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## The Purpose of the Citizenship School

The Citizenship Schools are for adults. Their immediate program is literacy. They enable students to pass literacy tests for voting. But there is involved in the mechanics of learning to read and write an all-round education in community development which includes housing, recreation, health, and improved home life. Specific subjects are emphasized such as safe driving, social security, cooperatives, the income tax, and an understanding of tax-supported resources such as water testing for wells and aid for handicapped children.

The Citizenship Schools provide a service to the people which is not available through any other private or public program at the present time.

They are open to all people of a community who face problems related to first-class citizenship and want to do something about them.

History and Philosophy of S. C. L. C.

On January 10, 1957, more than 100 Southern leaders gathered in Atlanta, Georgia, to share and discuss problems of the Southern struggle. This group voted to form a permanent organization that would serve as an agency for groups using the technique and philosophy of non-violence in creative protest. In March 1957 in New Orleans, Louisiana, the Southern Christian Leadership Conference came into being. Dr. Martin Luther King, Jr., was elected president.

~~The Southern Christian Leadership Conference is made up of organizations all across the South. The formation of its basic policy is the responsibility of an Executive Board. The Board has representatives from the entire South.~~

A large number of ministers have come to the front as leaders in the organization because the Negro ministers in the South have been the community leaders and champions of the Negro's civil liberties.

The Southern Christian Leadership Conference believes in Christian non-violence. Its activities revolve around two points: the use of non-violent philosophy as a means of creative protest, and securing the right of the ballot for every citizen. It has for its aim the achievement of full citizenship rights, equality, and the integration of the Negro in all aspects of American life.

Our United States of America is the Home of a great American nation. We are a part of that great nation. All people who live in North America and in South America are Americans. We are Americans, too.

We love this great land. It has given us our living for many years. It holds opportunities for our children and grandchildren.

Day by day we silently pour the concrete of love into the furious, violent ocean of hate. Some day that concrete will build a foundation that will support a bridge to span the channel and open lines of communication to all peoples.

Our hearts are filled with the spirit of brotherhood, and our hands move forward, defying all acts of violence.

The Supreme Court building, where the Justices decide legal disagreements, is the symbol of law. The Capitol, where our Senators and Representatives make the laws, is the symbol of free, representative government. The White House, where the President lives and his Cabinet meets, is the symbol of our country in world affairs. We accept the results of elections and abide by the rulings of the courts.

We in America know that voting is important for good citizenship, but we know that educating our children so they will vote wisely is a part of good citizenship, too. They have to know how to stand up for their rights.

In America we want law and justice.

We love our land--America!



One who Cannot Read and Write must Answer 20 of these Questions to Register.

