

HINTS FOR SECOND GRADE CIVIL SERVICE ASPIRANTS

Compiled by
J.F.R.

(Senior Teacher Eligible; obtained
100% General Information and
98% Spelling)

SPELLING

IN GENERAL:

In the dictionaries you will find only three words ending in *-ceed*: *proceed*, *exceed*, *succeed*. The others meaning *go* end in *-cede* (*recede*, *intercede*, etc.). *Supersede* has a different meaning and spelling.

Only three basal words, with their derivatives, begin with *appo-*: *appoint*, *apportion*, *appose* (with *apposition*, etc.). Learn these three, and the two hundred beginning with *apo-* will probably take care of themselves.

No word begins with *recc-*: *re commend*, *re collect*.

Think of the prefixes *dis-* and *mis-* (one *s*) as usually preceding whole words already known to you: *dis appoint*, *mis spell*.

Have you noticed that words like *frolic*, *picnic*, and *panic* insert a *k* to keep the *c* hard before *i* or *e* or *y* in the suffix—as *frollicking*, *picnicked*, *panicky*?

Do not drop a letter before adding *-ly* to a word: *formal ly*, *former ly*. *Truly*, *duly*, and *wholly* are three noted exceptions.

ADDING SUFFIXES:

Remember to hold on to *y*, or else to change it to an *i*; but do not grudge dropping the *e*, unless this would throw an *a* or *o* immediately after a *c* or *g*: *noticing*, but *noticeable*; *raging*, but *outrageous*.

The rule for doubling the final consonant does not apply in adding the suffixes *-ic* and *-ity*: *organ'ic*, *magnet'ic*, *human'ity*, *equal'ity*, *valid'ity*.

The exception, *tranquillity*, has long been a notorious trap in spelling. This word and *metallic* retain their foreign double *l*.

DOUBLING FINAL CONSONANTS

Words ending in a single consonant preceded by a single vowel double that consonant before a suffix beginning with a vowel, *provided the accent in the finished word falls on the last syllable of the original word*; as *rub*, *rubbing*; *refer*, *referring*. But notice that the accent falls elsewhere in such words as *reference*, *conference*, *benefited*, *equipage*. In general, if one watches the accent, the lesser matters will take care of themselves.

In words ending in *l*, with *kidnap* and *worship*, it used to be permissible to double the final consonant, even when the accent did not fall on that syllable; as *travelling* or *traveling*, *cancellation* or *cancelation*. But now in such words the single consonant is much better.

The exceptions *crystallize*, *excellent*, and *metallize* retain their foreign double *l*. In *transfer'able* it is perhaps the pronunciation, rather than the spelling, that is odd.

THE DIGRAPHS *ie* and *ei*:

There is no longer any excuse for misspelling the combinations *ie* and *ei* when sounded as *ee*. Follow the rhyme:

I comes before *e*
Except after *c*,
But *leisure* and *seize*
Will do as they please.

This takes it for granted that we have already learned to spell *either* and *neither* and that we are not concerned with the Arabic *sheik*. When in doubt, look straight at the preceding consonant and say, "Are you a *c*?" If it is any other letter than a *c*, write down *ie*, unless the word is some form

of *leisure* or *seize*. It is permissible to spell *weird* either way.

DROPPING E:

Silent *e* at the end of a word is dropped before adding a suffix beginning with a vowel, such as *-ing*: *dine*, *dining*.

Exceptions: *Mileage*, *hoeing*, *toeing*.

Singeing and *dyeing* also retain the *e* in order to avoid confusion with the participles of *sing* and *die*. Note that the *e* is not really silent in *acreage* or in such words as *shoeing*.

CHANGING Y:

If it is necessary to learn to drop an *e* often, it is just as necessary to learn not to drop a *y*. This letter (when there is a consonant before it) changes into an *i* before any suffix except one beginning with *i*; as *reply*, *replies*, *replying*. So be in readiness to change a *y*, never to throw it away.

SOME PLURALS:

Most words ending in *o* form their plural in the usual manner, by adding *s* only. Others, like *tornado* and *mosquito*, may have either *s* or *es*. But only eight *must* have *es*: *jingo*, *negro*, *hero*, *volcano*, *tomato*, *potato*, *no* and *echo*.

