

Postmaster.  
 Post-office.  
 President.  
 Professor.  
*scriptum*).  
 . Quebec.  
 Reverend.  
 Rhode Island.  
 Railroad.  
 . . South.  
 Saskatchewan.  
 . Saturday.  
 September.  
 . Senior.  
 North Carolina.  
 North Dakota.  
 . Street.  
 . Sunday.  
 Superintendent.  
 Tennessee.  
 . Texas.  
 Thursday.  
 . Tuesday.  
 United States.  
 . . Utah.  
 . Virginia.  
 . Vermont.  
 . . West.  
 Washington.  
 Wednesday.  
 Wisconsin.  
 Wyoming.  
 West Virginia.

## INDEX.

- Abbreviations, 24, 26, 35, 42, 157, 158.  
 Addresses, 41-43; forms of, 41.  
 Adjectives, 89.  
 Adverb, 105.  
 Apostrophe, 52, 56; in contractions, 52; in possessives, 81-84.  
 Capital letters, use of, 3, 4, 7, 14, 16, 25, 34, 50, 56, 60, 62-63, 65.  
 Change of address, 148.  
 Christian names and surnames, 16.  
 Comma, in address, 45, 46.  
 Command, 44.  
 Composition, 6, 11, 15, 17, 21, 24, 28, 31, 36, 39, 43, 48, 51, 53, 66, 69, 74, 77, 80, 85, 90, 96, 104, 108, 111, 120, 123, 124, 149-151, 156.  
 Conjunctions, 121.  
 Contractions, 51.  
 Dictation exercises, 7, 13, 24, 46, 50, 53, 63, 65, 79, 86, 97, 118, 130.  
 Exclamations, 126.  
 Exclamation point, 126; use of, 127.  
*Has* and *have*, 26.  
 How to write, addresses, 41; dates, 38; initials, 18; *Mr.* and *Mrs.*, 23; the word *I*, 10; the words *Uncle* and *Aunt*, 22; the names of persons, 7; the names of cities, 14; the names of streets, 14; the names of the days, 25; the names of the months, 34; the names of the seasons, 34.  
 Initials, 18.  
 Interrogation point, 4.  
 Intransitive verb, 100.  
*Is* and *are*, 8.  
 It is *I*, etc., 119.  
 Letter-Writing, 39-44, 131-148.  
   Parts of a letter, 131; heading, 132, 133, 134; address, 132, 140-143; salutation, 132, 136, 137; body of letter, 132, 143, 144; conclusion, 132, 137-139.  
   Heading of letter, 132, 133; items in, 133; position of, 133; arrangement of parts, 133; punctuation of, 135; forms of, 134; cautions about, 135.  
   Address in letter, 132, 140; items in, 140; position of, 140; punctuation of, 141; use of titles in, 141-143; forms of, 140, 141.  
   Salutation, 132, 136; position of, 137; capitalization of, 137; punctuation of, 137; forms of, 136.  
   Body of letter, 132, 143; style of, 143; position of, 143; forms of, 40, 147; cautions about, 143, 144.