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I·T·U LESSONS IN PRINTING

ENGLISH FOR PRINTERS—UNIT V



BY I. T. U. BUREAU OF EDUCATION

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About Good English

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OF ALL THE STUDIES that lead to straight thinking—logical thinking—the study of words and grammar stands at the front.

If the study of English will improve those who work at the most menial occupations, it will more greatly benefit the printer who is in the language business.

All able workmen must know how to use their tools; and words, sentences, and paragraphs are the tools that the printer must learn how to use properly before he can lay claim to real ability.

The proofreader, compositor, or operator who cannot punctuate, divide, compound, capitalize, and spell—no matter how highly developed his mechanical skill—is not and never can be considered a first-class printer. Just as a good machinist knows his lathe, as a capable tailor knows his cloth, so must the printer know the working principles of the English language.

I·T·U LESSONS IN PRINTING

*A Series of Practical Printing Texts for Shop,
Home, and School*

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PRINTED IN U S A

ENGLISH UNIT V—LESSON 1

PERIOD, COMMA, INTERROGATION POINT, AND EXCLAMATION POINT

PUNCTUATION is the art of introducing points into written or printed language in such a manner that the correct meaning may be readily understood. The word "punctuation" comes from the Latin *punctum*, a point, a dot; and, from De Vinne, we learn that the punctuation marks, as we use them, are of relatively recent invention. In the early times, words were run together with very little punctuation, so that reading was difficult and rather uncertain. As will be noted by reference to examples of early manuscript and printed books, some of which are reproduced in earlier lessons of this series, the only punctuation mark used was an oblique stroke (/) which acted as both period and comma.

Introduction of punctuation. The introduction of the modern system of punctuation came some time after the introduction of printing, in the fifteenth century, and was largely due to the intelligence of a famous printer—Aldus Manutius (pronounced ma-nu'-she-us), (1450-1515), who practiced his trade in Venice between the years 1495 and 1515. Aldus, by which name he is best known, is generally regarded as the father of our present system of punctuation. The Aldus press employed an academy of learned editors and correctors, including such famous men as Desiderius Erasmus, in many ways the most famous scholar of his day, in addition to Chalcondylas, Lascaris, Musure, and Alcinio. The famous printers, Christopher Plantin, at Antwerp, and John Froben, at Basel, also did much, through their staffs of eminent editors and proof-readers, to bring our system of punctuation to its present perfection.

NOTE—Because the printing craft, by reason of its very nature, requires a higher degree of literacy than any other craft; because English is a "reasoning" subject which may have caused the student difficulty in school; and because the average grammar is deficient in so many of the fine points of punctuation, capitalization, and compounding—so essential to the printer's trade—we commend this short course in English to the serious consideration of every ambitious apprentice. In this course, he will find much useful and practical information, presented in an easily understood form that is not available in ordinary school texts.

J. Johnson, an English printer, writes interestingly about the evolution of the punctuation marks (or "points," as printers call them) in his book, *Typographia*, issued in 1824:

Points are not of equal antiquity with printing, although, not long after its invention, the necessity of introducing stops or pauses in sentences, for the guidance of the reader, brought forward the colon and full-point (period), the two first invented. In process of time, the comma was added to the infant punctuation which then had no other figure than a perpendicular or oblique line, proportionable to the body of the letter; these three points were the only ones used till the close of the fifteenth century. Then Aldus Manutius, a man eminent for the restoration of learning, among other improvements in the art of printing, corrected and enlarged the punctuation by giving a better shape to the comma, adding the semicolon, and assigning to the former points a more proper place; the comma denoting the smaller pause, the semicolon next, then the colon, and the full-point terminating the sentence. The notes of interrogation and admiration were not introduced till many years later.

Punctuation is both an important and a necessary aid in writing and printing. In speaking, the pauses and inflections of the voice naturally punctuate and convey the meaning intended; but when the message is recorded in type, properly used points are a great aid in clearly and accurately conveying exact shades of meaning.

Notice, for instance, how the use of punctuation helps to bring out the meaning in the sentences shown in Fig. 1. The first sentence was written on the blackboard by a mischievous boy, following the visit of an inspector to the classroom. The inspector returned to the classroom soon afterward and, seeing the sentence on the board, stepped up and inserted commas, thereby changing the meaning entirely. The meaning of the second sentence is also subject to various interpretations, according to the position of the commas.

Many humorous stories and some very serious and costly mistakes have been attributed to the omission or wrongful use of punctuation

<p>1. The teacher says the inspector is a dumb-bell. (As written by the pupil)</p> <p>The teacher, says the inspector, is a dumb-bell. (As edited by the inspector)</p> <p>2. Woman without her man is a brute. (Meaning indefinite)</p> <p>Woman, without her man, is a brute. (Implies that the woman is the brute.)</p> <p>Woman, without her, man is a brute. (Makes the man the brute.)</p>
--

FIG. 1—Illustrating how punctuation may entirely change the meaning intended.

marks. One of these stories relates how a certain tariff bill, some years ago, specified, among other articles, that "all foreign fruit-plants," meaning plants imported for transplanting, propagation, or experiment, were to be admitted duty free. The enrolling clerk, in copying the bill, accidentally changed the hyphen to a comma, making it read, "all foreign fruit, plants." The consequence was that, for a year—until Congress could remedy the blunder—all oranges, lemons, bananas, grapes, and other foreign fruits were admitted free of duty. The little comma cost the United States government more than \$2,000,000.

Another story runs as follows: The wife of a naval officer handed her pastor this note: "Peter Bowers, having gone to sea, his wife desires the prayers of the congregation for his safety." The minister glanced at it hastily and then announced: "Peter Bowers, having gone to see his wife, desires the prayers of the congregation for his safety."

A western man advertises himself as "Cook the Printer."

Other examples of typographical errors, based on punctuation, are familiar to every schoolboy, and are frequently noted in the humorous columns of various publications. Enough examples have been given, however, to emphasize the importance of a knowledge of correct punctuation.

COMMON PUNCTUATION MARKS

The period (.) is the punctuation mark representing the widest degree of separation. It is used to separate two complete thoughts or sentences.

Closely related to the period are the interrogation point (?) and the exclamation point (!) which also are used to separate sentences, but with certain emphasis.

The colon (:) represents a slightly lesser degree of separation than the period. It is used to separate two complete thoughts which are identical in meaning, but differently expressed.

The semicolon (;) marks a lesser degree of separation than the colon, and is used to separate clauses within a sentence.

The comma (,) represents the smallest degree of separation within a sentence. It marks a very slight break in thought.

The dash (—) is used to mark a complete break in thought and a change to a new thought.

Parentheses () and brackets [] mark the insertion of a thought entirely independent of the rest of the sentence.

Quotation marks (" ") (' ') are used to indicate the exact words of some speaker or writer whose name is mentioned or implied.

The apostrophe (') is used to indicate the possessive case and to show the omission of letters in a word; the hyphen (-) is used in compound words and in carrying over part of a word to the next line.

PERIOD (.)

The word "period" is derived from a Greek rootword, meaning a "period of time." It is used to indicate the end of an ordinary sentence; also to indicate an abbreviation.

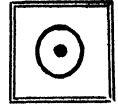


FIG. 2—
How the
proofreader
marks a
period.

Use of period:

1. After every declarative and every imperative sentence.

Ex. "Flush" means type aligned on the left side.

You can't meet a man halfway by standing still.

After all, a rut is only a small-sized grave.

A diplomat is a man who remembers a woman's birthday, but forgets her age.

A declarative sentence is one that affirms something to be a fact, and is so called to distinguish it from an expression that asks a question or is exclamatory or invocative. Only a few examples of declarative sentences are necessary:

Ex. These lessons should be studied faithfully.

Practice makes perfect.

Printing is the Art Preservative.

An imperative sentence is one that expresses a command, an entreaty, or an exhortation.

Ex. Study your lesson faithfully.

Practice correct typography.

Honor thy father and thy mother.

2. After words or elliptical phrases equivalent to sentences.

Ex. Yes. True. Of course. No, indeed.

Periods and commas should always be placed inside the quotation marks. Other points vary in position according to the grammatical construction of the sentence, as will be shown later in this lesson and in succeeding lessons.

3. After most abbreviations and initials.

Ex. The Rev. Jonathan Swift, D. D.

Prof. Walter S. Brown.

Insert these corrections on pp 16 and 23 of Mrs. Smith's book

Period with abbreviations:

The following abbreviations are in common use. Note that some are always capitalized and others are always lower-cased:

A. D., anno Domini (in the year of our Lord)	ct., cent
A. M., ante meridiem (morning)	c. i. f., cost, insurance, freight
Ave., avenue	c/o, in care of
bbl., barrel	Co., company, county
B. C., before Christ	C. O. D., collect on delivery
bu., bushel	cwt., a hundred weight
	Dr., doctor

e. g., for example	Ph D., Doctor of Philosophy
et al., et alii, et aliae (and others)	pkg., package
etc., et cetera (and so forth)	P M., post meridiem (afternoon)
f. o. b., free on board	q v., quod vide (which see)
ft., foot	R R, railroad
gal., gallon	Ry, railway
ibid., in the same place	s c., small caps
id., the same	S S, steamship
i. e., that is	s s, scilicet (namely)
in, inch	St, street
lb., pound	St, SS, Saint, Saints
lc., lower case	S W., Southwest
LL. D., Doctor of Laws	U S. N. R., United States Naval Reserve
M, meridiem (noon)	U S S R., Union of Soviet Social Republics
Ms., Mss., manuscript, manuscripts	v or vs., versus (against)
no, nos, number, numbers (only preceding figures)	via, by way of
oz., ounce	viz, videlicet (namely)
p., pp, page, pages	vol, volume
pd, paid	

Separate with spaces, but use no periods in I O U, A B C's, and chemical symbols; as, Fe, H₂O, and so on.

Set solid and use no periods in the designations of radio stations; as, WLW, KDKA, WJZ, KFI, CKGW, KTHS.

Omit the period after display lines or crossheads, sideheads, cut-in heads, or after heads over tables.

Omit the period after contracted names; as, Ed, Fred, Al, Ben, Matt, Jeff.

Omit the period after a sidehead and before a dash; as, Notice—, Exceptions—, Rule—, also in jokes; as,

Ex. Bill—"My girl says she thinks I'm a wit "

Bob—"Well, she's half right."

Teacher—"Who was the smartest man?"

Pupil—"Thomas A. Edison. He invented the phonograph and the radio, so people would stay up all night and use his electric-light bulbs."

4. To point off dollars and cents.

Ex. The price was reduced from \$1 75 to \$1 40 a yard.

"Why do stores sell things for \$1.98 instead of \$2.01?"

Use no period after per cent nor after 8vo (A sheet folded three times, making 16 pages 6 x 9 inches)

5. To point off decimals.

Ex. The percentage was increased from 1 64 to 2 05.

Interest rates are from 5 25 to 5 75 per cent.

The height of type is .918 of an inch.

The decimal separates the whole number into tenths or hundredths; the colon divides the whole number into sixtieths. For these reasons, it is improper to use the period to indicate time.

Right: 2:30 a. m., 9:30 p. m.

Wrong: 10.15 a. m., 7.45 p. m.

6. A figure or a letter used to begin a paragraph should be followed by a period.

- Ex. 1. Type.
- 2. Case.
- A. Ink.
- B. Paper.
 - a Hand composition.
 - b Machine composition

7. To indicate an ellipsis (an omission of words or matter, either because it is unimportant or because the writer wants to leave something to the imagination). To make the ellipsis, use three periods (...) or three asterisks (***) evenly spaced, either in the body of a paragraph or at the end, unless a complete break between two sections or parts of stories is intended, then make a full line of seven periods indented two ems at each end, thus :

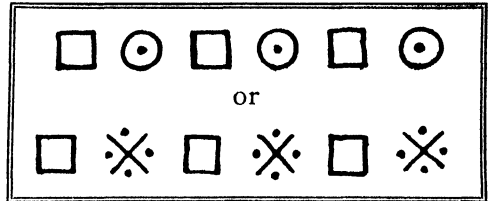


FIG 3—How the proofreader marks period and asterisk ellipses.

Follow copy when full points are used in poetry ; also in special matter when points are used to separate statements run up in one paragraph.

Ex She sprang to her feet. "Let me be!" she cried hysterically. "I will speak! I won't have these people thinking I did this awful thing! I can explain everything I have nothing to conceal. . . . I had been out of the house ever since nine o'clock," she went on wildly and incoherently. "As for my shoes, I always put on sport shoes when I went out in the park at night. Would they have me wear slippers? . . . Since nine o'clock! I heard no shot. I didn't know anything was the matter. But when I got back to the house, I found the hall lighted up and the front door standing open. So I was afraid to go in. That's why I was standing there looking at the house. . . . My handkerchief . . . my handkerchief, I still have it with me One wouldn't carry two. In the pocket of my cape . . ." Turning, she searched with frantic, trembling hands in the folds of the cape. "It's here . . . I'll show you . . ." Then a despairing cry: "Oh, it's gone! . . . I swear I had it a while ago!" She dropped on the sofa, shaken with fresh sobs. It was an unspeakably painful exhibition.

Sue flushed at the insinuation, and bit her lips furiously to keep from making a cruel retort. How dare Rhoda *** how dare she ***

* * * * *

Suddenly, Sue looked at Rhoda. Rhoda had said she wanted to tell her something. She might as well find out what it was. ***

It should be noted that the ellipsis is used in addition to the period or other punctuation mark at the end of a complete sentence. When the sentence is not complete, the ellipsis follows the clause, with no additional marks.

Ex. "Benny! Benny! They caught me. . . ."
 "Naturally," assented Hare with a shrug, "but the perfect criminal . . ."

Omit the period after a choke (an abrupt termination of a sentence before it is finished). Although the 2-em dash is the traditional and preferred usage with a choke, many newspapers, magazines, and books now use the 1-em dash for this purpose.

Ex. "I guess it was," he said, "but——"
 "You don't imagine——"
 "I felt myself dropping——"

COMMA (,)

Usage varies more in the case of the comma than with any other mark of punctuation. The present tendency, however, seems to be to use sufficient commas to make the meaning clear. The rules given here are generally observed in most printing offices and textbooks, and it would be well for the student to study them carefully.



FIG 4—
How the proof-reader marks a comma.

Use of comma :

1. After "yes" or "no" when part of an answer.

Ex. Have you written the letter? Yes, I've written it.
 Yes, I understand No, sir.
 No, sir, I did not do it, but I will immediately.

2. To separate parts of dates or addresses.

Ex. Columbus discovered America on October 12, 1492.
 Clinton B Stiles, Halifax, N S, Canada
 In January, 1536, the first press arrived in Mexico
 The World War ended on Monday, Nov 11, 1918.

3. To separate into groups the figures of integral numbers having more than three digits each.

Ex. Out of 375,906 votes, the second candidate received but 19,462
 He set 4,700 ems an hour.
 The house cost \$20,000
 Light travels 186,427 miles a second.
 \$6,000,000,000,000.

Omit comma in room numbers, page numbers, telephone numbers, post-office box, and street and avenue numbers (3752 Arch Street).

Omit comma when giving ages in years, months, days, and years (in dates, such as 1926) ; also between miles and laps, minutes and seconds, feet and inches, degrees and minutes (40° 19' 12" N.).

4. To set off the name of a person or thing addressed.

Ex. Come with me, John.
 Bow down, dear land, for thou hast found release.
 Students, apprentices, journeymen, this course is for you.
 To be right and fair, men, is better than merely to win.

5. After each word or phrase in a series except the last.

Ex. Poetry, music, painting, and sculpture are not the only fine arts.
 The people's government, made for the people, made by the people,
 and answerable to the people.
 Typesetting, proofreading, and machine operation are all essential in
 printing.
 Good, bad, and indifferent operators make cost accounting difficult.

A comma should not be used after each of a number of adjectives or adverbs modifying, or qualifying, the same words unless they are disconnected in thought as regards each other. Thus, in a sentence reading, "They elected a president, vice-president, secretary, and treasurer," the comma should be used if the secretary is one person and the treasurer another; but if the two offices are combined in one person, the comma should be either omitted or the words written secretary-treasurer.

Ex. A pure white Castile soap. (The adjective *pure* does not qualify *soap* alone, but *white Castile soap*; therefore, no comma is used.)
Fresh, ripe, juicy fruit. (The thought here is "fresh *and* ripe *and* juicy fruit"; therefore, commas are used.)

6. After each pair of words or phrases in a series.

Ex. Sink or swim, live or die, survive or perish, I give my hand and heart to this vote.

Young and old, rich and poor, sick and well, all heard him gladly.

Rich and poor, sick and well, righteous and wicked, enjoy the radio.

Editors and reporters, compositors and operators, pressmen and feeders, newsboys and mailers, unite in producing the daily papers.

7. To indicate the omission of a word.

Ex. To err is human, to forgive, divine.

Labor brings pleasure; idleness, pain

Industry deserves success, lack of it, just what one gets

Health is wealth; sickness, poverty.

8. To separate parts of a compound or complex sentence, containing two separate thoughts.

Ex He was not driven from his purpose by danger, neither was he discouraged by his repeated failures.

One morning, I had been traveling along the edge of the prairie, and, about noon, I rode up a slight rise and came out on a plateau.

He worked hard, and finally, after passing an examination, received his diploma.

Troubles do not overcome the strong, nor do they endure forever

He was not a good printer, nor was he fond of work.

The forms were closed on time, and the men waited for the first edition.

Plants live, and grow, and die, but they do not feel.

9. To set off, from the rest of a sentence, a quotation that is informally introduced.

Ex. The proverb says, "Make haste slowly."

"The question now is," said he, "how shall we know what are good books?"

All should keep in mind those great words, "with malice toward none."

"Set the job," said the foreman, "and take it to the stone."

"The boss," according to newspaper and printshop talk, is always called "the old man."

10. After a phrase or clause transposed from its grammatical position.

Ex. By the shining big sea water, stood the wigwam of Nokomis.

If chance will have me king, why, chance may crown me.

He, too, may go. He may go, too.

We, also, may die. We may also die.

11. To set off, from the rest of a sentence, an explanatory expression which might be omitted without destroying the thought of the sentence.

Ex. Another famous Venetian printer was Nicolas Jenson, who first used roman type.

A newsboy, loaded down with papers, darted past the door.

Beethoven, the great musician, was blind.

We drove to Fairmount, the county seat.

12. To set off qualifying phrases or groups of words.

Ex. "Our father, who art in heaven, hallowed be thy name."

Any law, to be binding, must be enacted in a legal manner.

13. Main clauses are separated by a comma before a conjunction.

Ex. Give it to Mary, and Alice will be satisfied.

Tell them to pay Roy, or James will be angry.

14. Appositives and explanatory titles should be set off by commas.

Ex. The foreman, Johnson, favored the employe, Martin.

George Smith, the editor, lives in the corner house.

15. Mild interjections are set off by commas.

Ex. It cost, oh, say five dollars.

Well, I think it is dinner time.

16. To separate introductory and parenthetical words and phrases from the rest of the sentence.

Ex. It is true, of course, that all your work is not in vain.

However, this cannot be done.

The proof, after it is pulled, is sent to the proofroom.

Ink, because its surface hardens on exposure, should be kept covered; also, it may be added, to prevent waste and dust accumulations.

There is, however, a limit to one's kidding.

The following words and expressions are generally followed by a comma when used at the beginning of a sentence or clause; they are both preceded and followed by a comma when used parenthetically within a sentence.

actually	indeed	ordinarily
after all	in fact	perhaps
also	in short	quite so
be that as it may	in the same manner	really
besides	in truth	so
consequently	just so	so then
even so	likewise	that is
even thus	moreover	then
for example	namely	then, too
for instance	nevertheless	theoretically
for this reason	notwithstanding	therefore
furthermore	now	though
hence	of course	to be candid
however	on the contrary	to be sure
in addition	on the one hand	usually
in consequence	on the other hand	

Do not use a comma with such words when the connection is logically close and structurally smooth enough to require no pause in reading; when directly following the verb; with "indeed" when directly preceding or following an adjective or another adverb which it qualifies.

Right: Indeed I do
 Usually not.
 Perhaps so.

17. To separate any parts of a sentence which might be misread if the comma were omitted.

Ex Within, the cook rang the dinner bell
 To little Edna, Jones was always courteous.
 Ever since, traffic has taken the lower road
 We immediately began to dredge, the river being at the right level.

18. To denote contrast.

Ex. One must set a good example, not shirk and dodge.
 Many are called, but not all get up.

19. To point off groups of words like the following, in a sentence containing two or more prepositions.

Ex We strive for, but cannot live on, faith.
 We fought for, and beside, the Allies in the World War.

20. To set off parenthetical phrases.

Ex Mr. Jones, of London, is with us
 Senator Reed, of Kansas, took the floor.
 David, King of England, or David King, of England.

Omit comma in such names as Lord Curzon of Kedleston, Timour the Tartar, President Butler of Columbia, Jesus of Nazareth

INTERROGATION POINT (?)

The interrogation point has taken on a new importance in recent years, especially among headwriters. Instead of a mere mark to indicate questions requiring an answer, it has almost become a part of speech in its ability to express doubt and irony.

Compare:

What can you think? (A simple question.)
 What! Can you *think*? (Doubt as to one's sanity.)
 What! Can *you* think? (An invitation to fight)

The same words are used in each sentence, but by a change in punctuation and form (italic for roman), the entire meaning is altered. An interrogation point or an exclamation point often becomes a sneer. Note especially, in your reading, how present-day headwriters and the most distinguished men and women who contribute to our literature use punctuation to convey subtle shades of meaning. The marks discussed in this lesson can be made to "speak volumes."

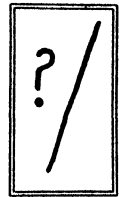


FIG. 5—
 How the proof-
 reader marks an
 interrogation
 point.

Use of interrogation point :

1. After every word, phrase, or sentence that asks a question requiring an answer.

Ex. Where is he going? To France? Why?
 Didn't I meet you once before?
 Are you ready?
 Why not?
 Where are the tickets?
 Are you sure you bought any?

Two or more interrogation points are sometimes used in a sentence.

Ex. Have you the type? the proof? the copy?
 Was he mad? entirely mad?
 What is meant by "horsing" a proof? by "ratroading"?

Do not use an interrogation point where the sentence is a simple declaration or a description.

Ex. He asked me why I could not go.
 I wonder at times how he did it

An exclamatory sentence which asks a question should be followed by an interrogation point and not an exclamation point. In other words, an interrogation point takes precedence over an exclamation point.

Ex. Oh, the ship! Is it going to sink?
 It's mine, and I'm going to keep it! Wouldn't you?
 O death! where is thy sting?

A sentence oftentimes is not expressed in the interrogative form, and only the point at the end indicates that it is meant to be a question.

Ex. You have sometimes waited for a long time to see a man and then discovered that he was out?

2. After a word or sentence to express a doubt or lack of knowledge. When so used, the interrogation point is inclosed in parentheses.

Ex. Title pages did not come into use until 1480 (?)
 The mob was led by one William (?) Lewis, who disappeared before the disturbance was quelled.
 Cincinnatus (519 B. C. —?), Roman patrician.

The interrogation point always goes inside of final quotes when an entire interrogative sentence is quoted.

Ex. "What does the word 'flush' mean?"
 "What is the name of 12-point type?"
 "How does a leaf differ from a page?"
 "What," he asked, "causes offset?"

The interrogation point goes inside of an interrogative quotation coming at the end of a sentence if the quotation is complete in itself.

Ex. He asked, "Why should slugs be lapped?"
 She wrote a song called "Won't You Call Me Sweetheart?"
 The question is, "How long will the people stand for such treatment?"

The interrogation point goes outside of final quotes in an interrogative sentence containing an end quotation if the quotation itself is not interrogative.

Ex. What is a "string of type"?

Did you ever hear the old Chinese proverb, "It is easy to borrow a fan on a cold day"?

EXCLAMATION POINT (!)

The exclamation point is a mark used after a word, phrase, or sentence to suggest an outcry—"Help! Murder! Police!"; also to suggest wonder or astonishment—"Isn't it magnificent!"; and, finally, as an indication of strong feeling—"They've won!" In newspaper and commercial offices, the exclamation point is frequently called a screamer.



FIG. 6—
How the proof-
reader marks an
exclamation
point

Use of exclamation point :

1. At the end of a sentence expressing surprise, incredulity, command, or emotion.

Ex. Run, Chester, run!
You can't mean that!
God save the King!

2. After a purely exclamatory sentence beginning with an interrogative pronoun.

Ex. What an expert engineer he is!
How beautiful!

3. After an exclamatory sentence beginning with an interjection.

Ex. Oh, what a sight it was!

The exclamation point is used at the end of the entire sentence because the exclamatory term is a part of the sentence.

4. After a word of ejaculation used independently.

Ex. Alas! This is all too true.
Ah! They are coming
Oh! You frightened me

The exclamation point immediately follows the exclamatory term because it is an independent interjection.

5. After the last interjection when several are used to express a certain sound.

Ex. Ho, ho, ho! You're the village joker.
Ha, ha, ha! That's a good story.

6. More than once after words in order to add strength. These cases are rare.

Ex. Fire! Fire!! Fire!!! The sound seemed to be directly over our heads.
No! No!! No!!! I shall not accompany you.

7. Never use the exclamation point after O. It has no particular meaning except to indicate a wish, an imprecation, or a supplication, or to add strength or feeling to that which it precedes.

Ex. O that I were a man!
O ye unkind gods!

O is also used as a sign of address, in which case, the exclamation point is placed at the end of the phrase.

Ex. O Lord!
O my countrymen!

SUMMARY

PERIOD, COMMA, INTERROGATION POINT, AND EXCLAMATION POINT

Aim: To define the period, comma, interrogation point, and exclamation point and to provide rules pertaining to their correct usage.

Things to know :

1. Punctuation is the division of a literary composition into sentences and members of a sentence, by means of points, so as to make the meaning clear.
2. Aldus Manutius was largely responsible for the modern system of punctuation.
3. The only punctuation mark used in early manuscript and printed books was the oblique stroke. This mark served as both period and comma.
4. Punctuation is indeed very important and necessary in writing and printing.

What they mean :

Abbreviation—Letters standing for a word or phrase of which they are a part.

Comma—A mark representing the smallest degree of separation within a sentence.

Declarative Sentence—One that declares something to be a fact.

Exclamation Point—A mark by which outcry, astonishment, or strong feeling is expressed

Exclamatory Sentence—One that expresses surprise, emotion, command, or incredulity

Imperative Sentence—A sentence expressing a command, an entreaty, or an exhortation.

Integral Number—A whole number.

Interrogation Point—A mark indicating a question requiring an answer; it also expresses doubt and irony.

Period—A mark representing the widest degree of punctuation.

Things to do :

1. Learn the correct use of the punctuation marks described in this lesson.
2. Learn why punctuation is so important and necessary.
3. Watch the punctuation of reading matter coming into your hands.

Precautions :

1. Remember the importance and necessity of punctuation.
2. Follow the rules given in this lesson unless circumstances forbid.

Individual achievement test :

- a. Be able to define punctuation, the period, comma, interrogation point, and exclamation point.
- b. Be able to give the rules for the use of the period and the comma.
- c. Be able to give the rules for using the interrogation point and the exclamation point.
- d. Be able to give examples indicating the use of the foregoing punctuation marks.

SHOP PRACTICE**A Group of Carefully Selected Practice Exercises
for Schools Teaching Printing**

(Not to be mailed for grading)

JOB NO.**PERIOD AND COMMA**

Set and punctuate the following sentences :

Adonis a beautiful Grecian youth was in love with Venus He was killed by a wild boar The tears which Venus shed at his death became anemones ; his drops of blood red roses

The Romans said from egg to apple in speaking of a dinner ; we say from soup to nuts

The Parthenon the world's noblest specimen of Doric architecture is in Athens Greece

The Pantheon a circular building in Rome Italy has the largest rotunda of any building in the world

In 1690 William Rittenhouse with four partners set up the first papermill in America

Benzine is a colorless inflammable liquid derived from petroleum It is used for washing type

Example of an abbreviation : Ill for Illinois ; N J for New Jersey

Noon is neither a m nor p m

Jones Dexter and Thorpe returned to the game

JOB NO.**INTERROGATION AND EXCLAMATION POINTS**

Set and punctuate the following sentences :

Did you know that Asia contains many varieties of wild sheep

Who was Captain Kidd

What was the Flying Dutchman

Archimedes shouted Eureka I have found it Found what

Is North Bay a town or a body of water

Ha ha the villain cried I have thee in my grasp

Could a printing apprentice be called a tyro

How many 6-point ems in a pica em

How do they pay Prompt Fair Slow

"Alas poor Yorick I knew him well"

"Where art thou Romeo"

"O that I could sing"

Oh yea he stormed

How should footnotes be indented

TEST QUESTIONS

Write neatly and legibly. Check your answers carefully before mailing. Use both sides of theme paper.

QUESTIONS

1. Give the proper abbreviation for each of the following words and expressions :

In the year of our Lord	noon	manuscripts
Before Christ	against	bold face
building	for example	lower case
Arizona	namely	let stand
avenue	that is	small caps
forenoon	volume	transpose

2. What is the correct proofreader's mark for
- A period?
 - A comma?
 - A period ellipsis?
 - An interrogation point?
 - An exclamation point?
3. What is a choke? An ellipsis?
4. Is a period ever used
- After a choke?
 - Before an ellipsis?
5. Make up original sentences in which the interrogation point is properly used.
- Preceding quotes.
 - Before an ellipsis.

Copy and punctuate the following sentences :

- Oh how you startled me
- Before we could get across the stretch of rough water the wind blew straight toward the south
- He was tall broad shouldered muscular and strong
- He asked what I would do in that case
- How beautiful the child is
- Make haste old man for your life make haste
- Genius is the capacity for hard work and luck is but the thing that comes when opportunity and ability meet
- At any rate if you have an atom of poetry in you it will come to the surface at such a time
- How much of this wasted time is charged under the head of distribution

15. One might talk for days on the art of punctuation yet if the apprentice does not study the subject himself the time would be wasted. Of course one might learn to punctuate by intuition as many of the old-timers have done but intuition and actual knowledge are vastly different things. In an argument with accurate information intuition would lose out. So the best advice one can give the apprentices is to study their grammar and unless they do they will be counted in the already too large army of guessers.

SUPPLEMENTAL QUESTIONS

(Answers not to be mailed for grading)

Supplemental questions should be mastered by every student, but the answers should not be included when submitting the lesson for grading to the Bureau of Education.

Copy and punctuate the following sentences, giving the number of the rule for each point used:

1. Paul the apostle of the Gentiles preached at Athens
2. Travel in the younger set is a part of education; in the elder a part of experience
3. To speak plainly I do not see how he can make a success of that venture
4. Silks and satins scarlet and velvet put out the kitchen fire
5. Some are inclined to think that Wynkin de Worde was the first to introduce the roman letter into England but others think that the credit should be given to Richard Pynson
6. Application means success; laziness failure
7. Beyond the shadow of the ship I watched the water snakes
8. One writer for instance excels at a plan or a title page
9. Familiar passages proverbial phrases and constantly recurring quotations are cited from nearly one thousand authors
10. The most famous printer in England was William Caxton who issued his first book at Westminster in 1474
11. These lessons will serve it is hoped to develop better craftsmen
12. Printers must of necessity be intelligent workmen
13. Imagine him writing an ad
14. Create life don't copy it
15. Must you know type faces Why you must know your type faces
16. What is individuality
17. How does advertising help trade
18. Why illustrations are desirable

-
19. Advertising has aptly been called silent salesmanship Why
 20. Was China the first to use paper
 21. "Every man should endeavor to grace his profession not disgrace it"—Bacon
 22. Look well act well be well is a good motto for an apprentice
 23. Does advertising pay
 24. Who needs it Where do they live How may they be reached
 25. I don't want it I told you answered the woman It will help you retain your beauty said the clerk How much did you say it was asked the woman. I believe I will take it after all
 26. Good English and truthfulness are an aid to any copy
 27. Is it better for a large department store to insert a number of small ads in a paper or one large one
 28. The clerk said nonsense It will be sent out today

I·T·U LESSONS IN PRINTING

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UNIT V—LESSON 2

SEMICOLON, COLON, AND QUOTATION MARKS

SEMICOLON (;)

THE MAIN FUNCTION of the semicolon is to distinguish between the principal and the minor clauses and phrases of a sentence. It helps to show the reader at a glance the relation of the various members of the sentence to one another, and thereby makes the meaning clear. The semicolon should be avoided where a comma will do

Use a semicolon

- 1 To separate statements that are too closely related in meaning to be written as separate sentences

Ex The blue sky now turned more softly gray, the great watch stars shut up their holy eyes, the East began to kindle

Every advertisement, regardless of size, can have a typographic personality, can speak and act the part for which it was written

- 2 To separate the clauses of a sentence containing commas

Ex Fust had bound his workmen to secrecy by the solemnity of an oath, but, at the siege of Mentz, that freemasonry was lost

We have been informed that he has refused to honor his draft, that he has paid none of his bills, although heretofore he has borne a good reputation in this respect, and that his bank account is greatly depleted

- 3 To separate the clauses of closely related sentences that are joined by one of the following connectives:

accordingly
besides
hence
however

moreover
nevertheless
otherwise
so

still
then
therefore
thus



FIG. 1--
How the
proofreader
marks a
semicolon

Ex. A hot fire is necessary, therefore, a strong draft must be provided.

NOTE—The words in the foregoing list are usually followed by commas.

1. After each phrase or clause of a series dependent upon an introductory or a final clause

Ex Among those present were the following Samuel Gray, of Boston, Mass., Tom Jones, of Holyoke, Mass., Charles Harvey, of Washington, D. C., and Henry Williams, of Baltimore, Md.

The frozen tundras of the North, the western coast with its maze of inland waterways, the fastnesses of the Rockies, the Alberta wheat fields, the mining camps of the Ontario highlands, and the great cities of the East—Toronto, Montreal, Quebec—all these at one time or another in his life had known him

COLON (:)

The colon is used for formally separating an introductory or opening statement from the matter that logically follows that statement. The use of the em dash should not be confused with the use of the colon. The distinction is that the colon will introduce one sentence or more, or one paragraph or more, the dash may only introduce a part of a sentence. Custom permits the use of the dash after such words as notice, attention, warning, and similar words used to call attention to a note of explanation.

Use a colon.

1 After a word or expression formally introducing a speech, course of reasoning, argument, document, set of rules, specifications, tabular matter, statement of particulars, or list of names, articles, subjects, or titles

Ex The specifications provided as follows
The following men were elected
Marshall Field stated twelve things to remember
Mr. Chairman, Ladies, and Gentlemen

The colon is the only point strong enough to follow sentences, as well as paragraphs which are formally introductory. Neither should the colon be used unless the statement which it follows is clearly introductory.

Printers are sometimes confused whether to use a comma or a colon before a quotation. If the quotation is to stand out strongly, use a colon; if the transition from introduction to quotation is only mild, use a comma.

When the following expressions are used to introduce descriptive matter or comment, use the colon:

are these
as follows
for example
for instance

these words
this answer
this example
this illustration

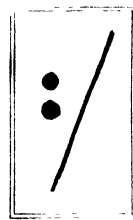


FIG. 2—
How the
proofreader
marks a
colon

is this	this way
namely	thus
says this maxim	to wit
the following	

2. After the greeting or salutation in a letter.

Ex Dear Sir:

In answer . . .

Friend Brown:

It is . . .

Since the colon is used to introduce one sentence or more, it would not be proper to use the dash after a greeting in a letter, the dash can only introduce a part of a sentence

3 Between hours and minutes, when the time is expressed in figures. The colon is here used as a distinction from the decimal point. The decimal point indicates a division into hundredths, the colon, into sixtieths

Ex I shall be in my office from 9:30 a. m. to 4:30 p. m.

QUOTATION MARKS

The main purpose of quotation marks, or "quotes," as they are called by the printer, is to distinguish the text of the author from that of another writer or speaker. Their too frequent use in one article is to be avoided.

The following rules are generally observed by newspapers in quoting.

Quote the titles of pictures, books, songs, operas, and plays.

Do not quote extracts or letters when indented both sides or set in smaller type.

Do not quote the names of houses, dogs, rifle matches, cups, cottages, mines, airplanes, or airships.

Place quotation marks after a two-em dash for a "choke"¹

It has become general practice in many newspaper offices to use single quotation marks instead of double in headings, and especially in full lines.

A further newspaper practice is to use quotes, either single or double, to convey a meaning which is the opposite of what the word would have if it were not quoted, as, "Lost" Husband Returns, "Boy" Identified as Coed.

There are single quotation marks (' ') and double quotation marks (" "). A careful study of the rules given in this lesson is necessary to a proper understanding of their use.

- 1 Every direct quotation should be inclosed in double quotation marks.

Ex "This war," said President Wilson, "is being fought for the preservation of democracy."



FIG. 3.—How the proofreader indicates quotation marks.

¹A choke is an abrupt termination of a sentence before it is finished and takes a 1-em or a 2-em dash; as, "Hands up, or I'll——"

Rousseau says, "The apparent ease with which children learn is their ruin "

It may be true that "sheets will not usually stick together if kept in low piles in trays," but the average pressmen would rather add a quarter-ounce of melted paraffin wax to five pounds of warmed ink, and avoid such an accident

Note that periods and commas are always placed inside the quotation marks For the use of other marks in this connection, see note under Rule 8, following Quotation marks inclose only the exact words of the speaker Where only a part of the sentence is quoted and used as a part of another sentence, the word following the opening quotes is kept down

NOTE—Do not use quotation marks to inclose an indirect quotation Contrast the following examples with the two given under the first rule

Ex President Wilson said that this war was being fought for the preservation of democracy

Rousseau says that the apparent ease with which children learn is their ruin

2 When a quotation consists of several paragraphs, quotation marks are placed at the beginning of each paragraph, and at the end of the last one only If every paragraph were to have closing quotes, it would seem as if each paragraph were a separate quotation or the dialogue of different speakers

When one speaker's words continue through two or more sentences, without interruption, no quotation marks are used between sentences

It is a good practice in magazine and bookwork to indicate long quotations or excerpts by setting in type of one size smaller Quoted matter is also frequently indented in order to distinguish it from the regular text In both instances, outside quotation marks are omitted unless quotations appear in the body of the text

3 Place quotation marks around a word or phrase accompanied by its definition

Ex "Drop folio" means a number at the foot of a page

4 Place between quotation marks an unusual, technical, or ironical word or phrase Printers frequently set such words in italic, in such cases, the quotation marks are omitted

Ex A "lead" is then inserted between the lines

We then repaired to what he called his "quarter-deck "

Her "five o'clocks" were famous in the neighborhood

5 Place between quotation marks the particular word or words to which attention is directed

Ex The term "lynch law "

The phrase "liberty of conscience "

6 Place between quotation marks titles of publications (books, papers, letters, pictures, etc), except those periodicals which are set in italic.

Ex Victor Hugo's masterpiece, "Les Miserables," has been translated into many languages.

7 A quotation which is included within another quotation should be inclosed by single quotation marks

Ex "Art II, Sec 2, of the Constitution provided that 'each state shall appoint a number of electors equal to the number of senators and representatives'"

NOTE—Never fail to close each quotation properly, in other words, when a quotation is started, the proper quotation marks must be placed both at the beginning and at the end of the matter quoted

8 Where alignment is desired, as in poetry, the quotation marks should project beyond the line of alignment

Ex "Keep away from dirtiness—keep away from mess,
Don't get into doing things rather-more-or-less!"

The exclamation point is placed inside the quotation marks when it is part of the quotation, otherwise, outside This rule also applies to the colon, semicolon, and interrogation point

Wasn't it Franklin who said, "Haste makes waste" ?
He asked, "Is this my book?"

9 Use double quotation marks for primary quotations, single quotation marks for a quotation within a quotation, go back to double for a third, to single for a fourth, and so on

Ex "The orator then proceeded 'The dictionary tells us that 'the words 'freedom' and 'liberty,' though often interchanged, are distinct in some of their applications'"'"

Note carefully how the foregoing quoted matter is closed at the end of the sentence

10 When a quotation is too long to be included in one paragraph and it is not desired to quote irrelevant preliminary matter, the custom is to precede it with three period leaders to show an ellipsis or omission of the first part of the sentence, and to start the quoted matter on a new paragraph

Ex " for a high gloss finish on magazine covers, labels, maps, and other printed sheets, nothing is easier than to use a tint block and the necessary extra run of gloss varnish
"Printed matter can be varnished on either a platen or cylinder printing press without difficulty Simply run the varnish through the fountain thinly, the same as ink, and spread the sheets out to dry"

SUMMARY

SEMICOLON, COLON, AND QUOTATION MARKS

Aim: To provide the student with rules and exercises for the correct use of the semicolon, colon, and quotation marks, so that he may apply them in his daily work

Things to know :

Semicolon

- 1 Use the semicolon between statements that are grammatically independent, but contain a unity of thought which binds them into one sentence
- 2 Use the semicolon between clauses of compound and complex sentences when the clauses are subdivided by commas
- 3 Use the semicolon to separate independent clauses joined by conjunctive adverbs
- 4 Use the semicolon between expressions in a series dependent upon an introductory or a final clause

Colon

- 1 Use the colon after the formal introductory word to an enumeration, to a statement of particulars, or to a speech
- 2 Use the colon after the complimentary salutation in a letter
- 3 Use the colon between the hours and minutes in indicating time

Quotation Marks

1. Inclose in double quotation marks every direct quotation
- 2 Omit quotation marks in an indirect quotation
- 3 Use single quotes for a quotation within a quotation, go back to double for a third, to single for a fourth, and so on
- 4 Quote a word or a phrase accompanied by its definition
5. Quote words or phrases to which special attention is directed
- 6 Quote titles of books, papers, letters, pictures, etc
7. In poetry, the quotation marks should project beyond the line of alignment

What they mean:

Clause—A simple sentence constituting a member of a complex or compound sentence, a subdivision of a sentence containing its own subject and predicate

Complex Sentence—A sentence having a main clause and one subordinate clause or more, joined by a subordinate conjunction: because, when, if, so, as, unless, etc.

Compound Sentence—A sentence containing two or more independent clauses, joined by a co-ordinate conjunction: and, but, or

Choke—An abrupt termination of a sentence before it is finished, taking a 1-em or a 2-em dash; as, "Hands up or I'll —"

Things to do:

1. Learn the rules of punctuation given in this lesson
2. Learn the difference between complex and compound sentences, so that you may punctuate them correctly
3. Learn when to place the exclamation and interrogation points inside the final quotes and when outside

Precautions:

1. Do not confuse the use of the em dash with the use of the colon. The colon will introduce one sentence or more, or one paragraph or more; the dash may only introduce a part of a sentence
2. Use a colon to introduce a quotation which is to stand out strongly, use a comma if the transition from introduction to quotation is only mild.
3. Do not use a dash after a greeting in a letter, use the colon
4. Remember that the period and the comma are always placed inside the quotes. Other punctuation marks are placed according to their grammatical sense—inside the quotes if they belong to the quotation only, outside if they belong to the entire sentence

Individual achievement test:

1. Be able to apply to your daily work the punctuation rules given in this lesson

EXAMINATION QUESTIONS

Write neat and legibly Check your answers carefully before mailing Use both sides of theme paper

TRUE AND FALSE

Some of the statements below are true and some are false List the question numbers only and *print* a T after those that are true and an F after those that are false It is unnecessary to write out the statement, use only the figure and letter, as, 1-T, 2-F, etc

- 1 T F The colon and dash may be used interchangeably in formally separating an introductory or opening statement from the matter that logically follows that statement
- 2 T F Use a comma between hours and minutes when the time is expressed in figures
- 3 T F Periods and commas are always placed inside the quotation marks
- 4 T F The exclamation point is always placed inside the quotation marks
- 5 T F Use both italic and quotation marks to inclose an unusual, technical, or ironical word or phrase
- 6 T F Inclose an indirect quotation with quotation marks
- 7 T F The semicolon and the colon are used for the same purpose
- 8 T F A quotation within a quotation should be inclosed by single quotation marks
- 9 T F The main function of the semicolon is to introduce a quotation
- 10 T F The colon is the only point strong enough to follow sentences and paragraphs which are formally introductory

PRACTICE IN PUNCTUATION

- 11 He can't hear he's deaf
- 12 It is true in peace it is true in war
- 13 I am not well nevertheless I will join the party
- 14 My objections were overruled however I did not mind
- 15 The following were elected to membership Mrs John Jones Indianapolis Mrs LeRoy Miller Ft Wayne Mrs Walter Williams Chicago
- 16 Dear Sirs please ship us the following 16 lbs oats 2 bbls flour 500 lbs sugar

- 17 But he gasped do you mean the shop isn't
- 18 The trainman shouted all aboard
- 19 General Lew Wallace wrote Ben Hur
- 20 He said We shall catch him or

SUPPLEMENTAL QUESTIONS

(Not to be mailed for grading)

Punctuate (using the semicolon)

- 1 The same heavens are indeed over their heads the same ocean rolls at their feet but all else how changed!
- 2 The greatest truths are the simplest so are the greatest men — J C Hare
- 3 Homer was the greatest genius Virgil the better artist In the one we most admire the man in the other the work
- 4 Many of these copies have been proved to be inaccurate some, indeed, are known to have been forged
- 5 Then came sudden alarms hurryings to and fro trepidations of innumerable fugitives—I knew not whether from the good cause or the bad
- 6 We sleep, but the loom of life never stops the pattern which was weaving when the sun went down is weaving when it comes up tomorrow Henry Ward Beecher
- 7 Among contemporary printers are Daniel Updike of Boston John Henry Nash and the Grabhorn brothers, all of San Francisco Bruce Rogers of Cambridge, Mass. Frederic W Goudy of Marlborough, N Y

Punctuate (using the colon)

8. Emerson says this "The plague of society is egotists"
- 9 Carlyle used these words "Be true if you would be believed"
- 10 From these premises the problem springs "How can labor and education be the most satisfactorily combined"
11. There were four seedlings black locust, honey locust, green ash, and chestnut.
12. Cows Horses

Number 80	Number 30
Value \$4,000	Value \$5,500
- 13 Footnote references always follow quotes, as the following saying of Plautus shows "To blow and swallow at the same moment isn't easy to be done"

Punctuate (using quotation marks) :

- 14 She said, I think so.
15. What is meant by free on board?
- 16 The conductor shouted, all aboard!
17. He played a minor part in Judge Priest.
18. What does the word fine mean in speaking of printing?
- 19 Probably thirty thousand editions of incunabula, says Oswald, were printed under various titles during the fifteenth century
- 20 Proof that Gutenberg used movable type and not engraved blocks was discovery of an inverted "i" on one of his Bible pages
- 21 Wonderful as Caxton's diligence in presswork may appear, says Duff, it is still more wonderful to consider how much literary work he found time to do.
- 22 It is no longer proper, according to Fernald, to refer to a woman as an authoress, poetess, songstress, chairwoman, or postmistress, but as author, poet, singer, chairman, or postmaster
- 23 Oswald says, the first book issued in Spain to bear a date and name of printer was issued in Barcelona according to Haebler the name of the printer was John Gherling, the year, 1468

I·T·U LESSONS IN PRINTING

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ENGLISH UNIT V—LESSON 3

PARENTHESIS, BRACKET, DASH, HYPHEN, ELLIPSIS, APOSTROPHE, AND CAPITALIZATION

PARENTHESES ()

SOMEONE has called parentheses “whispering marks,” because in reading aloud, it is natural to lower the voice to indicate that the matter within marks of parenthesis is parenthetical. Ordinarily, the printer calls them “parens” or “finger nails.” The word “parentheses” is derived from a Greek rootword meaning “to put in beside,” to “insert”, therefore something “put in,” “added,” or “inserted” in a sentence otherwise complete in itself.¹ The following rules will explain the ordinary uses of parentheses. Note that a single mark is spelled parenthesis; a pair, parentheses (Fig. 1)

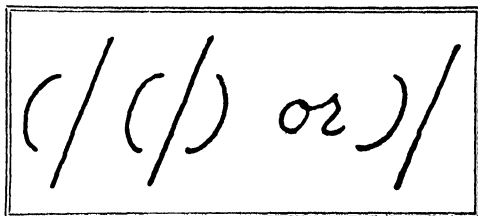


FIG. 1—How the proofreader marks one parenthesis or both parentheses

Use parentheses

1. To inclose explanatory words or expressions which can ordinarily be omitted without injury to the sense or construction.

Ex Copperplate inks are made from burnt linseed oil (plate oil)

Nor did I fail (as is the custom of landed proprietors all over the world) to parade the poor fellow up and down over my half-dozen acres

2. To inclose reference letters and figures which divide and classify statements or arguments, as divisions in enumerations run into the text.

¹Parentheses were first used by Gering, Crantz, and Friburger, printers, at Paris, in *Liber Epistolarum* 1470 the first book printed in France. Gunther Zainer, printer, of Ulm, Germany, is sometimes credited with this honor, but he did not use them until 1473, in Boccaccio's *De Claris Mulieribus*

- Ex. Please answer the following questions. (a) Is coal dust explosive?
 (b) If so, where are explosions of coal dust more likely to occur?
 (c) What weight of coal dust in air makes an explosive mixture?

Follow these rules: (1) If the buyer's credit is good, use this as a lever for a large cash discount of long dating. (2) If the seller's credit is poor, insist on a large cash discount.

Parenthetical figures or letters should not be used for enumerating a list of paragraphs. Use figures alone for this purpose. Parentheses are properly used for enumeration of sentences or parts of sentences only, and not complete paragraphs. For this reason, the parentheses are properly omitted from the figures appearing before the numbered paragraphs in this lesson. Furthermore, it is only permissible to use parenthetical figures or letters inside a sentence or paragraph, never outside, as in the following examples:

Right: "He mastered the following subjects. (1) English; (2) history; (3) arithmetic. The last-named study included (a) algebra, (b) calculus, (c) geometry."

Right:	1. English	Wrong	(1) English
	2. History		(2) History
	3. Arithmetic		(3) Arithmetic
	a. Algebra		(a) Algebra
	b. Calculus		(b) Calculus
	c. Geometry		(c) Geometry

The parentheses in the first example help the eye to pick out the various clauses. They do not get lost. When the figures and letters stand alone, as in the second example, parentheses are not needed.

3. To inclose the name of a state or province inserted in a proper name containing the name of a place (as a town or city).

Ex. Worcester (Mass.) Manufacturing Co.
 The Toronto (Ont.) *Globe*.
 Hartford (Conn.) City Council.

Many printers become confused over the use of an abbreviation for the name of a state, set within parentheses. Note these distinctions:

The City Council of Indianapolis, Ind., passed a curfew law.
 The Indianapolis (Ind.) City Council passed a curfew law.
 An Albany (N. Y.) manufacturer has invented a new radio.
 A manufacturer in Albany, N. Y., has invented a new radio.
 The Hoboken (N. J.) *Observer* says
 The *Observer*, of Hoboken, N. J., says

All the preceding examples are in correct form. The parentheses are used only when the matter which they inclose is introduced parenthetically, and is not merely descriptive.

4. For the sake of clarity, parenthetical figures relating to sums of money should follow the sum if spelled out.

Right: A pension of twenty dollars (\$20) was paid
 Wrong: A pension of twenty (\$20) dollars was paid

5. To indicate scorn, derision, or doubt.

Ex. Scorn and derision: "The printer (?) and operator (?) says he was 'learned' (!) his trade in six months, by a school (?) which gave him a diploma (?) for 50 cents (!)."

