

**THE RIVERSIDE LITERATURE
SERIES. SELECTIONS FROM
BRACEBRIDGE HALL**

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The Riverside Literature Series. Selections from Bracebridge Hall by Washington Irving

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WASHINGTON IRVING

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U O P M

Washington Irving

The Riverside Literature Series

SELECTIONS FROM
BRACEBRIDGE HALL

BY
WASHINGTON IRVING

EDITED WITH NOTES AND INTRODUCTION

BY
SAMUEL THURBER, JR.

HEAD OF THE ENGLISH DEPARTMENT IN THE
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PREFATORY NOTE

Owing largely to the specifications of the College Entrance Requirements, the *Sketch-Book* alone, of all Irving's work, is read in the majority of secondary schools. Though a perfectly natural, this is an unfortunate condition of things. Undoubtedly the *Sketch-Book* is the most widely known, the most literary "classic," of Irving's books; but for pupils of high-school age the *Tales of a Traveller*, *The Alhambra*, and portions of *Bracebridge Hall* are just as instructive, much less difficult to understand, and vastly more interesting.

The editor has repeatedly used these selections from *Bracebridge Hall* in the two lower classes of the high school with pleasure and, he believes, with profit. Without doubt they could be read in the upper grammar grades. They furnish an admirable preparation for the study later of longer and more difficult essays. Moreover, they are excellent material to use in the teaching of composition, especially the construction of unified, coherent paragraphs. They ought, as well, to interest every normal boy and girl.

At the end of the book will be found explanatory notes; also a few questions and lists of words for dictionary study. Each individual teacher must of course decide whether it is profitable to use these notes or to neglect them entirely. They are intended only as suggestions.

SAMUEL THURBER, JR.

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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 financial matters. This section also touches upon the legal implications of failing to maintain such records, which can lead to severe consequences, including fines and legal action.

2. The second part of the document provides a detailed overview of the various types of records that should be maintained. This includes financial records, such as income statements, balance sheets, and tax returns, as well as operational records, such as contracts, invoices, and correspondence. It also mentions the importance of keeping personal records, such as identification documents and medical records, in a secure and organized manner.

3. The third part of the document discusses the best practices for record-keeping. It suggests using digital tools and software to manage records, as this can significantly reduce the risk of loss and make it easier to search for information. It also recommends regular backups of all data and the use of secure storage solutions to protect sensitive information from unauthorized access.

4. The fourth part of the document provides a checklist of key areas to focus on when implementing a record-keeping system. This includes identifying the types of records to be kept, determining the retention period for each type of record, and establishing a clear process for creating, updating, and archiving records. It also emphasizes the importance of training staff on the correct procedures for record-keeping.

5. The fifth and final part of the document concludes by reiterating the importance of record-keeping and the potential benefits of a well-implemented system. It encourages readers to take the time to review and update their record-keeping practices regularly to ensure they remain effective and compliant with all applicable laws and regulations.