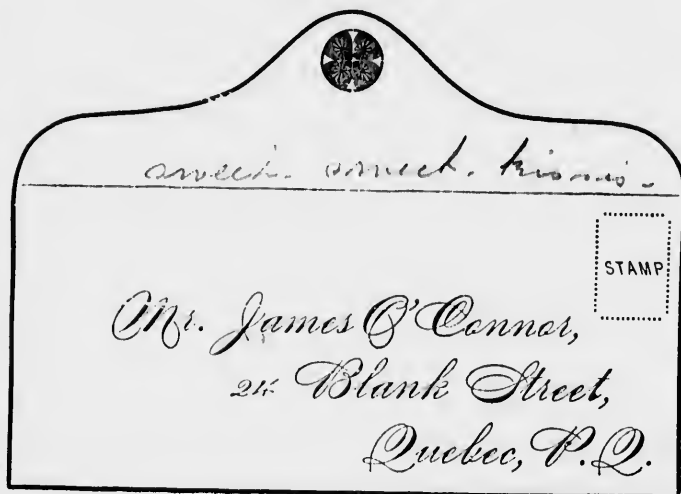


THE ENVELOPE



OUTLINE.

LETTER.

1. Pleasure it gives to write to Parents....
2. Studies.... Progress.... They can judge by this letter....
3. How much you like your school.... Hope you will remain long....
4. Thanks to Parents for the sacrifices they make in your favor.
5. Promise to do your best to please them.... Complimentary closing. Signature.

NOTE TO THE TEACHER.—The Teacher should often give the pupils exercises in letter-writing. The different classes of letters should be explained, using the blackboard. Neatness, proper folding, in a word, all the requirements of neat, correct letter-writing should be strictly insisted upon. Letter-paper and envelopes should be often used in the class-room, to accustom the pupils to a practical application of what they are taught. Let the Teacher call the pupils' attention to the indications in the form for *paragraphing*, there being as many paragraphs marked as there are headings enumerated in the outline.