

Exercise 4. — Complete these sentences, using such words as *anybody*, *nobody*, *ever*, *never*, *anything*, *nothing*, etc.:

1. I haven't seen — to-day.
2. I haven't said — to —.
3. We don't want — vacation.
4. She will — be — better.
5. You can't do — for him.
6. Nobody — gave me —.
7. I haven't had — to eat all day.
8. There isn't — at home.
9. I am not going —.
10. I haven't — seen such a man.

Exercise 5. — In the following sentences decide between the adjective and the adverb:

1. The bugle sounded clear (*or* clearly).
2. Walk very quiet (*or* quietly) if you please.
3. I am real (*or* really) sorry for you.
4. It was a remarkable (*or* remarkably) fine sermon.
5. I am some (*or* somewhat) weary at night.
6. The violets smell so sweet (*or* sweetly).
7. His voice sounds very harsh (*or* harshly).
8. Drive slow (*or* slowly) and respect the dead.
9. Come quick (*or* quickly), I can scarce (*or* scarcely) breathe.
10. Speak distinct (*or* distinctly) if you wish to be heard.
11. Run fast (*or* fastly) for the doctor.
12. Call me loud (*or* loudly) in the morning.

An adverb should be placed next to the word it modifies. The word *only*, sometimes an adjective and sometimes an adverb, deserves especial attention, since its position affects the meaning of a sentence.

Exercise 6. — Explain the use of *only* in these sentences:

1. John studies grammar only.
2. Mary only stood up.
3. We bought the horses only.
4. Only the good go to heaven.

5. White people only are allowed in here.
6. Smoking on the rear platform only.
7. They also serve who only stand and wait.
8. I have lost my only umbrella.
9. I spoke a few words only.
10. I only spoke to him.
11. Not to the Jews only, but also to the Gentiles.

LESSON 113.—PARSING ADVERBS

In order to parse an adverb we must tell:—

1. Its **kind**—whether of time, place, manner, or degree; or its use—whether interrogative, modal, or expletive.
2. Its **degree**—whether positive, comparative, or superlative (if it is subject to comparison).
3. The word in the sentence which it **modifies**.

Perhaps the moon will shine *brightly* *to night*.

Perhaps is a modal adverb, used to express uncertainty.

Brightly is an adverb of manner, modifying the verb *shine*.

To-night is an adverb of time, modifying the verb *shine*.

We met *face to face* *as* we turned *to go*.

Face to face is an adverbial phrase of manner, modifying the verb *met*.

As is a conjunctive adverb, introducing the adverbial clause.

To go is a verb of the infinitive form, used as an adverb to modify the verb *turned*.

Exercise.—Parse the adverbs in these sentences:

1. He lives best who loves most.
2. The longer we live the wiser we grow.
3. Utter ruin, here, there, and everywhere.
4. The very fairest flowers usually wither the most quickly.
5. By all means let us act at once and vigorously.
6. Always think twice before you speak once.
7. She went splash, right into the water.

8. Columbus sailed west, on and on for many days.
9. Once upon a time a king suddenly became a beggar.
10. Well, she is safely married at last.
11. The sun set fiery red in the glowing west.

LESSON 114.—SOME STORIES TO WRITE

Write stories suggested by these outlines :

1. Two boys go into a forest—a dog is with them—a panther attacks them—the dog is killed—a shot is heard— a rescuer appears.

2. A horse runs away—a child crosses the street—a policeman sees the danger—the rescue—the mother's thanks.

3. Two boys are playing baseball—they quarrel—they come to blows—outsiders separate them—they make up.

4. A hard example—tried all the afternoon—cried—tried again—succeeded—felt satisfied.

5. A poor boy—hard work—studied by candle—became a lawyer—great statesman—his name.

6. A big ship—a great storm—lifeboats—days of suffering—saved.

7. A camp—how built—the party—what was done—the game—the fish—the journey home.

8. A house on fire—the engines—a child at the window—the net spread—the child drops—caught—cheers.

9. A rowboat—a lake—boy overboard—companion follows—dragged to shore—saved.

10. Holland—the dikes—a little leak—a boy stops it with his hand—stays all night—what the people say.

A poem to study and memorize:

(A language lesson only)

ABOU BEN ADHEM

Abou Ben Adhem (may his tribe increase!)

Awoke one night from a deep dream of peace,

And saw within the moonlight in his room,

Making it rich, and like a lily in bloom,

An angel writing in a book of gold.

Exceeding peace had made Ben Adhem bold,

And to the Presence in the room he said,

“What writest thou?” — the vision raised its head,

And, with a look made of all sweet accord,

Answer’d, “The names of those who love the Lord.”

“And is mine one?” said Abou. “Nay, not so,”

Replied the angel. Abou spoke more low,

But cheerily still; and said, “I pray thee, then,

Write me as one that loves his fellowmen.”

The angel wrote and vanished. The next night

It came again, with a great wakening light,

And show’d the names whom love of God had blessed,

And, lo! Ben Adhem’s name led all the rest!

— LEIGH HUNT.

LESSON 115. — PREPOSITIONS

The following words are simple prepositions in ordinary use (see page 35):

about	before	by	off	towards
above	behind	down	on	under
across	below	during	over	until
after	beneath	except	save	unto
against	beside	for	since	up
amid	besides	from	through	upon
among	between	in	till	with
around	beyond	into	to	within
at	but	of	toward	without

Some prepositions are made up of two simple prepositions :

aboard of	from among
but for	from behind
out of	from between
down from	from under

Some prepositions are made of different parts of speech :

according to	in spite of
contrary to	instead of
devoid of	on account of
in consideration of	regardless of
in place of	with regard to
in respect to	with respect to, etc.

NOTE. *A* is a preposition in such sentences as *He went a fishing*. *To* with the infinitive is not a preposition but merely a sign and is part of the verb.

Exercise 1. — Name the prepositions in the following sentences :

1. The balloon sailed above the clouds.
2. It rained during the night.
3. There were soldiers aboard of the ship.
4. A dog came from under the house.
5. Nero was devoid of all feeling.
6. The house burned in spite of our efforts.
7. The parade started regardless of the rain.
8. Come to my house instead of to the hotel.
9. The children ran from out of the fire.
10. They went a fishing early in the morning.
11. I love to wander in the spring.
12. Under the greenwood tree
Who loves to lie with me?

Exercise 2. — Write six sentences each containing prepositions made up of two simple prepositions.

Write six sentences each containing prepositions made of different parts of speech.

LESSON 116. — THE OBJECT OF A PREPOSITION

The word that depends upon a preposition is called the **object** of the preposition. The object of a preposition is a noun or a pronoun, or any word or group of words used as a noun.