Remember that the letter *y* (when there is a consonant immediately before it) changes into an *i* before any suffix except one beginning with *i* itself; so in forming the plural we have *lady*, *ladies*, but *boy*, *boys*.

Proper nouns ending in *y* do not change this; otherwise there would be no difference between two *Marys* and two *Maries*.

Philippine History and Government & Current Events

1. The Economic Commission for Asia and the Far East (ECAFE) Conference was held in the City of Baguio from November 24 to December 6, 1947.
2. The rice terraces in Ifugao, Mt. Province are claimed to be the eighth wonder of the modern world.
3. The Philippines, named after King Philip II of Spain, is an archipelago of 7,083 islands extend-

ing roughly 1,152 statute miles from south of Formosa to within hailing distance of the northern shores of Borneo. From east to west the islands measure about 688 statute miles.

4. The principal products of the country are copra, hemp, tobacco, sugar, gold, silver, manganese, corn, fish, lumber, guano, rubber, livestock, pearls, handicrafts, piña cloth.
 5. The outstanding exports are: copra, sugar, shredded coconut, abaca, tobacco, gold and silver, rattan furniture, crude rubber, hides and skins, and hand embroidered goods.
 6. The Philippines imports mainly from the United States the following products: cotton and manufactures, rayon and other synthetic textiles, paper, automobiles, dairy products, chemicals, drugs, dyes, medicines, iron and steel manufactures, fish and fish products, tobacco and manufactures.
 7. Mayon volcano erupted in 1946. It is in Albay.
 8. The Government of the Philippine Republic is republican in form, of the presidential type, based on the principle of separation of powers.
 9. The executive departments are those of Foreign Affairs, the Interior, Finance, Justice, Agriculture and Natural Resources, Public Works and Communications, Education, Labor, National Defense, Health, and Commerce and Industry.
 10. The Congress of the Philippines is composed of two chambers—the Senate with 24 members elected at large by the direct vote of the qualified voters and the House of Representatives with 98 members (not to exceed 120) elected from the 98 Congressional Districts into which the Philippines is presently divided. The Senators are elected for a term of
- (Continued on page 117)

- six years, while the Representatives hold office for four years.
11. The judicial power is lodged in the Supreme Court, the Court of Appeals, Courts of First Instance, justices of the peace courts and judges of municipal courts of chartered cities.
 12. Controversies between labor and capital are handled by the Court of Industrial Relations.
 13. Philippine economy rests on five extractive industries; namely, agriculture, livestock raising, mining, lumbering, and fishing, and on derivative industries and enterprises.
 14. The six major farm crops of the Philippines are rice, corn, abaca, coconut, sugar cane, and tobacco.
 15. The waters of the Philippines teem with the richest varieties of fish—some 2,000 varieties—that can be found in any single fishing ground of the world of the same area.
 16. Fishing ranks next to farming and livestock raising in point of usefulness and value and in the number of people dependent on it.
 17. The most important gold districts are the Baguio district, the Mambulao-Paracale district, the Aroroy (Masbate) district, and the Surigao district; chromite and copper deposits, in Zambales; and manganese in Ilocos Norte, Zambales, Palawan, Siquijor, and elsewhere.
 18. The Food and Agriculture Organization (FAO) Conference was held in Baguio from February 23 to March 17, 1948. FAO is a specialized agency of the United Nations, with which it is associated by functional relationships with the Economic and Social Council.
 19. Francisco Baltazar, better known as Balagtas, is the prince of Tagalog poets. He wrote "Florante and Laura".
 20. Melchora Aquino, affectionately called Tandang Sora, spent her entire savings in supporting the Filipino insurgents against Spain.
 21. Marcelo del Pilar edited "La Solidaridad", which was founded by Graciano Lopez Jaena.
 22. The most revered name in Philippine history is that of Dr. Jose Protacio Rizal y Mercado, savant, author, doctor of medicine, artist and martyr for the cause of freedom.
 23. Andres Bonifacio is referred to as the Great Plebeian.
 24. Apolinario Mabini is known in history as the "Sublime Paralytic," the brain of the Revolution of 1898, and the Secretary of State of the first Philippine Republic under General Emilio Aguinaldo.
 25. Emilio Jacinto wrote the "Cartilla" of Bonifacio's Katipunan and was named the "Brain of the Katipunan."
 26. Gregorio del Pilar was but 24 years old when he defended Tirad Pass against the Americans pursuing Aguinaldo.
 27. Manuel L. Quezon was the first and last president of the Philippine senate and became the first president of the Philippine Commonwealth.
 28. Like Mayon, Apo is a semiactive volcano located in Davao province. It is the highest mountain in the Philippines.
 29. Dipolog is the present capital of Zamboanga.
 30. Turtle Island is a municipal district of the province of Sulu. Its capital is Taganak.
 31. Hibokhibok is a volcano that recently erupted in the island of Camiguin, Misamis Oriental.
 32. There are now 21 organized chartered cities in the Philippines, namely, Manila, Bacolod, Baguio, Basilan, Calbayog, Cavite, Cebu, Dagupan, Davao, Dumaguete, Iloilo, Legaspi, Lipa, Naga,