1. What is a republican form of government? A GOVERNMENT OF, BY, AND FOR PEOPLE.
2. What are the names of the 3 branches of the United States Government? LEGISLATIVE, EXECUTIVE, AND JUDICIAL.
3. In what State Senatorial District do you live, and what are the names of the counties in such District? (THERE ARE 54 STATE SENATORIAL DISTRICTS; SEE SUMMARY, PAGE 5, AND MAP.)
4. What is the name of the State Judicial Circuit in which you live, and what are the names of the county or counties in such circuit? (THERE ARE 38 STATE JUDICIAL CIRCUITS; SEE SUMMARY, PAGE 5, AND MAP.)
5. What is the definition of a felony in Georgia? ANY CRIME PUNISHABLE BY DEATH OR IMPRISONMENT IN THE STATE PENITENTIARY.
6. How many Representatives are there in the Georgia House of Representatives, and how does the Constitution of Georgia provide that they be apportioned among the several counties? 205. LARGEST 8-COUNTIES - 3; NEXT LARGEST 8-COUNTIES - 2; REMAINING COUNTIES - 1 REPRESENTATIVE EACH.
7. What are the qualifications of the Representatives in the Georgia House of Representatives? CITIZEN OF UNITED STATES, 21 YEARS OF AGE, CITIZEN OF GEORGIA FOR AT LEAST 2 YEARS, RESIDENT OF COUNTY FOR AT LEAST ONE YEAR.
8. How does the Constitution of the United States provide that it may be amended? ARTICLE V, STATES: THE CONGRESS, WHENEVER TWO-THIRDS OF BOTH HOUSES SHALL DEEM IT NECESSARY SHALL PROPOSE AMENDMENTS TO THIS CONSTITUTION OR ON THE APPLICATION OF THE LEGISLATURES OF TWO-THIRDS OF THE SEVERAL STATES SHALL CALL A CONVENTION FOR PROPOSING AMENDMENTS, WHICH IN EITHER CASE SHALL BE VALID TO ALL INTENTS AND PURPOSES, AS PART OF THIS CONSTITUTION, WHEN RATIFIED BY THE LEGISLATURES OF THREE-FOURTHS OF THE SEVERAL STATES OR BY CONVENTIONS IN THREE-FOURTHS THEREOF AS THE ONE OR THE OTHER MODE OF RATIFICATION MAY BE PROPOSED BY THE CONGRESS.
9. Who is the Chief Justice of the Supreme Court of Georgia, and who is the Presiding Judge of that Court? CHIEF JUSTICE IS W.H. DUCKWORTH; PRESIDING JUDGE IS LEE B. WYATT.
10. Who may grant pardons and paroles in Georgia? THE STATE PARDON AND PAROLE BOARD.
11. Who is the Solicitor General of your State Judicial Circuit, and who is the Presiding Judge (or Judges if more than one?) (SECURE ANSWER FOR YOUR OWN CIRCUIT.)
12. If the Governor of Georgia dies, who succeeds him, and if both the Governor and the person who succeeds him die, who exercises the executive power? THE LIEUTENANT GOVERNOR. SPEAKER OF THE HOUSE OF REPRESENTATIVES.
13. a. What does the Constitution of the United States provide regarding the suspension of the privilege of the writ of Habeas Corpus?  
 b. What does the Georgia Constitution provide?  
 A. UNDER THE UNITED STATES CONSTITUTION IT CANNOT BE DONE "UNLESS WHEN IN CASE OF REBELLION OR INVASION THE PUBLIC SAFETY MAY REQUIRE IT."  
 B. UNDER THE GEORGIA CONSTITUTION IT CANNOT BE DONE.

