

subject, the person addressed also has an influence upon our style, for in our addresses we must conform to the conventionalities of society. We must be respectful to superiors, courteous to inferiors, familiar with friends and affectionate with relatives. The method of noting upon a scrap of paper the subjects we would consider will also assist us in making a good choice of words and acquiring a concise phraseology. It will also enable us to avoid unnecessary repetitions, underlinings and interlineations.

A word or two noted down, while an idea is in mind, often prevents an important item being forgotten, or suffices to give a more complete expression. Letters may be said to consist of four parts: the heading, the introduction, the body and the conclusion.

*The Heading* consists in the *Place*, and the *Date*, indicating where and when the letter was written.

The name of the place should embrace the writer's postal directions, that is, the name of the town, county and state; or, if in the city, the number and street, city and state; or, if at any well-known hotel or institution, the name of the same before the town or city.

The date consists of the month, day of the month and year. It may also include the day of the week.

On ruled paper the heading should begin on the first line, and may occupy one, two or three lines. The first line is generally an inch and a half, or two inches, below the top of the page. If the paper is not ruled the position should be the same.

Letters written in the third person are generally dated at the bottom. Social letters may be if it is preferred.

The parts of the heading should be separated by commas, and a period should be placed at the end of the heading, and after each abbreviation.

It is not customary to write *st*, *th*, or *d*, after the number denoting the day of the month, when the year is expressed; but when the latter is omitted, the letters should be used.

*The Introduction* consists of the *Name* and *Title* of the person written to, and his *Directions*; together with the complimentary greeting.

The name should be written plainly and in full. Courtesy requires that some title should be annexed, unless the person is a