Note how the punctuation marks and the quotes ridicule and poke fun at the amateur and bluffer.

Ex. Doubt and uncertainty: "Gutenberg lived from 1397 (?) to 1468" [Birth date uncertain—not known]

Punctuation marks with parentheses. As matter inclosed in parentheses belongs intimately to the text preceding it, a comma, semicolon, or colon should not be used in front of the opening parenthesis. The position of the punctuation at the end of a parenthetical statement depends upon the nature of the statement. If it starts with a capital and is complete in itself, the punctuation mark should be inside the closing parenthesis. If only a portion of sentence is in parentheses, the period should be outside.

1. A parenthesis at the end of a sentence should be placed before the period unless it is a complete sentence in itself

Ex. The more you study this subject (as you will soon learn), the more useful you will find it.

His promises (bad luck to him!), and he has made many of them, have been continually broken.

The sawing is done on a power saw (Fig 5).

Some saws have a movable bed (See Fig 6)

2. Do not use parentheses within parentheses. Set off the inclosed clause or sentence with dashes or commas, thus:

Ex. Nor did I fail (as is the custom of landed proprietors—and all others, too—throughout the world) to parade the poor fellow up and down
The clipping (from the San Francisco, Calif., [set off by commas] *Chronicle*) is inclosed.

3. One parenthetical reference may be separated from the original sentence, but if there are two or more such references, both should be included in the main sentence

Ex. Mitering angles is covered in the newspaper course. (Unit 3.)

Type has already been explained (lesson 5), but how to use it will be covered in the next lesson (lesson 6)

Because marks of parenthesis are usually more quickly available than the bracket (which is the correct mark to use), such interruptions to a speech as (loud applause!) (cheers!) (cries of, "Put him out!") and similar interjections are now commonly set within parentheses, although it is plain that, as they are entirely extraneous and unrelated expressions, they properly belong within brackets

BRACKETS []

Brackets are used to include editorial revisions, corrections, comments, or reactions to the efforts of a speaker or writer (Fig 2). Usually,

the interpolations are intended to clarify the meaning, occasionally, they take the form of criticism or ridicule.

Use brackets :

1. To inclose words or phrases inserted by someone other than the original speaker or writer by way of comment, query, or direction.

Ex The speaker said

"It seems there were two Irishmen, Pat and Mike——" [Loud cries of "We heard that one! Put him out!"] "who were crossing the street one day——" [Here someone put out the lights]

The specialist examined his eye "You have signs of liver trouble, upset nerves——" "But, doctor," interrupted the patient, "look into my good eye, that one's glass" [Laughter]

"Man is the only animal that can be skinned more than once" [Applause]

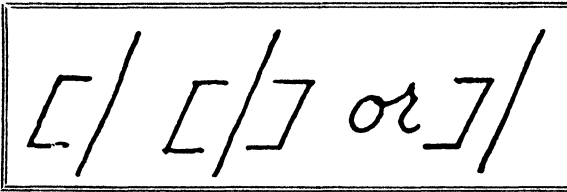


FIG. 2—How the proofreader marks one bracket or both brackets

indicate a patent error. Writers sometimes confuse the use of brackets with parentheses, printers should know better.

Ex Each received one in their [his] turn

At this time of writing [previous to the war] our exports to foreign countries were enormous.

About 25 per cent of all the coal mined in the United States is consumed by the railroads [this seems to be a conservative estimate — *Editor*], which could not exist without fuel.

"I saw the car turn to the left and hit the right [*sic*] side of the oncoming truck."

The turtle [a makeup truck] was used to carry the forms to the composing room.

The King of France, with twice ten [thousand] men, marched up the hill.

He dove [properly, dived] from the bridge.

The speaker said the swan was sometimes called a cob [Mr Olson corrected by saying that only the male swan is called a cob, that the female is called a pen, and a young swan is called a cygnet].

Punctuation marks with brackets. The same rules which apply to the punctuation of parenthetical inclosures also apply to sentences inclosed in brackets, i. e., inside if the sentence is complete in itself, and outside if the words are a part of a sentence.

Ex "You will see," he asserted, "a great change" [The second part of an interrupted quotation does not take a capital unless it is a proper noun.]

2 To direct the reader's attention to the precise meaning of the writer or speaker, to point out a page reference not clearly indicated, to supply missing words or data, and to make a correction or criticism. In legal work, the Latin word *sic* is employed within brackets to

1. Brackets may be used within parentheses and parentheses within brackets.

Ex Man-of-War was a great trotter (foaled 1933 [at the Whitney stables, Belmont, N. Y.] by War Lord), winning nine firsts out of ten tries. A barometer, such as this [holding up a new instrument of circular (Taylor) type], would hardly be recognized by the original inventor (Torricelli) of an atmospheric pressure instrument.

2. A single interpolation is treated as a separate sentence, but, if more than one, combined in the original sentence.

Ex To rise to the top you must get to the bottom of things [Applause] "I admonish you my dear colleague [Senator Stone] to hold fast your faith in men [applause], to think kindly of them, to believe that they are your friends, and, in time, they will be [loud applause]"

DASH (—)

The dash is used to indicate a sudden interruption or change in thought, to introduce some closely related statement which follows, and, in pairs, to set off a parenthetical statement that is too distantly related to be separated by commas and too closely related to be separated by parentheses.² The em dash thus stands between the comma and the parenthesis in denoting a certain definite degree of parenthetical significance. It is one of the most useful marks employed in printing to give emphasis and eloquence to the written message (Fig. 3).

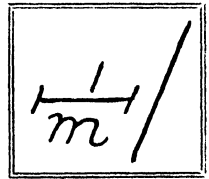


FIG. 3—How proof-reader marks an em dash

Use an em dash:

1. To mark pauses and repetitions which are intended for dramatic or rhetorical effect, and for hesitation or faltering speech

Ex The king of France, with twice ten thousand men,
Marched up the hill and then—marched down again
At last she said, between her sobs, "I—want—to see—the—ele—
elephant"
The art of printing—corner stone of civilization
If the bill passes—which God forbid¹—our country will be ruined.

2. To indicate a sudden change in thought

Ex Have you ever seen—but, of course, you never have!
She happened to cast her eyes over a great, broad field of waving
grass—and whom do you think she saw?

3. Instead of a comma, to set off more definitely some part of sentence

Ex Her little bird—a poor slight thing, the pressure of a finger would have
crushed—was stirring nimbly in its cage

²The dash was used in writing as early as 800 A. D. but does not seem to have been adopted in printed books until 1668 when Thomas Roycroft, printer, of London, used it in a book of Latin poems, entitled *Poemata Latina*

4. To separate a clause repeated for emphasis or irony

Ex He pleaded eloquently—pleaded eloquently in vain
Such men are full of affection—affection for themselves

5. Before a clause summarizing the preceding part of a sentence

Ex Gambling and drink, poverty and crime, crowded cities and crooked politicians—these are some of the elements that confront this nation
Anon the bells ceased, and the woods, and the clouds, and the whole village, and the very air itself seemed to pray—so silent was it everywhere

6. To indicate scorn or derision.

Ex “Do you call this a—poem?”

Here the hesitant dash carries the plain insinuation that, in the speaker's opinion, the—er—“poem” is too poor to warrant the classification

7. To emphasize grotesque and startling effects.

Ex “What—you are going to be married?”
“Yes—-to Kate”
“To Kate—of all women in the world”
“Well—-and why not?”
“Because—because—-”
“Come on—out with it!”
“As a matter of fact—-you're not fit for her”
“It's so—I know it! But—I'm going to be from now on”

8. With a credit line, reference, or sidehead. Notice, in this connection, that it is improper to combine the dash with a comma or colon

Ex I am a part of all I have met
--Tennyson
- -From the *Times*
—Century.

His statement is true —J R F

PROOFREADING--Under this heading, are included studies in punctuation.

PUNCTUATION—Punctuation is not an exact science

In “Yea” and “Nay” votes and in committee lists, supply “Messrs” before the first name and omit “and” between the last two names, thus

Yeas—Messrs Adams, Blair, Cameron (of Wisconsin), Edmunds—4

Set The motion was lost—yeas, 29, nays 63.

“Unaccustomed as I am—-”

Use a 2-em dash:

9. To tie an introductory phrase to related lines which follow (more intimately than is possible with a colon)

I suggest—

That we accept his proposition

That we date the contract from the first of the month.

That no deposit be required

10 To mark the omission of letters, figures, and words.

Ex Mrs B——n, formerly Miss J——n, of B—— Street, was formerly a popular figure at the beaches
James Smith Born, 1900, died —— [Figures omitted]

The dash used in the foregoing example should be, and is, a 2-em dash (Fig. 4). Between dates, it is proper to use an en dash as a substitution for the preposition "to," although in newspaper work, the hyphen is now commonly employed for this purpose.

Ex 1860-65, 1926-28

Punctuation of a "choke." As a choke—an abrupt termination of a sentence before it is finished—either the 1-em or the 2-em dash is correct. Some style sheets advocate the use of quotation marks preceding the choke, but most authorities hold that the quotes and any other marks of punctuation should follow the choke. The choke is never used with a period unless the last word is an abbreviation carrying a period.

Ex "Hands up, or I'll——"
"It was ——"

Use of 3-em dash. A 3-em dash is used by some publishers to take the place of a repetition of a word or a man's name, as in indexes where a repetition is to be avoided

Ex John Doe "Wild West Yarns"
—— "Call of the North"
----- "The Freeze-Up"

[Here the dash takes the place of the name]

NOTE—A 3-em dash centered in the column is frequently used to separate parts of the same article or story. The traditional name of this dash in the trade is either "jim" dash or "shirt-tail" dash.

HYPHEN (-)

"Hyphen" is from a Greek word, the meaning of which may be translated as "under one," "into one," or "together"

In our English language, it has two distinct and entirely opposite uses, namely, to join the parts of a compound word, and to divide and indicate the division of a word at the end of a line. Next to the comma, the hyphen is doubtless the most important point used in punctuation (Fig. 5) It is also one of the oldest points³

Use a hyphen:

1. To join the parts of a compound word

Ex. Man-of-War, forty-seven, a-fishing, stoop-shouldered, 72-point type; 5-year-old child, ex-president, vice-president, governor-elect

³The hyphen was used in writing long before the invention of printing. Gutenberg and other early printers preferred to use a hyphen with double strokes, such as used by proofreaders to distinguish the hyphen from a dash. The single-stroke hyphen was first used by Sweynheym and Panatz in a *Lactantius*, printed at Subiaco, in 1465

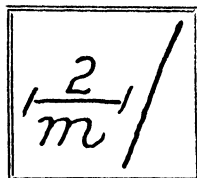


FIG 4—How proofreader marks a 2-em dash

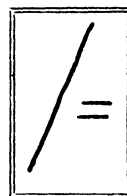


FIG 5—How proofreader marks a hyphen

2 To indicate the division of a word at the end of a line.

3. To join a prefix ending in a vowel with a word beginning with the same vowel. The former practice was to omit the hyphen and use a dieresis (¨) over the second vowel, but the present trade custom is to use the hyphen alone or to omit both hyphen and dieresis.

Ex Co-operate or cooperate, re-establish or reestablish, co-ordinate or coordinate

4. To separate solid compound words which are typographically displeasing or confusing to the eye.

Ex Anti-imperialism, brass-smith; cross-stitch, fire-eyed; ill-lived; mad-dog, off-fall; sans-serif.

ELLIPSIS (. . .) (* * *)

Ellipses (periods or asterisks) are used to denote the omission of part of a quotation. An ellipsis in the text is indicated by using three asterisks, called stars, separated by em quads, or by three periods separated by en or em quads.

When the marks of ellipsis are used with quotation marks, they precede the final quotes in the same manner as a choke.

Elliptical periods or asterisks should not be divided at the end of a line, if there is not room for all three marks, they should be carried over to the following line

APOSTROPHE (')

The word apostrophe is derived from a Greek word, which means "to turn away." The Latin form is *apostrophus*, meaning literally to turn away or omit a letter.⁴



FIG 6—How proofreader marks an apostrophe

(Of exactly the shape of a comma or single close-quotation mark is this small and most useful character. As a matter of fact, position alone makes it different. The mark itself is the same. Move a comma from the base, or bottom, of the line to a point even with the top of the capitals or the ascenders of the lower-case letters, and it thus becomes an apostrophe (Fig 6). Rather neat, is it not, to make the same character do double duty by so slight a change in position?)

Use an apostrophe:

1 To indicate possession.

Ex The boys' regard for their teacher made them behave.

The boy's cap was torn

James' umbrella was lost

Mother's Day [as used by Miss Jarvis, founder of this day].

Man's shoe, men's shoes, lady's dress, ladies' dresses; child's apparel, children's apparel

Formerly, in forming a possessive, it was the practice to use both the apostrophe and an extra "s" in words ending with "s," as "Burns's

⁴The apostrophe was first used by Nicolas Jenson, printer, at Venice, in Marchesinus' *Mammotrectus super Bibham*, issued in 1479

poems," "Jones's house," but most publishers' practice now sanctions the omission of the second "s," making "Burns' poems," and "Jones' house" the correct form.

Such word forms as "The Campbells are coming" and "the Jones and Smiths arrived last night" require no sign of plurality.

It is customary to omit the apostrophe to indicate the possessive case in proper names appearing in titles, and in firm, corporation, and geographical names.

Ex. Printers Home, Peoples Railway Company; Engineers Bank and Trust Company, Johns Hopkins University, Harpers Ferry, Pirates Cove

2. To show the omission of letters in contracted words.

Ex If you'll (you will) get there early, we'll (we will) begin promptly
The moon's calm beam shone o'er (over) the earth
Time o'clock [in straight matter], o'Clock [in heads]

The apostrophe is a useful tool in dialect. Note: "I don' know," "what's a' this mean?" It helps to reproduce the characteristic careless, primitive, and often picturesque speech of those who talk close to nature, so to say. By skillful use of the apostrophe, it is possible for writers to create an "atmosphere" as of the southern negro or the Cornish miner or our Irish friends who say, "the likes o' ye," and "mother o' mine."

3 When followed by "s" to indicate irregularly formed plural of letters and figures.

Ex Mind your p's and q's.
The three R's
C. O. D's
He wrote down four 5's
In the early '90's

4 The apostrophe is omitted in abbreviations

Ex Fla, Sgt, Col, Jr, Sr Ky, Md, Secy, Ltd

CAPITALIZATION

The rule that proper nouns (those referring to some specific thing) and the abbreviations used to designate them, should always be capitalized, seems simple enough, but, as a matter of fact, one of the greatest sources of waste in the printing industry is caused by lack of standardization in capitalization. When matter is set on typesetting machines which cast an entire line or slug, every proofreader's and editor's mark for capitalization causes loss of the line and the production of another to take its place (Fig 7).

Although most publishers, competent printers, and proofreaders agree on nearly all questions of capitalization, many writers give small attention to the matter—each having his own preference.

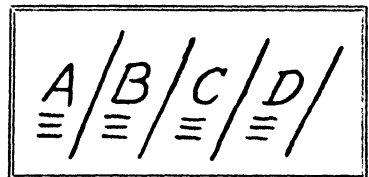


FIG 7—How the proofreader marks capitals

In setting ads, the copy must be followed, of course, but in all general composition, a system based on preferred usage should be adopted and followed unless orders or office style conflict.

Whether caps or lower case are used in an article, story, or ad, try to have the style uniform throughout the production. If the Prince in the storybook starts out with his cap on, keep it there until the end. Perhaps only a few readers will notice it, but should a proofreader or printer—one who is proud of his craft—pick up the book, he will not be humiliated by such seemingly apparent mistakes.

Be particularly careful to maintain uniformity in single sentences, paragraphs, and ads. Notice the following inconsistencies:

Ex. A postal will bring *Catalog* . . . Send for this big *catalog* today.

In extreme *western* and *Southern* States

Walkover *Shoes* are stylish . . . Walkover *shoes* are reasonably priced.

“Up” and “down” styles. There are two styles of capitalization in use in the printing offices of America—the up style and the down style.⁵ The distinction between the two styles is not clearly defined, but in general, the up style favors the liberal use of capitals, and the down style does not. The up style is confined almost entirely to books and magazines. Nearly all newspapers use the down style. The chief advantage of the down style in newspaper work is the convenience of setting lower-case letters on the machine compared with the more difficult task of picking out cap keys.

The following examples will illustrate both the up and down styles, and show wherein they differ:

UP STYLE	DOWN STYLE
Pacific Ocean	Pacific ocean
Panama Canal	Panama canal
Canadian Parliament	Canadian parliament
House of Representatives	house of representatives
Republican Party	republican party
Liberal Party	liberal party
Representative	representative
Young Men's Christian Association	Young Men's Christian association
Methodist Church	Methodist church
Canadian Pacific Railroad	Canadian Pacific railroad

The examples might be multiplied, but a sufficient number has been listed to point out the distinction between the two styles. Because the up style is used in most offices and because it is the one with which most apprentices are familiar because of school training, it will be considered primarily in the following pages.

⁵The expression “up” or “upper case” (meaning “capitalized”) and “down” or “lower case” (meaning “not capitalized”) are typographical terms.

It is impossible to cover by rule every word that should or should not be capitalized, but the following rules reflect the general practice and, in the absence of an office style book or style sheet, may be followed with confidence as to their accuracy :

Four classes of words are capitalized :

1. Words capitalized through convention.
2. Proper names.
3. Derivatives of proper names.
4. Words to be emphasized.

I. Words Capitalized Through Convention

Some first-word usages. This group includes a large number of capitalizations established through long custom for the convenience of the reader, and are followed, with few exceptions, by all printers.⁶

1. Capitalize the first word of every sentence. If the sentence begins with a number, spell out the number.

Ex. Two passenger cars and 400 trucks

2. Capitalize the first word of every line of poetry.

Ex As we surpass our father's skill
Our sons will shame our own ;
Ten thousand things are hidden still
And not a thousand known.

When it becomes necessary, for want of space, to carry over some part of a line of poetry, the matter carried over is considered as part of the preceding line, and is given an additional indention of one or two ems. The first word of the indention is not capitalized.

Ex. It's an easy world to live in if you choose to make
it so ;
You never need to suffer, save the griefs that all
must know ;
If you'll stay upon the level and will do the best
you can
You will never lack the friendship of a kindly
fellow man.

3. Capitalize every direct question and formal quotation within a sentence.

Ex. Ask yourself this question : Am I really doing the right thing?
The question before the house is Shall the bill pass ?
Pope said, "Praise undeserved is scandal in disguise."
Then John said, "You are the chosen one."
She pleaded : "Oh, please do not send me to prison."

⁶Capitals are less commonly used in French and Spanish than in English. Thus, the personal pronoun I, adjectives derived from proper names, and the names of the days of the week are not capitalized in these languages

A fragmentary quotation needs no capital.

Ex. People who are "good sports" seldom win real admiration.
Swift was "too proud to be vain."

Capitalize the first words of separate phrases separately numbered or paragraphed.

Ex. Five things that will spell ruin for any apprentice: (1) You can't tell me anything. (2) This is good enough. (3) I should worry. (4) I'll get by. (5) He has it in for me.

Numbers referring to serious or dignified subjects are usually spelled out, as follows:

Ex The thirteen original States
The Twelve Apostles.
The Seven Sages of Greece

4. Capitalize the name of God and all appellations that refer directly to the Deity.

Set: God, the Almighty, Almighty Father, All Wise Counselor, The Redeemer, our Lord, Lord, Jehovah, Father, Heavenly Father, Heaven (when denoting God), Creator, Providence, Savior, Holy Ghost, Son of Righteousness.

Capitalize the personal pronouns He, Thee, Thou, Thy, Thine, His, and Him when standing for His name, but not the relative pronouns *who*, *whose*, *whom*, *that*, and *which*. Some style sheets, however, call for the down style for all pronouns referring to the Deity, after the style followed in the Bible. In the up style, pronouns are capitalized which refer to the Deity whenever the antecedent is not given or is in doubt.

Right God gave his only begotten Son.
Antecedent of "his" given, hence "his" in lower case

Right Let every believer bow down to Him.
Antecedent of "Him" not given, hence "Him" is capitalized.

5. Capitalize the Scriptures (the Bible), the Lord's Prayer, the Sermon on the Mount, the Golden Rule, the Decalogue (the Ten Commandments), Gospels (meaning the books of the New Testament), the Confession, Biblical, Scriptures, Scriptural, and the like.

Do not capitalize the following when standing alone: hell, devil (but Satan, Mephisto, Beelzebub), purgatory, heathen, pagan, cathedral, cantor, elder, minister, pastor, priest, pope, rabbi, rector, vicar, vestryman, father, friar, benediction, high mass, brother or sister (religious), church, and the like.

Capitalize the names of church dignitaries before personal names, as Archbishop, Bishop, Cardinal, Elder, Holy See, Moderator, Pope; also Easter, Yuletide, Good Friday, Holy Thursday, and other religious holidays.

6. Capitalize titles of rank, honor, or courtesy when preceding an individual's name, and thus a part of it.

Set: Miss Alice Weiss, Master Robert, Colonel White, Rear Admiral Jones, Police Inspector Smith, Past Potentate Jackson (each part of a compound title should be capitalized), ex-Governor Cox ("ex," meaning "out of," is no part of the title and should not be capitalized), the Reverend Mr Carter.

Do not capitalize titles when following the name of an individual, or when used indefinitely. In such cases, the titles are considered merely descriptive, as, Franklin D. Roosevelt, president of the United States; Myron Cooper, premier of Canada; the traffic officer ordered him to appear before the judge.

Do not capitalize minor or disparaging titles before names of individuals, as freshman, dog catcher, janitor, receiver, guardian.

Capitalize the following titles of individuals when standing alone, but referring to a particular person: your Honor, his Majesty, her Royal Highness, his Excellency, Louis XII, Emperor, King, Prince, Duke, Duchess, Duke of Argyle, Prince of Wales.

7. Capitalize all important words in the titles of books, newspapers, periodicals, articles, plays, pictures, lectures, toasts, and historical documents.

Set "Alice of Old Vincennes"; "The Montreal *Star*" (lower-case "the" when not a part of the name, also on foreign publications excepting Canadian and English; as, the "Frankfurter *Zeitung*"; "The London *Daily Mail*"); "*The Inland Printer*", "The Art of the Book"; "Printing Instruction in the Public Schools", "The Thinker," by Rodin, a toast to our wives and sweethearts: "May They Never Meet"; "Bancroft's *History*."

8. Capitalize north, northwest, northeast, east, southeast, south, southwest, and west, middle west, Pacific coast states, and the like, only when they refer to large sections of the country in general.

Ex. Right: The West is still a young country.

Right. North and South now are one

Right: North of the Great Lakes and east of the Rockies is a great country known as Canada.

Do not capitalize north, northwest, northeast, east, southwest, south, southeast, and west when they refer to points of the compass

Ex. Right San Francisco is west of here

Right. The country to the north is beautiful.

Right He is a native of western Kansas.

9. Capitalize the names of the planets, Mars, Jupiter, Saturn, Uranus, Neptune, Venus, Mercury, and Pluto, but not sun, moon, or earth, unless in classifications, when all the planets should be capitalized alike.

10. Capitalize personified words; that is, words used as if representing the names of a person, such as, Fame, Glory, Liberty, Death, and the like (but only when personified).

Ex. Then comes Summer, clad in her garb of green.

We met last summer.

"When Spring with dewy fingers cold . . ."

"O Death, where is thy sting?"

11. Capitalize the pronoun "I" and the interjection "O," but not "oh"

Ex. I come to Thee, O Lord!

I sang; but, oh, the effort!

12. Capitalize prefixes to foreign names, consisting of *de, da, di, della, l', van, von,* and the like, only when standing alone.

Von Hindenburg, De la Motte, Di Valenzo, but not when preceded by the given name, as Count de la Jose, Jean de Plessis, Peter van Doon, Count d'Annunzio. Many Americans and Canadians with foreign names prefer capitalized prefixes, in which case follow copy, as Pedro DiCarlo, Oscar DeWitt, Herman Von Holtman. The first letter of the prefix is used in indexing such names.

13. Capitalize the words Father, Mother, Sister, Aunt, Uncle, Dad, and other nouns denoting kinship, when not preceded by a *pronoun* or the article *the, a, or an*; otherwise, lower-case.

Ex. I have not heard from my uncle lately.
I received a gift from Mother yesterday.
This book is a present from Aunt Mary
Let me introduce my mother.
This is from our uncle.

14. Capitalize numbers when a part of a name, but not otherwise, except when the number begins a sentence.

Ex. First Regiment, Tenth Street, but first ward, second precinct, box 15, page 10.

15. Capitalize Jr. and Sr., following surnames.

Ex. Harry Jones, Jr ; Earl Edward du Pont, Sr.

II. Proper Names

16. **Capitalize proper names.** Capitalize the proper names of all persons and groups of persons having a definite name, including nations, races, sects, religious denominations, monastic orders, political parties, schools, societies, unions, including all business and social organizations. When the proper name consists of more than one word, each important word should be capitalized, including the word "The," when an integral part of the name. When the down style is used, however, capitalize all words except the one at the end denoting the form of organization, as First Methodist church, The Century company, Young Men's Christian association.

Set: Mergenthaler Linotype Co., Portland Apprentice Club, Graphic Arts Club, United States Steel Corporation.

Do not capitalize the names of trusts—steel trust, sugar trust. Those are not their proper names.

Board of Education, Police Board, Police Department, Police Headquarters, but not harbor police, the police force.

The Pennsylvania Railroad, but used in a general way, the Pennsylvania road. The Southwest Limited, the name of a particular train.

Do not capitalize nouns in the plural which would be capitalized in the singular number, like Reading and Erie railroads, Atlantic and Pacific oceans.

Do not capitalize Third Avenue surface line, Sixth Avenue elevated railroad, Ninth Avenue line.

Set : Democratic Club, but democratic, republican, when referring to a form of government Socialist, Bolshevik, Bolshevism, Communist, Progressive, Liberal, Tory.

Capitalize the distinctive name of a legislative body, as Congress, Chamber of Deputies (the Chamber), Parliament, House of Lords (the Lords), House of Commons (the Commons), Cortes, Diet, Cabinet, Council, Minister, Ministry, Ministerial, when referring to the advisory officers of a government, Centre, Left, and Right, meaning political divisions, Executive and Chief Magistrate, meaning the President of the United States, the Governor of a state, or the Mayor of a city; Opposition, the party out of power in a foreign country; Parliamentary, referring to Parliament (but not parliamentary law); the Premier of any government; Aldermanic, City Government, City Treasurer, Congressional, Gubernatorial, Mayoralty, National Administration, National Government, National Treasury, Presidency (of the United States), Presidential, Senatorial, Shrievalty, Triple Alliance, Vice-Presidency, the Acting Governor; Acting Governor Jones; the Port Authority, the Revised Statutes; Electoral College; Federal Reserve System.

Set thus The Chamber adjourned; the Senate Chamber, but not chamber alone and meaning only a place of meeting. The Brussels congress (of scientists or diplomats). The lower house, the two houses, both houses, but, the House voted. The Sixty-sixth Congress, Second Congressional District, the Congressional district; Third Assembly District, the Assembly district, the district. The Legislature, a number of bodies having that particular name, but do not capitalize national legislature, meaning the United States Congress, nor city legislature, meaning City Councils or Board of Aldermen, executive session, special session.

Capitalize Consular Service, Customs Service, Internal Revenue Service, Marine Hospital Service, Secret Service Signal Service, meaning departmental bureaus of the national government, but not civil service, also capitalize Bureau of Mines, or any particular bureau of a department

Capitalize State Central Committee of the Whole and any standing committee when the full name is given, but not such committees as Lexow investigating committee, Borah committee, Senate committee. Do not capitalize committee standing alone.

Set. The Supreme Court, the World Court, United States Circuit Court, but not other federal, state, municipal, or magistrates' courts.

Set Judge Brown's court, Coroner's jury, Grand jury, petit jury.

Capitalize National Guard (guardsman), Naval Reserve, British Navy, French Navy, United States Army, meaning the entire organized body; Corps of Engineers, Second Coast Artillery, Tenth Cavalry, Third Division, Company B, but not corps, division, company, battalion standing alone; the General Staff, the staff; General Headquarters, headquarters, staff headquarters, the regular army; the State Constabulary, the Rural Guard of Cuba.

Capitalize Washington High School, University of Michigan, the Royal Academy.

Do not capitalize alumni, alumnae, baccalaureate sermon, class of '40, commencement, first class, freshman, junior, senior, sophomore, earth, moon, sun, high school, college, sorority. Capitalize Red and Blue, Crimson, and so on when used to distinguish a college athletic team; also the Bowl, Franklin Field, or any such grounds devoted to college athletics.

Capitalize Frenchman, Mohammedan, Hindu.

Capitalize the proper names of fruits, flowers, and vegetables, as Early Rose, Nonesuch, Jacqueminot, Baldwin apple. Also the first word of the scientific names of plants, animals, fishes, and birds.

Capitalize names of airplanes, airships, and submarines, as St. Louis Robin, Spirit of St. Louis, DX2, Philippine Clipper.

Capitalize when standing alone only when having the meaning here specified; having any other meaning and standing alone, they should be kept down:

Allies, World War, but not "our allies" or "allied."	Farewell Address (Washington's).
Army, the Salvation Army.	Federal, referring to the United States.
Association (football).	Junkers (of Germany, or when used in a specific sense).
Bank, Bank of England, the Federal Reserve Bank.	League, the League of Nations.
Bill of Rights.	Legion, American Legion or French Foreign Legion.
Church, a collective body of Christians.	Opera House, the Metropolitan
Commonwealth, a state.	Presidency (of this or any other country).
Crown, referring to the sovereign of a country.	Steel Corporation, referring to the United States Steel Corporation.
Declaration of Independence.	
Doctrine, the Monroe Doctrine.	

Capitalize classical and mythological names, as Achilles, Apollo, Atlas, Bacchus, Jupiter, Minerva, and the like, but not bacchante, centaurs, chimera, dryads, elves, fauni, lares, maenads, naiads, nymphs.

17. Capitalize the proper names of all places, countries, states, counties, cities, streets, avenues, parks, universities, schools, buildings, monuments, statues, heights, piers, hotels, political and geographical subdivisions, and most adjectives and verbs derived therefrom.

Pennsylvania	Second Street	Zoological Gardens
Grant's Tomb	Fairmont Park	Central Park
District of Columbia	Statue of Liberty	Monroe County
Bay of Fundy	River Thames	Soldiers' Home
Erie Canal	the Horn	Coney Island
Governor's Island	the West	Manhattan Beach
Long Island Sound	the Orient	North America
Strait of Dover	North Pole	Central America
Lake Michigan	the Arctic	Western Hemisphere
The Hague		

Set thus: The National Capitol, the State Capitol, the Capitol (national or state); the national capital, the state capital, the capital; the diplomatic corps.

Capitalize Antipodes when specifically referring to Australia and New Zealand, not otherwise, and not antipodean. Arctic Circle, Arctic Basin (not arctic conditions), Antarctic Circle, North Pole, South Pole, the Pole (not polar regions), Tropic of Cancer, or of Capricorn (the tropics), North Temperate Zone (not temperate zone), Equator, Canal Zone.

Capitalize New World, Old World, Western Hemisphere, American Continent, Dark Continent (Africa), the Middle States, the Confederate States.

Capitalize Far East (the Orient), Far West, Near East, Down East (New England), Pacific Coast, Pacific Slope; also Oriental and Occidental when used in a geographical sense.

Capitalize when connected with name, as New York City, the City of Boston, Kings County, County of New York; Hudson River; French Republic (the republic); the Kingdom of Sweden (the kingdom); Hudson Bay.

Capitalize fanciful or popular names used instead of real names, as Buckeye State, Hoosier State, City of Churches, Gem City, Windy City, the Hub, and the like.

Capitalize the distinctive names of localities in cities, as West End, London; Tenderloin and Swamp, New York; Back Bay, Beacon Hill, West End, South End, Boston; South Side, the Loop, the Stock Yards, Chicago, but do not capitalize east side or west side, referring to New York City, nor ghetto

Set. The Great Lakes, or the Lakes, the lower lake region, the upper Mississippi Valley, the Delaware Capes (the Capes), upper bay, lower bay.

Capitalize White House, also the different apartments in the White House, as the Blue Room, Executive Mansion, Barge Office, Assay Office, Land Office, Philadelphia Mint, but not mint standing alone; Grand Central Station, or any prominent railroad station; Woolworth Building, Booth Theatre, Seventh Street Methodist Church, Opera House of a town, Ludlow Street Jail, First Precinct Station House, Auburn Penitentiary, Sing Sing Prison (state prison), House of Detention. Do not capitalize county jail, penitentiary, almshouse, workhouse, poorhouse, or insane asylum standing alone.

There is some difference of opinion regarding the capitalization of the final descriptive word in some of these proper names. In the up style, such words as City, Street, Avenue, River, Mountain, Gulf, and the like, are capitalized when an integral part of the proper name, but in the down style, such general words are set in lower case. It is held by advocates of the down style that a geographical location is merely a general designation and should not be capitalized unless the descriptive word comes first, as River Thames, Hudson river, Hudson bay, Bay of Fundy.

Fulton street	Prospect avenue	St. Lawrence river
125th street	New York county	Missouri river
Liberty street	County of Queens	Catskill mountains
Jackson avenue	Hudson river	

NOTE—When abbreviated, street and avenue should always be capitalized, as St., Ave.

Capitalize when used in connection with or preceded by proper name, lower-case when standing alone

archipelago	cup	navy yard
avenue	custom house	park
bay	department	pass
bayou	desert	peak
board	division (army)	pier
bridge	embassy	oasis
bureau	empire	place
camp	falls	point
canal	ferry	port
cape	fleet (naval)	river
clearing house	fort	road
code	harbor	sea
commission	head	squadron
consulate	isle	strait
convention	kingdom	street
court house	lake	station (naval)
court martial	legation	trophy
county	line	university
creek	medal	valley
cross (military)	mount	volcano

Capitalize when standing alone only when having the meaning here specified, having any other meaning and standing alone, they should be kept down.

Boardwalk (Atlantic City, Coney Island, Rockaway).	Falls, Niagara.
Canal Zone, Panama.	Gulf (of Mexico).
Channel, English.	Institution, the Smithsonian Institution.
City, meaning the financial district of London	Iron Pier, Atlantic City or Long Branch.
Continent and Continental, referring directly to the Continent of Europe.	Island, Blackwell's
District, the District of Columbia	Isthmus (of Panama).
Dominion, Canada.	Provinces (of Canada).
Exchange, a particular stock or produce exchange.	Republic (only when meaning the United States).
Exposition, referring to a particular exposition of which this is a part of the name, not exhibition nor fair when referring to the same.	Sound, Long Island
	Street, referring to Wall Street as the financial center
	Tribunal (The Hague).
	Union, the United States or the Union of South Africa

18. Capitalize the names of the months and the days of the week, festivals, holidays, and important epochs and events in history, and all treaties, acts, and bills.

Friday	Elizabethan Age	Magna Charta
Great Reformation	Middle Ages	the Restoration
Lord's Day	the Deluge	Easter Sunday
Silurian Age	the Captivity	Labor Day
Dominion Day	Declaration of	Hay Treaty
October	Independence	Stamp Act
the Dark Ages	Fifteenth Amendment	Fourth of July

Capitalize Christmas Day, Commencement Day, Decoration or Memorial Day, May Day, New Year's Day, and Thanksgiving Day, but not election day, primary day, blue Monday.

Capitalize American Revolution, French Revolution (1788-93), also Revolution standing alone, referring to either of the foregoing, and Revolutionary when referring to the time of the Revolution in the United States. Also Seven Years' War, Thirty Years' War, War of 1812, Mexican War, Civil War (between the North and South only), Spanish-American War, the World War. The Battle of Gettysburg, the Battle of the Marne. The French Commune (the Commune), the Flood, the Dark Ages, the Middle Ages (or Middle Age), the Norman Conquest, the Renaissance

Capitalize the Treaty of Ghent, or any treaty of historical importance, when so worded, but treaty when standing alone. The Versailles Treaty; the Cuban reciprocity treaty; the Franco-German treaty.

Capitalize the distinctive name of a bill, an act of a law, but not the words bill, act, and law, and not election laws, tariff laws, appropriation bills (meaning a number of such laws or bills), as Underwood law or Sherman law.

Do not capitalize message or speech, referring to the President's, a Governor's or a Mayor's message, or to the King's speech.

Set · The tenth section, fifth article, Section 10, Article 5, or Article V (when Roman numerals are in copy), No. 5

III. Derivatives and Synonyms of Proper Names

19. **Capitalize synonyms of proper nouns.** Capitalize adjectives derived from a proper name.

America, American	Christ, Christian
Canada, Canadian	Congress, Congressional
England, English	Boston, Bostonian
Wales, Welsh	Rome, Roman
Bible, Biblical	Venice, Venetian

Do not capitalize verbs derived from proper names, especially those ending in *ized*.

americanized	fletcherized
boycott	macadamized
herculean	quixotic
italicized	pasteurized

20. Capitalize synonyms of proper names that clearly refer to a certain person, body, or thing, whether the proper name is given or not.

The Falls (referring to Niagara Falls).
 The Street (referring to Wall Street).
 The Dominion (referring to the Dominion of Canada).
 The Cabinet (referring to the President's Cabinet).
 The Cubs (referring to a Chicago baseball team)
 The Senator (referring to the Senator from Ohio)
 Good morning, Judge.
 I move, Mr. Speaker.

21. Capitalize all references to national flags

Old Flag	Star-Spangled Banner
Old Glory	Union Jack
Stars and Stripes	the Tricolor

IV. Words To Be Emphasized

Newspaper capitalization. Words not ordinarily capitalized are frequently and properly so treated in newspaper display ads and heads of all kinds for the sake of special emphasis. Words capitalized when spelled out should be capitalized when abbreviated.

22. Capitalize all words of three or more letters in heads, subheads, titles, tables, and indexes.

Capitalize No, Not, Nor, Off, So and Up, To (used as an infinitive), but not a, an, and, as, to (the preposition), at, by, of, in, or, the, and but ("but" should be capitalized when used as a preposition equivalent to except) except at the beginning of a line or when connected with the preceding word, as, Cared For by Mother, but He Cared for Nothing. Capitalize the last word of every head, no matter how unimportant, as, A Home You're Proud Of. Set infinitives as follows To Be, To Do, To Go

Mc—In a cap line, or in a signature set in caps, where "Mc" occurs, use a lowercase "c"; thus HUGH McCULLOCH.

Capitalize both words of a compound adjective: An Able-Bodied Citizen. Lowercase after hyphen in One-tenth, Twenty-two, Co-workers

23. Capitalize the name of the manufacturer and proper nouns modifying other nouns in names of manufactured products representing general groups.

Aladdin lamps
Axminster rugs
Babbitt metal
Bessemer steel
Bunsen burner

Chrysler cars
Eagle pencils
Gordon press
Hoe presses
IPI inks

Do not capitalize geographical names applied to products in ordinary use except in display copy.

bristol board
brussels lace
brussels sprouts
canada balsam
cashmere shawl
castile soap
china clay
chinaware
german silver

india ink
india rubber
italic type
lima beans
morocco leather
nelson (wrestling)
oriental rugs
panama hat
paris green

plaster of paris
portland cement
prussian blue
roman type
scotch plaid
simon pure
turkey red
venetian blinds
wilton carpet

24. Capitalize the full trade name of specific products.

Argo Starch
Cream of Wheat
Ivory Soap

Post Toasties
Puffed Rice
Shredded Wheat

25. Capitalize all letters of a word following an initial if the word is composed of three or more letters. If the first word contains only one or two letters, capitalize the following word. If the second word contains a single letter, capitalize also the third word. If a proper name, capitalize in full. If a closely related clause, capitalize in full if not too long for a single line.

26. Capitalize radio stations and signals, but use no points or spaces; thus, WEAf, WFBM, WLW, KFI, SOS.

27. In order to make them appear less conspicuous, many offices set A. M., P. M., B. C., and A. D. in small caps, as here shown.

SHOP PRACTICE

A Group of Carefully Selected Practice Exercises for Schools Teaching Printing

(Not to be mailed for grading)

JOB NO.	PARENTHESIS, DASH, AND HYPHEN
----------------	--------------------------------------

Set and punctuate the following sentences :

- He prints a well written and well edited paper
- The one requisite of a newspaper the chief requisite is legibility
- All rules and dashes should harmonize such as jim dashes short dashes between decks and "30" dashes at the end of stories
- Early day newspapers had fewer pages than present day newspapers
- The New York observe the hyphen *Tribune* first appeared on April 10, 1841
- The San Francisco Calif Chronicle uses narrow column editorials
- The editor of the *Star* of Montreal was the only Canadian editor ever to be knighted
- The year 1936 saw the invasion of China by Japan

JOB NO.	ELLIPSIS, APOSTROPHE, AND CAPS
----------------	---------------------------------------

Set and punctuate the following sentences :

- A university usually consists of one or more colleges organized for the purpose of imparting instruction . . . and otherwise higher education
- "The guides and grippers are the most important part of every press demanding register. Of course there are other factors . . . but few of these need as much watching as the side guide and grippers of a cylinder press"
- Ellipses are marks denoting the omission of words usually indicated by periods thus: . . . or stars.
- Cross your ts and dot your is
- Each man carried seven days rations
- Oer the ramparts it flew in all its glory
- The o s and 0 s (ciphers) look somewhat alike
- The skipper he blew a whiff from his pipe
- And a scornful laugh laughed he—Longfellow
- Demetrius . . .
- Made love to Nedars daughter Helena
- And won her soul—Shakespeare

TEST QUESTIONS

Write neatly and legibly. Check your answers carefully before mailing. Use both sides of theme paper.

QUESTIONS

1. Should a comma, colon, or semicolon be used before the opening parenthesis?
2. Write two original sentences illustrating the correct use of parentheses.
3. Is it permissible or not permissible to use parentheses in connection with figures and letters when enumerating a series of lines or paragraphs?
4. Write two original sentences showing correct use of the 1-em dash, and give the rule for each.
5. Give the correct abbreviations or contraction for the following words: sergeant, secretary, junior, avenue, we will.

TRUE AND FALSE

Some of the statements below are true and some are false. List the question numbers only and *print* a T after those that are true and an F after those that are false. It is unnecessary to write statement in full, only the figure and letter; as, 6-T, 7-F, etc.

6. T F Parentheses are used to mark pauses and repetitions which are intended for dramatic or rhetorical effect.
7. T F An ellipsis which will not go in at the end of a line may be divided.
8. T F The bracket is used to join the parts of a compound word.
9. T F An ellipsis consists of four periods or asterisks.
10. T F The apostrophe followed by "s" is used to indicate irregularly formed plural of letters and figures.
11. T F The down style in punctuation favors the liberal use of capitals.
12. T F Capitalize the full trade name of specific products.

COMPLETION

Write the following sentences and supply correct words for the blank spaces.

13. Parentheses are sometimes called _____ by printers.
14. When a part of a quotation is omitted, the omission is indicated by _____
15. An abrupt termination of a sentence before it is finished is called a _____

CAPITALIZATION

Rewrite and fill in the blanks with the correct word or abbreviation.

16. Will _____ (Senator, senator) Nye repeat the remark he just made?
17. The wrecked ship sent an _____ (SOS, S. O. S.).
18. The king of the underworld is _____ (satan, Satan).

PUNCTUATION

Punctuate the following sentences, using whatever punctuation marks are deemed necessary.

19. The son Charles Pinckney Sumner the father of Charles Sumner was born and educated in Massachusetts
20. He lectured at the law school then flourishing with over fifty students until it was incorporated with Harvard University
21. I took the letter put it in my pocket and replaced it by a facsimile so far as regards externals which I had carefully prepared at my lodgings
22. The founder of seismology was John Mitchell 1724-1793
23. The three of us my two sisters and myself crossed over to the island about three o'clock in the afternoon
24. The seeds sown were those of the Delphinium (larkspur
25. The dog saved the 5 year old child from drowning

SUPPLEMENTAL QUESTIONS

(Answers not to be mailed for grading)

Supplemental questions should be mastered by every student, but the answers should not be included when submitting the lesson for grading to the Bureau of Education.

PUNCTUATION

Correct the punctuation in the following list, where necessary.

1. He told you and I (me) to go.
2. Washington was born on February 22, 1732 [Feb. 11 old style].
3. Parentheses are used to inclose :
 - (a) Serial letters.
 - (b) Duplicate figures, as, ten (\$10) dollars.
4. Look up words. (When in doubt, consult your dictionary).
5. He kicked to the 25 yard line.
6. It was a never to be forgotten game.

7. We live in Dayton, on Fountain Avenue, at No. 123.
8. The first two rows ; not, the two first rows.
9. In youth-blessed youth, there is imagination.
10. This is Johns book.
11. Watch your ps and qs.

CAPITALIZATION

Correct the capitalization in the following list, where necessary.

12. He asked, "And where are you going?"
13. He objected "to the language, not the idea."
14. Revolutions are not made : They come.
15. Printers ask : What ? Where ? When ?
16. Sail on, O Ship of State !
17. For lo ! the days are hastening on.
18. The outline of History (book).
19. The blue Boy (painting).
20. George V, king of England.
21. Your Honor.
22. Mercury, Venus, Mars, and the earth.
23. the Buckeye State.
24. For nature wields her scepter mercilessly.
25. The Cherokee Nation differs from most Indian nations.
26. the Far North ; the far East.
27. World War ; Christian Era ; Middle Ages.
28. the Dominion ; Dominion of Canada ; dominion (general).
29. Plaster of Paris , Brussels Sprouts.
30. Mother's day ; Admision day ; New Year's Eve.
31. Gulf stream ; Craton High School.

I·T·U LESSONS IN PRINTING

*A Series of Practical Printing Texts for Shop,
Home, and School*

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PRINTED IN U. S. A.

UNIT V—LESSON 4

HOW TO SPELL

IF PRINTED MATTER is to be intelligible, the spelling must be correct. The printer must be able to spell correctly, and it is inexcusable if he cannot. He is required to decipher all kinds of copy and should pride himself on being able to read and spell almost any manuscript that may be handed to him.

Learning to spell. English is a language that has drawn on many and varied sources through the centuries, it has borrowed words from every other language, both ancient and modern, keeping some in their original forms and changing others to suit its needs. This characteristic, together with the fact that one letter or combination of letters must often do duty for a number of different sounds, makes it almost impossible to formulate set rules for spelling. In fact, learning to spell correctly is largely a matter of observation and study. In reading, form the habit of seeing each word exactly as it is printed, in this way, without your realizing it, the correct spelling will become firmly fixed in your mind. Frequent use of the dictionary and a study of words which are particularly difficult for you individually should be made to supplement what you learn by observation.

Get the dictionary habit. Some people feel that the dictionary is to be consulted only as a last resort and then with a sneaking sense of shame at betraying ignorance. That attitude is entirely wrong. It should be a matter of pride to you to set yourself right whenever there is even a shadow of doubt in your mind. All the ablest writers of the English language pay tribute to the dictionary¹

· Use the dictionary frequently.² Make it your personal friend and it will strengthen your mind and help you to think. Opening the dictionary at random

¹This lesson follows the spelling used in Webster's New International Dictionary (1935 edition)

²In addition to learning how to spell, the student will find it a fascinating diversion to study words of somewhat similar meaning, known as synonyms. Scarcely (or should we say, "hardly"?) any two words have exactly the same meaning, it being very easy to use, in a wrong manner, such words as joy, gladness, and mirth. This knowledge is particularly useful where one expects to do much writing or editing. Fortunately, there are several very excellent dictionaries of synonyms on the market, and the printing apprentice will make no mistake in acquiring one early in life.

and reading a few pages is a highly profitable way of putting in odd moments. It is said that Rudyard Kipling's vacations were very much given to the dictionary. Another useful practice is to read for typographical errors in spelling.

Ability to learn. Printers and proofreaders, through constant association and thinking about words, usually become highly proficient in the spelling of and all that pertains to the words. Many old printers took great pride in their ability to spell and were frequently prize winners at spelling bees. It is a common misbelief, however, that spelling ability in the old days was superior to that of today. Careful tests with the same lists of words used in the forties and fifties have shown that the modern schoolboy is much superior as a speller; in fact, the reader of these words, if he so wills, can become an expert speller. Good spellers are a real asset to any printing office and are highly respected by everyone in the craft.

How to become a good speller. We learn to spell by seeing, hearing, speaking, writing, and thinking about words and the letters composing them. Through the ear, we impress on our memory the sound of letters and syllables, and, through the eye, we get a picture of the word. The effort of writing requires thinking about letter combinations and also helps to fix word forms in the mind. Some boys learn best by seeing words in print; others, by writing words, and still others, by spelling aloud. Whichever way or combination of ways he finds easiest and most effective is the one the student should practice.

Most printers, we believe, depend upon sight to master spelling, as printers are able to "catch" errors in type or print at a glance, which are not so easily detected when the words are spelled aloud. This is especially true of the familiar sizes of ordinary reading type, but not so true of large sizes or capital lines. Careful printers make it a habit to read all display lines, cap heads, and price figures twice, as the larger the type, the more likelihood there is that an error will escape observation.

One of the easiest methods of learning to spell, pronounce, and define words is by the process of elimination. The spelling and meaning of many words will already be familiar to the learner, so that only a certain number will be difficult to memorize. If these troublesome words are listed and then reviewed occasionally, it will be only a matter of time until a good working knowledge of words is acquired. Many students have reported gratifying success with this method.

Words requiring special drill. Among the words most frequently misspelled are those which follow. It may be a good idea for you to start with these lists by having somebody call them off to you. Make a list of the words missed and repeat the tests from time to time. In the first column, is the way one apprentice insisted on spelling certain words, in the second column, is the way he finally learned to spell them.

WRONG SPELLING

antartic
Chatauqua
conseded

CORRECT SPELLING

antarctic
Chautauqua
conceded

Deleware	Delaware
Gibralter	Gibraltar
Munroe	Monroe
Pharoah	Pharaoh
priviledge	privilege
proceedure	procedure
Sampson	Samson
silouette	silhouette
sutle	subtle
symetry	symmetry
syphon	siphon
warrent	warrant

Another student provides the following words which always bothered him until he succeeded in mastering them. Perhaps your pet "trouble maker" is included in this list; if so, give it a tussle.

HE SPFLLED IT	THE CORRECT WAY
accidently	accidentally
boyancy	buoyancy
brocaid	brocade
catastrophy	catastrophe
embarass	embarrass
exhorbitant	exorbitant
exortation	exhortation
floatation	flotation
Guttenberg	Gutenberg
harrass	harass
incidently	incidentally
maintainance	maintenance
paralell	parallel
rythm	rhythm
volumn	volume

Common newspaper errors. The next list was furnished by Warren H Goldsmith, head proofreader on the *Boston Globe* for more than forty years, who sets it down as including the most common mistakes appearing in newspapers during his experience.