14. What are the names of the persons who occupy the following state offices in Georgia? (1) Governor (2) Lieutenant Governor (3) Secretary of State (4) Attorney General (5) Comptroller General (6) State Treasurer (7) Commissioner of Agriculture (8) State School Superintendent (9) Commissioner of Labor? (1) ERNEST VANDIVER (2) GARLAND BYRD (3) BEN FORTSON (4) EUGENE COOK (5) ZACK CRAVEY (6) GEORGE HAMILTON (7) PHIL CAMPBELL (8) CLAUDE PURCELL (9) BEN T. HULET.
15. How many Congressional Districts are there in Georgia and in which one do you live? THERE ARE TEN. FULTON, DEKALB, AND ROCKDALE COUNTIES ARE THE 5TH (SECURE ANSWER FOR YOUR OWN COUNTY).
16. What is the term of office of the United States Senator? SIX YEARS.
17. What is the term of office of a State Senator? TWO YEARS.
18. What is the county site of your county? IN FULTON IT'S ATLANTA; THERE ARE 159 COUNTIES (SECURE ANSWER FOR YOUR OWN COUNTY).
19. How may the county site be changed under the constitution of Georgia? BY A 2/3 VOTE OF THE PEOPLE PLUS 2/3 VOTE OF THE GENERAL ASSEMBLY.
20. What are the qualifications for jury service in Georgia? NAME MUST BE ON THE BOOKS OF THE COUNTY TAX RECEIVER, AND UPRIGHT, INTELLIGENT CITIZEN.
21. What are the names of the persons who occupy the following offices in your county? IN FULTON COUNTY; (1) CLERK OF THE SUPERIOR COURT (2) ORDINARY (3) SHERIFF (1) JAMES W. SIMMONS (2) EUGENE GUNBY (3) T. RALPH GRIMES (SECURE ANSWER FOR YOUR COUNTY).
22. How may a new state be admitted to the Union? BY ACT OF CONGRESS
23. On what day and how often is the general election held in Georgia at which members of the General Assembly of Georgia are elected. THE TUESDAY AFTER THE FIRST MONDAY IN NOVEMBER. EVERY TWO YEARS.
24. What does the Constitution of the United States provide regarding the right of citizens to vote? RIGHT CAN NOT BE ABRIDGED BECAUSE OF "RACE, COLOR OR PREVIOUS CONDITION OF SERVITUDE."
25. In what Federal Court District do you live? FULTON COUNTY IS IN THE NORTHERN DISTRICT OF GEORGIA. 2. OTHER DISTRICTS ARE MIDDLE DISTRICT OF GEORGIA AND SOUTHERN DISTRICT OF GEORGIA (SECURE ANSWER FOR YOUR OWN COUNTY).
26. What are the names of the Federal District judges of Georgia? FRANK A. H. COOPER; WILLIAM BOYD; T. HOYT DAVIS (CHIEF JUDGE, RETIRED); WILLIAM A. BOTTLE; FRANK A. SCARLETT; LOUIS R. MORGAN.
27. Who are citizens of Georgia? ALL CITIZENS OF THE UNITED STATES WHO LIVE IN GEORGIA.
28. What is treason against the State of Georgia? THE STATE CONSTITUTION STATES THAT TREASON AGAINST GEORGIA SHALL CONSIST IN LEVYING WAR AGAINST HER, ADHERING TO HER ENEMIES, GIVING THEM AID AND COMFORT.
29. In what body does the Constitution of the United States declare that the legislative powers granted in such a Constitution shall be vested? CONGRESS OF THE UNITED STATES
30. How many electoral votes does Georgia have in the Electoral College? TWELVE.

1. WHAT IS YOUR NAME \_\_\_\_\_
2. MILITIA DISTRICT \_\_\_\_\_ PRECINCT \_\_\_\_\_ WARD \_\_\_\_\_
3. MAILING ADDRESS \_\_\_\_\_
4. AGE \_\_\_\_\_ PLACE OF BRITH \_\_\_\_\_
5. DATE OF BIRTH (MONTH-DAY-YEAR) SEX \_\_\_\_\_
6. COLOR OF EYES \_\_\_\_\_ COLOR OF HAIR \_\_\_\_\_
7. WEIGHT \_\_\_\_\_ HEIGHT \_\_\_\_\_ RACE \_\_\_\_\_
8. OCCUPATION \_\_\_\_\_
9. MOTHER'S MAIDEN NAME \_\_\_\_\_
10. FATHER'S NAME \_\_\_\_\_
11. WILL ASSISTANCE BE REQUIRED IN MARKING OR VOTING BALLOT \_\_\_\_\_
12. HOW LONG IN THE STATE? \_\_\_\_\_
13. HOW LONG IN THE COUNTY \_\_\_\_\_
14. REGISTERED ANYWHERE ELSE? \_\_\_\_\_
15. EVER CONVICTED OF CRIME INVOLVING MORAL TURPITUDE? \_\_\_\_\_
16. CAN YOU READ AND WRITE? \_\_\_\_\_

- A. GO TO THE REGISTRATION OFFICE IN THE COUNTY COURTHOUSE.
- B. YOU WILL BE ASKED THESE STANDARD REGISTRATION QUESTIONS LISTED ABOVE.
- C. YOU WILL THEN BE REQUIRED TO SHOW THAT YOU CAN READ AND WRITE. IF YOU HAVE TO, COME BACK FOR THE TEST, FIND OUT THE EXACT TIME AND PLACE - THEN GO BACK!
- D. IF YOU CANNOT READ AND WRITE, YOU MUST ANSWER CORRECTLY 20 OF THE 30 QUESTIONS LISTED ON PAGES 3 AND 4.



