

Instructions to Pupil.—Copy the first two Models five times each; and the second two, twice each. Then write the following Headings three times each:—Stratford, Ont., July 15, 1902; 17 Yonge St., Toronto, September 15, 1902. Punctuate carefully.

Observation.—The Heading of a letter comprises location and date; if short, both are placed on the same line; if long the date is placed beneath the location and a little to the right.

Belleville, Feb. 15, 1902

Cornwall, Ont. 5/12/01

Woodstock, Ont

Sept. 15, 1902

Box 1, Sarnia, Ont.

Aug 15, 1901