

respondence they imply haste, and are, therefore, not quite respectful. Titles are generally abbreviated in all correspondence.

The contraction & is only permitted when connecting the names of a firm, as Rogers & Raymond, or Devlin & Co.

Arithmetical Figures should not be used in letters, except in writing dates, or very large numbers, or in repeating numbers that are written in words, in which case they should be enclosed in parentheses.

The next consideration is the acquirement of a *good style*.

VIII. STYLE

Style in letter writing is the arrangement of our thoughts with reference to propriety, elegance and force. This subject, therefore, embodying as it does an understanding of the preceding elements of composition, is one requiring close attention to the governing influence of the subject treated and the relative position of the person addressed. No course of rules can be laid down for its cultivation, all improvement being dependent upon intellectual culture. The use of plain, simple language, with as much brevity as the sense will allow, avoiding figurative embellishments except where such would naturally be made use of in conversation, are the main points of a good style. Let your object be, not to write much, but to write well. Do not embarrass yourself by forgetting to maintain your own identity. Probably the best suggestion that could be followed would be to note upon a scrap of paper each topic for consideration. In doing this, we think over beforehand all we would say, and are enabled to present each subject in respective order of importance; matters of nearest interest to both appearing first, but merely noticed, if of a trivial or slight nature; followed by subjects of greater value, which may receive more forcible expression. We should endeavor to be as concise and impressive as necessity demands in the treatment of important matters; while more animation and joviality should be indulged in where the topics are of a nature intended to be merely entertaining. In letters of condolence, it would naturally be our desire to give expression to our sentiments in tender and sympathetic language; while in congratulations we would again be joyful and pleasant. While being guided by the