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SMITHDEAL'S PRACTICAL
GRAMMAR, SPELLER
AND
LETTER-WRITER.



FOR USE IN BUSINESS COLLEGES, ACADEMIES,
PUBLIC AND PRIVATE SCHOOLS,

BY

G. H. SMITHDEAL,

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Reading in the Richmond High School, Richmond, Va.*

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PREFACE

It has been the wish of the author, in the preparation of this book, to be as simple, as thorough and as practical as possible. The matter contained is the outgrowth of years of active experience in the school room, and is adapted for individual instruction without a teacher, as well as for the work of the class room.

It has been prepared especially for giving a practical, comprehensive knowledge of the subjects treated, within a comparatively short time.

Grammar, Spelling and Letter-Writing form a valuable combination, not often embraced in the same volume—in fact, this is the only combination of the kind known to the author.

These subjects are, however, intimately associated in laying the foundation of an English education. Without a knowledge of them, any person must be ignorant, indeed; with this knowledge, he is qualified to maintain a desirable position in the business and social worlds.

The Grammar of this volume embraces a treatment of the forms of the grammatical construction of our language, together with lessons on Capitalization and Punctuation.

Attention is called to the concluding lessons on Clearness and Force, subjects really belonging more to the province of Rhetoric than to that of Grammar. It is, however, not enough that one should learn to express language without grammatical errors. Clearness and Force are equally necessary, if a strong and a pleasing impression is to be left in the mind of the listener or reader.

It has been said that English Spelling is arbitrary to a large extent. That is true; but a person is not excused for bad spelling on that account. Few things more quickly and forcibly give an impression of ignorance than does wrong spelling.

The author believes that the arrangement of most of the lessons in Spelling will assist the pupil in classifying words, as well as in spelling them.

It is thought by some persons that rules of Spelling serve more to hinder than to help. This may be true regarding some of them, but not of those which are employed in the most ordinary writing. The author, believing these necessary, has given them, with lists of words for their application.

In the Letter-Writer, the different forms of correspondence are treated as simply as possible. The forms of business, of society, of official position, are given, enabling the pupil to arrange and to express properly letters of these classes. Grammar and Spelling here play important parts, as they do in all expression.

It is hoped that the time and the labor spent in preparing this volume will insure its success as a text-book, on the simple basis of true merit.

ENGLISH GRAMMAR.

1. **Grammar** teaches the art of speaking and writing language correctly.
2. **English Grammar** teaches the art of speaking and writing correctly the *English* language.
3. **Etymology** treats of the classification and derivation of words.
4. **Syntax** treats of the construction of sentences.
5. **Analysis** is the separation of a sentence into its elements.

LESSON 1.

PARTS OF SPEECH.

With reference to their use, words are divided into *eight Parts of Speech*.

- | | |
|----------------|-------------------|
| 1. Nouns, | 5. Adverbs, |
| 2. Pronouns, | 6. Prepositions, |
| 3. Adjectives, | 7. Conjunctions, |
| 4. Verbs, | 8. Interjections. |

Note.—The participle, which has been treated by many grammarians as a separate part of speech, is not so considered in this work, because it has no independent use, but may be a noun or an adjective or a part of a verb. It is classed with the verb, because it is always derived from a verb.

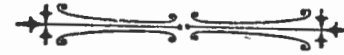
PARTS OF SPEECH DEFINED.

1. NOUNS.

A **Noun** is the name of any person, place or thing.

EXAMPLES.—*Mary, boy, New York, home, joy, Mr. Brown, truth, &c.*

Letter-Writing.



Importance.—Letter-Writing is the most largely practiced form of prose composition, and is, therefore, by far the most important. It is indispensable in the business and in the social relations of life, and is an excellent means of improving one's penmanship, spelling, grammar and general diction.

By means of letters, we necessarily give others a view of our intellectual, social and moral qualities.

In the business world, the ability to write a clear, neat, concise, well-arranged letter is one of the best of recommendations; while in the social world, culture and refinement can in no way be better expressed than in the smooth, intelligent, clear-cut language of a good letter.

LETTERS.

Letters are written communications between persons.

They may be divided into three classes: *Business*, *Social* and *Public*.

1. **Business Letters** are letters on business affairs. They are of two classes: Personal and Official.

A *personal* business letter is one on private or personal affairs, and includes the letters written by individuals, firms or companies, in connection with their business.

An *official* business letter is one written to or by a person holding a public office, on matters pertaining to this office.

2. **Social Letters** are those prompted by friendship or by love. They include letters of Social Introduction, of

Congratulation, of Sympathy, of Domestic Relations—in short, all letters prompted by sentiment.

3. **Public Letters** are communications intended for the public, but usually addressed to individuals. This form of writing is used, because it gives a personal interest and admits of a more familiar style of treating the subject discussed.

STRUCTURE OF LETTERS.

The structure of letters embraces *Materials, Heading, Address, Salutation, Body, Conclusion, Folding, Superscription, Stamp.*

MATERIALS.

The materials include *Paper, Envelope, Pen, Ink.*

1. **Paper.**—The *quality* of the paper should be the best the writer can afford. The improved appearance of the letter and the good opinions formed in the minds of others are materially increased by the use of good paper.

The *size* varies with the use. For social letters, various sizes and styles of "note paper" (which is generally 5 by 8 inches) are used.

In business, "commercial note paper" (about 6 by 9 inches) or "letter paper" (about 8 by 10 inches) is used.

The *color* most used and best suited to all persons is *white*. Gentlemen should use no other color. Ladies may use a paper of very delicate tint, if preferred.

For business letters, only pure white or bluish-white is allowable. Persons who have lost a near relative may use "mourning paper" (paper with a black border), and envelopes to match.

Ruled or unruled paper may be used with good taste; but unruled paper is decidedly preferable, being more stylish and enabling a person to put much or little on a page, as desired. The ability to write straight on unruled paper is easily acquired and is a desirable accomplishment. The practice of putting heavy, black, ruled lines under the paper is to be condemned, keeping the writer always dependent upon such help.

2. **Envelopes.**—The envelope should correspond in quality, size and color to the paper. The length of the envelope should be a little more than the width of the paper.

For *social letters*, use envelopes that will admit the paper after one or two foldings.

For *business letters*, use envelopes that will be somewhat larger than the paper, after it has been folded two or three times.

For *official letters*, manuscripts for newspapers or magazines, *legal documents* and all other large communications sent by mail, use official envelopes, about 9 inches long—long enough to take the width of foolscap paper or the length of letter paper.

