

placed horizontal to the front edge of the desk. At the order "One," those on the right take the books by opposite corners, the right hand holding the lower right corner, and the left hand the upper left corner. At the order "Two," they pass books to the left as far as the centre of the aisle, where they are placed on top of the books held by the pupils next them, and taken and carried to the next on the left, placed on top as before, and so on to the last row, when they are laid on the desk ready for collection. The monitor in collecting them should reverse every other file, so that the backs of one may be over the front edges of the next, that they may be easily separated for distribution.

In case of absentees, the one who receives the books or pens *last*, moves to the vacant seat and officiates, and the passing continues as before. The movements may be regulated either by count or bell-signal.

## OPENING.

1. Take position at desk.
2. Adjust Books.
3. Find Copy and Adjust Arms
4. Open Inkstands.
5. Take Pens.
6. Take ink and write.

## CLOSING.

1. Front Position.
2. Wipe Pens.
3. Pass Pens.
4. Close Inkstands.
5. Pass Books.
6. Mon. collect books, and pens.