- Ormoc, Ozamis, Quezon, Rizal, San Pablo, Tagaytay, and Zamboanga.
33. The eleven special provinces are: Agusan, Batanes, Davao, Nueva Vizcaya, Palawan, Zamboanga, Bukidnon, Cotabato, Lanao, Mountain Province and Sulu. The provincial governors of the last five named provinces are still appointive.
34. Siquijor is the only remaining sub-province. It belongs to Negros Oriental.
35. The four essential human freedoms set forth by President Franklin D. Roosevelt, January 6, 1941: freedom of speech and expression, freedom of worship, freedom from want, and freedom from fear.
36. Shangri-La means a nonexistent idyllic land depicted as a utopia in James Hilton's novel *Lost Horizon*; hence, a starting place, as for the raid over Tokyo and other Japanese cities on April 18, 1942 led by Major (later Major General) James H. Doolittle.
37. Scorched earth. A principle or policy adopted by retreating armies of demolishing cities, utility plants, railways, food stores, crops, fuel, and all other property of possible use to the enemy.
38. Abbreviations:
 ARP or A.R.P.—airraid precautions.
 CIO or C.I.O.—Congress of Industrial Organizations.
 GI or G.I. *Army slang*, One of the rank and file.
 PX—post exchange (canteen)
39. Atlantic Charter. A declaration made August 14, 1941, at a meeting in the North Atlantic, by President Roosevelt and Prime Minister Churchill of eight principles in the national policies of the U.S. and Great Britain, including disavowal of territorial aggrandizement, restoration of sovereign rights and self-government, access on equal terms to raw materials, freedom of the seas, disarmament of aggressor nations.
40. Miguel Lopez de Legaspi was the first Governor General of the Philippine Islands.
41. Gomez Perez Dasmariñas fortified

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FOOTNOTES . . .

- (37) Created by E. O. 186, s. 1948 and classification published by D. O. 42, Dec. 27, 1948, Sec. Int.
- (38) Created by E. O. 185, s. 1948 and classification published by D. O. 42, Dec. 27, 1948, Sec. Int.
- (39) Created by E. O. 141, s. 1948 and classification published by D. O. 23, July 7, 1948, Sec. Int.
- (40) Created by E. O. 19, s. 1946 and classification published by D. O. 4, Oct. 15, 1946, Sec. Int.
- (41) Converted into a city by R. A. 327.
- (42) Name changed to Valencia by R. A. 252.
- (43) Created by E. O. 111, s. 1947; not yet classified.
- (44) Created by E. O. 113, s. 1947; not yet classified.
- (45) Converted into a city by R. A. 170.
- (46) Raised to 1st class; published by D. O. 38, Dec. 17, 1948, Sec. Int.
- (47) Converted into the City of Rizal by R. A. 183.
- (48) Classification published by D. O. 10, Aug. 22, 1947; see R. A. 50-2, re Santa Fe.
- (49) Converted into a city by R. A. 328.
- (50) Created by R. A. 264 and classification published by D. O. 34, Nov. 17, 1948, Sec. Int.
- (51) Created by R. A. 90 and classification published by D. O. 16, Dec. 17, 1947, Sec. Int.
- (52) Created by R. A. 193 and classification published by D. O. 24, Aug. 5, 1948, Sec. Int.
- (53) Created by R. A. 263 and classification published by D. O. 34, Nov. 17, 1948, Sec. Int.
- (54) Created by R. A. 269 and classification published by D. O. 34, Nov. 17, 1948, Sec. Int.