3. **Pens.**—Using a bad pen nearly always produces poor writing. *Good steel pens*, large or small, according to the fancy of the writer, are most serviceable and are within the reach of all.

4. **Ink.**—Discard all fancy inks, and use only black. It is most durable, and is almost exclusively used in all kinds of correspondence.

THE HEADING.

The Heading of a letter consists of the Place where the letter is written and the Date.

Position and Arrangement.—The heading may occupy one, two or even three lines. It should never be more than three lines, and should be as short as is consistent with neatness and clear arrangement.

It should be placed about an inch and a half from the top edge of the paper, and should begin a little to the left of the middle of the page. If the heading occupies two lines, the second line should begin half an inch to the right of the first line. If there are three lines, the third should be the same distance to the right of the second line. The *parts of the heading* should be *separated by commas*, and *periods* should be placed *after all abbreviations* and at the end.

OUTLINE OF A LETTER.

*Heading**Heading**Name and title**Residence**Salutation**Body**Body**Body**Complimentary Close**Signature**Address, if not at top*

1. A one-line address should be arranged as follows:

Model 1.*Erie, Pa., Jan. 3, 1896.*

2. When writing from a city, arrange the heading thus:

Model 2.*27 Grove Avenue,
Akron, O., Dec. 6, 1895.*

3. When writing from a small town or from a country place, give your post-office, the county, the state and the date—thus:

Model 3.*Creton, Wise Co., Va.,
Nov. 3, 1895.*

4. When writing from a public institution or from a school, arrange the heading thus:

Model 4.*Hollins Institute,
Hollins, Va.,
Sept. 9, 1895*

5. If a heading occupies more than one line, be careful not to put part of a word on one line and part on the next; as, for instance, in writing "Broadway, New York," it would be wrong to put "New" on one line and "York" on the next.

6. When the heading occupies more than one line, be careful to divide the parts properly. For example, it would not do to write "165 Tremont St., Boston," on one line and "Mass., June 3, 1894," on the next. There must be a systematic arrangement of the parts.

7. In writing the date, it is not customary to write "d," "th," "st," after the day of the month, when the year is given; as, "June 21, 1894."

If, however, the year is not given, these letters must be used; as, "Yours of the 20th instant." Do not place a period after these letters.

Sometimes the day of the month is written before the month, instead of after it; as, "St. Louis, 3 June, 1894." This has the advantage of clearness, which is especially desirable in business writing.

8. Business men usually have their printed address at the top of their paper. This is an excellent plan to prevent mistakes.

9. It is the custom of many persons of culture to date the letter at the bottom. While this is not the rule, it may be allowed in social letters. Letters or notes written in the *third person* are usually dated *at the bottom*. *Business letters* should always be dated at the *top*. When the place and the date are written at the bottom, they must be begun near the left edge of the paper, on the line below that on which the signature is written.

The following model will illustrate:

Model 5.

Truly your friend,
Mary Fleming.

210 Madison Ave.,
New York, May 22, 1896.

EXERCISE.

Arrange the following headings properly. When necessary, correct the capitalization.

1. June 30, 1894, Mass., Boston, 200 Bond Street.
2. Baltimore; Md, 82 Madison Av., Aug. 25, 1894.
3. Richmond, va., 809 E. franklin St., May 1, 1894.
4. July 5, 1894, 85 state street, ill., chicago.
5. Va., June 20, 1894, Middleton Academy, Culpeper Co.

THE ADDRESS.

The Address consists of the *Name* and *Title*, and the *Place of Business* or *Residence* of the person written to.

Name and Title.—In the address, the name should be written in full, and politeness demands that some title be used. The most common titles are: *Miss*, for an unmarried lady; *Mrs.*, for a married lady or a widow; *Mr.*, for a man who has no other title; *Messrs.*, (abbreviation of "*Messieurs*," French plural of Sir), when several gentlemen are addressed; *Master*, for a young boy; *Esq.*, (Esquire), often written after a gentleman's name, instead of "Mr." before it.

How Used.—Two of the titles above mentioned must not be used with the same name, nor should they be used with literary, military or professional titles, such as Prof., Dr., Col., D.D., LL.D., &c. "Mr. Dr. Jones," "Mr. Prof. James," "Mr. J. White, Esq.," "Mr. Col. Sims," are incorrect.

Exceptions.—To the above rule, there are two exceptions:

1. When writing to a clergyman whose surname alone is known, we may write "Rev. Mr. Brown," (the Mr. taking the place of the first name). Do not write "Rev. Mr." if the first name or the initials are given.

2. If a married man has a literary or a professional title, it may be used with "Mrs.," in writing his wife's name; as, "Mrs. Dr. James," "Mrs. Judge Lamar," &c.

Order and Dropping of Titles.—Titles are written after a name, in the order in which they are supposed to have been conferred. The following are properly arranged: A. M., M. D., Ph. D., D. D., LL. D., F. R. S. A lower title is dropped when a higher one is used. The "Hon." does

away with the "Esq.," but not with any title of special honor. The D. D. or the LL. D. causes the A. M. to be dropped, but both of these titles are usually retained.

Residence.—The residence should include the FULL POST-OFFICE ADDRESS of the person to whom the letter is written. If the post-office is not in a city, always give the name of the county.

Position.—In *business letters* that are not official, the full address must be placed at the beginning of the letter.

In *military* or *official* business letters, the address is written usually at the top, but sometimes at the bottom.

In *informal social letters*, the address may be placed either at the beginning or at the end of the letter, as the writer may prefer. Placing it at the beginning implies more formality than placing it at the end; consequently, letters of domestic relation or of intimacy usually have the address at the bottom.

Arrangement.—The address should begin on the left hand side of the page, allowing a small margin, and on the line next below the date. Put the name and the title on the first line, the street and number of the house on the second line, the city and the state on the third line. Begin each line nearly an inch to the right of the line above it. Sometimes the street and number of the house are omitted from the address.

Punctuation.—If a title follows the name, they should be separated by a comma. Separate the street, city and state by commas. Put a period at the end of the whole. Every abbreviation should be followed by a period.

THE SALUTATION.

The Salutation is the term of respect, politeness, friendship or affection, which we use in addressing a person.

In *business letters*, the terms employed are *Sir*, used in the most formal letters; *Dear Sir*, a more familiar term and the one most used in business; *My dear Sir*, denoting acquaintance or friendship.

In addressing firms, *Sirs*, *Dear Sirs*, *My dear Sirs* or *Gentlemen* may be used. Do not contract "Gentlemen" into "Gents" or "Dear" into "Dr."

