

GROUP IV.

(18) *Latin.*

Candidates will be expected to show such a knowledge of the language and of its vocabulary and grammar as may be gained from a two years' study of the subject. Translation will be set of a standard not higher than that of the simpler books of Cæsar. With the aid of a vocabulary of unusual words, the candidate will be expected to render into English easy passages of unprepared translation, or to answer in Latin easy questions expressed in Latin upon the same passages, or to render into Latin easy sentences based expressly upon the language and subject-matter of one of the passages.

(19) *French.*

Candidates will be expected to show such a knowledge of the language and of its vocabulary and grammar as may be gained from a two years' study of the subject. The candidate should be able, with the aid of a vocabulary of unusual words, to render into English easy passages of unprepared translation and to answer questions in grammar thereon, also to answer in French easy questions expressed in French upon the same passages. The rendering into French of easy sentences or passages or the writing in French of a free composition of a simple kind on a familiar subject will also be required. Pronunciation will be tested on phonetic lines.

(20) *Maori.*

Candidates will be expected to show such a knowledge of the language and of its vocabulary and grammar as may be gained (1) by easy conversation in Maori about the facts of everyday life, (2) by the study of the story of Tawhaki in Sir George Grey's "Mythology and Traditions of the New Zealanders"; but candidates will not be expected to have read that particular story, nor will the passages for translation necessarily be taken from it. Great importance will be attached to translation from Maori, and to the writing of easy passages and sentences in Maori.

(21) *Shorthand.*

Transcribing into shorthand, fully vocalized, a short printed passage as a test of accuracy and neatness of shorthand outline. Writing in shorthand an easy passage dictated at the rate of fifty words a minute, and transcribing it accurately into longhand.

(22) *Book-keeping and Commercial Correspondence.*

The requirements will include commercial arithmetic and tots and easy précis-writing.

Book-keeping: The object and value of book-keeping. Double entry, its meaning and advantages. The form, nature, and classification of accounts; the balancing and closing of accounts. The explanation of simple commercial terms such as debit, credit, balance, profit (gross and net), interest, discount, commission, insurance, assets, liabilities, capital, bankruptcy, composition, bad debts, folio, trial balance, company (limited and unlimited), invoice, receipt, voucher, cheque, bill of exchange. A knowledge of the transactions involved and the special terms used in connection with cheques, promissory notes, and bills of exchange. The forms and uses of the cash-book, the purchase-book or invoice-book, the sales-book or day-book, the journal and the ledger, and methods of keeping them. Journalizing an easy set of transactions, posting the journal, taking out trial balance, preparing profit-and-loss account, and balance-sheet. The prevention, detection, and rectification of errors.

(23) *Woodwork Theory.*

Tools and timbers: The classification, description (illustrated by hand-sketches), proper uses, and correct handling of tools; care of tools; their hardening, grinding, and sharpening; the functions of their several parts; the mechanical principles underlying their construction and manipulation.

A very elementary knowledge of the geographical distribution, appearance, and general character (including structure of trunk and limbs) of trees from which the timbers in common use in New Zealand are obtained; the countries and ports from which New Zealand receives its supplies of foreign timbers; the forms in which timber is brought into the market; the growth, felling, conversion, seasoning, storage, and preservation of timber; measurement of timber; selection of timber for particular purposes;