Manila and constructed the now famous Walled City.

42. The American Civil Governors General of the Philippine Islands were William Howard Taft, Luke E. Wright, Henry C. Ide, William Cameron Forbes, Francis Burton Harrison, Leonard Wood, Henry L. Stimson, Dwight F. Davis, Theodore Roosevelt, Jr. and Frank Murphy.
43. Miguel Lino de Espeleta was the only Filipino Governor General during the Spanish regime.
44. Cayetano Arellano was the first Filipino Chief Justice of the Supreme Court of the Philippines.
45. The income of the National Government is derived from three main sources: customs dues, internal revenue taxes, and earnings of governmental enterprises and activities and interest from special funds.
46. The City of Baguio has an advisory council composed of five Igorot members.
47. The pact of Biak-na-bato was an agreement entered into by the

Spanish Governor General and General Aguinaldo to end the revolution. It was negotiated by Pedro A. Paterno.

48. The Code of Calantiao is a brief penal code, believed to have been promulgated by Calantiao, third chief of Panay in 1433.
49. Felipe A. Calderon was the author of the Malolos Constitution.
50. The Philippines is a member of the United Nations, and is represented in the United Nations Educational, Scientific, and Cultural Organization (UNESCO).

GENERAL CLERICAL TEST

1. Consult a standard dictionary for a "rough draft". To understand the symbols used, see the same dictionary for "SIGNS AND SYMBOLS", especially those pertaining to punctuation and mathematics.
2. Practice how to write an official letter, an indorsement, and a telegram.
3. Abbreviations are not generally used in written or printed matter

Footnotes . . .

- (55) Created by R. A. 262 and classification published by D. O. 34, Nov. 17, 1948, Sec. Int.
- (56) Created by R. A. 290 and classification published by D. O. 34, Nov. 17, 1948, Sec. Int.
- (57) Now part of City of Calbayog (R. A. 328).
- (58) Created by E. O. 2, s. 1946 and classification published by D. O. 2, July 11, 1946, Sec. Int.
- (59) Created by R. A. 61 and classification published by D. O. 12, Sept. 15, 1947, Sec. Int.
- (60) Created by R. A. 281 and classification published by D. O. 34, Nov. 17, 1948, Sec. Int.
- (61) Created by R. A. 192 and classification published by D. O. 19, Feb. 19, 1948, Sec. Int.
- (62) Created by R. A. 194 and classification published by D. O. 13, Oct. 17, 1947, Sec. Int.
- (63) Name changed to Quezon by R. A. 14.
- (64) Created by R. A. 250 and classification pending consideration.
- (65) Created by E. O. 330, s. 1941 and classification published by D. O. 7, Sept. 23, 1941.
- (c) Created by E. O. 204, Feb. 9, 1949; not yet classified.
- (d) Created by E. O. 203, Feb. 7, 1949; not yet classified.
- (x) Classification as of its organization, based on its estimated annual income, is continued.
- (y) Municipalities organized effective January 1, 1941; class fixed on basis of estimated annual income.
- (z) Raised from 2nd to 1st class (D. O. 49, Jan. 27, 1949).

NOTE: *Classification of the municipalities in the special provinces will be published in the next issue.*

Hints . . .

that consists of formal sentences or connected discourse. Exceptions are: Mr., Mrs., Messrs., Jr., Sr., when used with proper names, and forms like A.B., LL.D., P.M., A.M., B.C., A.D., and a few others of exceptional character, which are rarely if ever spelled out. Rev., Hon., Dr., Prof., Gov., Gen., while spelled out before surnames, as Governor Robinson, are sometimes used before full names, as Gen. U. S. Grant, though even here the full spelling is preferred in the most formal matter.

