

REPORTING ETIQUETTE.

(Written in Munson's systems).

The first of these is the  
 name of the person who  
 is speaking. This should  
 be written in full, and  
 in the first person.  
 The second is the name  
 of the person to whom  
 the speech is addressed.  
 This should be written  
 in full, and in the  
 second person.  
 The third is the name  
 of the person who is  
 present. This should  
 be written in full, and  
 in the third person.  
 The fourth is the name  
 of the person who is  
 absent. This should  
 be written in full, and  
 in the third person.  
 The fifth is the name  
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 present. This should  
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 The sixth is the name  
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 absent. This should  
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 The seventh is the name  
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 The eighth is the name  
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 The ninth is the name  
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