

**Instructions to Pupil.**—Copy the Model on page 6, paying particular attention to punctuation, relative position of the parts, and paragraphing. Be careful (1) to join together all the letters of each word; (2) not to join the last letter of one word with the first letter of another word; (3) to leave sufficient space between words; and (4) not to divide a word at the end of a line otherwise than into its proper syllables. Thus if the word "farmer" is divided it must be written farm-er, and not far-mer.

**Observation.**—Notice the margin on the left, and that the name of the person addressed and the salutation commence at this margin. When the leading thought changes, a new paragraph is commenced, and at the same distance from the margin as previous paragraphs.