

**OUTLINES FOR
ELEMENTARY
ENGLISH**

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Outlines for Elementary English by Guy Wheeler Shallies

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GUY WHEELER SHALLIES

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BY

GUY WHEELER SHALLIES

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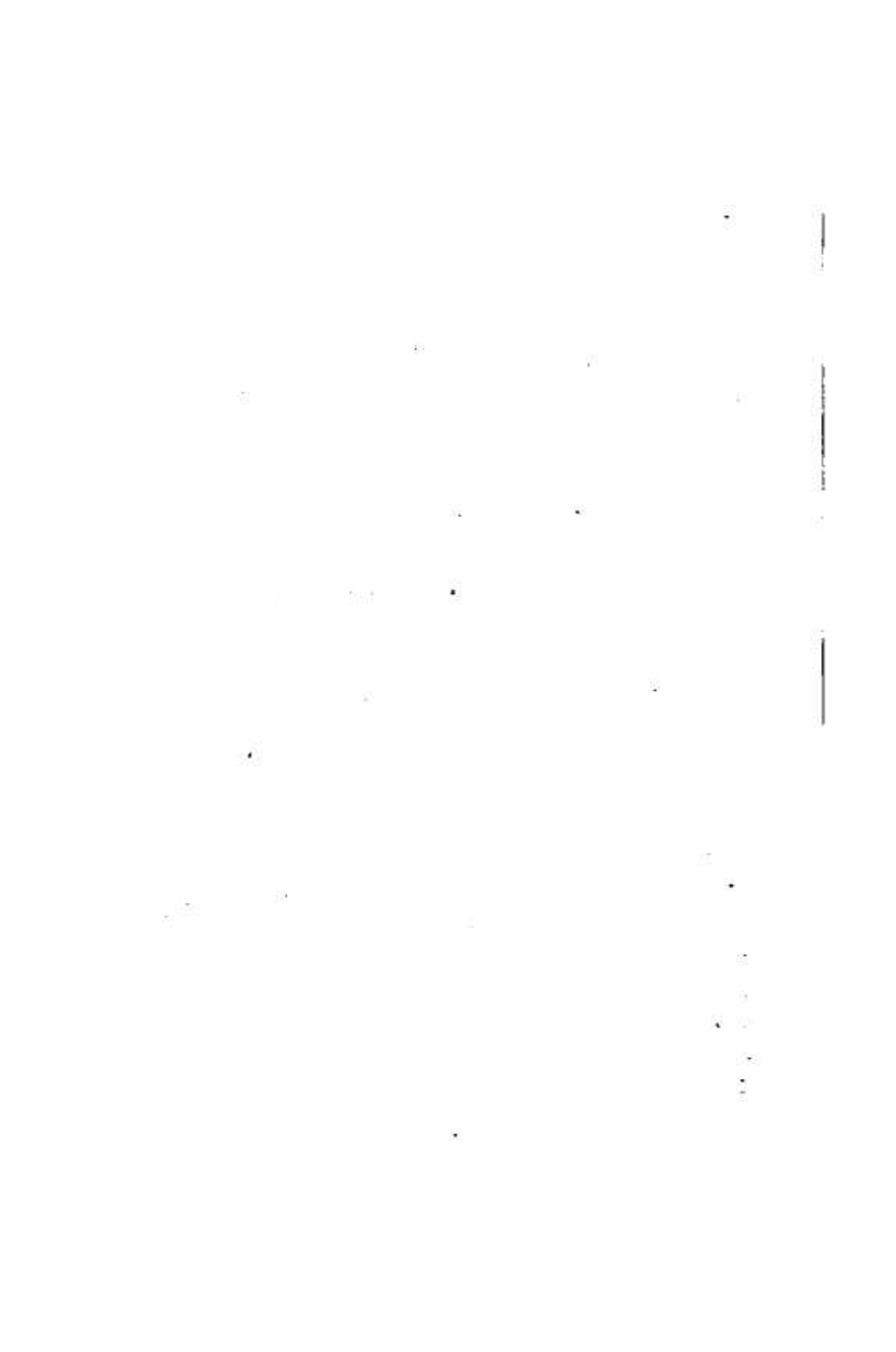
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To My Mother



CONTENTS

Introduction	5
First Grade — The Family Life	7
The Absorbing Period.	
Second Grade — Primitive Life	17
The Imaginative Period.	
Third Grade — Nomadic Life	37
The Developing Period.	
Fourth Grade — Developing Life of Ancient and Modern People	55
The Commercial Period.	
Fifth Grade — Provincial Life	71
The Colonial Period.	
Sixth Grade — Organized Life	89
The Social Period.	
Seventh Grade — Civil Life	107
The National Period.	

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 statements, contracts, correspondence, and other documents that are critical to the organization's operations. It also discusses the methods for organizing and storing these records, ensuring they are easily accessible and secure.

3. The third part of the document focuses on the importance of data security and privacy. It highlights the need to implement robust security measures to protect sensitive information from unauthorized access, theft, and loss. This section also discusses the legal requirements for data protection, such as the General Data Protection Regulation (GDPR), and provides guidance on how to comply with these regulations.

4. The fourth part of the document discusses the importance of regular audits and reviews of the record-keeping system. It emphasizes that audits are necessary to identify any weaknesses or areas for improvement in the system and to ensure that the records are accurate and up-to-date. This section also provides guidance on how to conduct an audit and how to address any issues that are identified.

5. The fifth and final part of the document provides a summary of the key points discussed in the previous sections. It reiterates the importance of maintaining accurate records, the types of records that should be maintained, the importance of data security and privacy, and the need for regular audits and reviews. It concludes by encouraging the reader to take the necessary steps to ensure that their record-keeping system is effective and compliant with all applicable laws and regulations.

PREFACE

The Outlines for Elementary English are intended as a concrete answer to the teacher's oft-repeated question — "What shall I give my grade in English?"

The writer, through several years' experience in teaching and in supervision, has become convinced that the teacher who most carefully considers the larger units of work first, and then draws from these the details of his weekly and daily plans, accomplishes most and obtains the most satisfactory results. With this thought in mind, and guided by observation and by experiment, the writer has selected the material that has proved most interesting, that may be easily correlated with other studies and that will accomplish the result that each grade must contribute to the pupils' elementary knowledge of English.

In the preparation of the Outlines, the writer wishes to acknowledge the coöperation and valuable suggestions of the Model Teachers of the State Normal School, and also the aid given by his students in their use of the Outlines as concrete material in his classes in method. It is because of the encouragement of teachers and students that the writer hopes these Outlines will prove both useful and suggestive.

G. W. S.

PLATTSBURG, NEW YORK
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