

3. Make an abstract of the following correspondence:—

[An abstract serves as an index, and should give the date of each letter, the names of the writer and the person addressed, and, in as few words as possible, the subject-matter of each letter.]

4. Draw up a *précis* of the same correspondence.

[A *précis* is a brief and clear statement of what passed, not letter by letter, but in the form of a narrative. It should include everything material, and be expressed very clearly, and as briefly as is compatible with completeness and distinctness.]

No. 1.

Mr. W. H. HENNAH to the Hon. the Premier.

SIR,—

Wellington, 20th June, 1894.

I have the honour to report that the messengers were present for practice with the fire appliances on Saturday last, as ordered by you.

They are not the stamp of men that a fire brigade would be recruited from, but, as each did his best, no fault could be found with their work.

I would recommend that ten of the most active of the messengers be trained as a fire brigade for the protection of the Government Buildings, and meet once a fortnight for practice. This number is ample for the work, and the older men would only be in the way.

Both lengths of hose burst during the practice. I would advise that the whole of the hose within the building be tested as soon as possible, and 500 ft. of new hose be ordered at once.

I have, &c.,

The Hon. the Premier, Wellington.

W. H. HENNAH.

No. 2.

Mr. T. H. HAMER, Private Secretary to the Hon. the Premier, to the UNDER-SECRETARY for PUBLIC WORKS.

Premier's Office, Wellington, N.Z., 18th June, 1894.

Memorandum for Under-Secretary for Public Works.

HON. Premier wishes instructions given to Captain Hennah to thoroughly test all hose throughout the public buildings.

Mr. Moncrieff, who will call on you in the morning, is to assist.

T. H. HAMER, Private Secretary.

No. 3.

From the UNDER-SECRETARY, Public Works, to Mr. W. H. HENNAH.

Public Works Department, Wellington, 20th June, 1894.

Memorandum for Captain Hennah, Wellington.

I HAVE the honour, by direction of the Minister for Public Works, to request that you will be good enough to have a thorough inspection made of all hose required to be used for fire-prevention purposes throughout the public buildings in Wellington, at your early convenience. Mr. Moncrieff, about whom I spoke to you recently, will assist you in the matter.

H. J. H. BLOW,

Under-Secretary for Public Works.

No. 4.

Mr. W. H. HENNAH to HON. MINISTER for PUBLIC WORKS.

SIR,—

Wellington, 25th June, 1894.

I have the honour to report that I have examined all the hose throughout the Government buildings, and beg to submit the following report:—

Parliament House.

The hose in front of the building is very bad, but my previous recommendations having been approved this will not be required. Remainder of hose in good order.

Government House.

Hose in good order.

Museum.

The fire appliances consist of two lengths inch rubber hose; the hose is very bad, and should be replaced at once with canvas and cradles. There should also be a hydrant, branch, and 150 ft. hose near the entrance.

General Post Office.

With one exception, the hose is in good order. I would draw your attention to the fact that there is only inch hose throughout the building. I would strongly recommend that a 3 in. column be erected in the centre of the building from the ground to the top floor; valves, cradles, and 150 ft. 2½ in. canvas hose on each flat; also a 2½ in. pipe to command the room where the mails are received.

A great danger exists through the use of the cellar under the mail-room: there is a gas-stove placed close to a wood and paper partition. I was informed that some of the employes use it at lunch time to warm their tea, &c.

This, without a doubt, is very dangerous,