

**PRACTICAL
COMPOSITION, WITH
NUMEROUS
MODELS AND EXERCISES**

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Practical Composition, with Numerous Models and Exercises by Mrs. Mary J. Harper

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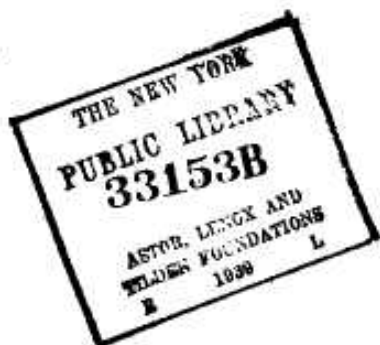
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MRS. MARY J. HARPER

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TO
PROF. A. CRITTENDEN,
PRINCIPAL OF PACKER INSTITUTE,
TO
WHOSE RIPER WISDOM AND CULTURE
THE AUTHOR WAS INDEBTED FOR EARLY INSTRUCTION,
AND WITH
WHOM SHE WAS A CO-LABORER, IN THE FIELD OF LITERATURE,
IN SUBSEQUENT YEARS,
THIS WORK
IS MOST RESPECTFULLY DEDICATED.

BIEB 19 FEB '36



P R E F A C E.

REALIZING the difficulties experienced by youth in the acquisition of the Art of Composition, and believing that many obstacles can be removed by *practical* instruction, this little treatise is submitted to American teachers, with the hope that its *simplicity* and *practical* methods will commend it to their earnest and cordial consideration.

All the preliminary instruction the mass of pupils receive may be comprised in the few words, "You are expected to write a composition once in two weeks." No early seeds have been sown, no ground prepared or fertilized, and teacher and pupil find to their disappointment only a barren, sandy desert. But flowers and fruit can be obtained only by early planting, tilling, and culture, and it is to this, as a prominent feature, attention is invited.

When the aged divine was asked "how it was that he was always ready to extemporize upon any subject upon which he was called to address an audience," he answered the youthful preacher thus: "*Fill the cask*, my boy, fill the cask! then you can tap it anywhere and it will run." Many teachers of youth, as well as youth themselves, are lamenting to-day that they have been tapping empty casks, and wondering why the vintage fails.

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 financial management. The text notes that without reliable records, it is difficult to track the flow of funds and ensure that resources are being used effectively and efficiently.

2. The second part of the document addresses the challenges associated with data collection and analysis. It highlights that gathering accurate and timely data can be a complex task, often requiring the coordination of multiple departments and the use of various data sources. The text also discusses the importance of data quality and the need for robust data management systems to ensure that the information collected is reliable and usable for decision-making.

3. The third part of the document focuses on the role of technology in improving data management and analysis. It discusses how modern data management systems, such as databases and data visualization tools, can help organizations to store, retrieve, and analyze data more effectively. The text also mentions the importance of ensuring that these systems are secure and that data is protected from unauthorized access.

4. The fourth part of the document discusses the importance of data privacy and security. It notes that as organizations collect and store more data, the risk of data breaches and unauthorized access increases. The text emphasizes the need for strong security measures, such as encryption and access controls, to protect sensitive information and ensure compliance with data protection regulations.

5. The fifth part of the document discusses the importance of data governance. It defines data governance as the set of processes and policies that ensure the effective and efficient use of data. The text notes that data governance is essential for ensuring that data is used in a responsible and ethical manner, and that it is subject to appropriate oversight and control.

6. The sixth part of the document discusses the importance of data literacy. It notes that as data becomes increasingly important in decision-making, it is essential for individuals and organizations to have the skills and knowledge to understand and use data effectively. The text discusses the importance of providing training and education to ensure that individuals are equipped with the necessary data literacy skills.

7. The seventh part of the document discusses the importance of data sharing and collaboration. It notes that data is often siloed within different departments or organizations, which can limit its usefulness. The text emphasizes the importance of breaking down these silos and promoting data sharing and collaboration to ensure that data is used to its full potential.

8. The eighth part of the document discusses the importance of data ethics. It notes that as data is used in more and more ways, it is essential to consider the ethical implications of data collection, storage, and use. The text discusses the importance of ensuring that data is used in a way that respects individual privacy and autonomy, and that it is not used for purposes that are inconsistent with the values and principles of the organization.

9. The ninth part of the document discusses the importance of data transparency. It notes that transparency is essential for building trust and accountability, particularly in the context of public administration. The text discusses the importance of providing clear and accessible information about data collection, storage, and use, and of ensuring that individuals have the right to know what data is being collected and how it is being used.

10. The tenth part of the document discusses the importance of data innovation. It notes that as data becomes increasingly important, it is essential to explore new ways of using data to solve problems and improve performance. The text discusses the importance of fostering a culture of innovation and experimentation, and of encouraging individuals to think creatively about how data can be used to drive positive change.

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