In addressing a married or an elderly unmarried lady, the proper term is *Madam* or *Dear Madam*.

In addressing a young unmarried lady, the salutation is generally omitted, to avoid the repetition of "Miss," the address alone being used.

Remember that "Miss" is not an abbreviation, and takes no period after it.

In addressing strangers, say "Sir," "Madam," "Miss Boyd," &c.; acquaintances, "Dear Sir," "Dear Madam," "Dear Miss Boyd"; friends, "My dear Friend," "Dear Mary," "Friend Johnson," &c.; relatives and dear friends, "My dearest Mother," "My darling Child," &c.

Capitals and Punctuation.—Begin the first word and every noun in the salutation with a capital.

The salutation should be followed by a COMMA in INFORMAL letters, and by a COLON in more FORMAL ones. If the salutation is on the same line as the beginning of the body of the letter, use a DASH with the comma or the colon.

Position of Salutation.—1. If the address occupies three lines, the salutation should begin under the first letter of the second line, or under the first letter of the first line, as in Model 1.

Model 1.

J. Q. Peck & Co.,
22 Tremont St.,
Boston, Mass.

Gentlemen:

Your favor of the 17th

2. If the address occupies but two lines, begin the salutation under the first word of the first line, as in Model 2.

Model 2.

*Dr. W. C. Brady,
Roanoke, Va.*

Dear Sir:—In reply to yours of

3. In writing business letters to a married lady, use Model 3, and for social letters, use Model 4.

Model 3.

*Mrs. J. Pees,
Cairo, Ky.*

Dear Madam:—I beg to inform

Model 4.

*Dear Mrs. Lee,
It is with great*

4. In writing to intimate friends or to relatives, use the forms of Models 5, 6 and 7.

Model 5.

*My dear Lily,
I again claim*

Model 6.

Friend Clark,

Nothing could give

Model 7.

My dearest Child,

Your welcome

5. The following form may be used in official letters:

Model 8.

To the Secretary of War.

Sir:

Your action regarding

USE OF TITLES.

Rev. (Reverend) precedes the name of a clergyman.

Rt. Rev. (Right Reverend) precedes the name of a Bishop.

Rev. Dr. precedes the name of a Doctor of Divinity, or "Rev." may precede the name and "D. D." follow.

Hon. (Honorable) precedes the names of judges, mayors, members of a state legislature, members of Congress, heads of government departments and others of similar rank.

Prof. (Professor). This title is given by courtesy to anyone who has distinguished himself as an educator.

Esq. (Esquire). This title is by courtesy used after the names of men of any prominence, especially those of the legal profession.

FORMAL ADDRESSES AND SALUTATIONS.

(a) is followed by the form of address; (b), by the salutation

1. To a Bishop.
(a) *Right Rev. James Dodd, D. D., Bishop of Virginia.* (b) *Right Reverend Sir:—* or *Right Rev. and Dear Sir:—*
2. To a Minister, Priest or Rabbi.
(a) *Rev. Dr. John Kane* or *Rev. Jno. Kane, D. D.* (b) *Reverend Sir:—* or *Sir:—*
3. To a Judge or a Mayor.
(a) *Hon. James J. Kirke.* (b) *Sir:—* or *Dear Sir:—*
4. To a Lawyer, Justice of the Peace, &c.
(a) *Henry C. Kidd, Esq.* (b) *Sir:—* or *Dear Sir:—*
5. To a Physician or Surgeon.
(a) *Dr. J. O. Hoyt* or *J. O. Hoyt, M. D.* (b) *Sir:—* or *Dear Sir:—*
6. To a Dentist.
(a) *Dr. S. E. Steel* or *S. E. Steel, D. D.S.* (b) *Dear Sir:—* or *Sir:—*
7. To a Professor.
(a) *Prof. E. H. Ward, D. D., LL. D.* (b) *Dear Sir:—*
8. To the President.
(a) *To the President, Executive Mansion, Washington, D. C.* (b) *Sir:—* or *Mr. President:—*
9. To the Vice President and Cabinet Ministers, &c.
(a) *Hon. Charles E. Wilson, Vice President of the United States.* (b) *Jas. B. Wade, Secretary of War.* (b) *Sir:—*
10. To the Governor of a state or a Foreign Minister.
(a) *His Excellency, Governor J. W. Ross.* (b) *Sir:—* or *Your Excellency:—*
11. To the Pope.
(a) *His Holiness, Pope Leo X.* (b) *Most Holy Father:—* or *Your Holiness:—*
12. To Ladies.
(a) 1. *Mrs. Jno. W. Forbes* (a married lady). 2. *Mrs. Mary E. Young* (widow). 3. *Miss Sarah E. Jones* (unmarried).
(b) *Madam:—* or *Dear Madam:—* for 1 and 2. No salutation for 3.

EXERCISE.

Arrange the following addresses and salutations properly.

1. 295 Broadway, New York, Dear Sir, Mr. H. B. Young.
2. Detroit, Mich., Rev. H. W. Dunn, D. D., My dear Sir.
3. Atlanta, Ga., Dear Madam, Mrs. James W. Tatum.
4. Gentlemen, Topeka, Messrs. Hurd & Co., Kansas.
5. Gov. H. L. Johns, Albany, N. Y., Your Excellency.
6. Winchester, Miss Anna Mayo, Va.
7. Washington, D. C., To the President.

THE BODY OF THE LETTER.

The Body of the letter is the communication itself, exclusive of the heading, the address or the conclusion. It should usually begin just under the end of the salutation. If the salutation is long, it may begin on the same line.

Paragraphing.—Make a new paragraph of each subject discussed in the body of the letter.

Style.—Aim to be as *clear* as possible in the expression of ideas, and to this add *simplicity*. It is no mark of culture to be able to use long words; on the contrary, the most highly cultured persons express themselves in the simplest manner possible.

CLEARNESS and SIMPLICITY are especially necessary in business letters, where men have no time to think out the meaning of a sentence or a word.

Avoid the use of slang or any expression liable to lower the tone of the letter. Aim always to write in a refined, intelligent manner. The style should be adapted to the person addressed and to the subject discussed. In writing to persons in superior positions, it should be respectful; to inferiors, courteous; to intimate friends, familiar and pleasant; to children, simple; to relatives, affectionate.

In writing on OFFICIAL subjects, the style should be dignified and forcible; on ordinary BUSINESS matters, short and to the point; on ordinary SOCIAL matters, easy and sprightly.

Domestic letters should not be stiff. The little incidents of home life generally prove most interesting reading.

CONCLUSION.