Make words out of the alphabet, then use them in sentences and stories.

a attorney - amendments - abridged - area - alderman

b bell - bull - bale - bundle - basket

c Chatham - congressional - county - circuit & citizen - Constitution - city

d dollar - definition - dawn - district - day-break

e exercises - election - elect - executive - electorate - elector

f federal - farm - felony - furrows

g Georgia - government - governor - govern - general

h Habeas Corpus - household

i imprisonment - intelligent - instruction - invasion - individual

j judicial - jurors - judge - judgment - justice

k knowledge - kind - kill

l labor - law - legislative - legal

m magistrate - mayor - misdemeanor - motivation

n national - nation - Negro - necessary - nominate - nomination

o opportunity - occupy - office - official

p penitentiary - provide - punishable - privilege - pardons - presiding - power - paroles - propose

q questions - quiet - quarrel - quick

r representatives - rebellion - register - resident - registration

s succeeds - senator - safety - supreme - secretary - several - superintendent - solicitor - sheriff - suspension

t treasurer - trial - treason - term - testimony

u union - United States - uniform

v valid - vital - voucher - vouch - vector - votes - voting

w witness - workshop - world - White House

x X-Ray

y youth - youthful - yawn - yard - year - yarn

z zone - zoning - zero



Make little words from registration.

state	<del>train</del>	on	rain
register	sit-in	it	Etta
station	is	at	Rita
strain	tag	strange	tar
rotten	get	ten	ton
treat	stranger	grate	great

Use some of these words to make a story. (Sample Story)

Etta and Rita met ten students at the train station. For ten minutes the rain came down in torrents. It made great holes in the roads. It splashed off the tar roofs and flowed into drains on the side of the curb. It looked as if a ton of rotten leaves were being carried into strange openings made by the water.

Suddenly the rain stopped, the sun came out and we went with the students to register. It was such a treat to look into the eyes of each stranger and see the satisfaction each had as the testing period ended. The great strain was over. Now each can wear a tag which reads "I have registered, have you?"

governmen.

Make sentences out of these words.

move                      got

over                      govern

toe                      term

me                      men

(Sample)

The men had to move over to make room for me on the bench.

In the last term of office the mayor appointed algermen to the newly made districts.

senatorial

Use some of these words to make a story.

trial                      salt                      store                      to

neat                      soil                      steal                      sat

seat                      toil                      Leona                      stole

sale                      tin                      senator                      stare

arose                      lean                      sent

arise                      stair                      son

(Sample)

Leona sent her son to the store to buy some salt. On his way he heard that a United States Senator was in town and would speak at ten o'clock on the capitol steps. He ran to the capitol building and mounted the stair steps and took a seat. He saw the Senator and heard him speak about "Soil Preservation." Suddenly he remembered where he had been sent and quietly stole away from the crowd.

## Social Security

Your social security card is the key to your social security account.

It is important to you.

Your card shows you have an insurance account with the United States Government.

Your account is a record of the pay you receive which counts toward old age and survivors insurance benefits. The size of benefits will depend upon the amount of wages credited to your account.

When an insured worker dies, a lump sum payment may be made to the widow or widower or to the person who paid the funeral expenses.

Any social security district office will help you to check your social security account, to explain your rights and duties and the insurance benefits you and your family may receive, and to help you or your survivors to file claim for benefits when the time comes.

Social security is family protection.



How to Write my Name and Address on  
a Mail Order Blank

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Occupation \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Occupation \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Occupation \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Occupation \_\_\_\_\_

Writing a Friendly Letter

(Heading) 611 West Broad Street  
Savannah, Georgia  
April 20, 1961

(Greeting) Dear Harry,

(Body) Sue and I are going on a trip. We will be gone ten days. We want you to take care of the vegetable garden and the flower garden. I will pay you for the work you do.