4. An abbreviation with the period at the end, as Dept., Sec., etc., is generally to be used in preference to a contraction using the apostrophe, Dep't, Sec'y, etc.
5. The forms 1st, 2d (or, less properly, 2nd), 3d (less properly 3rd), 4th, etc., used for *first, second, third, fourth*, etc., as in designating the days of the month, are not, properly speaking, abbreviations, and take no period.
6. In official communications, "Respectfully," is always right as complementary close unless great respect is due the addressee, in which case "very respectfully," may be used.
7. *Office Procedure and Practices*:—
Bear in mind the following:
 - a. Order and method.
 - b. Cutting of red tape.
 - c. Desirable attitude towards the public.
 - d. Harmony between superior and subordinate.
 - e. Discreetness in official matters.
8. *Precepts and other concepts for the public servant*
 - a. Discipline is the keynote of efficiency.
 - b. The conscientious discharge of one's responsibility is the measure of an employee's value to the service.
 - c. A high sense of honor is the guarantee of an employee's conduct in office.

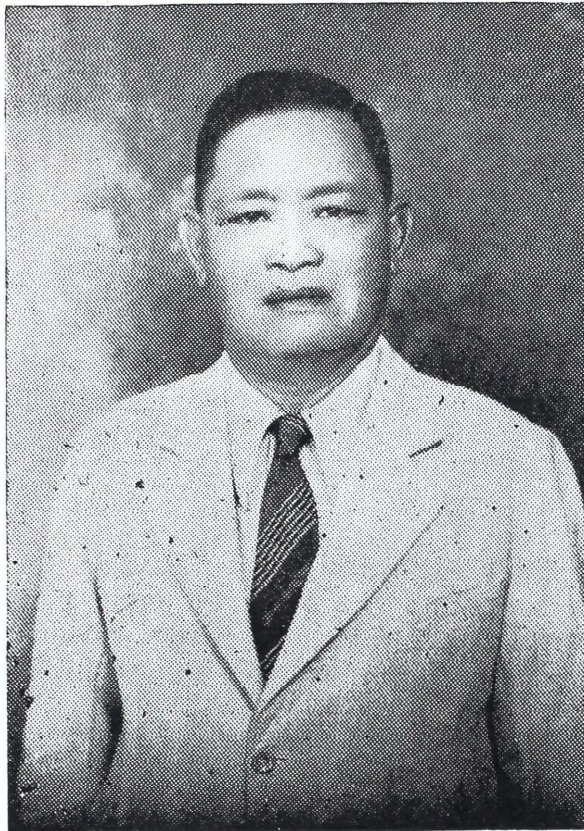
- d. Mutual assistance is necessary for the effective operation of any office.
- e. Do not begrudge others their promotion or cherish resentment because your services are not recognized.
- f. Efficiency is a quality of mind, or of body, producing or capable of producing, maximum result with given effort, or a given result with minimum effort. Its principal aims are (a) the elimination of waste of time, money and energy, and (b) the accomplishment of the best and largest results.

SELECTED ARITHMETIC PROBLEMS

1. A clerk's expenses are ₱900 per year, or $\frac{5}{6}$ of his salary. How many pesos does he save per year?
 $\frac{5}{6} = ₱900$; $\frac{1}{6} = ₱180$; $\frac{6}{6} = ₱1080$ salary. Therefore, ₱1080 minus ₱900 = ₱180, the saving.
2. A carpenter alone can build a shop in 18 days, and with the help of his son he can build it in 12 days. In how many days can the son alone build the shop?
 $\frac{1}{18} =$ what the carpenter can do in 1 day; $\frac{1}{12} =$ what the son and father can do in one day; $\frac{1}{12} - \frac{1}{18} = \frac{1}{36}$ part of work the son can do in 1 day. Therefore, it will

SIA TANG
General Merchant

Cabuyao, Padre Burgos,
Quezon



DOROTEO E. BELMONTE
Provincial Auditor of Sorsogon

Personal Circumstances:

Born of poor family in Bacon, Sorsogon, on March 28, 1894. Married Leocadia Diaz of same town; with seven children all studying in different universities, colleges and schools. *Educational attainment:* First Year High School.

