31. QUESTION TAGS, SHORT ANSWERS, ETC. ... 347-351 Exercises 127-130 349

32. MORE STRUCTURES -- 351-354

Exercise 131 -- 354

PART IV

WRITTEN COMPOSITION

33. PARAGRAPH-WRITING -- 355-358

Introductory Remarks -- 353

Principles -- 355

Examples -- 356

The Writing of Single Paragraphs -- 357

Exercise 132 -- 358

34. STORY-WRITING -- 359-363

Introductory Remarks -- 359

Hints -- 359

Specimen -- 359

Exercise 133 -- 360

35. REPRODUCTION OF A STORY-POEM -- 364-367

Introductory Remarks -- 363

Hints -- 363

Specimens -- 363

Exercise 134 -- 366

36. LETTER-WRITING -- 367-389

Introductory Remarks -- 367

The form of Letters -- 367

Classification of letters -- 370

Social Letters -- 370

Friendly Letters -- 370

Specimens -- 371

Exercise 135 -- 372

Specimens -- 373

Exercise 136 -- 374

Specimens -- 374

Exercises 137-139 -- 375

Specimens -- 376

Exercises 140-141 -- 378

Notes of Invitations -- 379

Specimens -- 379

Business Letters -- 380

Specimens -- 381

Exercise 142 -- 384

Letters of Application -- 384