1. **Noun.** He rode to the *city*.
2. **Pronoun.** The coat belongs to *him*.
3. **Adverb.** He lives up *there*.
4. **Adjective.** He left before *dark*.
5. **Infinitive.** I want nothing except *to sleep*.
6. **Verbal Noun.** We were startled by the lion's angry *roaring*.
7. **Phrase.** He came from *over the mountains*.
8. **Clause.** Men differ on *what we are discussing*.

NOTE. The preposition is often part of the verb and must not be considered separately.

He *laughed at* the story. They *made fun of* the old man.

The preposition is often understood:

Throw (*to*) him a line. Do (*for*) me this favor.

Exercise 1. — Name the prepositions and their objects:

1. We traveled by train to Mobile.
2. This hat belongs to me, and that one belongs to you.
3. Who lives in this house?
4. The guest departed at midnight.
5. The boats were about to start.
6. After speaking an hour the lawyer rested.
7. The emigrant came from across the seas.
8. There was no doubt about who shot the king.
9. Give me a drink of water.
10. I pray you tell me the story of your life.

Exercise 2. — Write a sentence containing a preposition having for its object: (1) a noun; (2) a pronoun; (3) an adverb; (4) an adjective; (5) an infinitive; (6) a verbal noun; (7) a phrase; (8) a clause.

LESSON 117. — EXERCISES ON THE USE OF PREPOSITIONS

Certain words are followed by certain prepositions.

Exercise 1. — Read this list and make sentences illustrating the proper use of prepositions after certain words :

angry at (a thing)	impatient at (conduct)
angry with (a person)	impatient of (restraint)
clear from (guilt)	impatient with (a person)
clear of (harm)	intrude into (a place)
contend against (an obstacle)	intrude upon (a person)
contend for (a principle)	irritated at (a thing)
contend with (a person)	irritated by (a person)
differ about (a proposition)	live at (a town)
differ among (themselves)	live in (a state, county)
differ from (a person)	live on (the earth)
disagree to (a proposition)	live upon (meat and bread)
disagree with (a person)	meddle in (affairs)
divide among (several)	meddle with (people)
divide between (two)	need of (bathing)
exasperated at (a thing)	offended at (a thing)
exasperated with (a person)	offended with (a person)

Exercise 2. — In these sentences choose the best preposition :

1. The estate was divided among (*or* between) the two boys.
2. The cake was divided among (*or* between) all the children.
3. I differ from (*or* with) you on that subject.
4. Two of the judges dissented from (*or* with) the decision.
5. The prisoners were killed with (*or* by) a sword.
6. He died by (*or* of) a stroke of apoplexy.
7. He depends on (*or* upon) his father for his support.
8. Are you mad with (*or* at) me?
9. Have you the key to (*or* of) the front door?
10. We arrived in (*or* at) London of a (*or* at) night.
11. The general was accompanied with (*or* by) his aides.

12. The man talked too much of (*or* about) his money.
13. The sailors lived on (*or* upon) sea bread.

NOTE. Avoid the use of the words *at*, *to*, at the end of sentences containing the word *where*.

To and *into* imply motion. *At* and *in* imply position.

Exercise 3. — Complete the following sentences with *to* or *into*, *at* or *in*:

1. I staid — home all day.
2. I am going — town.
3. The children are — the picnic.
4. I have been — Chicago for a week.
5. We went — the church.
6. He put his purse — his pocket.
7. He came — the office.
8. He threw the ball — the water.
9. The ring is — the box.
10. Throw the fish back — the water.

LESSON 118. — PREPOSITIONAL PHRASES

He is a man *of great learning*.
He spoke *with great energy*.

The preposition with its object and modifying words forms a phrase. Such a phrase is called a **prepositional phrase**. A prepositional phrase may be used as an adjective to describe a noun or a pronoun, as in the first sentence, where the words *of great learning* describe *man*.

A prepositional phrase may be used as an adverb to modify a verb, an adjective, or another adverb, as in the second sentence, where the words *with great energy* modify the meaning of the word *spoke*.

Exercise 1. — In the following sentences name the prepositional phrases and state how they are used:

1. The love of money is the root of all evil.
2. Do unto others as you would that they should do unto you.
3. A great soul is above every thought of insult.
4. We hold the keys of heaven within our hands.
5. He leadeth me beside the still waters.
6. Milton rose at four o'clock in the morning.
7. The camel is called the ship of the desert.
8. The Indians live in small skin-covered tents called wigwams.
9. The sun rises in the east and sets in the west.
10. Thy will be done on earth as it is in heaven.
11. They tossed their hats in the air and shouted for pure joy.
12. A sportsman does not kill a bird on the ground.

Exercise 2. — Add a prepositional phrase to each of these sentences:

1. We came to Richmond —.
2. The tiger was infuriated —.
3. The gentle wind blew —.
4. The train stopped —.
5. The wreck occurred —.
6. The prisoners escaped —.
7. Have you heard that John is —?
8. The Africans live —.
9. Everybody was ill —.
10. The fort was destroyed —.

Exercise 3. — Fill the blank spaces with prepositional phrases:

1. We arose early — and took our breakfast —.
2. We hitched the horses — and drove —.
3. When we were —, one — was frightened — and ran —.
4. The driver lost control —, the wagon fell — and we were thrown —.
5. Napoleon died —. His body now rests —.
6. We laughed — and walked —.

Exercise 4. — Change the adjectives in these expressions to prepositional phrases :

- | | |
|---------------------------|-----------------------|
| 1. An eloquent man. | 7. A diligent worker. |
| 2. An elegant woman. | 8. A ragged tramp. |
| 3. A powerful speaker. | 9. A kind act. |
| 4. A forceful argument. | 10. A generous deed. |
| 5. A prominent character. | 11. A gentle girl. |
| 6. A beautiful thing. | 12. A brave soldier. |

Exercise 5. — Change the adverbs in these sentences to prepositional phrases :

1. We walked carefully.
2. He spoke easily and fluently.
3. The cowboys shoot accurately.
4. The girl dances gracefully.
5. I begged him earnestly.
6. He who acts prudently generally acts safely.
7. Speak politely to everybody.
8. Work diligently if you would live comfortably.
9. Live peaceably with all men.
10. Eat slowly and moderately.

LESSON 119.—PARSING PREPOSITIONS

To parse a preposition we need to tell : —

(1) Its **object**. (2) Its **relation**. (3) Its **phrase construction**.

He rests *in* peace *after* a life *of* toil.

In is a preposition and shows the relation between *rests* and *peace*. *In peace* is a prepositional phrase used as an adverb to modify *rests*.

After is a preposition and shows the relation between *rests* and *a life of toil*. *After a life of toil* is a prepositional phrase used as an adverb to modify *rests*. *Of* is a preposition and shows the relation between *life* and *toil*. *Of toil* is a prepositional phrase used as an adjective describing *life*.

