

Association pursuant to examination according to a lower standard, be examined in the following:—(1) penmanship and typewriting; (2) spelling; (3) simple arithmetic; (4) geography of our own country; (5) correction of grammatical errors, with reasons for the corrections; (6) transcription, i.e., the making of a fair copy from a rough manuscript draft, in which interlineations, emendations and marginal additions have been made, the breaking of the article into additional paragraphs, etc.; (7) The writing of a letter, including the addressing of the envelope, and the indication thereon of the place for the postage stamp; (8) The writing in shorthand of a passage consisting of 400 words, in language of about the general character of that in an ordinary leading article in a newspaper, at the rate of eighty words per minute, and the transcription of any required portion thereof at the rate of twelve words per minute in longhand, and fifteen on the typewriter; (9) the reading of a fairly written, lithographed or engraved specimen of the style of shorthand practised by each candidate, the passage to consist of about 200 words; (10) punctuation.

(b). That those who desire to become members of the Association be examined in Nos. 2, 3, 4, 5, 6 and 10 of the tests recommended in the foregoing paragraph, unless they have previously passed the examination embracing those tests, when they may be dispensed with. We would recommend that, in addition, the examination for member should comprise the following particulars:—(1) a general examination in geography and history, not going much into details; (2) etymology; (3) foreign terms and phrases in common use; (4) the correction of a passage in which words are inaccurately used, stating fully the reasons for corrections; (5) composition, the writing of a short description, essay or letter, of 200 or 300 words, and the turning of a passage of testimony in the form of question and answer into a narrative of all the facts therein stated; (6) the recasting of a badly constructed passage into one in which all the same ideas are better expressed (7) the writing in shorthand in five minutes of a passage containing 750 words, and the transcription of the whole or any required portion thereof in longhand, properly punctuated, at the rate of not less than twelve words per minute. In all cases the character of the shorthand written by the candidate, should, we submit, be examined critically and estimated.

We would submit that for the encouragement of persons to prepare for examinations, the Association should in advance thereof afford them as much aid as possible in the way of indicating methods of study, books to be read, etc. In the meantime we would suggest as two of the books which might be brought to the notice of intending candidates, one entitled "The Scholar's Assistant," published in Philadelphia by Butler & Co., in which the subject of etymology is admirably dealt with, and, for the study of punctuation, a little work by Paul Allardice, entitled "Stops, or How to Punctuate," which can be bought in almost all the principal bookstores.

All of which is respectfully submitted.

E. E. HORTON, *Chairman*.

Moved by Mr. E. E. Horton, seconded by Mr. W. W. Perry, that the report of the Committee on a Curriculum be received and adopted.
—Carried.

Mr. W. W. Perry, seconded by the Vice-President moved, "That the report of the proceedings of the meeting, together with the Act of Incorporation, the By-laws and various reports of the Council, and a list of members with their addresses, be printed in pamphlet form to the number of two or three hundred copies, for the use of the members of the Association and the information of the public generally, and that the Secretary be requested to forward copies of the same to each member, and to the Secretaries of the leading Shorthand Associations in the United States and England."—Carried.