

## CAPITALS.

**RULE 1.**—Begin with a capital *the first word of every sentence.*

Be wise to-day; 'tis madness to defer.  
The air bites shrewdly; it is very cold.  
Men should be truthful, as well as boys.

**RULE 2.**—Begin with a capital *the first word of every line of poetry.*

But pleasures are like poppies spread;  
You seize the flower, its bloom is shed;  
Or, like the snow-fall in the river,  
A moment white, then melts forever.

**RULE 3.**—Begin with a capital *the first word of every clause, in a series of clauses, when they are separately numbered.*

Happiness depends very much upon five things: 1. Good health; 2. A reasonable amount of wealth; 3. The honor and esteem of friends; 4. Social enjoyment; 5. Domestic happiness.

**RULE 4.**—Begin with a capital *the first word of every quotation, precept or question, if introduced in a direct form.*

[(Direct.) Longfellow says, "Learn to labor and to wait."  
[(Indirect.) Longfellow says that we should "learn to labor and to wait."  
[(Direct.) Remember the old maxim: "Honesty is the best policy."  
[(Indirect.) Remember that "honesty is the best policy."  
[(Direct.) The question is, "Why do you not attend to your work?"  
[(Indirect.) I desire to know why you do not attend to your work.

**RULE 5.**—Begin with a capital *every proper name.*

America, Europe; England, France, Germany.  
New York, Boston, Chicago; London, Paris, Berlin.  
Bryant, Curtis, Holland.

**RULE 6.**—Begin with a capital *words derived from proper names.*

German, French, Irish, Grecian, Italian, American.  
The Christian religion. The Spanish language. The Augustan age of English literature.

**RULE 7.**—Begin with a capital *all appellations of God and of Jesus Christ, and generally pronouns relating to God and Christ.*

Jehovah, Lord, Creator, the Eternal, the Almighty, the Supreme Being.  
The Messiah, the Saviour, the Redeemer; Holy One, Prophet, Master.  
These are Thy glorious works, Parent of good.  
Almighty! Thine this universal frame.  
Thus wondrous fair: Thyself how wondrous then.

**RULE 8.**—Begin with a capital *titles of honor and respect.*

My dear Sir, respected Friend, or Madam, dear Father, or Sister.  
His Excellency the Governor-General of the Dominion of Canada.  
His Worship the Mayor of Montreal.

**RULE 9.**—Write with capitals *the pronoun I and the interjection O.*

I cannot do as I would; so I must do as I can.  
When, O men, countrymen! This, O men of Athens!

**RULE 10.**—Begin with a capital *common nouns when personified.*

Then shall be love, when genial Morn appears,  
Like pensive Beauty smiling in her tears.

**RULE 11.**—Begin with a capital *names of religious denominations.*

The Protestants, the Catholics, the Methodists, the Presbyterians.

**RULE 12.**—Begin with a capital *the days of the week and months of the year.*

Sunday, Monday, Thursday, Friday, Sabbath.  
January, March, May, July, September.

**RULE 13.**—Begin with a capital *the important words in the subject of a composition.*

Necessity is the Mother of Invention.  
A Moonlight Walk at the Seaside.  
The Pen is mightier than the Sword.

**RULE 14.**—Begin with a capital *words of primary im-*

portance, if they indicate some great event or remarkable change in religion or government.

The Magna Charta, the Reformation, the Revolution, the Norman Conquest, the Rebellion.

**RULE 15.**—Begin with a capital *the words North, South, East and West, when they denote a section of country.*

He came from the North. He bought a farm in the South. Boston is east of Chicago. Boston is in the East and Chicago in the West.

## NOTES AND LETTERS.

## A NOTE OF INVITATION.

Mrs. Brown requests the pleasure of Mr. and Mrs. Smith's company, on Tuesday evening, the 19th inst., at eight o'clock.

76 Remsen St.

## A NOTE ACCEPTING.

Mr. and Mrs. Smith accept with pleasure Mrs. Brown's kind invitation for Tuesday evening, the 19th inst.

116 Pierrepont Street.

## ANOTHER FORM.

Mr. and Mrs. Smith's compliments and acceptance for Tuesday evening, April 19th.

March 30, 1876.

## A NOTE DECLINING.

Mr. and Mrs. Smith regret that it will not be in their power to accept Mrs. Brown's kind invitation for Tuesday evening, the 19th inst.

116 Pierrepont Street.

## ANOTHER FORM.

Mr. and Mrs. Smith's compliments and regrets for Tuesday evening, April 19th.

March 30, 1876.

[The answers to notes of invitation are not always strictly formed like the above. The following may be used:—]

With many thanks to Mrs. ——— for your kind invitation, Mr. ——— begs leave to express his regret that previous engagements will prevent him from participating in the festivities of Monday evening next.

London, Feb. 6, 1876.

Mr. ——— regrets that his engagements compel him to decline the polite invitation of Mrs. ——— for the evening of Feb 8.

Toronto, Feb. 4, 1876.

## A BUSINESS NOTE.

London, Ont, March 22, 1876.

Messrs. Adam Stevenson & Co., }  
Toronto, Ont.

Gentlemen:

Enclosed I send you \$3.50, for which you will please to send me, for one year, your excellent Magazine "The Canadian Monthly"

Very truly yours,

GEO. ROBINSON.