Exercise. — Parse the prepositions in the following sentences :

1. He has gone to Europe according to his letter.
2. They live in great style regardless of expense.
3. The house opposite the church is without a tenant.
4. Instead of going abroad, we will remain in New York.
5. We agreed upon who was to go and who was to stay.
6. I saw from out the wave her structures rise.
7. So Paul departed from among them.
8. Everything perishes except truth.
9. The sun was sinking below the horizon.
10. We rise in work and we sink in pride.
11. We rowed with the wind and against the tide.

LESSON 120. — ADVERTISEMENTS

Exercise. — Write a short note in answer to each of the following advertisements :

1. Wanted. — A boy to do errands, collect bills, and be useful around a doctor's office ; address in own handwriting, stating salary expected. Address Box 29, Baltimore.
2. Wanted. — A young lady to trim hats. References and experience required. Address Millinery, care *Herald*.
3. For Sale. — Beautiful summer home on the Hudson ; 6 rooms ; wide piazzas ; bluff overlooking river. For further particulars, address Owner, 123 Broadway, N.Y.
4. For Rent. — Farm of 250 acres, 8 miles from town. Correspondence solicited. Address J. A. Henry, care *Times*, City.
5. Mechanics Wanted to build river bridge. State experience and wages expected. Address Architect Wilson, 16 Park Place, City.
6. Wanted. — To rent a winter house in the South. Write description and terms to E. R. Barnes, St. Paul, Minn.
7. Wanted. — To buy a pony for a boy eight years old. Address, describing pony and giving price, to P. O. Box 81, Nashville.
8. Wanted. — To exchange a city house for a farm. Address, giving description of property to John B. Harris, 10 Front Street, City.
9. Found. — A purse, in the East Side Park last Sunday. Owner will write describing purse and contents to Lock Box 1431, City.

A poem to study and memorize:

(A language lesson only)

SING ON, BLITHE BIRD

I've plucked the berry from the bush, the brown nut from the tree,
 But heart of happy little bird ne'er broken was by me.
 I saw them in their curious nests, close couching, slyly peer
 With their wild eyes, like glittering beads, to note if harm were near;
 I passed them by and blessed them all; I felt that it was good
 To leave unmoved the creature small whose home was in the wood.

And here, even now, above my head, a lusty rogue doth sing;
 He pecks his swelling breast and neck, and trims his little wing;
 He will not fly; he knows full well, while chirping on that spray,
 I would not harm him for a world, or interrupt his lay.
 Sing on, sing on, blithe bird! and fill my heart with summer
 gladness;

It has been aching many a day with measures full of sadness!

— WILLIAM MOTHERWELL.

LESSON 121. — COÖRDINATE CONJUNCTIONS

John cuts the wood.

William builds the fire.

Here we have two sentences, each independent of the other. We can connect them by the word *and* or the word *but*, so as to make one sentence. The words used to unite these sentences into one sentence are called **conjunctions**. When they connect words, phrases, or clauses of the same rank they are called **coördinate conjunctions**.

A *coördinate conjunction* is a conjunction that connects words, phrases, or clauses of the same rank.

The simple coördinate conjunctions are:

and	but	still	or	therefore	moreover
also	yet	nor	so	accordingly	however

Exercise 1.—In these sentences name the conjunctions and the words they connect :

1. Plants need heat and moisture.
2. Diamonds are little but precious.
3. Do your duty, be it easy or hard.

In these sentences name the conjunctions and the phrases they connect:

4. The birds sing by day and by night.
5. Will you come by rail or by water ?
6. Success is not gained by wishing but by hard work.

In these sentences name the conjunctions and the clauses they connect :

7. We came early, but we could not find a place.
8. The soldier stood erect and received his orders.
9. Be on hand promptly or we will leave you.

Exercise 2.—In these sentences name the coördinate conjunctions and tell what they connect:

1. Knowledge comes, but wisdom lingers.
2. The day was long and hot, but it ended at last.
3. Will you come with us or stay at home ?
4. Jonathan and David were like brothers.
5. Let dogs delight to bark and bite.
6. You must strive or you will fail.
7. We need fresh air or we will die.
8. Sugar is sweet, but honey is sweeter.
9. The lecture was long, yet interesting.
10. He is ambitious, moreover he is successful.
11. He disobeyed, therefore he was punished.
12. Nobody came, so I went alone.
13. We had finished ; accordingly we left.
14. The way is not safe, nor is it pleasant.
15. It is not yet time ; however, I will join you.
16. The child is pretty, also clever.

17. All work and no play makes Jack a dull boy, but all play and no study will make him duller.

18. You must work, and I must work, and everybody must work, or the world will become desolate.

19. Inward and outward, to northward and southward, the shore lines shimmer and curl.

20. Man proposes, but God disposes.

Exercise 3.— Connect the elements of these sentences by coördinate conjunctions:

1. Be steady, patient, persevering.

2. Avoid gossip; cultivate cheerfulness; always be kind.

3. To err is human, to forgive divine.

4. A million for defense, not one cent for tribute.

5. Sow an act, reap a habit; sow a habit, reap a character; sow a character, reap a destiny.

6. At home, in business, among friends, among strangers, he was the same.

Exercise 4.— Shorten and improve these sentences by omitting some or all coördinate conjunctions:

1. The table and the chairs and the walls were covered with the dust and the dirt and the smoke of years.

2. Apples are gold in the morning, and silver at noon, and lead at night.

3. I came and I saw and I conquered.

4. Come or go, speak or be silent, help or hinder, it is nothing to us.

LESSON 122.—COMPOUND SUBJECTS OF SENTENCES

Life and death are in thy hands.

Getting hot and drinking ice water is dangerous.

In the above sentences there are two separate ideas in the subject. In the first sentence we are speaking of both life and death. In the second sentence we are speaking of getting hot and drinking ice water. These two sepa-

rate but related ideas are connected by the conjunction *and*. When two or more words, phrases, or clauses are united by a conjunction to form a subject of a sentence they form the **compound subject**.

When a compound subject consists of ideas or facts that are not at all dependent upon each other and are in fact separate ideas, the verb must be in the plural number.

Parrots and monkeys live in Africa.

William and Mary were rulers of England.

When the compound subject consists of two or more ideas that are dependent upon each other, and together form but one general idea or fact, the verb must be in the singular number.

Bread and milk is good food for a child's supper.

Ice and salt is a freezing mixture.

Exercise 1.—In the following sentences containing compound subjects choose between the singular and the plural form of the verb, and give your reasons:

1. Sitting up at night and eating heavy food (is) (are) ruinous to one's health.

2. Gold and silver (is) (are) found in California.

3. Trapping game birds and shooting them out of season (is) (are) against the law.

4. Looking behind and not paying attention (was) (were) the cause of the accident.

5. Five and five (is) (are) ten.

6. Eating rapidly and not chewing thoroughly (give) (gives) one indigestion.

7. Land and water (make) (makes) the surface of the earth.

8. Sirup and water (make) (makes) a sweet drink.

9. Honor and shame from no condition (rise) (rises).

10. Mercy and truth (is) (are) met together.

11. Greatness and goodness (is) (are) not means, but ends.

Exercise 2.—Add compound subjects to these predicates :

1. — was all we talked about.
2. — seemed the greatest mystery.
3. — is not known to this day.
4. — is the best time to sail.
5. — are all found in the jungles of Africa.
6. — came from South America.
7. — is the wrong time to plant flowers.
8. — wait for no man.

