

*Directions*

1. The object of the abstract, schedule, or docket is to serve as an index. It should contain the date of each letter, the names of the persons by whom and to whom it is written, and, *in as few words as possible*, the subject of it. The merits of such an abstract are: (1) To give the really important point or points of each letter, omitting everything else; (2) to do this briefly, (3) distinctly, and (4) in such a form as to readily catch the eye.

2. The object of the memorandum or *précis*, which should be in the form of a narrative, is that any one who had not time to read the original letters might, by reading the *précis*, be put in possession of all the leading features of what passed. The merits of such a *précis* are: (1) To contain all that is important in the correspondence, and nothing that is unimportant; (2) to present this in a consecutive and readable shape, expressed as distinctly as possible; (3) to be as brief as is compatible with completeness and distinctness.

You are recommended to read the whole correspondence through before beginning to write, as the goodness both of the abstract and of the *précis* will depend very much on a correct appreciation of the relative importance of the different parts.

*Brevity should be particularly studied.*

## CORRESPONDENCE FOR ABSTRACT AND PRÉCIS-WRITING.

## No. 1.

Government House, Wellington, 3rd November, 1882.—My Lord,—I have this morning received from Ministers a memorandum (copy enclosed), signed by the Hon. Major Atkinson, Colonial Treasurer, in the absence of the Premier from Wellington, requesting me to forward to your Lordship the enclosed copy of a correspondence respecting the gallant efforts of certain persons at Timaru to save life from drowning, during the storm that occurred at that place on the 14th day of May last; with a view to the papers being laid before the Council of the Royal Humane Society.—I have, &c., JAMES PRENDERGAST.—The Right Hon. the Secretary of State for the Colonies.

Enclosure.

Memorandum for His Excellency.—Ministers have the honour to forward herewith an account of the efforts made by a number of persons to save life on the occasion of the shipwrecks at Timaru in May last. The Administrator of the Government will be aware of the great interest which those efforts created throughout the colony; and Ministers think that His Excellency will agree with them in the opinion that the account does no more than justice to the daring gallantry displayed—gallantry which would none the less have deserved the highest praise had the endeavours to save life not resulted in loss of life amongst those who made them. Ministers would be glad if His Excellency would forward the account to the Secretary of State for the Colonies, with a view to its being laid before the Council of the Royal Humane Society: any honours bestowed by whom upon the survivors will, it is believed, be richly deserved, and will be appreciated by the people of New Zealand.—H. A. ATKINSON (in the absence of the Premier). Wellington, 2nd November, 1882.

Sub-Enclosure.

Timaru, 7th August, 1882.—Sir,—I have the honour, by direction of the Timaru Relief Fund Committee, to lay before you a statement of facts (attached hereto) in connection with a recent disaster in the Timaru Roadstead, and a list of those who distinguished themselves in the endeavour to save life; and I am to express the hope that the circumstances of the case may be transmitted by your Government to the Royal Humane Society.—I have, &c., W. ZIESLER, Secretary, Timaru Relief Fund.—The Hon. the Colonial Secretary, Wellington.

## No. 2.

Downing Street, 5th March, 1883.—Sir,—I have the honour to acknowledge the receipt of your Despatch No. 85, of the 3rd of November last, respecting the efforts of certain persons at Timaru to save life from drowning during a storm on the 14th May last. In accordance with the wish of your Ministers, the papers enclosed in your despatch were communicated to the Royal Humane Society, and I now have the honour to transmit to you, for the information of your Government, a copy of a correspondence which has passed between the Society and this department.—I have, &c., DERBY.—The Officer Administering the Government of New Zealand.

Enclosure.

Downing Street, 19th December, 1882.—Sir,—I am directed by the Earl of Derby to transmit to you, to be laid before the Royal Humane Society, a copy of a despatch, with its enclosure, from the Officer Administering the Government of New Zealand, respecting the efforts of certain persons at Timaru to save life from drowning.—I have, &c., J. BRAMSTON.—The Secretary, Royal Humane Society.

Sub-Enclosure 1.

Royal Humane Society Office, No. 4, Trafalgar Square, W.C., 21st February, 1883.—Sir, I have the honour to refer to your letter of the 19th December last, enclosing the copy of a despatch, No. 86, from the New Zealand Government; and I am directed to express the regret of my Committee that the case cannot be recognized in consequence of there being a society in Melbourne bearing the name of the "~~Royal~~ Humane Society of Australasia;" and which society is anxious to recognize acts of bravery occurring within its own sphere. I am desired to forward a copy of a resolution which has been passed by the Committee of this Society at the suggestion of the Royal Humane Society of Australasia, as the latter institution proposes to grant rewards in Victoria, New South Wales, Queensland, South Australia, Western Australia, New Zealand, and Tasmania.—I