

**OUR LANGUAGE:  
FIRST BOOK**

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Our Language: First Book by Lida B. McMurry & F. T. Norvell

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**LIDA B. MCMURRY & F. T. NORVELL**

**OUR LANGUAGE:  
FIRST BOOK**



# *Our Language*

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FIRST BOOK

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BY

LIDA B. McMURRY

AND

F. T. NORVELL



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141—H. P.

## PREFACE

FOR criticism and suggestions made during the preparation and publication of the manuscript of this book the authors would gratefully acknowledge their obligations to Dr. C. Alphonso Smith, of the University of North Carolina, and to Dr. Frank M. McMurry, of Teachers College, Columbia University.

The authors and publishers are indebted to Mr. T. Gilbert Pearson for permission to use "Lord and Lady Flicker," from *Stories of Bird Life*; to Miss Julie M. Lippmann, for "A Petition from Santa Claus," from *Harper's Young People*; to Mr. T. C. Karns, for "David Crockett and the Bear," from *Tennessee History Stories*; to the Taber-Prang Art Co., for the copyrighted illustrations entitled "A False Alarm," "Great Expectations," and "The Village Blacksmith"; and to Messrs. Houghton, Mifflin & Co., for "The Robin's Rain Song," by Celia Thaxter; "The Rabbit's Nest," by John Burroughs; "The Village Blacksmith," by Henry-W. Longfellow; "To Mother Fairy," by Alice Cary; and "The Intelligence of Birds," from Olive Thorne Miller's *First Book of Birds*.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

2. The second part covers the process of reconciling accounts. It involves comparing the internal records with the bank statements to identify any discrepancies. This step is crucial for detecting errors or unauthorized transactions early on.

3. The third part addresses the issue of budgeting. It suggests creating a detailed budget for each month, taking into account all expected income and expenses. This helps in managing cash flow and avoiding overspending.

4. The fourth part discusses the use of technology in accounting. It highlights how accounting software can streamline the process, reduce the risk of human error, and provide real-time insights into the financial health of the business.

5. The fifth part focuses on tax compliance. It advises staying up-to-date with the latest tax regulations and consulting with a professional to ensure all obligations are met. Proper tax management is essential for maximizing profitability.

6. The sixth part talks about the importance of regular financial reviews. It recommends setting aside time each week or month to analyze the financial statements and make necessary adjustments to the business strategy.

7. The seventh part discusses the role of the accounting department in providing strategic advice. It notes that accountants should not just be record-keepers but also active participants in decision-making, offering valuable insights based on their financial expertise.

8. The eighth part covers the topic of financial reporting. It explains how to prepare clear and concise reports for management and stakeholders, ensuring that the information is presented in an understandable and actionable format.

9. The ninth part addresses the issue of financial forecasting. It suggests using historical data and market trends to predict future financial performance, which is essential for long-term planning and risk management.

10. The tenth and final part emphasizes the importance of maintaining strong relationships with financial institutions and service providers. Regular communication and collaboration can lead to better terms and more effective solutions for the business.



## CONTENTS

SECTION	PAGE	SECTION	PAGE
1. The Study of a Picture . . . . .	11	33. Names of the Days of the Week . . . . .	44
2. Telling Sentences . . . . .	11	34. The Twelve Months . . . . .	45
3. The Old Love . . . . .	13	35. The Months . . . . .	46
4. A Story from Suggestions . . . . .	14	36. The Four Seasons . . . . .	48
5. Franklin and His Whistle . . . . .	14	37. The Seasons . . . . .	49
6. A Circus Parade . . . . .	16	38. What the Moon Saw . . . . .	50
7. Davy Crockett and the Bear . . . . .	17	39. The Eagle . . . . .	52
8. Asking Sentences . . . . .	18	40. An Unfinished Story . . . . .	53
9. A Guessing Game . . . . .	19	41. A Test Review . . . . .	53
10. Buying a Pony . . . . .	20	43. Abbreviations of Names of Months . . . . .	54
11. The Baby . . . . .	21	43. Writing Dates . . . . .	54
12. Guess What I Am . . . . .	23	44. The Apostrophe in Contractions . . . . .	56
13. A Story from Pictures . . . . .	24	45. Contractions . . . . .	57
14. Use of <i>Is</i> and <i>Are</i> . . . . .	25	46. Proverbs . . . . .	58
15. Kind Hearts . . . . .	27	47. A Friend in Need . . . . .	59
16. The Grocer and His Donkey . . . . .	28	48. Bobwhite and His Family . . . . .	59
17. A Riddle . . . . .	29	49. Dolly's Queer Name . . . . .	63
18. A Test Review . . . . .	30	50. Comma with Name of Person Addressed . . . . .	64
19. An Unfinished Story . . . . .	31	51. The Morning-glory . . . . .	65
20. The Study of a Picture . . . . .	32	52. A Favorite Story . . . . .	66
21. A Pet Animal . . . . .	33	53. Coasting . . . . .	67
22. A Story from Pictures . . . . .	33	54. The Hyphen . . . . .	68
23. How to Write Names of Persons . . . . .	34	55. The First Day at School . . . . .	70
24. How to Write Initials . . . . .	35	56. Use of <i>Was</i> and <i>Were</i> . . . . .	71
25. The Wind . . . . .	36	57. A Story from Pictures . . . . .	73
26. How to Write the Word <i>I</i> . . . . .	37	58. A Story from Suggestions . . . . .	73
27. Capital Letters in Poetry . . . . .	38	59. General Review . . . . .	74
28. "Do as I Do" . . . . .	38	60. A Test Review . . . . .	79
29. The Bow That Bridges Heaven . . . . .	39	61. The Study of a Picture . . . . .	79
30. Iris, the Rainbow Queen . . . . .	40	63. Letter Model . . . . .	80
31. A Story from a Picture . . . . .	42		
32. Names of Places . . . . .	43		

