

Exercise.—BUSINESS LETTER AND ENVELOPE.

Instructions to Pupil.—Write a letter answering the following advertisement, carefully observing the structure of the Model on page 14.

Wanted—Boy or Girl, to make change at the cash wicket. State qualifications and give references. R. E. Wilkes & Co., 58 Dundas St., Windsor, Ont.

A large rectangular box representing an envelope template. It has a smaller rectangular box in the top right corner for a stamp. Inside the main box, there are three horizontal lines for an address.