

**PRIMER OF
ELOCUTION
AND ACTION**

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Primer of Elocution and Action by F. Townsend Southwick

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F. TOWNSEND SOUTHWICK

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By F. TOWNSEND SOUTHWICK

Original Illustrations

NEW YORK
EDGAR S. WERNER
28 WEST TWENTY-THIRD STREET
1890

TO YOU
ANSWER

Gift of J. E. Rogers

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EDGAR S. WERNER.

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TO
Hustin B. Fletcher, B.A., LL.B.,
TO WHOM,
AS ARTIST, TEACHER, AND FRIEND, I OWE
MUCH MORE THAN THIS SIMPLE
TRIBUTE CAN REPAY.

869013

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 that records are secure and protected from unauthorized access or tampering.

3. The third part of the document discusses the role of record-keeping in the broader context of public administration. It notes that accurate records are essential for the effective delivery of public services and the efficient use of resources. The text also emphasizes that record-keeping is a key component of good governance and is essential for building trust and confidence in public institutions.

4. The fourth part of the document provides a detailed overview of the various types of records that are typically maintained in public administration. This includes financial records, personnel records, and records of public services. The text also discusses the different methods used to collect, store, and manage these records, as well as the challenges associated with maintaining large volumes of data.

5. The fifth part of the document discusses the importance of data security and privacy in the context of record-keeping. It notes that public records often contain sensitive information, and it is essential to implement robust security measures to protect this information from unauthorized access or disclosure. The text also discusses the importance of ensuring that records are stored in a secure and reliable manner, and that appropriate backup and recovery procedures are in place.

6. The sixth part of the document discusses the role of record-keeping in the context of public transparency and accountability. It notes that accurate records are essential for providing the public with access to information about government operations and activities. The text also discusses the importance of ensuring that records are accessible and understandable to the public, and that appropriate mechanisms are in place for handling public requests for information.

7. The seventh part of the document discusses the importance of record-keeping in the context of public performance and evaluation. It notes that accurate records are essential for monitoring and evaluating the performance of public institutions and officials. The text also discusses the importance of using records to identify areas for improvement and to develop strategies for enhancing public service delivery.

8. The eighth part of the document discusses the importance of record-keeping in the context of public policy and planning. It notes that accurate records are essential for providing the data needed to inform public policy and planning decisions. The text also discusses the importance of ensuring that records are up-to-date and accurate, and that appropriate mechanisms are in place for updating and maintaining records.

9. The ninth part of the document discusses the importance of record-keeping in the context of public risk management. It notes that accurate records are essential for identifying and assessing risks to public institutions and activities. The text also discusses the importance of using records to develop and implement risk management strategies, and to monitor and evaluate the effectiveness of these strategies.

10. The tenth part of the document discusses the importance of record-keeping in the context of public crisis management. It notes that accurate records are essential for providing the information needed to respond effectively to public crises and emergencies. The text also discusses the importance of ensuring that records are accessible and usable during a crisis, and that appropriate mechanisms are in place for maintaining records during such times.

PREFACE.

THIS little work is intended for beginners in expression. It gives, in as simple language as the writer can command, the elements of the art. The order in which the lessons are given is in accordance with the author's experience in teaching classes of the grade for which it is designed. Teachers of wider experience may find another arrangement preferable; if so, it is an easy matter to assign the lessons as they please. The difficulty has been to select only such exercises and rules as are absolutely essential for young students. It cannot be expected that all will agree with the author's judgment in this particular; nevertheless, the satisfactory results obtained by adhering strictly to the matter contained herein have convinced him that while much of importance might easily have been added, nothing that was absolutely necessary has been omitted. Suggestions looking toward improvement will, however, be thankfully received.

Toward the end, the lessons are more difficult and longer than in the beginning. Since the book was planned to cover at least a school-year of ordinary elocutionary training, the latter part, it is hoped, will be found to have but kept pace with the mental and artistic development of the pupil. The chapters on pantomimic expression may, however, be subdivided or reserved for a second year's course, if deemed advisable. Many pupils will, of course, go over the whole ground very quickly.

I do not advocate memorizing the lessons. The

constant necessity for applying the instructions to the practical work of expression will soon fix in the pupil's mind all that is of importance. Discuss thoroughly each chapter, multiplying the illustrations and trying to lead the pupil to work out for himself, if possible, the solution of the problems under consideration.

Exercises relating to a particular subject are numbered consecutively throughout the book without regard to other exercises that may intervene. For instance, under Breathing, Exercises 1, 2, and 3 will be found in Lesson IV., and 4, 5, 6, and 7 in Lesson XIX. This will, it is believed, aid in keeping each subject more completely apart from the others than if the ordinary method of numbering were followed.

Little will be found here relating to emotional expression; such work belongs to a later period of mental development than was contemplated in preparing this manual. The painful exhibition of precocious, hot-house passion has no part in the author's scheme of education. Even those of more mature years who may find this manual useful are advised to thoroughly master its precepts before essaying higher flights. The great essential is a solid foundation of conversational delivery. Emotion that is genuine will find its own outlet, if the channels of expression are free.

It is hard to specify each case of the author's indebtedness to others. Little can be claimed for the book on the score of originality except in arrangement and selection of material. Much of its contents is the common property of all good teachers; the few things that are not, the author has paid well for either in money or in hard work.

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August, 1890.

CONTENTS.

LESSON	PAGE
	5
I. Preface,	11
II. The Speaker's Position,	14
III. Phrasing,	16
IV. Breathing-Exercises,	19
V. Emphasis, continued,	21
VI. Position, continued,	24
VII. Inflection,	26
VIII. Position, continued—Flexibility,	29
IX. The Vocal Apparatus,	30
X. Vocal Exercises,	34
XI. Articulation,	36
XII. Flexibility—Hands and Fingers—Wrists,	38
XIII. Minor Inflections—Position, continued,	41
XIV. Flexibility, continued—The Vowels, continued,	43
XV. Emphasis, continued,	47
XVI. For Independence of the Legs—The Vowels, continued,	50
XVII. Rules for Emphasis, continued,	52
XVIII. Flexibility, continued—The Vowels, continued,	55
XIX. Breathing-Exercises, continued—The Vowels, continued,	57
XX. The Language of the Body—Pantomimic Expression,	59
XXI. The Torso,	62
XXII. Inflections, continued—The Vowels, continued,	65
XXIII. The Legs,	69
XXIV. Articulation—The Vowels, continued—The Consonants,	72
XXV. The Head,	74
XXVI. Articulation, continued—Vocal Exercises, con'd.	78
XXVII. Attitudes of the Head, continued,	80
XXVIII. Climax,	84
XXIX. The Eye,	87
XXX. Rhythm,	90
XXXI. Actions of the Hand,	93
XXXII. Articulation, continued—Vocal Exercises, con'd.	96
XXXIII. Actions of the Hand, continued,	98
XXXIV. Pitch, Movement and Volume,	100
XXXV. Full-Arm Gestures,	103
XXXVI. Oppositions of the Head and Arms,	108
XXXVII. Articulation, con'd—Difficult Combinations,	115
XXXVIII. Facial Expression,	118
XXXIX. Description,	121
XL. Final Hints on Attitudes and Bearings,	124