The Conclusion of a letter embraces all that follows the body of the letter. It includes the *Complimentary Close*, the *Signature* and the Address, if the last is not at the beginning of the letter.

The **Complimentary Close** is the phrase of politeness, respect or affection at the end of a letter.

The words used vary according to the relations existing between the correspondents.

In *social* letters, "Your sincere friend," "Your loving child," "Yours affectionately," &c., may be used.

In *business* letters, the customary forms are "Yours truly," "Yours very truly," "Yours respectfully," "Respectfully yours," &c.

In *official* letters, the style is more formal. The following are approved official forms:

1. *I have the honor to be, Sir,*
Your obedient servant,
James Lyle.
2. *I have the honor to remain,*
Most respectfully yours,
John Dean.
3. *I am, Sir,*
Your obedient servant,
James Newton.

The Signature.—The signature follows the complimentary close. It is the name of the writer of the letter.

In signing a letter, there are several important points:

1. *All letters should be plainly signed.* Often a letter is sent with no signature whatever, due, doubtless, to forgetfulness on the writer's part. See that the name is written plainly enough to be easily understood by others. One may be able to read his own signature with ease, while to other people, it would be entirely illegible.

2. *Letters written by ladies.*—A lady's signature on her letter, in writing to strangers or to inferiors, should indicate both her sex and whether she is married or single.

A letter written by "M. W. Young" leaves one not acquainted with the writer in doubt as to whether to direct an answer to "Mrs.," "Miss" or "Mr. M. W. Young," and also, whether to write the salutation "Sir," "Madam" or "Miss." The lady should sign her name "Miss Alice Noyes" or "Mrs. M. W. Altoon" or "Mrs. John Edwards." If referable, the title may be inclosed in parenthesis; as, "(Miss) Mary B. Young." A married lady generally uses her husband's name. She may, if desired, use her own name, and, if she is a widow, she should do so.

3. *Letters of importance,* even to intimate friends, should contain the writer's full name. A letter that does not reach its destination is sent to the Dead-Letter Office. Here it is opened, and, if the writer's name and residence are contained, it is returned to him. Thousands of letters are lost yearly, and many thousands of dollars fail to reach their destinations, because the letters inclosing them do not contain the addresses of the writers. In letters of no importance, it is not necessary to write the name in full.

4. *Official letters* may contain the official position of the writer, written after or below the name; as,

1. *James E. Mason, Supt. of Schools.*
2. *John E. Hart,*
Commissioner of Agriculture.
3. *J. Harmon Wood,*
Chairman of Music Committee.

The Address.—As previously stated, every letter should contain the address of the person written to. When not put at the beginning of the letter, it should, as a mark of respect, be placed at the end of the letter. Do not omit it, even in letters to relatives.

Arrangement and Position.—The *complimentary close* is written on the next line after the end of the body of the letter. It usually occupies only one line, but, if too long for one line, two or three lines may be used. It generally makes several lines in official letters, and often in business letters. The *signature* comes on the next line to the close, and should begin nearly an inch to the right of the first letter of the line above it. The *address*, when it forms a part of the conclusion, is written on the next line below the signature, near the left hand edge. The parts should be arranged as when written at the beginning of the letter.

Punctuation.—A comma should be placed after the complimentary close, and a period after the signature. If the close occupies more than one line, it may require several commas. Punctuate the address as when placed at the beginning of the letter.

EXERCISE.

range the following properly. Correct the capitalization, when necessary.

I am, Sir, your obedient servant, James Kirk.
Believe me to be, as ever, your sincere friend, Mary

ng.
I have the honor to be, sir, yours most respectfully,
n. Hall.

Wishing you much good fortune in your enterprise, I
ain, sincerely yours, Hannah B. Leonard.

Hoping to hear from you soon, I remain, yours truly,
A. Ball.

I beg to remain, yours respectfully, Howard Kirkland,
Board Commissioners.

FOLDING.

The folding of a letter, though very simple, adds to or detracts from the appearance of the letter, according as it is well or badly done.

Envelope Paper.—It is supposed that the envelope corresponds to the paper in size.

The sheet of paper lies before us, the first page up. There are several different ways of folding it. The first way is the usual way of folding:

First way.—1. Turn the bottom of the paper up to about one-third the length of the paper from the top.

2. Turn the top down over this, fold and press neatly.

Second way.—If a large, square envelope is used, fold the paper from bottom to top, and press the fold neatly.

Third way.—1. Fold lengthwise, bringing the right and left edges together.

2. Fold from bottom to top once, or as often as is necessary to fit the envelope.

Fourth way.—If the sheet is to be put in an official envelope (about 9 inches long), put the right and the left edges together, folding lengthwise.

Letter Paper.—To fold a sheet of letter paper to fit an ordinary envelope,

1. Fold from bottom to top.

2. Turn the right edge over to one-third the width of the paper from the left edge.

3. Turn the left edge over, and press neatly,

To fold a sheet of letter paper to fit an official envelope,
1. Turn the bottom up to one-third the length of the paper from the top.

2. Turn the top down over this, and fold neatly.

Insertion of the Letter.—Put the folded letter into the envelope in such a manner that the middle fold of the paper will be against the place on the envelope where the superscription is to be written.

THE SUPERSCRPTION.

The Superscription, or outside address, is what is put on the envelope. It consists of the *Name*, *Title* and full *Directions* of the person written to.

Name and Title.—As in the inside address of the letter, politeness demands that a title be used with the name. The common titles, "Mr." or "Esq.," may be used for a gentleman, if no other is appropriate, and "Mrs." or "Miss" for a lady.

Besides being a mark of respect, the title may sometimes serve to distinguish the person written to from some one else bearing the same name.

If a person is acting in an OFFICIAL capacity, his position should be shown, in addition to the ordinary title; as, "J. W. Hodges, Esq., Pres. N. & W. R. R. Co."

Directions.—If the person written to lives in the *city*, the number, the street, the city and the state should be given.

If a resident of the *country*, the nearest post-office, the county and the state should be given.

Persons often forget that there are several cities of the same name in the different states; and, also, that in the same state, there are towns whose names are so nearly alike, that annexing the name of the county is all that saves letters from going to the wrong place, and frequently from being sent to the Dead-Letter Office.

Arrangement.—In directing an envelope, write straight across, beginning a little below the middle. Start the name a short distance from the left edge, according to the length of what the line will be. Write each of the lines that follow nearly an inch to the right of the line above, thus bringing the last item down near the right hand corner.

