

Now that you understand the idea of the whole page, you will better appreciate the full list of drills that may be practiced, and which are shown herewith.

In all your work you will find a metronome, or time counter, a material help, though it is not absolutely necessary. It simply beats out regular time and can be made to run fast or slow as you desire. We show with each drill the speed at which the drills may be started, and also the rate you should try to attain. In your private practice you will find that as you increase your speed you will have to stop trying to actually call out the numbers as you may let the eye run up a column and the mind follow at a rate that would make it impossible to say the words.

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## Addition Drills

(Using page 6 for example)

- (1) Drill on the table at the top of the page. Metronome 84 to 160.
- (2) Take the same drill on any of the thirty rows of figures on the page, i.e., consider the addition of each figure to the figure 2, etc. Metronome 84 to 160.
- (3) Drill on the table at the top of the page, considering each figure 12, 22, 32, 42, etc. Metronome 84 to 152.
- (4) Drill on any of the thirty rows of figures in the same way. Metronome 84 to 152.
- (5) Drill on one of the columns after the following manner: Place a marker opposite, say, row 6. Run from that to the top. Drop the marker one row and run up the same column to the top again. Continue in this way until at last you are reading from the bottom of the column to the top. Metronome 92 to 176.
- (6) Place a marker opposite, say 7, and run all columns from that to the top. Start at the right side of the page and work across to the left side just as in any question in addition, only do not carry from one column to another. Metronome 92 to 176.
- (7) Work out the same practice as noted in 6, only carry from one column to the next. Metronome 92 to 176.
- (8) Practice in horizontal addition by running the addition of the different rows across the page. Metronome 92 to 176.

These drills should be practiced as an introduction to any work on a series of questions. After ten or fifteen minutes of such work, get a pen and paper in shape and work out a series of questions.

Even in the simple matter of putting results on paper, you should aim at neatness as well as accuracy. Follow the form shown herewith. Note on the paper the time it takes to work the ten questions. Preserve your sheets and do not be afraid to try the same series again and again, getting a better time result with every trial, until you feel that you read the columns with the same ease that you would draw a lead pencil line up or down the page. One hundred figures a minute, at least, should be your aim in speed. Block out a question 5 figures wide and 20 figures deep, or 4 figures wide and 25 figures deep. Put your watch before you and try for the answer in one minute.

Look carefully to your everyday methods and habits. Some students never become rapid because they lack sharpness in all their movements. Cultivate a brisk gait on the street instead of ambling along. When you take your place at the desk sit erect. If you have occasion to rise in your place, stand up. Don't get up with the aid of the arms or the back of the chair as if in pain. Cultivate a briskness in all your movements. Actions, and rapidity in addition will very naturally follow the practices we have outlined.

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