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WRITTEN BY

VERE FOSTER'S
NEW CIVIL SERVICE
COPY-BOOKS
MEDIUM SERIES

BLACKIE & SON LIMITED

LONDON GLASGOW BOMBAY

PRINTED AND BOUND IN GREAT BRITAIN

VERE FOSTER'S COPY-BOOKS

VERE FOSTER'S Copy-books are issued in three styles of writing. (1) BOLD WRITING, a legible, cursive business hand, embodying the principles essential to fluent writing; (2) MEDIUM WRITING, in which the body

and the junctions effected so as to render such a method of writing natural and easy. The most important points to be observed by the teacher are:—

1. Formation of the letter a.—Commencing on the

The better part of valour is discretion.

Line from Bold Writing Copy-Book, No. 17.

The better part of valour is discretion.

Medium Series.

The better part of valour is discretion.

Same line as above, written in Style of Upright Series.

strokes are lighter and the slope rather less than in the BOLD SERIES; (3) UPRIGHT WRITING, in which the slope is less than in either of the other series, while still sufficient to keep the writing from settling into backhand.

The essential principles of Vere Foster's system may be briefly stated as follows:—

From the beginning of their training pupils are taught to write words **continuously**, that is, from end to end without lifting the pen, and the characters are formed



base-line with the *hair-stroke*,¹ the hand is carried up, then well to the right to form the top of the oval, then *back* a certain distance over the hair-stroke, round to complete the oval, and down for the down-stroke, and finishing the final hair-stroke at the upper line, as here shown in BOLD, MEDIUM, and UPRIGHT styles. All this is done *in one operation* with-

¹ The term *hair-stroke* is used for the sake of convenience, though Mr. Foster did not approve of very fine up-strokes, or *hair-strokes* as usually understood.

Give every man thine ear, but few thy voice.

On their own merits, modest men are dumb.

Man must to his kindred dust return.

Vengeance shall fall more heavy for delay.

Peace rears her olive for industrious brows.

Men's manners often shape their fortunes.

It is too late to spare when all is spent.

A fellow feeling makes one wondrous kind.

The darkest hour is that before the dawn.

Just notions will grow into good actions.

Example teaches much better than precept.

Correct in yourself what you blame in others.

A good character is better than a great fortune.

The best of men are but men at the best.

God never made his work for man to mend.

The end of doubt is the beginning of repose.

Amendment is the best proof of repentance.

Virtue itself escapes not calumnious strokes.

Wisdom is often concealed in mean attire.

Act well your part, there all the honour lies.

Keep thy friend under thy own life's key.

It is a great thing to do a little well.

Great floods have flowed from simple sources.

Confession of a fault makes half amends for it.

Habits are great helps or great hindrances.

Beauty's tears are lovelier than her smile.

He makes no friend who never made a foe.

The paths of glory lead but to the grave.

He lives in fame that died in virtue's cause.

Wisely and slow, they stumble that run fast.

What deep wound ever closed without a scar?

Hope is brightest when it dawns from fears.

Keep your shop and your shop will keep you.

Truth fears not the strictest examination.

To thy God, thy country, and thy friend, be true.

The true passport to success is to deserve it.

The rose is fairest when 'tis budding new.

A glorious death is his, who for his country falls.

Write injuries in dust, kindnesses in marble.

No hap so hard but may in time amend.

Hope springs eternal in the human breast.

A moment of time is a monument of mercy.

Striving to better, we oft mar what's well.

The world knows nothing of its greatest men.

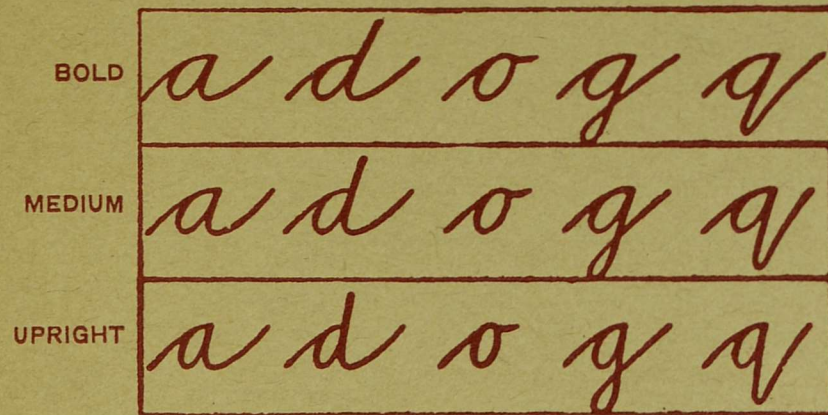
It is excellent to have a giant's strength,

But it is tyrannous to use it like a giant.

'Tis the mind that makes the body rich.

We that live to please, must please to live.

out taking the pen from the paper. The principle involved in forming the *a* applies to all the letters of which *o* forms an element, thus:—



2. Every letter begins on the base-line with a hair-stroke. The purpose of the initial hair-stroke is threefold. (1) As most junctions require such a hair-stroke, it is best to accustom the pupil to write the letter always as it is written in combinations; (2) in forming the oval letters (*o*, *a*, *d*, &c.) it is necessary to begin with a hair-stroke in order to form the oval properly; (3) the frequent carrying of the hand in a sloping direction from base-line to top-line is practice necessary for giving it ease, grace, precision, and rapidity of movement. The base-line is chosen as the starting-point of the hair-stroke, otherwise there would be no definite place of beginning, and want of uniformity would result.

3. Final hair-strokes are always carried up to the top line, because in *joining letters*, the strokes must be invariably so carried up, and according to the principle of the system a *letter is regarded as part of a word*, not as an individual object.

4. The up-strokes slope more than the down-strokes. This, again, is to promote speed and ensure

legibility. In carrying the hand from below, the stroke is more rapidly and easily performed with a forward slope than with one more vertical.

5. Greater distance is preserved between letters than between the parts of a letter. This ensures legibility, by preventing the confusion of one letter with another.

6. Loops and tails above and below the line are short, and all flourish is avoided as being opposed to simplicity, and therefore to speed and legibility of writing.

7. Loops and tails of long letters are crossed as nearly *on the line* as possible.

As regards the question of *slope*, Mr. Vere Foster held that the amount of slope was of very little consequence so long as pupils were taught to write words continuously from end to end without lifting the pen. Discussing this subject, he says:—“*While the degree of slope within moderate limits is but of little importance, I have a preference for a little slope rather than none at all, partly because vertical writing is apt to degenerate into a back-handed style, but chiefly because a little slope is more customary than none*”.

It may be of interest to mention that the Vere Foster system of handwriting was developed, not on *a priori* principles, but from a careful study of examples of the best penmanship which the Civil Service could produce.

The object of all instruction in writing should be to produce legible, fluent, and graceful penmanship. Mr. Vere Foster's system was devised wholly to secure that end in the briefest possible space of time, and the results of its adoption in all English-speaking countries have abundantly proved its sufficiency.

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