

Enclosure 1 in No. 11.

The ROYAL COLONIAL INSTITUTE to the COLONIAL OFFICE.

MY LORD,—

6th May, 1885.

I have the honour to forward your Lordship the following information of the result of the recent appeal to the people of the United Kingdom to join in a letter of thanks to our countrymen and kindred beyond the seas who have offered men for active service.

A few weeks since copies of a memorial were forwarded from the Royal Colonial Institute to various public bodies throughout the United Kingdom, including the Mayors and Provosts of the principal towns of England, Ireland, and Scotland, requesting them to use their influence in obtaining signatures to it in their various localities, and to return it to me not later than the 1st of May.

The memorial was as follows: "We, the undersigned subjects of the Queen resident in the Old Country, desire to express our gratitude to our countrymen and kindred beyond the sea for the generous offer they have made to send troops for active service. We have always believed that our ties of blood and common love of freedom would keep the Empire one and indivisible. We thank you for this proof that our faith is founded on truth."

To this appeal a most gratifying and remarkable response has been returned. I have received a total of more than twenty thousand signatures to the memorial "from all sorts and conditions of men." These include the names of men of all parties in politics and all classes in society. Animated by the desire to let it be known how warmly they recognize this splendid and disinterested act on the part of the colonies of Great Britain towards the Mother-country in her hour of need, peers, members of Parliament, judges of the Supreme Court, justices of the peace, mayors of towns and members of town councils and corporations, masters of city companies, professors of universities and men of science and literature, barristers, poets, authors, artists, clergy of all denominations, merchants, bankers, traders, artisans, labourers, and others have signed it. In many cases the mayors of provincial towns have affixed the corporate seal and signed the memorial "on behalf of the inhabitants."

It is evident from the readiness with which the signatures have everywhere been attached to this "letter of thanks" that, large and representative as has been the number of names obtained, want of opportunity alone has prevented tens of thousands more of the people of the United Kingdom signing it, in order to express their warm appreciation of the noble, generous, and patriotic conduct of our countrymen and kindred beyond the sea which has evoked it.

I have, &c.,

FREDERICK YOUNG,
Honorary Secretary.The Right Hon. the Earl of Derby, K.G.,
Her Majesty's Secretary of State for the Colonies.

Enclosure 2 in No. 11.

The COLONIAL OFFICE to the ROYAL COLONIAL INSTITUTE.

SIR,—

Downing Street, 13th May, 1885.

I am directed by the Earl of Derby to acknowledge the receipt of your letter of the 6th instant, showing the result of the recent appeal to the people of the United Kingdom to join in a letter of thanks to Her Majesty's subjects in the colonies who have offered troops for active service abroad.

Lord Derby has received with pleasure this further evidence of the satisfaction which the patriotic action of the colonies has given to the people of this country, and his Lordship will transmit a copy of your letter to the Governors of those colonies from which the offers were received.

I have, &c.,

Frederick Young, Esq.

JOHN BRAMSTON.

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.