Punctuation.—A comma should follow each line, except the last, where a period is used. All abbreviations should be followed by periods. If a title follows the name, separate it from the name by a comma; and, if two titles follow, put a comma between them. Capitalize every important word. In ordinary superscriptions, every word is capitalized.

MODELS FOR SUPERSSCRIPTION.

1. For a person living in a city, use Model 1.

Model 1.

*Robert S. Johnson, Esq.,
16 Madison Square,
Baltimore,
Md.*

2. For a resident of a town, use Model 2.

Model 2.

*Miss Mary Kingsley,
Millerstown,
Perry Co.,
Penn.*

3. In writing to the President of the United States, use Model 3.

Model 3.

*To the President,
Executive Mansion,
Washington,
D. C.*

4. In writing to the Governor of a state, use Model 4.
5. When writing to a person of official position, use Model 5.
6. If the letter is addressed in the care of another person, arrange as in Model 6.
7. The P. O. Box usually takes the place of the number and the street, just under the name; but sometimes it is written down in the left hand corner, as may be, also, the name of the county. See Models 7 and 8.

Model 9.

IF NOT CALLED FOR IN 10 DAYS, RETURN TO
WM. GLOVER & CO.,
902 E. MAIN STREET, RICHMOND, VA.

Stamp

*Messrs. Wm. Cole & Co.,
195 Bond Street,
Boston,
Mass.*

*G. W. Matthews, Esq.,
Commissioner of Education,
Louisville,
Ky.*

Model 6.

*Master Jno. W. Craven,
Care of R. I. Lee, Esq.,
Roanoke,
Va.*

Model 7.

*Messrs. J. W. Bordon & Co.,
Philadelphia,
Penn.
P. O. Box 25.*

Model 8.

*Mrs. Jno. W. Walker,
Greenwood,
Va.
Albemarle Co.*

1. Self-Addressed Envelopes.—A self-addressed envelope is one on which is written or printed the writer's address. A letter in which the writer asks for a reply FOR HIS OWN EXCLUSIVE BENEFIT should enclose a self-addressed envelope.

2. Special Request Envelopes.—To insure safety and rapidity of delivery, most business men use envelopes having their address or a special request to return to their address within a given time, printed on them. If not printed, it may, when desired, be written. See model 9, on page 21.

A letter with the address of the writer, but with no request to return in a given time, is supposed, in case of non-delivery, to be returned in thirty days. Such letters are not sent to the Dead-Letter Office, but, when not delivered, are returned directly to the writers.

THE STAMP.

The stamp should be placed on the upper right hand corner, about a quarter of an inch from the top and the right hand edges of the envelope. See that it is put on perfectly straight. Any carelessness in the appearance of a letter is a mark of disrespect to the one addressed.

Requirement.—It is necessary that all matter sent by mail should bear the government stamp. A two-cent stamp is sufficient to carry a letter containing two sheets of ordinary note paper or one sheet of large letter paper. The rate is two cents per ounce or for a fraction thereof. A letter overweight for the stamping will be delivered, and the postage due collected from the one to whom it is addressed.

It seems strange that any one should attempt to send a letter by mail, without affixing the stamp properly; and yet hundreds of thousands of letters are every year sent to the Dead-Letter Office, because of not being properly stamped, or sometimes not stamped at all.

EXERCISE.

Arrange the following superscriptions properly. Correct the capitalization, when necessary.

NOTE.—Draw on paper a figure the size and shape of an ordinary envelope, and write the superscription on that.

1. Miss Mattie B. Forrest, 65 Fifth avenue, New York.
2. P. O. Box 156, Washington, D. C., Mrs. Leonard Carter.
3. 54 high St., Louisville, Ky., Mrs. Wm. Roper.

Model Business Letter.

55 Decatur St.,

Atlanta, Ga.,

July 2, 1904.

Messrs. B. F. Johnson & Co.,

Richmond, Va.

Gentlemen:—Your "Southern Publishing Co." so recommends itself to me, that I hereby apply for ninety shares of its stock. Enclosed find check for the amount (\$900).

Wishing you much success in your enterprise, I remain,

Yours truly,

Jas. W. Lee.

4. Care of H. W. Miller, Esq., Greenwood, Va., Master T. W. Townes, Albemarle Co.
5. Gov. J. B. Anderson, Mass., Boston, His Excellency.
6. Philadelphia, Pa., Commissioner of Agriculture, Wallace Bond, Esq.
7. Washington, To the President, Executive Mansion, D. C.

POSTAL CARDS.

A communication sent by postal card should be expressed as briefly as possible.

Neither heading nor complimentary close is necessary.

Private or important matters should not be written upon a postal card. If anything but the address of the person written to appears on the face of the card, it is subject to the same postage as letters. Cards having anything pasted on them will not be delivered.

IMPORTANT SUGGESTIONS.

1. **Answers.**—Letters should be promptly answered. Business letters should, if possible, be answered on the day of the receipt, or at the earliest moment possible.

2. **Address.**—Write the address on the envelope very plainly. "N. Y." and "N. J." are often mistaken for each other, as may be "Me." and "Mo." and others.

3. **Abbreviations.**—Do not abbreviate the salutation to a letter. Avoid using such abbreviations in the body of a letter as "&" for "and"; "bo't" for "bought"; "rec'd" for "received"; etc. Do not abbreviate the names of towns or cities; as, "Balto." for "Baltimore"; "P'k'psie" for "Poughkeepsie"; "J'nstown" for "Johnstown"; &c. Do not abbreviate abbreviations; as "Mess." for "Messrs."; "ad." for "adv."

4. **Beginning and Ending.**—In beginning a letter, avoid such set phrases as "I take my pen in hand"; "I now seat myself"; &c. A letter should generally close with some term of affection or compliment. This is included in the last sentence or two of the body of the letter.

5. **Both Sides.**—In business letters, it is better to write on only ONE side of the paper, as letters written on both sides are not easily transferred to a copying-book. In writing articles for PUBLICATION, both sides of the manuscript MUST NOT be written on.

Model Social Letter.

24 Vale Avenue,
Selma, Ala.,

May 2, 1904.

Dear Friend,

I regret that I must
ave today without seeing you. I
m, however, consoled by assuring
myself that I shall soon have you
with me in my own home, when
I can fully enjoy your pleasant
companionship.

In the meantime, believe me,

Sincerely yours,

Mary L. Dean.

Miss Kate Boss,

86 Elm St., Selma, Ala.

6. **Copies.**—Copies of all letters of importance should be kept, as a guard against future mistakes or even malicious misrepresentation.