WRONG	RIGHT
apparrell	apparel
axminster	axminster
barrell	barrel
byeword	byword
censored	censured
disasterous	disastrous
dispair	despair

elegible	eligible
extirminate	exterminate
government	government
infallable	infallible
looses	loses
octopus	octopus
owing	owing
Phillipines	Philippines
propoganda	propaganda
persuade	persuade
saxaphone	saxophone
shiek	sheik
seige	siege
sieze	seize
statute	statue
tredle	treadle
tyrrany	tyranny
Welchman	Welshman
Westminster	Westminster

One hundred demons in spelling. It is surprising how frequently simple words in everyday use by all classes of people are misspelled. A study of spelling difficulties by educators and business executives has produced a list of one hundred such words, which have become known as "One Hundred Demons in Spelling." This list follows. Study these words until you can write them correctly spelled, from dictation. They are words which a printer must never be guilty of misspelling.

ache	cough	hear
again	could	heard
always	country	here
among	dear	hoarse
answer	doctor	hour
any	does	instead
been	done	just
beginning	don't	knew
believe	early	know
blue	easy	laid
break	enough	loose
built	every	making
business	February	many
busy	forty	meant
buy	friend	minute
can't	grammar	none
choose	guess	often
color	half	once
coming	having	piece

raise	their	very
read	there	wear
ready	they	Wednesday
said	thorough	week
says	though	where
seems	through	whether
separate	tired	which
shoes	tonight	whole
since	too	women
some	trouble	won't
straight	truly	would
sugar	Tuesday	write
sure	two	writing
tear	used	wrote

Stumbling blocks in a national spelling bee. The following words were among those misspelled in a national children's spelling bee. If you can correctly spell one-half of this group from dictation, you may consider yourself a very efficient speller

carnivorous	indestructible
cataract	indicative
catastrophes	pennant
complacence	porridge
complaisance	primitive
dilapidate	promiscuous
extolling	rarefy
fissure	religious
foulard	separate
fracas	stratagem
impugn	supersede

Words used in the trade. Finally, you must be able to spell names and words associated with your trade. A list of such words follows. Study these words until you can spell the entire list correctly from dictation

agate	brochure	electrotype
align	border	emboss
angles	calender	enameled
antique	compositor	engraving
appropriate	cylinder	fountain
ascender	decoration	galley
balance	descender	gauge
Baskerville	De Vinne	gothic
beveling	die—dies	Greeley, Horace
billhead	ductor	grouping
brevier	edition	harmony

hyphen	pamphlet	roller
impression	panel	roman
initial	parenthesis	rotary
intaglio	pasteboard	script
italic	pi	series
label	pica	stereotype
leaded	pied	supplement
letterhead	pieing	tabular
logotype	Plantin	text
manuscript	platen	tweezers
marbled	prospectus	tympan
minion	quadding	typographical
mortising	quire	typography
nonpareil	quoin	vellum
octavo	quotation	vignette
optical	ream	wedge
ornament	reglet	

Learning the rules in spelling. Numerous tests have demonstrated that, although most every student can supply words to illustrate a rule in spelling, very few can remember rules sufficiently well to quote them when the need arises. For that reason, we suggest that students endeavor to understand the rules well enough to apply them, but that they make no attempt to memorize them. Rules that are already familiar may be passed over more rapidly than those which offer some new problem or hint in spelling.

Rules for spelling the plurals of nouns. 1. Nouns in English regularly form their plurals by adding *s* or *es*.

a. Usually, *s* is added.

Ex tree, trees, girl, girls, land, lands, hat, hats, boy, boys, cab, cabs; chief, chiefs.

Military titles add *s* at end: Major Generals, Lieutenant Colonels, Surgeon Generals, but Sergeants Major. Civil titles take the *s* on first part: Attorneys General, Postmasters General.

b. When a noun ends in a letter that does not unite smoothly with *s* alone, *es* is added.

Ex class, classes; church, churches; wish, wishes, tax, taxes; alias, aliases, trench, trenches.

The addition of a grammatical *s* or *es* to a noun for the purpose of forming a plural (horse, horses; peach, peaches) does not make a permissible division in printing. A noun that cannot be divided in the singular is not divisible in the plural.

c. Some nouns ending in *f* or *fe* change the *f* or *fe* to *ves*, others merely add *s*.

Ex. life, lives; leaf, leaves; thief, thieves; loaf, loaves; half, halves; self, selves, proof, proofs; roof, roofs, waif, waifs.

d. Some nouns ending in o add s to form the plural

Ex. albinos, cantos, didos, duodecimos, dynamos, embryos, folios, gringos, lassos, octavos, provisos, quartos, salvos, solos, sopranos.

e. Other nouns ending in o add es to form the plural

Ex. hero, heroes; Negro, Negroes, potato, potatoes, echo, echoes; tornado, tornadoes, mosquito, mosquitoes

f. Nouns ending in y preceded by a consonant, change y to i before adding es to form the plural.

Ex lady, ladies, fancy, fancies, sky, skies, soliloquy, soliloquies, daisy, daisies

In words like soliloquy, qu is considered a consonant sound, taking the place of kw.

g. Nouns ending in y preceded by a vowel, do not change the y to i, but add s only

Ex valley, valleys, monkey, monkeys, chimney, chimneys

It is interesting to note that words now ending in y were once spelled with ie, as memorie for memory. The y was later substituted for ie in the singular, but not in the plural, hence the two forms of plurals

2. Nouns of foreign origin generally keep their foreign plurals

Ex. stratum, strata, fungus, fungi, radius, radii; thesis, theses, matrix, matrices, ellipsis, ellipses

3. Some nouns taken from the Anglo-Saxon keep their ancient plural forms.

Ex child, children, ox, oxen, man, men, foot, feet, tooth, teeth, mouse, mice, Mussulman, Mussulmans; talisman, talismans

4. Some nouns have two plural forms, spelled according to their meaning

Ex brother	brothers	(of the same family)
	brethren	(of the same society)
fish	fishes	(one by one, individually)
	fish	(a quantity, collectively)
genius	geniuses	(men of genius)
	genii	(spirits)
brick	bricks	(individually)
	brick	(collectively)

5. Animal names sometimes have the same form in the plural as in the singular

Ex. sheep, deer, trout, quail.

6. Figures, letters, signs, and abbreviations form their plurals by adding apostrophe s ('s).

Ex. 8's, 6's, p's, q's, 's, &'s, I. W. W.'s, Co.'s

Rules for spelling the possessive of nouns. 1. To form the possessive singular of nouns.

- a. Add apostrophe s ('s) to all nouns not already ending in s.

Ex. boy, boy's cap; man, man's pipe; horse, horse's tail;
lady, lady's dress.

- b. To nouns already ending in s, add an apostrophe after the final s

Ex. Jones' woods, Dickens' novels, John Bliss' hat, for goodness' sake,
for righteousness' sake.

Do not put the apostrophe before the final s.

Wrong: Jone's woods; Dicken's novels.

2. To form the possessive plural of nouns.

- a. Add an apostrophe only after the final s in the case of all nouns whose plural already ends in s.

Ex. boys, boys' caps; horses, horses' tails, ladies, ladies' dresses,
ships, ships' anchors.

- b. Add apostrophe s in the case of all nouns whose plural does not already end in s.

Ex. men, men's shoes, children, children's toys,
women, women's dresses.

Never use an apostrophe with hers, ours, yours, and theirs, or with its when it denotes possession. The form it's is a contraction of it is.

Ex. The bird left its nest.
It's a cold day.

Miscellaneous rules. Here are a few rules which may be helpful. Some of the more common mistakes may be avoided by learning them.

Explanation: The letters of the alphabet are either vowels or consonants. There are five vowels: a, e, i, o, u; y is considered a vowel when it has the sound of i as in sit (symbol), or i as in like (scythe). The remaining letters are consonants

1. Words ending in silent e (that is, an e that is not sounded, as in hide) retain the e before a suffix beginning with a consonant, and drop the e before a suffix beginning with a vowel

Ex. hate, hateful; hope, hoping; move, movement, write, writing.

Exceptions: whole+ly=wholly
acknowledge+ment=acknowledgment
true+ly=truly
awe+ful=awful
sing+ing=singeing

2. Words of one syllable ending in a single consonant preceded by a single vowel, double the final consonant upon adding age, ed, er, est, ing.

Ex plan, planning, planned	hop, hopped, hopping
fat, fatter, fattest	thin, thinner, thinnest
glut, glutted	fan, fanned, fanning
lug, luggage	bag, baggage

3 Words of more than one syllable, accented on the last syllable and ending in a single consonant preceded by a single vowel, double the final consonant upon adding ed or ing.

Ex. refer, referred, referring
 occur, occurred, occurring
 transfer, transferred, transferring
 begin, beginning
 control, controlled

4. When the letter beginning or ending a word is the same as the prefix or the suffix added to it, the double letters are usually retained.

Ex mis spell	plain ness
mis step	mean ness
mis sent	clean ness
im movable	useful ly
un natural	dismal ly
dis similar	wool ly

5 Words ending in ie drop the e and change i to y before adding ing

Ex tie, tying
 die, dying
 belie, belying

Exception dye, dyeing to distinguish
 from die, dying.

6 Words ending in y change y to i upon adding a syllable beginning with any other letter than i.

Ex busy, busily, busted, busying
 lazy, lazily
 beauty, beautiful
 petrify, petrified, petrifying
 tidy, tidiness, tidied, tidying
 mercy, merciful

7 Words ending in l retain the final l upon adding ly

Ex. grateful, gratefully
 bountiful, bountifully

8. Words ending in ce or ge retain the e when adding a syllable beginning with a or o.

Ex. change, changeable
 notice, noticeable
 advantage, advantageous

9 Words containing *ie* and *ei* (pronounced like *ee* in *need*) as, *receive* and *believe*, take *ei* after *c* and *ie* after all other letters. Remembering the word *Celia*, with *e* coming after *c* and *i* after *l*, will help you to spell words of this kind.

Ex	piece	receive
	besiege	deceit
	wield	ceiling

Exceptions: *leisure*, *neither*, *seize*.

Words in which *ei* is pronounced like *a* in *hate* do not come under this rule; as, *vein*, *skein*, *weigh*.

10 Words ending in *cede*, *ceed*, and *sede* are puzzling. Remember that there are only three words in the English language which end in *ceed*: *exceed*, *proceed*, and *succeed*, and one in *sede*: *supersede*. All other words with an ending pronounced like *ceed*, such as *precede*, *secede*, and the like, are spelled *cede*.

Words frequently misspelled. The following list will be found excellent for practice. It contains words commonly misspelled in print.

accommodate	brevetted	corralled	endorse
acknowledgment	broadcast (not broadca- <i>sted</i>)	correlative (mutually involving or imply- ing one another)	enroll
adviser	brobdyngnagian	councilor	enrollment
aerial	buccaneer	counselor	entrench
aerodrome	bunco	cozy	envelop, v
aeronaut	buncombe	criticize	envelope, n
aid (not <i>aide</i>)	butt	crystallize	equipped
aide-de-camp	by and by	cycloedia	escritoire
airplane	by the bye	Dail Eireann	esophagus
aluminum	caldron	darky -ies	esthetic
amid (not <i>amidst</i>)	caliber	data (plural)	exhilarate
among (not <i>amongst</i>)	canceled	datum (sing.)	exhort
anemia	canceled	defense	faker (cheat, swindler)
anemic	cancellation	delicate	fakir (Oriental re- ligious ascetic)
ane-thetic	cantaloupe	demagogy (not <i>uery</i>)	ferrule
aniline	canvas (cloth)	dependent	liber
apostasy	canvases, n	depository (person)	licitious
appall	canyon	depository (place)	filigree
archaology	carat	develop	fluet
augur (soothsayer)	carburetor	deceitrous	foresee
auger (tool)	carom	diarrhea	forswear
awkward	caster (vial)	dictaphone	fricassee
axe	castor (oil)	dictograph	fulfill
baccalaureate	catalog	dike	fullness
backward	centimeter	dinghy	fungous, a
banister	centi	diphtheria	fungus, n
Bastille	centering	disappeared	furor
battalion	chute	disappoint	fusillade
bazaar (a fair)	cipher	disk	gamy
befall	clarinet	dispatch	gasoline
benefited	cliente	downward	gauntlet (in all meanings)
beside (by the side of)	closure (not <i>cloture</i>)	dram	gayety
besides (in addition to)	clue	dreadnaught	gayly
besiege	collectable	drought	gibe (sneer or taunt)
bettor (one who bets)	conferee	dueling	Giuseppe
biased	confidant, n, m	duelist	glamour
bilious	confidante, n, f	dumfounded	gram
bimetallism	conjurer	ecstasy -ies	gray
bogey (golf)	connoisseur	enclose	guarantee (not <i>ty</i>)
bogy (a bugbear)	controlled	encumber	guerrilla
Bolshevik (sing.)	controller	encumbrance	gypsy
Bolshevik (plural)	correlative (having con- nection or relation)	encyclopedia	
Bolshevist (adj.)			
bouquet			

halyard	mantel (shelf)	practice	stationery (writing materials)
hangar (shed)	mantle (cloak)	pretense	stayed (p t of stay)
hanged (executed)	marvelous	program	strayed (law)
hara-kiri	matinee	prophecy, n	strata (plural)
height	maize	prophecy, v	stratum (sing)
Hindu	medieval	protein	stratus (of cloud)
homeopathy	meter	proved (not proven)	stung
hostelry	millennium	pulmotor	supersede
hydroairplane	millionaire	pus-syfoot	tableaux (plural)
idiosyncrasy	Mohammed (not Mahomet)	pygmy	quartet
idyl	mold	questionnaire	Tscharkowsky
idyllic	molt	quintet	Tennesseean
immanent (inherent)	moneyed	racquet	thereabout
imminent (impending)	money	reconnaissance	thralldom
impanel	mortgagor	recogniter	Tommaso
impassable (not passable)	musical (adj)	referable	totald
impassible (incapable of emotion)	musicale (noun)	regrettable	totaling
impresario	mustache	reinforce	toward
innocuous	naphtha	repellent	tranquillize
innuendo	necessary	resin (not rosin)	tranquillity
inoculate	nickel	rhythm	trans-ferce
inquire	nonplused	Rosh ha-Shanah	traveler
install	obligato	ruble	Trotsky
installment	occasion	saber	trusters
instill	occurred	sacrilegious	tying
insure	offense	salable	unbiased
international (not internationale)	omitted	Sanskrit	upward
jarler	pacifist	sateen	urania
jibe (nautical)	paten (song)	savior	vandal (mercenary)
kidnaped	palette	Savonar	vandal (pardonable)
kilogram	papoose	scurrilous	villify
kilometer	paraffin	seance	villain
kimono	paralleled	secrecy	violinello
Ku Klux Klan	pasha	separate	visa
labeled	passable (a passable road)	seraglio	visaed
Lafayette	passible (capable of feeling or of suffering)	sewage (refuse)	vise (a tool)
legionnaire	patrolled	sewage (works)	vitamin
fictitious	peddler	scotch	voodoo
leveled	pendant, n	signaled	vying
likable	pendent, a	skeptical	wabble
lilliputian	philippic	skilful	where abouts
liquefy	photoplay	smolder	while (not whilst)
lily	pickaninny	sobriquet	whisky -ies
liter	picnic	somber	willful
loath (unwilling)	picnicking	specter	wot
loathe (to hate)	pinochle	spelled (not spelt)	woeful
Lotus Club	plaque	spilled (not spilt)	woolen
lotus (flower)	plebe (undergraduate)	staid (sodate)	wooliness
mandatory, n	plow	stanch	woolly
mandatory, adj.		stationary (remaining in one place)	worshipr
			worshipping

GEOGRAPHICAL NAMES FREQUENTLY MISSPELLED

Alleghany County, N Y, Md	Danzig	Khartoum	Mount Clemens, Mich
Alleghany County, Va.	David's Island, N Y	Kull van Kull	Mount Vernon, N Y.
Allegheny Mountains	Dobbs Ferry, N Y.	Kingsbridge, N Y.	Muscle Shoals, Ala
Allegheny - - county, river and city, Pa	East Chester, N Y.	Korea	Newburgh, N Y
Barbados	Fort Monroe, Va	Kyoto (Japan)	Newcastle, England
Basel, Switzerland	Glens Falls, N Y	Latvia	New Castle, U S
Bayreuth, Bavaria	Governors Island, N Y	Leipsic	Newfoundland
Bay Shore, L I	Guadalupe (Mexico)	Luxemburg (a county)	Niu-chwang
Bedloe Island, N Y	Guadeloupe (W I)	LuxembourGardens and Museum (Paris)	Nuremberg
Beirut, Syria	Guttenberg, N J	Macomb's Dam, N Y.	Paterson, N J
Bering Sea	Haiti	Matamoros, Mexico	Patterson, N Y.
Brewster, N Y	Hawai-an	Matawan, N J	Peking, Pekingese
Budapest	Helgoland	Matewan, W Va	Plattsburg, N Y
Buenos Aires	Hongkong	Mattawan, Mich	Port-au-Prince
Cape Haitien	Hoosac Tunnel	Matteawan, N Y	Port Chester, N Y
Caribbean Sea	Hoosack Falls	Mattinnecock Light	Porto Rico
Chile	Iraq	Millburn, N J	Pribilof Islands
	Kearny, N J		Robbins Reef, N Y
			Romer Shoals, N Y.

Rumania	Serbia	The Hague	West Chester, Pa
Saar	Siasconset	Throgs Neck	Argentina (when used
Sacket Harbor	Slesvig	Tokio	as the name of coun-
Sakhalin	Spuyten Duyvil	Trieste	try without the word
Salonika	St Andrew's, Scotland	Tsingtao	"Republic")
Sands Point, L. I.	St Andrew's, West-	Unalaska	Argentina (the adject-
Santo Domingo	chester County	Vladivostok	ive form -- an Ar-
Seabright, N. J.	St John, N. B	Willets Point, N. Y.	gentine product, Ar-
Sea Gate, L. I.	St John's, N. F	Wood's Hole	gentine wheat)
Seagirt, N. J	Strasbourg	Westchester, N. Y.	

Terminations in -able, -ible, and -ize. Words ending in -able and -ible are a constant source of annoyance to operators, proofreaders, and others who seek accuracy in their work. Most dictionaries do not list words showing these terminations. In those in which they do appear, they are printed in footnotes that are so small that they are all but illegible. Webster says: "It is difficult to say when we are not to use -able instead of -ible." To save time in looking up such words, we append a list, showing the majority of words in the English language which have the ending -ible. It will be understood, of course, that words ending in -ible, and not found in this list, take the termination -able.

LIST OF WORDS ENDING IN -IBLE

accendible	culible	feasible	indefeasible
accessible	deceptible	flectible	indefectible
addible	decoctible	flexible	indefensible
admissible	deducible	fluxible	indefinite
affectible	defeasible	forcible	indestructible
alible	defensible	frangible	indigestible
amissible	delible or -eble	fungible	indiscernible
apprehensible	depressible	fusible	indiscriptible
audible	derisible	gullible	indiscussible
Bible	descendible	horrible	inadvertible
bipartible	destructible	ignitable or -able	inadvisable
coercible	detectible or -able	illegible	inedible
cognoscible	diffrangible	immiscible	ineffervescible
cohesible	diffusible	impartible	ineligible
collapsible	digestible	impassible or -able	includible
collectible	dirigible	imperceptible	inevasible
combustible	discernible	imperfectible	inexhaustible
comestible	discerptible	impermiscible	inexpansible
compactible	discussible	imperscriptible	inexpressible
compatible	dissectible	impermeable	inextensible
compossible	distensible	impossible	infallible
comprehensible	distractible	impracticable	infeasible
comprehensible	divisible	impressible	inflexible
compressible	edible	imputrescible	infrangible
concessible	educible	inaccessible	infusible
conducible	effervescible	inadmissible	inmiscible
conductible	eligible	inaudible	inostensible
congestible	eludible	inavertible	insensible
connectible	erodible	includible or -able	instructible
constructible	evadible or -able	incoercible	insubmersible
consumptible	evadible	incognoscible	insubvertible
contemptible	eversible	incombustible	insuppressible
contractible	evincible	incompatible	insusceptible
controvertible	excerptible	incomposible	intactible
convalescible	exemptible	incomprehensible	intangible
conversible or -able	exhaustible	incompressible	intelligible
convertible	exigible	incondensable or -able	interconvertible
convictible or -able	existible	incontemptible	intervisible
convincible	expandible	incontrollable	intransgressible
convulsible	explosible	inconvertible	intransmissible
correctible or -able	corrodible	inconvincible	introconvertible
corrigible	corrosible	incorrigible	introducible
corrodible	corruptible	incorrodible or -able	intromissible
corrosible	credible	incorruptible	introsensible
corruptible	crucible	incredible	introversible
credible			invincible
crucible			

inwendible	persuasive	seducible or -able	unconcludible
inventible	pervertible	sensible	uncontrovertible
invertible	plausible	sponsible	unconvetible
invincible	possible	stasible	undeducible
invisible	prehensible	subdivisible	undescendible or -able
irascible	prescriptible	submergible	undiscernible or -able
irreducible	preventible	submersible	undivertible
irrefragible	producible	subsensible	undivisible
irremissible	productible	subvertible	unedible
irreprehensible	protrusible	suggestible	uneligable
irrepressible	putrescible	super-sensible	unexhaustible
irreproducible	receptible	suppressible	unfeasible
irresistible	reconv. ertible	supra-sensible	unflexible
irresponsible	redemptible	susceptible	unimpressible
irreversible	redressible or -able	suspensible	uninfrangible
legible	reflectible	tangible	untelligible
mandible	reflectible	tensible	unplausible
marcescible	refrangible	terrible	unproducible
negligible	refrangible	transcendible	unreducible
noncondensable	remissible	transfusible	unresistible
nonignitable	reprehensible	transmissible	unresponsive
nonputrescible	reproducible	transmittible or -able	unreversible
nonreversible	resistible	transposable	unsubmittable
nonsensible	responsible	transversible or -able	unsubvertible
omissible	reversible	tripartible	untransmissible
ostensible	revertible	unaccessible	vendible
partible	reviviscible	unapprehensible	vincible
perceptible	risible	uncollapsible	visible
perfectible	scissible	uncomprehensible	vitre-sible
permissible			

LIST OF WORDS ENDING IN -IZE

The following list of words ending in -ize will be found convenient for reference in distinguishing words ending in -ize from those ending in -ise. There is a growing tendency to substitute -ize in words formerly terminating in the -ise sound:

acclimatize	authorize	chlondize	demobilize
actualize	autonomize	chlorize	demonetize
aggrandize	axotize	Christianize	demonize
agnize	bacchanalize	cicatrize	demoralize
agonize	baize (n.)	circularize	denationalize
agrarianize	balladize	civilize	denaturalize
alcoholize	baptize	class-icize	deodonize
alkalize	barbarize	class-icalize	deorganize
allegorize	Barnumize	cognize	deoxidize
aluminize	bestialize	colloquize	deoxygenize
Americanize	bibliographize	colonize	deozonize
analogize	bichromatize	communize	depauperize
anarchize	biographize	consonantize	depigmentize
anathematize	biologize	Continentalize	depolarize
anatomize	borize	controversialize	depopularize
Anglicize	botanize	conventionalize	deputize
animalize	bowdlerize	conversationize	derationalize
antagonize	bromize	cordhalize	dereligionize
anthropomorphize	burnettize	criticize	desilicimize
aphetize	canonize	crystallize	desilverize
aphorize	cantonize	cutinize	desulphurize
apologize	capitalize	deanathematize	detonize
apostatize	capsize	debitumize	devitalize
apostrophize	caramelize	decapitalize	devocalize
apothecize	carbomize	decentralize	dezymotize
appetize	carburize	decephalize	diagrammatize
apprize (is not the same as apprise)	cardinalize	decolorize	dialogize
Arabize	catechize	decopperize	diazize
Arianize	categorize	defunctionalize	dichotomize
aromatize	Catholicize	dehumanize	diplommatize
arsenicize	causticize	dehydrogenize	dis-harmonize
artificialize	cauterize	dehypnotize	disindividualize
assize	centralize	demagnetize	dismatize
astrologize	centrifugalize	dematerialize	disnaturalize
astronomize	characterize	demephitize	disorganize
	cheerfulize	demesmerize	dispauperize

di-personalize	Germanize	legitimize	nounize
disseize	gigantize	lethargize	novelize
disutilize	gluttonize	liberalize	obelize
divinize	gnosticize	lignitize	objectivize
dogmatize	goblinize	lionize	objectize
dolomitize	gorgonize	liquidize	Occidentalize
Dorize	gormandize	Listerize	odylize
dramatize	gospelize	literalize	opalize
dynamicize	Gothicize	lithographize	optimize
ebonize	Graecize	lithotomize	organize
economize	grammatize	localize	orientalize
egoize	Greecianize	legalize	orthochromatize
egotize	Greecize	macadamize	orthographize
Egyptianize	guaconize	mararize	ostracize
Egyptize	gutturize	Machiavellize	overprize
electricize	Hansardize	machinize	oxidize
electronize	harlequinize	maize (n)	oxygenize
elementalize	harmonize	malleableize	oxytonize
emblemize	Harveyize	marbleize	ozonize
emotionalize	heathenize	margaryize	paganize
emphasize	Hebraize	marmarize	palatalize
energize	Hegelianize	martyrize	palatize
enhyposatize	Hellenic	materialize	palladiumize
entomologize	herborize	matronize	panegyricize
epicurize	hermitize	maximize	paradigmatize
epigrammatize	heterophemize	mechanicalize	parallelize
epilogize	Hinduize	mechanize	parasitize
episcopize	historicize	medatize	parchmentize
epistolize	homologize	Medize	parenthesize
epithetize	hostilize	magnetize	parochialize
epitomize	humanize	melodize	paronymize
eponymize	humorize	memorialize	parrotize
equalize	hybridize	memorize	parsonize
ergotize	hydrogenize	mentalize	partialize
esoterize	hyperbolize	mercenize	particularize
eternalize	hypercriticize	mercenaryize	particularize
eternize	hypnotize	mesmerize	Pasteurize
etherialize	hypo-statize	metabolize	pastoralize
etherize	hypothesize	metalyze	patronize
ethicize	idealize	metempsychosize	pattinsonize
ethnize	idolatryize	methodize	Paulinize
etymologize	idolize	Mexicanize	pauperize
eulogize	illegitimatize	millionize	Paynize
euphemize	illuminate	mineralize	peculiarize
Europeanize	immateralize	mineralogize	pelorize
evangelize	immobilize	minimize	peptonize
excursionize	immortalize	mis-anthropize	personalize
experimentalize	immunize	Mithraize	Petronize
extemporize	imperialize	mobilize	phenomenize
exteriorize	individualize	modernize	Philippize
externalize	industrialize	Mohammedanize	philologize
factorize	inodize	Molochize	philosophize
familiarize	insensibilize	monarchize	phlebotomize
fanaticize	insurrectionize	monetize	phoneticize
faradize	intellectualize	mongrelize	phosphatize
federalize	internationalize	monogize	phosphorize
feminize	intronize	monographize	physiologize
fertilize	iodize	monopolize	pilgrimage
feudalize	iodoformize	moralize	pillorize
fluidize	Tonicize	mortalize	plagiarize
focalize	iridize	muscularize	platinize
formalize	Italianize	mutualize	Platonize
formularize	italicize	mythologize	plebeianize
formulize	itemize	naphthalize	pluralize
fossilize	ja-perize	naphtholize	pneumatize
fraternize	jeopardize	narcotize	poetize
frivolize	jotacize	nationalize	polarize
futilize	journalize	naturalize	politicize
futurize	jovialize	nebulize	politzerize
Galicize	Judaize	neologize	polygamize
galvanize	kaolinize	neopaganize	polymerize
gelatinize	kyanize	Nesslerize	polytheize
generalize	labialize	neutralize	popularize
genteelize	laconize	nitrogenize	porphyricize
geographize	Latinize	nomadize	potentialize
geologize	legalize	normalize	potentize
geometrize	legitimatize	Normanize	practicalize

pragmatize	ruralize	soliloquize	terrorize
preconize	Russianize	sororize	tetanie
prelatize	rusticize	southernize	theologize
Presbyterianize	saccharize	specialize	theorize
prize	sacerdotalize	specificize	theosophize
prodigalize	Sadducize	spermatize	tobaccinize
proselytize	Sanskritize	spiritualize	totalize
Protestantize	saturize	stabilize	tranquillize
provincialize	Saxonize	standardize	trichinize
pryanize	scandalize	sterilize	tyrannize
psychologize	scematize	stigmatize	uncanonize
ptytalize	schillerize	subjectivize	unfeudalize
pulverize	schismatize	sublimize	unhumanize
pupulize	Scotticize	subsidize	Unitarianize
Puritanize	scrutinize	substantialize	unitize
pyritize	sectarianize	substantivize	universalize
Pythagorize	sectionalize	sublimize	unsensualize
Pythagoreanize	sectionize	supernaturalize	uraltize
radialize	secularize	syllabize	utilitarianize
radicalize	seize	syllogize	utilize
rationalize	sensitize	symbolize	vagabondize
realize	sermonize	symmetrize	vaporize
rebaptize	serpentize	sympathize	vascularize
rebarbarize	serpentine	synchronize	ventriloquize
recarbonize	shepherdize	syncope	verbalize
recarburize	signalize	syncretize	vernacularize
recognize	siliconize	synonymize	veteranize
redisseize	silverize	synthesize	victimize
regularize	singularize	systematize	visualize
rehybridize	size	tabularize	vitriolize
rejuvenize	skeletonize	tantalize	vocalize
remonetize	skepticize	tartarize	volatilize
reorganize	Slavonianize	tautologize	volcanize
republicanize	Slavonicize	taxidermize	vowelize
re-seize	socialize	telepathize	vulcanize
revitalize	Socinianize	teffordize	vulgarize
revolutionize	Socrateize	tellurize	Yanketize
rhapsodize	solarize	temporize	yotacize
thotacize	solarize	terrestrialize	zoologize
Romanize	solemnize		

LIST OF WORDS THAT ALWAYS END IN -ISE

advise	despise	excise	promise
airfranchise	devise	exercise	reprise
arise	disfranchise	exorcise	revise
chastise	disguise	franchise	rise
circumcise	emprise	improvise	supervise
comprise	enfranchise	incise	surmise
compromise	enterprise	merchandise	surprise
demise			

WORDS CONTAINING EI AND IE

The spelling of words containing ei and ie, especially when these diphthongs have the sound of e long, is the source of trouble to many printers. The following lists have been inserted for study and reference.

WORDS CONTAINING FI

being	deify	feign	heirdom
ceiling	deign	feint	heirloom
coheir	deist	foreign	heirship
conceit	deistic	forfeiture	leisure
conceive	deity	freight	neigh
deceit	disseize	freightage	neighbor
deceive	eight	freighter	neighborhood
deictic	eighteen	Gessler tube	neither
deific	eighty	heifer	obesance
deification	eightieth	heigh-ho	perceive
deifier	eighty	height	perceive
	either	heir	ret

Reichstag
reign
rein
reindeer
reinforce
reins
reinspect
reinstall
reinstall
reinsure
reintegrate
reinvestment

reinvigorate
reis
reissue
reiterate
Seidlitz
seignioral
seignior
seine
seismic
seismograph
seizable
seize

seizin
seizure
skem
surfeit
teil
their
therein
undeceived
unweigh
veil
vein
veinous

vellety
vermeil
weigh
weighable
weigher
weight
weightless
weighty
weir
weird
wherein

WORDS CONTAINING IE

Abies
abietene
able-bodied
achieve
acquiesce
adieu
afield
aggrieve
alienate
apiece
assiento
bas-relief
befriend
belic
belief
believe
bestrege
bier
bodied
bombardier
brevier
brief
briar
brigadier
cap-a-pie
cavalier
chief
client
chentele
die
died
dielectric
diesinking
diet
dietarian
dieter
dis-believe
easiest

fie
fief
field
fielder
fieldpiece
fieldwork
fiend
fierce
fiery
financier
fried
friend
friendless
friendship
frier
frieze
frontispiece
glacier
glazier
grenadier
grief
grieve
grievous
hie
hierarchy
hierarch
hieratic
hieroglyph
hierogram
hierolatry
hieromancy
interview
justifier
kier
lie
lief
hege

hen
her
heu
lieutenant
mien
mischievous
niece
niello
outvie
pie
piece
piebald
piecemeal
piecework
pied
pieplant
pier
pierce
Pierian
Pietist
piety
prier
priest
priestcraft
purlieu
quiescent
quiet
quietude
quietus
relief
relieve
replied
reprieve
retrieve
review
shield
shriek

siege
siemite
sienna
sierra
siesta
sieve
society
thief
tie
tiebeam
tier
tierce
tried
triennial
trier
trierarch
unbelievable
unbelieving
uncertified
underlie
unembodied
unfriendly
unfier
unpriestly
unquiet
untie
untried
unvaried
unyielding
varied
variegate
varietal
variety
vie
view
wield
yield

SUMMARY

HOW TO SPELL

Aim: To provide the student with lists of words and rules for correct spelling, so that he may apply, in his daily work, the knowledge acquired from a study of this lesson.

Things to know:

1. Every printer should have a good working knowledge of spelling.
2. Seeing, hearing, speaking, writing, and thinking about words enable us to learn how to spell them.
3. Good spellers are a valuable asset to a printshop

Things to do:

1. Use the dictionary frequently. It will become a good habit.
2. Learn to spell several words each day. The time spent in so doing will be time well spent
3. Learn to spell all words in the list known as "One Hundred Demons."
4. Learn why the ability to spell correctly is so important and necessary to the printer.

Precautions:

1. When in doubt about the spelling of a word, consult a dictionary.
2. Do not memorize the rules pertaining to spelling, the ability to apply the rules is far more important

Individual achievement test:

- a. Be able to spell correctly the majority of ordinary words.
- b. Be able to apply the various rules for correct spelling.
- c. Be able to decipher all kinds of copy.

EXAMINATION QUESTIONS

Write neat and legibly. Check your answers carefully before mailing. Use both sides of theme paper.

1. Some of the following words are misspelled. Write all words in the list, correctly spelling those that are misspelled.

alright	nonpariel	recognize
appeaence	paralell	sepeiate
brevair	peimissible	specimen
brochure	phamplet	stereotype
intaglio	readibility	vignette

2. Write the plural of each of the following words.

alley	goddess	matrix
ally	gulf	phenomenon
analysis	lady	roof
erratum		

3. Write the possessive singular of each of the following words.

folly	Robert Burns	wife
lance	turkey	wilderness

4. Write the possessive plural of each of the following words.

canoe	goose	niece
child	hero	ruby
German	man	steeple

5. Write the plural of each of the following words.

academy	kimono	pharmacy
bench	laboratory	Roman
Eskimo	memorandum	talisman
galley		

SUPPLEMENTAL QUESTIONS

(Not to be mailed for grading)

1. Some of the following words are misspelled. Write all words in the list, correctly spelling those that are misspelled.

allegance	familer	ocassion
antecedent	fulfill	occurence
anteseptic	heresy	oppression
antidote	hygcne	outragous
apologize	immigrate	penetrate
assasin	incandesant	perliminary
auxilliary	independence	predecessor
bencificent	ingrediant	prespiration
colision	inseperable	prevail
colisseum	jepertize	primative
concensus	labiatory	professor
economize	massacte	propel
develop	minature	reconize
embarras	mischievious	ughtous
emigrate	nuisence	tariff
emphasize		

2. Write the plural of each of the following words

bread	dynamo	piano
calf	echo	pulley
cloth	fairy	sand
colloquy	formula	stimulus
crash	Frenchman	tableau
cry	galley	veto
dwarf	Negro	

3. Write the possessive singular of each of the following words

mind	unicorn	yesterday
------	---------	-----------

4. Write the possessive plural of each of the following words

bee	key	peach
gypsy	niece	

5. The words listed below are foreign words in common use. The printer should be able to spell them correctly and know their meaning. List them, noting the spelling and the accent marks, then look up each word in a dictionary and write out the meaning.

apropos	encore	protégé
chauffeur	ennui	qui vive
clique	fiasco	régime
débris	impetus	résumé
éclat	panacea	silhouette

6. From the following words, choose those which best fit the definitions listed below: rectify, testify, disqualify, dignify, fortify, sanctify, mollify, stultify, magnify, ossify.

To make great—	To make worthy—
To make soft—	To make unfit—
To make bony—	To make holy—
To make foolish—	To make right—
To make strong—	To make witness—

7. Spell the following words from dictation

abyss	debut	leanness
adieu	deceiver	leopard
alligator	desperate	license
ambassador	diaphragm	liveliest
analyze	dilemma	macaroni
angle	discretion	marketel
apologize	ellipse	Massachusetts
austere	embarrass	menagerie
ballot	eruption	Mendelssohn
bouillon	Filipinos	microscope
burlesque	grandeur	miracle
caricature	harangue	mortar
cataract	hoeing	niche
ceremony	Huguenot	noticeable
chandelier	hygiene	occasion
cigarette	immigrant	occurrence
civilize	intercede	opaque
clique	knuckle	operetta
colossal	laudable	paralyze

parliament
partition
physician
physiology
pneumonia
preceding
prevalent
quarantine
lament

Raphael
recognize
refugee
rheumatism
saucy
schooner
secede
serenade

session
shepherd
sieve
singeing
spoonfuls
succumb
symptom
vaccination

- 8 Some of the words listed below have the wrong definition attached. Connect each word with its correct meaning.

alacrity—brisk
frivolity—the same.
identity—humble
ferocity—movable
humility—faithful.
docility—healthful.

mobility—tiffing.
sagacity—teachable
fidelity—fierce
mutability—shrewd
salubrity—changeable
reciprocity—interchangeable.

I·T·U LESSONS IN PRINTING

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ENGLISH UNIT V—LESSON 5

HOW TO COMPOUND WORDS

A COMPOUND WORD is one made up of two or more elements (words) joined by hyphens or written solid. Compounds requiring the use of a hyphen are known to printers as “hyphenated” or temporary compounds, and those printed as one word, as “solid” or consolidated compounds. Hyphenated compounds are said to be “temporary” because, in the growth of the English language, the first tendency is to use separate elements, then to join them together temporarily with hyphens and, finally, as they become very familiar, to consolidate them into a single word.

Advantage of compounds. There is a distinct advantage in having compounds because their use makes it possible to express many shades of meaning not possible by the use of separate elements. For instance, a *black berry*, written separately, means any berry that is black; but use the two elements together to mean a specific kind of berry and, in their combined meaning, they are written as one word, *blackberry*. In the same way, *hand* and *grenade*, brought together to mean an explosive shell (grenade) to be thrown by *hand*, are joined by a hyphen to form a single word.

The English language contains a great many of these word combinations and others are coming into use daily. Some of them are written with a hyphen, like *father-in-law*, *story-teller*, and *hand-grenade*; others are written as one word, like *seaweed*, *anywhere*, *without*, *blackberry*, and *greenhouse*.

Compounds can be grouped after a fashion as being hyphenated or written solid, according to the individual elements of which they are composed, but there is no simple rule by which

you can tell whether such a pair or group of elements should be written with a hyphen or solid, as one word. You must learn by observation and study and by referring to the dictionary approved by your shop to ascertain the correct form in each case.

Every printing office and newspaper should have and follow a style sheet or recognized dictionary as an authority on compounding. The vocabulary at the end of this lesson will be found to be a convenient and reliable reference for this purpose. It is based on Webster's latest dictionary and does not overdo the use of hyphens as do so many authorities.

General principles of compounding. There are two general principles which may be observed in compounding words:

1. Do not make a compound unless the sense requires it.

The hyphen is intended to indicate a change of meaning from the elements used separately, and unless it does so, the hyphen should be omitted. For instance, *blue bird*, an adjective coming before a noun in the regular way, is written separately and means any *bird* that is *blue*; but the two elements used together, to mean a specific kind of *bird*, are joined and written *bluebird*. In the same way, a *green house*, meaning *house* that is *green*, is written separately; but solid, *greenhouse*, means a house of a different nature.

2. Any two elements used together in an unusual or arbitrary manner should be compounded.

Observe for instance :

a. A noun followed by an adjective; as, *ice-cold* water, *iron-gray* hair, a *money-mad* people.

b. A noun followed by a noun with *-d* or *ed* added; as, *pigeon-toed*, *pig-headed*, *web-footed*, *chicken-hearted*, *dog-eared*, *moon-eyed*, *steam-heated*.

c. An adjective followed by another adjective; as, *blue-green* glass, *smooth-spoken* answer, *free-born* citizen.

d. A noun followed by part of a verb or a part of an adverb; as, *grief-stricken* parents, *heat-resisting* material, *heart-stirring* story, *show-down* sale.

e. An adverb followed by a verb, or a part of a verb; as, a *far-reaching* effect, a *well-meaning* person, the *above-mentioned* reference, a *so-called* plan, to *outlive*, *outlying* districts.

RULES FOR USE OF HYPHENS

1. Use the hyphen between two or more elements which serve in the sense of a *single* adjective before a noun.

Ex. travel-stained clothes, blue-black ink, century-old house, man-eating lions, olive-drab uniform, sea-faring man, up-to-date methods, hand-to-mouth existence, fair-haired girls, bright-eyed children, much-talked-of play, high-grade ore, apple-green shutters, odd-shaped hats, type-high gauge, hand-sewed covers, well-bred manners, moth-eaten rugs, purse-proud mothers, house-to-house campaign.

2. Use the hyphen with numerals.

Ex. three-eighths, one-fifth, second-hand, first-class, one-time champion, thirty-odd-year-old mountaineer, two six-cylinder engines, thirty-two, million-dollar mark, ten-to-one shot, one twenty-fifth, twenty-one sixty-thirds, seven-and-one-half-hour day, 2,100-mile span, 100-horse-power engine, 40-yard line, 2-cent postage, 3-month record.

NOTE—When one half of anything is contrasted with the other half, omit the hyphen: One half the population was starving, while the other half lived in affluence.

3. Use the hyphen between familiar words and phrases when used as the names of flowers, plants, and animals.

Ex. coral-and-pearl, forget-me-not, marvel-of-Peru, lady's-paintbrush, man-of-the-earth, bird-on-the-wing, Venus's flower-basket, jack-in-the-pulpit, fire-on-the-mountain.

4. Use the hyphen between modifying words ending in *-ing*.

Ex. ear-piercing screams, heart-rending sobs, sea-faring men, long-suffering public, far-reaching effects.

5. Use the hyphen between modifying words ending in *-ed*.

Ex. hair-brained student, eagle-eyed scout, thick-lipped native, bald-headed man, tender-hearted woman.

6. *Do not use* the hyphen after an adverb ending in *-ly*.

Ex. richly laden vessel, highly colored wings, newly married couple, thinly clad child, an elegantly furnished room, slowly rising temperature, nicely bound book, highly praised work, solely owned business, rarely found condition, comparatively new car. These are perfectly regular and no hyphen is necessary.

7. *Do not use* the hyphen after colors ending in *-ish*.

Ex. grayish blue, yellowish green, brownish red.

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8. *Do not use* the hyphen between points of the compass unless doubly compounded or abbreviated.

Ex. northeast, southwest, north-northeast, south-southwest by south, nor'-easter; nor'-nor'-east.

9. *Do not divide* hyphenated compounds at the ends of lines or in display heads except on the compounding hyphen.

Ex. Winnipeg-made, not Winni-peg-made; chicken-heartedness, not chicken-hearted-ness; copper-bottomed, not cop-per-bottomed.

10. Use the hyphen between prefixes and proper names.

Ex. anti-Christian, pre-Victorian, anti-American, anti-Semitic, mid-Pacific, non-Catholic, Pan-Germanic, post-Christian, pre-Volstead, semi-Diesel, all-India.

11. Webster gives preference to the hyphenated form of compounds where adjoining letters are typographically displeasing or confusing to the eye.

Ex. ill-lived, ill-looking, self-flattery, snail-like, shell-less, single-eyed, snow-white, slow-witted, angel-like, double-edged, evil-looking, fat-tailed.

12. According to some grammatical authorities, a hyphen should be placed after each element in a series of hyphenated words (interrupted compounds), but most offices, especially newspapers, omit all but the principal hyphen. Interrupted compounds should be avoided wherever possible.

Ex. Grammatically correct:
full- and half-sized shirts; five-, ten-, and fifteen-cent store;
three-, five-, and seven-eighths-inch widths.

Typographically satisfactory:
full and half-sized shirts; five, ten, and fifteen-cent store;
three, five, and seven-eighths-inch widths.

13. The best usage in book and commercial offices favors the lower-case initial for the second element in compound heads.

Ex. Fifty-sixth General Assembly, Fourth-grade Instructor, Boarding-house Tragedy, Firing-line Hero, Short-lived Fame, Cold-storage Warehouse.

In newspaper work, where contrast and "punch" are essential, the preferred style for heads is to capitalize both elements.

Ex. Fifty-Sixth General Assembly, Fourth-Grade Instructor, Boarding-House Tragedy, Firing-Line Hero, Short-Lived Fame, Cold-Storage Warehouse.

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Plurals and possessives of compound words. There are two important rules for forming the plurals and possessives of compound words:

1. To form the plural of a compound word, pluralize the principal element of the pair or group.

Ex. merry-go-round, merry-go-rounds; governor-elect, governors-elect; hanger-on, hangers-on; court-martial, courts-martial; son-in-law, sons-in-law; knight-errant, knights-errant; dry-clean, dry cleans; easy-chair, easy-chairs; man-of-war, men-of-war.

2. To form the possessive of a compound word, make the last element show possession by adding apostrophe *s*.

Ex. father-in-law's house, art-dealer's wares, bird-of-paradise's plumage, jack-in-the-pulpit's seed.

Use of hyphen by Webster. Appended to this lesson is a list of English, Latin, Biblical, geographical, and biographical words carrying the hyphen that appear in Webster's New International Dictionary, 1934 edition, with the exception of rare and obsolete terms.

In this late work of Webster, the hyphen is used less frequently than in earlier editions, and much less frequently than in most other dictionaries. In general, Webster prefers the two-word usage to the hyphenated form when the elements used separately have the same meaning as when joined; the solid form is preferred to the hyphenated when the solid form is not confusing to the eye or does not look pleasing typographically. These distinctions sometimes give rise to inconsistencies, as in the case of *school board*, *schoolmaster*, and *school-teacher*, but the plan has much merit in eliminating excessive hyphening.

In using Webster's dictionary, note that the hyphen used between compound words is much heavier and longer than the hyphen used to indicate syllables; also please note that Webster still continues to use both the apostrophe and an extra "s" in words ending with "s," as Saint-Agnes's-flower, Saint-James's-lily, etc.

One precaution should be observed in consulting the following list, and that is to make sure that both the form and meaning of the word are the same as here listed. Frequently an adjectival or verbal form of a word will take the hyphen where the noun is printed either solid or as two words; likewise, many words carrying hyphens in this list are fanciful names of birds,

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plants, and animals, and thus have a meaning and form entirely different from those usually associated with the words.

In this list, the main element is given first, followed by other elements which may be united with it to form a hyphenated compound. Solid compounds are not shown. The hyphen (-) indicates that the elements properly take a hyphen; the absence of a hyphen, in a few instances, indicates that a space should be used between the elements. Abbreviations: (a) adjective; (n) noun; (v) verb.

A

<p>aard -vark -wolf Abdallah-ibn-Yasim Abd-el-Oziz Abd-el-Kadir Abd-el-Krim Abd-er-Rahman Khan</p> <p>abdomino -anterior -posterior Abdul-Aziz Abdul-Hamid Abdul-Kadir Abdul-Mejid Aben-Ezra Ablain-Saint-Nazaire</p> <p>able -bodied -bodiedness -minded -mindedness Abo-Bjorneborg about-sledge</p> <p>above -cited -mentioned -named absciss-layer</p> <p>absent -minded -mindedly -mindedness Abu-Abdillah- Mohammed Abu-Bekr Abu-Hayyan Abu-l-Abbas- Abdallah</p> <p>aceto -acetate -acetic</p> <p>acid -fast -proof (a) actor-poet acute-angled</p>	<p>acuto -nodose -grave Adam-and-Eve</p> <p>adder's -mouth -tongue</p> <p>addle -brain -brained -head -headed -pate -pated -patedness admiral-ship Afro-American Afro-European</p> <p>after -born -dinner -eatage -effects -evaporator -mentioned (a) -shine -spring -stampable -supper agar-agar age-old Ague-Cheek, Sir Andrew</p> <p>aid -de-camp -de-campship Ain-Beida Ain-Sefra Ain-Temouchant</p> <p>air -braked -built -cooled -core -drawn -dried -driven (a) -dry</p>	<p>-floated (a) -hardening steel -line (a) -lock -mapping -minded -mindedness -sick -slacked -speed -tight -tightness Aix-la-Chapelle Ajmer-Merwara Aleksandrov- Grushevskoy alkali-proof (a)</p> <p>all -absorbing -along -American -around -college -collegiate -dancing -electric -engulfing -father -fatherhood -important -in -hail (v) -might -night (n) -overish -overishness -rail -round -rounder -singing -state -sufficient -talking -the-Talents Administration -weather -winning Allan-a-Dale</p> <p>alligator -bonnets -head all-India (a)</p>	<p>Al-Mamum Al-Mansur Alma-Tadema Almeida-Garrett de</p> <p>almond -eyed (a) -leaved Alpes-Maritimes Alsace-Lorraine alternate-leaved</p> <p>alto -cumulus -relievo -stratus aluminio-ferric Amaury-Duval amell-door American-born Americana- Scandinavian American-Good-Will Union anchor-hold angel-like (a) angel's-trumpet anger-provoking (a) Anglo-African Anglo-American Anglo-Australian Anglo-Boer Anglo-Catholic Anglo-Catholicum Anglo-Caltus Anglo-Chinese Anglo-Danish Anglo-French Anglo-Gallic Anglo-German Anglo-Indian Anglo-Irish Anglo-Japanese Anglo-Judaic Anglo-Latin Anglo-Mohammedan Anglo-Norman Anglo-Saxon Anglo-Saxondon Anglo-Saxonic Anglo-Saxonism Anglo-Turkish Anhalt-Bernburg Anicet-Bourgeois</p>
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ankle-deep
Anquetil-Duperron
Antona-Traversi

ante

-Nicene
-Norman

anti

-acid
-American
-Anglican
-arian
-Armenian
-Armenianism
-Athenian
-Babylonianism
-Bartholomew
-capital
-Fascist
-foreign (a)
-Gallic
-Gallican
-Gallicanism
-imperialism
-intellectualism
-Jacobin
-Jacobinism
-labor
-Lecompton
-Legitimist
-monarchist
-Mongolian
-Nebraska
-Nicean
-Niceane
-noise
-Parnallite

-Paul
-Pauline
-Pelagian
-prohibition
-Semite
-Semitic
-Soviet
-trade
-trust
-Trinitarian
Anti-Saloon League
Anti-Corn-Law
League
Anti-Lebanon
Anti-Taurus
ant's-wood

ape

-like
-man

apple

-leaf (a)
-scented (a)
aqueo-igneous

arc

-boutant
-doubleau
-en-ciel

arch

-Christian
-Christianity
-enemy
argillo-magnesian
Argus-eyed
Arleux-en-Gahelle

armor

-bearer
-clad
-piercing
-plated
arrow-toothed

aryteno

-epiglottic
-epiglottidean

ash

-colored
-leaved
-of-Jerusalem
Ashur-boni-pal
Ashur-nasir-pal
asses'-eyes

ass's

-ear
-foot
Athar-Veda
athwart-hawse
a-tiptoe
Atlanto-
Mediterranean

atlo

-axoid
-odontoid
atlodo-axoid
attorney-general
audio-frequency

auriculo

-bregmatic
-infraorbital

-occipital
-parietal
-temporal
-ventricular
-vertical

Aust-Agder
Austria-Hungary
Austro-Columbia
Austro-German
Austro-Hungarian
Austro-Malayan
Austro-Serbian

auto

-immunization
-infection
-inoculation
-intoxication
-ophthalmoscope
-oxidation
-oxidize

avant

-corps
-courier
ave-grace
aver-earth
away-going

awe

-inspiring
-stricken
-strike
-struck
awl-shaped
axe-work
aya-pana
aye-aye (n)

B

Baal-berith
Baal-meon
Baal-zebub
Baal-zephon

babies' (also baby's)

-breath
-feet
-slippers
-toes
Babington's-curse
bab-root
bachelor's-button

back

-acting (a)
-angle
-blocker
-cast (a)
-filleted (a)
-fire (v)
-firing (n)
-focus
-handed
-racket
-raking
-strapped
backed-off

backing

-boards
-hammer
-off (a)
Bacs-Bodrog
Bad-Durkheim
Bad-Nauheim
Raden-Powell
badger-legged
baff-end
bag-leaves

baggage

-master
-smasher
Baie-St Paul
bain-marie
baked-apple (n)
bakelite-dialecto
Balban-Ghayas-
uddin

balld

-faced (a)
-headed (a)
-pated (a)
-patedness
balder-brae

Bale-Campagne
Bale-Ville
ballad-mongering (v)
ball-carrier
ball-flower
balloon-flower
bally-hoo
balsam-root
Bamoth-baal

band

-driven
-shaped
-tailed
Bandal-san

bandy

-bandy
-legged
bang-up
bank-sided
Barber-dried
bargain-counter (a)
Bar-le-Duc
barley-bree
barmy-brained
barring-out (n)

barry

-bendy
-nebuly
-pily
bar-share plow
bar-wound
basal-nerved

base

-bred
-burner
-court
-level (v)
-minded
-mindedly
-mindedness
bashi-bazouk

basket

-flower
-handle arch
-hilted (a)
bas-relief
bass-bar

basse

-cour
-lice

LESSONS IN PRINTING, ISSUED BY THE I. T. U.

