

Enclosure 2.

SIR,—

Downing Street, 17th November, 1884.

Referring to my letter of this day's date respecting your duties as Special Commissioner in New Guinea, and as Deputy-Commissioner under the Western Pacific Orders in Council, I am directed by the Earl of Derby to inform you that the salary of the combined appointments has been fixed at £2,500 a year, to be defrayed from the moneys provided by the colonies.

Mr. Romilly is now in receipt of a salary of £500 a year from Imperial funds as Deputy-Commissioner, and you are authorized to pay him a further sum at the rate of £200 a year so long as he continues to serve under you in the protectorate, to be defrayed from the funds provided by the colonies.

You are further at liberty to pay your private secretary at the rate of £300 a year from the same source.

It will be essential that you should keep careful and accurate accounts of your financial transactions and submit them for audit to such audit as shall hereafter be directed.

I have, &c.,

Major-General P. H. Scratchley, R.E., C.M.G.

R. G. W. HERBERT.

ENGLISH.

1. Make a short abstract, schedule, or docket of the accompanying despatch and enclosures.
2. Draw up a memorandum or *précis*: i.e., a brief and clear statement of what passed, not letter by letter, but in the form of a narrative.

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 correspondence 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.

ARITHMETIC.

1. I=interest; P=principal; R=rate; T=time: express each of these in terms of the others.
2. How can you tell whether a number is exactly divisible by 4, 8, 9, or 11?
3. How many persons can receive 17s. 1½d. each out of £226 16s. 8d.; and, if the balance be equally distributed amongst them, how much more will each get?
4. Reduce 2½ of six guineas to the fraction of 2½ of five guineas.
5. A tradesman has 120 articles which cost him £225. In selling them he allows discount at 4 per cent. on each, and then makes 15 per cent. profit. At how much each did he sell them?
6. Find the average of 15½, 005, 16½, 0, 7½, 9, 4½.
7. Under a decimal system of coinage a florin=1/10 of £1, a cent.=1/100 florin, a mil=1/1000 cent. Express in decimal coinage £165 17s. 10½d., and in ordinary coinage £26 9fl. 9c. 3.75m.
8. My income from the 3-per-cents is £500 a year. I sell out a fourth of my stock at £96, and buy £100 shares in a company at £125. What dividend per cent. per annum should the company pay so that I may increase my income £50 a year by the transaction?
9. Extract the square root of .00974169, and expand (.04)⁴.
10. A contractor undertakes to form 4 miles 20 chains of railway in two years and three months. During eighteen months he employs 1,500 men, and then finds he has only completed two-thirds of the work. How many additional men must he employ to complete the work in the contract time?

GEOGRAPHY.

1. What do you know, physically and politically, of the Solomon, Navigators, Sandwich, and Society Islands?
2. How is the latitude and longitude of a place measured? Give roughly the latitude and longitude of any four places you choose to select.
3. Is the distance between England and New Zealand greater by the Horn or by the Cape? Why do vessels take one route coming and the other going?
4. Mention as many active volcanoes as you can, stating where situated and approximate height.
5. Draw a sketch-map of that part of Africa which lies south of 20° S. latitude, marking on it the various political divisions.
6. Explain and illustrate the theory of tidal movements.