7. **Carefulness.**—Neatness and accuracy are among the best of recommendations to a letter-writer. Bad spelling, poor writing, untidy appearance, have been the causes of many failures to obtain positions. Men will judge by appearances. Avoid erasures, even if necessary to rewrite the letter. Avoid using any other than black ink. Do not write letters with a lead pencil.

8. **Exaggeration.**—Avoid exaggerated or intensive expressions, such as, "a perfectly splendid time", "awfully lovely", &c. Avoid being "gushing" in your manner of expression. Be moderate and refined in tone.

9. **Foolscap Paper.**—Never write a private letter on foolscap paper, unless it is impossible to obtain the proper kind.

10. **Foreign Words.**—Foreign phrases are in bad taste. Your correspondent may not know their meaning, and to ask another is to own a defect in his own education.

11. **Figures.**—Figures should not be used in letters except in writing dates or sums of money. In business letters, numbers that are written in words are, also, expressed parenthetically in figures; as, "Enclosed find me check for five thousand dollars (\$5,000)."

12. **Filing Letters.**—All business letters should have a brief outline of their contents jotted on the envelope, and they should then be filed for future reference.

13. **Instant, Ultimo and Proximo.**—The abbreviated forms are "inst.," "ult." or "ulto." and "prox." In correspondence, "instant" means "the present month"; "ultimo" means "the month last gone"; "proximo" means "the next or coming month."

14. **Little Things.**—In writing to those connected by warm ties of friendship or of domestic affection, do not

lect to write about the little things of your home life. It these which will most interest them.

15. **Money.**—In opening letters containing money, the amount should be noted, and a receipt for the same prompt sent.

16. **Naturalness.**—Your letters should bear so strong an impression of your own personality, that the reader will voluntarily think, "That's just like—, isn't it?"

17. **Paging.**—Where a letter occupies more than one page, it is better to number the pages. Pages of manuscript for publication must always be numbered.

18. **Paragraphing.**—In answering letters, place in separate paragraphs each subject discussed.

19. **Postscript.**—The postscript is something added at the bottom after the letter has been written. It is usually an afterthought. While a postscript may be used with respect propriety, it is better to do without it and to put in the body of the letter all that is to be said. An expression of compliment or of affection should never be put in a postscript—it is not complimentary to the person addressed to write such an expression as an afterthought. The abbreviation "N. B." is used for "Nota bene", which means "Mark well."

20. **Repetition.**—Avoid repeating words that have been already used. Vary your language by different forms of expression. Do not use a multitude of words to convey an idea. Let your language be simple and clear cut.

21. **Senior and Junior.**—"Sr." or "Sen." and "Jr." or "un." are the abbreviations for these words (meaning elder and Younger). "Junior" is adopted by the son and "senior" by the father, when both are living. On the death of the elder the younger one usually drops the "Jr." These words do not take the place of other titles. It is correct to say, "H. P. Hines, Jr., Esq." or "Jas. Metz. Sr., Esq."

22. **Titles.**—Titles should not be omitted, but they should be used sparingly in letters.

BUSINESS LETTERS AND BUSINESS FORMS.

BUSINESS LETTERS.

1. LETTERS OF RECOMMENDATION.

Carefulness necessary.—A conscientious person will be very careful whom he recommends. By giving such a letter, he makes himself, to a certain extent, responsible for the character and conduct of the person he recommends. He should not hesitate to refuse, where he cannot conscientiously recommend.

Style.—The letter should be as brief as possible, containing only the points necessary to be discussed.

NOTE.—Notice carefully the arrangement and punctuation of specimen letters.

Recommendation for Confidential Clerk.

205 W. 16th St.,

New York, May 12, 1907

Messrs. J. W. Hill & Co.,

Philadelphia, Pa.

Gentlemen:

It gives me great pleasure to commend to you, with confidence, both as to ability and integrity, the bearer of this, Mr. W. H. Field, who is desirous of obtaining employment as confidential clerk in your house.

I have known him for years, and have uniformly found him to be a man of irreproachable character and fine business ability. I feel sure that, should you employ him, you will find him a most useful addition to your establishment.

Respectfully yours,

Goodwin Lewis.

SOCIAL LETTERS.

The styles of social letters most frequently used are: 1, Letters of *Introduction*; 2, Letters of *Sympathy*; 3, Letters of *Congratulation*; 4, Letters of *Affection* and *Friendship*.

I. LETTERS OF INTRODUCTION.

In giving a Letter of Introduction, be careful to state whether it is a business introduction or whether you wish the person to receive social attentions.

Introducing a Gentleman Friend.

New Orleans, La., June 5, 1905.

*Arthur Fleming,
Philadelphia, Pa.
Dear Friend:*

*I take pleasure in introducing to you my
nephew friend, Mr. William Jenkins, and I solicit for
him a large share of your store of cordiality. Mr. Jen-
kins is on his way to Paris, on business connected with
his home, and I earnestly desire that you will make his
visit in your city as agreeable as possible.*

*Believing that you will be good enough to render him
your attention you may be able, I remain, as ever,*

Your old friend,

Waller Thompson.

Introducing a Lady Friend.

Detroit, Mich., Mar. 1, 1905.

My dear Jennie,

*Allow me to introduce to you the bearer
of this, Miss May Moore, of whom you have heard me*

*speak so often. Believing that an acquaintance would be
mutually pleasant to you both, I have asked her to call
on you and deliver this in person. Any attentions you
may show her will be warmly appreciated by*

Your affectionate friend,

Belle M. Troy.

*Miss Jennie Adair,
Memphis, Tenn.*

2. LETTERS OF SYMPATHY.

A Letter of Sympathy is written to a friend who has sustained a loss.

Character of the letter.—A letter of sympathy is difficult to write properly. The writer should not dwell on distressing scenes or events. The only object of the letter should be to show a warm sympathy in the distress and to offer what consolation is possible. A few loving words, a desire to share the grief, a reference to the One who can heal all sorrow, are all that such a letter requires.

Letter of Sympathy.

Charleston, S. C., Nov. 1, 1905.

Dear Mr. Deane,

*I cannot tell you with what pain and
grief I heard this morning of the death of your brother.
It is a loss that all who knew him can feelingly estimate;
and, if the sympathy of friends can be a consolation
under such circumstances, be assured that many sorrow
with you in your loss.*

*There is, however, a higher source of consolation,
and, commending you to that, I remain,*

Your sincere friend,

John T. Harris.

*W. S. Deane, Esq.,
Greensboro, N. C.*

3. LETTERS OF CONGRATULATION.

Letters of Congratulation are written to friends who have had some good fortune.