-lisse
-taille
Basses-Alpes
Basses-Pyrenees
Basse-Terre
Basse-Yutz
basso-relievo
bass-relief
bat
-fives
-money
-mule
Bath-rabbin
Bath-sheba
Bath-shua
battering-ram
battle-ax
bay
-antler
-rum tree
-winged
bead
-flush
-ruby
be-all
beam-trawl (v)
bear
-lead (v)
-tongue
-trap dam
bearded-joint
bearer-lines
bear's
-bane
-bed
-breech
-ear
-foot
-head
-law
-thread
-weed
beauty
-of-the-night
-loving (a)
bed-molding
bed's-foot
beech-seedling
mildew
beef
-suet tree
-witted
-wittedness
beer-drinking (a)
bees-antler
beetle
-browed
-headed
beggar
-lice
-mu-neighbor
-ticks
bel-esprit

bell
-bearer
-cranked
-faced
-mouthed
-shaped
-tongue
Belle-Alliance, La
Belle-Ile-en-Mer
belle-mere
belles-lettres
Bell-the-Cat
belly
-bound
-god
-pinched
Beni-Amer
Beni-Israel
Ben-oni
bent
-star
-wood
Ben-zobeth
benzo-indigo
Berry-au-Bac
best-known
Bestuzhev-Ryumin
beta-naphthol
Beth-abara
Beth-acaram
Beth-anath
Beth-anoth
Beth-araba
Beth-arabah
Beth-aram
Beth-aran
Beth-arbel
Beth-aven
Beth-azmaveth
Beth-baalmeon
Beth-barah
Beth-basi
Beth-bera
Beth-birei
Beth-car
Beth-dagon
Beth-diblathaim
Beth-eden
Beth-elite
Beth-emec
Beth-emek
Beth-ezel
beth-flower
Beth-gader
Beth-gamul
Beth-haccerem
Beth-haran
Beth-hogla
Beth-horon
Beth-thi (a)
Beth-jeshimoth
Beth-lebaoth
Beth-lehem-judah
Beth-lomon
Beth-maacah
Beth-marcaboth
Beth-meon
Beth-numrah
Beth-oron

Beth-palet
Beth-pazzez
Beth-pelet
Beth-peor
Beth-phaleth
Beth-phelet
Beth-pheses
Beth-rapha
Beth-rehob
Beth-sabee
Beth-saida
Beth-sames
Beth-samos
Beth-san
Beth-shemesh
Beth-shemite
Beth-shittah
Beth-sura
Beth-tappuah
Beth-thaphua
Bethmann-Hollweg
von
better-known
between-decks
bez-antler
Bhagavad-Gita
bi
-iliac
-ischiatric
Biache-Saint-Vaast
bible-babble
Bickerstaffe-Drew
Big-endians
big
-brained (a)
-eye
-eyed
-gaited
-headed (a)
-leaf
-mouth
billet-doux
billy-button
Billy-Montigny
Binet-Simon
bio-critical (a)
bird
-egg pea
-eyed (a)
-foot
-mouthed
-of-paradise
-on-the-wing
-witted
bird's
-beak
-bill
-bread
-eye
-foot
-mouth
-nest
-nesting
-nie
-pepper
-seed (a)
-tongue

biscuit
-leaves
-root
bishop's
-hat
-leaves
-miter
-weed
-wig
-wort
Bismark-Schon-
hausen von
bitter
-almond oil
-ender
-enderism
black
-a-visaged
-a-vised
-and-blue (a)
-and-tan (a)
-and-white (a)
-and-yellow (a)
-backed
-bark
-bellied
-herried
-blooded
-breasted
-browed
-bulb (a)
-crested
-crowned
-eyed
-faced
-figured
-headed
-head grass
-hearted
-heartedness
-letter (a)
-mark (v)
-marker
-mouthed
-necked
-sander
-seed
-tailed
-throated
-water
blade-point
blaw-in-my-lug
blear
-eyed
-eyedness
-witted
bleu-de-roi
blind
-loaded
-pigger
-your-eyes
blindman's-ball
blink-eyed
blobber-lipped

LESSONS IN PRINTING, ISSUED BY THE I. T. U.

block
-printed
-signal system

blood
-boltered
-drops
-on-bread
-shotten
-shottenness
-vascular
-warm
bloody-minded
bloomy-down
blossom-end rot

blow
-off (n)
-out (n)
-through
blubber-lipped

blue
-bellied
-black (a)
-blackness
-coated
-cross
-devilage
-devilism
-eye
-eyed
-green (a)
-gray (a)
-hot
-pencil (a, v)
-prints
-ribboner
-ribbonism
-ribbonist
-sailors
-sky
-starry
-wattled
-winged

bluff
-bowed
-headed
blunt-witted
bo-aire
board-checking
boar's-foot
boat-tailed

bob
-cherry
-weight
bog-down
Boileau-Despreaux
boil-over (n)

bold
-faced (a)
-facedness
bolt's-head
bomah-nut oil
bon-accord
Bon de Saint-Hiliare

bone
-ace
-dry
-laced
bonnet-headed (a)

book
-buying
-folding (a)
-learned (a)
-perfecting (a)
-writing
Book-of-the-Month
Club
boom-ended

boot
-blade
-topping
-tree
Bo-Peep
bord-and-pillar
system
Borji-bon-Arroridj
Borji-Menael

borough
-English
-holder
boss-eyed

both
-handed
-handedness
-hands

bott
-hammer
-stick

bottle
-arsed (a)
-green (a)
-necked
-nest
-nose
-nosed (a)
Bouche-Leclercq
Bouches-du-Rhone
boun-grace
bour-tree
bouts-rimes

bow
-backed (a)
-dye (v)
-legged (a)

Bow
-bell (cap)
-bells (cap)
bowel-hive grass
Bower-Bariff
Boxhagen-Rummels
burg
box-plaited (a)
boy-like
boys-and-girls (n)
boy's-love (n)

brain
-case
-fag
-tire

brand
-new
-newness

brandy
-bottle
-pawnee
brant-fox

brass
-band (a)
-smith
-visaged
Bravo-Murillo
braze-jointed
brazen-browed

break
-circuit
-in
-joints
-line
-off
-promise
-up

breath
-catching
-taking
breaking-in
breast-high (a)
breath-of-heaven (n)
Breche-de-Roland
breech-loading (a)

bric
-a-brac
-brackery

brick
-nogged (a)
-timber (n)

bride
-ale
-elect
bride's-laces
bridge-bot

bridle
-path
-wise

bright
-eyes
-red
brilliant-cut (a)
bristle-pointed
broach-post (n)

broad
-bottomed
-brimmed
-faced
-gauge
-headed

-headedness
-horned
-leafed
-leaved
-minded
-spoken
-spreading
-tailed
-winged
Brockdorff-Rantzau.
von
brock-faced

broken
-backed
-down
-field (a)
-hearted
-heartedly
-heartedness
-mouthed
-winded
broncho-pneumonia
brook-flower
brother-in-law

brow
-beat
-heaten
Brown-Sequard
brown-tailed
Bruay-les-mines
Bruay-sur-l'Escaut

brush
-tailed
-tongued
buck-eyed (a)
buck's-horn
buff-tipped
built-up (a)

bulb
-angle
-tee

bull
-like
-necked
-poll
-roarer
-rout
-run
-running

bullen
-bullen
-nail
bullet-proof (a)

bullock's
-eye
-heart

bull's
-eye
-eyed
-foot
-heart
-nose

LESSONS IN PRINTING, ISSUED BY THE I. T. U.

bully-huff	-fingers	-fellow	-stake
buln-buln	-leaves	-going	-standers
bunch-backed	-wife	-hour	-street
buno-selenedont	but-thorn	-lane	-stroke
bunya-bunya	by	-laws	-talk
bur-tree	-altar	-lead	-term
bush	-bidder	-matter	-thing
-harrow (v)	-bidding	-motive	-time
-tailed	-blow	-office	-tone
butcher's-broom	-channel	-ordinary	-turning
butt	-cock	-ordinary	-view
-head	-common	-pass	-walk
-joint (v)	-corner	-passage	-waker
-strap	-day	-passer	-wash
-weld	-doing	-pass valve	-water
butter	-drinking	-path	-wipe
-bird	-dweller	-place	bye
	-election	-plot	-bye
	-end	-product oven	-low
		-room	

C

cabbage	carnal	cater	Chantenay-sur Loire
-leaf (a)	-minded	-cornered	char-a-bancs
-root (a)	-mindedness	-cousin	Chareute-Inferieure
-tree (a)	carriou-flower	cat's	Chareuton-le-Pont
cabie-laid (a)	carvel-built	-claw	charre-woman
cache-peigne	case	-ear	chase
Cades-Barne	-bay	-eye	-hooped
Cain-colored	-bearer	-foot	-hooping
calf's	-bound	-grass	-mortised
-foot	Casimir-Perier	-keys	chasse
-head	casse-tete	-milk	-cafe
-snout	cast	-paw (n, v)	-cousin
-tongue	-iron (a)	-tail	-maree
Calonne-Ricouart	-me-down	cave-in	chaud
Caluire-et-Cuire	-off (a, n)	cavo-relievo	-froid
camber-keeled	-weld (v)	cedar	-melle
camel's	castle	-leaf oil	Chazelles-sur-Lyon
-foot	-builder	-nut oil	cheap
-hair	-building	-wood oil	-Jack
camp-fire (a)	-built	celery-topped pine	-John
camphor-phorone	-guard	center	check-off
cancer-root	-soap	-fire (a)	cheese
candle-berry	-wards	-second (n)	-flower
can-hoop	-wise	centimeter-gram-	-plate button
canker	cat	second	chef-d'oeuvre
-cat	-and-dog (a)	central-valve-engine	cherry
-root	-and-mouse (a)	centro-acinar	-bark oil
canna-down	-chop	century-old (a)	-pie (plant)
cannon	-eyed	cervico	-wood
-ball	-hammered	-facial	chest-foundered
-proof (a)	-haw	-vesical	cheval
-royal	-hole	chain-driven	chambon-Fengerolles
cap-a-pie	-in-clover	chalice-flower	Champigny-sur-
capon's	-keys	chalk-plate	Marne
-feather	-locks	chambon-Fengerolles	chance-claus process
-tail	-o-mountain	Champion-sur-	chance-medley
capstan-headed	-o-nine-tails	Champion-sur-	chandler-chafed
capsulo-lenticular	-rigged	Champion-sur-	Chang-tang
cardio-inhibitory	-tail	Champion-sur-	chant-it-clear
care-free (a)	-whistles	Champion-sur-	chicken
cargo-carrying (a)	-whitted	Champion-sur-	-berry
car-locks	catch-as-catch-can	Champion-sur-	-breasted
		Champion-sur-	-fighters

LESSONS IN PRINTING, ISSUED BY THE I. T. U.

-hearted
-heartedly
-heartedness
chicken's-meat
chief-justiceship
chin-chin
chock-full (a)
choke-full
choice-drawn
Chomo-lonzo
Chomo-lungma

chop
-cherry
-chop
-eggs
-nut
christcross-row

Christ's
-eye
-hair
-thorn
chron-anagram

chuck
-a-luck
-farthing (a)
-full
-luck
-will's widow
chucker-out
chucky-chucky

church
-ale
-bench
-brooms
-scot
Church-of-Englander
churn-owl
ci-devant
cinema
-acquired
-microscopy
cinq-cents
cinque-spotted (a)

circum
-Jovial (a)
-Mercurial
-Neptunian
-Uranian
cire-perdue

cirro
-cumular
-cumulative
-cumulous (a)
-cumulus (n)
-filum
-macula
-nebula
-strative
-stratus
-velum
cis-elysian
cittern-head

city
-commonwealth
-manager (a)

-state
Clan-na-Gael
clare-obscure

class
-conscious
-fellow

claw
-footed
-hammer
-tailed

clay
-brained
-cold

clean
-cut
-fingered
-handed
-handedness
-limbed
-lived
-shaven
-timbered
-up

clear
-boled
-cut
-eyed
-headed
-headedness
-seeing
-sighted
-sightedness

cleft
-footed
-graft
clerk-ale
Clermont-Ferrand
Clermont-l'Herault
Clery-sur-Sourme
Clifford-
 Kleinsurface
clinker-built
clip-loading
clipper-built
clish-clash

close
-bodied
-cropped
-fertilize
-fights
-fisted
-grained
-handed
-handedness
-hauled
-herd
-mouthed
-reefed
-sciences
-stool
-tongued
-up
-wing
closed-coil
cloth-yard

cloud
-built
-burst
-capped
-compeller
-compelling
-ring

cloven
-footed
-hoofed
clove-root

clover
-leaf
-root
-seed
-sick
-sickness

club
-riser
-rush
-shaped

co
-aged
-allied
-ally
-altitude
-attend
-attest
-attestation
-attestator
-audience
-auditor
-author
-authority
-authorship
-clause
-create
-creator
-creatorship
-creditor
-curator
-debtor
-directional (a)
-ed
-life
-love
-meddle
-use
-user

coal
-backer
-backing
-black (a)
-brand
-meter
-whipper
-whipping

coarse
-grained
-grainedness
-ground

coast
-liner
-lining
-to-coast

coat-of-arms
coati-mondi
coat-sweater

cock
-a-bondy
-a-doodle
-a-doodle-doo
-a-hoop
-a-hooping
-and-bull
-brained
-crower
-laird
-light
-sparrowish
-stone
-stride
-tailed
-thropped
cockety-bread

cocket
-center
-centering

cockle
-bread
-wife
coffre-fort
cocker-sack

cold
-blooded
-bloodedly
-bloodedness
-drawing
-drawn
-hammer (v)
-hammered
-hearted
-heartedly
-heartedness
-pack
-roll
-rolled
-short (a)
-shortness
-shot (a)
-shoulder (v)
-shut (a)

cole-rape
colen-bell
collar-proud (a)
Colombey-Nouilly
color-blind
color-blindness
colt-herb
colt's-tail
column-length (a)

comb
-brush
-fringed
-shaped

come
-along
-at-able
-at-ability
-at-ability

LESSONS IN PRINTING, ISSUED BY THE I. T. U.

-by-chance
-off
-outer
commander-in-
chief (a)
commission-
manager
common
-law
-sense (a)
compass-headed
compound-wound
concavo
-concave
-convex
Concho-grass
cone
-in-cone
-nose
Conde-en-Brie
Conde-Smendou
Conde-sur-l'Escaut
Conde-sur-Noirean
Congo-Kasai
connate-perfoliate
continuous-
service (a)

contra
-arithmetical
-debt
contrary-minded
coo-in-new

cool
-headed
-headedness
Cooper-Hewit
lamp

copper
-belly
-bottomed
-faced
-fastened
-nickel
-nosed

copple
-crown
-crowned

coral
-and-pearl
-bells
-fern
-gem
-rag
-red (a)
corded-up (a)
cork-bark elm

corkscrew
-flower
-plant

corn
-beads
-binks

-cracker
-ear
costal-nerved (a)
cost-of-living (a)
Cote-d'Or
cote-hardie
Cote-Rotie
Cotes-du-Nord
cotton-boll weevil
Coudekerque-
Branche
council-manager
counselor-at-law
count-wheel

counter
-courant
-gear
-reformation
-remonstrant
-revolution
-revolutionary
-revolutionist
-revolutionize
-roll
-trades
counting-out (a)

country
-base
-dance
-wide
coup-cart
coupe-gorge
couple-close
Courcelles-sur-Nied

court
-baron
-leet
-martial
-plaster
courtship-and-
matrimony
cousin-german
couvre-pied
coven-tree
cover-point
covert-baron
covin-tree

cow
-crackers
-fat
-hitch
-hocked (a)
-mumble
-pilot
-plant
-puncher
-rattle
-tail
cows-and-calves

cow's
-tail
-wort
coy-duck

crab
-eater
-eating

-faced
-harrow
-yaws
crab's
-claw
-eye
-stone

crack
-brained
-loo
-the-whip (n)
-tryst
cram-full

crane's
-berry
-bill
crank-sided
crawl-crawl
crawl-a-bottom

cream
-colored
-faced
-sacs
-slice
creek-stuff
creve-coeur
crib-bite
crimson-faced
crinkle-crinkle
crinkum-crankum
Croix-de-Guerre
crooked-foot
Cro-Magnon race

crop
-ear
-eared
-full
-headed
cropple-crown

cross
-armed (a)
-banded (a)
-banding
-bearer
-bedded
-bedding
-bench
-benched
-benchedness
-bencher
-bias
-biased
-bind
-bond
-bun
-buttock
-buttocker
-channel
-church
-compound (a, v)
-country
-crosslet
-currents
-curve

-cut
-examination
-examine
-examiner
-eye
-eyed
-face
-feed
-fertilizable
-fertilization
-fertilize
-filing
-fire
-fox
-garnet
-grained
-grainedness
-handed
-handled
-headed
-hilted
-interrogate
-interrogation
-interrogatory
-laminated
-legged
-leggedness
-lift
-light
-lighted
-locking
-lots
-mate
-pawl
-peen
-plow
-point (v)
-pollenize
-pollinate
-pollination
-purpose
-question
-questionable
-ratio
-reading
-refer
-referred
-referring
-sectional
-spale
-spall
-staff
-stitch
-stone
-stratification
-stratified
-tining
-vaulted
-vaulting
-week
-wind
-word

crow
-quill
-silk
-soap
-victuals

crow's
-bill

LESSONS IN PRINTING, ISSUED BY THE I. T. U.

-foot
crown-post

crust
-hunt (v)
-hunter (n)
cry-baby
crypto-double
C-tube
cub-drawn

cubby
-hole
-house

cubo
-cubo-cube
-cubo-cubic

cuckoo
-babies
-bread
-flower
-fool

-maid
-maiden
-mate
-meat
-shoe
-sour

cuckoo's
-eye
-fool
-leader
-maid
-maiden
-mate
-meat
-sandy
-sour
cuddy-hole

cul
(culs, pl.)
-de-four
-de-lampe
-de-sac

cumu-cirro-stratus

cumulo
-cirro-stratus
-cirrus
-numbus
-stratus

cup
-headed (a)
-marker
-rose
Cupid's-delight

curb
-sending
-signaling
cure-all

curly
-pate
-pated
currant-leaf
Curtea-de-Arges

curve-veined
cushion-flower

custom
-built
-designed
-made

cut
-back
-finger
-grass
-heal
-in
-off
-out
-outs
-paper
-tail
-throat (a)
-toothed
-under
-up
cut-and-dried (a)

D

Daan-Bautayan
dag-tailed
Dagnan-Bouveret
daisy-cutting
dale-backed
damsel-errant

dandy
-cock
-hen
Dane's-blood

dapple
-bay
-gray

dare
-devil
-devilism
-deviltry

dark
-faced
-seamed
-surfaced
daughter-in-law
Davos-Platz

day
-after-day (a)
-by-day
-coal
-peep
-star
-to-day (a)

dead
-air (a)
-alive
-and-alive
-alivism
-beat (a)

-born
-bright
-color
-dipped
-dipping
-drunk (a)
-drunkenness
-end (a)
-hearted
-heartedly
-heat
-heater
-leaf (a)
-letter (a)
-man's-fingers
-man's-hand
-men's-bells
-pulled wool
-roasted
-short-circuit
-smooth file
-stroke
-tongue
-weight (a)

deaf
-dumb
-dumbness
-mute
-muteness
-mutism
dear-bought

death
-come-quickly
-dealing
-of-man
-struck
death's-head

deck
hurricane-deck (a)

raised-quarter-deck) (a)
shelter-deck (a)
single-deck (a)
spar-deck (a)
three-deck (a)
two-deck (a)
water-tight deck
well-deck (a)
deckle-edged
deck-piercing

deep
-browed
-dyed
-etched
-grown
-laid
-mouthed
-piled
-rooted
-rootedness
-sea
-seated
-set
-sinker
-waisted
-water (a)

deer
-foot
-hair
-neck
-tongue

deer's
-hair
-milk
-tongue
Della-Cruscan

demi
-jour

-landau
-relief
-rullevo
-solde
-tasse

dentate
-ciliate
-crenate
-serrate
-sinuate
dermo-ossification
desert she-oak
dessert-spoonful
Deux-Sevres

devil
-devil
-diver
-dodger
-may-care

devil's
-apron
-bit
-bite
-candlestick
-claw
-club
-coachhorse
-coachwheel
-currycomb
-ear
-eye
-fingers
-garter
-grandmother
-grip
-guts
-hair
-hand
-horn

LESSONS IN PRINTING, ISSUED BY THE I. T. U.

-paintbrush
-pitchforks
-root
-shoestrings
-snuffbox
-stinkpot
-tether
-tongue
-trumpet
-walking-stick
Deville-les-Rouen
dew-beater
di-adapan

diamond
-black
-backed
-leaf
-point tool
-shaped

die
-away (a)
-back
-hard
-out
-square
-sunk

Diego-Suarez
dieing-out (a)
different-sized

dike
-hopper
-louper
dilly-dally

dim
-eyed
-sighted
-sightedness
dimber-damber
diner-out
ding-dong
dingle-bird
dip-head

direct
-acting
-action
-connected
-coupled
-vision (a)
dirt-cheap

dish
-faced
-mustard

ditty
-bag
-box
divi-divi

do
-all
-little
-naught
-nothing
-nothingism
-nothingness

dock-walloper
doe-bird

dog
-blow
-cheap
-day
-draw
-ear
-eared
-faced
-fisher
-gone
-goned
-head (a)
-headed
-hearted
-in-the-manger
-leaved
-leg
-legged
-rose
-stopper
-tail
-toes
-weary
dogs-and-cats

dog's
-bane
-chop
-dinner
-ear
-finger
-guts
-mouth
-nose
-poison
-rib
-stopper
-tail
-toes
-tongue
-tooth (a)
doll-like (a)
Domremy-la
Pucelle
donkey's-eye
dope-book
dors-umbonal
dos-a-dos

double
-acting
-action
-bank
-banked
-banker
-barrel
-barreled
-bench
-bitt
-bottomed
-breasted
-brooded
-charge
-claw
-chnned
-cross
-crosser
-cup

-current
-cut
-dealer
-dealing
-decker
-dye
-dyed
-edged
-ended
-ender
-entendre
-faced
-facedness
-framed
-geared
-half-round
-handed
-handedness
-headed
-header
-hearted
-heartedness
-hung
-leaded
-lettered
-lock
-measure
-milled
-minded
-mindedness
-name
-opposed
-page
-pole
-ported
-priced
-queue
-quick
-refraction
-ripper
-roller
-ruled
-runner
-shear
-shed
-shot
-stop
-struck
-surfaced
-thick
-thong
-thread
-throat
-throw
-tone
-tooth
-tongue
-tongued
-track
-traffic
-trouble
-work
-worked

dough
-baked
-bird
-faced

dove
-colored

-dock
-eyed
dove's-foot

down
-draw
-drug
-east
-easter
-lead
-lie
-money
-stage
Do-X
drabble-tail

drag
-saw
-stone

draggel
-tail
-tailed

dragon
-bushes
-root

dragon's
-claw
-mouth
-skin
-tongue
-wort

Dravido-Munda

draw
-arch
-arm
-filing
-water (n)
-well (n)
drawing-room
dread-bolted
dream-hole
dree-draw
Driggs-Schroeder
gun
Driggs-Seabury
gun
drink-sodden

drop
-flower
-flue
-forge (v)
-kick (v)
-kicker
-kicked
-out
drops-of-snow
drove-road
drug-ice

dry
-as-dust (a)
-boned
-bones
-bulb
-clean
-cleanse

LESSONS IN PRINTING, ISSUED BY THE I. T. U.

-cure
-dock (v)
-eyed
-fly
-footed
-grind
-grinder
-ice
paved
-paving
-plate
-rot
-rotted
-rotting
-rub
-rubbed

-salt (v)
-shave
-shod
-stone
dub-a-dub
Du Bois-Reymond

duck
-billed
-footed
-legged
-retter

duck's
-bill (a)
-foot

-meat
-off
Duk-duk

dull
-brained
-browed
-eyed
-finished
-sighted
-sounding
-witted

dumb
-bell
-waiter

Duroc-Jersey
dust-devil
dusty-husband

Dutchman's
-breeches
-pipe
duty-proof
dye-leaves
dyed-in-the-wool

dynamo
-electric
-electrical

E

eagle
-eyed
-sighted
-winged

ear
-brisk
-leaved
-minded
-mindedness
-splitting
Ear-to-Ear Bible

earth
-ball
-bound
-club
earthen-hearted

earthly
-minded
-mindedness
-wise

east
-to-west
-windy

Easter
-giant
-ledges

easy
-chair
-flying
-going
Edison-Lalande
cell
eel-back

egg
-and-bacon
-apple
-bound
-eating
-peg
-shaped
eight-square

eka-aluminium
El-beth-el
electrico-
meteorological

electro
-affinity
-analysis
-anesthesia
-engrave
-engraving
-etching

elephant's
-ear
-foot
-heads

elf
-shoot (v)
-stricken
elk-horn fern
elliptic-lanceolate
Elon-beth-hanan
ember-goose
emeto-cathartic
empire-wide

end
-all
-grain (a)
-organ
-stopped
-stopping
endemo-epidemic
Enghien-les-Bains

engine
central-valve (a)
direct-acting (a)
double-acting (a)
external-
combustion (a)
hot-air (a)
internal-
combustion (a)
multiple-
expansion (a)

oscillating-
cylinder (a)
-room telegraph
side-lever (a)
single-acting (a)
-sized
triple-
expansion (a)
-turned (a)
-turner
-type

English
bull's-eye English
-speaking
ennea-eteric
entire-wheat
Erchmann-Chatrian
erecto-patent
Ermak-Timofeevich

escapement
crown-wheel (a)
double-roller (a)
four-legged (a)
pin-pallet (a)
single-beat (a)
three-legged (a)
two-pin (a)
Esch-Cummins Act
esophageo-
cutaneous
Eupen-et-Malmedy
Eure-et-Loir
evans'-root

even
-handed
-handedly
-handedness
evening-snow

Eve's
-cup
-darning-needle
ever-changing

evil
-eyed

-favored
-favorably
-favorableness
-looking
-minded
-mindedness
-smelling
-starred
ewe-necked

ex
-convict
-governor
-mayor
-official
-pirate
-president
-voto
-wife
excess-profits tax

extra
-alimentary
-analogical
-articular
-atmospheric
-axillar
-axillary
-Christian
-embryonic
-enteric
-essential
-illustrated (a)
-inductive
-intellectual
-Neptunian
-ocular
-official
-red
-uterine

eye
-minded
-mindedness
-splice
-spotted
-to-eye

F

face -arbor -bedded -bread -harden -in-hood -lined -off fag-end	fan -crested -nerved -tailed -tan -veined -work	feather -footed -headed -heeled -leaf -pated -staff -tongue -veined -weed -weighted	field -conventicle (v) -conventicler (n) -cornet fifteen-pounder fighting-cock fig-leaf (v)
faint -heart -hearted -heartedly -heartedness -run	fancy -free -loose -man -sick -woman	feeble -minded -mindedly -mindedness fee-faw-fum feed-back felo-de-se female knot-grass feme-sole-trader Feng-hwang feng-shui Fere-en-Tardenois	figure -four -of-eight
fair -days -faced -grass -haired -lead -leader -leading -maid-of-February -maid-of-France -maids-of-Kent -minded -mindedness -natured -sized -spoken -spokenness -weather (a)	far -away -come -fetched -forth -flung -gone -off -reaching -reading -sight -sighted -went fardel-bound farmer-general Farmer-Labor Party	fer -de-fourchette -de-lance -de-moline Ferne-Voltaire	file dead-smooth (a) double-cut (a) double half-cut (a) five-canted (a) float-cut (a) gin-saw (a) half-round (a) -hard increment-cut (a) rat-tail (a) safe-edge (a) second-cut (a) shield-shaped (a) single-cut (a) six-canted (a) stave-saw (a) sugar-loaf (a) three-square (a)
fairies' -bath -cups -hair -horse -table	fashion -monger -monging	ferro -alloy -aluminum -concrete	fill -in -up film-making filter-press fimbrio-dentate
fairy -babe -ring (a) faith-curist	fast -dyed -finding -hold -joint -mass -moving -paced	ferry -flat -master feudo-vassalism	fin -footed -spined -toed
falcon -beaked -gentil -gentle	fat -brained -faced -headed -headedness -lean -witted -in-law -kidneyed -lasher -rumped -tailed -witted	feu -farm -farmer	fine -ax (v) -bore -headed -still (n) -tooth finger-berry fingers-and-thumbs fingle-fangle Finno-Ugric
fall -back -down (a) -trap	father -in-law -lasher Faujas de Saint-Fond fausse-brayed fawn-colored Fayt-lez-Manage	fever -nut -trap fiber-faced	fire -bellied -crack (v) -crested -eyed -fanged -hot -hunt (v) -leaves -new -on-the-mountain -raiser
fall -back -down (a) -trap	father -in-law -lasher Faujas de Saint-Fond fausse-brayed fawn-colored Fayt-lez-Manage	fibro -adenoma -adipose -areolar -bronchitis -carcinoma -elastic fibrous-rooted fibulo-calcaneal	
false cross-bedding -faced goat's-beard -hearted -heartedness		fiddle -back -faced -faddle -faddler -shaped fie-fie	

LESSONS IN PRINTING, ISSUED BY THE I. T. U.

-raising
-stop (v)
-tailed
-tube

first
-born (a, n)
-class
-foot
-hand
-letter
-page
-period
-rate
-rately
-rateness
-rater
-string
fir-wool oil

fish
-bellied
-belly
-culturist
-eyed
-fag
-joint (v)
fit-up

five
-canted
-corners (plant)
-cut
-fingered
-leaf
-leaved
-lined
-mile
-nine
-shooter
-sisters (plant)
-twenty
Five-Power Treaty

flame
-colored
-of-the-woods

flap
-eared
-mouthed

flare
-out
-up
flash-light (a)

flat
-bottomed
-compounded
-compounding
-footed
-footedly
-footedness
-headed
-minded
-nosed
-plate
-tail
-top

flax
-polled
-star

flaw
-dock
-lugged

fleet
-foot
-footed

flesh
-colored
-fallen
fleur-de-lis
flight-shot
flint-hearted

flip
-flap
-flop

float
-cut
-feed (a)
Florida-Blanca

flower
-de-luce
-of-an-hour
fluid-compressed
fluo-arsenate
fute-douce
fluvio-marine

fly
-bitten
-by-night
-catching
-fish
-fisher
-fisherman
-up-the-creek
fog-logged
fold-course
folk-etymological

follow
-my-leader
-on
-up
Fontainebleau-
Barbizon
foo-foo
fool's-coat
Fon-Vizin

foot
-and-mouth
-drop
-length
-loose
-pound-second
-racing
-side
-space
-sugar
Forbes-Robertson
forcible-feeble

fore
-adapt
-age
-and-aft
-and-after
-announce
-announcement
-answer
-being
-bemoan
-bespeak
-bless
-board
-bowels
-bowline
-conclude
-condemn
-elder
-entry
-fit
-girth
-glide
-goodsire
-gut
-horse
-imagine
-imagination
-instruct
-intend
-misgiving
-oath
-sheet
-tenant
-tooth
-topgallant
-topmast
-topsail
-world
forefather's-cup

foreign
-born
-owned
forget-me-not
fork-tailed

fortune
-hunting
-telling (p, a)

forty
-fathom
-knot
-legged
-niner

foul
-mouthed
-mouthedness
-spoken
foundry-cast

four
-ball
-cant
-centered
-color
-cornered
-cvcle
-dimensional
-dimensioned

-eyed
-eyes
-flush (v)
-foot
-footed
-hand
-handed
-hander
-horned
-horse
-horsed
-hours
-in-hand
-legged
-masted
-minute man
-oar
-oared
-o'clock (n)
-page
-part
-post
-posted
-poster
-pound
-stranded
-stranded
-toes
-tooth
-way
-went
-wheel
-wheeled
-wheeler
Four-Power Treaty

fourth
-class
-dimensional

fox
-furred
-hunt (v)
-hunting
-trot
fox's-foot

fracto
-cumulus
-nimbus
-stratus
frame-up

franc
-archer
-tireur

Franco
-Chinese
-Gallic
-German
-Italian
-Latin
-Prussian
-Russian

frank
-chase
-fee
-ferm
-hearted

LESSONS IN PRINTING, ISSUED BY THE I. T. U.

-heartedness
-tenant
-tenement
-tenure

free
-banking
-born
-for-all
-hand
-handed
-hearted
-heartedly
-heartedness
-lance
-living
-loving
-milling
-minded
-mindedness
-quarter
-quarterer
-select
-selection
-selector
-soil
-soiler
-soilism
-spoken
-spokenness

-style
-swimmer
-swimming
-tailed
-thinker
-thinking
-tongued
-trading
-tradist
-versifier
-wheeling
-willed
-willer
freestone-colored

French
-Indian
-polish (v)
-Provencal
fresh-water (a)
Fresnoy-le-Grand
fret-sawing (n)

friar's
-cap
-cowl
-crown
-goose
-hood
friction-tight

frigate-built
frigo-tension
frith-guild

frog
-eye
-eyed

front
-drive
-focus
-page

frost
-blite
-nail (v)
Fulah-Zandeh

full
-blooded
-bloodedness
-bloomed
-blown
-bottomed
-bound
-bowed
-brimmed
-centered
-eyed

-face (n)
-faced
-fashion
-fed
-fledged
-fleshed
-formed
-fraught
-grown
-hearted
-hot
-length (a)
-mouthed (a)
-mouthedly
-orbed
-pay
-rigged
-sailed
-scale (a)
-summed
-tide
-time
-toned
fun-makers
funny-faced
furr-ahin
gable-ratch
gable-roofed
Gabriel-rache
gaff-topsail

G

gag
-check (v)
-reined (a)
Galli-Curci
gall-wind

galley
-bird
-west

galvano
-contractility
-faradization
Gandag-Bettigiri
gang-and-follow
gape-gaze
gap-toothed
garde-feur

gardener's
-delight
-eye
-garters
Garenne-
Colombes, La
Garnier-Pages

gas
-bacillus (a)
-fired
-firing
-tight (a)
gate-leg
Gaudichaud-
Beaupre

gay
-feather

-wings (n)
Gay-Lussac

gelatino
-bromide
-chloride

gem
-fruit
-like
-incrusted

genico
-anal
-enteric

gentle
-blooded
-hearted
-heartedness

get
-at-ability
-at-able
-at-ableness
-away
-off
-up
ghost-dance
giant-rude
gibble-gabble

giddy
-head
-headed
-minded
gier-eagle
giganto-blast

gill
-flirt
-flirting
-hooter
-netter
-over-ground
-run
-shits

gilt
-edge
-edged
gimbal-jawed
gimber-jawed
gimmer-hog

gin
-of-all-trades
-spinner

ginger
-beery
-bread
-work
Girodet-Trioson
Gish-zida

give
-and-take
-away
Givenchy-en-
Gohelle

glass
-enclosed
-eyed
-faced

-glazed
-paper (v)
-rope
gla-cell

globe
-trotter
-trotting
globo-cumulus
glosso-labio-
laryngeal

go
-ahead
-ashore
-as-you-please
-between
-by
-devil
-getter
-off
-no-further
-to-bed-at-noon
-to-meeting (a)

goat
-drunk
-knead
-pepper

goat's
-hair
-head
-horn
-lead
-rue
-thorn
-wheat

LESSONS IN PRINTING, ISSUED BY THE I. T. U.

<p>God -fearing -man -manhood god-horse</p> <p>goggle -eye -eyed</p> <p>gold -and-silver-plant -ball -basket -bloom -brick (v) -chain -cup -digger -embroidered -encrusted (a) -fields -filled -hammer -laced -of-pleasure -plated -shrub</p> <p>golden -banded -crested -crowned -cup -eye -eyed -mouthed -spoon -winged gone-by gong-gong</p> <p>good -by -hying -fellowship -for -humored -humoredly -looking -natured -naturedly -naturedness -night (a) -tempered -temperedly -wife</p>	<p>-will (a) goodness-knows-what</p> <p>goody -good -goody -goodyism -goodyness</p> <p>goose -beak -bill -fleshy -necked -rumped gooseberry-eyed Gordon-Cumming</p> <p>gospel -like -true Gouyion-Saint-Cyr, de government-general</p> <p>governor -general -generalship grab-all graft-hybridism Grahame-White</p> <p>grain -burnt -cut</p> <p>Gram -molecular -negative -positive grand-ducal Granville-Barker grape-seed oil</p> <p>grass bottle-brush (a) broom-corn (a) capon's-tail (a) cat-tail (a) comb-fringed (a) concho (a) devil's-darning-needles dog-tail (a)</p>	<p>dog-tooth (a) finger-comb (a) golden-top (a) -green (a) -grown hare's-tail (a) long-leaved bent (a) Mexican broom-root needle-and-thread (a) palm-leaved (a) purple-top (a) rat-tail (a) red-topped buffalo (a) rough-leaved (a) rough-stalked meadow (a) salt-marsh (a) six-week (a) gravel-blind</p> <p>gray -blue -goose -green -haired -headed -leaf pine</p> <p>great -aunt -bellied -brained (a) -circle (a) -eyed -grandchild -granddaughter -grandfather -grandmother -grandson -headed (a) -hearted -heartedness -mouthed -nephew -niece -uncle Greco-Roman greedy-gut Greek-letter fraternity</p> <p>green -back (a)</p>	<p>-blind -bottle (a) -breasted (a) -eyed -gilled -headed -leek -salted -tail (a) -winged (a) grip-grass Griz-Nez, Cafe</p> <p>Grass -Fischerhorn -Glockner -Jagerndorf -Lichterfelde -Venediger</p> <p>ground -breaker -down -enell -fast -floor (a) -glass -needle -sluice (v) grown-up guelder-rose</p> <p>guess -rope -warp guest-rope Guano-Brazilian guilt-sick gull-catcher gully-raker</p> <p>gum -gum -resinous -top (a)</p> <p>gun -shy -shyness Gur-baal gutta-percha</p> <p>gutter -blood -tree gyro-pigeon</p>
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H

<p>hag-wood ha-ha Hahn-Hahn, von hail-weed</p> <p>Haine -Saint-Paul -Saint-Pierre</p>	<p>hair -bramble -branch -cup -drawn -raising (a) -trigger hairy-foot</p>	<p>hake's -dame -tooth</p> <p>half -and-half -baked -beam</p>	<p>-bent -blooded -boot -bound -bred -breed -caste -consonant (a)</p>
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LESSONS IN PRINTING, ISSUED BY THE I. T. U.

-cracked	-out	-ear	-bay
-dead (a)	-pollinate (v)	-eye	-drop
-decked	-pressman	-foot	-earing (a)
-decker	-ruff	-meat	-flattening
-faced	-shaking	-tail	-hunter
-hardy	-sweep	hart-clover	-hunting
-headed	-taut		-on
-hearted	-tight	hart's	
-heartedly	-tooled	-ear	heal
-heartedness	-tooling	-tongue	-all
-hourly	-worked	harvest-trow	-bite
-inferior	-wrought	Harun-al-Rashid	
-lattice		harum-scarum	
-length (a)	handy	has-been (n)	
-lop	-billy		heart
-mast	-dandy		-easing
-moon	hang-choice	hat	-eating
-pike	hanger-on	-in-hand	-free
-port	hang-outs	-shag	-heavy
-rater	hanky-panky	-tree	-heaviness
-round (a)	happy-go-lucky	hatch-boat	-leaved (a)
-saved	hap-harlot	hatchet-faced	-rending
-seas over	hara-kiri	hausse-col	-robbing
-shade	harbinger-of-spring	Haut-Rhin	-scald
-shadow		haut-relief	-shaped
-shrub		haute-piece	-sickening
-sole (v)	hard		-stirring
-solid	-bitted	Haute	-swelling
-staff	-bitten	-Alpes	-to-heart (a)
-strained	-boiled	-Garonne	-whole
-strong	-bound	-Loire	-wholeness
-sword	-cured	-Marne	-wounded
-terete	-drawn	-Saone	heater-shaped
-timbered	-earned	-Savoie	heath-clad
-time (a)	-favored	-Vienne	heavier-than-air
-timer	-favoredness	Hautes-Pyrenees	
-tongue	-featured	haver-corn	heavy
-turn (a)	-featuredness	have-not	-armed
-volley (v)	-fed	haw-haw	-handed
-vowelish	-fisted		-handedness
-wit	-fistedness	hawk	-headed
-witted	-fought	-billed	-hearted
-world	-grained	-eyed	-laden
-yearly	-gut mullet	-nose	-line
Halliwell-Phillipps	-handed		-weight (a)
hall-mark (v)	-handedness	hawk's	-wooded
	-headed	-beard	
hammer	-hearted	-bill (n)	hedge
-bird	-heartedly	-eye	-bells
-dress (v)	-heartedness	Hawley-Smoot	-jug
-harden	-iron (n)	tariff	-maids
-headed	-mouthed		-mike
-refined	-of-hearing (a)	hawse	-peak
-wrought	-set	-fallen	-pick
Hamer-Furgstall,	-shell	-full	
von	-shelled	hawser-laid	
	-spun		heel
hand	-tack	hay	-and-toe
-block (a)	-upness	-hand	-cap (v)
-broad	-visaged	-scented	heigh-ho
-culverin	-won	-tallat	hei-tiki
-fives	-wooded		helio-electric
-grenade (v)	-working	he	
-hoe (v)		-balsam	hell
-hoer	hare	-cabbage-tree	-brewed
-in	-eyed	-goat	-cat
-line (v)	-hearted	-man	-diver
-liner	-mad	-oak	-fire
-list (v)			-haunted
-me-down	hare's	head	-raker
-organist	-bane	-aching	Hellemmes-Lille
	-beard	-and-tail (a)	helmet-crest
			helter-skelter

LESSONS IN PRINTING, ISSUED BY THE I. T. U.

hen -driver -feathered -hearted	-mindedness -muck -pass -pitched -power -pressure -priced -principled -proof -raised -reaching -seasoned -set -souled -sounding -speed -spirited -spiritedness -stepper -stepping -stomached -strung -swelled -taper -tasted -timbered -toned -walled -warp -water -wheeled -wrought	-bean -bread -fennel -garlic -grass -meat -succory Hohenlohe- Schullingsfurst hoity-toity hokey-pokey hokem-laden	-toad -vine (a)
Henin -Lietard -sur-Cojeul		holder -out (a) -up (a)	horn -eyed -footed -mad -madness -pie -rimmed horny-handed
hepato -enteric -pancreas -umbilical		holder -forth -up	horror -stricken -struck
herb -bane -royal -woman Hercules' club (a) herd's-purse		hollow -cheded -eyed -hearted -heartedness -horned holly-leaved holus-bolus	horse -chestnut -eye -gog -gold -hoe -match -pipe -power (a) -racing (a) -radish Horse-Guardsman hose-in-hose
heroi -comic -comical heroic-sized heron's-bill herring-kale	hill -billies -folk -people -trot	Holy -cross-Day -rood day	hot -blast -blooded -brain -drawn -head -headed -headedly -headedness -pot -press -presser -roll -short -shortness -spirited -tempered -trod -wire (a)
hetero -albumose -infection -inoculable -inoculation hick-joint (a) Hicks-Beach hidden-veined hiddy-giddy higgledy-piggledy	hind -brain -gut hip-hop hippety-hoppety hirrie-harrie Hispano-American	home -and-home -born -bound -bred -brew -brewed -coming -driven -felt -keeper -keeping -making -recording honest-to- goodness (a)	Hottentot's -fig -head hound's-tongue
high -angle -back -blooded -blown -born -bred -browed -case -caste -colored -compression -embowered -fed -flown -frequency -go -grown -handed -handedness -hatted heal-all -hearted -heartedness -hoe -holder -lived -liver -low -mettled -minded -mindedly	hit -and-miss -and-run -or-miss hob-and-nob hobble-bush ho-bird hocus-pocus hoddy-doddy hodge-podge	hook -and-butt -and-eye -billed -nosed -up -weed hooker-on hooky-crooky	how -do-you-do (n) -dy-do Hsu-Shih-chang hubble-bubble hugger-mugger huggerum-buff hull-less hulver-head human-voiced humming-bird bush hump-shouldered humpty-dumpty (a)
	hog -backed -bed -bite -brace -frame -maned -mouthed -nose	hooker-on hooky-crooky	hundred -legged -pounder -work
	hog's -back -bane	hop -about -dog -o'-my-thumb	

LESSONS IN PRINTING, ISSUED BY THE I. T. U.

hunger-bit	hurly -burly -house hurr-burr hurricane-decked	Hydra -headed -tainted	hyper -Calvinism -Calvinist -Calvinistic
huntsman's -cup -horn (plant) hunt's-up (tune)	hurry -burry -gurry -scurry husky-voiced (a)	hydro -airplane -extract -extractor	hypo -ellipsoid -eutectic -iodites -iodus -isotonic
hurdy -gurdy -gurdist hurl-footed		hyo -epiglottic -epiglottidean	

I

ice -bone -brook -cold -cream (a) -fern -free -leaf ideal-realism ileo-ileostomy	-lived -looking -mannered -manneredly -mannerly -minded -mindedness -natured -naturedly -naturedness -nurtured -omened -placed -seasoned -seeming -set -sorted -starred -tempered -temperedly -temperedness -timed -tongued -treated -turned -use -used -using -willed -willer -wish (v) -wisher	India -cut -rubber (a)	-imperial -urban -vitam
ill -accustomed -advised -advisedly -affected -affectedness -being -boding -bred -conditioned -conditionedness -customed -disposed -disposedness -faring -faringly -fated -favored -favoredly -favoredness -feeling -founded -got -gotten -hap -humored -humoredly -informed -judged -judging -kempt	in -and-in -and-out -breather -clearer -clearing -going -law incense-breathing	Indian's -dream -plume individual-clutch (a)	iron -bound -cased -casing -fisted -gray -handed -hard -headed -hearted -mold (v) -shod -shot -sick -sided (a) -worked Ish-bosheth ising-star Issy-les-Moulineaux Italian-American Society
		Indo -Afghan -African -Aryan -Briton -Burmese -Celtic -Chinese -English -European -German -Iraman -Malayan -Oceanic	Italo -Byzantine -Celt Ivanovo-Voznesensk
		infra -auricular -axillary -esophageal -red inter-American	Ivory -billed -leaved -white (a)
		intra -abdominal -acinous -alveolar -arterial -articular -atomic -ecclesiastical -epithelial	Ivry -la-Bataille -sur-Seine ivy-leaved

J

jack -a-dandy -among-the-maids -at-a-pinch -at-the-hedge -go-to-bed-at-noon -head	-in-a-box -in-office -in-the-basket -in-the-box -in-the-bush -in-the-green -in-the-hedge	-in-the-pulpit -in-the-water -in-trousers -jump-about -knife-like -light (v) -of-all-trades	-o'-lantern -of-the-buttery -of-the-dust -pin -plane (v) -tar -yarder
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LESSONS IN PRINTING, ISSUED BY THE I. T. U.

jag-bolt (v) James-Lange theory jar-owl Jasz-Nagykun-Szolnok jaw -breakingly -locked jay-pie jerry -build (v) -builder -built	Jerusalem-Jaffa jct-black jew's -ear (cap) -harp Jew's-thorn Jex-Blake Jhang-Maghiana job -header -o-job jig -a-jig	-a-jog -jog -saw (v) jim-crow (machine) jingle-jangle Job's-tears joe-pye weed John -apple joint -awned -bedded -stockism	Joinville-le-Pont jolly-boat joy-giving judge-made (a) jug-fishing (n) Jugo -Slavian -Slavic jury-rigged Juvisy-sur-Orge juxta -ampullary -tropical
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K

Kaiser-Wilhelmsland kangaroo's-foot (plant) keel -bully -line -rope keen-eyed kelb-el-bahr Kerguelen- Tremarec, de kero-water key -cold (a) -stop -stringed kick -about -ball -off -out -up kid -glove (a) -gloved (a) kidney -root -shaped	kill -cow -devil -joy kiln-dry (v) kind -hearted -heartedness king -ahead -of-arms -pin -post -rod kiss -me (n) -me-quick Kit-cat kitchen -garten -maid kite-bar kitten-hearted (a) knee -breeched (a) -crooking -deep -halter (v)	-high -jointed -length -sprung -tied knife -bayonet -edge -edged -handle -plaited (a) knight -errant -errantry knighthood-errant knight's -cross -spur -star knock -knee -kneed -me-down -off -out knocker-up knot -portering cat's-paw	figure-of-eight heaving-line rope-yard studding-sail knock -all -it-all -nothing knuckle -deep (adv) -duster -joint (v) -kneed Koh-i-Baba Koh-i-noor kohl-rabi Krafft-Ebbing, von Kuang-hsu Kuh-i-Basam Kuh-i-Bul Kuh-i-Dina Kuh-i-Hazar Kuh-i-Jupar Kuh-i-Lalchzar Kuh-i-Nizva Kuh-i-Rang Kuh-i-Tafton Ku-Klux (v) Kut-el-Amara Kutuzov- Golenishchev
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L

labor-saving (a) lace-robbed (a) lace-winged lack -Latin -linen ladder-backed la-di-da ladies' -pocket -tresses	lady -killer -killing hair-grass lady's -bedstraw -bower -clover -comb -cushion -delight -eardrop	-finger -garters -glass -glove -grass -hair -laces -lint -mantel -navel -needlework -paintbrush -purse	-seal -shoes -shoes-and- stockings -slipper -smock -sorrel -thimble -thistle -thumb -tobacco -tresses
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LESSONS IN PRINTING, ISSUED BY THE I. T. U.