SECTION	PAGE	SECTION	PAGE
63. The Parts of a Letter . . .	82	98. A Letter to a Friend . . .	128
64. The Reply . . . . .	83	99. Buttercups . . . . .	129
65. Letter Forms . . . . .	85	100. The Exclamation Point . . .	130
66. A Petition from Santa Claus	86	101. A Story from Pictures . . .	131
67. The Study of a Picture . . .	88	102. Exclamatory Sentences . . .	132
68. Titles of Persons . . . . .	90	103. A Suggested Conversation	133
69. Addressing Envelopes . . . .	91	104. Washington and the Cor- poral . . . . .	133
70. To Mother Fairy . . . . .	93	105. Little Elsie . . . . .	134
71. Description of a Knife . . . .	95	106. <i>Did</i> and <i>Done</i> . . . . .	135
72. Paragraphs . . . . .	96	107. The Robin's Rain Song . . .	136
73. My Pet Animals . . . . .	98	108. The Intelligence of Birds . .	138
74. The Book That I Lost . . . .	99	109. Lucy's Birthday Party . . .	139
75. How to Show Possession . . . .	100	110. Lord and Lady Flicker . . .	140
76. How to Show Possession . . . .	102	111. A Story from a Picture and Suggestions . . . . .	142
77. The Ant and the Dove . . . . .	103	112. The Rabbit's Nest . . . . .	143
78. A Letter and the Reply . . . .	103	113. A Story from Suggestions . . .	144
79. A Story from a Picture and Suggestions . . . . .	104	114. <i>Sit</i> —A Game . . . . .	145
80. The Hungry Squirrel . . . . .	106	115. Use of <i>Set</i> . . . . .	145
81. Quotation Marks and Comma	107	116. Hercules and the Wagoner	146
82. The Spider and the Fly . . . .	109	117. Proverbs . . . . .	147
83. Bruce and the Spider . . . . .	111	118. The Jack o' Lantern . . . . .	148
84. Descriptions . . . . .	112	119. Use of <i>Lie</i> . . . . .	149
85. Quotations . . . . .	113	120. <i>Lay</i> —A Game . . . . .	149
86. A Story from a Picture and Suggestions . . . . .	115	121. A Story from a Picture and Suggestions . . . . .	150
87. A Conversation . . . . .	116	122. Jack in the Pulpit . . . . .	152
88. Bright Eyes . . . . .	116	123. Louise and Her Questions	154
89. <i>Saw</i> and <i>Seen</i> . . . . .	118	124. The Arab and His Horse	156
90. Diamond and His Fairy Book . . . . .	119	125. <i>May</i> and <i>Can</i> . . . . .	158
91. A Fishing Trip . . . . .	120	126. Beaver Jim . . . . .	159
92. The Bee and the Flower . . . .	123	127. A Journey . . . . .	167
93. King Solomon and the Bee	123	128. A Visit to a Blacksmith Shop . . . . .	161
94. The Hornets' Revenge . . . . .	124	129. The Study of a Picture . . . .	163
95. A Bad Day . . . . .	125	130. The Village Blacksmith . . . .	163
96. The Adventures of a Penny	126	131. A Modern Noah's Ark . . . . .	166
97. Titles of Books . . . . .	127		

*CONTENTS*

7

SECTION	PAGE	SECTION	PAGE
132. Frederick and His Page . . . . .	167	139. A Study of the Oak	
133. A Story from Suggestions	168	Tree . . . . .	177
134. A Letter from Japan . . . . .	169	140. The Oak Tree . . . . .	179
135. Beautiful Ways of Saying		141. Figures of Speech . . . . .	181
Things . . . . .	171	142. Pictures from the Poets . . . . .	182
136. Katrina Wolfchen . . . . .	173	SUGGESTIONS TO TEACHERS . . . . .	187
137. The Coyote . . . . .	175	INDEX . . . . .	201
138. The Wolf, the Goat, and			
the Kid . . . . .	175		