LESSON 123.—SUBORDINATE CONJUNCTIONS

Let justice be done *though* the heavens fall.

Be silent *that* you may hear.

In the above sentences name the principal clauses. Name the dependent clauses. What words join the dependent clauses to the principal clauses? Words that join dependent clauses to principal clauses are called subordinate conjunctions.

A subordinate conjunction is one that connects a dependent clause to a principal clause.

The following words are subordinate conjunctions :

if	ere	than	before	though
as	lest	since	except	because
for	that	after	unless	although

NOTE 1. The subordinate conjunctions express *time, cause, condition, concession, purpose, result, or comparison*. Sometimes *when, while, where, etc.*, are called subordinate conjunctions, but when such a connective has an adverbial force there is no difference between it and the conjunctive adverb. In "He came *as* we were ready to go," *as* might be classified either as a conjunctive adverb or as a subordinate conjunction.

NOTE 2. There are some conjunctions composed of several words. The following are the most important: *as if, as well as, as though, except that, inasmuch as, in order that, provided that, so that*.

Exercise 1.—In the following sentences name the subordinate conjunctions :

1. After he came home we had dinner.
2. He did *as* I told him.
3. Angelo built St. Peter's although he was an old man.
4. Men do wrong because they want to.
5. The lights were turned on before the audience arrived.
6. Except ye repent, ye shall all likewise perish.
7. Will you come if I invite you ?
8. Take heed lest ye fall.
9. I have not seen him since he was in New York.
10. He bought more food than he could eat.
11. I know that my Redeemer liveth.
12. Though he slay me, yet will I trust him.
13. How can you learn unless you listen ?
14. The lights went out when the curfew rang.
15. I do not know whence he came or where he is going.
16. We bowed our heads while the prayer was said.

Exercise 2.—Complete these sentences, using subordinate conjunctions :

- | | |
|----------------------------|------------------------------|
| 1. The soldiers saluted —. | 6. Do you know — ? |
| 2. He slept well —. | 7. I will not let thee go —. |
| 3. The singer sang —. | 8. — you will starve. |
| 4. Do not come —. | 9. Come into the house —. |
| 5. Write me —. | 10. Work hard —. |

Exercise 3.—Write a few sentences describing the appearance of the earth after a shower, using the following conjunctions: *before, after, since, though, because, lest*.

Exercise 4.—Write sentences describing the following subjects. Use conjunctions in each sentence :

1. The ocean during a storm.
2. The rising of the sun.
3. The planting of a tree.

LESSON 124.—THE COMPOUND SENTENCE

Take care of the dimes. The dollars will take care of themselves.

Speech is silver. Silence is gold.

These sentences can be united by means of conjunctions:

Take care of the dimes and the dollars will take care of themselves.

Speech is silver, but silence is gold.

Two or more independent simple sentences when united by means of a conjunction into one sentence form a **compound sentence**.

A compound sentence is one that contains two or more independent clauses.

The connectives used to make compound sentences are the coördinate conjunctions, *and*, *but*, *for*, *because*, etc. Sometimes the conjunction is omitted and a comma (,) is used instead.

The day is cold, the night is long.

Homer was the greater genius, Virgil the better artist.

Exercise 1.—Unite these sentences to make compound sentences :

1. Blessed are the merciful. They shall obtain mercy.
2. To err is human. To forgive is divine.
3. Prosperity gains friends. Adversity tries friends.
4. Fear God. Keep his commandments.
5. Man proposes. God disposes.

Exercise 2.—Separate these into simple sentences :

1. The sun sets, the moon appears, and the stars come out.
2. The birds have come and the flowers are in bloom.
3. We have no money, therefore we can buy no food.
4. The men must work or they will not be paid.

5. The hat must be ready, for I have promised.
6. Some came to scoff, but others came to pray.
7. Be good because that is the only sure way.
8. And the rain descended, and the floods came, and the winds blew, and beat upon that house; and it fell not; for it was founded on a rock.

In forming compound sentences one must be sure that the parts are logically related. Such sentences as the following are not properly constructed :

1. I am an early riser, but my wife is a Presbyterian.
2. It rained in London and we keep a cow.
3. My dog will bite and your hat was crooked.

Exercise 3. — Form compound sentences by adding another thought to the following :

1. It rained very heavily —.
2. We must win this battle —.
3. The crops have failed —.
4. The birds have flown South —.
5. Sorrow may endure for the night —.
6. A few of us wanted to go on —.
7. Take each man's censure —.
8. Cowards die many times —.
9. He neglected his study —.
10. Lee's soldiers were few in number —.
11. Silver and gold have I none —.
12. Lead us not into temptation —.

Exercise 4. — Reconstruct this paragraph by combining the statements and rearranging the sentences :

I was a child. I was seven years old. It was a holiday. My friends filled my pocket with coppers. I went directly to a shop. They sold toys for children. I met a boy on the way. He had a whistle. I was charmed with the sound of it. I offered him all my money for one. I then came home. I went whistling all over the house. I was much pleased with my whistle. I disturbed all the

family. My sisters and brothers understood the bargain I had made. They told me I had given four times as much for it as it was worth. That put me in mind what good things I might have bought. They laughed at me for my folly. I cried with vexation. The reflection gave me much chagrin. The whistle gave me no pleasure.

Exercise 5.—Reconstruct this paragraph by reducing it to proper sentences :

All day the fog had been gathering, and the fog horn began to sound as the night came on but no one on board thought of danger, and we returned to our rooms to find what sleep we could though it was very hard to sleep with the doleful note of the fog horn every few minutes, when about midnight there was a sudden shock and quiver throughout the whole boat and a cry of "The ship has struck a rock" made every heart stand still, and everybody leap to his feet and into his clothes as quickly as he could, while the sailors made the lifeboats ready and we rushed on board to find the ship tossing and the water coming in on one side, but the captain said land was near by, and so we staid up all night and tried to comfort each other until day broke and the fog lifted a little but when the sun rose we saw that land was close by and so we were placed in the lifeboats and were brought to land glad enough to escape from so great a danger.

LESSON 125. — CORRELATIVE CONJUNCTIONS

Both Lincoln *and* Davis were great men.

Not only the man *but also* the officers suffered.

It will *either* rain *or* snow to-day.

Give me *neither* poverty *nor* riches.

In these sentences you will notice that the conjunctions are used in pairs, as, *both . . . and*; *not only . . . but also*; *either . . . or*; *neither . . . nor*. Conjunctions used in this way are called correlative conjunctions.