La Grange-
Chancel, de
laisser-aller
laissez-faireism
lake club-rush
Lalande-Chaperon
cell
Lally-Tollendal, de
lamb-pie

lamb's
-cress
-lettuce
-quarters
-tails
-toe
-tongue
-wool (a)
lame-skirting
La Motte-
Fouque', de

lamp
-lit (a)
-post

lance
-leaved
-linear
-oblong
-oval
-ovate

land
-book
-bred
-cast
-damn
-dummy
-dummier
-end
-gavel
-grabber
-grabbing
-horse
-line
-office (a)
-poor
-sale
-slater
-tax (a)
-wash
lang-lay
lantern-jawed (a)
Lao-tse

lap
-butted
-jointed (a)
-lap
-weld (v)
lardy-dardy

large
-acred
-eyed
-handed
-handedness
-hearted
-heartedness
-minded

-mindedness
-mouthed
-scale (a)

lark
-colored
-heel
-heeled

lark's
-head (a)
-toes
last-period (a)
latch-pan
lathe-bore (v)
latter-day
lattice-leaf (n)
La-Tuque
Laval-Montmorency

law
-abiding
-abidingness
-hand
-worthy
lawn-sleeved
Lawson-eve

lay
-away
-bed
-by
-down (a)

layer
-on
-over

lazy
-back
-bed
-bones

lead
-in
-off

leaf
-climbing
-cutting (a)
-footed
-nosed
-red
-tailed (a)

lean
-face (a)
-faced (a)
-to
-witted

leather
-ear
-headed (a)
-winged (a)
leave-taking
Ledru-Rollin
lee-bow (v)
Lee-Enfield rifle
leek-green
Lee-Mefort rifle

Leeuw-Saint-Pierre
Lefebvre-
Desnouettes

left
-eyed
-footed
-footedness
-hand (a)
-handed
-handedly
-handedness
-hander
-handedness
-off
-winger
leg-of-mutton (a)
lego-literary (a)
lemon-scented
Lenm-Lenape
leopard's-bane
Leroy-Beaulieu
less-than-carload (a)

let
-alone
-down
-off
-up

letter
-bound
-high
-learned
-learning
-perfect
-winged (a)
Levallois-Perret
Leval-Trahegnies

level
-head
-headed
-jawed
liberty-loving (a)
Libri-Carrucci
lich-house
licker-in

lick
-spit
-spittle

lickety
-cut
-split

lie
-a-bed
-de-vin
lieno-intestinal
lie-tea
lieutenant-colonelcy

life
-giver
-giving
-of-man
-saver
-saving

-size (a)
-tide
-weary
Life-guardsman

light
-armed
-cheap
-fingered
-foot
-footed
-handed
-handedness
-headed
-headedly
-headedness
-hearted
-heartedly
-heartedness
-heavyweight
-heeled
-horseman
-limbed
-minded
-mindedness
-o'-love
-skirts
-struck
-tight
-winged
-witted

lighter
-screw
-staff
Light-Horse Harry
lign-aloes
lignum-vitae
Ligny-en-Barrois
Lika-Krbava

like
-minded
-mindedness
Like is used solid
with many nouns; as
childlike, apeline,
but is hyphenated
when typographical-
ly objectionable, as
ball-like, bell-like,
angel-like, etc.

lily
-handed
-liver
-livered
-pilly
-white
-whiteness

lime
-bush
-juicer
limited-life (a)
limno-plankton

line
-of-battle ship
-out
-riding

LESSONS IN PRINTING, ISSUED BY THE I. T. U.

linear
 -ensate
 -lanceolate
 -oblong
 lineo-circular
 linsey-woolsey

lion
 -heart (cap)
 -hearted
 -heartedness
 -tailed

lion's
 -ear
 -foot
 -heart
 -leaf
 -mouth
 -paw
 -tail
 -tooth
 -turnip

lip
 -back
 -born
 -deep
 -good
 -head (a)
 -lip
 -open
 -reading
 -teeth
 listener-in

littls
 -bodied
 -head (a)
 -neck (a)
 live-forever
 liver-colored
 Livry-Gargan
 lizard's-tail
 lob-grass
 lobe-footed

lobster
 -tail
 -tailed
 lobster's-claw

lock-down
 loco-descriptive
 loft-dried
 log-runner
 Loir-et-Cher
 Lolland-Falster
 Lom-Palanka
 Lone-Star State

long
 -ago (a)
 -arm (a)
 -armed (a)
 -beaked
 -billed
 -breathed
 -continued
 -coupled
 -disbanded (a)
 -distance (a)
 -drawn
 -drawn-out
 -dreamed-of
 -eared
 -existing
 -forgotten
 -hair (a)
 -headed
 -headedness
 -horned
 -leaf (a)
 -leaved
 -legged
 -lining
 -lived
 -livedness
 -nosed
 -off
 -on
 -range (a)
 -reed (a)
 -sighted
 -sightedness
 -standing (a)
 -stop
 -straw (a)
 -suffering
 -sufferance
 -tailed
 -tongue
 -tongued
 -visaged

-waisted
 -winded
 -winged
 -wooled
 Lons-le-Saunier
 look-in
 looker-on
 looking-glass

loose
 -bodied
 -coupled (a)
 -coupler
 -jointed
 -tongued

lop
 -ear
 -eared
 lord-lieutenancy
 Lo-ruhamah
 loss-supply (a)
 Lot-et-Garonne
 lot-tree

lotus
 -eater
 -eating

loud
 -mouthed
 -speaker
 -voiced

loup
 -cervier
 -garou
 -the-dike

love
 -entangle
 -in-a-chain
 -in-a-mist
 -in-idleness
 -lies-bleeding
 -maker
 -making
 -well
 loving-kindness

low
 -area storm

-browed
 -class
 -cut
 -down
 -downer
 -lived
 -loss
 -lying
 -minded
 -mindedness
 -necked
 -pass
 -pressure
 -priced
 -spirited
 -spiritedness
 -studded
 -thoughted
 -watermark
 -wood

Low
 -Churchism
 -Churchist
 -Churchman
 -Churchmanship
 lower-case
 lowest-priced
 lug-a-leaf

lumbo
 -abdominal
 -iliac
 -ingunal
 lunar-diurnal

lung
 -grown
 -sick
 lute-backed

luteo
 -fulvous
 -fuscescent
 -fuscous
 -rufescent
 -virescent
 lying-in (a)
 lynx-eyed
 lyre-tailed
 Lys-lez-Lannoy

M

MacArthur-Forrest
 process

macaw
 blue-and-red (a)
 blue-and-yellow (a)
 red-and-blue (a)
 machine-made (a)

macro
 -axis
 -chemistry

mad
 -brained
 -doctor

-dog
 -headed

made
 -over (a)
 -to-order (a)
 -up (a)

magneto
 -bell
 -dynamo
 -electric
 -electrical
 -electricity
 -generator

-instrument
 -machine
 -optic
 -optical
 -phonograph
 -pointer
 -printer
 -telegraph
 -telephone
 -transmitter
 maid-of-the-
 meadow
 maiden-cane grass
 maiden's-blush
 maid's-hair

mail
 -checked
 -shell
 first-class
 fourth-class
 second-class
 third-class

main
 -gauche
 -hamper
 -traveled (a)
 Maison-Carree
 Maisons-Alfort
 Maisons-Lafitte

LESSONS IN PRINTING, ISSUED BY THE I. T. U.

<p>major -domo -generalcy -generalship</p> <p>make -ado -belief -believe -faith -falcon -fire -fray -game -hawk -king -law -mirth -peace -ready -rime -shame -sport -talk -way making-up making-up (n) Malayo-Javanese Malayo-Polynesian Malo-les-Bains mammato-cumulus</p> <p>man -about-town -eater -eating (a) -god -grass -hater -hunting (a) -in-the-ground -keeper -killer -killing (a, n) -mountainism -of-the-earth -of-war -of-war's man -orchis -woman Man-mountain mangano-manganic mangel-wurzel manic-depressive Mann-Elkins Act Mantes-sur-Seine</p> <p>many -headed -headedness -sided -sidedness maple-leaved</p> <p>marble -breasted -hearted</p> <p>march -past -ward</p>	<p>Marcq-en-Barœul mare-rodé</p> <p>mare's -nest -tail Marie-Galante mark-down marker-off marsh-fire Mar-Prelate, Martin Mars-la-Tour martel-de-fer Martini-Henry rifle Marvin-Hargrave kits marvel-of-Peru marvel-of-the-world</p> <p>master -at-arms -key (v)</p> <p>masto -occipital -parietal mastoideo-squamous mastoido-humeralis (n)</p> <p>match -board (v) -lined mathematico-logical matter-of-fact Matthieu-Plessy green May-day (a) meadow-bright</p> <p>meal -mouthed -time clock</p> <p>mealy -mouthed -mouthedness</p> <p>mean -square (a) -spirited -spiritedness measure-and-a-half door mechanico-chemical Mecklenburg- Strelitz Medina-Sidonía medio-palatal Mehun-sur-Yevre Mei-jarkon Mei-ji Melano-Papuan melon-seed (a) Mendelssohn- Bartholdy Meng-tse</p>	<p>meningo -encephalitis -encephalocoele mercuri-ammonium</p> <p>mercurio -syphilis -syphilitic mercury-vapor</p> <p>mermaid's -glove -head -purse</p> <p>merry -andrew -go-round</p> <p>meta -element -igneous</p> <p>metallo -graphical (a) -organic (a) metal-milling Meuthre-et-Moselle</p> <p>mezzo -relievo -soprano micaceo-calcareous</p> <p>micro -drawing -erg</p> <p>mid -air -Atlantic -body -brain -carpal -channel -classness -course -distance -earth -feather -field -gut -iron -kidney -life -main -movement -nineteenth -ocean -off -on -Pacific -point -position -road -sea -Siberian -side -sky -sun -term</p>	<p>-tide -wall -water -week -wicket -workings Midas's-car</p> <p>middle -aged -class -rate -sized Middle-Age Middle-Ageism Mid-Europe midshipman's-butter might-have-been</p> <p>mild -hearted -heartedness</p> <p>milk -and-water (a) -grass -livered -sick milky-hedge</p> <p>mill -headed (a) -run (v) -sixpence miller's-thumb millet-seed rash Milne-Edwards mingle-mangle mirth-provoking (a)</p> <p>mischieif -maker -making Mittag-Leffler</p> <p>mixed -flow turbine -up</p> <p>mix -Hellene -up (n) mixty-maxy</p> <p>mock -heroic -heroical -heroically -leady moco-moco moderate-priced mohon-seed moko-moko</p> <p>mole -catching -eyed Monceau-sur- Sambre Monchy-le-Preux</p>
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LESSONS IN PRINTING, ISSUED BY THE I. T. U.

money
 -bound
 -maker
 -making
 -monger
 -mongering
 -quake
 Mongolo-Dravidian
 Monier-Williams
 monk-craft
 Mon-Khmer

monkey
 -board
 -cup
 -faced
 -pot
 -puzzle
 -rigged
 -tail (a)
 -vine

monk's
 -head
 -rhubarb

mono
 -ideism
 -ideistic
 Mons-en-Barœul
 Montceau-les-
 Mines
 Montchanin-les-
 Mines
 Mont-de-Marsan
 mont-de-piete

monte
 -acid
 -jus
month
 -end
 -to-month (a)
 Montignies-sur-
 Sambre
 Montoir-de-
 Bretagne
 Mont-Saint Amand
 Mont-Saint-Jean
 Mont-Saint-Michel
 Mont-Sur-
 Marchienne

moon
 -culminating
 -eye
 -eyed
 -loved
 -sheered
 -sick

moot
 -hill
 -stow
 mopper-up
 Mordos-Pavon
 morning-glory

moss
 -backed
 -green
 -grown
 most-favored-
 nation (a)

moth
 -eat
 -eaten
mother
 -in-law
 -of-pearl
 -of-thyme
 -right
 -spot
 mother's-heart
 motion-picture
 motley-minded
 moto-magnetic
 motor-driven (a)
 mountain-ash (a)

mouse
 -colored
 -dun
 -ear
 -eared

mouth
 -blower
 -filling (a)
 -made
 moving-picture
 moxie-berry
 Moyeuve-Grande

much
 -debated
 -needed
 -talked-of
 -traveled

muddle
 -headed
 -headedness

muddy
 -brained
 -breast (n)
 -headed
 -mettled
 Malai-Abd-el-Aziz
 Malai-Abd-el-Hafid

mulberry
 -faced
 -hued
 mule-jenny
 mumblety-peg
 mummy-cloth
 mung-grass
 muriti-palm
 muscle-bound
 musk-scented
 musico-dramatic
 mustard-seed (a)
 muth-labben

mutton
 -bird (a)
 -chop (a)
 -headed
 -legger
 Muzaffar-ed-Din

muzzle
 -loader
 -loading
 myogen-fibrin
 myriad-minded

N

Nag's-head
 nag-tailed

nail
 -headed
 -tailed
 naked-eyed

namby
 -pambical
 -pambics
 -pambiness
 -pamby
 -pambyish
 -pambyism
 nape-crest
 Napo-Pastaza
 narcotico-acrid

narrow
 -hearted
 -heartedness
 -leaved
 -minded (a)
 -mindedly
 -mindedness
 -souled
 -spirited

-spiritedness
 naso-occipital
 Nathan-meleeh
 nation-wide
 National Parent-
 Teachers'
 Association
 native-born
 natural-born
 nature-print (v)
 Nasr-ed-Din
 n'-dimensional

near (adv)
 -by
 -hand
 -legged
 -theatre
 -zero

neat
 -handed
 -handedly
 -handedness
 neat's-foot oil

needle
 -point (a)

-pointed
 neel-blunder
 ne'er-do-well
 Negro-baiting
 negro's-head
 neighbor-stained
 Neo-Attic
 Neo-Babylonian
 Neo-Christianity
 Neo-Darwinism
 Neo-Darwinian
 Neo-Egyptian
 Neo-Gothic
 Neo-Greek
 Neo-Hebraic
 Neo-Hegelian
 Neo-Hegelianism
 Neo-Hellenic
 Neo-Kantian
 Neo-Kantianism
 Neo-Lamarckism
 Neo-Latin
 Neo-Malthusian
 Neo-Platonic
 Neo-Pythagorean
 Neo-Roman
 Neo-Sanskrit
 Neo-Scholastic

Neo-Syrian
 Neptune's-cup
 Nergal-sharezer
 nerve-shaken

net
 -veined
 -winged
 netted-veined
 nettle-earnest
 Neuilly-Plaisance
 Neuilly-sur-Marne
 Neuilly-sur-Seine
 Neu-Isenburg

neuro
 -epithelioma
 -epithelium
 -epithelial
 never-strike

new
 -create
 -cut
 -fashioned
 -front (v)
 -model (v)

LESSONS IN PRINTING, ISSUED BY THE I. T. U.

-modeler
-name (v)
-old
-year (a)
Newcastle-on-Tyne
Newcastle-under-Lyme
news-letter
next-door (a)
n-gon
Niam-Niam
Niceno-Constantinopolitan
middle-noddle
Nieder-Hermsdorf
Nieder-Selters
Nieuwe-Pekela
Nieuwer-Amstel

night
-blind
-blooming
-eyed
-faring
-fly (n)
-founded
-stool
Nikolsk-Ussurusk
nilly-willy

nimble
-fingered
-footed
-witted

nine
-eyed
-eyes
-killer
-lived
-men's-morris
-part time
-point circle
Nine-Power Treaty
nitrogen-fixing (a)

no
-account (a)
-ball
-being
-thoroughfare

noble
-minded
-mindedness
Nœux-les-Mines
Nogent-le-Rotrou
Nogent-sur-Marne
Nogent-sur-Oise

Nogent-sur-Seine
Noisy-le-Sec
nolle-pros
noll-kholl

nol
-pros (v)
-prossed
-prossing

non
-Archimedean
-Aryan
-Bolshevik
-Catholic
-Christian
-contagionist
-ego
-Euclidean
-European
-German
-Gypsy
-Hebraic
-Hellenic
-Jewish
-Legendrean
-Moslem
-Pascalian
-pros

-Pythagorean
-Roman
-Sanskritic
-Teutonic
noon-flower
Nord-Trondelag
nor'-easter
no-rent land
Norman-French
nor'-nor'-east

north
-countriness
-countryman
-northeast (a)
-northwest (a)
-polar
-seeking (a)
Nort-sur-Erdre
no-see-um
nose-heavy
no-side
not-being
Notre-Dame-de-Lorette
n-tuple
nulla-nulla
nul-moment
nut-brown

O

Oak-apple Day
oar-footed

oblique
-angled
-fire (a)

occipito
-atfantal
-atloid
-axial
-frontal
-frontalis

odd
-come-short
-come-shortly
-pinnate (a)

oeil
-de-bœuf (n)
-de-perdrix (a)

off
-bear (v)
-bearer
-chance (n)
-color (a)
-colored
-corn
-drive (v)
-falling (n)
-glide (n)
-go
-going (n)
-handed
-handedly

-handedness
-hitting
-load (v)
-lying
-peak
-put (n)
-putter (n)
-reckoning (n)
-side
-tackle
-white (a)

oft
-unrealized
-repeated
ohm-ammeter

oil
-temper (v)
-tempered
-tempering
-tight (a)
-tightness
-tongued (a)

oil
African-palm (a)
Arctic-sperm (a)
Brazil-nut (a)
canella-bark (a)
cedar-leaf (a)
cedar-nut (a)
cherry-bark (a)
cherry-kernel (a)
China-wood (a)
cinnamon-leaf (a)

cod-liver (a)
coffee-berry (a)
cress-seed (a)
cypress-leaf (a)
fir-seed (a)
fir-wood (a)
German-camomile (a)
German-sesame (a)
ginger-grass (a)
grape-seed (a)
Japanese-wood (a)
lemon-grass (a)
marsh-tea (a)
mowrah-seed (a)
neat's-foot (a)
palm-nut (a)
petit-grain (a)
pine-needle (a)
pistachio-nut (a)
poppy-seed (a)
pumpkin-seed (a)
rose-geranium (a)
soja-bean (a)
Spanish-walnut (a)
tea-seed (a)
tobacco-seed (a)
Turkish-geranium (a)
weld-seed (a)
wild-ginger (a)
ylang-ylang (a)

old
-established
-fangled

-fashioned
-fashionedness
-gentlemanly
-line (a)
-maidish
-man-and-woman
-man's-beard
-man's-eyebrow
-man's-flannel
-man's-head
-man's-pepper
-soldier (v)
-time (a)
-times (a)
-timer
-timy
-wifely
-wifish
-womanish
-womanly
-woman's-tree
-world (a)
-worldish
Old Rough-and-Ready

olive
-backed
-colored
olla-podrida
omnium-gatherum

on
-and-off
-coming
-ding
-dit

LESSONS IN PRINTING, ISSUED BY THE I. T. U.

-drive
-fang
-glaze
-glide
-go
-hanger
-hit (v)
-shore (a)
-side (a)

once
-born
-over

one
-and-thirty
-blade
-eared
-grained
-handed
-horse
-ideaed
-leaf
-legged
-man
-point
-seeded
-sided
-sidedly
-sidedness
-step
-to-one
-two (n)
-two-three (n)
-volume (a)
-way

onga-onga
onion-eyed
only-begotten (a)
o-o-a-a (bird)

open (a)
-air
-airishness
-airism
-airness
-coil
-door
-doored
-eyed
-eyedly
-face
-faced
-field
-front
-gated
-handed
-handedly
-handedness
-hearted
-heartedly
-heartedness
-hearth
-minded
-mindedness
-mouthed
-mouthedness
-newel
-timber
-timbered
-well
-worked
-working
opera-girls
Orang-Benua

orange
-leaf (a)
-peel (a)
-root
-tawny

-tree (a)
Orang-Laut
Orang-Malayu
orang-utan

ordnato
-maculate
-punctuate

organ
-piano
-pipe (a)
Osten-Sacken,
von der
Oude-Pekela
Oued-Zenati

out
-and-out
-and-outer
-bearing (n)
-book
-clearer
-Herod
-knee
-knead
-of-date (a)
-of-door (a)
-of-the-way (a)
-of-town
-of-work (a)
-patient
outward-bound

ovate
-acuminate
-cylindrical
-deltoid
-lanceolate
-oblong

-orbicular
-rotundate
-subulate

ovato
-acuminate
-cylindrical
-ellipsoidal
-rotundate
oven's-nest
oven-stone

over
-all (a)
-arm (a)
-belief
-rigidity
-sparred
-the-counter (a)
-whipped
Owen-Glass Act

owl
-eyed
-wide

owl's
-clover
-crown

own
-root
-rooted

ox
-eyed
-foot (a)

oyster
-green
-shell (a)

P

pagano
-Christian
-Christianism
-Christianize
pai-lou

pair
-oar (n)
-oared
Pai-Tak Pass
Pak-ho
pale-faced
pall-mall

palm
-bark (a)
-greasing
-lined (a)
-veined
Paludan-Muller
paly-bendy

pan
-denominational
-ecclesiastical
-headed

-human
-orthodox
-orthodoxy

Pan
-African
-Afrikander
-American
-Americanism
-Anglican
-Britannic
-Celtic
-Christian
-German
-Germanic
-Germanism
-Gothic
-Islamic
-Islamism
-Israelitish
-Ku
-Presbyterian
-Protestant
-Satavism
-Saxon
-Slav

pancreatico-duodenal)

panic
-mongering
-strike (v)
-stricken
-struck
Pape-Carpantier

paper
-backed
-boy
-chasing
-covered
-rush
-white (a)
papier-mache
para-anæsthesia
parallel-wire (a)

parcel
-gilder
-gilding

parent
-in-law

-teacher (a)
Parepa-Rosa
parieto-occipital

parrot
-back (a)
-like
-toed

parrot's
-bill
-feather
parson-in-the-pulpit
partan-handed
parti-mortgage

part
-pay
-time

party or parti
-coated
-colored
-decorated
-membered
-mortgage (n)

LESSONS IN PRINTING, ISSUED BY THE I. T. U.

-named
-striped
-walled
Pas-de-Calais

pass
-by
-penny
passer-by
past-due (a)
paste-down
pat-a-cake
patch-leaf
paulo-post-future
paymaster-generalship
Pavillons-sous-Bois

pea
-coated
-flowered
-jacket
-vine (a)
peace-time (a)

peach
-bark (a)
-blossom (a)
-colored
-tree (a)
-twig (a)

pearl
-eyed
-handled (a)
-powdered
peau-d'orange (a)
pebble-hearted

peen
-hammer (v)
-to

peep
-bo
-eye
pelican's-foot
pell-mell
penang-lawyer
pendant-winding
penner-up

penny
-a-line (a)
-a-liner
-wise
-yard (a)
pepper-and-salt
Pereyaslavk-Zalyeski
Perreux-sur-Marne
Pest-Pilis-Solt-Kiskun

pharyngo
-epiglottic
-esophageal
-oral
pheasant's-eye
pheasant-tailed

phonetic
-grammatical
-hieroglyphic

photo
-electric
-electrical
-electricity
-electrograph
-electron
-electrotype
-engrave
-engraver
-engraving
-epinastic
-epinastically
-epinasty
-etch
-etched
-etching

physico
-mathematical
-mathematics
-philosophical
-philosophy
-theological
-theologist
-theology
physio-sociological
piano-violin

pick
-me-up
-up
picker-up
pickle-herring

pie
-gow
-mag
piece-dyed

pied
-a-terre
-billed
-winged (a)
Pierrefitte-sur-Seine
pierre-perdu

piezo
-electric
-electricity

pig
-back (v)
-eyed
-faced
-headed
-headedly
-headedness
-jawed
-jump (v)
-jumper
-tailed

pigeon
-breasted
-hearted
-toed

pigeon's-blood
pig's-whistle
Pi-hahiroth
pile-upon-pile velvet
pilo-fatty
pily-bendy

pin
-borer
-eyed
-fire
-headed
-tailed
-toed
-work (v)
pince-nez

pine
-cone (a)
-needle (a)
-shoot (a)
-tree (a)
Pine-Tree State
piney-varnish (a)
ping-pong

pink
-eyed
-nosed
-sterned

pipe
-clay (v)
-clayey
-clayish
-line (v)
pip-squeak
pippin-face
purr-maw

push
-pash
-posh
pistol-proof

pit
-brow (a)
-headed

pitch
-faced
-plaster (v)
pitter-patter

pixy
-led
-puff

place
-kick (v)
-kicker

plain
-clothes (a)
-dealing
-hearted
-laid
-sailing
-spoken
-spokenness

plane
-polarized
-table (v)
-tabler (n)

planet
-stricken
-struck
plank-sheer (n)

plano
-concave
-convex
-horizontal
-orbicular
-subulate
plant-animal

plate
-glass (a)
-glazed
-roll (v)
platter-faced

play
-by-play (a)
-off

pleasure
-loving
-mad
-pursuing

plein
-air (a)
-arist
Plombieres-les-Bains
Plonévez-du Faou
plot-proof
Plougastel-Daoulas
plowman's-spikenard
plug-ugly
pneumato-chemical

pock
-marked
-pit (v)

point
-blank
-device
-laced
-ring (a)
-to-point (a)
poison-berry (a)
poke-bonneted
poker-faced

politico
-commercial
-ecclesiastical
-economic
-ethical
-religious
-social
polka-dotted (a)
poll-evil
poly-mountain
Pont-a'-Calles
Pont-a'-Mousson

LESSONS IN PRINTING, ISSUED BY THE I. T. U.

Pont-Audemer
 Pont-l'Abbe'
 Pont-Saint-Esprit
 Pooh-Bah
 pooh-pooh

poor
 -debtor law
 -law (a)
 -man's-geranium
 -man's-herb
 -man's-mustard
 -man's-pepper
 -man's-rhubarb
 -man's-soap
 -man's-treacle
 -man's-weatherglass
 -spirited

Poor-Robin's-plantain
 pop-over

poppy
 -cock
 -seed oil
 popular-priced

port
 -mouthed
 -vent
 -wine (a)
 -wine-stain
 Port-au-Prince
 Port-royalist

porte
 -bonheur
 -caustique
 -cochere
 -crayon
 -lumiere
 Posadowsky-
 Welmer, von

post
 -and-pillar
 -and-rail (a)
 -and-stall
 -Biblical
 -Carolingian
 -Chaise (v)
 -choreic
 -Christian
 -comitial
 -Darwinian
 -Diocletian
 -fine
 -free
 -Homerick
 -Johnsonian
 -Kansan
 -Kantian
 -Lafayette
 -mediastinal
 -Mishnic
 -mortem (a)

-Nicene
 -obit (a)
 -season
 -temporal
 -tonic
 -traumatic
 -treaty
 -tympanic
 -war (a)
 Post-Carboniferous
 Post-Cretaceous
 Post-Eocene
 Post-Lafayette
 Post-Mesozoic
 Post-Miocene
 Post-Paleozoic
 Post-Pleistocene
 Post-Pliocene
 Post-Raphaelite
 Post-Renaissance
 Post-Roman
 Post-Syrian
 Post-Tertiary
 Post-Theodosian

postmaster
 -general
 -generalship

pot
 -au-feu
 -bellied
 -belly
 -bound
 -girl
 -lead (v)
 -valiant
 -valiance
 -valiancy
 -valiantly
 -valiantry
 -valor
 -valorous
 -verdugo
 -walloper
 -walloping
 potent-counterpotent
 pottery-bark (a)
 poult-de-soie

pound
 -folly
 -foolish
 -worth
 pousse-café

poverty
 -racked
 -stricken
 powder-blue (a)
 powder-posted
 pow-wow

pre
 -Aryan
 -Centennial

-Chinese
 -Christian
 -Christianic
 -Darwinian
 -Dorian
 -Germanic
 -Hellemic
 -Homeric
 -Incarial
 -Islamic
 -Koranic
 -Linnæan
 -Mosaic
 -Osmanli
 -Petrine
 -Phidian
 -Sargonic
 -Semitic
 -Socratic
 -Tertiary
 -Tridentine
 -Victorian
 -Volstead
 Pre-Cambrian
 Pre-Carboniferous
 Pre-Paleozoic
 Pre-Raphaelism
 Pre-Raphaelite
 Pre-Raphaelitism
 present-day (a)
 pretty-pretty
 Prévost-Paradol

price
 -cutting
 -shading
 prick-eared
 pricking-up (n)
 prie-dieu

priest
 -rid
 -ridden
 Prince-of-Wales's-
 feather
 prince's-feather
 princum-prancum
 printing-out (a)
 prittle-prattle
 Privat-Deschanel
 probe-pointed
 Probe-bibel
 proces-verbal
 profit-sharing
 prompt-book
 proof-proof

proto
 -albumose
 -Corinthian
 -Etruscan
 -European
 -Doric
 -Hellenic
 -Ionic
 -Malay

-Mongol
 -Mycenæan
 -Semitic
 pro-verb

pseudo
 -apoplexy
 -aquatic
 -archaic
 -arthrosis
 -axis
 -Christian
 -erysipelas
 -influenza
 -Italian
 -malachite
 -monocetyledonous
 -scientific
 Pseudo-Clementine
 Pseudo-Isidore
 Pseudo-Isidorian

psycho
 -analyzing
 -biology
 public-spirited
 Puckler-Muskau,
 von
 pudding-headed

puddle
 -ball
 -bar
 puff-leg (n)
 pug-nosed
 puke-stocking

pull
 -off
 -on

puller
 -in
 -out
 pulling-out
 punt-out
 purple wake-robin
 purse-proud
 push-pull (a)

put
 -off
 -out
 -up (a)

putter
 -on
 -out

puzzle
 -headed
 -headedness
 -monkey
 pye-dog
 Pyrennes-Orientales
 pyx-jury

LESSONS IN PRINTING, ISSUED BY THE I. T. U.

Q

<p>Q -boat -ship qua-bird</p> <p>quarry -faced -rid (n) -stone (a)</p> <p>quarter -angled -boards -bound -cast (a) -cleft -cut</p>	<p>-deck -decker -deckish -fishes -hollow -phase (a) -pierced -pointed -saw -sawed -sawing -sawn -space -vine quartermaster-general quasi-periodic</p>	<p>quater -centenary -tenses queen-post (n)</p> <p>queen's -balm -berry -delight -flower -gillflower -herb -July-flower -lily -needlewort -root queer-looking</p>	<p>query-madam quia-quia</p> <p>quick -beaten -fire -firing -sighted -sightedness -witted -wittedness Quiller-Couch</p> <p>quintuple -nerved -ribbed</p>
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R

<p>rabbit -ear (a) -foot (a) -mouthed</p> <p>rabbit's -flower -foot</p> <p>race-about (n)</p> <p>rack -lashing -o'-bones -rent (v) -renter</p> <p>racket -tail -tailed</p> <p>radiate-veined (botony)</p> <p>radio -element -frequency -lead</p> <p>rag -burn (v) -fallow -fallowing Rail-splitter, The</p> <p>rain -drenched -proof -tight rake-off</p> <p>ram's -head -horn ran-tan rap-full (n)</p>	<p>rapid -fire (a) -firer -firing rarec-show raspberry-jam tree rasp-pod</p> <p>rat -a-tat -rime -tail -tailed -tat rat's-tail (n)</p> <p>rattle -bones -brained -headed -pated -skulled Pre-Raphaelitish</p> <p>rattlesnake -root -weed</p> <p>rat-trap pedal raven's-duck</p> <p>razor -backed -billed -stropping razzle-dazzle</p> <p>re (in the sense of again) -act (v, t) -censure (n) -cognition -commend -create -creator</p>	<p>-creation -creative -formative -former -graduate -identification -lease -present -presentation -presentment -quit -rectify -rummage -search -serve -sign -sulation -store reach-me-down</p> <p>ready -made -to-serve -to-wear -witted -wittedness rear-horse reason-closing (a) receiver-general record-breaker</p> <p>recto -coccygeal -colonic</p> <p>red -backed -bead (a) -bellied -billed -blind -breasted -crested -dog (a) -eyed</p>	<p>-figured -footed -hand -handed -hard -harden (v) -hardness -hat -headed -hot -lead (a) -legged -letter (a) -light (a) -necked -nosed -shafted -short -shortness -shouldered -tail (a) -tailed -tape (a) -taped -taper -tapery -tapish -tapism -tapist -wat -winged reduction- improbation refined-featured (a) registrar-general render-set (a) re-enlisted resino-electric rest-harrow retro-choroiditis retro-uterine</p> <p>return -ball -cocked</p>
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LESSONS IN PRINTING, ISSUED BY THE I. T. U.

rez-de-chaussee
Rhode-Saint-Genese
rhomboïd-ovate
rhyme-word
ribbon-back (a)

rice
-cut-grass
-field (a)
-grain
-paper (a)
-water (a)

rift
-sawed
-sawing

right
-about (n)
-about-face
-and-left
-angled
-hand
-handed
-handedly
-handedness
-hander
-lined
-minded
-mindedness
-of-way
Rimmon-parez

ring
-around
-billed
-fence (v)
-necked
-porous
-rope
-small

-streaked
-tailed
rip-rap
Rives-Wheeler
rix-dollar
roach-backed

road
-building
-making
roast-beef plant
robe-de-chambre

robin
-run-in-the-hedge
-wake

robin's
-plantain
-rye

rock
-bottom
-bound
-engraving
-faced

rocking
-chair
-horse

roll
-and-fillet
-cumulus
-top
rolling-pin
Rolls-Royce
roly-poly
Romagne-sous-
Mountfaucon

Romans-sur-Isere
rond-point

root
-and-branch (a)
-mean-square
rope's-end (v)
rope-sight

rose
-a-ruby
-breasted
-colored
-cut (a)
-geranium oil
-pink (a)
-red (a)
-ringed
-water (a)
Rosny-de-Vede
rotten-egg (v)

rough
-and-ready (a)
-and-tumble (a)
-bore (v)
-coat (v)
-grind (v)
-house
-leaved (a)
-legged
-plane (v)
-point (v)
-stone (v)
-stuff
-tailed
-winged
roughing-in

round
-arm (a)

-cornered
-iron
-the-world (a)
-shouldered
-table (a)
-up
rowdy-dowdy
rubber-stamp (a)

ruby
-and-topaz (a)
-tailed
-throated
ruffy-tuffy
rump-fed

rum
-runner
-running

run
-around
-back
-off
-of-the-mine
-on
-through
runner-up
running-mate

rush
-grown
-leaved
-nut
russel-cord
Russo-Byzantine
Russo-Japanese
Russo-Turkish
rust-colored
rusty-back

S

saber
-legged
-toothed
Sacco-Vanzetti
sack-winged

saddle
-backed
-billed
-graft (v)
-shaped

safe
-conduct
-deposit (a)
-fund (a)
-keeping
-pledge (n)

sailing
great-circle
middle-latitude
Sailly-Saillisel
sailor's-choice

sails
fore-royal
fore-topgallant
fore-topmast
fore-topsail
main-royal
main-topgallant
main-topmast
mizzen-royal
mizzen-topgallant
mizzen-topmast
Saint-Agnes's-flower
Saint-Anthony's-nut
Saint-Anthony's-
rape
Saint-Anthony's-
turnip
Saint-Barbara's-
cress
Saint-Barnaby's-
thistle
Saint-Bennet's-
herb
Saint-Bruno's-lily

Saint-Catharine's-
flower
Saint-Christopher's-
herb
Saint-Cuthbert's-
beads
Saint-Dabeoc's-
heath
Saint-Eloi
Saint-Eloy-les
Mines
Saint-George's-herb
Saint-George's-
mushroom
Saint-Ignatius's
bean
Saint-James's-
bread
Saint-James's-
flower
Saint-James's-lily
Saint-James's-wort
Saint-John's-lily
Saint-John's-Wort

Saint-Joseph's-lily
Saint-Martin's-
flower
Saint-Martin's-herb
Saint-Mary's-
flower
Saint-Mary's-grass
Saint-Mary's-herb
Saint-Mary's-seed
Saint-Mary's
thistle
Saint-Michael's-
orange
Saint-Patrick's-
cabbage
Saint-Paul's-
speedwell
Saint-Peter's-corn
Saint-Peter's-wort
Saint-Peter's-
wreath
Saint-Robert's-herb
Saint-Swithun's-
apple

LESSONS IN PRINTING, ISSUED BY THE I. T. U.

Saint-Swithin's-apple
 Saint-Affrique
 Saint-Amand
 Saint-Amand-Mont-Rond
 Saint-Andre
 Saint-Barthelemy
 Saint-Benoit
 Saint-Brieuc
 Saint-Chamand
 Saint-Claude
 Saint-Cloud
 Saint-Cyr-l'Ecole
 Saint-Denis
 Saint-Denis-du-Sig
 Saint-Didier-la-Seauve
 Saint-Die
 Saint-Dizier
 Saint-Etienne
 Saint-Etienne-du-Rouvray
 Saint-Flour
 Saint-Fons
 Saint-Francois
 Saint-Gaudens
 Saint-Georges
 Saint-Germain-en-Laye
 Saint-Gilles
 Saint-Gilles-lez-Termonde
 Saint-Gilles-Waes
 Saint-Girous
 Saint-Gobain
 Saint-Jean-d'Angely
 Saint-Jean-de-Luz
 Saint-Josse-ten-Noode
 Saint-Junien
 Saint-Leonard-de-Noblat
 Saint-Lo
 Saint-Louis
 Saint-Maixent
 Saint-Malo
 Saint-Maude
 Saint-Marc
 Saint-Martin-Boulogne
 Saint-Mathieu-Pointe
 Saint-Maur-des-Fosses
 Saint-Maurice
 Saint-Medard-en-Jalles
 Saint-Mihiel
 Saint-Nazaire
 Saint-Nectaire
 Saint-Nicolas
 Saint-Omer
 Saint-Ouen
 Saint-Paul
 Saint-Pierre-des-Corps
 Saint-Pierre-Quilbignon
 Saint-Pol-sur-Mer

Saint-Quentin
 Saint-Raphael
 Saint-Remy
 Saint-Servais
 Saint-Servan-sur-Mer
 Saint-Troude
 Saint-Vallier
 Saint-Vith
 Saint-Yrieix-la-Perche
 Sainte-Anne
 Sainte-Baume
 Sainte-Croix
 Sainte-Marie
 Sainte-Marie-aux-Mines
 Sainte-Menehould
 Sainte-Rose
 Saint-Savine
 sallee-man
 salpingo-ovaritis
 Salon-de-Provence
salt
 -master
 -mouth (a)
 salver-shaped
 Sama-Veda
sand
 -blast (v)
 -blind
 -blindness
 -box
 -burned
 -fly (a)
 -hill (a)
 -hiller
 -lot (a)
 -pump (a)
 sandy-haired
sang
 -dragon
 -froid
sans
 -culotte
 -culotterie
 -culottic
 -culottish
 -culottism
 -culottist
 -serif
 Sans-culottide
 Sans-Genes, Madame
 sap-headed
 sauce-alone
 saucer-eye (a)
 save-all (n)
saw
 -billed
 -file (a)
 -toothed
 -whet
 -wrest
 sawed-off (a)

sax
 -tuba
 -valve
 scale-tailed (a)
 scallop-shell (a)
 scaly-winged
 scape-wheel
 scarlet-covered (a)
school
 -teacher
 -teaching
 Schotten-Baumann
 reaction
 scissor-tailed
 sclero-choroiditis
 sclerotic-choroiditis
 scorpion's-tail
 scotch-hopper
 Scotch-Irish
 scot-free
 Scott-connected
 scrape-finished
 screen-grid (a)
sea
 -born
 -ear
 -green (a)
 -kale (a)
 -island
 -otter's-cabbage
 -roving
 -run
 -running
 seal-brown (a)
 se-baptist
second
 -class (a)
 -first
 -hand (a)
 -rate
 -sight
 -sighted
secretary
 -general
 -treasurer
 secreto-inhibitory
 see-bright
 seed-lac (n)
 seek-no-further (fruit)
self
 -abandoned
 -abandoning
 -abandonment
 -abased
 -abatement
 -abasing
 -abhorrence
 -abhorring
 -abnegation
 -absorbed
 -abuse
 -accusation
 -accusatory
 -accused

-accusing
 -acquired
 -acting
 -action
 -active
 -activity
 -actor
 -adjustable
 -adjusting
 -admiration
 -admirer
 -admission
 -admonitory
 -adornment
 -advertisement
 -affairs
 -affecting
 -affirmation
 -affrighted
 -aggrandizement
 -aligning
 -analysis
 -anatomy
 -annihilated
 -annihilation
 -antithesis
 -apparent
 -applause
 -applied
 -applying
 -appointed
 -approbation
 -approval
 -approving
 -asserting
 -assertion
 -assertive
 -assertiveness
 -assumed
 -assumption
 -assured
 -balanced
 -baptizer
 -begotten
 -benefit
 -betray
 -betrayed
 -binder
 -binding
 -blinded
 -blood
 -boarding
 -boasting
 -canceled
 -canting
 -care
 -catalysis
 -caused
 -centered
 -centering
 -centration
 -charity
 -cleaning
 -clearance
 -closing
 -cocking
 -collected
 -colored
 -combating
 -combustion
 -command

LESSONS IN PRINTING, ISSUED BY THE I. T. U.

-commendation
 -commune
 -communicative
 -communion
 -complacency
 -complacent
 -conceit
 -conceited
 -conceitedness
 -concentered
 -concern
 -condemnation
 -condemned
 -condemning
 -conditioning
 -conduct
 -confessed
 -confidence
 -confident
 -confidently
 -confiding
 -confinement
 -conflict
 -congratulation
 -conjugate
 -conquest
 -conscious
 -consciously
 -consciousness
 -conservation
 -conserving
 -consideration
 -considering
 -consumed
 -consuming
 -consumption
 -contained
 -contempt
 -content
 -contentment
 -contradiction
 -contradictory
 -control
 -controlled
 -convicted
 -conviction
 -cooking
 -corrective
 -correspondent
 -corresponding
 -coupler
 -covered
 -created
 -criticism
 -culture
 -danger
 -deceit
 -deceived
 -deceiver
 -deceiving
 -deception
 -defeating
 -defense
 -defensive
 -degradation
 -delusion
 -demagnetizing
 -denial
 -denier
 -denying
 -denyingly

-dependent
 -depending
 -depraved
 -depreciation
 -depreciative
 -deprived
 -derived
 -despair
 -destroyed
 -destroyer
 -destruction
 -destructive
 -determination
 -determined
 -determining
 -development
 -devised
 -devoted
 -devotedness
 -devotement
 -devotion
 -devouring
 -differentiation
 -diffusive
 -digestion
 -directing
 -direction
 -directive
 -discipline
 -disclosure
 -discrepant
 -discrimination
 -disdain
 -disparagement
 -display
 -dispraise
 -dissatisfaction
 -dissecting
 -dissolved
 -distinguishing
 -distrust
 -distrustful
 -division
 -dominion
 -doomed
 -dualistic
 -dubbed
 -educated
 -education
 -effort
 -elected
 -elective
 -endeared
 -enjoyment
 -escape
 -esteem
 -estimate
 -estimation
 -estrangement
 -evaluation
 -evidence
 -evident
 -evidently
 -evolution
 -evolved
 -exaltation
 -exalting
 -examinant
 -examination
 -excite

-exciter
 -excitation
 -exculpation
 -excuse
 -excusing
 -executing
 -existence
 -existent
 -exhibition
 -exile
 -expatriation
 -explaining
 -explanatory
 -explication
 -exposure
 -expression
 -faced
 -farming
 -fed
 -feeder
 -feeding
 -fertile
 -fertility
 -fertilization
 -fertilize
 -fertilizer
 -fitting
 -flagellation
 -flattering
 -flattery
 -focusing
 -forbidden
 -forgetful
 -forgetfully
 -forgetfulness
 -formation
 -fulfillment
 -gathered
 -ganging
 -generated
 -generation
 -glaze
 -glorification
 -glorious
 -governed
 -governing
 -government
 -gratification
 -gratulation
 -hardened
 -hardening
 -harm
 -heal
 -healing
 -help
 -helpless
 -heterodyne
 -homicide
 -humiliation
 -hypnotism
 -hypnotization
 -identity
 -identical
 -idolized
 -ignition
 -immolation
 -immurement
 -imparting
 -importance
 -important
 -imposed

-imposture
 -impotent
 -impregnation
 -improvement
 -inclosed
 -inclusive
 -incrimination
 -incurred
 -indignation
 -induced
 -inductance
 -induction
 -inductive
 -indulgence
 -indulgent
 -infection
 -inflicted
 -instruction
 -insurance
 -insurer
 -interrogation
 -interest
 -interested
 -intersecting
 -intoxication
 -invited
 -involution
 -involved
 -ionization
 -judging
 -justification
 -justifier
 -killed
 -kindled
 -knowing
 -knowledge
 -laudation
 -left
 -life
 -limited
 -limiting
 -loading
 -loathing
 -locating
 -locking
 -love
 -loving
 -luminous
 -luminosity
 -made
 -maintenance
 -making
 -mastered
 -mastery
 -mate
 -measurement
 -mortification
 -motion
 -moved
 -moving
 -movement
 -murder
 -murderer
 -neglecting
 -nourishment
 -objectification
 -observation
 -offense
 -oiling
 -operative
 -opinion

LESSONS IN PRINTING, ISSUED BY THE I. T. U.

-opinioned
 -opinionated
 -opposition
 -originated
 -originating
 -oscillation
 -pampered
 -partiality
 -paying
 -perceiving
 -perception
 -perfect
 -perfectionment
 -perpetuating
 -perpetuation
 -perplexed
 -pity
 -playing
 -pleached
 -pleasing
 -poised
 -policing
 -pollinated
 -pollinating
 -pollination
 -pollution
 -posited
 -positing
 -possessed
 -possession
 -praise
 -praising
 -precipitation
 -preservation
 -preservative
 -preserving
 -pride
 -profit
 -propagating
 -propelled
 -propeller
 -propelling
 -protection
 -questioned
 -raising
 -rake
 -reading
 -realization
 -reciprocal
 -reckoning
 -recording
 -reduction
 -refining
 -reflection
 -reformation
 -regard
 -regardant
 -regarding
 -registering
 -registration
 -regulating
 -regulation
 -regulative
 -relation
 -reliance
 -reliant
 -relying
 -renunciation
 -renouncing
 -repellent
 -repellency

-repelling
 -repetition
 -repression
 -reproach
 -reproached
 -reproachful
 -reproaching
 -reproachingly
 -reproof
 -reproved
 -reproving
 -reprovingly
 -repugnant
 -repulsive
 -respect
 -respectful
 -respecting
 -restrained
 -restraining
 -restraint
 -restriction
 -revealed
 -revealing
 -revelation
 -reverence
 -reverent
 -righteous
 -righteousness
 -rolled
 -ruined
 -sacrifice
 -sacrificing
 -satisfied
 -satisfaction
 -satisfying
 -scorn
 -scrutiny
 -seeker
 -seeking
 -serve
 -service
 -shining
 -similar
 -slaughter
 -slaughtered
 -sown
 -spacing
 -speaking
 -starter
 -sterile
 -sterility
 -stowing
 -styled
 -subdued
 -subsistency
 -subsistent
 -subsisting
 -substantial
 -sufficiency
 -sufficiency
 -sufficient
 -sufficingness
 -suggested
 -suggestion
 -suppletive
 -support
 -supported
 -supporting
 -surrender
 -suspended
 -suspicious

-sustained
 -sustaining
 -sustenance
 -taught
 -testing
 -thinking
 -tormenting
 -tormentor
 -torture
 -troubling
 -trust
 -tuition
 -uncertain
 -understand
 -uniform
 -union
 -upbraiding
 -valuation
 -valuing
 -variance
 -view
 -violence
 -vulcanizing
 -weight
 -weighted
 -will
 -willed
 -willedness
 -winding
 -worship
 -worshiper
 -worshipping
 -wrong

semi

-armor-piercing
 -Diesel
 -incandescent
 -independence
 -independent
 -indurated
 -inertness
 -infinite
 -inhibition
 -ironical
 -Tartar
 -Tychoinic
 -water gas
 Semi-Augustinian
 Semi-Arian
 Semi-Arianism
 Semi-Christianized
 Semi-Pelagian
 Semi-Quietism
 senator-elect
 send-off
 sept-chord
 series-wound (a)
 serio-comic
 serpent's-tongue

serrate

-ciliate
 -dentate
 Servo-Croatian
 servo-motor (n)

set

-back
 -down (n)
 -fair

-hands (a)
 -off
 -out
 -over
 -screw (v)
 -stitched
 -to
 -up
 setter-grass
 settler's-clock

seven

-day (a)
 -shooter
 -thirty
 -up
 -year (a)
 seventeen-year (a)
 seventy-five

sex

-limited
 -linked

shad

-bellied
 -flower
 shag-haired
 Shakespeare-Bacon
 Controversy

shake

-down
 -up
 shame-proof
 shang-ti
 shard-borne

sharp

-cut
 -set
 -shinned
 -sighted
 -sightedness
 -tailed
 -witted

shatter

-brained
 -pated
 sheath-winged

she

-balsam
 -beech
 -oak
 -pine

sheep

-bush
 -faced
 -headed
 -kneed
 -sick (a)

sheep's

-bane
 -bit
 -heard
 -foot
 -parsley

LESSONS IN PRINTING, ISSUED BY THE I. T. U.

