

TABLE OF CONTENTS.

PART I.—	PAGE
INTRODUCTORY	7
THE FORM OF THE PAGE	10
THE FORM OF THE PARAGRAPH	11
THE FORM OF THE SENTENCE	12
THE USE OF CAPITALS	13
PUNCTUATION	17
PART II.—	
LETTER WRITING	38
BUSINESS FORMS	50
PART III.—	
HOMONYMS	63
WORDS DIFFERING IN ACCENT	75
WORDS OFTEN CONFOUNDED	78
PART IV.—	
RULES FOR SPELLING	85
PLURAL FORMS	91
POSSESSIVE FORMS	92
A LIST OF WORDS DIFFICULT TO SPELL (ALPHABETICALLY ARRANGED)	93
SILENT LETTERS	113
DIFFICULT COMBINATIONS	114
DIFFICULT ENDINGS	115
PART V.—	
COMMON ABBREVIATIONS	121
DERIVATIONS	129
PREFIXES	131
AFFIXES	136
ROOTS	138
PART VI.—	
PRONUNCIATION	160
WORDS OFTEN MISPRONOUNCED	170
FOREIGN PHRASES	178
SUPPLEMENT—	
TYPE EXERCISES	181