The vegetables and flowers will have to be watered every day. They will have to be hoed, too.

If you can do this, let me know.

(Closing) Sincerely yours,

(Signature) Jim Davis

New Words to Study

letter	five	important	parts
trip	this	watered	sincerely
August	here	gone	dear

Directions:

1. Say these words to your teacher.
2. Spell these words aloud.
3. Use these words in sentences.
4. Write these words.
5. Divide them into parts.
6. Find their meanings.





BEGINNERS' ARITHMETIC

ADD:  $\begin{array}{r} 5 \\ 3 \end{array}$     $\begin{array}{r} 6 \\ 3 \end{array}$     $\begin{array}{r} 7 \\ 3 \end{array}$     $\begin{array}{r} 4 \\ 4 \end{array}$     $\begin{array}{r} 8 \\ 1 \end{array}$     $\begin{array}{r} 6 \\ 2 \end{array}$     $\begin{array}{r} 7 \\ 2 \end{array}$

PEGGY PLANTED 3 ROSE BUSHES THE FIRST DAY. SHE PLANTED 6 ROSE BUSHES THE SECOND DAY. PEGGY PLANTED \_\_\_\_\_ ROSE BUSHES IN ALL.

ADD THE SCORES:

$\begin{array}{r} 3 \\ 3 \\ \hline 2 \end{array}$     $\begin{array}{r} 4 \\ 2 \\ \hline 2 \end{array}$     $\begin{array}{r} 1 \\ 5 \\ 0 \\ \hline \end{array}$     $\begin{array}{r} 2 \\ 1 \\ 3 \\ \hline \end{array}$     $\begin{array}{r} 2 \\ 5 \\ 1 \\ \hline \end{array}$     $\begin{array}{r} 1 \\ 4 \\ 2 \\ \hline \end{array}$

DRAW A LINE FROM EACH NUMBER TO THE RIGHT WORD.

4	TENTH
6	SECOND
10	FOURTH
9	SEVENTH
2	SIXTH
7	FIFTH
5	NINTH

SUBTRACT:

$\begin{array}{r} 8 \\ 4 \end{array}$     $\begin{array}{r} 9 \\ 4 \end{array}$     $\begin{array}{r} 8 \\ 3 \end{array}$     $\begin{array}{r} 9 \\ 6 \end{array}$     $\begin{array}{r} 8 \\ 7 \end{array}$     $\begin{array}{r} 9 \\ 8 \end{array}$     $\begin{array}{r} 9 \\ 2 \end{array}$     $\begin{array}{r} 8 \\ 5 \end{array}$     $\begin{array}{r} 8 \\ 6 \end{array}$

TWO OF THE 8 FLOWERS ON THE TEACHER'S DESK HAD TO BE THROWN AWAY. THERE ARE \_\_\_\_\_ FLOWERS LEFT.

MULTIPLY:

SAM EARNS 1.00 AN HOUR. IN 12 HOURS HE EARNS \_\_\_\_\_.

BOB BANKED 25¢ EACH WEEK FOR FOUR WEEKS. HE BANKED \_\_\_\_\_ IN FOUR WEEKS.

DIVIDE:

A BOOK COSTS 25 CENTS. MIKE MUST EARN \_\_\_\_\_ NICKELS TO BUY THE BOOK.

IN 90 CENTS THERE ARE \_\_\_\_\_ DIMES.

ALSO, IN 90 CENTS THERE ARE \_\_\_\_\_ NICKELS.

Fifty cents is the same as \_\_\_\_\_ dimes.

It is also the same as \_\_\_\_\_ nickels.

A dollar will buy as much as \_\_\_\_\_ half dollars.