-scabious
-sorrel
-wool (a)
sheet-pile (v)

shell
-lac
-leaf
-less
-shock (v)

shepherd's
-bag
-clock
-club
-companion
-cress
-joy
-knot
-myrtle
-needle
-pine
-pouch
-purse
-rod
-scabious
-staff

Sheppard-Towner
Act
Sherra-moor
Shethar-boznai
shuck-shock

shield
-bearer
-shaped
shilly-shally
shin-tangle

ship
-lap
-plane
-rigged
shiver-spar

shock
-dog
-head
-headed
shoe-tree
shoeing-horn
shoot-off

short
-arm (a)
-armed
-breathed
-changed
-circuit
-coupled
-cut (a)
-dated (a)
-eared
-horned
-jointed
-laid
-landed
-leaved
-lived
-nosed

-order (a)
-period (a)
-reed (a)
-run (a)
-shucks
-sleeved
-spoken
-story (a)
-tailed
-tempered
-toed
-waisted
-wave
-winded
-windedly
-windedness
-winged
-wool
-wooled

shot
-hole (a)
-proof

shoulder
-of-mutton sail
-shotten

shovel
-nosed
-penny

show
-down
-up

shrill
-tongued
-voiced
shroud-laid

shuck
-bottom
-bottomed
shunt-wound

shut
-eye
-in
-off
-out

stbi
-conjugate
-reciprocal

sickle
-billed
-hocked

side
-bar (a)
-beam (a)
-chain (a)
-lever (a)
-line (v)
-splitting
-step (v)
-taking (n)
-tracked

-wheel
-wheeler
Siemens-Martin
steel

sight
-seeing
-seer

silk
-bark oak
-stocking (a)
-tassel tree

silver
-bar fish
-bell tree
-black (a)
-gray
-haired
-leaf
-leaved
-mounted (a)
-plated
-rod
Simon-pure

simple
-faced
-hearted
-minded
-mindedness
simpler's-joy
sinew-shrunk

single
-action
-acting
-banked
-beat (a)
-breasted
-cut (a)
-deck (a)
-driver
-ended
-eyed
-foot (n, v)
-footer
-framed
-geared
-handed
-hearted
-loader
-measure (a)
-minded
-phase (a)
-phaser
-rail (a)
-riveted
-shear
-side-band (a)
-spaced
-speech
-sticker
-surfaced
-threaded
-twist (a)
-valued (a)
-whip
sing-sing
sister-in-law

six
-canted file
-cut
-foot (a)
-footer
-hour (a)
-part (a)
-point (a)
-rowed
-shooter
-stringed

sixty
-fourmo
-fourth
-six
skin-deep
skip-stop (a)

sky
-blue
-clad
-high
-planted
slab-sided

slack
-salted
-water (v)
slam-bang

slang
-whang (v)
-whanger (n)

slap
-bang
-stick
-up
slash-grain
slate-colored

slave
-grown
-making (a)
slide-wire

slip
-on
-sheet (v)
slit-eyed
sloop-rigged

slop
-built
-molded

slot
-drill
-spike

slow
-burning (a)
-down
-moving
-thinking
-witted

small
-faced
-sized

LESSONS IN PRINTING, ISSUED BY THE I. T. U.

smell
-feast
-less
Smith-Dorrien
smock-faced

smoke
-dry (v)
-filled
-oh
-tight

smooth
-bored
-chinned
-faced
-spoken
-tongued
smother-kiln
snail-paced

snake's
-beard
-head
-mouth
-tongue

snap
-back
-finger
-shooter
-shooting
-the-whip
snapper-back
snipe-nosed
snip-nose (a)

snow
-blind
-bound
-broth
-capped (a)
-in-harvest
-in-summer
-on-the-mountain
-white
snub-nosed

so
-and-so
-called (a)
soap-fast

sober
-minded
-mindedly
-mindedness

soft
-bone
-finned
-headed
-hearted
-heartedly
-heartedness
-paste (a)
-rayed
-shell
-shelled
-soaping

-spoken
-tack
soi-disant

sol
-fa
-faist
-lunar

solid
-drawn
-hoofed
-horned
Solomon's-seal
son-in-law
sore-eyed
sought-after (a)
soupe-maigre
scup-fin (a)

south
-bound
-seeking
-southeast
-southerly
-southwest
space-charge (a)

span
-counter
-new
sparkled-back
sparkle-berry
spatter-dock
speak-easy
speckled-bill (n)
speech-making
speeding-up
speed-up

spick
-and-span
-and-span-new
-span-new
spigot-and-faucet (a)
spike-kill

spindle
-legged
-shanked
-shaped

spine
-chilling
-finned
-rayed
-tailed

spiny
-finned
-rayed

spiritual
-minded
-mindedness

spit
-stick
-sticker
splatter-faced

split
-phase (a)
-second (a)
-tail
-up

spoon
-billed
-fashion
-food
-meat
spot-barred

spread
-eagle
-eagled
-eagleism
-eagling
sprig-bit

spring
-tempered (a)
-tooth (a)
-wheat (a)
sprit-tail

spur
-heeled
-winged

square
-built
-cornered
-headed
-jointed
-rigged
-rigger
-set (a)
-shouldered (a)
-toed
-toes
squash-vine (a)

squid
-jigger
-jigging
squint-eyed

staff
-herd
-tree

stag
-evil
-headed
-headedness
-horned
stage-struck
stalk-eyed
stalking-horse

stall
-feed
-feeding
-fed

stand
-by
-off
-offish
-offishness

-up (a)
stander-wing
stander-by
stane-raw
Stanford-Binet test

star
-blind
-crossed
-gauge (v)
-naked
-nosed
-of-Bethlehem
-of-Jerusalem
-of-night
-of-the-earth
-proof
-spangled
stark-naked

state
-owned
-wide
statute-barred

stay
-at-home
-a-while
-bolt (v)
-plow

steam
-cut (v)
-hammer (a)
-jacket (v)
-roller (v)
-tight
-tightness

steel
-blue (a)
-cage (a)
steep-down

steep
-chasing
-compound
-crowned

stem
-clasping
-end (a)
-winder
-winding

step
-down (a)
-in
-parent
-up (a)
stepping-stone
stern-wheeler
stick-lac
stuckle-run

stiff
-backed
-hearted
-neck (a)
-neckedly
-neckedness

LESSONS IN PRINTING, ISSUED BY THE I. T. U.

still -burn -enduring -hunt Stir-up Sunday	-pull -spoken strait -jacket -laced -line (a) -line-frequency (a) -seeing -side -sided -waistcoat	-jump -rooted -tailed sub -base -basement -bass -Pyrenean Sub-Adriatic Sub-African Sub-Apennine Sub-Northern	-orbital -obitar -orbitary sure -enough -fire (a) -footed -footedly -footedness
stock -and-bill (a) -blind -rate (a) -still	strap -hung -laid -shaped strato -cirrus -cumulus Stratton-Porter, Gene	subject -object -objectivity Succoth-benoth sud-oil sue-and-labor clause	surface -bent -contact (a) surgeon-general sur-royal surveyor-general swallow-tailed
stone -blind -cold -colored -dead -deaf -hearted -still stoop-and-room (a)	straw -bass (a) -colored -necked streaked-back stream-line (a)	sugar -cane (a) -coated -loaf (a)	swan -upper -upping swan's-down swash-letters sway-backed
stop -and-go -cylinder (a) -gap -loss order -off -open -over stork-billed stork's-bill storm-proof Storm-and-Stress Period	strike -a-light -or-silent -out	sulpho -indigotic -uvitic sulphur-bottom sultan-red summer-fallow	swamp -breathed -roasted swelled-gelatin (a)
story -teller -telling -writer	striker -boat -out strip-leaf	sun -burner -cracked -struck super-Zeppelin supple-jack	swift -footed -handed -heeled -moving -winged swine-chopped
stout -hearted -heartedness	strong -boxes -minded -mindedly -mindedness -scented -water -weak stub-bred stuck-up stud-pink studding-sail (a) stuffing-box (a)	supra -acromial -anal -angular -auricular -axillary -entity -esophageal -ethmoid -iliac -ilium -interdorsal -intestinal -occipital -ocular -oesophageal -oral	swine's -bane -cress -feather -grass -snout -succory swing-swang swizzle-stick
stow -boating -net -wood straddle-legged	stump -bred		sword -and-buckler -billed -proof -shaped Syro-Chaldaic Syro-Macedonian
straight -cut -line (a) -out			

T

table -cut (a) -land tac-au-tac tackle single-whip tackle tag-end tail -bay	-heavy -lamp -light -rime -water tailor-made take -all -in	-off -up taker -in -off taking-off talkee-talkie talk-films tale-bearer	tallow -face -faced -root -top -topped tangent-cut tapestry-hung (a) tap-rivet (v) tar-bush
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LESSONS IN PRINTING, ISSUED BY THE I. T. U.

tarry
 -brecks
 -fingered
tartan-purry
 ta-ta
Taylor-White
 process
T-connected
tear-falling
tea-seed oil
teaze-hole

tee
 -bulb
 -hold
 -name
te-hec
teeter-tail
tee-to-tum
te-tee

tele
 -iconograph
 -typewriter
Tel-el-Amarna
Tel-haresha
Tel-melah
temporo-
 auricular

ten
 -forties
 -o'clock (n)
 -pounder
 -strike

tender
 -hearted
 -heartedly
 -heartedness
ternate-pinnate

terre
 -tenant
 -verte

tete
 -a-tete
 -de-mouton
 -de-pont
 -de-veau
tether-hall
text-writer
thank-you-ma'am
thaw-drop
thermo-inhibitory

thick
 -and-thin
 -billed
 -headed
 -headedly
 -headedness
 -head fly
 -knee
 -leaved
 -skinned
 -skulled
 -stamen
 -winded
 -witted

-wittedness
thimble-eye
thin-skinnedness
thing-in-itself

third
 -class (a)
 -penny
 -rail (a)
 -rate (a)
 -rater

thirty
 -second
 -twomo
thorn-headed

thorough
 -brace
 -stem

thousand
 -headed
 -leaf
 -legged
 -jacket
Thraco-Illyrian
Thraco-Phrygian
thrall-less

thread
 -shaped
 -needle
 -the-needle

three
 -arm
 -armed
 -bagger
 -bearded
 -card loo
 -coat
 -color
 -cornered
 -course
 -cycle
 -deck (a)
 -decker
 -electrode (a)
 -foot
 -halfpence
 -high
 -hooped
 -line
 -master
 -mile
 -nerved
 -out
 -part
 -parted
 -phase
 -phaser
 -pile
 -piled
 -plier
 -ply
 -point
 -port
 -pound
 -quarter
 -ridge

-seeded
 -square
 -spread
 -suited
 -throw
 -toed
 -valve
 -way

throw
 -crook
 -off
thrum-eyed
thumb-nail (a)

thunder
 -and-lightning
 -dirt
 -proof

thyreo
 -adenitis
 -antitoxin

thyro
 -antitoxin
 -arytenoid
 -arytenoideus
 -epiglottic
 -epiglottidean
tic-polonga
tide-rode

tie
 -plate (v)
 -plater
 -rod
 -tie
 -up
tiers-argent

tiger
 -eye
 -footed

tiger's
 -claw
 -eye
 -foot
 -jaw
 -milk
tight-closed
tile-drain (v)
tilt-up

time
 -barred
 -expired
 -honored
 -imbued
 -table
 -work

tine
 -grass
 -tare
 -weed
tin-foil (v)
ting-a-ling
tip-up
tire-larigot

tiring-room
tithe-free
title-page
tit-tat-to
titter-totter
titlle-tattle
Tityre-tu

to
 -and-fro
 -bread
 -do
 -rights

toad
 -in-the-hole
 -spotted

toad's
 -back
 -eye

tobacco
 -pipe clay
 -seed oil
Tob-Adamjah
toc-and-heel

toed
 four-
 narrow-
Toepler-Holtz
 machine

togt
 -rider
 -riding

tom
 -piper
 -tom
 -trot
Tom-and-Jerry
tongs-across-the-
 wall seat

tongue
 -and-groove joint
 -and-lip joint
 -ferdy
 -flowered
 -lashing
 -shaped
 -tie
 -tied
tonic sol-fa
tonka-bean (a)

tooth
 -ax (v)
 -billed (a)
 -wound

top
 -armor
 -block
 -boot
 -booted
 -drain
 -dress
 -dressing

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-flat	-etherian	tube-nosed	-told (a)
-hamper	-Neptunian	tub-sized	twi-formed
-hampered	-Siberian	tubo-abdominal	twim
-heavy	-Uranian		-screw (a)
-heaviness		tuck	-wave
-light	traveler's	-in	twisted
-pendant	-joy	-net	-flower
-rail	-tree	-out	-horn
-road (a)	tread-softly	-seine	-stalk
-rope	treasure-trove	tue-iron	'twixt-brain
-sew		tulip-eared	
-shaped	treble	tumble-down (a)	two
-timber	-geared	tum-tum	-bagger
-work (v)	-sinewed		-block
topy	tree	turbine	-blocks
-turviness	-clad	axial-flow (a)	-centered
-turvy	-living	inward-flow (a)	-color
-turvyism	trench-plow (v)	mixed-flow (a)	-course
torn-down (a)	trencher-fly	outward-flow (a)	-cycle
torpedo-boat	tres-tine	parallel-flow (a)	-deck
destroyer		Turko-Iranian	-decker
tort-feasor	tri	Turk's-cap lily	-edged
tortoise-shell (a)	-imide	Turk's-head	-faced
toss-up	-motored	Turk's-turban	-facedly
total-adhesion (a)	trigesimo-secundo	turn	-facedness
tote-load	trigger-finger	-over	-feeder
	tripe-de-roche	-sick	-field
touch		-tree	-foot
-in-goal	triple		-forked
-me-not	-crowned	turnip	-hand
tough-head	-expansion	-rooted	-handed
tous-les-mois	-headed	-stemmed	-headed
	-header	turquoise-berry	-high
tow	-ingrain	turtle-footed	-leaved
-headed (a)	-ribbed	tusk-shell	-legged
-hook			-line
-tail	triplicate	tu	-lipped
	-pinnate	-whit	-name
trachelo	-ternate	-whoo	-part
-clavicular	trot-line	tutti-frutti	-parted
-mastoid	trou-de-loup		-phase
-occipital	trout-colored	'tween	-phaser
	truckle-bed	-brain	-piece
track		-deck	-pines
-boat	true	-decks	-ply
-road	-blue (n)		-point
	-born	twelfth	-port
trade	-bred	-cake	-ranked
-mark	-hearted	-second	-sided
-union	-heartedness		-sidedness
-unionism	trumpet	Twelfth	-speed
-unionist	-shaped	-day	-step
	-tongued	-night	-three
trades	-voiced		-throw
-hall	trundle-bed	twelve	-tongued
-union		-day	-to-one
-unionism	trunk	-men's morris	-up
-unionist	-hatch		-way
	-hatchway	twenty	-wheeler
tragi	truth-lover	-fourmo (vigesimo- quarto)	tympano
-comedy		-eight	-Eustachian
-comic	try	-ounce	-malleal
-comical	-house	-second	-periotic
-comi-pastoral	-pot		-squamosal
trail-eye	-square	twice	-temporal
	-works	-born (a)	type-high
trans			typo-telegraph
-Canadian			

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U

<p>U-bar U-boat U-bolt</p> <p>ultra -agnostic -atomic -elliptic -equinoctial -Gantetic -intellectual</p>	<p>-red -smart -violet</p> <p>un -American -Anglicized uncalled-for uncared-for</p> <p>under -constable</p>	<p>-stimulus unheard-of unhoped-for uni-tooth unlooked-for unmade-up unsent-for untalked-of</p> <p>up -and-down (a)</p>	<p>-over -put -putting -to-date (a) -to-the-minute (a)</p> <p>Ur-nes urn-shaped U-shaped utero-ovarian Ut-napishtein uva-ursi</p>
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V

<p>V-block V-engine V-gear V-hook V-shaped V-thread V-type (a) V-vat vaccino-syphilis vare-headed vase-shaped vaso-inhibitory vaunt-courier</p> <p>Veda Atharva-Veda Rig-Veda Sama-Veda Yajur-Veda vegeto-alkali ventro-inguinal</p>	<p>Venus's -basin -basket -bath -comb -cup -ear -fan -flower-basket -flytrap -girdle -golden-appl. le -hair -hairstone -looking-glass -naval-wort -needle -pride -purse -shell -shoe</p>	<p>-slipper -sumac verse-colored</p> <p>vertebro -arterial -iliac vertical-inverted (a)</p> <p>vesico -umbilical -uterine vicar-general</p> <p>vice -admiralty (a) Vickers-Maxim gun vigesimo-quarto vine-clad</p> <p>violet -ear</p>	<p>-tip</p> <p>vireo blue-headed red-eyed white-eyed virgin-born virgin's-bower vis-a-vis vitreo-electric vitro-di-trina</p> <p>volta -electric -electricity -electrometer -electrometric volt-coulomb volte-face vowel-like (a) vulvo-uterine</p>
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W

<p>waberf-leaf wage-earner way-bread</p> <p>wagon -headed -roofed</p> <p>waist -deep -high</p> <p>wait -a-bit -awhile -fee -service wake-robin</p> <p>walk -around -over -stick palm</p>	<p>wall -eye -eyed -less -sided wapper-jaws</p> <p>war -blind -hawk -savings (a) -time</p> <p>warbler black-and-white (a) black-throated (a) chestnut-sided (a) golden-winged (a) orange-crowned (a) Ward-Burton rifle</p>	<p>warm -blooded -headed -hearted -heartedness warp-net frame warri-warri</p> <p>wart -faced -herb warty-back wash-off wasp-waisted</p> <p>water -borne (a) -closet -color -colorist -cool -cycle</p>	<p>-finished -fit -fronter -furrow (v) -glass (a) -gram-degree -hammer pulse -hardened -jacket -jacketed -lily tree -lined -logged -of-Ayr stone -purple -quenched -ret -rolled -rot -seal (v) -season (v) -soaked</p>
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LESSONS IN PRINTING, ISSUED BY THE I. T. U.

<p>-tight -tightness -tube (a) -vascular -way -white</p> <p>wax -red -stitched</p> <p>weak -handed -hearted -hinged -knead -minded -mindedness -spirited weasel-faced</p> <p>weather -beaten -bitt (v) -bitten -bound -driven -fast -fend (v) -strip (v)</p> <p>web -footed -footedness -toed -winged</p> <p>wedge -formed -shaped -tailed</p> <p>week -end -ends</p> <p>weigh-house</p> <p>well -advertised -aimed -appointed -appointedness -balanced -being -behaved -beloved -born -breathed -bred -decorated -defined -designed -doer -doing (n, a) -drain (v) -drawn -dressed -equipped -eye -favored -fixed</p>	<p>-found -founded -graced -groomed -kept -knit -known -left -less -lighted -mannered -meaning -natured -nigh -ordered -phrased (a) -read -rounded -set -sped -spoken -tempered -timbered -to-do -to-live -warded -willed -willer -willing -wish -wished -wisher -worn west-to-east (a)</p> <p>wet -bulb (a) -nurse (v) -plate (a) -season (v) -shod wetter-off</p> <p>whale -build -headed whale's-tongue whare-puni wheel-cut</p> <p>whip -shaped -tailed -tom-kelly whipper-in</p> <p>white adder's-mouth -bearded -bellied -blaze -bone -boned -breasted -capped -cell (a) -clad -collar -crested -crowned -ear</p>	<p>-eared -eye -eyed -eyelid (a) -face -faced -foot -footed -forget-me-not -fronted -handed -headed -hooved -hot -lead (v) -lined -lined -lipped -livered -marked -necked -nosed -pine (a) -pot -ribboner -rod -rumped -sided -tailed -thighed -topped -throated -water (v) White-slave-traffic Act whitlow-wort whittie-whattie Whit-Tuesday whiz-bang</p> <p>whole -colored -hearted -heartedly -heartedness -hoofed -length -life policy -skinned -souled wicked-looking</p> <p>wide -angle -awake -awakeness -open -set -spread</p> <p>widow -bench -wail</p> <p>wife -bound -ridden wiggle-tail</p> <p>wild -forget-me-not</p>	<p>-fowler -fowling -ginger oil -goose plum -williams willing-hearted Wilkes-Barre</p> <p>will -jill -o'-the-wisp -worship -worshiper</p> <p>willow -herb -thorn -weed -with-the-wisp -worm</p> <p>willy -muffy -nully -wagtail -wully</p> <p>wind -bound -break (v) -breaker -broken -dog -fertilization -fertilized -plant -pollinated -pollination -rode -shaken -shock -sucker -swept -swift -taut -tight -up</p> <p>wing -footed -handed -shell -shot -swift winnock-bunker winnow-corb Winston-Salem</p> <p>winter -bound -clad -ground (v) -marvel -rig -wheat (a)</p> <p>wire -cracking -draw (v) -edged -haired</p>
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-sewed
-shafted
-stitched
-tailed
-weed
-wound (a)
-wove

wise
-hearted
-like

wish
-maiden
-wash
wishy-washy

witch
-bells
-elm
-hazel
-leaf
-tree

witches'
-besom
-butter
-thimble
withdrawing-room
withe-rod

wither-wrung
wizen-faced

woe
-begone
-worn
Wolf-Ferrari
Wolf-Rayet star ↗

wolf's
-claw
-fist
-foot
-head
-milk

woman
-born
-grown
-queller

wonder
-of-the-world
-worker
-working
-wounded
wonga-wonga

wood
-bordered
-cutting (a)
-layer

-note
-wind (a)

wooden
-headed
-headedness
wool-dyed

wooly
-haired
-head
-headed

word
-blind
-bound
-catcher
-catching
-deaf
working-day (a)

world
-self
-wearied
-wearily
-weary
-wide

worldly
-minded
-mindedness
-wise

worm
-eat (v)
-eaten
-eatenness
-eating
worn-out (a)
would-be
wou-wou
wringing-wet (a)
wrist-drop

wrong
-headed
-headedly
-headedness
-hearted
-heartedness
-minded
-mindedness
-timed
wrought-iron (a)

wry
-billed
-mouthed
-necked

wych
-elm
-hazel

X

X-chromosome

Y

Y-branch
Y-bridge
Y-connection
Y-cross
Y-curve
Y-level
Y-potential
Y-shaped
Y-track
Y-tube
yacht-built
Yankee-Doodle
yaw-weed
yawl-rigged

year
-end (a)
-round (a)
yeast-bitten

yellow
-backed
-barked
-bellied
-billed
-breasted
-covered
-cross (a)
-crowned
-dog money
-dye tree
-eyed
-fever (a)
-footed
-hammer
-headed
-legged
-legger

-rumped
-shafted
-tailed
-throated
-vented
-winged
-wrack
bird's-nest
flower-de-luce
lady's-slipper

yelly
-hoo
-hooing

yes
-no (a, v)
-noer

-noism
ylang-ylang
yoke-toed
yore-time
York-Antwerp
rules
you-all
young-eyed
Young-Helmholtz
theory
youth-and-old-age
you-uns

yttro
-cerite
-columbite
-tantallite

Z

Z-bar
Z-beam

Zend-Avesta

zero
-beat (a)

-dimensional
-lift (a)

EXAMINATION QUESTIONS

Write neatly and legibly. Check your answers carefully before mailing. Use both sides of paper.

TRUE AND FALSE

Some of the statements below are true and some are false. List the question numbers only and *print* a T after those that are true and an F after those that are false. It is unnecessary to write out the statements, only the figure and letter; as 1-T, 2-F, etc.

1. T F One use of the hyphen is to indicate a change of meaning.
2. T F A hyphenated compound is one without a hyphen.
3. T F Hyphens are usually placed at the beginning of lines.
4. T F All points of the compass should be hyphenated.
5. T F The typographical appearance of a word has nothing to do with the question of compounding.
6. T F Two words are preferable to one joined by a hyphen if they have the same meaning as when hyphenated.
7. T F The hyphen is unnecessary after adverbs ending in *-ly*.
8. T F Never use a hyphen between a prefix and a proper noun.
9. T F Words may be properly divided at the end of lines at places other than where the regular hyphen occurs.
10. T F The hyphen should be used with numerals whether spelled out or written in figures.
11. T F Modifying words ending in *-ed* do not usually take the hyphen.
12. T F The hyphen is a mark to indicate possession.
13. T F Best commercial style favors the use of capitals at the beginning of both elements of a compound.
14. T F To form the plural of a compound word, add an *s* to the last element.

MULTIPLE CHOICE

Check one answer only in each of the following groups that makes a correct statement. Submit answer in the form of question number and letter; as 15-a, 16-b, etc. It is unnecessary to write out questions in full.

15. A compound word is one that is always
 - a. Joined with a hyphen.
 - b. Printed as two words without a hyphen.
 - c. Either hyphenated or solid.
 - d. Printed solid.

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16. The best rule for compounding when in doubt is to
- Always follow copy.
 - Use hyphens sparingly.
 - Use hyphens freely.
 - Consult office style sheet or dictionary.

COMPOUNDS AND PLURALS

17. Which words in the following list are compounded correctly?
- Un-American principles.
 - Unwise practice.
 - Un-called-for insult.
 - Uncared-for child.
 - A few beautifully-written lines.
 - Several three-quarter-inch planks.
 - An all-round printer.
 - A right thinking man.
 - A mis-print.
 - A soft spoken answer.
 - A cloth-covered basket.
 - A six-thousand dollar ad.
 - A happy-go-lucky lad.
 - A matter-of-fact statement
 - Each quoin is self-contained.
 - They are balllike flowers.
18. Which compounds listed below have their plurals written correctly?
- Knight-errants.
 - Passer-bys.
 - Jacks-o'-lantern.
 - Men-of-war.
 - Shield-bearers.

SUPPLEMENTAL QUESTIONS

(Not to be mailed for grading)

Supplemental questions should be mastered by the student, but answers should not be included in the written lessons submitted for grading.

Copy the following expressions, inserting hyphens or writing solid, if necessary :

- A well known man.
- A thoroughly sound doctrine.

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3. A shoe maker.
4. A can opener.
5. Mid ocean.
6. Hag ridden.
7. Sea bathed.
8. A some time printer, Benjamin Franklin, rose to the heights of statesmanship.
9. Some time ago.
- 10 A modern three story factory building.
11. He was a tall man, more than six feet in height, broad in proportion, and he had a bluff, rough and ready face.
12. A large printing establishment.

Write the plural of the following :

13. Son-in-law.
14. Photo-engraving.
15. Rear-horse.


Make the following show possession :

16. Starfish.
17. Anglo-Saxons.
18. Bridgeward.
19. Church-bench.
20. Jack-a-dandy.

I·T·U LESSONS IN PRINTING

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UNIT V—LESSON 6

HOW TO DIVIDE WORDS

WORDS are divided in modern dictionaries according to their pronunciation and not, as formerly, according to their root or derivation, as photo-graph, photog-rapher. You will notice that, when pronounced, a word is resolved into one or more single sounds. These sound elements are called syllables. The dictionary defines a syllable as "a word or part of a word that is capable of separate and complete enunciation by one voice impulse." A syllable may consist of a single vowel,¹ or two vowels sounded as one (called a diphthong²); or it may consist of a vowel or diphthong preceded or followed by one consonant or more, or a vowel or diphthong both preceded and followed by one consonant or more. Pronounce slowly the word abounding and note the syllables into which it naturally breaks (a-bound-ing)—(1) a single vowel, a; (2) a diphthong, ou, preceded by a consonant, b, and followed by two consonants, nd, and (3) a vowel, i, followed by two consonants, ng.

It follows that words may be divided only between syllables, or on the syllable, as printers say. Words must never be divided within syllables, but it is sometimes difficult to determine syllables. The number of one-vowel syllables is relatively few. Generally, a syllable consists of a

¹ The five letters, a, e, i, o, and u, and the letter y when it has the sound of i, as in sympathy, symbol, cycle, psychology, are called vowels. The remaining letters of the alphabet are called consonants.

Vowels are long or short according to the way they are pronounced. The following list contains examples of the long and short pronunciation of each of the five vowels.

Long a as in fate	Short a as in fat
Long e as in mete	Short e as in bell
Long i as in pride	Short i as in pin
Long o as in bone	Short o as in hot
Long u as in rude	Short u as in fun

² Two vowels sounded together as one are called a diphthong. Ex. ai as in aisle, ai as in fair, ea as in lean, ei and ie as in receive and believe, oi as in oil, ou as in house, and many others.

vowel sound and a combination of consonants ; and, at once, the question arises whether a consonant shall be joined to the vowel preceding it or to the vowel following it. The word *tantalize* is made up of vowels and consonants alternating, with two consonants (nt) standing together at one point. Should the nt be joined with the first two letters to form a syllable, or should the n and the t be separated? And should the l be joined to the a preceding it, or should it be joined to the last syllable? Which is correct : *tant-al-ize*, or *tan-ta-lize*?

Since words cannot be divided except between syllables, it is not permissible to divide a word of one syllable, called a monosyllable ; as, *ground*, *asked*, *brought*, *bridge*, *night*, *smooth*, and the like.

Although exception will be found to almost every rule concerning correct divisions, the following suggestions will provide helpful guidance in almost every case. Study these rules. Merely skimming over them will do very little to fix them permanently in the mind. Try them : apply them. Rules that are new or not clearly understood should be tried out again and again until the student has mastered them "for keeps."

Although hyphens are permissible at the ends of lines to divide words which cannot be crowded in, it is never permissible to divide on one letter, even though it forms a syllable. Likewise, it is poor typographic practice to divide on two letters or to have more than two consecutive lines end in hyphens.

Dictionaries use accent marks to emphasize certain syllables. For the purpose of dividing words at the ends of lines, the printer should consider accent marks the same as hyphens. This should be remembered when consulting a dictionary ; also when answering the questions to this lesson.

WHERE TO DIVIDE THE WORD

A careful summary of the rules for dividing words will show that they fall into four groups, covering vowels, consonants, compounds, and prefixes and suffixes. Briefly, then, words should be divided as follows :

COMPOUNDS :

1. Divide on the hyphen between compound words.

Ex. *present-day*, *warm-hearted*, *olive-colored*,
twenty-first, *square-cornered*.

Avoid dividing either word of a compound if possible ; as, *English-speaking* ; not *Eng-lishspeak-ing*.

2. Divide between consolidated compounds ordinarily printed as one word.

Ex. *chinaware* (*china-ware*), *letterhead* (*letter-head*),
bookbinder (*book-binder*), *proofreading* (*proof-reading*).

CONSONANTS :

3. Divide on the consonant if first vowel is short and accented.

Ex. .serv-ice, sec-ond, lux-ury,
char-ity, prod-uct

4. Divide between two consonants when pronounced separately.

Ex. con-demn, moun-tain, pas-try, win-ning.
connec-tion, compel-ling, fret-ted, suc-ces-sor.

5. Divide three consonants after the first consonant.

Ex. hun-gry, bus-tle, hun-dred, sprin-kle.

6. Divide after double consonants which are part of the original word.

Ex. stiff, stiff-ness ; dull, dull-ness ;
skill, skill-ful ; ebb, ebb-ing.

7. Divide between double consonants when the extra consonant is not a part of the original word, or when accent demands the separation.

Ex. mat-ted, dot-ted, hot-ter, big-ger,
refer-ring, compel-ling, man-nish.

8. Divide so as to preserve syllabic endings like the following, which cannot be divided because of sound.

-cal	-ful	-nous	-table
-cean	-fully	-sian	-tant
-cial	-hood	-sion	-ter
-cient	-ment	-stancy	-tial
-dence	-nal	-ster	-tion
-dom	-ness	-sure	-tor

VOWELS :

NOTE—The suffix -ism is a good division in modern -ism, social -ism, Method -ism, and Protestant -ism, but not in such words as criti -cism, Catholi -cism, agnosti -cism, sylla -gism, or suffra -gism, because of the peculiar sound of c and g

9. Divide on the vowel when the first vowel is long.

Ex. pre-side, pre-vent, proce-dure, pro-phetic.

10. Divide between vowels or vowel sounds when each is pronounced separately.

Ex. peace-able, radi-ance, statu-ette, jingo-ism.

PREFIXES AND SUFFIXES :

11. Divide after definite prefixes which do not change their original pronunciation.

Ex. anti-dote, inter-type, hemi-sphere,
sub-divide, trans-pose, under-ground.

12. Divide before definite suffixes which do not change their original pronunciation.

Ex. bounti-ful, upper-most, patron-age,
quarrel-some, phono-graph, tele-scope.

EXPLANATION OF RULES

In connection with these rules, remember that :

1. A syllable generally begins with a consonant, a vowel does not often stand alone.
2. The length of a vowel and whether it is accented or not accented determines the placing of the consonant following it.

In the word present (meaning a gift), the first e is short and is accented; therefore, the s goes with the first syllable—pres-ent. In present (meaning to give), the first e is long; therefore, the s goes with the syllable following—pre-sent.

And now getting back to the word tantalize, which we discussed earlier in this lesson, we find that it contains two consonants coming together and several vowels and consonants alternating. According to Rule 4, the n and the t separate, the n going into the syllable before, and the t into the syllable after (tan-talize); the second a is short and is not accented and, therefore, according to Rule 9, the l goes with the i into the syllable following—tan-ta-lize.

If you will study these rules and learn them, a little practice will enable you to divide most words readily and correctly, so that it will be necessary to refer to the dictionary only for particularly troublesome ones.

PRINTERS TRY TO AVOID THESE DIVISIONS

The printer, however, is confronted with an additional problem in dividing words. The materials with which he works have their limitations—his line is fixed and type is not flexible. Moreover, he must always keep in mind the appearance of the page when printed and the ease and readiness with which it will be possible to read it. According to its pronunciation and, consequently, to rule, the word also may be divided into two syllables, al-so; but al at the end of a line and so standing at the beginning of the next might be confusing to the reader. Besides, a two-letter syllable does not look well standing by itself. To divide words awkwardly at the end of the line, or in such a way as to cloud the meaning even for the

moment, would defeat the main purpose of the printed page, which is to convey thought quickly and clearly. The printer, therefore, cannot always divide a word on any of the syllables given by the dictionary, or as it is pronounced. He must consider the regular divisions in relation to the effect of printed page upon the reader. Taking this into consideration, following are a number of common-sense rules for the printer to bear in mind. In narrow measure, these rules cannot be followed rigidly, since good spacing must prevail.

Avoid these divisions if possible :

1. Words of less than six letters.
2. Words of one syllable, regardless of length ; as, strain, thrusts, strength.
3. On a syllable of two letters at the ending or beginning of a line.
4. Words of two syllables pronounced as one ; as, heaven, power, prayer, often, seven.
5. A small amount stated in figures.
6. Proper names, especially those of persons.
7. Initials of proper names, or such abbreviations as A. M., B. C., Y. M. C. A. ; 1492, A. D.
8. The last word of a page so as to carry a part of it to the next page.
9. The last word of the last full line of a paragraph.
10. More than two lines in succession.
11. Between such letter combinations as eau, gn, ph, sch, th, and the like, when pronounced as one syllable (double ss alone excepted).
12. A reference letter or figure ; as, (1), (2), or (a), (b), at the end of a line, carrying over the matter to which it refers.
13. Do not divide on a single figure and comma and do not divide dollars and cents.
14. One-syllable words changed to two syllables by adding s or es for the plural must not be divided ; as, spac-es, dish-es, hous-es, priz-es. Ces, hes, ses, and zes are not recognized suffixes.
15. A single-letter syllable within a word should be placed at the end and not at the beginning of a line ; as, hom-i-cide, homi-cide ; pronunci-a-tion, pronuncia-tion ; par-a-graph, para-graph.
16. In foreign words, divide on the vowel : Di-nant, Ma-lines, Ce-zanne. Do not separate the French gn, Italian gli, Polish cz and sz : Ser-gui-gny, Pa-gliac-ci, Bu-czacz, To-ma-szow.

17. The use of the hyphen to indicate an omitted word ; as, 10- and 25-cent boxes, is not good practice. It is much better to repeat the word ; as, 10-cent and 25-cent boxes.
18. Divisions are to be avoided as much as possible in wide measure.

DOUBLE LETTERS BEFORE ED AND ING

Certain verbs double the final letter upon adding the participial endings -ed, -ing, -ish, -en, -age, -er, and -est. Accent determines whether such words should be divided between the double consonants.³ These divisions are shown by hyphens, where permitted, in the following lists which we believe to be complete :

abet, abet-ted
 abhor, abhorred
 abut, abut-ted
 acquit, acquit-ted
 admit, admit-ted
 allot, allot-ted
 annul, annulled
 apparel, apparelled or 1
 avel, avelled or 1
 aver, averred
 bag, bagged
 ban, banned
 bar, barred
 barrel, barrelled or 1
 bat, bat-ted
 bed, bed-ded
 bedim, bedimmed
 befit, befit-ted
 befog, befogged
 beg, begged
 begin, begin-ning
 begot, begot-ten
 beset, beset-ting
 besmut, besmut-ted
 besot, besot-ted
 bespot, bespot-ted
 bestir, bestirred
 bestud, bestud-ded
 bet, bet-ted
 betrim, betrimmed
 bib, bibbed
 bid, bid-den
 big, big-ger
 bin, binned
 bit, bit-ted
 blab, blabbed
 blot, blot-ted
 blur, blurred
 bob, bobbed
 bog, bogged
 bowel, bowelled or 1
 brag, bragged
 bran, branred
 brim, brimmed
 bud, bud-ded

cabal, caballed
 can, canned
 cancel, cancelled or 1
 cap, capped
 capot, capot-ted
 carol, carolled or 1
 cavil, cavilled or 1
 channel, channelled or 1
 chap, chapped
 char, charred
 chat, chat-ted
 chip, chipped
 chisel, chiselled or 1
 chit, chit-ted
 chop, chopped
 chum, chummed
 clap, clapped
 chip, clipped
 clod, clod-ded
 clog, clogged
 clot, clot-ted
 club, clubbed
 cob, cob-bing
 cobweb, cobwebbed
 cog, cogged
 commit, committed
 compel, compelled
 complot, complot-ted
 con, conned
 concur, concurred
 confer, conferred
 control, controlled
 coquet, coquet-ted
 corral, corralled
 counsel, counselled or 1
 crab, crabbed
 cram, crammed
 cravat, cravat-ted
 crib, cribbed
 crop, cropped
 cub, cubbed
 cudgel, cudgelled or 1
 cup, cupped
 cut, cut-ting
 dab, dabbed

dag, dagged
 dam, dammed
 dap, dapped
 debar, debarred
 defer, deferred
 demit, demit-ted
 demur, demurred
 deter, deterred
 dig, dig-ging
 dim, dimmed
 din, dinned
 dip, dipped
 disannul, disannulled
 discounsel, discounselled
 dishevel, dishevelled or 1
 disinter, disinterred
 dispel, dispelled
 dog, dogged
 don, donned
 dot, dot-ted
 drab, drabbed
 drag, dragged
 dram, drammed
 drib, dribbed
 drip, dripped
 drivel, drivelled or 1
 drop, dropped
 drub, drubbed
 drug, drugged
 drum, drummed
 dub, dubbed
 duel, duelled or 1
 dun, dunned
 embar, embarred
 embed, embed-ded
 embowel, embowelled or 1
 emit, emit-ted
 enamel, enamelled or 1
 englut, englut-ted
 entrap, entrapped
 equal, equalled
 equip, equipped
 escot, escot-ted
 excel, excelled
 expel, expelled

³ See Rule 6 in this lesson

extol, extolled	hug, hugged	nag, nagged
fag, fagged	hum, hummed	nap, napped
fan, fanned	hyp, hypped	net, net-ted
fat, fat-ted	immit, immit-ted	nib, nibbed
fib, fibbed	impanel, impanelled or 1	nim, nimmied
fin, finned	impel, impelled	nip, nipped
fit, fit-ted	inclip, inclipped	nod, nod-ded
flag, flagged	incur, incurred	nun, nunned
flam, flammed	infer, inferred	nut, nut-ted
flap, flapped	inship, inshipped	occur, occurred
flat, flat-ted	inter, interred	offset, offset-ting
flip, flipped	intermit, intermit-ted	omit, omitted
flit, flit-ted	intromit, intromit-ted	outbid, outbid-ting
flog, flogged	inwrap, inwrapped	outfit, outfit-ting
flop, flopped	jag, jagged	outrun, outrun-ning
fob, fobbed	jam, jammed	outsit, outsit-ting
fog, fogged	japan, japanned	outstrip, outstripped
fop, fopped	jar, jarred	outwit, outwit-ted
forbid, forbid-ting	jet, jet-ted	overbid, overbid-ting
forerun, forerun-ning	jig, jugged	overget, overget-ting
forget, forget-ting	job, jobbed	overred, overred-ded
forgot, forgot-ten	jog, jogged	overrun, overrun-ning
fret, fret-ted	jot, jot-ted	overset, overset-ting
friz, frizzed	jug, jugged	overstep, overstep-ting
fub, fubbed	jut, jut-ted	overskip, overskipped
fun, funned	ken, kenned	overslip, overslipped
fur, furred	kennel, kennelled or 1	overtop, overtopped
gab, gabbed	kernel, kernelled or 1	overtrip, overtripped
gad, gad-ded	kid, kid-ded	pad, pad-ded
gag, gagged	kidnap, kidnapped	pan, panned
gambol, gambolled or 1	knab, knabbed	parcel, parcelled or 1
gem, gemmed	knag, knagged	pat, pat-ted
get, get-ting	knap, knapped	patrol, patrolled
gin, ginned	knot, knot-ting	peg, pegged
gip, gipped	knob, knobbed	pen, pen-ning
glad, glad-ded	knot, knot-ted	periwig, periwigged
glib, glibbed	knub, knubbed	permit, permit-ted
glut, glut-ted	lag, lagged	pet, pet-ted
gnar, gnarred	landam, landammed	pig, pigged
god, god-ded	lap, lapped	pin, pinned
gospel, gospelled or 1	let, let-ting	pip, piped
got, got-ten	level, levelled or 1	pistol, pistoled or 1
grab, grabbed	label, labelled or 1	pit, pit-ted
gravel, gravelled or 1	lid, lid-ded	plan, planned
grim, grinned	lip, lipped	plat, plat-ted
grip, gripped	lob, lobbed	plod, plod-ded
grit, grit-ted	log, logged	plot, plot-ted
grog, grogged	lop, lopped	plug, plugged
grovel, grovelled or 1	lot, lot-ted	pod, pod-ded
grub, grubbed	lug, lugged	pommel, pommelled or 1
gum, gummed	mad, mad-ded	pop, popped
gun, gunned	man, manned	postil, postilled or 1
gut, gut-ted	manumit, manumit-ted	pot, pot-ted
hag, hagged	map, mapped	prefer, preferred
handsel, handselled or 1	mar, marred	prepermit, prepermit-ted
hap, happed	marshal, marshalled or 1	prig, priggied
hat, hat-ted	marvel, marvelled or 1	prim, primmed
hatchel, hatchelled or 1	mat, mat-ted	prod, prod-ded
hem, hemmed	metal, metallied	prog, progged
hip, hipped	misinfer, misinferred	prop, propped
hit, hit-ting	misstep, misstepped	propel, propelled
hobnob, hobnobbed	mob, mobbed	pug, pugged
hop, hopped	model, modelled or 1	pulvil, pulvilled
hovel, hovelled or 1	mop, mopped	pun, punned
housel, houselled or 1	nab, nabbed	pup, pupped

pur, purred	slam, slammed	tinsel, tinselled or l
put, put-ting	slap, slapped	tip, tipped
quarrel, quarrelled or l	slat, slat- <i>ted</i>	top, topped
quip, quipped	slip, slipped	trammel, trammelled or l
quit, quit-ting	slit, slit-ting	transcur, transcurred
quiz, quizzed	slop, slopped	transfer, transferred
quob, quobbed	slum, slummed	transmit, transmit- <i>ted</i>
rag, rag- <i>ged</i>	slui, slurred	trap, trapped
ram, rammed	smut, smut- <i>ted</i>	travel, travelled or l
rap, rapped	snag, snagged	trepan, trepanned
ravel, ravelled or l	snap, snapped	trig, triggered
readmit, readmit- <i>ted</i>	snip, snipped	trim, trimmed
rebel, rebelled	snivel, snivelled or l	trip, tripped
recommit, recommit- <i>ted</i>	snub, snubbed	trot, trot- <i>ted</i>
recur, recurred	snug, snugged	tub, tubbed
refer, referred	sob, sobbed	tug, tugged
refit, refit- <i>ted</i>	sod, sod- <i>ded</i>	tun, tunned
regret, regret- <i>ted</i>	sop, sopped	tunnel, tunnelled or l
remit, remit- <i>ted</i>	sot, sot- <i>ted</i>	tup, tupped
repel, repelled	span, spanned	twig, twigged
revel, revelled or l	spar, sparred	twin, twinned
revictual, revictualled or l	spin, spin- <i>ning</i>	twit, twit- <i>ted</i>
rib, ribbed	sprit, spit-ting	unbar, unbarred
rid, rid- <i>ding</i>	split, split-ting	unbed, unbed- <i>ded</i>
rig, rigged	spot, spot- <i>ted</i>	unbowel, unbowelled or l
rim, rimmed	sprig, sprigged	unclog, unclogged
rip, ripped	sprit, sprit- <i>ted</i>	undam, undammed
rival, rivalled or l	spur, spurred	underbid, underbid- <i>ding</i>
rivel, rivelled	squab, squabbed	underpin, underpinned
rob, robbed	squat, squat- <i>ted</i>	undercrop, undercropped
rod, rod- <i>ding</i>	stab, stabbed	underset, underset-ting
rot, rot-ting	star, starred	unfit, unfit- <i>ted</i>
rowel, rowelled or l	stem, stemmed	ungod, ungod- <i>ded</i>
rub, rubbed	step, stepped	unkennel, unkennelled
run, run- <i>ning</i>	stir, stirred	unknit, unknit-ting
rut, rut- <i>ted</i>	stop, stopped	unknot, unknot- <i>ted</i>
sag, sagged	strap, strapped	unman, unmanned
sap, sapped	strip, stripped	unpeg, unpegged
scab, scabbed	strop, stropped	unpin, unpinned
scan, scanned	strum, strummed	unravel, unravelled
scar, scarred	strut, strut- <i>ted</i>	unrig, unrigged
scrap, scrap- <i>ping</i>	stub, stubbed	unrip, unripped
scrub, scrubbed	stud, stud- <i>ded</i>	unrivet, unrivet- <i>ted</i>
scud, scud- <i>ded</i>	stum, stummed	unship, unshipped
scum, scummed	stun, stunned	unstop, unstopped
set, set-ting	sublet, sublet-ting	unwit, unwit- <i>ted</i>
sham, shammed	submit, submit- <i>ted</i>	upset, upset-ting
shed, shed- <i>ding</i>	sum, summed	victual, victualled or l
ship, shipped	sun, sunned	wad, wad- <i>ded</i>
shog, shogged	sup, supped	wag, wagged
shop, shopped	swab, swabbed	wan, wanned
shovel, shovelled or l	swag, swagged	war, warred
shred, shred- <i>ding</i>	swap, swapped	web, webbed
shrivel, shrivelled or l	swig, swigged	wed, wed- <i>ded</i>
shrub, shrubbed	swim, swim- <i>ming</i>	wet, wet-ting
shrug, shrugged	tag, tagged	wet, whet- <i>ted</i>
shun, shunned	tan, tanned	whim, whimmed
shut, shut-ting	tap, tapped	whip, whipped
sin, sinned	tar, tarred	whiz, whizzed
sip, sipped	ted, ted- <i>ded</i>	wig, wigged
sit, sit-ting	thin, thinned	win, win- <i>ning</i>
skid, skid- <i>ded</i>	throb, throbbbed	wit, wit-ting
skim, skimmed	thrum, thrummed	wrap, wrapped
skin, skinned	tin, tinned	zigzag, zigzagged
skip, skipped		

PREFIXES AND SUFFIXES

Prefixes consist of one letter or syllable or more than one letter or syllable attached to the beginning of a word, and suffixes to the end. With few exceptions, they retain their original forms, with the hyphen immediately preceding or following, as the case may be.

Ex. per-form, con-cern, super-vice,
perform-ance, elec-tion, law-ful.

Changing the accent of the stem word, however, sometimes attracts the preceding consonant to the suffix.

Ex. class-ic, classi-cal ; product,
produc-tive ; absent, absen-tee.

Some endings have more than one form ; as, -cal, -ical, which cause uncertainty when deciding the correct division.

Ex. practi-cal, benefi-cial,
termi-nal, par-tial, fes-tal.

PREFIXES

amphi-	amphi-theater, amphi-brac
ante-	ante-cedent, ante-date, ante-room
anti-	anti-toxin, anti-slavery, anti-climax, anti-dote
arch-	arch-bishop, arch-angel, arch-enemy, arch-deacon
archi-	archi-itect, archi-pelago, archi-trave
bis-	bis-cut, bis-cotin
circum-	circum-duction, circum-ference
com-	com-pare, com-bine, com-munity, com-fort, com-pel
contra-	contra-band, contra-dict, contra-focal
counter-	counter-feit, counter-sign, counter-balance
demi-	demi-god, demi-john, demi-mark
dis-	dis-honest, dis-connect, dis-miss, dis-rupt, dis-arm
dys-	dys-albumose, dys-oxidize, dys-pepsia
enter-	enter-tain, enter-prise
epi-	epi-taph, epi-demic, epi-glottis
extra-	extra-dition, extra-floral, extra-mural
fore-	fore-head, fore-tell, fore-father
hemi-	hemi-cycle, hemi-dome, hemi-sphere
hyper-	hyper-acid, hyper-bola, hyper-focal
hypo-	hypo-basal, hypo-blast, hypo-branchial
inter-	inter-leave, inter-line, inter-act, inter-fere, inter-polate
meta-	meta-carpal, meta-phrase, meta-physical
mis-	mis-take, mis-represent, mis-statement, mis-chief
mono-	mono-bar, mono-syllable, mono-tone
multi-	multi-ply, multi-graph, multi-form
non-	non-existence, non-essential, non-conformity
per-	per-formance, per-oxide, per-forate, per-haps
peri-	peri-style, peri-cardium, peri-metric
poly-	poly-basic, poly-chrome, poly-chord
post-	post-script, post-date, post-fix, post-obit
pre-	pre-cede, pre-ordain, pre-destine, pre-ement, pre-fix
pro-	pro-fessor, pro-ject, pro-logue, pro-vide, pro-noun

pseudo-	pseudo-clergy, pseudo-branch, pseudo-nym
retro-	retro-active, retro-grade, retro-spect
semi-	semi-circle, semi-weekly, semi-fluid
step-	step-son, step-father, step-mother
sub-	sub-scribe, sub-conscious, sub-divide, sub-oxide
subter-	subter-fuge, sub-urban, sub-tropic
super-	super-fine, super-impose, super-natural, super-abundant
supra	supra-mundane, supra-auricular, supra-temporal
sur-	sur-charge, sur-cease, sur-feit, sur-prise
trans-	trans-pose, trans-continental, trans-atlantic, trans-form
tri-	tri-angle, tri-colored, tri-sulphide
ultra-	ultra-marine, ultra-conservative, ultra-mundane
under-	under-stand, under-ground, under-fed, under-mine
uni-	uni-corn, uni-form, uni-globular

SUFFIXES

-able	honor-able, suit-able, pass-able
-ade	cannon-ade, lemon-ade, dec-ade
-age	patron-age, pass-age, mile-age
-ance	further-ance, resist-ance, annoy-ance
-ancy	buoy-ancy, flamboy-ancy
-ant	ascend-ant, claim-ant, result-ant
-archy	mon-archy
-ard	dull-ard, cow-ard, stand-ard
-ary	second-ary, diction-ary, vision-ary
-ate	camphor-ate, temper-ate, vener-ate
-ation	degener-ation, vari-ation
-craft	witch-craft, state-craft, water-craft
-dom	free-dom, wis-dom, martyr-dom
-eer	auction-eer, chariot-eer, profit-eer
-ence	prefer-ence, confer-ence, refer-ence
-ency	flu-ency, lem-ency
-ent	differ-ent, depend-ent, respond-ent
-esque	pictur-esque, statu-esque, Roman-esque
-ery	arch-ery, bak-ery
-ess	patron-ess, heir-ess, deacon-ess
-est	dear-est, smooth-est, new-est
-ette	wagon-ette, leather-ette
-fication	justi-fication, beauti-fication
-fold	two-fold, mani-fold
-form	calci-form, multi-form, cruci-form
-ful	beauti-ful, care-ful, law-ful
-gram	cable-gram, mono-gram, chrono-gram
-graph	hecto-graph, tele-graph, phono-graph
-hood	child-hood, likelihood, knight-hood
-ible	divis-ible, leg-ible
-ical	eth-ical, com-ical
-ice	serv-ice, mal-ice
-ics	mathemat-ics, dynam-ics, athlet-ics
-ile	doc-ile, vir-ile
-ing	cast-ing, walk-ing, sing-ing
-ion	domin-ion, opin-ion
-ior	jun-ior, sen-ior
-ish	boy-ish, freak-ish, clown-ish
-ism	hero-ism, jingo-ism
-ist	moral-ist, art-ist
-ite	gran-ite, favor-ite, Canaan-ite

-ity	util-ity, prosper-ity, equal-ity
-ize	standard-ize, phosphor-ize
-kin	mani-kin, lamb-kin, nap-kin
-less	friend-less, fruit-less, worth-less
-let	arm-let, stream-let, book-let
-ling	duck-ling, hire-ling, first-ling
-mancy	necro-mancy, chiro-mancy
-ment	firma-ment, fila-ment, regi-ment
-meter	volt-meter, kilo-meter
-mony	cere-mony, acri-mony, testi-mony
-most	fore-most, hinder-most, upper-most
-ness	good-ness, kind-ness, bold-ness
-ock	bull-ock, hull-ock
-osity	curi-osity, gener-osity
-ous	libel-ous, jeal-ous, marvel-ous
-scope	peri-scope, tele-scope
-scopic	micro-scopic, hydro-scopic
-ship	friend-ship, horseman-ship, kin-ship
-sion	exten-sion, preten-sion
-some	tire-some, lone-some, win-some
-ster	road-ster, huck-ster, young-ster
-stress	seam-stress, song-stress
-tion	constitu-tion, supposi-tion, men-tion
-tude	solici-tude, grati-tude, multi-tude
-ule	gran-ule, glob-ule, sched-ule
-ure	treas-ure, meas-ure
-ward	back-ward, home-ward, out-ward
-wise	other-wise, length-wise, edge-wise

SUMMARY

Aim: To give the student an understanding of correct English and typography as they relate to the division of words on the printed page; also to impress him with the importance of such knowledge if he is to meet the responsibility of apprentice-printer in an acceptable manner.

