

to the senior class, and after they have been started at writing, inspect the work of the juniors, and after pointing out the errors they are running into, again give attention to the senior class, and thus, proceed, keeping both classes engaged at the same time. Promotions should be made from one division to another as a reward of proficiency.

DISTRIBUTION AND COLLECTION OF MATERIALS.

The teacher should take charge of books and pens, and distribute them only for the writing lesson. To save time, there should be system in giving out and collecting materials. A method that has been found to work well is to have a monitor leave the books properly arranged for each row of pupils, on the desk at the left, and another the pens in the like manner.

At the order "Pass Books," the pupil on the left of each row separates the lower book from the rest by inserting his fingers between it and those above, leaving it on his desk, and, at order "One" passes the remaining books to the pupil on his right. This pupil separates the lower book and at order "Two" passes the remainder to his right-hand neighbor, who, in like manner, passes to the next, and so on till all are distributed.

The pens may be distributed and collected in the same way, by having boxes or blocks of wood