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11. Rule ten such envelopes in different shapes and sizes and address them carefully and plainly. The envelope should be a trifle larger than the letter to be enclosed. The latter should be neatly folded a little narrower than the envelope.

Take some newspapers or thin wrapping papers and cut pieces to the sizes of note and letter paper. Practise folding these until you can make a neat, well-folded letter that fits the envelope properly.

12. The following CAUTIONS will save a great deal of trouble and annoyance if they are carefully observed:—

(a) **Write very plainly. Do not scribble.** *Be very, very particular to write all proper names and all figures with extreme care.*

(b) **Do not crowd the words, especially near the end of a line.** If there is not quite room for a word in full-sized letters either begin on the next line or else divide the word and put a hyphen at the end of the line. A word