Character of the letter.—The letter should be written with great warmth and heartiness. It should be written soon as possible after the event, for a delay causes congratulations to sound forced.

Congratulating a Friend on His Marriage.

Portland, Me., Oct. 8, 1905.

My dear Downing,

Today's mail brings me news of your approaching marriage, for which I return most hearty congratulations, both for your prospective bride and for yourself.

You have chosen wisely a woman who is noble as well as beautiful, and whose love will be an unfailing comfort to you; and I believe that, in the years to come, she will find in you the shelter and the confidence that a true man gives.

Hoping that you may both be very happy and that your happiness may increase with years, I remain, as ever,

Your true friend,

John Davidson.

Mark Downing, Esq.,

Boston, Mass.

Congratulating a Friend on His Good Fortune.

Chicago, Ill., May 3, 1905.

Mr. J. H. Sands,
Harrisburg, Pa.

My dear Friend,

I have just learned that you have been appointed manager of the Crescent Iron Works, in your

city, and hasten to offer my congratulations. I hope this may be but the forerunner of something better. Should it be so, no one will rejoice more heartily than

Your sincere friend,

John W. Hill.

4. LETTERS OF AFFECTION.

The principal charm of such letters is their *naturalness*. They should be sprightly in tone, with an undercurrent of affection or friendship, corresponding in warmth to the relations existing between the correspondents.

5. NOTES.

A Note, which is in reality a short letter, may be of a formal or of an informal character.

1. **Informal Notes** are short communications between persons, written in the *first* and *second* persons, and somewhat familiar in tone.

2. Informal notes may be written upon any occasion. The only requirement is that a certain degree of familiarity be allowable and that the occasion be not one requiring dignity or formality.

Informal Note.

37 Riverview Park,

June 27, 1905.

Dear Mary,

We are getting up a picnic party for next Tuesday, and shall be glad to have you make one of us. Do try to go. We promise to be as gay as possible.

Hoping to receive a favorable answer, I remain,

Your sincere friend,

Mattie Lathrop.

3. **Formal Notes** are short communications, written in the *third* person, having neither *salutation* nor *signature*, and dated at the bottom, to the left.

Formal notes are usually written on occasions of invitations to *weddings, dinners, balls, parties, or formal gatherings.*

Formal Note.

Miss Davis requests the pleasure of Mr. Boyd's company tomorrow evening, at half-past nine.

5 Russell Square, Jan. 15.

Dancing.

Third Person.—Formal notes should always be written in the third person. This is not always easy, if the note is of much length. Be careful not to change from the third to the first or second person. The following is an example of this *error*:

Miss Green requests the pleasure of Mr. Jackson's company tomorrow evening, to meet Miss Anna Lee. I hope you will be able to come, as I am quite anxious for you to know my friend.

8 Eutaw Place, Jan. 25.

The proper way to write this is as follows:

Miss Green requests the pleasure of Mr. Jackson's company tomorrow evening, to meet Miss Anna Lee. She hopes he will be able to come, as she is quite anxious for you to know her friend.

8 Eutaw Place, Jan. 25.

ACCEPTANCES OR REGRETS.

1. **Answers** to invitations, except those to dinner, are not always necessary, unless *R. S. V. P.* (Answer, if you please) or another form of request for an answer is obtained.

2. **Third Person.**—Answers to notes written in the third person should, also, be written in the third person.

3. **Whom to address.**—The answer to an invitation should be addressed to the person or persons sending it; but, if sent to a lady and a gentleman conjointly, it should be acknowledged to both on the inside, but the envelope should be addressed to the *lady* alone.

4. **When to answer.**—An invitation to dinner should be answered immediately. Invitations to balls, parties, weddings, etc., may be answered as late as the third day.

If unable to attend, a regret should be sent the day after the occasion; and it is always more courteous to assign a reason for not attending.

FRENCH PHRASES.

The following phrases are often used on notes and cards:

R. S. V. P., Repondez s'il vous plait—Answer, if you please.

P. P. C., Pour prendre conge—To take leave.

Bal masque—Masquerade ball.

Costume de rigueur—Full dress, in character.

Fete champetre—A rural entertainment.

E. V., En ville—In the town or city.

Soiree dansante—Dancing party.

MODELS OF FORMAL AND INFORMAL NOTES.

1. Formal Invitation to a Party.

Mr. and Mrs. William Logan request the pleasure of Mrs. Durand's company on Thursday evening, November sixth, from nine to twelve. Dancing.

19 Madison Ave, Feb'y 12.

Please answer.

2. Formal Invitation to a Dinner.

Miss Mason requests the pleasure of Mr. and Mrs. Jno. B. Cummin's company to dinner on Tuesday, October fifth, at seven o'clock.

Magnolia Park, October 1.

3. Formal Invitation to Meet Friends.

Senator and Mrs. Gorman request the pleasure of Mr. and Mrs. J. B. Hill's company on Wednesday evening, May sixth, at eight o'clock, to meet General and Mrs. McAdam.

824 LeGrand St.

R. S. V. P.

4. Formal Invitation to attend a Concert.

Mr. Manson solicits the pleasure of attending Miss Owens
the concert to be given by the Boston Ideals next Thursday
evening.

Russell House, Jan. 3.

Please Answer.

5. Informal Invitation to a Dinner.

Wednesday, March 8.

Dear Minnie,

Will you and your husband favor us with your
company to dinner on Tuesday next? There will be present
a few old and valued friends, whom, I am sure, you will
be pleased to meet.

Hoping for a favorable reply, I remain, as ever,

Your sincere friend,

Marian Derby

Mrs. J. B. Mason,
250 Arch St.

6. Formal Acceptance of a Dinner Invitation.

Mr. Lawton's compliments to Mrs. Melton, accepting with
assurance her kind invitation for Tuesday evening, March
sixth.

Plaza Hotel, Feb. 28.

7. Formal Regret, (answer to same invitation).

Mr. Lawson regrets that, owing to unexpected press of
business, he will be unable to accept Mrs. Melton's kind invita-
tion for Tuesday evening, March sixth.

Plaza Hotel, Feb. 28.

8. Informal Acceptance.

18 Carlisle St.,

May 20, 1905.

Dear Mrs. Gray,

It gives me much pleasure to accept your kind
invitation for Thursday next. I am delighted at the prospect
of enjoying a musical evening at your house, and promise to

contribute all I can, as you so kindly ask.

With pleasant anticipations, I remain,

Sincerely yours,

Mary L. Anderson.