Add the amounts in each bank book:

Mike's	Betty's	Sue's	Dick's
\$1.00	\$2.00	\$1.25	\$1.50
.25	.05	.50	.05
.10	.50	.25	.05
.35	.25	.10	.15

Find one half:

1/2 of 4 =

1/2 of 10 =

1/2 of 6 =

1/2 of 12 =

1/2 of 16 =

1/2 of 18 =

Divide:

2 ) 22

2 ) 26

2 ) 24

2 ) 44

2 ) 84

Multiply:

2  
x 2

3  
x 2

4  
x 2

5  
x 2

6  
x 2

4 x 6 =

4 x 5 =

4 x 7 =

4 x 3 =

4 x 9 =

4 x 8 =

Five 5's are \_\_\_\_\_.

Nine 5's are \_\_\_\_\_.

Six 5's are \_\_\_\_\_.

Four 5's are \_\_\_\_\_.

Seven 5's are \_\_\_\_\_.

Three 5's are \_\_\_\_\_.

Find the cost:

Three 5¢ stamps cost \_\_\_\_\_ cents.

Five 4¢ stamps cost \_\_\_\_\_ cents.

Four 7¢ stamps cost \_\_\_\_\_ cents.

Ten students were arrested in the sit-in movement and were fined \$75.00 a piece. How much fine was paid? \_\_\_\_\_

We sent eight people down to register each day for thirty days. How many people were registered? \_\_\_\_\_

ADD: \$1.00	1.00	33.45
.63	4.65	7.86
2.05	2.84	14.95
<u>.87</u>	<u>5.79</u>	<u>8.40</u>

JAMES HELPED HIS FATHER HAUL COTTON. THEY HAULED 235 BALES OF COTTON ON MONDAY, 262 BALES ON TUESDAY, 287 BALES ON WEDNESDAY, AND 320 BALES ON THURSDAY. THEY HAULED \_\_\_\_\_ BALES OF COTTON IN FOUR DAYS.

THE CURSADE FOR VOTERS SENT 187 PEOPLE TO REGISTER IN JANUARY, 210 PEOPLE IN FEBRUARY, AND 422 PEOPLE IN MARCH. HOW MANY PEOPLE WERE REGISTERED IN THREE MONTHS?

SUBTRACT: 438	979	1451	8453
<u>- 299</u>	<u>- 689</u>	<u>- 989</u>	<u>- 965</u>

A GASOLINE STATION FILLED THE STORAGE TANK WITH 5125 GALLONS OF GASOLINE. THE STATION SOLD 3785 GALLONS AND HAD \_\_\_\_\_ GALLONS LEFT IN STORAGE.

MR. SMITH SOLD HIS FARM FOR 1375.00. HE PAID 5750.00 FOR IT TWO YEARS BEFORE. HOW MUCH PROFIT HAD MR. SMITH MADE ON SELLING HIS FARM? \_\_\_\_\_

MULTIPLY: 312	758	36	543	166
<u>x 6</u>	<u>x 4</u>	<u>x 12</u>	<u>x 23</u>	<u>x 26</u>

BY BUYING ONE DOZEN PAIRS OF HOSIERY, AT NINETY-EIGHT CENTS A PAIR, HOW MUCH DID YOU SPEND? \_\_\_\_\_

IF YOU MADE A THREE AUTOMOBILE TRIPS TO ATLANTA AND IT IS 735 MILES ROUND-TRIP FOR EACH TRIP, HOW MANY MILES HAVE YOU TRAVELED? \_\_\_\_\_

DIVIDE: 7)709	14)3962	8)5120.64	875)1881.25
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GERALD PLANTED 35 ACRES OF WHEAT, USING 1 AND 2/5 BUSHELS OF SEED AN ACRE. AT \$2.25 A BUSHEL, THE WHEAT COST \_\_\_\_\_.

