 100; exclamatory words, p. 105; agreement or concord, p. 106; paragraph unity, p. 116; topic sentence, continuity, p. 124; synonyms, p. 117; abbreviations and contractions, p. 118; phrases and clauses, p. 132. **PUNCTUATION**—semicolon, p. 122. **LETTER FORMS**—familiar, p. 99; formal, p. 112; invitations and answers, 113; post card, p. 131; outline, p. 130. **BUSINESS FORMS**—cheque, p. 127; note, p. 128.

Style :—Simplicity, p. 125; structure of description, p. 110; of exposition, p. 130.

PART IV (GRADE VIII—SENIOR IV)..... 138

Oral and Written Composition :—The work of Part III reviewed and extended. Discussions, stories, essays. **NARRATION**—legends, humorous and pathetic incident, historical narrative,—based on models, summaries and assigned readings. **DESCRIPTION**—familiar scenes, historical characters, humorous and pathetic scenes. **LETTER-WRITING**, the telegram. **BUSINESS FORMS**, the advertisement. **EXPOSITION**—essays on nature themes, industrial methods, principles of machines, terms, precision. **REASONING**—discussions of simple propositions. **EXERCISES**—on figures of speech, combining sentences, correct forms, variety of expression, active and passive forms, purity, conciseness, concreteness, clearness,—synonyms, antonyms, homonyms.

Elements of Form :—Combining sentences, p. 151; clauses, principal and subordinate, p. 167; order of words, p. 160. **PUNCTUATION**—parentheses, brackets, p. 145; comma, p. 158. **ITALICS**, p. 152. **BUSINESS FORMS**—tabulation, p. 147; advertisements, p. 160. **LETTER FORMS**—telegrams, p. 172.

Style :—Figures of speech, pp. 138, 149; purity, p. 155; clearness, p. 171. Structure and principles of narration, p. 158.

PART V (GRADE IX—CONTINUATION CLASSES)..... 176

Review of Part IV. Structure and principles of description, pp. 176, 180; of exposition, p. 183; of persuasion, p. 193; conciseness, p. 181; humour, p. 188; force, pp. 190, 194; pathos, p. 197; the picturesque, p. 199; order and effective arrangement, pp. 196, 200; balance, p. 201; melody, p. 201. Symbols for Correction of Written Work, p. 204.