Correlative conjunctions are conjunctions used in pairs, to express related ideas.

Exercise 1.— In these sentences name the correlative conjunctions :

1. Lions are both fierce and powerful.
2. Frogs live not only on land but also in the water.
3. A dog will eat meat either cooked or raw.
4. A lazy pupil will neither learn nor work.
5. Every soldier resolved to be either a hero or a martyr.
6. Napoleon was both a great general and a great statesman.
7. One could not tell whether he was coming or going.
8. Her bonnet was neither cheap nor beautiful.
9. Dress neither makes nor mars a man.
10. Either counsel honestly or not at all.
11. Both John and William study Latin.

Exercise 2.— Change these sentences so as to introduce correlative conjunctions:

1. Pericles was just and good.
2. We visited New York and Chicago.
3. We will go fishing or hunting.
4. Arnold was not a good man nor a great one.
5. I was not sure of its being genuine.
6. Switzerland abounds in mountains and lakes.
7. The murderer was tried and convicted.
8. Mr. Smith makes shoes and sells them.
9. It rains or is cloudy most of the time.

Exercise 3.— Write sentences, using these suggestions and the various correlative conjunctions :

1. Electricity, wonderful and useful.
2. Mountains, high and grand.
3. Farmers, raising corn and oats.
4. Traveler, deciding to leave at night or wait till next day
5. Boys, hesitating to go to college or to work.
6. Salt, good for man and beast.
7. Bay of Naples, deep and beautiful.
8. The voyage, dangerous and disagreeable.
9. A diamond, genuine or not.
10. A burglar, white or black.

LESSON 126. — PARSING CONJUNCTIONS

To parse a conjunction we must tell:—

1. Its **kind** — whether coördinate, subordinate, or correlative.
2. The words, phrases, clauses, or sentences it joins.

Exercise. — Parse the conjunctions in the following sentences :

1. Both Dickens and Tennyson are buried in St. Paul's.
2. Not only the women but also the men were lost.
3. Georgia produces cotton and fruit.
4. Air is composed of oxygen and nitrogen.
5. We ate fish and potatoes, but it was not enough.
6. The mountain and the squirrel had a quarrel.
7. The judge was neither just nor generous.
8. He took medicine because he was sick.
9. I know a place where the violets grow.
10. It was so cold that the trees were killed.
11. William is stronger than his brother.
12. I will not go since you have come.
13. It is well known that Columbus was poor.
14. He looks as if he were guilty.
15. Study hard, otherwise you will be ignorant.
16. I like him, but I do not trust him.
17. Men must work and women must weep.
18. God made him, and therefore let him pass for a man.
19. We have no money, therefore we can buy no bread.
20. The girl plays as well as sings.
21. There's neither honesty, manhood, nor good fellowship in him.
22. I think, therefore I am.
23. Love not sleep lest thou come to poverty.
24. Some rise by sin and some by virtue fall.
25. A dime novel is neither instructive nor wholesome.
26. The general was undecided whether to march north or south.
27. Envy will merit as its shade pursue,
But like a shadow proves the substance true.

LESSON 127. — RULES FOR PARSING. (Review)

1. The subject of a verb is in the *nominative case*.
 1. *She* has done what she could.
 2. *They* have brought many triumphs to Rome.
2. The object of a verb or of a preposition is in the *objective case*.
 1. *Whom* did you see in *town*?
 2. To *whom* did you give the book?
3. A noun that modifies another noun and indicates ownership or relation is in the *possessive case*.
 1. *Cæsar's* Commentaries were written in Latin.
 2. The *ladies'* apartments are ready.
4. Nouns in *apposition* agree in case.
 1. *Milton*, the blind *poet*, wrote "Paradise Lost."
 2. The *poet Sidney Lanier's* home was in Macon, Ga.
 3. Have you read Scott's great novel, "*Ivanhoe*"?
5. A verb must agree with its subject in number and person.
 1. We *are* not at home to-day.
 2. You *have* not *seen* my new home.
 3. He *is* not here and *has* not *been* here.

LESSON 128. — EXERCISES FOR PARSING

(Popular Proverbs)

1. A stitch in time saves nine.
2. A small leak will sink a great ship.
3. Great oaks from little acorns grow.
4. What is worth doing at all is worth doing well.
5. Keep your shop and your shop will keep you.
6. A bird in the hand is worth two in the bush.
7. A penny saved is a penny made.
8. God helps those who help themselves.
9. The early bird catches the worm.
10. Be sure you are right, then go ahead.
11. The darkest hour is just before the dawn.
12. A rolling stone gathers no moss.

13. A merry heart doeth good like a medicine.
14. Never put off for to-morrow what should be done to-day.
15. A friend in need is a friend indeed.
16. It is an ill wind that blows nobody good.
17. Willful waste makes woeful want.
18. Who never climbed never fell.
19. It is never too late to mend.
20. Love lives in cottages as well as in courts.
21. Remove an old tree and it will wither to death.
22. Pardon all men, but never thyself.
23. Nothing is impossible to a willing mind.
24. In vain he craves advice that will not follow it.
25. Deeds are fruits; words are but leaves.
26. True praise takes root and spreads.
27. Never count your chickens before they are hatched.
28. One swallow does not make a summer.
29. See a pin and pick it up
All day long you'll have good luck.
30. Early to bed and early to rise
Makes a man healthy, wealthy, and wise.

LESSON 129. — REVIEW QUESTIONS

1. What is an adverb? What is an adverb of time? An adverb of place? An adverb of manner? An adverb of degree? How are many adverbs formed? What are interrogative adverbs? Name several. What are conjunctive adverbs? Illustrate. What are modal adverbs? Illustrate. What are expletive adverbs? Illustrate. Of what are some adverbs composed? What are adverbial phrases? What are adverbial clauses?
2. What is a preposition? What is the object of a preposition? What is a prepositional phrase? How may a prepositional phrase be used? How may *a* be used as a preposition? When is *to* not a preposition?
3. What is a coördinate conjunction? Name the simple coördinate conjunctions. What is a compound sentence? What is a subordinate conjunction? Name some words that are subordinate conjunctions. What are correlative conjunctions? Name some words that are correlative conjunctions. Name the five rules for parsing.

LESSON 130.—RULES FOR THE USE OF CAPITAL LETTERS

1. The first word of every sentence should begin with a capital letter.

2. All proper nouns, names of persons, places, days, months, etc., should begin with capital letters.

Nashville, James, Wednesday, July.

3. The first word in every line of poetry should begin with a capital letter.

My country, 'tis of thee,
Sweet land of liberty,
Of thee I sing.

4. Words used as names of particular objects should begin with capital letters.

The Atlantic Ocean; The Mouse Tower; The "House of Seven Gables"; The Lunatic Asylum; Brooklyn Bridge; Herald Square.