A TEACHER HAD 35 PUPILS IN HER ROOM. ON THIS NUMBER 2/5 WERE WORKING ON A PLAY, AND 1/3 OF THE REMAINDER WERE WORKING ON ART. SHE ALLOWED 1/2 OF THE PUPILS STILL REMAINING TO READ IN THE LIBRARY. THIS LEFT \_\_\_\_\_ PUPILS TO HELP CLEAN THE ROOM.

DIVIDE: A WHOLE NUMBER BY A FRACTION:

2 ÷ 1/3 =

45 ÷ 3/5 =

48 ÷ 6/8 =

6 ÷ 1/4 =

35 ÷ 5/7 =

192 ÷ 8/9 =

FIND THE PRODUCT:

48  
12 1/4

56 2/9  
36

107 2/3  
69

80550  
709 7/9

DIVIDE THESE FRACTIONS BY FRACTIONS:

~~1/2 ÷ 1/2~~  
5/6 ÷ 7/8 =

1/3 ÷ 4/9 =  
3/4 ÷ 3/8 =

2/7 ÷ 4/7 =  
8/9 ÷ 11/12 =

FIND THE PRODUCTS:

3/8 x 12/27 =

3 3/5 x 4 1/6 =

6 LB. 7oz.

24 2/3 x .33 =

9 3/8 x 21 3/5 =

    x 5

8 GAL. 3 QT.  
x 7 =

4 WK. 5 DAYS  
x 8

7 HR. 39MIN.  
x 9

HENRY WILL NEED \_\_\_\_\_ FEET OF WIRE TO ENCLOSE A GARDEN 6 YD.

LONG AND 8 YD. WIDE.

AN AUTOMOBILE TRAVELED 17.8 MILES ON A GALLON OF GASOLINE. AT THIS RATE, IT CAN GO \_\_\_\_\_ MILES ON 8.5 GALLONS OF GASOLINE.

## Good Manners

When other people are talking, I listen. Harry likes me to listen when he talks. Sue likes me to listen when she talks. One has good manners if he listens when others talk. When I talk I want other people to hear me.

I talk about things my friends know something about. I talk so that every one can hear. I do not talk all the time. It is not polite to do all the talking. Everyone likes to talk some.

~~My friends like to tell me about their jobs. They~~  
like to tell me about their new cars. I like to tell them about my job and my car.

Sue likes to talk about her flower garden. Sue tells her friends about her new dress and hat.

When your friend is talking, do not interrupt. It is not polite to interrupt. Everyone likes people to listen when he talks.

### New Words to Study

manner	everyone	things	polite
their	so	something	interrupt
hear	other	she	one

## Be Polite

Introduce a new friend to your other friends. When you introduce a man to a woman, call the woman's name first. When you introduce a younger person to an older person, call the older person's name first.

Tell something about the new friend you are introducing. Tell your old friends something about the new friend. Say the names of the persons clearly. Be polite and introduce your friends.

### New Words to Study

introduce

younger

person

call

first

woman e

clearly

new



How to Fill in a Money Order Blank

1. How the money order blank looks (simplified and slightly enlarged):

Front		Back	
UNITED STATES POSTAL MONEY ORDER 10-52,887,803 10-52,887,803 VOID IF ALTERED PAY AMOUNT IN THIS BLOCK BUT NOT MORE THAN DOLLARS		Dollars Cents Dollars Cents	
Information below to be filled in by purchaser PAY TO _____ Payee's name FROM _____ Purchaser's name Please cash promptly Purchaser's street address Purchaser's city State If C. O. D., No. here: DO NOT FOLD, STAPLE, SPINDLE OR MUTILATE		Purchaser's Receipt Fill in Other Side DETACH AND HOLD	
		7% RECEIPT MUST BE PRESENTED IN OF I. O. O. O. - 60776 H. J. ...	

2. Where to fill in the blank:

Front	Back
DO NOT WRITE HERE	Do NOT WRITE HERE
PAY TO _____ Payee's name	
FROM _____ Purchaser's name	
_____ Purchaser's street address	
_____ Purchaser's city State	