

**COLUMBIA SERIES OF GRADED
SPELLING BOOKS; THE FIRST
BOOK OF ILLUSTRATED WORDS
AND SENTENCES; OR, EASY
LESSONS IN SPELLING; PP. 1-163**

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Columbia Series of Graded Spelling Books; The First Book of Illustrated Words and Sentences;
Or, Easy Lessons in Spelling; pp. 1-163 by W. J. Moran & C. H. Brelsford

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W. J. MORAN & C. H. BRELSFORD

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THE FIRST BOOK
OF
ILLUSTRATED WORDS AND SENTENCES
OR
EASY LESSONS IN SPELLING

BY
W. J. MORAN
AND
C. H. BRELSFORD

SUPERVISING PRINCIPALS IN THE PHILADELPHIA PUBLIC SCHOOLS



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PREFACE

Whenever a new book on any subject is presented to the public, every interested reader properly expects good and sufficient reasons to be assigned, and the authors of these spellers desire to place before the teachers of the country their reasons for the issuing of this Graded Series.

It is a reproach to our schools that poor results in spelling are the rule, notwithstanding the fact that a large share of the school-day is devoted to the subject; and this being the case, it is natural that interested teachers should attempt to find a remedy, sparing no means to economize precious time in every subject of school study.

We believe that the poor results in spelling are not due to indifference on the part of the pupils or the teachers, but rather to the manner in which the spelling books of the day have been planned and arranged. In this connection it may be proper to state that the authorship of these many spelling books is to be ascribed to teachers not actually engaged in the teaching of spelling.

The period in which the art of spelling is most easily acquired is the first eight years of school life; and it

requires an intimate knowledge of young pupils and a careful estimate of their ability to enable one to arrange spelling lessons of the proper length and gradation. Hence, the teachers who actually do the work in the several grades are the ones from whom to get the necessary material properly graded, as, for instance, the subject matter of the lessons; the subjects appropriate to the seasons; the proper and proportionate amount of dictation work, the immense value of all of which, in saving priceless time, the practical teacher knows so well.

These are the facts that have influenced the authors of the Columbia Graded Spellers to add still another spelling book to the subject and to call to their aid teachers who are actually doing the work in the schools. How much success they have won must be gathered from the books themselves, but our earnest hope is that a forward step has been taken.

The scope of the Series extends over eight years, distinctly graded for the successive years. This work, thus graded, is now actually being done by the teachers of the very schools now supervised by the authors of these books, and we believe that any school term of ordinary length can cover fully the work assigned to each year. The importance of the *written exercise* in teaching spelling is fully recognized, and hence every fifth lesson throughout the series is a *dictation* lesson—one lesson in dictation for every week. The reviews in both spelling and dictation are so frequent that they seem to us to meet every demand likely to be made by any teacher.

The greatest care has been exercised in the selection of memory gems from the best American and English authors, the aim being to elevate the moral tone of the pupils as well as to train the æsthetic taste, and in making these selections the essential feature of every well-constructed school-book has not been overlooked, namely, GRADATION.

Without attempting or desiring to go into an analysis of all the minute details of these spellers the authors desire rather to call attention to the *general* features: that they cover eight years of the school life of the child; that a fair proportion of graded dictation is provided; that the extracts used are of the very best American and English writings; that the lessons are of uniform size and proper gradation; and that the reviewing is of frequent recurrence. These should be the essential features of any books designed for spelling work in graded schools, and we trust that an examination of them by the great body of American teachers may reveal the fact that our claims are fairly founded.

Our acknowledgments are due Messrs. Houghton, Mifflin & Co. for the privilege of using many valuable quotations from writers of whose works they are the authorized publishers.

W. J. M.

C. H. B.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in the context of public administration and government operations. The text notes that such records are not only required by law but also serve as a critical tool for monitoring performance and identifying areas for improvement.

2. The second part of the document outlines the specific requirements for record-keeping, including the need for clear, concise, and timely documentation. It stresses that records should be organized in a systematic manner, allowing for easy retrieval and access. The text also highlights the importance of ensuring the integrity and security of the records, as well as the need for regular audits and reviews to verify their accuracy and completeness.

3. The third part of the document discusses the challenges associated with record-keeping, such as the volume of data generated, the complexity of the information, and the risk of data loss or corruption. It suggests that the use of modern technology, such as digital record-keeping systems, can help address these challenges by providing a more efficient and secure way to manage information. The text also notes that training and education are essential for ensuring that staff are equipped with the skills and knowledge needed to maintain accurate records.

4. The fourth part of the document concludes by reiterating the importance of record-keeping and the need for a strong commitment to this practice. It encourages all stakeholders to work together to ensure that records are maintained in a way that supports the organization's mission and objectives. The text also notes that proper record-keeping is a key component of good governance and is essential for building trust and confidence in public institutions.

ROMAN ALPHABET

CAPITAL LETTERS

A B C D E F G H

I J K L M N O P

Q R S T U V W X

Y Z &

SMALL LETTERS

a b c d e f g h i j

k l m n o p q r s t

u v w x y z &