5. Titles of honor and distinction should begin with capital letters.

The King of England; The Duke of York; Professor Brown; Doctor Jones; Colonel Walton; Mr. Thomas; Gen. Gates; Sir Henry Irving; George the Third; William the Silent.

6. All names of the Deity should begin with capital letters.

God; the Holy Ghost; The Father; our Lord.

7. All pronouns and other words referring to the Deity should begin with capital letters.

Trust in Him, for He will sustain thee. The Hand that made us is divine.

8. Adjectives derived from proper nouns should begin with capital letters.

American; Indian; French; Spanish; Southern; Christian; Shakesperean; German; English; Russian; Dutch.

9. The first word of a direct quotation should begin with a capital letter.

They replied, "We are ready to go."

10. Names of things personified should begin with capital letters.

"O Sleep, O gentle Sleep,
Nature's soft nurse! how have I frightened thee?"

11. The name of a religious or political body should begin with a capital letter.

The Methodists; the Baptists; the Republican party; the Democrats; the Whigs; the leader of the People's party.

12. The pronoun *I* and the interjection *O* should always be written with a capital letter.

I said, "O, my poor boy."

Exercise. — In the following sentences tell why the words with capital letters are so written:

1. Do you live in Boston? No, I live in New York.
2. I saw James in Washington last Wednesday.
3. In July or August Doctor Brown will go North.
4. The Asylum for the Blind was burned on Friday.
5. From Brooklyn Bridge I went to Union Square.
6. O, you saw Niagara Falls? So did I.
7. Was Professor Dana with Colonel Bowen at the time?
8. The Queen of Holland is descended from William the Silent.
9. The good Doctor Jones lives on Peters Street near the Park.
10. Our Father who art in Heaven, hallowed be Thy name.
11. Though He slay me, yet will I trust Him.
12. The North American Indians astonished the Spanish.
13. Have you studied your French and your German?
14. Everybody cried, "Let us go at once."
15. "Come, gentle Spring! Ethereal Mildness! come."
16. Are you a Democrat or a Republican?

LESSON 131.—PUNCTUATION MARKS

The punctuation marks are as follows :

- | | |
|---------------------------|---------------------------|
| 1. Period (.) | 6. Colon (:) |
| 2. Interrogation mark (?) | 7. Parenthesis () |
| 3. Exclamation mark (!) | 8. Brackets [] |
| 4. Comma (,) | 9. Dash (—) |
| 5. Semicolon (;) | 10. Quotation marks (“ ”) |
| 11. Hyphen (-) | |

1. The **period** is used at the end of most declarative and imperative sentences.

The elephant is a large animal.
Go to the ant, thou sluggard.

2. The **period** is used at the end of every abbreviated word, such as Mr., Col., Gen., Dr., Prof., Mrs., Rev.

Mr. and Mrs. Bell are related to Dr. Colburn.

3. The **interrogation point** is used after most interrogative sentences.

Have you read the “Pilgrim’s Progress”?

4. The **exclamation point** is used after exclamatory words, phrases, clauses, or sentences.

What a curious thing that is!

5. The **exclamation point** is used after declarative, imperative, and interrogative sentences, when we wish to express strong emotion.

War is upon us!
Sing on, blithe bird!
Where, oh, where are the visions of morning!

6. The **comma** is used to separate the person or thing spoken to from the rest of the sentence.

John, open the door.
Ring out, wild bells, to the wild sky!

7. The **comma** is used to separate words or clauses used in series.

The big, noble, generous heart was still.

Dear, patient, gentle Nell was dead.

The boy recites well, behaves properly, and obeys his teachers.

8. Some relative clauses are set off by commas.

Frank Smith, who is my cousin, will visit me soon.

9. The **comma** is often used to separate a word or a phrase in apposition.

Webster, the great orator, was from Massachusetts.

10. The **comma** is used to separate a word or a phrase introduced between closely related parts of a sentence.

The soldiers, however, were not discouraged.

Sailors, in spite of danger, climb the rigging.

11. The **comma** is often used to separate the members of a compound sentence.

The cold winds blew, and the waves dashed high.

The police ran rapidly, but the thief escaped.

12. The **comma** is used to indicate the omission of a conjunction.

The sun, the stars, the earth, all move.

Love beareth, believeth, hopeth, all things.

13. The **comma** is used to separate a subordinate clause introducing the sentence.

When I was a child, I thought as a child.

While the band played, the soldiers marched.

14. The **comma** is often used to separate a participial phrase.

The horse, pricking up his ears, neighed loudly.

The volcano, smoking furiously, frightened the people.

15. The **comma** is used before a short direct quotation:

God said, "Let there be light."

Exercise 1. — Punctuate these sentences :

1. Charity covers a multitude of sins
2. William bring your books
3. Gen and Mrs Wood came to see Prof Wilcox but he was not at home
4. My what a big boy you are
5. What a fine sermon Rev Dr White preached to-day
6. Lift up your heads O ye gates
7. Drink pretty creature drink
8. A great big ugly venomous toad was in the path
9. Soldiers should ride well obey promptly and be brave
10. The lady with the veil over her face is Mrs Smith
11. Edison the inventor is deaf
12. Toward evening however the wind fell
13. The engineer not seeing the danger ran into the wreck
14. The rain fell heavily the river rose and the farms were covered

Exercise 2. — Copy this paragraph, and punctuate it properly:

The December sun shone clear and cold upon the city it shone upon the rich and the poor alike it shone into the homes of the wealthy on the avenues and in the up town street and into courts and alleys hedged in by towering tenements down town it shone upon throngs of busy holiday shoppers that went in and out of the great stores carrying bundles big and small all alike filled with Christmas cheer and kindly messages from Santa Claus

LESSON 132. — MORE ABOUT PUNCTUATION MARKS

1. The **semicolon** separates the parts of a compound sentence that are not very closely related.

The Indians gather about the fire; the medicine men chant their songs; the braves dance furiously.

2. The **semicolon** is used to separate the members of a compound sentence when any member contains words or clauses separated by commas.

Now abideth faith, hope, and charity; but the greatest of these is charity.

3. The **semicolon** is used to separate the members of a compound sentence when a contrast or inference is made.

Cleon hath a thousand acres ; ne'er a one have I.

Susan likes candy ; I like cake.

It rained hard ; therefore the ground was wet.

4. The **semicolon** is used before *as*, *namely* (see 6) in sentences that give examples or particulars.

A noun is a name ; as, John, James, Mary.

Man has nine servants ; namely, two eyes, two hands, two feet, two ears, one tongue.

5. The **colon** is used to introduce a long direct quotation.

Brutus ascended the pulpit and said : " Be patient till the last. Romans, countrymen, and lovers, hear me for my cause, and be silent that you may hear ; believe me for mine honor, and have respect to mine honor that you may believe ; censure me in your wisdom, and awake your senses that you may the better judge."

6. The **colon** is used after such words as *thus*, *as follows*, etc.

The Indian spoke thus : " We will not sell the land."