Experiences and activities:

Barrio school teacher, 1911.
 Clerk, Municipal Treasurer's Office.
 Clerk, Office of Provincial Auditor.
 Auditor, Boy Scout Provincial Council.
 Auditor, Sorsogon Employees Solidarity.

Hobbies: Farming and poultry raising.

Motto: Work hard, be honest, and save.

* * *

take the son 36 days to build the shop.

- A merchant sold a quantity of sugar for ₱1180, and thereby gained $\frac{1}{4}$ of the cost. If he had sold it for ₱1000, would he have gained or lost, and how much?

Let $\frac{4}{4}$ the c.p.; $\frac{4}{4} + \frac{1}{4} = \frac{5}{4}$ S.P. or ₱1180; $\frac{1}{5}$ of ₱1180 = ₱236; $\frac{4}{4} = ₱944$ C.P. Therefore, ₱1000 - ₱944 = ₱56 gain.

- Seven times John's property, plus ₱32,200 equals 21 times his property. How much is he worth?

$$\begin{aligned} 7x + 32,200 &= 21x \\ 32,200 &= 21x - 7x \\ 32,200 &= 14x \\ x &= ₱2300 \text{ Ans.} \end{aligned}$$

- Which is better for a tailor, to sell a suit for ₱65 cash or for ₱73.15 on 9 months installment, money being worth 6%?

Interest of ₱1 in one year is ₱0.06;

in 9 months, ₱0.045. Interest plus ₱1.00 = principal and int. or ₱1.045. $₱73.15 \div ₱1.045 = 70$ times or ₱70 in 9 months at 6%. Therefore, ₱70 minus ₱65 = ₱5 better on 9 months time.

- A boat whose rate of sailing in a still water is 14 miles per hour was accelerated $3\frac{1}{2}$ miles per hour in going down the river, retarded the same distance per hour in going up. How long would it take to come up the same distance that would go down in 10 hours? 14 miles + $3\frac{1}{2}$ mi. = $17\frac{1}{2}$ mi. in going down in 1 hr.; 14 miles - $3\frac{1}{2}$ mi. = $10\frac{1}{2}$ mi. in going up in 1 hr.; $17\frac{1}{2} \times 10 = 175$ mi. distance in going down.; 175 divided by $10\frac{1}{2} = 16\frac{2}{3}$ hrs. Ans.

- A cistern which holds 280 gallons of water is empty. It has a supply pipe which will fill it in 10 hrs. and a discharge pipe which

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will empty it in 7 hours. If the supply pipe has been running into it for 4 hrs. and then both pipes are opened, in what time will the cistern be emptied?

280 gal. divided by 10 = 28 supply pipe in 1 hr.; 280 gal. divided by 7 = 40 gal. discharge; 40 - 28 = 12 diff. per hr.; 28 gal × 4 = 112 gal. flowing of the supply pipe while running for 4 hours; 112 divided by 12 = 9-1/3 hrs. Ans.

8. I find that I owe A 50% more than I owe C and B 33 1/3% more than I owe A. Now, if I owe B P800 more than I do C, how much is my indebtedness to each?

I owe C 100%; I owe A 100% + 50% or 150%; I owe B 33-1/3% of 150 = 50% + 150 or 200%;
 200% - 100% = 800
 100% = 800 C
 150% = 1200 A
 200% = 1600 B

9. A train C starts from N at the rate of 5 km. per hr. faster than D, another train at M. C starts one hour after D, and met D exactly at the mid-point of N, and M after 5 hrs. on D's time. Find the distance between the two points and the rate of each train. Let x = rate of D train.

$x + 5 = \text{rate of C train.}$
 $(x)5 = (x + 5)4$
 $5x - 4x = 20$
 $x = 20 \text{ rate of D}$
 $x + 5 = 25 \text{ rate of C}$
 $20 \times 5 = 100$
 $25 \times 4 = 100$
 200 kms. Ans.

10. A man is 6 ft. in height and is 30 ft. from a post of an electric light. The lamp is 20 ft. above the ground. How long is the shadow of the man?