Things to know:

1. The division of words is based on two principles—syllabication and typographic appearance.
2. A syllable is a single vocal sound. It may be a whole word or only a part of a word, so long as it is pronounceable by one voice impulse.
3. Syllabication, in most instances, refers to pronunciation rather than to derivation.
4. Words may be divided only between syllables—never within a syllable.
5. Every syllable contains a vowel (or a vowel sound).
6. Whether a vowel is long or short often determines the length of the syllable.
7. A long vowel is pronounced just the same as it is in reciting the alphabet; as, a in ate.
8. A short vowel is pronounced differently; as, a in fat.
9. A short vowel usually carries the next consonant with it to form a syllable; as, mēm-ō-ry
10. A long vowel usually drops the next consonant in forming a syllable; as, mē-mēn-tō.
11. Double consonants are usually separated; as, con-nec-tion.
12. Prefixes and suffixes are usually kept distinct; as, multi-form, com-ical.

What they mean:

Consonant—Certain letters—b, c, and d.

Diphthong—Two vowels sounded together.

Hyphen—A mark (-) used to separate words into syllables and to indicate word divisions at the ends of lines.

Syllable—A word or part of a word which can be pronounced by a single effort of the voice.

Syllabication—The act of forming or separating into syllables.

Vowel—Any one of the letters—a, e, i, o, u, and y (when sounded like an i).

Equipment :

Dictionary (Webster's New International), pencil, lesson paper, text.

Things to do :

1. Study each rule for the use of the hyphen until thoroughly mastered. Think up additional examples to those given under each rule.
2. Study the prefixes and suffixes until you can recognize them at a glance.
3. Master Rule 6, relating to divisions between double consonants.
4. Be sure you remember the divisions to be avoided, listed under the head, "Printers Try to Avoid These Divisions."
5. Look for violations of these typographic rules in printed matter coming to your attention.

Precautions :

1. Avoid two-letter divisions.
2. Avoid division of two-syllable words pronounced as one
3. Try to avoid dividing the first or last name of a person, a group of initials, or a row of figures less than a million (\$1,000,000).
4. Never end a page or a column with a hyphen.

Individual achievement test :

1. Be able to tell whether a word may be properly divided at the end of a line.
2. Be able to indicate the correct division of permissible words.
3. Be able to locate wrong divisions on a proof at a glance.
4. Be able to give at least three rules for correct typography of a page as it relates to the use of the hyphen.

EXAMINATION QUESTIONS

Write neatly and legibly. Check your answers carefully before mailing. Use both sides of theme paper.

TRUE AND FALSE

Some of the statements below are true and some are false. List the question numbers only and *print* a T after those that are true and an F after those that are false. It is unnecessary to write out the statements, only the figure and letter; as, 1-T, 2-F, etc.

1. T F Words are divided according to their pronunciation.
2. T F Words may be divided within syllables.
3. T F It is good practice to divide two-syllable words pronounced as one, as, often, prayer, etc.
4. T F A single-letter syllable within a word ordinarily should be placed at the end and not at the beginning of a line when division is necessary.
5. T F It is advisable to divide small amounts stated in figures.
6. T F Suffixes consist of one letter or more or of one syllable or more attached to the beginning of a word.
7. T F Two vowels sounded together as one are called a diphthong.
8. T F All the letters of the alphabet are consonants.
9. T F Divide on the hyphen between compound words.
10. T F Divide between two consonants when pronounced separately.

DIVISIONS

11. Which words in the following list are divided correctly? Indicate by figure and letter only, as, 11-a, 12-b, etc. The words need not be rewritten.

a. throu-gh	f. priv-i-lege
b. circ-u-lar	g. non-pa-reil
c. sus-pi-cious	h. con-ve-ni-ence
d. mech-a-nism	i. gov-er-nor
e. bap-ti-zing	

12. Divide the following words into syllables.

galvanize	prevaricator
edition	psychological
sitting	nommate
gossip	equalization

13. Which words in the following list are divided correctly?

con-jun-ction	or	con-jun-ction
pres-i-dent	or	pre-sident
pho-tog-ra-phy	or	pho-to-graphy
bar-bar-ous	or	bar-ha-rous
fac-tious	or	fact-ious

14. Divide the following words, showing only where the last syllable falls:

denotation	amendment
elaborate	mechanical

SUPPLEMENTAL QUESTIONS

Supplemental questions should be mastered by the student, but the answers should not be included in the written lessons submitted for grading.

1. What is a syllable?
2. What is a vowel?
3. What is a consonant?
4. What is a diphthong?
5. How should a division be made when a consonant comes between two vowels?
6. Where should the division be made when two consonants come between the vowels?
7. Where should the division be made when three or more consonants come between two vowels?
8. What influence is exercised by accent in the division of words?
9. What is meant by a long vowel?
10. How does the length of the vowel affect syllabication and division of words?
11. Do most syllables begin with vowels or consonants?
12. How are words of one syllable divided?
13. How are words of four or five letters divided?
14. Are two-letter divisions permissible in printing?
15. How would you divide a word of two syllables pronounced as one; as, heaven and prayer?
16. How would you divide the following: WMAQ (radio station), Florida, Graham, \$100,000?
17. Is it good typography to hyphen the last word of the last line on a page?
18. What can you say about the propriety of having three or four hyphenated lines in a row?
19. Is it proper to divide either word of a hyphenated compound?
20. Copy and show correct divisions for the following words

admitted	continuous	geography	progress
advantage	criticism	geology	proportion
analysis	decimal	heavenly	punishment
atmosphere	demolish	horses	recreation
amen	dependent	importance	reformation
baggage	diamond	invalid	soften
blackest	dressing	investment	starvation
biography	drowned	knowledge	strives
browned	establishment	philosophy	structure
capacity	extraordinary	preference	tenacity
catastrophe	financier	prejudice	typography
colonel	fortune	printing	validity


21. Which of the following words are divided correctly?

sea-son	syll-able	Roth-schild (Red Shield)
pre-sent (v.)	pam-phlet	teleg-raphy
proced-ure	Eng-lish	tele-phone
pre-cede	Mont-rcal (Mount Royal)	defend-ant
sepa-rate	bar-gain	abun-dant
connec-tion	Reichs-tag (State's Diet)	compell-ing

I·T·U LESSONS IN PRINTING

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UNIT V—LESSON 7

HOW TO USE THE PARTS OF SPEECH

EVERY apprentice printer knows that type faces differ radically, but that all of them may, for the purpose of study, be conveniently divided into five great groups, known as roman, italic, text, gothic, and script. In the same way, it has been found that all words in the English language fall into one of eight groups, according to their use. These different kinds of words are known as “the parts of speech” because it is necessary to combine words from different groups in order to communicate our thoughts intelligently to others. A single word, standing alone, brings up a mental picture or suggests an idea, but to convey a thought, it must be joined with other words in some orderly fashion. The words *went*, *boys*, *the*, *swimming*, singly, tell nothing, but put them together in a certain order—

The boys went swimming

—and they express a thought, or make a sentence. Each word in this sentence, as in all other sentences, has a definite relation to the other words in the sentence; and in speaking or writing we cannot put words together at random, but must consider this relation and observe the rules governing it, if we are to say exactly and unmistakably what we mean. Grammar tells how to do this—how to use words together.

Some persons think we speak and write instinctively, that a knowledge of the grammar of our native language is unnecessary, and that studying it is a waste of time. We cannot, however, speak or write without thinking, if we want to avoid being misunderstood. In speaking, facial expression and voice inflection help convey the speaker's meaning. The printed word has no such aids; its clearness depends solely upon the right words put together in the right way, an adequate vocabulary, and a knowledge of the rudiments of grammar and proper punctuation.

Of what special value to you, as a printer, is a knowledge of grammar? The printing craft, by reason of its very nature, requires a higher degree of literacy than does any other craft. The compositor's work consists of transferring the thoughts of others to a more-or-less permanent

record. Words are the material with which he works. As any craftsman, desiring to be considered skilled, must have a comprehensive knowledge of the things with which he works, so must the printer know words thoroughly: what they mean, how they are spelled, and how they are used together. Without such knowledge, his work becomes purely mechanical, merely reproducing what the eye sees; but if he has a broad vocabulary, knows how to spell, and knows what is grammatically correct, he will be able to work with intelligence and, hence, with greater speed, accuracy, and enjoyment.

WHAT IS A SENTENCE?

A sentence is a group of words expressing a complete thought; as,

Dogs bark.

Subject Predicate

I learned that in school.

Subject Predicate

Printers set type rapidly.

Subject Predicate

A group of words suggesting a thought, but not expressing it, is often mistaken for a sentence; as,

Of all the strange things I have seen

Such a group of words is called a phrase. You can readily see that the thought of this last example is not complete. You naturally think, when you reach the last word, "Well, what of it?" There is something lacking to complete the meaning. In order to be considered a sentence, the thought must be completely expressed.

A sentence is divided into two parts: a subject and a predicate. The subject is the person or thing talked about, and the predicate is what is said about the subject. The subject of a sentence is always the name of a person, thing, or idea (a noun), or a word (a pronoun) which stands for that name, with any additional words (called modifiers) which may be used to describe the person or thing talked about. The predicate of a sentence is always a word (a verb) which expresses action or being, with any additional words, or modifiers, which may be used to describe the action. In the first of the foregoing examples, the noun *dogs* (what is talked about) is the subject, and the verb *bark* (what is said about the subject) is the predicate. In the second sentence, the pronoun *I* is the subject; *learned that in school* is the predicate, made up of the verb *learned*, expressing action, and *that*, its object, and modified by the phrase *in school*. In the third sentence, *printers* is the subject, and *set type rapidly* is the predicate, made up of the verb *set*, expressing action, and its object *type*, with the adverb *rapidly* modifying *set*.

Every sentence must have a subject and a predicate. There may be two or more subjects and two or more predicates joined by connecting words, but a group of words which does not contain at least one subject and one predicate is not a sentence.

PARTS OF SPEECH

There are eight kinds of words, called parts of speech. All words, used in expressing a thought, fall under one of these eight classes, according to their relation to one another. The same words may sometimes be used in more than one way in different constructions, but to determine the part of speech, consider how the word is used—its relation to the other words in the sentence.

The parts of speech are as follows :

- | | |
|---------------|------------------|
| 1. Noun. | 5. Adverb. |
| 2. Pronoun. | 6. Preposition |
| 3. Adjective. | 7. Conjunction |
| 4. Verb. | 8. Interjection. |

THE NOUN

A noun is a word that is the name of something, whether a tangible object, living or inanimate ; as, man, horse, bird, table, river, mountain, or an idea or thing without substance ; as, sleep, silence, consideration, hope, anger, peace. Noun means name word.

There are two general classes of nouns: proper and common. A proper noun is the name of one person or thing, distinguishing it from all other persons or things of the same kind. For example, John, Mary, Canada, Chicago, Montreal, Maine, Niagara, Egypt, are proper nouns. A common noun is one that names a class ; as, man, woman, child, city, river, country, instead of pointing out individuals in a class ; as, John, a certain man ; Mary, a certain woman ; Niagara, a certain river. A proper noun always begins with a capital letter. A common noun always begins with a small letter unless it is the first word in a sentence or is featured in some way.

A collective noun is one which designates a great number of objects of the same kind as a single group ; as, a *flock* of sheep, a *school* of fish, a *herd* of cattle, a *crowd* of people.

HOW NOUNS DIFFER

Nouns have four characteristics, called properties: number, person, gender, and case.

By its number, a noun shows whether only one thing or more than one thing of that name is meant. There are two numbers, singular and plural. Unit V, Lesson 4, "How to Spell," tells how a singular noun may be made plural.

Person indicates whether a noun is used to represent the person or thing speaking (the first person), the person or thing spoken to (the second person), or the person or thing spoken about (the third person).

Nouns in English have the same spelling for all three persons, so that person can be determined only by the sense of the sentence.

There are three genders : masculine, feminine, and neuter. All nouns denoting male beings are of masculine gender ; all nouns denoting female beings are of feminine gender ; and all inanimate objects are of neuter gender. A noun denoting a being that may be of either sex is said to be of common gender ; as, enemy, friend, nurse, doctor, may be either a man or woman ; and bird, monkey, fish, bear, elephant, may be either male or female. Gender is important only in connection with the use of pronouns, which is explained in another part of this lesson.

Case indicates the relation of a noun to other words in a sentence. There are three cases : nominative, possessive, and objective. The person or thing acting is said to be in the nominative case ; the person or thing owning or possessing, in the possessive case ; and the person or thing acted upon, in the objective case.

Possession, or ownership, may be shown by the use of the word *of* ; as, the *mark of the printer* ; or by use of the possessive case ; as, the *printer's* mark. Detailed rules for forming the possessive case may be found in the fourth lesson of this unit.

The thought of the sentence is the only means of distinguishing between the nominative and objective cases. In the sentence *John saved the dog from drowning*, *John* is in the nominative case because he is the person acting ; *dog* is in the objective case because it is the thing acted upon. If the sentence read *The dog saved John from drowning*, *dog* would be in the nominative, and *John* in the objective case. Nouns following a preposition (*at, in, to, for, from, of*) are also said to be in the objective case. In the two foregoing examples, the word *drowning* (which is a part of the verb *to drown* used as a noun), coming after *from*, is in the objective case.

THE PRONOUN

A pronoun is a word which stands for a noun, and hence has all the properties of a noun—number, person, gender, and case. In the following sentence, the words in italics are pronouns : John spent *his* vacation in the country where *he* passed the days roaming the woods, with *his* dog trotting behind *him*. If there were no pronouns, the sentence would read : John spent John's vacation in the country where John spent the days roaming the woods, with John's dog trotting behind John.

The pronoun is used in place of a noun in either of two ways :

1. As taking the place and having the effect of a noun, without being a substitute for any definite noun. In this instance, the pronoun has no antecedent. Pronouns commonly having no antecedents are *I, you, it* ; the interrogative pronouns, *who, which, what* ; and the indefinite pronouns.
2. As a substitute for some definite noun, the antecedent being necessary. The antecedent is the word to which the pronoun refers. The antecedent of the pronouns in the illustration at the beginning of this section is *John*, which is third person, singular number, masculine gender. The corresponding pronoun is *he*, with its forms, *his* and *him*.

RULE—A pronoun must agree with its antecedent in gender, person, and number.

There are five classes of pronouns, three of which (personal, relative, and interrogative) change their forms in the different cases. The two classes not changing their forms in the different cases are demonstrative and indefinite pronouns.

1. A personal pronoun is one that shows by its form the person of the noun it represents.

		NOMINATIVE	POSSESSIVE	OBJECTIVE
		SINGULAR	SINGULAR	SINGULAR
First	Person	I	my, mine	me
Second	Person	you	your, yours	you
Third	Person	{ he	his	him
		{ she	her, hers	her
		{ it	its	it
		PLURAL	PLURAL	PLURAL
First	Person	we	our, ours	us
Second	Person	you	your, yours	you
Third	Person	they	their, theirs	them

NOTE—*Thou, thy, thine, thee, ye*, are old forms not commonly used in present-day speech or writing.

Certain compound personal pronouns are formed by adding the word *self* or *selves* to the possessive of the simple personal pronoun. These pronouns are *myself, yourself, himself, herself, itself, ourselves, yourselves, themselves*. These forms are the same, both in the nominative and the objective cases and have no possessive.

2. A relative pronoun is one that refers to a noun or other pronoun directly preceding it. The relative pronouns are *who, which, and that*. *Who* is used to refer to persons only, *which* to animals and things, and *that* to persons, animals, or things.

SINGULAR AND PLURAL, ALL THREE PERSONS

NOMINATIVE	POSSESSIVE	OBJECTIVE
who	whose	whom
which	of which	which
that		that

Of the relatives, *who* is the only pronoun which changes its form in the three cases.

- Ex. I saw the man who killed the dog. (Nominative case, subject of subordinate clause.)
 He is the author whose plays are so popular. (Possessive case.)
 He is the man whom I met. (Objective case, object of the subordinate verb.)
 The child thanked the man by whom he had been helped. (Objective case, object of preposition by.)

In certain cases, *as* is commonly defined as a relative pronoun. The relative use of *as* is most frequent after *such*.

Ex. "We are such stuff as dreams are made of."

Whatever, whoever, whosoever, and whichever are known as compound relative pronouns. The suffixes, *ever* and *soever*, added to the pronouns, give a distributive effect, making the pronouns apply to any one of all persons or things, without limitation.

3. An interrogative pronoun is one that asks a question (*who, which, what*). *Which* and *what* have the same form in all three cases. *Who* changes like the relative pronoun *who*.

Ex. *Who* shall go? (Nominative case.)
 To *whom* shall we give the book? (Objective case.)
Whose coat is this? (Possessive case.)
Which is preferable?
What shall we do now?

4. A demonstrative pronoun is one that directly indicates its antecedent. *This* and *that* are the only demonstrative pronouns and are the same for all genders, persons, and cases, but not for number. The plural of *this* is *these*; of *that*, is *those*. *This* points out its object as near in thought, space, or time; *that* points out its object as being somewhat remote in thought, space, or time.

Ex. *This* book is mine; *that* is yours.
These vegetables are good; *those* are not.

5. An indefinite pronoun is one that represents an object indefinitely or in a general way. The chief indefinite pronouns are *one, none, some, anybody, another, any, both, either, neither*.

Either and *neither* make singular the words they modify or to which they refer; consequently, they require singular verbs. *One, anybody, another*, are always singular.

A common violation of this rule of agreement in number is found in the use of *their* with some of the indefinite pronouns just mentioned. These pronouns should be followed by *his* instead of *their*, for they all designate but one person or thing.

Wrong: Neither of them lost *their* wits in the face of the danger before them.

Right: Neither of them lost *his* wits in the face of the danger before them.

Wrong: Anybody can take *their* books with them.

Right: Anybody can take *his* books with *him*.

Wrong: If any boy or girl is absent, *they* will lose *their* place.

Right: If any boy or girl is absent, *he* will lose *his* place.

When the pronoun refers to either boy or girl, man or woman, use *he*, *his*, *him*, as in the last three examples.

The cases of personal, relative, and interrogative pronouns change according to their use in sentences.

The form of pronoun used must be in agreement with its construction in the sentence—according as it denotes possession or stands as subject or object. The nominative and objective forms are those that are frequently misused.

A. As the subject of a verb, a pronoun is in the nominative case.

Wrong: Wilson, Connor, and *me* are going by train.

Right: Wilson, Connor, and *I* are going by train.

Wrong: You can do that as well as *her*.

Right: You can do that as well as *she*. (*She* is the subject of the verb *can do*, understood: You can do that as well as *she can do it*.)

Wrong: They are stronger than *us*.

Right: They are stronger than *we*. (Written out completely: They are stronger than *we are*.)

Wrong: There isn't a doubt in my mind as to *whom* is guilty.

Right: There isn't a doubt in my mind as to *who* is guilty. (*Who* is the subject of *is*, not the object of *as to*; the entire clause *who is guilty* is the object of *as to*.)

B. A pronoun used to complete any part of the verb *to be* (be, is, was, will be, has been, are, were, have been, etc.) except the infinitive is in the nominative case.

Wrong: If you were *him*, what would you do?

Right: If you were *he*, what would you do?

Wrong: The guilty ones are Wilson, Connor, and *me*.

Right: The guilty ones are Wilson, Connor, and *I*.

Wrong: *Whom* do you think that was?

Right: *Who* do you think that was? (That was *who*.)

Wrong: It was *me* that left the door unlocked.

Right: It was *I* that left the door unlocked.

C. As the object of a verb, an infinitive, or a preposition, a pronoun is in the objective case.

Wrong: Mr. Jones called John and *I* to his office.

Right: Mr. Jones called John and *me* to his office.

Wrong: *Who* do you think I saw? (I saw *whom*, etc.)

Right: *Whom* do you think I saw?

Wrong: Between you and *I*, I think I know *who* that was meant for.

Right: Between you and *me*, I think I know for *whom* that was meant.

Wrong: All of them came except you and *he*.

Right: All of them came except you and *him*.

D. As subject of an infinitive (the part of the verb formed with *to*; as, to go, to do) a pronoun is in the objective case.

Right: I believe *him* to be telling the truth.
She told *me* to go.

E. Used to complete the infinitive *to be*, a pronoun is in the same case as the word to which it refers.

Right: They always believed the cause of the trouble to be *me*.
(*Me* is correct because it refers to *cause* which, as the subject of the infinitive, is in the objective case.)

Wrong: She was supposed to be *me*.

Right: She was supposed to be *I*. (*I* is correct because it refers to *she* which is in the nominative case.)

THE ADJECTIVE

An adjective is a word used to describe or limit a noun or a pronoun.

Ex. *A red dress.*

Three blind mice.

He saw me, *wearry* and *bedraggled*.

The weather is fine.

As a rule, an adjective comes before the word it describes or modifies, as in the first two examples above. For emphasis, sometimes it follows the word it modifies, as in the third example. An adjective often follows some form of the verb *to be*, but refers to the subject of the verb; as, *fine* in the last example. Used in this position in the sentence, an adjective is called a predicate adjective.

To express a greater or lesser or the greatest or least degree, adjectives of one syllable or of two syllables usually add *-er* or *-est*; those of more than two syllables are preceded by *more* or *most*, *less* or *least*. Thus, an ad may be good, better, or best; it may also be attractive, more attractive, or most attractive. This change in form and meaning is called comparison. Some adjectives, from the nature of their meaning, cannot be compared; as, round, square, wooden, eternal, annual, favorite, supreme, and the like. A thing that is round cannot be rounder, strictly speaking, although for emphasis it might be said to be *rounder than an apple*.

THE VERB AND ADVERB

The verb is the one part of speech which is essential to every sentence. Together with its modifier, the adverb, it is explained in detail in the next lesson.

THE PREPOSITION

A preposition is a word used to show the relation of one word to another. The words in italics in the following sentence are prepositions.

Ex. We made our best speed *across* the strip *of* wood that now divided us *from* the stockade ; and, *at* every step we took, the voices *of* the buccaneers rang nearer.

A preposition is generally followed by a noun, a pronoun, or a group of words used as a noun, called its object. A preposition, with its object, is called a prepositional phrase.

Caution should be exercised in choosing the proper preposition to express one's exact meaning.

In, Into, At, On—*In* implies an inclosure or definite place of some sort ; *into* implies movement toward the inside. One cannot live *in* a house until he has moved *into* it. Come *into* the house, and walk about *in* it. We live *in* Dayton, *on* Fountain Avenue, *at* No. 321. *At* implies nearness to, and is narrower than *in* or *on*.

On, Upon—*On* is preferred where rest or support is indicated, and *upon* when motion into position is indicated. Place the book *upon* the table. The book is now *on* the table.

Among, Between—Use *between* when referring to two things, and *among* when referring to more than two. He walked *between* the houses and *among* the flowers.

Constant usage has indicated certain preferred combinations of verbs and prepositions. A few of these follow :

access *to*
 acquaint *with*
 adverse *to*
 agreeable *to*
 angry *with*
 arrive *at, in*
 bestow *upon*
 call *on* a person, *at* a house, *for* a thing
 compare *with* (quality) ; *to* (for illustration)
 copy *after* (a person) ; *from* (a thing)
 correspond *with, to*
 die *of, by, for*
 disagree *with* (a person) ; *to* (a proposal)
 disappointed *in* (a thing obtained) ; *at* (a thing not obtained)
 inseparable *from*
 martyr *for* (a cause) ; *to* (a disease)
 need *of*
 partake *of, in*
 rid *of*

THE CONJUNCTION

A conjunction is a word connecting two or more other words, two or more phrases, clauses, or sentences.

Ex. The boys *and* girls sang lustily.

To be *or* not to be, that is the question.

The rivulet becomes a brook, *and* the brook becomes a creek, *and* the creek becomes a river.

When finally I sank into slumber, it was only to rush at once into a world of phantasms.

Conjunctions are of two kinds: co-ordinate conjunctions—those connecting words or groups of words of equal value or rank in a sentence, none of which is dependent on the other in meaning; and subordinate conjunctions—those used to connect groups of words one of which is dependent upon the other in meaning.

The co-ordinate conjunctions are: and, but, either, neither, or, nor, also. Since the clauses of a compound sentence are of equal value or rank, the connecting word is always a co-ordinate conjunction.

The subordinate conjunctions are: although, as (except when used after *such*), because, except, for, how, however, lest, now, provided, since, so, still, than, that, thence, therefore, though, unless, whereas, wherever, whether, while, when, whenever, whereby, wherefore, wherein, whereof, whereon, whereupon, whither, why. The subordinate conjunction connects clauses of a complex sentence.

Correlative conjunctions are those used in pairs or series, often in clauses that succeed each other in the same sentence, and neither of which makes complete sense without the other or others. Correlative conjunctions are: although—yet; as—as; as—so; both—and; either—or; if—then; neither—nor; not only—but also; now—now; now—then; so—as; though—yet; whereas—therefore; whether—or.

Cautions—Do not use the conjunction *and* instead of the word *to* before infinitives.

Right: Come *to* see me before noon.

Wrong: Try *and* do what you can.

Right: Go *to* see your chairman tomorrow.

Do not use the conjunction *but* instead of *that*.

Right: I do not deny *that* he is honest.

Wrong: I do not doubt *but* he will be there.

Right: I have no fear *that* he will fail me.

Do not use *like* as a conjunction instead of *as*.

Wrong: You read *like* you always did.

Right: Read to me *as* you did last night.

THE INTERJECTION

An interjection is a word, entirely independent of the rest of the sentence, inserted to express emotion or to attract attention; as, *alas, ah, oh, ho, ha, pshaw, what, hello*. Interjection is from two Latin words: *inter*, which means *between*, and *jectio*, which means *something thrown*—literally, something thrown between. Thus, interjections are words, or rather,

sounds because they have no definite meaning, being thrown into sentences for rhetorical emphasis.

O and *Oh* should not be used interchangeably. *O* is used with a noun in direct address, and *Oh* to express varying degrees of emotion; as, pleasure, pain, surprise, or fear.

The punctuation used in connection with these interjections should be noted carefully. *O* never takes any punctuation mark except the comma following the clause of which it is usually a part. This was explained fully in Lesson 1 of this unit under the head, "The Exclamation Point," but is of sufficient importance to bear repetition.

Ex. *O* Charles, come here.
O Lord, save Thy people.
 When, *O* my countrymen, will you resent
 this wrong?
 Break on thy cold, gray stones, *O* Sea!

Oh, on the other hand, is often used independently as an ejaculation; in such cases, it should be immediately followed by a punctuation mark.

Ex. *Oh!* The gentleman is wrong.
Oh! I have been robbed!
Oh! I thought you would go.

When either *O* or *Oh* is a part of an exclamatory sentence, and is not used independently, the exclamation point properly belongs at the end of the whole sentence.

Ex. *Oh*, what a fearful plunge!
Oh, my brothers! *Oh*, my sisters!
Oh, what a girl! *Oh*, boy!
O God, that bread should be so dear,
 And flesh and blood so cheap!

THE ARTICLES

A, *an*, and *the*, although adjectives, are called articles. The use of *a* and *an* before certain words varies somewhat according to sound. Thus *a* is used before words beginning with a consonant sound, with the exception of a few beginning with a silent *h*.

Ex. A man, a dog, a boy, a unique, a fleet,
 a bevy, a horse, a history.

An is used before words beginning with a vowel or vowel sound.

Ex. An elephant, an inch, an answer, an enemy,
 an extra, an oyster, an hour, an honor.

The can be used without reference to the sound of the word it precedes.

Ex. The man, the dog, the boy, the horse,
 the history, the hour.

SUMMARY**HOW TO USE THE PARTS OF SPEECH**

Aim: To define the noun, pronoun, adjective, preposition, conjunction, and interjection and to assist the student with simple rules for correct usage of these words.

Things to know:

1. The printer should know the parts of speech and their correct usage.
2. He should be able to define the parts of speech.

What they mean:

Adjective—Used to describe or limit a noun or a pronoun.

Conjunction—Connects two or more other words, two or more phrases, clauses, or sentences.

Grammar—The science which treats of the principles that govern the words of a language in their relation to each other.

Interjection—Expresses emotion or attracts attention.

Literacy—Ability to read and write.

Noun—The name of something.

Preposition—Shows the relation of one word to another.

Pronoun—Used in place of a noun.

Equipment:

Pencil, lesson paper, text, dictionary.

Things to do:

1. Learn to define the parts of speech on which this lesson is based.
2. Learn how to distinguish, by the use of words, the parts of speech, remembering that many words are interchangeable.

Precautions:

1. This lesson treats of but six parts of speech. The verb and the adverb are featured in the following lesson.
2. Do not fail to study this lesson. It contains essential information for the printer.

Individual achievement test:

1. Be able to define the noun, pronoun, adjective, preposition, conjunction, and interjection.
2. Be able to determine, by the usage, which part of speech a word represents.

EXAMINATION QUESTIONS

Write neatly and legibly. Check your answers carefully before mailing. Use both sides of theme paper.

QUESTIONS

Which of the following are complete sentences? If there are any that you think are not complete sentences, give your reason for thinking so

1. The place where we ate.
2. What a restaurant this is!
3. Although a very pleasant drive along the river.

COMPLETION

Rewrite and fill in the blanks with the correct form of the pronoun indicated. Give the reason for your choice in each instance.

4. I wish it were _____ (I, me) who was going
5. Who will be the lucky one, you or _____? (he—him)
6. They did not say _____ (who, whom) should go

REWRITE AND UNDERSCORE

Rewrite and underscore the main word or words of each subject and of each predicate; that is, the subject and predicate, without modifiers.

7. The man walking on the other side of the street sees us.
- 8 The room in which he sat, with its simple furniture, was as unpretentious as himself.

WORD LISTS

Under proper headings, list all the nouns, pronouns, adjectives, prepositions, conjunctions, and interjections in the following sentence

- 9 The fireflies, which sparkled most vividly in the darkest places, now and then startled him, as one of uncommon brightness would stream across his path.

ORIGINAL SENTENCES

10. Make up original sentences, using each of the following words correctly
 - a. Whom.
 - b. Acquaint.
 - c. Himself.
 - d. Which.
 - e. Into.

SUPPLEMENTAL QUESTIONS

(Not to be mailed for grading)

Supplemental questions should be mastered by the student, but the answers should not be included in the written lessons submitted for grading.

Which of the following are complete sentences? If there are any that you think are not complete sentences, give your reason for thinking so.

1. Lead on!
2. Yellow, meager, ragged, scowling, wolfish; but prostrate, too, in their humility.
3. Now, it is a fact that there was nothing at all particular about the knocker on the door except that it was very large.
4. Seeing clearly that it would be useless to pursue their point.
5. The ancient tower of a church, whose gruff old bell was always peeping slyly down out of a gothic window in the wall, became invisible.
6. A pale light, rising in the outer air, fell straight upon the bed.

Rewrite and fill in the blanks with the correct form of the pronoun indicated. Give the reason for your choice in each instance.

7. She told me that Doctor Blake, —— she trusted, was the cause of her difficulties. (who—whom)
8. My father allowed my brother and —— to go. (I—me)
9. Let Charles and —— carry the basket for you. (I—me)
10. Fortune laughs as she places her favorites—it may be in a London alley, or those —— she is resolved to ruin in kings' palaces. (who—whom)
11. Give to every one —— due. (his—their)


Rewrite and underscore the main word or words of each subject and of each predicate, that is, the subject and predicate without modifiers

12. The afternoon dragged itself out in silence.
13. On my arrival, I found everything in the freshness of May.
14. The foliage of the trees was still tender and transparent
15. Granada seemed completely surrounded by a wilderness of roses.
16. The first signs of winter fog were beginning to show themselves
17. The glaring day, like a mass of white-hot iron withdrawn from a fire, was losing gradually its heat and its glare in a richer deepening of tone
18. The cold with him froze his old features, nipped his pointed nose, shriveled his cheek, stiffened his gait.

I·T·U LESSONS IN PRINTING

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ENGLISH UNIT V—LESSON 8

HOW TO USE VERBS AND ADVERBS

NO PART OF SPEECH is more misused than the verb, and that is the reason why we shall say more about verbs than about any other words. The verb is the one part of speech without which you cannot make a sentence. Consequently, it requires study. You must learn how to use verbs correctly, and, to do this, you must know how to pick out the verb and all its parts in the most involved sentences. Fortunately, most apprentices, from their study of grammar in school, will be familiar with much of the information covering the use of verbs, but it will be well to review the subject once more and to see that each paragraph which follows is clearly understood.

Neither the use of verbs nor adverbs presents any special difficulty if we go at it in the right way; in fact, we predict you will enjoy their study.

THE VERB

How can you distinguish the verb from the other parts of a sentence? A verb is a word which expresses action or being, as, "I *ran* swiftly", "Jane *is* graceful."

The complete verb in a sentence is sometimes made up of two or three verbs directly following each other, or sometimes separated; as, "I *could not have arrived* in time if I *had gone* by train." There are two complete verbs in this sentence, *could have arrived* and *had gone*. The main verbs, or the ones that tell what the action is, or what was done, are *arrived* and *gone*; *could have* and *had* are helpers, or auxiliaries, as they are called. The eight auxiliary verbs are:

be (am, is, are, was,
were, been, being)
can (could)

may (might)
do (did)
have (had)

must
shall (should)
will (would)

In determining the verb in a sentence, be sure that you include both the auxiliary or auxiliaries and the main verb.

To make sure that you can recognize a verb when you see it, underline each verb in the following sentences :

The English language is changing.

Copy should be kept flat

Never attach photographs to copy with clips.

Speed is desirable, but accuracy is of first importance

Nature wields her scepter mercilessly

Sail on, O Ship of State!

Every office should adopt a style sheet.

Where law ends, there tyranny begins.

I dropped my head and listened to the moan of the wind.

We will go ; you stay.

Give, and it shall be given unto you.

Each of us has set a page.

We study grammar in order that we may learn how to speak and write correctly.

CAN AND MAY, SHALL AND WILL

These auxiliaries require special study because their meanings vary according to the persons with which used.

Can carries with it the idea of ability or power to do a thing ; as, "I *can* ride a horse," meaning that I have the ability, or know how, to ride a horse. *May* carries with it the idea of permission ; as, "You *may* ride the horse," meaning you have my permission to ride my horse. When you use *can*, always be sure that the idea to be expressed is that of knowing how or having the power to do a thing.

To express future time, use *shall* with the first person (*I, we*) ; use *will* with the second and third persons (*you, it, he, she, and they*).

Ex. I *shall* leave tomorrow morning (future time).

We *shall* return shortly (future time).

We *shall* go immediately (future time).

You *will* find me at home after five (future time).

He *will* be here shortly (future time).

They *will* dine with us (in the future).

To express determination or intention, without thought of time, use *will* with the first person ; to express compulsion, use *shall* with the second and third persons.

Ex. I *will* (determined to) see him

We *will* (intend to) drive.

You *shall* (must) obey me.

He *shall* (must) answer my questions.

She *shall* (must) respect your rights.

In questions using the first person, *shall* is the only form permissible.

Ex. What *shall* (not will) I do?

Shall (not will) we be able to catch the train?

In questions of the second and third persons, *shall* or *will* is used according as it may be expected in the answer.

- Ex. *Will* you go to walk with me? (I *will*.)
Shall they be excused from doing this work? (They *shall* not be excused.)
Shall you be at the club this evening? (I *shall*.)

In each case, here the person who asks the questions decides which of the two words to use by considering which word will be used in the answer. He then employs that word in his question.

SHOULD AND WOULD

Should and *would* are the past tenses of *shall* and *will*, hence, they are ordinarily used in the same way as *shall* and *will*. In a few cases, *should* and *would* are used in a different manner. The following paragraphs illustrate these exceptions.

In subordinate clauses expressing a condition, and in statements expressing duty in the sense of *ought to*, use *should* in all persons

- Ex. If you *should* arrive late, do not hesitate to enter.
 If he *should* play golf today, he *should* dress warmly.

To express habitual action, use *would* in all persons

- Ex. Every day, he *would* walk five miles, regardless of the weather.
 He *would* sing whenever we asked him

When direct discourse is changed to indirect discourse, the auxiliary used in the original statement is retained.

- Ex. I told him I *would* not go. (Direct. I *will* not go.)
 She says that she *shall* entertain next week. (Direct. I *shall* entertain next week.)

To make sure that you thoroughly understand the correct use of *shall*, *will*, *should*, and *would*, fill in the blanks below with *shall*, *will*, *should*, or *would*, and then test the correctness of your choice by substituting the equivalent words of the same meaning. These sentences are merely for practice and should not be submitted for grading.

- I am determined that I _____ succeed in spite of all obstacles
 Mary _____ meet you at the party
 What dress _____ I wear this evening?
 If any girl here saw the accident, I wish that she _____ give her version of it.
 I _____ receive a note from him this morning
 I do not think I _____ like that man.
 Do you think we _____ have a good time if we go?
 Perhaps he _____ go with you, as it is very dark
 _____ you take that part in the play if you are asked to do so?
 A person _____ be careful of his speech.

_____ John tell his brother not to go?
 I wonder if Lucy _____ give her friend a birthday present?
 We _____ be compelled to start early.
 The recent rains _____ hinder our progress.
 If anyone wants a ride, he _____ hurry.
 I _____ drown, nobody _____ help me
 I _____ not be here next year, but you _____ be here.
 I _____ be unable to accomplish the task before morning.
 I _____ not endure his impertinence.
 I wondered if you _____ agree to the plan
 I fear I _____ not be equal to the emergency
 You _____ come, I am sure
 You _____ make the reparation which I demand
 You _____ come, you see I am determined

TWO CLASSES OF VERBS

There are two classes of verbs, transitive and intransitive. A transitive verb is one that expresses action upon a person or thing, and the word denoting the person or thing acted upon is called its object. An intransitive verb is one that merely expresses action or being and needs no object to make its meaning complete.

Ex. I have a book. (*Have* is transitive and "book" is its object.)
 I walked slowly (*Walked* is intransitive and has no object.)
 Franklin was once a poor boy. (*Was* is intransitive and has no object.)
 I thought that I could bring both of them at once (*Thought* is transitive and has for its object the clause "that I could bring both of them at once." *Could bring* is transitive, and "both of them" is its object.)

NOTE—A noun following a form of the verb *to be* (an intransitive verb) and explaining the subject, as *boy* in the third example, is called a predicate noun.

A transitive verb may be written in two different forms, one called the active voice, in which the subject is the actor, and the other called the passive voice, in which the person or thing acted upon is the subject.

Ex. The recent rains benefited the growing crops. (*Benefited* is active.)
 The growing crops were benefited by the recent rains.
 (*Were benefited* is passive.)

CORRECT USE OF INFINITIVE

A verb is often combined with *to* and used as a noun, as the subject or object of another verb; as, "*To do* this would be folly"; "She wishes me *to go*." This form of verb is called the infinitive.

Underscore the infinitives in the following sentences .

He wanted to shout and sing

He wishes to see you at once

I intend to write.

I expected to see her.

He seems to be an intelligent man

He appeared to have studied

It was unnecessary to go.

I am delighted to have met you

It is supposed to have been lost

I bade him go

I beg you not to try to pay me

It is said to be hard to print on metal paper

DO NOT SPLIT THE INFINITIVE

Avoid "splitting" or separating infinitives with adverbs. An infinitive is a verb with "to" before it.

Right : We stand ready *to march* promptly.

Wrong : We urge you *to emphatically deny* the rumor.

Wrong : We wrote in order *to fully assure* you of our standing.

Right : We wrote in order fully *to assure* you of our standing.

The infinitive "to" is usually omitted after the verbs *bid, dare, feel, hear, let, and make*; as, "I bade him go."

By adding -ing to a verb, it may be used as an adjective or a noun; as, "I saw the sea *lying* blue and sunny to the horizon, and the surf *tumbling* and *tossing* its foam along the beach"; "*Seeing* is *believing*." This form is called the present participle.

There is also a past participle, formed regularly by adding -d or -ed. (For verbs that do not form their past participles in the regular way, see pages 7 and 8.) The past participle may be used as an adjective; as, a *departed* spirit, *frozen* cream, *buried* treasure.

All verbs have four characteristics or properties, mode, tense, number, and person.

1. MODE (MOOD)

Mode is the manner in which action is expressed. There are three modes, indicative, subjunctive, and imperative.

By far the most frequent in use is the indicative (in-dik'a-tiv) mode which expresses a simple statement of fact or truth; as, "The wind is cold."

The subjunctive mode expresses uncertainty or implies some doubt; as, "If I had arrived early enough, I could have gone with you." Subjunctive means "to join," and is so called because sentences in the subjunctive mode nearly always begin with the conjunctions (joiners), either written or implied, *if, provided, unless, except, until, that, lest, till* or *although*; as, "If I had been there," or "Had I been there."

In using the subjunctive mode of the verb *to be*, the proper form for the singular in all three persons is *were*. It usually implies a wish or suggestion.

- Ex. If I were (not was) you, I would go.
 If you were (not was) he, would you go?
 If he, she, or it were (not was) there, I would go.

The imperative mode expresses a command, an entreaty, or a request ; as, "Leave the room"; "Have mercy upon my soul", "Please shut the door."

2. TENSE

Tense denotes the time of the action—whether it takes place in the present, past, or future ; as, I *go*, I *went*, I *shall go*. There are three tenses, with variations to correspond. If you do not know how to form the tenses in all three modes, look up the conjugation of verbs in any English grammar or large dictionary.

In a sentence containing more than one complete verb, the tenses must harmonize. With a present tense, use a present or future tense ; with a past tense, use a past tense.

- Wrong : She *says* I *might* go when I *came* back.
 Right : She *says* I *may* go when I *come* back.
 Wrong : She *said* I *may* go when I *come* back.
 Right : She *said* I *might* go when I *came* back.

In the first example, the verb *says*, expressing the main thought, is in the present tense ; therefore, the verbs that follow must all be in the present tense or in a variation of it, according to the relation of the time of the subordinate thought to the main thought. In the second example, the verb expressing the main thought is in the past tense, and, likewise, the verbs that follow must be past tense or a variation of that tense.

A statement of unquestioned fact, true at the present time, or a general truth, is put in the present tense, regardless of the tense of the principal verb.

- Right : He *told* me that Canada *borders* on the Arctic Ocean.
 He *knew* that water and oil *do* not mix.

A mistake that is commonly made is that of repeating "have" with the infinitive when "have" is used in the main verb, as in the sentence: "I never should have thought *to do* [not to have done] that." The action of the present infinitive is considered as taking place in the same time as that of the main verb. Therefore, do not use "have" with the infinitive unless you wish to indicate past time with reference to the main verb ; for example, "I am happy to have known him," meaning that I am happy now that I knew him at some time in the past.

Another very common mistake is the use of the wrong form of the verb in the past tense and in the past participle. Regularly, verbs form their past tense by adding -d or -ed to the present tense ; as, hope, hoped ;

spell, spelled ; walk, walked. A great many verbs, however, change irregularly, and it is these verbs that give trouble.

DO YOU SAY—

He *come* yesterday.
He *hasn't come* yet.
I *give* him the figures a week ago
I've gave, or *I've giv'e*, him many things.

I *done* that before.
He *has* already *went*.
They *hung* him at the crossroads

The corn *growed* overnight
The wind *blow'd* a gale all night long
I *seen* him today
I *have* wrote the letter.

FOR—

He *came* yesterday
He *hasn't come* yet
I *gave* him the figures a week ago
I've given, or *I have given*, him many things.

I *did*, or I *have done*, that before.
He *has* already *gone*
They *hanged* him at the crossroads.
But, They *hung* a picture above the mantel.

The corn *grew* overnight
The wind *blew* a gale all night long.
I *saw* him today
I *have written* the letter

To avoid errors of this kind, study the following list of the more common irregular verbs. It is a good idea to keep this list for reference

PRESENT TENSE	PAST TENSE	PAST PARTICIPLE
Abide	I abode	I have abode
Bear	I bore	I have borne
Beat	I beat	I have beat
Begin	I began	I have begun
Beseech	I besought	I have besought
Bid	I bid, or I bade	{ I have bid, or I have bidden
Blow	I blew	I have blown
Break	I broke	I have broken
Burst	I burst	I have burst
Cast	I cast	I have cast
Catch	I caught	I have caught
Chide	I chid	I have chidden
Choose	I chose	I have chosen
Cling	I clung	I have clung
Cost	It cost	It has cost
Deal	I dealt	I have dealt
Do	I did	I have done
Draw	I drew	I have drawn
Drink	I drank	I have drunk
Drive	I drove	I have driven
Eat	I ate	I have eaten
Fall	I fell	I have fallen
Fling	I flung	I have flung
Fly	I flew	I have flown
Forsake	I forsook	I have forsaken
Freeze	I froze	I have frozen
Get	I got	I have got
Give	I gave	I have given
Go	I went	I have gone
Grow	I grew	I have grown
Hang	I hung ¹	I have hung ¹
Know	I knew	I have known

¹*Hanged* is the form used in speaking of an execution—They *hanged* him as high as Haman

PRESENT TENSE	PAST TENSE	PAST PARTICIPLE
Lay ²	I laid ²	I have laid ²
Lead	I led	I have led
Lend	I lent	I have lent
Lie (to lie down) ²	I lay ²	I have lain ²
Rend	I rent	I have rent
Ride	I rode	I have ridden
Ring (a bell)	I rang	I have rung
Rise	I rose	I have risen
Run	I ran	I have run
See	I saw	I have seen
Set ³	I set ³	I have set ³
Shake	I shook	I have shaken
Sing	I sang	I have sung
Sink	I sank	I sunk
Sit ³	I sat ³	I sat ³
Slay	I slew	I have slain
Slung	I slung	I have slung
Slunk	I slunk	I have slunk
Smite	I smote	I have smitten
Speed	I sped	I have sped
Steal	I stole	I have stolen
Swim	I swam	I have swum
Take	I took	I have taken
Tear	I tore	I have torn
Throw	I threw	I have thrown
Thrust	I thrust	I have thrust
Tread	I trod	I have trodden
Wake	I woke or waked	I have waked
Wear	I wore	I have worn
Weave	I wove	I have woven
Wring	I wrung	I have wrung
Write	I wrote	I have written

3. PERSON AND NUMBER

A verb has two numbers and three persons, just as its subject has, and it must agree with its subject in number and person. Agreement in person does not present difficulties, but disagreement in number between a verb and its subject is a common fault. If the subject is singular, the verb must be singular; if the subject is plural, the verb must be plural.

Wrong: The shortness of the days *were* a handicap.

Right: The *shortness* of the days *was* a handicap.

Wrong: None of us *were* present.

Right: None of us *was* present.

Wrong: The repeated misfortunes of his brother *was* a trial to him.

Right: The repeated misfortunes of his brother *were* a trial to him.

Wrong: Fruit and cotton culture *are* developing.

Right: Fruit and cotton culture *is* developing.

²Lay is a transitive verb, taking an object—I lay the book on the table Lie is an intransitive verb—I like to lie on the grass

³Set is a transitive verb, taking an object—I set the jar on the table Sit is an intransitive verb—I sit in a chair

Care must be taken to distinguish the real subject from what appears to be the subject of the sentence, especially in sentences that are long and involved. When a noun immediately precedes the verb, the natural inclination is to make the verb agree with that noun, regardless of whether or not it is the subject. This is particularly liable to happen if the noun next to the verb is plural, as,

- Wrong The whole town, with the exception of about a dozen houses, *were* burned to the ground
 Wrong The ship, with all her passengers, *were* lost.

Regardless of intervening words, however, the real subject must be determined and the verb made to agree with it

A verb may have two or more subjects, both or all singular or plural, connected by *and*. A subject of this kind is called a compound subject and is considered plural, taking a plural verb, as in the following :

- Wrong : A dog and a cat *was* eating from the same dish
 Right . A dog and a cat *were* eating from the same dish
 Right : Chandler & Price *are* press manufacturers
 Right . The Chandler & Price Company *is located* in Cleveland

The words *one*, *each*, *every*, *anybody*, *everybody*, *anyone*, *either*, and *neither* should be accompanied by singular verbs, except when the members of a compound subject differ in number, in which case, the verb should agree with the member nearest it in position

- Ex. One of us *is* going
 Each of the houses *had* its own lawn
 Every baby in the contest *was* beautiful
 Anybody *is* crazy to do that.
 Each man, woman, and child *is* eligible
 Everybody *is going* to the show
 Anyone *enjoys* reading a good book
 Either work or starve *is* their motto
 Neither Bill nor his sister *was* present.
 Each and everyone of the members *was* present and brought his own books

The preceding lesson explained how dependent or related pronouns should be singular in keeping with their subjects.

A collective noun may take either a singular or plural verb, according as it is taken to mean each member of the group it names or the group as a whole

- Ex. The council *agrees* to pass the measure (unit).
 The council *agree* to pass the measure (individuals)
 The board *is directed* (singular, collective).
 The board *are going* home (individuals)

A flock of birds *was winging* its way (flock, unit).
 A number of witnesses *were questioned* (individuals).
 The number of spectators *was* larger than yesterday
 (singular).
 The herd of horses *was sold* (singular).

In the first sentence, the council is considered as a body, and the verb is therefore singular; in the second, the members are considered individually, and the verb is therefore plural.

The pronoun *you*, whether singular or plural, should always have a plural verb; as, "You (one or many) were chosen." Also note these forms which are correct:

Ex. If I *were* going.
 If it *were* mine.
 It *was* you.

THE ADVERB

An adverb is a word used to qualify or slightly change another word, such as (a) a verb, (b) an adjective, (c) another adverb.