The parade will form as follows : the carriages in front, the horse-men next, the citizens on foot.

7. The **colon** is sometimes used in place of a conjunction.

Study your lessons : that is the way to learn.

Be polite to everybody : it is the proper policy.

8. The **parentheses**, **brackets**, and **dashes** are used to inclose or separate parts of a sentence that are not necessary to the sense, but are put in by way of explanation or side remark.

Know thou this truth (enough for man to know).

George Washington was in command [see Chap. I].

Lord Marmion turned — well was his need —.

9. **Quotation marks** are used to inclose and indicate a direct quotation.

Coleridge says, "Experience is the best schoolmaster."

10. The **hyphen** is used to connect the last syllable of an unfinished word at the end of a line to the rest of the word at the beginning of the next line. Words must break this way by syllables only and not by letters.

11. The **hyphen** is used also to separate the parts of some compound words.

passer-by fleet-footed man-of-war

Exercise 1. — Punctuate these sentences :

1. They the Puritans came direct from Holland
2. Mr Davis so I have heard was a brave soldier
3. Relatives friends home money all gone
4. The American flag has three colors namely red white and blue
5. Do your duty nothing can then harm you
6. Dickens was a humorist Scott a historian
7. What are you crazy cried the old man
8. We visited him Milton one morning in June
9. Take him and welcome the surgeons said
10. Good morning my friend said he may I walk with you
11. The old man trembling pallid and frightened stood up
12. Nero thou mighty monster thou inhuman wretch
13. The Southern States report the following corn cotton sugar rice fruits vegetables

14. We hold these truths to be self-evident that all men are created equal that they are endowed by their Creator with certain inalienable rights that among these are life liberty and the pursuit of happiness that to secure these rights governments are instituted among men deriving their just powers from the consent of the governed that whenever any form of government becomes destructive of these ends it is the right of the people to alter or abolish it and to institute a new government laying its foundations on such principles and organizing its powers in such form as to them shall seem most likely to effect their safety and happiness

Exercise 2.—Copy these selections and punctuate the sentences properly :

1. Whatsoever things are true whatsoever things are honest whatsoever things are just whatsoever things are pure whatsoever things are lovely whatsoever things are of good report if there be any virtue and if there be any praise think on these things

2. There was a South of slavery and secession that South is dead there is a South of union and freedom that South thank God is living breathing growing every hour

3. Great types like venerable plants are slow to flower and fruit but from the union of these colonists Puritans and Cavaliers from the straightening of their purposes and the crossing of their blood slow perfecting through a century came he who stands as the first typical American the first who comprehended within himself all the strength and gentleness all the majesty and grace of this republic Abraham Lincoln

4. It is in vain sir to extenuate the matter gentlemen may cry peace peace but there is no peace the war is actually begun the next gale that sweeps from the North will bring to our ears the clash of resounding arms our brethren are already in the field why stand we here idle what is it that gentlemen wish what would they have is life so dear or peace so sweet as to be purchased at the price of chains and slavery forbid it Almighty God I know not what course others may take but as for me give me liberty or give me death

5. Before he enter on the execution of his office the President shall take the following oath or affirmation I do solemnly swear (or affirm) that I will faithfully execute the office of President of the United States and will to the best of my ability preserve protect and defend the Constitution of the United States

The President shall be commander in chief of the army and navy of the United States and of the militia of the several states when called into the actual service of the United States he may require the opinion in writing of the principal officer in each of the executive departments upon any subject relating to the duties of their respective offices and he shall have power to grant reprieves and pardons for offenses against the United States except in cases of impeachment

TOPICS FOR STORY WRITING

1. Experiences of a newsboy.
2. A trip to the North Pole in a whaleboat.
3. How we killed a wild-cat.
4. Stolen by the gypsies.
5. The boy who would not play truant.
6. How we won the baseball game.
7. The countryman at the circus.
8. A trip to New York.
9. Shipwrecked on a desert island.
10. Taking the baby's picture.
11. A visit to Mammoth Cave.
12. My experience during the earthquake.
13. Ascending Vesuvius.
14. The time I saw a ghost.
15. Going up in a balloon and what happened.
16. Hunting the tiger in India.
17. A trip across a desert on a camel.
18. Lost in a fog.
19. Pursued by wolves in Russia.
20. Traveling with a circus.
21. A visit to a coal mine.
22. A story the tramp told.
23. Attacked by a mad dog.
24. Adventures of my airship.
25. How I lived on a desert island.
26. Some things I did last summer.
27. What I should like best to do.

SHORT ITEMS FOR THE NEWSPAPERS

1. Two children lost in a storm.
2. The President will visit our city.
3. Accident on the street-car line.
4. A bad runaway on High Street.
5. Two men hurt at the foundry.
6. A new schoolhouse is needed.
7. A burglary in Thompson's hardware store.
8. A mad dog seen in the city.
9. Some new animals at the park.
10. Child run over by an automobile.
11. The Firemen's parade yesterday.
12. A terrible snowstorm in the West.
13. The Agricultural Fair a great success.
14. Improvements on the courthouse.
15. An explosion at the gas house.
16. The result of the election yesterday.
17. A fight in a barroom up town.
18. Progress of the new bridge over the river.
19. An epidemic of measles in the city.
20. A policeman killed last night in a row.
21. Two boys injured while hunting.
22. A big fire in a warehouse.
23. A child lost yesterday on the streets.
24. Work needed on the city hall.
25. The apple crop threatened by the frost.
26. The races at the Fair Grounds.
27. The great military parade.

IRREGULAR VERBS

(For reference only)

When a verb forms its past tense and participle by changes in the word itself or by various endings, other than *d* or *ed*, it is called **irregular**.

The following list contains the most important irregular verbs. Forms that are rarely used have been omitted.

LIST OF IRREGULAR VERBS ¹

PRES.	PAST	PAST PART.	PRES.	PAST	PAST PART.
abide	abode	abode	blow	blew	blown
am (inf. be)	was	been	break	broke	broken
arise	arose	arisen	breed	bred	bred
awake	awoke *	awaked	bring	brought	brought
bear	bore	borne	build	built	built
bear	bore	born	burn	burnt *	burnt *
beat	beat	beaten	burst	hurst	burst
begin	began	begun	buy	bought	bought
behold	beheld	beheld	cast	cast	cast
bend	bent	bent	catch	caught	caught
bereave	bereft *	bereft *	chide	chid	chidden
beseech	besought	besought	choose	chose	chosen
bet	bet	bet	cleave	cleft	cleft *
bid	bade	bidden	cling	clung	clung
bid	bid	bid	come	came	come
bind	bound	bound	cost	cost	cost
bite	bit	bitten	creep	crept	crept
bleed	bled	bled	cut	cut	cut

¹ The star indicates that the regular form in *ed* is also in use. For irregular verbs not in this list the student is advised to consult a dictionary.