6. WEDDING INVITATIONS.

Invitations to weddings are sent out by the parents of
the bride, if living, ten days or two weeks before the cere-
mony.

Paper.—The *paper* should be heavy and of fine quality.
The writing may be script type or from an engraved plate.

The *size* of the paper is regulated by the prevailing
fashion. The following is a popular form of wedding
invitation:

Mr. and Mrs. Charles Mayo
request your presence
at the marriage of their daughter
Adelaide

to

Dr. Homer P. Belvin,
Thursday evening, June seventh,
at seven o'clock,
St. James Church,
Richmond,

1905

Sometimes cards are issued just after a wedding, announcing the marriage and inclosing another card to those invited to call. The following form will illustrate:

*Dr. Homer P. Belvin,
Miss Adelaide Mayo,
Married
Thursday, June seventh, 1905.*

Card like the following should, also, be enclosed.

*Dr. and Mrs. Homer P. Belvin,
At Home,
after July first, 1905,
820 Michigan Avenue.*

7. CARDS.

Quality and Color.—Fine, unglazed card-board is best. The color in best taste is white or cream, and these are allowable for weddings. On other occasions, delicately tinted cards may be used, but are not in so good taste.

Wedding Cards.—Invitations to weddings, when printed in form, are often printed on large cards, instead of on paper. The size is a matter of taste. When personal cards are inclosed in a wedding invitation, the gentleman's card is a little larger than that of the lady.

Betrothal Cards.—Among the Hebrews, it is customary to announce betrothals. For this purpose may be used notes or cards, worded as follows:

*Mr. Jacob Greenbaum,
Miss Sara Allstein,
Betrothed
December first, 1905.*

3. Presentation Cards.—A visiting card generally accompanies a gift, when a note is not sent.

4. Memorial Cards.—It is customary with many persons to send to the friends of a dead person, about a week after the funeral, black-bordered cards (narrow border for the young, wide for the aged), bearing the name, the dates of the birth and death of the deceased, together with a short sentence of eulogy or affection.

5. Business Cards.—These are cards used by persons to show their kind and place of business. They are generally large and not fine in the printing or the quality of the card.

Professional or Official cards are used by professional men generally for professional purposes. Official cards may, also, be used for social purposes.

6. Visiting Cards.—This is the most largely used form of cards. There are several important points to be noticed.

Inscription.—A *lady's* card should have "Mrs." or "Miss" with the name. The card of the *eldest unmarried* daughter should read simply "Miss Smith"; not "Miss Mary Smith". The younger sisters, if unmarried, should have their given names on their cards; as, "Miss Sarah Smith", "Miss Irene Smith". A *married* lady generally uses her husband's name; as, "Mrs. Thos. Carlton". A *widow* always uses her own name; as, "Mrs. Grace Watson".

Sometimes a husband and a wife use a joint card; as "Mr. and Mrs. Geo. W. White".

A *gentleman's* card should have "Mr." or any professional title, with the name; as, "Mr. James Dixon".

in Walton, M. D." or "Dr. John Walton"; "Rev. S. Travers, D. D."; &c.

Residence.—When the *residence* is given on the card, as is usually the case, it is put in very small letters, in the lower right hand corner.

A lady *receives* on a certain day, she indicates it by writing in the lower left hand corner "Thursdays," "Tuesdays," or whatever the day may be.

Size.—A lady's visiting cards are usually larger than a gentleman's; but that is much a matter of taste. Visiting cards should be plain, both in material and inscription. They should be engraved or written.

Miss Stone,

Tuesdays, 18 Rustic Ave.

W. J. Walton, M. D.

Mrs. Jno. R. Stone,

Tuesdays. 18 Rustic Ave.

Miss Mary Stone,

18 Rustic Ave.

USE OF CARDS.

The chief uses of visiting cards are

To announce a visitor's name.

The card is handed to the person who opens the door, and the caller inquires for the person or persons for whom the call is intended.

If there is a visitor in the house, two cards should be left, one for the visitor and one for the family.

If there are elderly as well as young persons who are called, two cards should be left.

If the person called on is not at home, leave a card, turning over one end to denote a call in person.

2. To announce a guest's name at a reception.

The person who attends the reception should hand a card to the usher at the door and should, also, leave one on the card receiver.

3. To announce a long stay from home.

A person leaving home for a long period sends his friends a card with P. P. C. (*pour prendre conge*, to take leave,) on one of the lower corners. Frequently the English words are written out.

4. To announce a return home.

It is customary, after a long stay from home, to announce a return, by sending visiting cards to friends.

5. To accompany a letter of introduction.

A person in a strange city, with a letter of introduction, should, if the letter is not presented in person, send the letter with his card, bearing his temporary address, enclosed in an envelope.

6. To make known one's name to a stranger.

A person wishing to make himself known to another, for any purpose, hands him his card.

7. To serve as a credential.

A person hands his card to another, to whom he is unknown, with a written indorsement on the back, to show that he is the person he represents himself to be.

EXERCISES IN SOCIAL LETTERS.

LETTERS OF INTRODUCTION.

1. You are away from home. Write a letter of introduction to your mother for a friend who is to spend some time in that city.

2. You have a friend who intends spending a few weeks in Washington. Introduce him by letter to your brother,

who is a member of the Senate, and ask that he aid as much as possible in making his visit interesting.

LETTERS OF SYMPATHY.

1. Your friend has just lost his mother. Write a letter of sympathy.
2. You have just heard of a terrible fire, which has entirely destroyed a business block belonging to your friend, and left him almost penniless. Write a letter, expressing sorrow at his loss and encouraging him not to lose heart.

LETTERS OF CONGRATULATION.

1. Write a letter of congratulation to your friend, who has come into possession of a large fortune.
2. Write a letter of congratulation to a friend who has just been married.

FAMILY LETTERS.

1. You are away from home, attending school. Write a letter to your mother.
2. Write a letter from a father to a son who has just left home to engage in business in another city.

INVITATIONS AND CARDS.

1. Write a formal invitation from a lady to a gentleman, to attend a dinner party.
2. Write a letter of acceptance from the gentleman.
3. Write an informal invitation to a lady to attend a concert with you.
4. Write a note of regret from the lady.
5. Mr. and Mrs. Chas. Hinen's daughter Mary is to be married to Mr. A. J. Mayo, Wednesday, June 6, at eight o'clock, at St. Andrew's church. Write a form of wedding invitation. Write, also, announcement cards.
6. Write visiting cards for Dr. H. A. Owens, for his wife and for his two daughters, Misses Mary and Jennie Owens. They live at 114 Grove Ave. The ladies receive on Fridays.