Ex. He ate his dinner *greedily*.
 The nearest town is *almost* ten miles away
 I think he will come *very* soon.

An adverb may express manner, time, place, degree, number, or cause. Like an adjective, it may also be compared either by adding -er or -est or by the use of more and most, less and least. Also, some adverbs have an irregular comparison; as, well, better, best; much, more, most, little, less, least; ill, badly, worse, worst; far, farther, farthest.*

As drill practice, compare the following.

POSITIVE	COMPARATIVE	SUPERLATIVE
soon	sooner	soonest
ill	worse	worst
wisely	more wisely	most wisely
well
badly
happily
often
much

A great many adverbs end in *ly*, being simply the adjective plus *ly*; as, briefly, largely, softly. It may sometimes be puzzling whether to use the adjective or the adverb. He looks *neat*, or *neatly*—which is correct? *Neat* is correct in this instance because the word in question describes the subject *he*; it does not describe the act of looking. In instances of this kind, stop to consider whether the word questioned qualifies the subject of the sentence or describes the action itself.

*Say farthest, not fartherest

There is often a doubt in the mind of a speaker or writer whether an adverb or adjective should be used after such verbs as *seem*, *look*, *smell*, and *feel*. For instance, if one is not well, is it correct to say "he feels badly"? In such cases, the adjective should be used, not the adverb "badly." "He feels bad" is the correct form. If the manner of the action is meant, the adverb should be used. In the foregoing case, the speaker does not intend to express the manner of feeling. He does not wish to say that the person does his feeling in a bad manner; namely, that he has a poor sense of touch. What he does intend to say is that the person in question is in a bad condition. Therefore, the adjective should be used because it expresses a quality or state of the subject. It is no more correct to say that a person feels badly than to say he feels gladly, sadly, delightedly, or pleasantly.

In the same way, we say, "she looks beautiful," not "beautifully," since beauty is a quality of the subject, not a word used in any way to describe the manner of looking. So after most verbs referring to sensations, an adjective is properly used; as, "It looked hot", "It sounded sweet", "It tasted sour."

POSITION OF ADVERB

An adverb should be placed as near as possible to the word it modifies, so that the right meaning will be conveyed.

Wrong: He *only* lent me the two books.

Right: He lent me *only* the two books.

These two sentences have entirely different meanings because of the position of the adverb *only*. The first means that the two books were lent, not given; the second means that not more than two books were lent. These two sentences represent an error that is commonly made—that of placing the adverb as it is placed in the first sentence when the meaning of the second is what is really intended.

Remember that the adverb *only* modifies either the word or phrase immediately following or that immediately preceding; hence, great care should be taken to place the word *only* so that its reference may not be doubtful.

THE SENTENCE

Sentences are classified in two different ways, according to the thought expressed and according to structure.

According to the first classification, there are four kinds of sentences, declarative, interrogative, imperative, and exclamatory. A declarative sentence is one that makes a simple statement; an interrogative sentence is one that asks a question; an imperative sentence is one that expresses a command or request; an exclamatory sentence is one that expresses strong emotion; as, joy, grief, surprise, contempt.

KINDS OF SENTENCES

According to the second classification, there are three kinds of sentences, simple, complex, and compound.

A simple sentence is one that has only one subject and one predicate. A simple sentence may consist of only a few words, and again it may be long, having a subject and predicate with several word and phrase modifiers, or a compound subject or predicate, or both.

A complex sentence is one that is composed of two or more simple sentences, one of which expresses the main thought with the others subordinate to it.

Ex The bird *which I saw* was a robin.
 I did not know *what to think*.
 The lesson *that work is necessary* is learned early.
 I knew the man *who won the race*.
 Chicago, *which is the largest city in Illinois*, is on Lake Michigan.
 The man *who was taken to the hospital today* is dying.

NOTE—Sometimes, young printers are at a loss to know why, in the next to the last sentence, the clause should be separated from the principal statement by commas, and in the last sentence, no commas are required. The explanation is in the fact that the first clause is descriptive, or parenthetical; the last is limiting, or applicable only to the dying man.

A compound sentence is one that is made up of two or more simple or complex sentences, or simple and complex sentences, joined by a co-ordinate conjunction.⁵

Ex The hills ran up above the vegetation in spires of naked rock.
 The appearance of the island when I came on deck next morning was altogether changed.
 The window of the captain's room was thrown open with a slam and a jingle of broken glass, and a man leaned out into the moonlight.
 I was very uneasy and alarmed, as you may fancy, and it rather added to my fears to observe that the stranger was certainly frightened himself.

You can readily see that the first example is a simple sentence, having but one subject, "hills," and one predicate, "ran," with their modifiers, "the" for the subject and "up above the vegetation in spires" for the predicate. The second sentence is a complex sentence, made up of one main thought—"The appearance of the island was altogether changed"—and an additional thought or sentence—"I came on deck next morning"—which is subordinate to the main thought; the two sentences are joined by the subordinate conjunction "when." The third sentence is a compound sentence, made up of two simple sentences—"The window of the captain's room was thrown open with a slam and a jingle of broken glass," and "a man leaned out into the moonlight"—neither of which needs the other to complete the sense; these two independent sentences are joined by the

⁵See use of conjunction, Unit V, Lesson 7

conjunction "and." The fourth sentence is also compound and breaks into two complex sentences: (1) "I was very uneasy and alarmed, as you may fancy," made up of the main thought, "I was very uneasy and alarmed," and a subordinate thought, "you may fancy," joined by the subordinate conjunction "as"; (2) "It rather added to my fears to observe" and a dependent thought, "the stranger was certainly frightened himself," joined by the subordinate conjunction "that"; the two complex sentences are joined by the co-ordinate conjunction "and."

KINDS OF CLAUSES

Each separate sentence in a compound or complex sentence is called a clause. A clause may be a main clause or a subordinate clause, according as its thought is complete in itself or is dependent upon another clause. A subordinate clause is joined to the main clause by a relative pronoun or a subordinate conjunction.

A subordinate clause may be used as a noun, an adjective, or an adverb. As a noun, it may stand as subject or object, or it may be used in apposition to a noun; as an adjective, it may qualify or describe a noun or a pronoun; as an adverb, it may qualify a verb, an adjective, or an adverb.

Ex. *Who did it* does not matter (noun, as subject).

That was *what he wanted to do* (noun, as predicate).

He said *that he would go* (noun, as object).

The fact *that he was under observation* made him cautious (noun, in apposition).

He *who would dance* must pay the fiddler (adjective—relative).

The price *that is asked* is prohibitive (adjective—relative).

We started home *before it began to rain* (adverb).

If I go, I shall need more money (adverb).

NOTE—Adverb clauses are used to express place, time, manner, degree, cause, consequence, purpose, concession.

You should be able to divide any sentence into its component parts and explain in detail their relation to one another. If a sentence is long, divide it first into clauses, making clear the relation of the various clauses; then divide each clause into subject and predicate with their modifiers. Practice in thus analyzing sentences will teach you how a sentence is built.

SUMMARY**HOW TO USE VERBS AND ADVERBS**

Aim: To acquaint the student with the verb and the adverb and to provide rules for the proper usage of these important parts of speech

Things to know :

1. A complete sentence must contain a verb
2. The complete verb in a sentence sometimes consists of a main verb and one auxiliary verb or more.
3. A verb has two numbers and three persons
4. An adverb may express manner, time, place, degree, number, or cause.
5. The auxiliary *can* carries with it the idea of ability or power to do a thing ; *may* expresses the idea of permission
6. *Shall* is used with the first person to express future time ; *will* is used with the second and third persons.
7. *Will* is used with the first person to express determination or intention, without thought of time ; *shall* is used with the second and third persons to express compulsion.
8. *Shall* is the only form permissible in questions using the first person , in questions of the second and third persons, *shall* or *will* is used according as it may be expected in the answer
9. Use *should* in all persons in subordinate clauses expressing a condition, and in statements expressing duty in the sense of *ought to*.
10. Use *would* in all persons, to express habitual action
11. *Should* and *would* are the past tenses of *shall* and *will*, and with the exceptions given above (9, 10), are used in the same way as *shall* and *will*.
12. When direct discourse is changed into indirect discourse the auxiliary used in the original statement is retained.
13. In using the subjunctive mode of the verb *to be*, the proper form for the singular in all three persons is *were*. It usually implies a wish or suggestion.
14. Avoid "splitting" or separating infinitives with adverbs.
15. Do not repeat *have* with the infinitive when *have* is used in the main verb.
16. A statement of unquestioned fact, true at the present time, or a general truth, is put in the present tense, regardless of the tense of the principal verb.
17. A compound subject is considered plural and takes a plural verb.

18. A collective noun may require either a singular or plural verb, depending upon whether it is taken to mean each member of the group it names or the group as a whole.
19. The words *each*, *one*, *every*, *either*, *neither*, *anybody*, *everybody*, and *anyone* should be accompanied by singular verbs, except when the members of a compound subject differ in number, in which case, the verb should agree with the member nearest it in position.
20. After the verbs *seem*, *look*, *smell*, and *feel*, and most verbs referring to sensations, an adjective is properly used ; if the manner of the action is meant, the adverb should be used
21. An adverb should be placed as near as possible to the word it modifies, so that the right meaning will be conveyed.
22. A subordinate clause may be used as a noun, an adjective, or an adverb.

What they mean :

Adverb—A word used to qualify or slightly change another word, such as a verb, an adjective, or another adverb.

Infinitive—A verb with “to” before it.

Intransitive Verb—One that merely expresses action or being, needing no object to make its meaning complete.

Mode—The manner in which action is expressed.

Tense—Denotes the time of the action.

Transitive Verb—One that expresses action upon a person or thing which is called its object.

Verb—A word which expresses action or being.

Things to do :

1. Learn to define the verb and the adverb.
2. Learn to distinguish between *can* and *may*, *shall* and *will*.
3. Learn the proper use of the infinitive.
4. Learn what is meant by the two numbers and the three persons of a verb.

Precautions :

1. Do not forget the importance of the verb.
2. Be sure to study this lesson thoroughly. Its content is valuable to the printer.
3. Remember that a complete sentence requires a verb.

TEST QUESTIONS

Write neatly and legibly. Check your answers carefully before mailing. Use both sides of theme paper.

1. Rewrite the following sentences, filling in the blanks so as to make each verb agree with its subject in number :

- a. Each one of the guilty men _____ a family to support. (has, have.)
- b. Every one knows that the need of more land for the production of crops _____ made our numerous swamps valuable if they can be drained. (has, have.)
- c. The land in these swamps often _____ most fertile, so that its products richly _____ the cost of draining ditches (prove, proves; repay, repays.)

2. Tell whether the following sentences are simple, complex, or compound, and give briefly your reason in each case :

- a. At the approach of winter, the birds fly southward.
- b. A moon was just coming up in back of a distant row of poplar trees whose upper branches seemed to be supporting the skies.

3. List all complete verbs (not participles) in the following extract :

My curiosity, in a sense, was stronger than my fear; for I could not remain where I was, but crept back to the bank again, whence, sheltering my head behind a bush of broom, I might see down the road before our door. I was scarcely in position ere my enemies began to arrive, seven or eight of them, running hard, their feet beating out of time along the road, and the man with the lantern some paces in front. Three men ran together, hand in hand; and I made out, even through the mist, that the middle man of this trio was the blind beggar. The next moment his voice showed me that I was right.

4. List all the adverbs in the following sentences :

- a. It likewise happens frequently that whales come too near the stream and are overpowered by its violence.
- b. Suddenly there shot along the path a wild light, and I turned to see whence a gleam so unusual could have issued.

5. Copy the following sentences, using *shall* or *will*, *should* or *would*, and give your reason in each case.

- a. If he comes, I _____ enjoy seeing him.
- b. When bright days come again, you _____ see how I _____ welcome them.
- c. If you _____ come late, do not ring the bell.

(Questions continued on next page)

- d. He _____ read for at least an hour every day.
- e. You _____ not go. I _____ not allow it.
- f. How _____ he be expected to know about the accident?
- g. I fear that you _____ miss the bus.

SUPPLEMENTAL QUESTIONS

(Answers not to be mailed for grading).

Supplemental questions should be mastered by every student, but the answers should not be submitted for grading to the Bureau of Education.

1. List all the adverbs in the following sentences, and opposite each adverb give the word it modifies :

- a. I found that the grapes which I had hung up were perfectly dried.
- b. The hill dropped at a tremendously steep angle to a dry river bed.
- c. Right below the rock was an exceedingly small hollow of green turf.
- d. My heart was beating fast when we set forth in the cold night upon this dangerous venture.
- e. The village was completely shut in by hills which swelled away gently about it.
- f. His sunburnt face, down which the perspiration streamed, was partly concealed by a cap with a leather peak.

2. List the transitive verbs in the foregoing sentences and tell whether they are active or passive voice

3. Rewrite the following sentences, filling in the blanks so as to make each verb agree with its subject in number :

- a. What a strange spectacle the chief and his retinue, all in ceremonial dress, _____ ! (present, presents.)
- b. All the energies of her life _____ bent to a high moral aim. (was, were.)
- c. The far end of the room was kept clear, but the two long sides and the ladder end _____ packed with Hopi women and their children. (was, were.)

4. Rewrite the following sentences, filling in the proper form of verb to harmonize in point of time with the verb given :

- a. Where did you say Indian Lake _____ ? (is, was)
- b. When he reached the pier, he _____ that one of the small boats _____ missing. (learns, learned ; is, was.)

- c. The stakes which I had cut out of some trees that _____ thereabouts _____ all grown out with branches, as much as a willow tree usually _____ the first year after lopping its head. (grow, grew ; are, were ; shoots, shot.)
- d. After supper, when the twilight had faded into that clouded blackness before the stars _____, I _____ after my guide up the mesa trail. (appear, appeared ; scramble, scrambled.)

5. Tell whether the following sentences are simple, complex, or compound, and give briefly your reason in each case :

- a. They struck our horses and sent them flying down the river bed.
- b. Everything was quiet.
- c. When it grew near to sunset, the men began returning from the fields, plodding in with their sacks and staves and huge planters' hoes.

I·T·U LESSONS IN PRINTING

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ENGLISH UNIT V—LESSON 9 HOW TO USE WORDS CORRECTLY

OF WHAT does good written, or printed, English consist? Well-constructed sentences and paragraphs, simply expressed, free from mistakes in grammar, spelling, punctuation, and misuse of words. Although every one owes it to himself to make a constant effort to express his thoughts clearly and forcefully, the printer is not particularly concerned with matters of rhetoric; they are left to the writer of copy. Correct spelling and punctuation, grammatical English, and the use of the right word in the right place—these are the special concern of the printer.

Perhaps there is nothing so quickly ridiculed as a misused word in speaking. It leaves an impression of affectation or plain ignorance on the part of the speaker. In printed matter, nothing casts a more disparaging reflection on the compositor than a word wrongly used.

English is variable language. The English language offers a multitude of opportunities for such blunders. We have no consistent system of spelling according to pronunciation—two or more words may be pronounced alike, but spelled differently; a great many groups of words have a common root,¹ but a difference in the prefix or suffix makes them widely apart in meaning; then, most of us are inclined to be slovenly in our everyday speech—transposing, slurring, and even omitting letters; and we are not accurate readers—we do not see words as they are actually written. These difficulties of the language can be overcome by observation and study of words. Cultivate accuracy in reading—try to see each letter of every word in its proper place. A study of the words in following lists will help you to acquire an understanding of our language.

I. You will notice that the words in this list are pronounced alike, but are spelled differently and have widely different meanings. These are

¹The *root* of a word is its fundamental part, to which a beginning syllable (prefix) or an ending syllable (suffix), or both, is added to vary the meaning. For instance, *reject*, *object*, *project*, have the same root, *ject* (meaning *throw*), to which have been added the prefixes *re*, *ob*, and *pro*, to give the meanings *throw back*, *throw against*, or in *opposition to*, and *throw out*.

called homonyms. In studying them, pair each meaning with its correct spelling, and fix them together in your mind.

- altar* (in a church)
alter (to change)
- ante* (before, as in antecedent)
anti (against or opposed to, as in antiseptic, anti-Semite)
- arc* (part of the circumference of a circle, an arch)
ark (Noah's ark, a ship)
- auger* (a tool)
augur (to foretell)
- ought* (anything)
ought (to be obliged)
- bare* (to strip; naked)
bear (an animal)
- berth* (a bunk or bed)
birth (being born)
- brake* (on a train or automobile)
break (to shatter)
- brows* (eyebrows)
browse (to graze)
- brute* (animal)
bruit (to spread a rumor)
- calendar* (schedule of days and months)
calender (machine for giving paper a gloss)
- cant* (hypocritical talk)
can't (contraction of cannot)
- canvas* (a strong cloth)
canvass (to go about soliciting)
- carat* (used in speaking of gold and diamonds)
caret (the mark ^)
carrot (a vegetable)
- capital* (chief, pertaining to the death penalty, wealth, head of a pillar, chief city, large letter)
capitol (the Capitol building at Washington, or a statehouse)
- cast* (to throw)
caste (a social class)
- censer* (a vessel for burning incense)
ensor (an official examiner, a critic)
- cere* (to cover with wax)
sear (to wither)
seer (one who foretells events)
- cession* (surrender)
session (meeting)
- cite* (to quote)
site (a place)
sight (power of seeing)
- coarse* (not fine)
course (to run, line of conduct, of course)
- complement* (something needed to make another thing complete)
compliment (expression of admiration)
- council* (an assembly)
counsel (advice, to advise; attorney)
- currant* (fruit)
current (present; the current of a river)
- dun* (demand for payment)
done (past tense of do)
- dyeing* (present participle of *to dye*)
dying (present participle of *to die*)
- faint* (weak, to lose consciousness)
feint (a deceptive movement)
- fair* (clear, beautiful, impartial; a market)
fare (to happen; price of a ticket; food)
- fate* (destiny)
fête (a festival)
- flair* (natural aptitude)
flare (to blaze up)
- floe* (a mass of floating ice)
flow (to move along smoothly)
- gate* (gate in a fence, an opening, in sports, number of spectators)
gait (manner of walking)
- haul* (vigorous; to drag in)
haul (frozen rain, to call to)
- hear* (to know by means of the ears)
here (at this place)
- hew* (to chop)
hue (a color, a cry)
- hoard* (to store away; an accumulation)
horde (a multitude of people; a swarm of insects; a pack of animals)
- hole* (an opening)
whole (entire)
- indict* (to make a charge against)
indite (to put into writing)
- lacks* (is wanting)
lax (easy-going)
- lessen* (to make less)
lesson (something to be learned)
- maize* (corn)
maze (a network of passages)
- martial* (warlike)
marshal (to arrange in order; an officer of the law)
- mean* (inferior, common, shabby)
mien (appearance or manner of a person)

- meat* (flesh)
meet (to come together; suitable, appropriate)
mete (to allot or distribute; to measure)
missal (a book)
missile (a weapon to be thrown)
pale (of a light shade of color; within the pale, meaning within certain boundaries, figuratively speaking)
pail (a bucket)
pane (a pane of glass)
pain (ache, distress)
peak (highest point)
per (anger, envy)
peel (to peel an apple)
peal (to ring; ringing of a bell)
peer (an equal; to peep)
pier (an upright support; a wharf)
pray (to beseech)
prey (victim; to make a victim of)
principle (a general truth; a fundamental—used as a noun only)
principal (main, chief; head of a school—used both as an adjective and as a noun)
rain (falling vapor)
rein (to hold in check)
reign (to exercise power, as a king; the time of a king's rule)
raise (to lift up)
rays (rays of light)
rase (to tear down)
reek (smoking, steaming)
wreak (to inflict, as vengeance upon)
rest (to relax)
wrest (to take away by force)
right (not wrong)
rite (a ceremony)
wright (a craftsman)
write (to write with a pen or pencil)
rote (to learn by rote, meaning to memorize)
wrote (form of *write*)
rough (not smooth)
ruff (a frilly collar)
seam (joining of two pieces)
seem (to appear to be)
serf (a kind of slave)
surf (swell of the sea)
sew (with a needle)
so (to this degree; therefore)
sow (to plant)
stair (series of steps)
stare (to look long and hard)
stationary (not movable)
stationery (writing materials)
steal (to take unlawfully)
steel (a metal)
stile (a step by which to climb over a fence)
style (fashion)
straight (not crooked)
strait (a body of water)
straightened (made straight)
straitened (restricted; in financial difficulty)
surge (to rise, to swell)
serge (kind of cloth)
tale (a story)
tail (a dog's tail)
tare (weight of the packing of a shipment)
tear (to pull apart)
tear (teardrop)
tier (a row)
their (possessive form of they)
there (at that place)
throes (agony)
throws (a form of *to throw*)
to (the preposition)
too (also)
two (the number)
vain (conceited)
vane (weather vane)
vein (veins of the body; a mood)
vale (valley)
veil (a thin curtain)
vial (a small bottle)
viol (a musical instrument)
vile (base, wicked)
waive (to set aside)
wave (to wave a flag; waves of water, heat, etc.)
wear (to wear, as clothes)
ware (as chinaware, glassware)
yoke (kind of harness; bondage)
yolk (yellow of an egg)

II. There are many words which look and sound alike to the careless observer and listener, but which are not spelled alike and which have entirely different meanings; also, some words are wrongly interchanged because of a similarity in meaning. These are pitfalls for the printer. It is an easy matter for the eye to transpose letters, double a consonant, or substitute one letter for another, making an entirely different word,

with a disastrous effect on the meaning of the sentence; and unless you know the special application of words which have the same general meaning, there is danger of wrong substitutions.

You need first to have a broad acquaintance with the words of the English language, and then to know them intimately—to know the differences in meaning and spelling; in short, to acquire a vocabulary. This you can accomplish through reading, for both amusement and instruction. We urge you again, in all seriousness, to read the dictionary in odd moments.

Examine each word in the following list letter by letter; notice exactly wherein it differs in spelling from other words in the same group; learn the meaning of each word, and notice the difference in meaning between words in the same group. The words listed here are in common use. They are grouped to call attention to their similarities and their differences. The definitions are not complete, but are sufficient to make the differences in meaning clear. If any words are new to you, look them up in an unabridged dictionary to see how they are used.

accept (to receive)

except (to leave out)

advise (used as a verb only)

advice (used as a noun only)

affect (to act upon, to influence—used as a verb only)

effect (to bring about, to accomplish; a result—used both as a verb and as a noun)

aggravate (to make worse, intensify)

exasperate (to irritate very much)

provoke (to make angry)

NOTE—*Aggravate* should never be used in the sense of making angry; use *exasperate* or *provoke*

alloy (to relieve, to soothe)

alley (a narrow street)

ally (an associate, a helper)

all together (all at the same time or place)

altogether (completely, wholly)

allude (to make a casual reference, to hint)

refer (to make a direct reference)

amateur (one who cultivates a particular pursuit, study, or science without pursuing it professionally)

novice (a beginner)

among (used in referring to more than two persons or things)

between (used in referring to two persons or things)

baring (making bare)

barring (closing)

bearing (carrying)

balance (a state of equilibrium; in book-keeping, the difference between total debits and credits)

remainder (surplus)

NOTE—*Balance* should never be used in place of remainder, to mean surplus, what is left.

beside (by the side of)

besides (in addition, moreover)

character (a person's real nature)

reputation (a person's supposed nature)

coincidence (a circumstance accidentally agreeing with another)

incident (a happening)

NOTE—*Coincidence* should never be loosely used for incident. You meet a friend whom you have not seen for years and whom you thought lived out of town, but who, you learn, has been in town all the while. That is an *incident*, not a *coincidence*. But, you want a job in a newspaper office, and you meet a friend who does not know that you are looking for a job in a newspaper office; he tells you casually about an opening in his office. That is a *coincidence*, having in it an element of chance

common (belonging to more than one)

mutual (common and, at the same time, reciprocal)

NOTE—*Mutual* is frequently misused for common. "Despite their *mutual* personal dislike, Carter and Wilson engaged in many business ventures together for their *common* (not *mutual*) profit"

conscience (a person's sense of right and wrong)

conscious (aware of being alive)

conscientious (governed by conscience)

consular (pertaining to a consul)

councilor (a member of a council)

counselor (an adviser)

creditable (satisfactory)

credible (said of something that can be believed)

credulous (said of a person who is easily led to believe)

deadly (causing death)

deathly (like death)

decent (respectable)
descant (to talk at great length)
descent (a going-down)
dissent (to disagree, a disagreement)
decease (death)
disease (sickness)
decided (unquestionable)
decisive (putting an end to all question or discussion)
demur (to object)
demure (modest)
depository (those responsible for a deposit)
depository (place for safe-keeping)
disinterested (impartial)
uninterested (not interested)
discover (to find for the first time)
invent (to originate)
 NOTE—A thing that has always existed is *discovered*; a thing that has been contrived through man's ingenuity is *invented*.
divers (several)
diverse (different)
emigrant (a person who is leaving his native land to settle in another)
immigrant (a foreigner coming into a country to settle there)
eminent (high, lofty, prominent)
immanent (inherent, intrinsic)
imminent (threatening, perilous)
enormity (excessive wickedness)
enormousness (extraordinary size)
farther (a great distance)
further (additional)
fewer (smaller in number)
less (smaller in degree)
 NOTE—Do not use *less* for *fewer* when you mean a smaller number; as, We are having *fewer* (not *less*) storms this summer.
formally (according to custom; with ceremony)
formerly (some time or a long time ago)
healthful (giving health)
healthy (having health)
infer (to draw a conclusion)
intimate } (to suggest without expressing)
imply }
ingenious (clever)
ingenuous (open, frank, honest)
invaluable (very precious)
 NOTE—Do not use *invaluable* in the sense of *not valuable*.
later (in point of time)
latter (the second of two things mentioned)
 NOTE—*Latter* should not be used to mean the last of a series of things mentioned; use *last*; *latter* when two things only are mentioned.

likely (probable, in a favorable sense)
liable (legally responsible; likely, in an unfavorable sense)
 NOTE—Powder is *liable* to explode unless properly handled. Better times are *likely* (not *liable*) to come.
loath (reluctant)
loathe (to despise)
lose (to fail to keep)
loose (not tight; used also as a verb, meaning to unfasten)
majority (more than half, the greater part)
plurality (in voting, the greatest number of votes received by any one candidate, regardless whether a *majority* of the total votes cast)
notoriety (publicity of an undesirable kind)
publicity (being made public, with no odium attached)
notorious (having a widespread bad reputation)
famous (having a good public reputation)
oblige (to accommodate)
oblique (slanting)
official (authoritative)
officious (meddlesome)
partition (a division)
petition (a request)
per cent (used with a numeral, as 10 per cent)
percentage (proportion)
 NOTE—The *percentage* (not *per cent*) of an increase.
persecute (to harass)
prosecute (to follow up, to carry on)
personal (pertaining to a particular person)
personnel (the members of an organization)
practical (governed by common sense and experience, not theoretical; applies to persons or things)
practicable (capable of being put into practice, feasible, applies only to things)
 NOTE—Say "a *practical* man," but "a *practicable* idea"
precede (to go before)
proceed (to continue, to begin)
prescribe (to set down as a law, to give a direction)
proscribe (to outlaw, to prohibit)
subscribe (to write your name underneath a document; to give your consent; to pledge yourself to pay for a book or magazine, or a contribution)
prophecy (used as a noun only)
prophesy (used as a verb only)
prospective (anticipating)
perspective (a view or vista; a principle of drawing)

provided (on condition that)
providing (present participle of the verb
to *provide*)

NOTE—Do not say “*providing* you go,” but
“*provided* you go.”

respectably (decently)
respectfully (with respect)
respectively (with respect to each one of a
number)

NOTE—Never close a letter “Yours respec-
tively.”

sewage (refuse carried off by sewers)
sewerage (system of draining by sewers)

statue (an image)
stature (a person's height)
statute (a law)

unique (only one of its kind)
rare (not common)

vocation (regular occupation)
avocation (an occupation for which a per-
son is suited by nature)

III. Read the following list of miscellaneous faulty expressions. You may not be guilty of all of them, but check those that have become a habit of speech with you and give them special attention. This list makes an excellent handy reference; keep it at hand and read it from time to time.

Above—Often used erroneously as a noun. The word *foregoing* is better.

All ready, already—*All ready* (adjective phrase) means completely ready; *already* (adverb) means previously.

Alternative—refers to a choice between two things; never used in speak-
ing of more than two things. If more than two, use *choice* or *course*.

Wrong: One of three *alternatives* was left him.

Right: One of three *courses of action* was left him.

Right: If you do not care to risk the road over the mountain, the trail along the river offers an *alternative*.

All right—There is no such word as *alright*.

All the farther—Should not be used to mean *as far as*.

Wrong: This is *all the farther* I am going.

Right: This is *as far as* I am going.

As . . . as, so . . . as—*As . . . as* is used when equals are compared,
so . . . as is used for the comparison of unequals, especially in the
negative.

Right: His second novel is *as good as* his first.

Wrong: This book is not *as* interesting *as* the other.

Right: This book is not *so* interesting *as* the other.

As—Should never be used for *that*.

Wrong: I don't know *as* I can go.

Right: I don't know *that* I can go.

At about—If you use *about*, do not use *at* before it.

Wrong: We arrived *at about* 4 o'clock.

Right: We arrived *about* 4 o'clock.

Best of any—Do not use *any* with *best*, or any other superlative.

Wrong: This story is the *best of any* I have read.

Right: This story is the *best of those* I have read.

Wrong: John's proof is the *cleanest of any*.

Right: John's proof is the *cleanest of all*.

Blame on—Omit *on*.

Wrong: Don't *blame* it *on* me.

Right: Don't *blame* me for it.

Right: Don't *put the blame* for it *on me*.

Broadcasted—There is no such word. *Broadcast* is used for both the present and past tenses.

But what—Do not use *but what* for *but that*. In most cases, it is better to use *that* alone.

Wrong: I don't know *but what* I'll go after all.

Right: I don't know *but that* I'll go after all.

Wrong: I don't doubt *but what* he is innocent.

Right: I don't doubt *that* he is innocent.

Wrong: There is not an apprentice in the trade *but what* can profit by additional study.

Right: There is not an apprentice in the trade *who* cannot profit by additional study.

Right: That is true, *but what* I mean is this.

Right: He expected nothing *but* (meaning *except*) *what* he had earned.

But—Do not use *but* (meaning *only*) with *not*.

Wrong: There aren't *but* five apples left.

Right: There are *but* five apples left.

But, used in this sense, and *not* are both negatives, making the two used together a double negative. A double negative is never permissible in English.

Can't seem—Do not say *can't seem*; instead say *seem unable* or *do not seem able*.

Wrong: I *can't seem* to get this right.

Right: I *seem unable*, or *don't seem able* to get this right.

Complected—There is no such word as *complected*; say *complexioned*; as, *light-complexioned*.

Considerable—An adjective—not a noun or an adverb.

Wrong: There is *considerable* to do before night.

Right: There is a *considerable amount* of work to do before night.

Wrong: I was *considerable* disturbed over that.

Right: I was *considerably* disturbed over that.

Data—*Data* is the plural of *datum*; hence it takes a plural verb, and *these* and *those* should be used with it, not *this* and *that*.

Wrong: *This data is* now complete.

Right: *These data are* now complete.

Differ, differ from—Persons or things *differ from* one another; *differ* in certain respects; persons *differ from* one another in opinion.

Right: These two pieces of cloth do not differ in quality, yet the one *differ from* the other in weight.

Right: Charles and John are fast friends, even though they frequently *differ* in opinion.

Right: I *differ from* you as to the justness of the decision.

Different than—Say *different from*.

Don't, doesn't—*Don't* is a short form of *do not*; *doesn't*, of *does not*. Therefore, do not say *don't* where you could not say *do not*.

Wrong: He *don't* (*do not*) think so.

Right: He *doesn't* (*does not*) think so.

Each other, one another—*Each other* should be used in referring to two only; *one another* in referring to more than two.

Right: John and Charles are fond of *each other*, despite their frequent difference in opinion.

Right: The days followed *one another*, quiet and uneventful.

Either . . . or, neither . . . nor—These conjunctions should always be paired correctly. Don't say *either . . . nor*, or *neither . . . or*. Remember that *neither . . . nor* are always negative. These words should not be used in referring to more than two objects.

Except—Do not say *except* when you mean *unless*.

Wrong: The company will not make an adjustment *except* they are forced to do so.

Right: The company will not make an adjustment *unless* they are forced to do so.

Farther, further—Although these words are often used synonymously, it is better to make a distinction between them. *Farther* means "more remote; more distant than something else." *Further*, as a verb, signifies "to help forward; to promote;" as an adjective, is used when referring to time, quantity, or degree.

First—This word is both an adjective and an adverb. *Second, third, and fourth* are purely adjectives and should not be used as adverbs (*secondly, thirdly, fourthly*).

Former and latter—Should not be used in discussing more than two things. To designate one of three or more persons, things, or ideas under discussion, say *first* or *first-named*, and *last* or *last-named*.

Got—Should not be used to mean *must*.

Wrong: These accounts have *got* to balance.

Right: These accounts *must* balance.

Graduated—Say *was graduated*.

Right: He *was graduated* from high school.

Had ought, hadn't ought—Incorrect. Say *ought, ought not*.

Hardly—Do not use *hardly* after *not*, or any other negative.

Wrong: I *couldn't hardly* believe that.

Right: I *could hardly* believe that.

i. e., e. g., and viz.—Should not be interchanged; *i. e.* means *that is*, *e. g.* means *for example*, and *viz.* means *namely*.

Right: To meet this difficulty, the small letters, *i. e.*, lower case, were invented.

Right: Shaw Text may not be as effective in page masses as Cloister Black, but it and other text-type designs of the same characteristics (*e. g.*, Engravers Old English and Wedding Text) have uses for which Cloister Black is inappropriate.

Right: Verbs are divided into two classes, *viz.*, transitive and intransitive.

If, whether—Do not use *if* for *whether*.

Wrong: I don't know *if* he will be there.

Right: I don't know *whether* he will be there.

In, into—*Into* comes after a verb denoting motion, and *in* follows a verb denoting rest. *In* is frequently an adverb and, in such case, it should be used with a verb denoting motion. It is correct to say "He came *in*" of one who had been asked to enter a house or room. But, if the sentence is carried further, one should say, "He came *into* the house."

In search for—Incorrect. Say *in search of*.

Inclosed herewith—Omit *herewith*.

Inside of—Do not use for *within*.

Wrong: They should reach the coast *inside of* four days.

Right: They should reach the coast *within* four days.

Irregardless—The correct word is *regardless*.

Kind—*This kind* or *that kind* is correct because *kind* is singular. Never say *these kind* or *those kind*.

Kind of, sort of—Should not be used for *rather*.

Wrong: I feel *kind of* tired today.

Right: I feel *rather*, or *somewhat*, tired today.

Kind of a, sort of a—Omit *a*.

Wrong: What *kind of a* plant is this?

Right: What *kind of* plant is this?

Kindly ask—This is an expression that is commonly used in correspondence. "We *kindly ask* that you send us a check at once." *Kindly* is misplaced; it should read, "We ask that you *kindly* send us a check at once." The kindness is not on our part, but on the part of the person who is to send the check.

Like and as—*Like* should never be used to introduce a subject with a verb. *Like* is a preposition and requires an object; however, the object must not be followed by a verb. If the sense is *in the same manner as*, and the noun or pronoun following that expression is followed in turn by a verb, say *as* or *as if*.

Wrong: I feel *like* I couldn't go another step.

Right: I feel *as if* I couldn't go another step.

Wrong: I can't think *like* he does.

Right: I can't think *as* he does.

Right: We worked *like* Trojans.

Right: He is *like* his father.

Right: I don't feel *like* going.

Might of, would of, could of—Incorrect. Say *might have*, etc.

Wrong: I *might of* gone if I had been told in time.

Right: I *might have* gone if I had been told in time.

Most—Use *almost*.

Myself—Do not use *myself* except to intensify the meaning.

Wrong: Jones, Woods, and *myself* are going.

Right: Jones, Woods, and *I* are going.

Wrong: Please reserve double room with bath for *myself* and wife.

Right: Please reserve double room with bath for my wife and *me*.

Right: I *myself* will do it.

Right: I give *myself* two days to finish the work.

Near—*Near* is an adjective; do not use it for the adverb *nearly*.

Wrong: There is not *near* enough paper for that job.

Right: There is not *nearly* enough paper for that job.

Nobody's else—Incorrect. The correct form is *nobody else's*.

Nowhere near—Incorrect. Say *not nearly*.

Off of—Omit *of*.

O, oh—*O* is properly used only in direct address to a person or a personified object, and should never be followed by a punctuation mark. Thus: "Unto thee, *O* Lord!" "Rejoice, *O* my soul." "*O* Lord, we praise Thee." "*O* life, what a mystery!" *Oh* is used to express earnestness or intensity of feeling where no direct appeal or address to an object is made, and is always followed by an exclamation mark or a comma. Thus: "*Oh*, that cannot be so"; "*Oh*, no." "*Oh*, bless my soul!" "*Oh*, dear! what can be the matter?" (See Lesson 7, page 11, of this unit.)

Only—*Only* should be placed as near as possible to the word or clause that it modifies; but remember that it modifies backward, as well as forward. A well-known dictionary gives the following rule: "Place the *only* next to the word or phrase to be qualified, arranging the rest of the sentence so that no word or phrase that the word might be regarded as qualifying shall adjoin it on either side." "I am *only* going to be out for an hour" should read, "I am going to be out for *only* an hour." "He *only* painted ten pictures." A still better form would be, "He painted ten pictures *only*."

Outside of—Omit *of*.

Outside—Should not be used for *aside from*.

Wrong: *Outside* a shortage in the yield of oats, this year's crops are normal.

Right: *Aside from* a shortage in the yield of oats, this year's crops are normal.

Party—A vulgarism for *person*.

Past—This is often improperly used for *last*; as, "The *past* three days," meaning the three days immediately preceding.

Per—A Latin preposition, signifying by means of, through, etc. It should be used before Latin nouns only; as, *per capita*, *per diem*. *A* should be used before English nouns; as, *a day*, *a week*, *a year*.

Plenty—Should not be used as an adverb.

Wrong: The solution is *plenty* strong for our purpose.

Right: The solution is *quite* strong enough for our purpose.

Wrong: This is *plenty* good enough.

Right: This is *entirely* good enough.

Prefer . . . rather than—Incorrect. Say *prefer . . . to*.

Wrong: I *prefer* a climate having alternate seasons of cold and warm weather *rather than* one of continuous cold or continuous heat.

Right: I *prefer* a climate having alternate seasons of cold and warm weather *to* one of continuous cold or continuous heat.

Rarely ever—Incorrect. Say *rarely*.

Wrong: We *rarely ever* go to the theatre.

Right: We *rarely* go to the theatre.

Real—Not a substitute for the word *very*.

Wrong: This is *real* good.

Right: This is *very* good.

Reverend—Should be preceded by *the* and followed by Mr., another title, or the given name.

Wrong: *Rev.* Davis.

Wrong: *The Reverend* Davis.

Right: *The Reverend Mr.* Davis.

Right: *The Reverend Dr.* Davis.

Right: *The Rev.* Albert Davis.

Reason because—Say *reason that*.

Wrong: The *reason* I like printing as a trade is *because* it requires thought and a high degree of skill.

Right: The *reason* I like printing as a trade is *that* it requires thought and a high degree of skill.

So far as—Preferable to *in so far as*. *In* is superfluous.

Somebody's else—Incorrect. The correct form is *somebody else's*.

Some time, sometime—*Some time*, as two words, means some indefinite quantity of time; as, "He remained there *some time*." *Sometime* or *sometimes*, as one word, means some point or points of time, and not relating to the quantity of it; as, *Sometimes* he does so, and *sometimes* he does not."

Such who, such which, such that—Incorrectly used for *such as*, etc.

Wrong: All such persons *who* think the plan unfair should protest.

Right: All such persons *as* think the plan unfair should protest.

Wrong: Such supplies *which* remained were unspoiled by the hot weather.

Right: Such supplies *as* remained were unspoiled by the hot weather.

Wrong: Such celebrations *that* add to the wholesome enjoyment of life are to be encouraged.

Right: Such celebrations *as* add to the wholesome enjoyment of life are to be encouraged.

That, so—*That* should not be used for *so*.

Wrong: I am *that* tired I can scarcely take another step.

Right: I am *so* tired I can scarcely take another step.

That there, these there } Incorrect. Omit *there, here*.
This here, these here }

Through—Do not use for *finished*.

Wrong: He is *through*.

Right: He has *finished*.

Treats of—*On* or *with* should not be used with *treats* to mean to discuss.

Right: The fourth chapter *treats* of the effective use of color in ads.

Try and—Use *try to*.

Until, than till—Should not be used for *when*.

Wrong: I had no sooner turned the corner *until* the shouts and cries told me the chase was on.

Right: I had no sooner turned the corner *when* the shouts and cries told me the chase was on.

Up—Do not add *up* to verbs indiscriminately; as, *close up, open up, connect up, add up*; say *close, open, connect, add*.

Very interested—Say *very much interested*. *Very* and *too* should not be used immediately preceding a past participle; use *much* with both.

Wrong: *Very* disappointed, *too* disappointed.

Right: *Very much* disappointed, *too much*, or *too greatly* disappointed.

Where—Do not use *where* for *that*.

Wrong: I read in the paper *where* the mayor does not agree with the council.

Right: I read in the paper *that* the mayor does not agree with the council.

Without—Should not be used for *unless*.

Wrong: The expedition will be disbanded *without* a capable leader is found by the beginning of the season.

Right: The expedition will be disbanded *unless* a capable leader is found by the beginning of the season.

Would better, would best—Not good. *Had better* and *had best* are preferred.

Would have—Do not use in an *if* clause in the place of *had*.

Wrong: If he *would have* been with me, he would not have lost his way.

Right: If he *had* been with me, he would not have lost his way.

Would of—See *might of*.

IV. *Lay* and *lie*, *sit* and *set*, *raise* and *rise*, and *who*, *which*, and *that* are misused countless times each day. Learn how to use them correctly.

Lay is a transitive verb and requires an object. *Lie* is an intransitive verb and does not take an object.

Ex. I *lay* the books on the table.

I *laid* the books on the table this morning.

I *have laid* the books on that table many times.

I *lie* down to rest each noon.

I *lay* down to rest at noon yesterday.

I *have lain* down to rest at noon every day this week.

Note the change in the tense of forms of *lay* and *lie*. The past tense of *lay* (the transitive verb) is *laid*, and the form used with have or had is *laid*. The past tense of *lie* (the intransitive verb) is *lay*, and the form used with have or had is *lain*.

Set is a transitive verb and always requires an object. *Sit* is an intransitive verb and never takes an object.

Ex. I *set* (or am *setting*) the box in the hall.

I *set* the box in the hall yesterday.

I *have set* the box there a number of times.

I *sit* at the head of the table.

I *sat* at the head of the table yesterday.

I *have sat* at the head of the table since Charles left.

Note that all forms of *set* (the transitive verb) are the same. The past tense of *sit* (the intransitive verb) is *sat*, and the form used with have or had is also *sat*.

Raise is a transitive verb and always takes an object. *Rise* is an intransitive verb and never takes an object.

Ex. A foundation *raises* a house from the ground.

He pried up the heavy cover and *raised* it with a piece of iron pipe.

He could not move the heavy cover, although he *had raised* it completely many times before.

The river *rises* slowly.

The river *rose* during the night.

The river *has risen* a foot since yesterday.

Never use *raise* to mean *rear* or *bring up*; as, I was born and *reared*, or *brought up* (not *raised*) in Boone County. Cattle are *raised*; children are *reared*.

Note that the past tense of *raise* (the transitive verb) is *raised*; the form used with have or had is also *raised*. The past tense of *rise* (the intransitive verb) is *rose*, and the form used with have or had is *risen*.

Who is used in speaking of persons; *which*, in speaking of animals and things; *that*, in speaking of either persons or things.

Ex. Benjamin Franklin, *who* was once a printer's apprentice, rose to be a great statesman.

The cattle, *which* were left in the pasture that night, were saved.

It is an enterprise in *which* Americans used to take their greatest pride.

In a word, he was one of the most positive, restless, ugly little men *that* ever put himself in a passion about nothing.

I came out on a plateau *that* was perhaps half a mile broad.

SUMMARY**HOW TO USE WORDS CORRECTLY**

Aim: To provide a number of words and sentences for study, so that the student may be able to acquire a better understanding of the English language.

Things to know :

1. A printer should use good English and should be able to spell and punctuate correctly.
2. Although many groups of words have a common root, a difference in the prefix or suffix greatly varies the meaning.
3. Observation and careful study can overcome the difficulties of our language.
4. Many words may look and sound alike, although they are not spelled alike and have different meanings.
5. Studying an unabridged dictionary will prove to be a valuable habit.

What they mean :

Homonym—A word having the same sound as another, but different from it in meaning.

Prefix—A letter or syllable united with the beginning of a word to modify its signification.

Root—The fundamental part of a word.

Suffix—A letter or syllable added to the end of a word to modify its meaning.

Vocabulary—A sum or stock of words employed by a language, people, class, or an individual.

Things to do :

1. Learn of what good English consists.
2. Learn how the difficulties of our language can be overcome.
3. Learn how to use the right word in the right place.
4. Acquire the dictionary habit.

Precautions :

1. Be careful of your choice of words when speaking or writing.
2. Do not forget that the meanings of root words are greatly changed by the addition of prefixes and suffixes.
3. Remember that words, looking and sounding alike to the casual observer, are neither spelled alike nor do they have the same meaning.

Individual achievement test:

- a. Be able to use good English and to spell and punctuate correctly.
- b. Be able to name several pairs of homonyms and to spell and define them properly.
- c. Be able to use the right word in the right place.
- d. Be able to tell how a vocabulary may be acquired.

SHOP PRACTICE

A Group of Carefully Selected Practice Exercises
for Schools Teaching Printing

(Not to be mailed for grading)

JOB NO.

CHOOSING THE WORD

Set and correct the following sentences by supplying the appropriate missing word:

He walked _____ (*in to, into, in*) the dark room and then bumped _____ (*in to, into, in*) a desk.

I slept _____ (*good, well*).

He passes here _____ (*most, almost*) every day.

She was _____ (*always, continuously*) talking and kept up a chatter (*always, continuously*).

We can go no _____ (*farther, further*) he said.

_____ (*let, leave*) me do it!

JOB NO.

CHOOSING THE WORD

The boy jumped _____ (*off of, off*) the bridge.

_____ (*can, may*) I go?

He got his _____ (*deserts, desserts*).

He _____ (*dove, dived*) from the bridge into the river.

_____ (*either, neither*) he or I must go.

The question has no bearing on morality, hence, the proper word is _____ (*immoral, unmoral*).

_____ (*maybe, may be*) he will come, or it _____ (*maybe, may be*) he will not.

_____ (*neither, either*) the one (*or, nor*) the other suited him.

I _____ (*had rather, had better, ought*) not go.

I _____ (*fear, am afraid*) it is going to rain.

He _____ (*alone, only*) knows the answer.

JOB NO.

CHOOSING THE WORD

We will _____ (*try, expect*) to go.

The trip should be made _____ (*inside of, within*) six days.

His salary was ten dollars _____ (*per, a*) day.

It looks _____ (*good, well*) to me.

I am _____ (*awfully, terribly, very*) hungry.

He is a _____ (*blond, blonde*); she is a _____ (*blond, blonde*).

The news was quickly flashed _____ (*all over, over all*) the world.

TEST QUESTIONS

Write neatly and legibly. Check your answers carefully before mailing. Use both sides of theme paper.

QUESTIONS

Write ten original sentences, each containing one of the following words correctly used: (1) advise; (2) affect; (3) capitol; (4) except; (5) formally; (6) currant; (7) complement; (8) pane; (9) principal; (10) serge.

Copy the following sentences, filling in the blanks with one of the words shown in parentheses:

11. He _____ (*intimated, inferred*) that he might have to forego his annual trip to Europe, but inasmuch as I was quite familiar with his affairs, my _____ (*intimation, inference*) was that his real reason was not one of finances.
12. I have called no _____ (*fewer, less*) than ten times.
13. A _____ (*deadly, deathly*) pallor spread over his face, as he watched the snake coil and make ready to strike a second time with its _____ (*deadly, deathly*) fangs.
14. We _____ (*lay, laid*) concealed in the thicket until the marauders were all within gunshot, and then _____ (*altogether, all together*) blazed away at them.
15. Foreigners, coming into the United States, are _____ (*emigrants, immigrants*).
16. I do not like colored _____ (*stationery, stationary*).
17. After each organization on the list has received its budget, the _____ (*balance, remainder*) of the proceeds is to be divided _____ (*among, between*) the Welfare Society and the Bradley Community Center.
18. He should have _____ (*set, sat*) down to rest.
19. One of four _____ (*alternatives, courses of action*) was open to him.
20. He _____ (*invented, discovered*) a new way of hardening steel.

SUPPLEMENTAL QUESTIONS

(Answers not to be mailed for grading)

Supplemental questions should be mastered by every student, but the answers should not be included when submitting the lessons for grading to the Bureau of Education.

Copy the following sentences, filling in the blanks with one of the words in parentheses:

1. The rooms were separated by a thin _____ (*partition, petition*).

- 2 The machine was used to _____ (*calendar, calender*) paper
- 3 They said it was a _____ (*credible, creditable*) performance.
- 4 He said that he had met Mr Smith and Mr Brown and that he had an engagement to meet the _____ (*later, latter*), _____ (*latter, later*) at the hotel
- 5 He had, _____ (*besides, beside*) a good education, several years of practical experience
- 6 By reason of the technical books he had written, he had become _____ (*notorious, famous*) as an authority on the subject.
- 7 His _____ (*vocation, avocation*) was that of a surgeon; his _____ (*vocation, avocation*) was the game of golf.
- 8 He was _____ (*loath, loathe*) to accept the position that was offered to him
- 9 They said that the drawing did not have good _____ (*prospective, perspective*).
- 10 Write original sentences containing the following words correctly used

considerable
each other

prefer
neither

men
such

In his play, "The Rivals," Sheridan created a character whose name has become a veritable byword in connection with the misuse of words—Mrs. Malaprop (If you do not know what her name means, look up in your shop dictionary the word malapropos.) Below is one of the most amusing of her speeches. See how many of her blunders you can detect. List the words that are incorrectly used and opposite each write the word that Mrs. Malaprop should have used.

"Observe me, Sir Anthony. I would by no means wish a daughter of mine to be a progeny of learning, I don't think so much learning becomes a young woman, for instance, I would never let her meddle with Greek, or Hebrew, or algebra, or simony, or fluxions, or paradoxes, or such inflammatory branches of learning, neither would it be necessary for her to handle any of your mathematical, astronomical, diabolical instruments. But, Sir Anthony, I would send her, at nine years old, to a boarding school, in order to learn a little ingenuity and artifice. Then, sir, she should have a supercilious knowledge in accounts, and as she grew up, I would have her instructed in geometry, that she might know something of the contagious countries, but above all, Sir Anthony, she should be mistress of orthodoxy, that she might not misspell and mispronounce words so shamefully as guls usually do, and likewise that she might reprehend the true meaning of what she is saying. Thus, Sir Anthony, is what I would have a woman know, and I don't think there is a superstitious article in it."

NOTE—After writing your lesson, read it carefully once more before mailing to us

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that following, the page number.

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