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$6 : 20 = ? : 30; 6 \times 30 = 9 \text{ ft. Ans.}$
 $\frac{20}{9}$

11. My taxes were P315.25. What was the assessed valuation of my property, if the rate of taxation was .015?

P315.25 divided by .015 or
 P21016.67 Ans.

12. How high is a church spire whose shadow is 162 ft. long, where a flag-staff 60 ft. high casts a shadow 72 ft. long?

? : 162 = 60 : 72 or
 $\frac{162 \times 60}{72} = 135 \text{ ft. Ans.}$

13. Two cog-wheels, one having 26 cogs, and the other 20 cogs, run together. In how many revolutions of the larger wheel will the smaller gain 12 revolutions?

$26 - 20 = 6; 12 \div 6 = 2;$
 $2 \times 20 = 40 \text{ Ans.}$

14. A train which runs 35-1/4 miles per hour leaves Manila at 8:25 A.M. How far will it have traveled at 2:30 P.M.?

From 8:25 to 2:30 = 6 1 hrs. 6 1
 $\frac{12}{12} \quad \frac{12}{12}$
 or
 $\frac{73}{12} \times 35\frac{1}{4} = \frac{73}{12} \times \frac{141}{4} = \frac{10293}{48}$
 or 214-7/16 mi. Ans.

15. A tree, broken off 21 feet from the ground, and resting on the stump, touches the level ground 28 feet from the base of stump. What was the height of the tree?
 $21 \times 21 = 441; 28 \times 28 = 784;$
 $784 + 441 = 1225. \text{ Extract the square root of 1225 or 35. } 35 + 21 = 56 \text{ ft.}$

16. This problem is the addition of columns of numbers crosswise and lengthwise.

816
 357
 492

17. A man bought a horse and a carriage, paying twice as much for
 (Continued on page 124)

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- the horse as for the carriage. He sold them both for ₱662, receiving 15% more for the horse, and 8% more for the carriage than they cost him. What did they each cost him? Ans.: Horse, ₱391.72 and carriage, ₱195.86.
18. A and B are on opposite sides of a circular pond which is 1380 ft. in circumference. They walked around it starting at the same time in the same direction. A goes at the rate of 45 yds. per minute, and B goes at the rate of 50 yds. per minute. In what time will B overtake A, and how many times around the pond will they have traveled? Ans.: B will overtake A in 46 minutes; 5 times.
19. A man bequeathed $\frac{1}{3}$ of his estate to his wife, $\frac{1}{6}$ to each of 3 children, $\frac{1}{12}$ to his brother and the rest, amounting to ₱1850, to a charitable institution. How much was his estate worth? Answer: ₱22,200.00.
20. A room is 18 feet long, 15 feet wide, and 9 feet high. What must be the length of a line, extending from one of the lower corners to an opposite upper corner? Answer: 25.09 ft.

COMPOSITION

I. Form of the Manuscript

1. Handwriting at least as legible as 50 in the Ayres Handwriting Scale or 10 in the Thorndike Handwriting Scale.
2. No gaps within words.
3. Generous space between words.
4. One-inch margin at the left.
5. One-half inch margin at the right.
6. Free space at the top of all pages except the first.
7. No period after the title.
8. No quotation marks enclosing the title.

9. First line of every paragraph indented.
10. No crowding of lines at the bottom of the page.
11. The first letter of a title and the important words of the title should be capitalized.
12. Leave a space between the title and the body of the composition.

II. The Four Laws

- A. UNITY. The law of unity, or *oneness*, requires that the composition shall be about one thing.
- B. COHERENCE. The law of coherence, as the word suggests, requires that the parts of the composition shall *hang together*. They must be made to follow one another naturally and logically, and their relations to each other, and to the whole of which they are the parts, must be made clear.
- C. EMPHASIS. The law of emphasis, reminding us that some parts of our subject are more important than others, insists that these shall be made especially memorable to our readers.
- D. INTEREST. The law of interest requires that we make the road through our composition as agreeable as possible. Use concrete matter freely.

ONG AN CHO

Copra buyer

Sipa, Padre Burgos, Quezon