For Getting Work Out.

Slates, books, etc.,	Ardoises, livres, etc.
Ready—out.	Préparez—en place.
Prepare—take.	Prêts—emportez.

For Distributing Books.

The monitors place the books on the extreme right or left desks, then

Pass books—1, 2, 3, etc.

Passez les cahiers—une, deux, trois, etc.

For Exchanging Exercises.

Exercises—change,	Echangez—les cahiers.
Exercises—return,	Rendez—les cahiers.

Pupils that are sent to any particular place mark time on reaching their places until the teacher says halt, followed possibly by right or left—turn, sit—down.

Sometimes in sending pupils from the room the several ranks follow one another in order ; sometimes the teacher may prefer to send pupils away in a long continuous line. In the latter case he says 1st, 3rd, 5th lines, right about—turn, mark—time, forward, and the whole class marches in a long serpentine line up and down between the seats.

Words of command are almost all double. The first word or syllable intimates what is to follow, and every pupil is expected to prepare himself. Glancing around, do not give the second word of command until you have assured yourself that the class is ready. Then at the second word of command, nothing less than prompt, universal, exact obedience should satisfy you. Do the exercise over again until it is properly done.

Note 2.—The daily record referred to here and later is a printed and ruled sheet, on which in the second vertical column the names of the pupils in the class are written in the order in which they sit ; the first column is for conduct, or rather, perhaps, for misconduct marks ; the third and succeeding columns are headed with the names of the subjects taught.

While hearing a prepared lesson in any subject, besides the marking already described, make a perpendicular line in the column appropriate to the subject, opposite the name of a pupil who makes a culpable mistake. If the conduct of a pupil be faulty, make a similar mark for each faulty act opposite his name in the conduct column. If at his own request a pupil is sent to