PRES.	PAST	PAST PART.	PRES.	PAST	PAST PART.
deal	dealt	dealt	lay	laid	laid
dig	dug	dug	lead	led	led
do	did	done	leave	left	left
draw	drew	drawn	lend	lent	lent
dream	dreamt *	dreamt *	let	let	let
drink	drank	drunk	lie	lay	lain
drive	drove	driven	lose	lost	lost
dwell	dwelt	dwelt	make	made	made
eat	ate	eaten	mean	meant	meant
fall	fell	fallen	meet	met	met
feed	fed	fed	mow	mowed	mown *
feel	felt	felt	pay	paid	paid
fight	fought	fought	put	put	put
find	found	found	quit	quit *	quit *
flee	fled	fled	read	read	read
fling	flung	flung	rend	rent	rent
fly	flew	flown	rid	rid	rid
forget	forgot	forgotten	ride	rode	ridden
forsake	forsook	forsaken	ring	rang	rung
freeze	froze	frozen	rise	rose	risen
get	got	got	run	ran	run *
give	gave	given	say	said	said
go	went	gone	see	saw	seen
grind	ground	ground	seek	sought	sought
grow	grew	grown	sell	sold	sold
hang	hung *	hung *	send	sent	sent
have	had	had	set	set	set
hear	heard	heard	shake	shook	shaken
hew	hewed	hewn *	shed	shed	shed
hide	hid	hidden	shine	shone	shone
hit	hit	hit	shoe	shod	shod
hold	held	held	shoot	shot	shot
hurt	hurt	hurt	show	showed	shown
keep	kept	kept	shred	shred *	shred *
kneel	knelt *	knelt *	shrink	shrank	shrank
knit	knit *	knit *	shut	shut	shut
know	knew	known	sing	sang	sung
lade	laded	laden *	sink	sank	sunk

PRES.	PAST	PAST PART.	PRES.	PAST	PAST PART.
sit	sat	sat	string	strung	strung
slay	slew	slain	strive	strove	striven
sleep	slept	slept	swear	swore	sworn
slide	slid	slidden	sweat	sweat *	sweat *
sling	slung	slung	sweep	swept	swept
slink	slunk	slunk	swim	swam	swum
slit	slit	slit	swing	swung	swung
smite	smote	smitten	take	took	taken
sow	sowed	sown *	teach	taught	taught
speak	spoke	spoken	tear	tore	torn
speed	sped *	sped *	tell	told	told
spend	spent	spent	think	thought	thought
spin	spun, span	spun	thrive	throve *	thriven *
spit	spit	spit	throw	threw	thrown
split	split	split	thrust	thrust	thrust
spread	spread	spread	tread	trod	trodden
spring	sprang	sprung	wear	wore	worn
stand	stood	stood	weave	wove	woven
steal	stole	stolen	weep	wept	wept
stick	stuck	stuck	wet	wet	wet
sting	stung	stung	win	won	won
strew	strewed	strewn *	wind	wound	wound
stride	strode	stridden	wring	wrung	wrung
strike	struck	struck	write	wrote	written

ABBREVIATIONS

(For reference only)

A.B. or B.A.	Bachelor of Arts	Fri.	Friday
acct.	account	Ga.	Georgia
A.D.	In the year of our Lord	Gen.	General
Ala.	Alabama	Gov.	Governor
A.M.	Before noon	Hon.	Honorable
A.M. or M.A.	Master of Arts	i.e.	that is
Anon.	Anonymous	Ill.	Illinois
Ariz.	Arizona	Ind.	Indiana
Ark.	Arkansas	I.O.U.	I owe you
Atty.	Attorney	Jan.	January
Aug.	August	Jr. or Jun.	Junior
Av. or Ave.	Avenue	Kans.	Kansas
Bbl., or bbl.	barrel	Ky.	Kentucky
B.C.	Before Christ	La.	Louisiana
Cal.	California	L.I.	Long Island
Capt.	Captain	Lieut.	Lieutenant
cf. (<i>confer</i>)	compare	LL.D.	Doctor of Laws
Co.	Company; County	M.	Noon
C.O.D.	Collect on Delivery	Maj. Gen.	Major General
Col.	Colonel	Mass.	Massachusetts
Colo. or Col.	Colorado	M.C.	Member of Congress
Conn.	Connecticut	M.D.	Doctor of Medicine
Cor. Sec.	Corresponding Secretary	Md.	Maryland
Cr.	Credit; Creditor	Me.	Maine
ct. or ¢	cent	Messrs.	Gentlemen
D.C.	District of Columbia	Mfg.	Manufacturing
D.D.	Doctor of Divinity	Mich.	Michigan
Dec.	December	Minn.	Minnesota
Del.	Delaware	Miss.	Mississippi
Dept.	Department	Mlle.	Mademoiselle
do.	the same	Mme.	Madame
Doz. or doz.	Dozen	Mo.	Missouri
Dr.	Debtor; Doctor	Mon.	Monday
E.	East	Mont.	Montana
e.g.	for example	M.P.	Member of Parliament
etc. or &c.	and so forth	Mr.	Mister
Ex.	Example		
Feb.	February		
Fla.	Florida		

Mrs.	Mistress	Rec ^d	Received
MS.	Manuscript	Rev.	Reverend
MSS.	Manuscripts	R.I.	Rhode Island
Mt.	Mount	R.S.V.P.	Answer, if you please
N.	North	S.	South
N.A.	North America	Sat.	Saturday
Nebr.	Nebraska	Sec.	Secretary
Nev.	Nevada	Sept.	September
N.C.	North Carolina	Sr. or Sen.	Senior
N. Dak.	North Dakota	S.C.	South Carolina
N.H.	New Hampshire	S. Dak.	South Dakota
N.J.	New Jersey	St.	Saint; Street
N. Mex.	New Mexico	Sun.	Sunday
No.	Number	Supt.	Superintendent
N.Y.	New York	Tenn.	Tennessee
Oct.	October	Tex.	Texas
O. ¹	Ohio	Thurs.	Thursday
Okla.	Oklahoma	Tues.	Tuesday
Ore	Oregon	ult. (ultimo)	last month
Pa. or Penn.	Pennsylvania	U.S.	United States
per cent	by the hundred	Ut. ¹	Utah
Ph.D.	Doctor of Philosophy	Va.	Virginia
Pinx. or Pxt.	He painted it	viz.	to wit, namely
P.M.	Afternoon; Postmaster	vs.	against
P.O.	Post Office	Vt.	Vermont
Pres.	President	W.	West
Pro tem.	For the time being	Wash.	Washington
Prof.	Professor	Wed.	Wednesday
P.S.	Postscript	Wis.	Wisconsin
Q.E.D. Which was to be demonstrated		W. Va.	West Virginia
Q.E.F.	Which was to be done	Wyo.	Wyoming

¹ To save confusion, it is better not to abbreviate Ohio and Utah, which are short enough to be written in full without great effort.

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